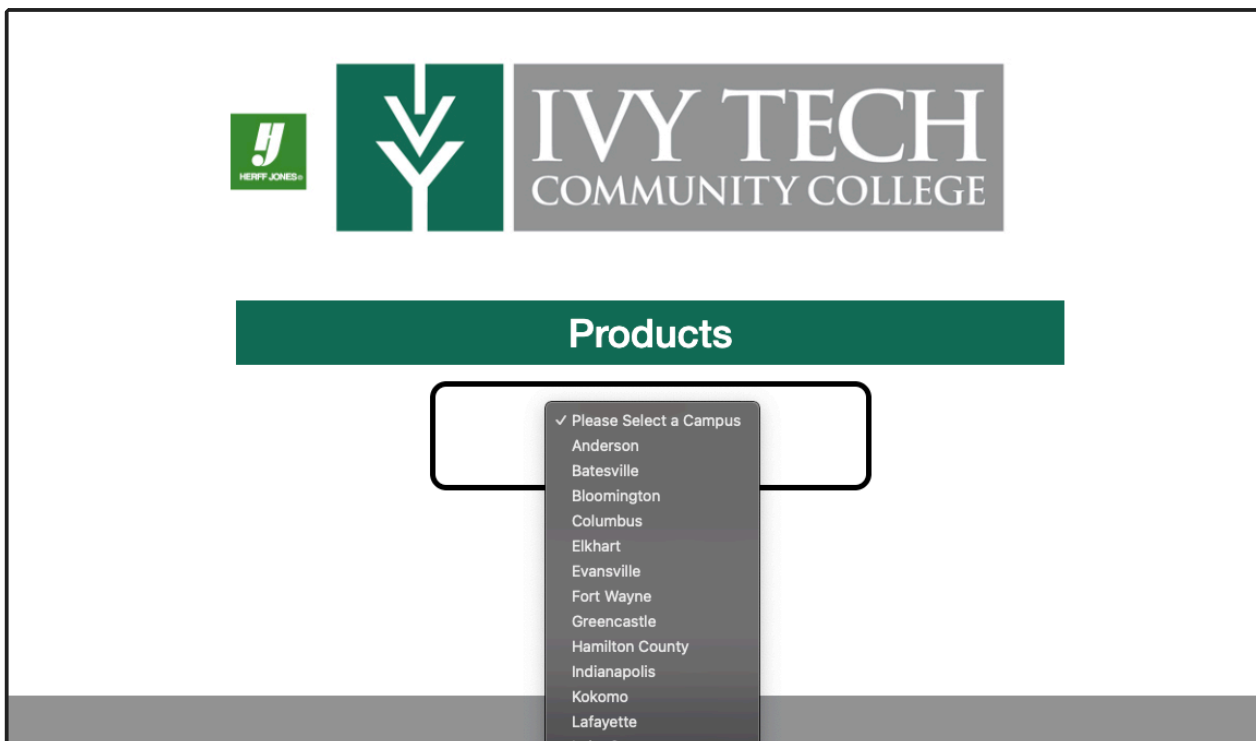


How to Order Regalia Online

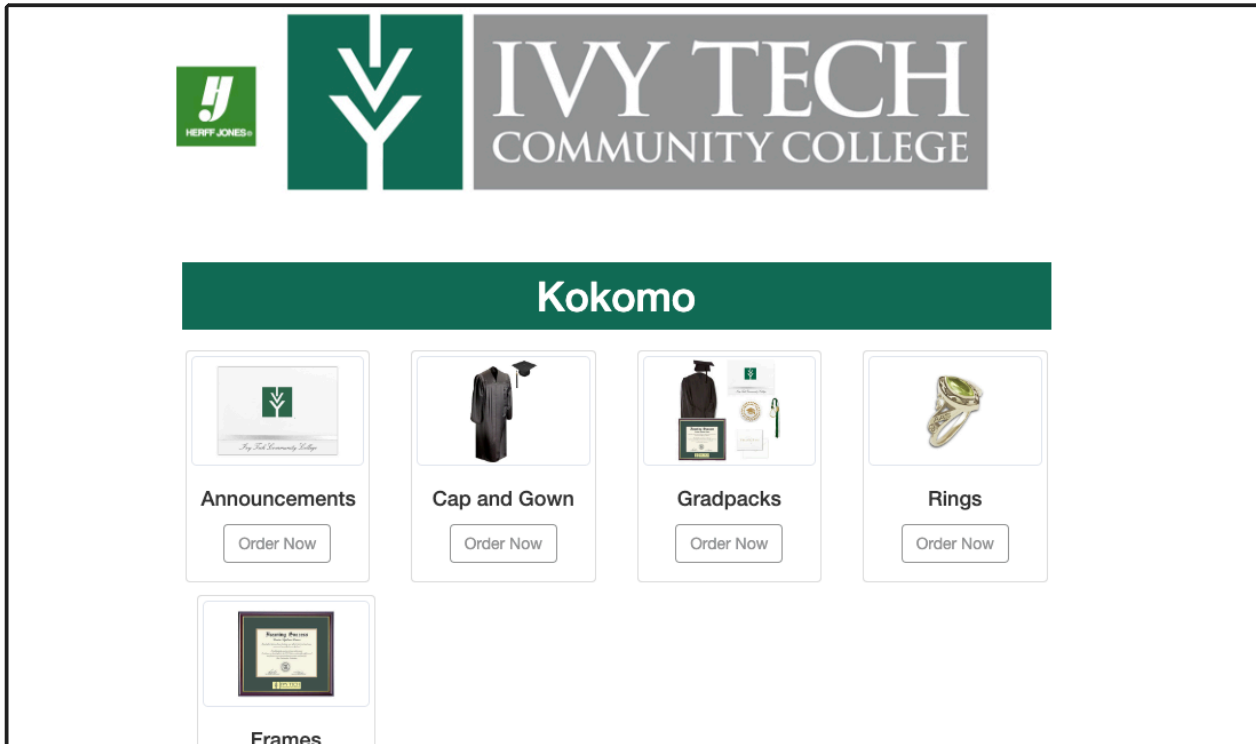
1. In the address bar type herff.ly/ivytech. You will see this screen:



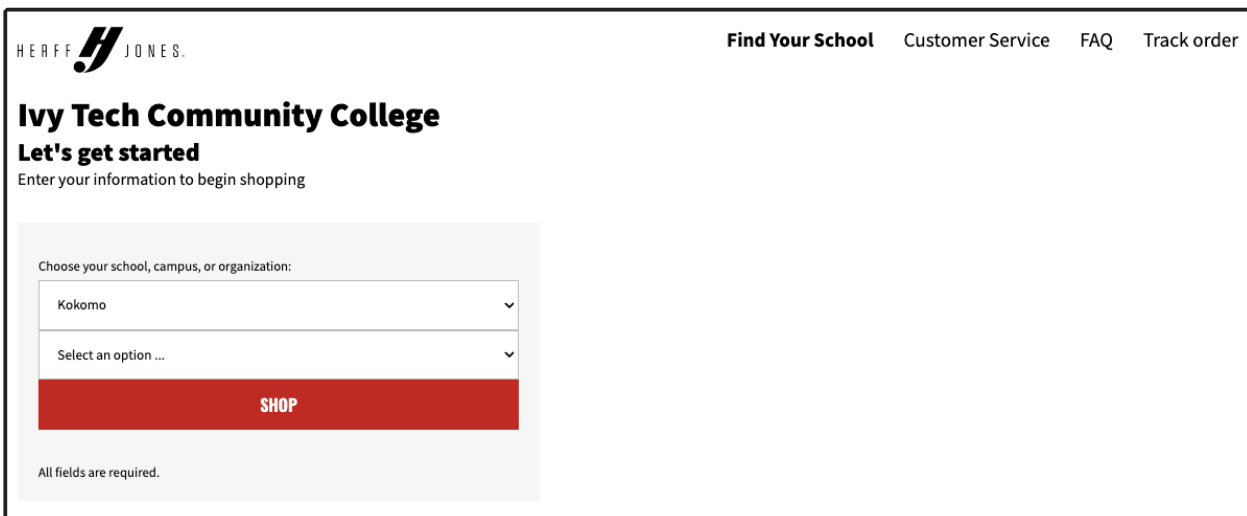
2. Select your campus from the dropdown:



3. You will see this screen reflecting your campus:



4. Click “Order Now” (Cap and Gown selected for this example). You will see this screen:



5. From the dropdown, select your degree option:

HERFF JONES. Find Your School Customer Service FAQ Track order

Ivy Tech Community College

Let's get started
Enter your information to begin shopping

Choose your school, campus, or organization:

Kokomo

- ✓ Select an option ...
- Associate Degrees
- Certificate and Career
- Technical Certificate

All fields are required.

6. You will this screen confirming your ceremony date and the degree option selected. Click "SHOP":

HERFF JONES. Find Your School Customer Service FAQ Track order

Ivy Tech Community College

Let's get started
Enter your information to begin shopping

Choose your school, campus, or organization:

Kokomo

Associate Degrees

Ceremony Date

Friday May 09, 2025

Degree Type

Associate

SHOP

All fields are required.

7. You will see this screen:

Ivy Tech Community College

Change Your School Customer Service FAQ Track order [Cart \(0\)](#)

Kokomo • Friday May 09, 2025 [Update](#)

i Important Info.

[Home](#) [Graduation Packages](#) [Announcements](#) [Cap & Gown](#) [Diploma Frames](#) [Class Ring](#)

CONGRATS, GRADS!

Congratulations on your graduation from Ivy Tech Community College

Get everything you need for graduation and save money with a Grad Pack! We make graduation easy with our custom Grad Packs that offer the products you need to graduate with the products you want. Visit the Graduation Packages page to view your package options and see how you can save money! You can also purchase your items separately by visiting each product page.

i We are now taking orders for the ceremony to take place on Friday May 09, 2025

If this is not your ceremony date and time then we are not currently taking orders for your ceremony. Please check back at a later date.

8. Select header of interest for purchase (Graduation Packages used for this example). You will a screen showing options:

Ivy Tech Community College

Change Your School Customer Service FAQ Track order [Cart \(0\)](#)

Kokomo • Friday May 09, 2025 [Update](#)

i Important Info.

[Home](#) [Graduation Packages](#) [Announcements](#) [Cap & Gown](#) [Diploma Frames](#) [Class Ring](#)

Grad Package 1 \$138.50 Package Savings: 20% on Grad Accessories CLICK TO SHOW CONTENTS	Grad Package 2 \$99.29 Package Savings: 20% on Grad Accessories CLICK TO SHOW CONTENTS	Grad Package 3 \$195.70 Package Savings: \$25 on Frame Shipping (to domestic addresses only) CLICK TO SHOW CONTENTS
--	---	--

Grad Package 4
Best Value

9. Select the item of interest. For this example we will select Grad Package 4.

Ivy Tech Community College

Change Your School Customer Service FAQ Track order **Cart (0)**

Kokomo • Friday May 09, 2025 [Update](#)

i Important Info.

[Home](#) **Graduation Packages** [Announcements](#) [Cap & Gown](#) [Diploma Frames](#) [Class Ring](#)

Grad Package 4

Best Value

\$275.50

Package Savings: Save 20% on Grad Accessories and \$25 on Frame Shipping (to domestic addresses only)

CLICK TO SHOW CONTENTS

10. Click on the link to show the contents (the selected package includes includes select announcements, cap, gown, tassel and frame) or click the picture to prepare to add to cart:

Ivy Tech Community College

Change Your School Customer Service FAQ Track order **Cart (0)**

Kokomo • Friday May 09, 2025 [Update](#)

i Important Info.

[Home](#) **Graduation Packages** [Announcements](#) [Cap & Gown](#) [Diploma Frames](#) [Class Ring](#)

Grad Package 4

Best Value

\$275.50

PayPal As low as \$26.30/mo. [Learn more](#)

Package Savings: Save 20% on Grad Accessories and \$25 on Frame Shipping (to domestic addresses only)

Deadline 04/11

20 Announcements
25 Tissue Inserts
25 Envelope Seals
Cap, Gown, Tassel
Athens Diploma Frame

Add to cart

Announcement Information

First Name*

Middle Name

Last Name*

First Degree*

11. Complete all required (* = required) information and click “ADD TO CART”. This will take you to the Order Summary page. Click “CHECKOUT” to continue :


Ivy Tech Community College Change Your School Customer Service FAQ Track order Cart (1)

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Important Info.

[Home](#) [Graduation Packages](#) [Announcements](#) [Cap & Gown](#) [Diploma Frames](#) [Class Ring](#)

My Cart




Grad Package 4
20 Announcements
25 Tissue Inserts
25 Envelope Seals
Cap, Gown, Tassel
Athens Diploma Frame
\$275.50

1  

[ADD MORE](#)


Order Summary

Subtotal **\$275.50**

 [PayPal](#) As low as \$26.30/mo. [Learn more](#)

Items ship separately.

[CHECKOUT](#)



12. For Announcement orders, the next screen will ask you to confirm the information is correct:

Ivy Tech Community College Change Your School Customer Service FAQ Track order Cart (1)

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Important Info.

[Home](#) [Graduation Packages](#) [Announcements](#) [Cap & Gown](#) [Diploma Frames](#) [Class Ring](#)

Preview of Announcement

Verify the wording of your announcement

Adjust the line spacing.

The President, The Faculty
and
The Graduating Class
of
Ivy Tech Community College
announce that
John Doe
is a candidate for the degree of
Associate of Applied Science
on Friday, the Ninth of May
Two Thousand Twenty Five
Hings Hall, Health Professions Center
Kokomo Campus


Herff Jones makes every effort to produce each custom product to the specifications you have provided, so there will be no returns or refunds for orders entered incorrectly.

Please review your order carefully. Your order goes directly into production once you hit the submit button below. Therefore, changes, corrections, alterations or cancellations cannot be processed after your order has been submitted.

The font shown is for review purposes only
Final printing will be formatted differently

I understand that the preview on this page will be printed or manufactured exactly as shown and cannot be edited once submitted.

[CONFIRM](#)



13. Once all is confirmed, you will be asked to enter your shipping and billing information (complete and click continue) and your method of payment.