

Graduation Announcements

Standard Graduation Announcements

The Webster University bookstore in St. Louis sells generic announcements with insert cards. The front of the announcement contains a raised image of Webster Hall. The text inside says, “The President, Faculty, and Graduating Class of Webster University announce the Commencement exercises.” The insert card has places to fill in your name and degree to personalize the announcement. Each package contains five announcements and costs \$6.25. Shipping is a flat rate of \$7.95 for your entire order. (Tax will be added to the shipping rate and the cost of the announcements.) To order, call the bookstore at **1-888-467-5657**.

Personalized Graduation Announcements

There are two options for personalized graduation announcements. Students may order online through Herff Jones, or may order through Celebration Time. The announcements will contain the same information, but will come in different styles and costs. Students should compare products and costs before purchasing.



◆◆ To order from **Celebration Time**, either place an order during a Pre-Commencement Event, call them at **1-772-299-0612** or e-mail them at celebrationtime@bellsouth.net Preview the graduation announcements by going to www.mycelebrationtime.com and selecting “Announcements.” Prices are listed on the back of the Pre-Commencement Event flyer. Flat rate shipping for stationery items is \$9.95.

◆◆ To order from **Herff Jones**, follow the steps below. If you have any questions about your order or need help during the process, call Herff Jones directly at **1-800-837-4235**. Flat rate standard shipping for an order consisting entirely of stationery items is \$8.50.

1. Go to www.herffjones.com
2. Click on “College Items.”
3. Click “Announcements” in the left-hand column or on the photograph of the graduation announcements in the center of the screen.
4. Click on the “Order Now” button at the top of the left-hand column or on the words “Order Announcements” in the left-hand column.
5. Select “Webster University” as a school choice. Click “Continue.”
6. Select “Merritt Island, FL.” Click “Continue.”
7. Confirm that you have selected the correct Commencement information. Click “Continue.”



8. Click on “Order Your Graduation Announcements.”
9. Select “Masters” for degree level. Click “Continue.”
10. Click on the “Click Here to view larger image.” to see what the announcements or other products will actually look like. (The text in the examples will be the sample text, but the images will be the actual images.) Click “Close Window.”
11. If you would like to see the wording of the graduation announcement, click on the red button that says “New! Click here to view your Announcement before you order!” [If your browser will not support this feature, do not worry. Skip to step 14. You will be shown the text of the graduation announcement during the checkout process.]
12. Personalize your announcements:
 - a. Enter your first name, middle name or middle initial and last name as you would like it to appear on the graduation announcement.
 - b. For First Degree: Select either Master of Arts, Master of Science or Master of Business Administration
 - c. For First Major: Select your major. If your First Degree is an MBA, select “Not Applicable” as your First Major.
 - d. If you have a second major, select your second major in the Second Major box.
 - e. If you have completed two degrees this year, select your second degree in the second degree box.
 - f. If you are graduating with honors, select “with Honors” in the Honors box. (Note: “with Honors” appears only after the second degree; if you have completed two degrees this year and one of them is with honors, enter that degree second.)
 - g. If you have completed the MS in Computer Science, selected Distributed Systems as an Emphasis. If you have completed an MBA with emphasis, select the appropriate Emphasis in the “Emphasis” box.
13. Click “Send Request” to view the text. When you are done, click on “Close Window.”
14. Select the products you would like to purchase and click “Continue.”
15. Enter your shipping and billing addresses and other contact information. It is important to enter an email address because Herff Jones will send you an email to confirm your order.
16. If you have not done so already, personalize your announcements by following the instructions in step 12 above. Click “Continue.”
17. Select either standard or rush shipping.
18. Enter your credit card information.
19. Click “Submit.” This does not obligate you to purchase the announcements. It will bring up the information for you to proofread.
20. Read the wording of the graduation announcement carefully. Herff Jones will make slight changes to the announcement so that your degree information will make sense. If everything that you entered is correct, click “Submit” to actually purchase the graduation announcements. If your graduation announcement is not correct, click the “Back” button on your browser twice to return to the Student Order Information Page and make any corrections necessary.
21. You will receive a confirmation email at the address you provided. If, when previewing the graduation announcement, there were words missing or things were awkwardly phrased, immediately send an email back to Herff Jones detailing your concerns and/or rephrasing your information by clicking on your reply button in your email program.