



Can you believe that it is that time already! 2011 Graduation is right around the corner and necessary preparation has already begun at the bookstore. Attached you will find a faculty Cap and Gown order form. Please make sure to fill it out accordingly and direct it to my attention either through the inter-office mail or via email.

If you are unaware of your cap size, stop by the bookstore and we can take your measurements for you. If you had placed an order last graduation with us (June 2010), your information is on file at the bookstore. You can either fill out another sheet, or contact me letting me know you would like a repeat of last's years order.

Please note on the order form, the deadline for submission is **April 6, 2011**. Please understand that the bookstore will have additional shipping costs when ordering after that deadline...which then becomes a shared expense. Let us try and avoid that and make sure to get in all orders by **April 6th**. Payment is not necessary until you pick up your order.

Please feel free to contact me with any additional information or questions you may have. Thank you in advance for your help. All of us at the bookstore hope you have a great rest of the semester.

Peggy Ansaldi
MCC Bookstore
585.292.3404
mansaldi@monroecc.edu