**Step by Step process for ordering Graduate Regalia from the**

**Penn State Great Valley Bookstore**

* Go to our University Bookstore web site: psu.bncollege.com



* In the top left corner, you will find a tab, TEXTBOOKS, listed next to the home button, mouse over the **TEXTBOOKS** tab
* There will be a drop-down menu which appears. Select **FIND TEXTBOOKS**
* You will be taken to the screen: **FIND COURSE MATERIALS**



* Directly under the heading **FIND COURSE MATERIALS** is a drop-down menu box: **SELECT A CAMPUS**
* Select **PSU GREAT VALLEY SCHOOL OF GRADUATE PROFESSIONAL STUDIES**
* In the “**TERM**” menu box, select **SPRING 2021** and move the cursor to the “**DEPARTMENT**” menu box
* In the “**DEPARTMENT**” menu box, you will select **GRADUATION** and move the cursor to the “**COURSE**” menu box
* In the “**COURSE**” menu box, you will select **REGALIA** from the drop menu, and move the cursor to the “**SECTION**” menu box
* In the “**SECTION**” menu box you will select the section “**001**”
* Upon entering this information, you will click the” **FIND MATERIALS**” command box at the bottom center of the page
* The web site will automatically provide the regalia information



* Select your **CAP AND GOWN PACKAGE** (Master Package) on the right side under the heading “**SELECT FORMAT**”
* When done selecting please click the **ADD ITEMS TO CART** button
* Your SHOPPING CART will appear, and you can begin CHECKOUT or continue shopping
* You will want to enter in your shipping and billing information (create an account if you like)
* You will receive an initial EMAIL CONFIRMATION that your order has been submitted to the Bookstore.
* A Bookstore staff member will call the phone number listed to ensure proper height and weight sizing for your Cap, Hood and Gown
* You will receive a second **EMAIL CONFIRMATION** when your order has been processed and shipped or available for pick up
* **Any questions please call our Bookstore at 610-648-3280. Our store hours are Monday through Thursday 11:30am-6pm and Friday 10am-2pm.**