

Northwest Missouri State University

Policy and Procedures Manual

Chapter Bursar

Section Cap and Gown Rental

I. Purpose

The Student Services Center serves as the facility for rental, distribution, and collection of all graduation caps and gowns.

II. Policy

Rental forms are to be completed online through CatPAWS for all graduation ceremonies.

Cap and Gown Rental – You must log in to CatPAWS to order your cap and gown. From CatPAWS:

Go to the personal information tab
Click on Cap and Gown Order Form at the bottom

Cap and Gown Pickup – Student Support Services Center (first floor of the Administration Building) Monday through Friday of finals week, 8:30 a.m. to 4:30 p.m. OR at the Student Recreation Center (directly north of Bearcat Arena) one hour before each ceremony. *You may have someone other than yourself pick up your order.*