Graduation Regalia Ordering

Please note Europe students- place your order after March 15, 2019. If sent on or before that date the order will be shipped to campus and not to your address here in Europe.

To place your order visit:

Ordering your Cap & Gown:

1. Click on “Graduation Caps & Gowns”

2. Once clicked you will have a small pop-up appear asking you to choose a category. Choose the “Student All Degree Choices Ship to Student” option (This option will not be available until after March 15th. The picture below illustrates how it will appear on and before March 15, 2019)
3. Choose your respective degree type for cap, gown, hood, and tassel: Masters or Doctorate

4. The next page that appears will show a general gown. You will need to click the “Customize” button in the middle of the screen. (Note: in this screen you will see in the bottom right where your order will ship to.)
5. Choose your Height and Weight then click next at the bottom of the screen.

6. The next screen will have you choose your Major from the drop-down menu. If you are in the Human Relations or International Relations programs you will choose “Arts.” If you are in the Education program you will choose “Education.” To continue, click Next.
7. The page that appears next allows you to edit the options you picked in the last 2 screens, if it is all correct click “Add to Cart.”

8. Once your order is added to your cart you will be prompted to enter your first and last name. If everything looks good, click “Checkout.”
9. The next screen will prompt you to checkout as a guest or create an account with Jostens. You can choose either- this example will “Continue as a Guest.”

   Please note that the steps after this may be altered slightly from what is shown as your order will be shipping to you and not the school. There may be additional steps like choosing a shipping option.

10. Enter the information asked for. Enter your APO/FPO address. Do not use your local street address. (*If you do not have an APO/FPO address please contact Jessica Smith at apeuadmin@ou.edu for guidance.) Click Continue.
11. On the next screen you will choose your payment method at the top of the page. The option you choose will determine what further information must be populated. The middle of the page will have your Order Summary and show all charges you are incurring. Once all information has been filled in you will scroll to the bottom of the page to click “Submit Order.”
12. The next page that appears is a Receipt with your purchase details. You can print this for your records, if you cannot print the page, take a screen shot or write down the details to have for reference.