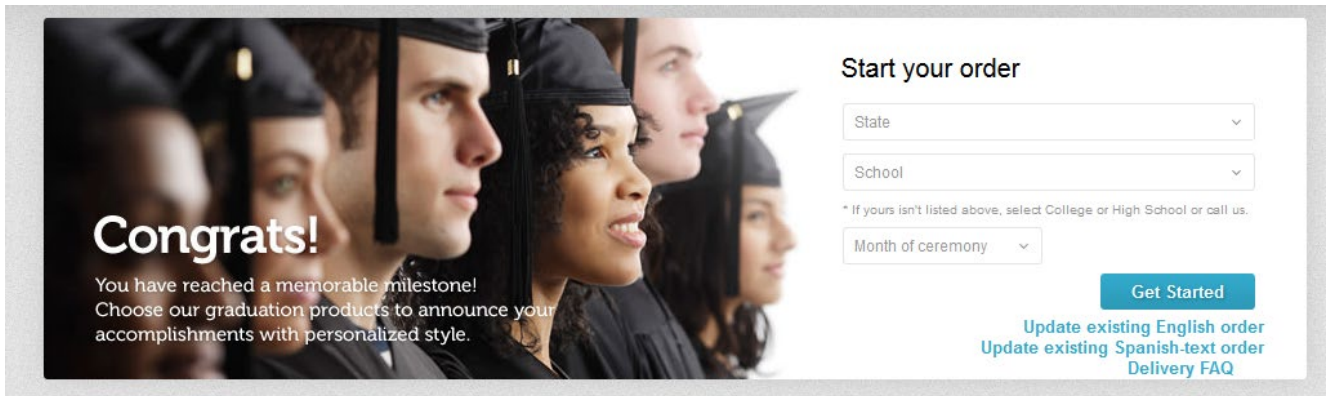


CAP/GOWN/HOOD ORDER PROCEDURES

- Type in <https://www.cbgrad.com> for the web site. You will see the following:



Congrats!
You have reached a memorable milestone!
Choose our graduation products to announce your accomplishments with personalized style.

Start your order

State

School

* If yours isn't listed above, select College or High School or call us.

Month of ceremony

Get Started

[Update existing English order](#)
[Update existing Spanish-text order](#)
[Delivery FAQ](#)

Select TN, Lincoln Memorial University, and December and then GET STARTED. Then select CONTINUE.

- Bypass Packages Offered and Individual Items. In the section called Cap & Gown Products, choose your degree Cap, Gown & Hood, by changing the quantity of “0” to “1.” **Do not order any personal items with this order.** Ignore the highlighted “Nothing...” section at the bottom of the page. Click Next at the bottom of the screen. You may go back later and buy any of the items that are listed on this screen – on your own. This order is your free cap/gown/hood that is covered by your Graduation Fee.
- Choose the Cap and Gown for your degree and click NEXT.
- You will then enter your Name, Cap and Gown details and any special instructions and click NEXT.
- You will then enter **your address** as the shipping address and your contact information.
- Look over the information making sure it is correct. At the bottom of the page, HOLD TIME is on the left click Process My Order Immediately. Click Finalize. Your order will go through. The cap/gown/hood packet will be delivered to you at the address you entered in the order.
- Your order will be shipped to your home within 2 weeks after placing order.