

UC DAVIS: BOOKSTORE

September 1, 2009

Re: Rental of Academic Hoods, Fall Commencement 2009

All faculty and administrators who hold a degree from another university (or a UC degree other than a Ph.D.) and are planning to take part in the Fall Commencement ceremony must make reservations for an academic hood rental through their department office by Oct. 30, 2009.

Please note: Faculty robes, caps, and UC/Ph.D. hoods are rented through the Special Services division of Materiel Management and separate rental instructions will be circulated by them.

Hood rental fee is \$20. A separate rush-handling charge of \$10 per hood will be added to all hood orders received after Oct. 30, 2009.

Rentals must be placed via the online ordering system at <http://bookstore.ucdavis.edu/ucd-access/facultyhoods/>.

Return instructions: Hoods rented through the Bookstore must be returned to the Bookstore. UC/Ph.D. hoods belong to the campus and must be returned to Central Storehouse. Staff representing both facilities will be present at the commencement site to collect faculty attire. Please be sure to include original packaging or a separate label to ensure that the return is properly attributed to your department.

For questions, please contact me at kgholt@ucdavis.edu.

Kelly Holt
UCD Bookstore Commencement Coordinator

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