

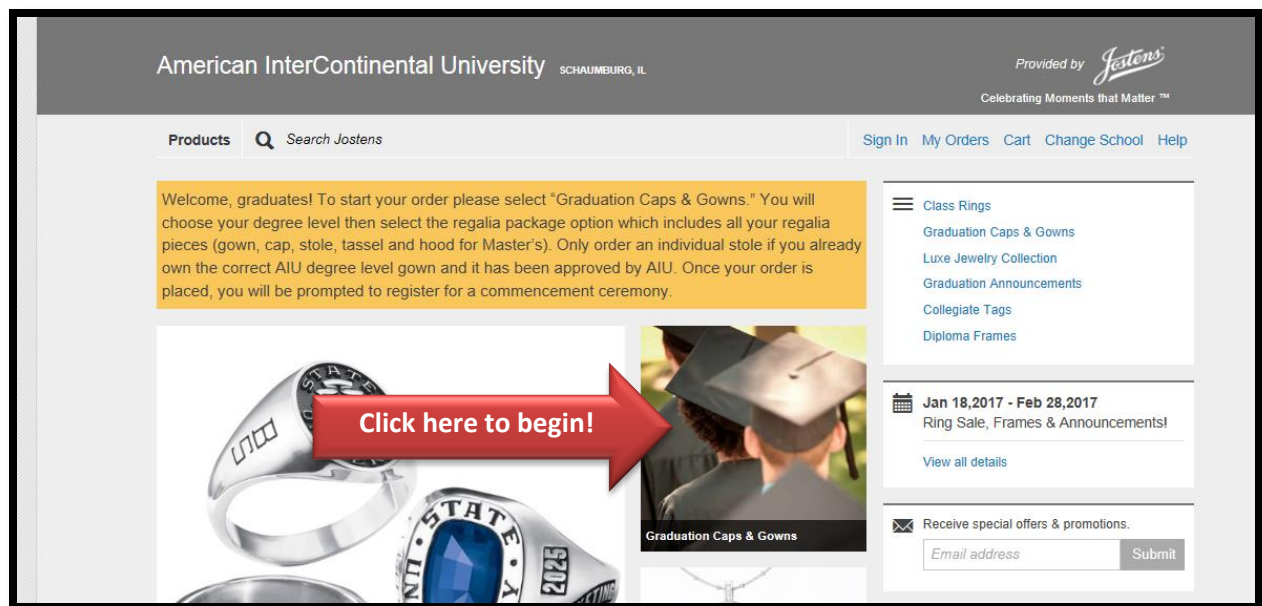
Commencement Registration Guide

Congratulations on your graduation! Ordering your regalia and registering for a commencement ceremony is a several step process through Jostens. Follow the steps below to complete your registration and order successfully. Contact Alumni Services AIUgraduation@aiuniv.edu with questions.

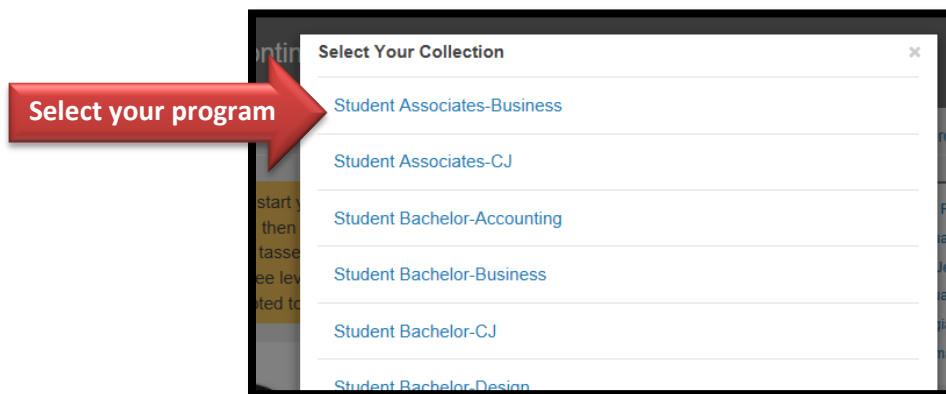
Step 1: Visit Jostens at:

<http://www.jostens.com/apps/store/customer/1495763/American-InterContinental-University/>

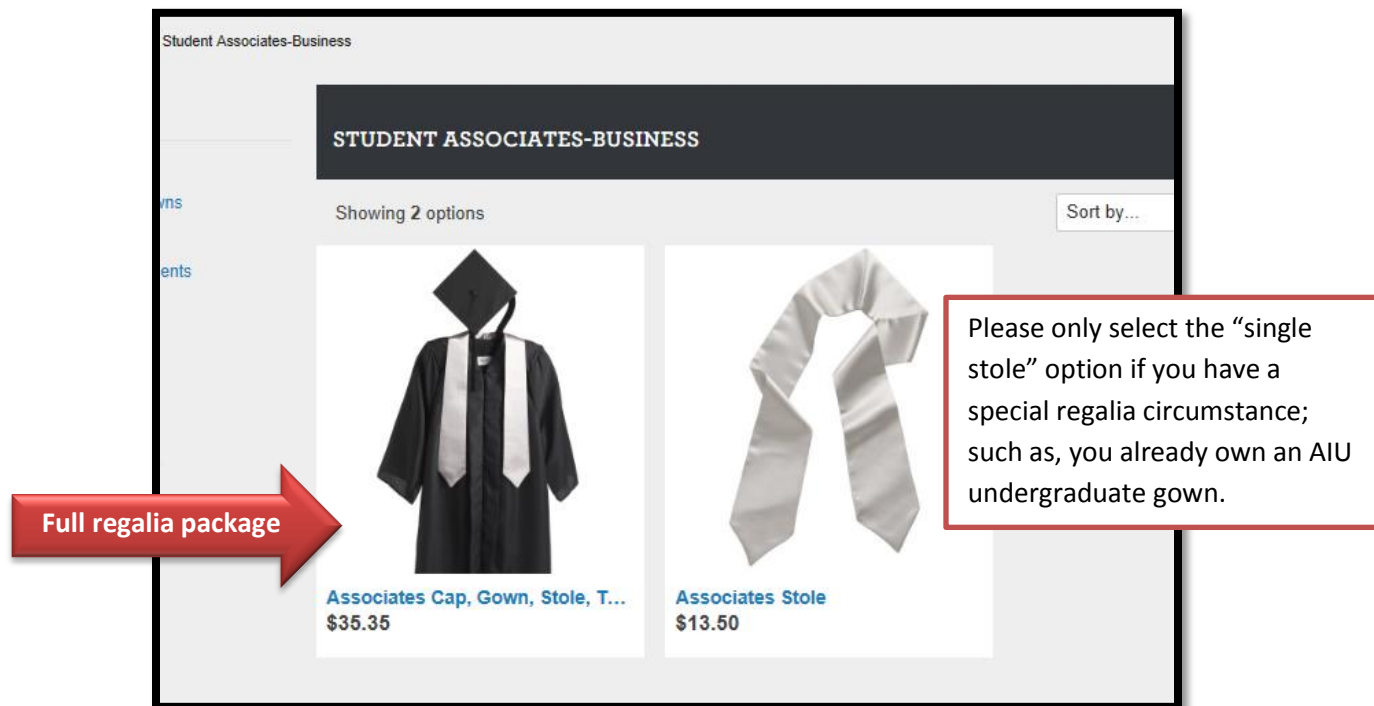
Step 2: Select “Graduation Caps & Gown.”



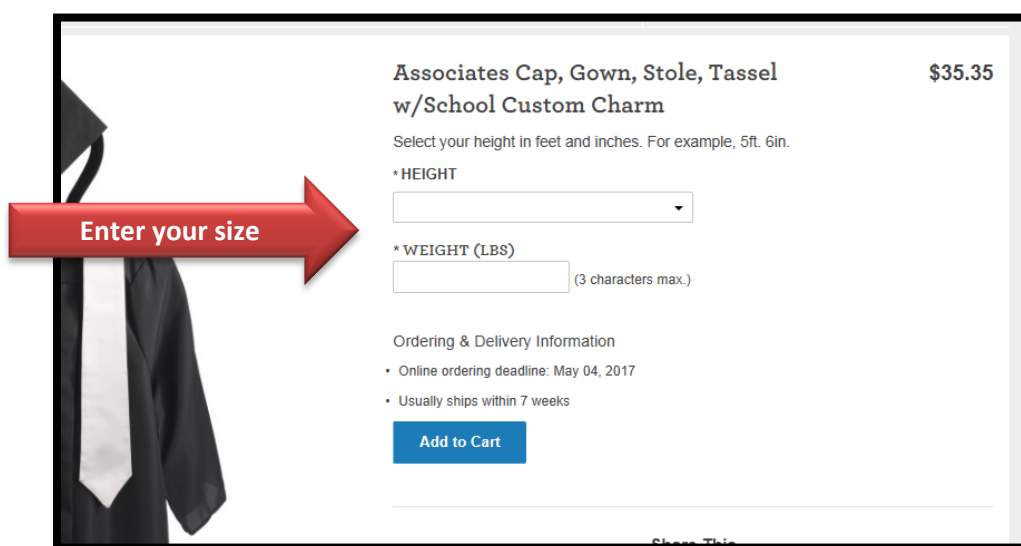
Step 3: Select your correct degree program from the “Select Your Collection” list. Keep in mind that program names are abbreviated, but should be recognizable. For example, if you’re graduating from the Associates of Arts in Business Administration, you will select “Student Associates-Business.”



Step 4: Select the full regalia package option. This option includes your cap, black gown with AIU emblem, programmatic AIU stole, and tassel (Master's hood).



Step 5: Enter your height and weight to ensure you receive the correct gown size. Then "Add to Cart."




Step 6: Review your order, enter your first and last name, and then click “Checkout.”

You have 1 item in your cart

◀ CONTINUE SHOPPING UPDATE CART CHECKOUT ▶

Please fill out the information below to help us distribute your products. [Print order form or other payment options available during checkout.](#)



Associates Cap, Gown, Stole, Tassel w/School Custom Charm
AMERICAN INTERCONTINENTAL UNIVERSITY (SCHAUMBURG, IL)

Height: 4ft 10in
Weight (lbs): 100

Recipient First Name: *

Recipient Last Name: *

\$35.35 Qty: [Edit](#) [Remove](#)

Ships to You
Ships within 7 weeks ([see exceptions](#)).
Online ordering deadline: May 04, 2017
Usually ships within 7 weeks

REDEMPTION CODES & SPECIAL OFFERS

[APPLY](#)

SUBTOTAL FOR 1 ITEM

Order Subtotal: **\$35.35**
(does not include tax or S&H)

[View Payment Options](#)

CHECKOUT

Step 7: Select “click here” to begin the registration form. Once you’ve registered for a commencement, you will finalize your regalia order.

Associates Cap, Gown, Stole, Tassel w/School Custom Charm \$35.35 Qty: [Edit](#) [Remove](#)

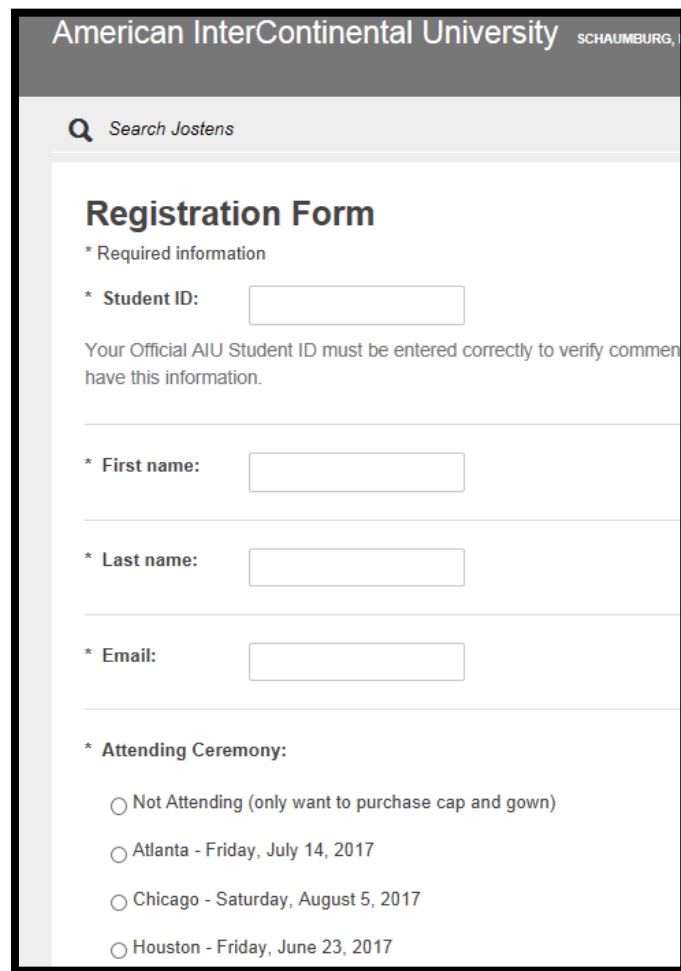
AMERICAN INTERCONTINENTAL UNIVERSITY (SCHAUMBURG, IL)

To checkout, you must first [click here](#) to register.

[BACK TO CART](#) [CHECKOUT](#)

Regalia - (Caps & Gowns) 1-800-854-7464 or [email us](#)

Step 8: Complete the Registration form in full. Then select “Register and Go Place Order” to proceed.



American InterContinental University SCHAUMBURG, IL

Q Search Jostens

Registration Form

* Required information

* Student ID:

Your Official AIU Student ID must be entered correctly to verify comments. You must have this information.

* First name:

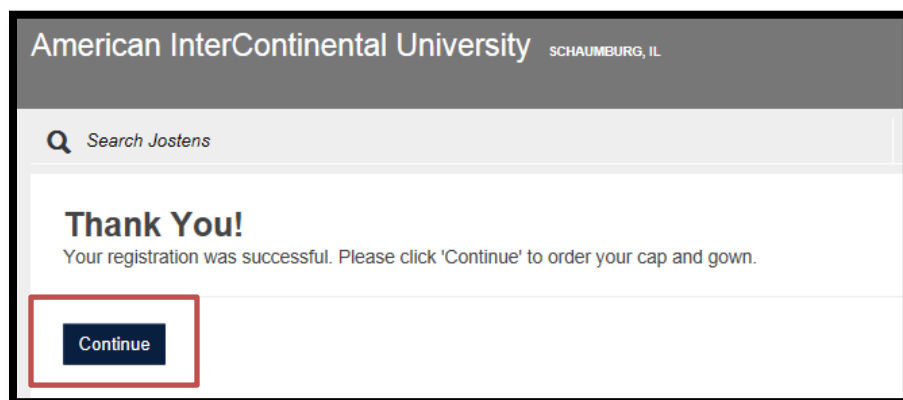
* Last name:

* Email:

* Attending Ceremony:

- ☐ Not Attending (only want to purchase cap and gown)
- ☐ Atlanta - Friday, July 14, 2017
- ☐ Chicago - Saturday, August 5, 2017
- ☐ Houston - Friday, June 23, 2017

Step 9: Congrats—your commencement registration is complete! Now, select Continue to finalize your regalia order.



American InterContinental University SCHAUMBURG, IL

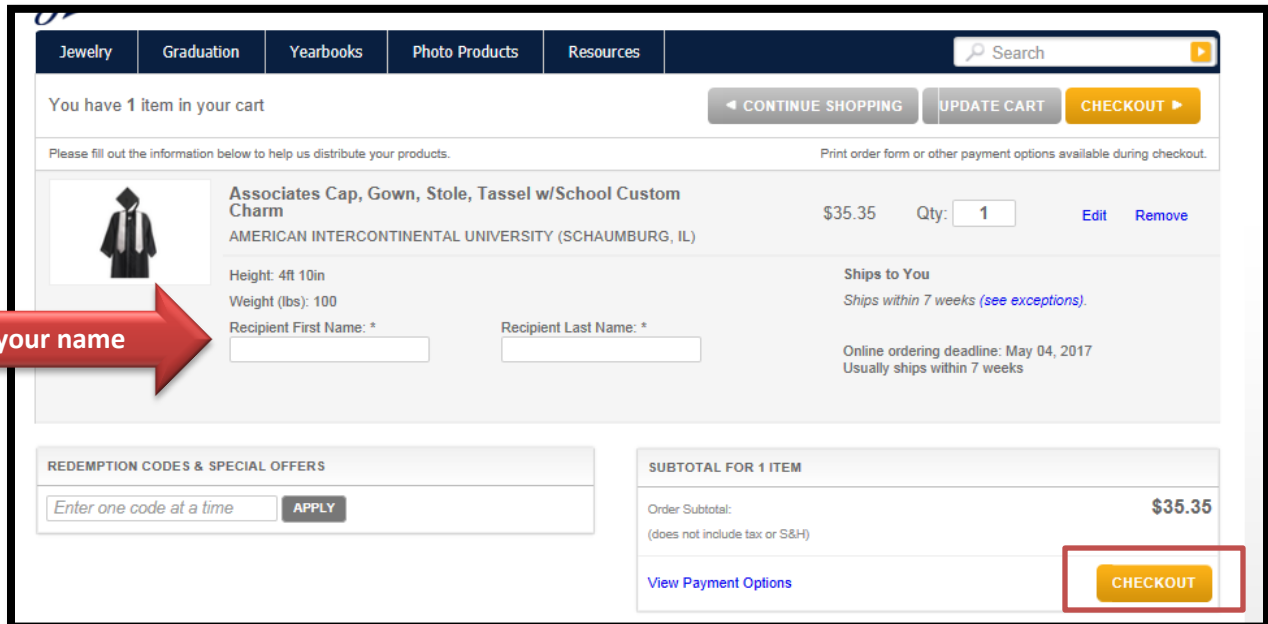
Q Search Jostens

Thank You!

Your registration was successful. Please click 'Continue' to order your cap and gown.

[Continue](#)


Step 10: Enter your first and last name and click Checkout (Note: this is a repeat step to match your order and registration).



Jewelry | **Graduation** | **Yearbooks** | **Photo Products** | **Resources** | Search

You have 1 item in your cart [CONTINUE SHOPPING](#) [UPDATE CART](#) [CHECKOUT ▶](#)

Please fill out the information below to help us distribute your products. [Print order form or other payment options available during checkout.](#)



Associates Cap, Gown, Stole, Tassel w/School Custom Charm
AMERICAN INTERCONTINENTAL UNIVERSITY (SCHAUMBURG, IL)

Height: 4ft 10in
Weight (lbs): 100

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Ships within 7 weeks ([see exceptions](#))

Online ordering deadline: May 04, 2017
Usually ships within 7 weeks

Price: \$35.35 Qty: 1 [Edit](#) [Remove](#)

REDEMPTION CODES & SPECIAL OFFERS

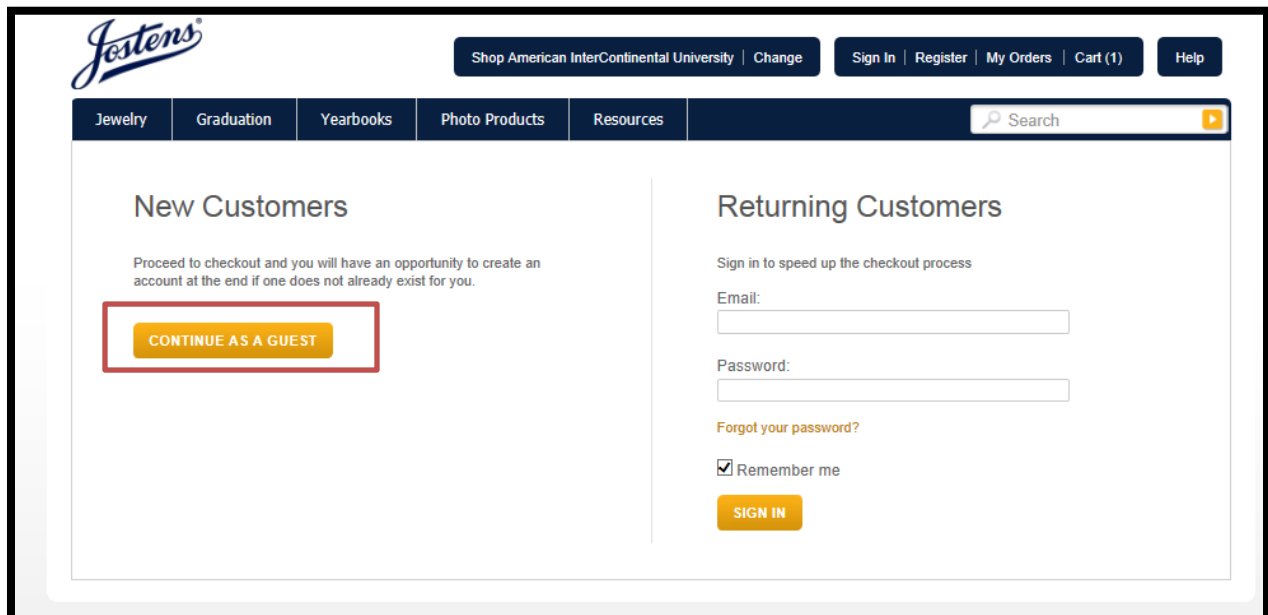
[APPLY](#)

SUBTOTAL FOR 1 ITEM

Order Subtotal: **\$35.35**
(does not include tax or S&H)

[View Payment Options](#) [CHECKOUT](#)

Step 11: Continue as a Guest unless you have a Jostens account.



Jostens | [Shop American InterContinental University](#) | [Change](#) | [Sign In](#) | [Register](#) | [My Orders](#) | [Cart \(1\)](#) | [Help](#)

Jewelry | **Graduation** | **Yearbooks** | **Photo Products** | **Resources** | Search

New Customers

Proceed to checkout and you will have an opportunity to create an account at the end if one does not already exist for you.

[CONTINUE AS A GUEST](#)

Returning Customers

Sign in to speed up the checkout process

Email:

Password:

[Forgot your password?](#)

☒ Remember me

[SIGN IN](#)

Step 12: Enter your billing information. Be sure the “Same as billing” option is selected if the shipping address matches your billing address. If not, unselect the box and enter your shipping information.

My Shopping Cart > Billing & Shipping > Finalize Order > Print Receipt

BILLING INFORMATION

Your billing address must match the address on your credit card or bank statement.

First Name Last Name

Email Phone

Address

City

State/Province

Postal Code

Country

SHIPPING INFORMATION

☒ Same As Billing

Shipping to PO Boxes is not available for [some products](#).

Note: Your billing address must match the exact address on your credit card or bank statement!

Make sure you get your stuff!

- Your package may be returned to us as undeliverable if you do not provide a complete and accurate address. Save time and avoid frustration by entering the address information in the appropriate boxes and double-checking the information for typos and other errors. [Address Tips](#)
- The address will be used for products that ship directly to you and may be shared with your school.
- Some products may ship to your sales representative, school, or bookstore. [More Info](#)

◀ BACK CONTINUE ▶

Step 13: Choose Standard Rate for shipping. Next, enter your payment information and confirm your gown order is correct. At the bottom of the page, click Submit Order to finalize your order!

EMAIL SUBSCRIPTIONS

☐ I would like to (and consent to) receive promotions and discounts via email from Jostens and its affiliates, and understand I can withdraw consent. Jostens, Inc., 3601 Minnesota Drive, Minneapolis, MN 55435, USA, service@jostens.com

SAVE YOUR INFORMATION

Want us to create an account for you?
Simply check the box below and we will establish an account with your order information, and send you an email to set your password.

With an account you will:

- Gain access to your saved designs
- Receive promotions and discounts via email from Jostens, Inc. and its affiliates
- Check out quickly

☐ **Create Account.** Save my information so I can access saved designs and check out more quickly in the future. Jostens will send you an email to set your password.

Jostens, Inc., 3601 Minnesota Drive, Suite 400, Minneapolis, MN 55435, USA, service@jostens.com

By pressing "Submit Order", I acknowledge that I have read and agree to the Jostens [Privacy Policy](#) and [Terms of Sale](#).

◀ GO BACK SUBMIT ORDER ▶

You're all set! Congratulations graduate. We look forward to celebrating with you soon!
Don't forget to RSVP to the Alumni Celebration Event.