

Instructions for Ordering Graduation Announcements

1. go to www.jostens.com
2. click on College & Post-High School (it will be in the middle of the screen just above “School Yearbooks”)
3. enter the State – California
4. enter the city – Loma Linda
5. click on Loma Linda University
6. click on Continue
7. click on Personalized Announcements
8. For Personalized Announcements click on “Design It™” of the package you want to order. You will be able to add more announcements to your order later.
9. Enter your name as you want it on the invitations – click Next
10. Degree 1 – depending on the degree that you are earning, click on Master of Physical Therapy or Doctor of Physical Therapy
Area 1 – Leave this blank or your announcement will sound strange. (i.e. Doctor of Physical Therapy in Physical Therapy)
11. Degree 2 – if you already have a Bachelors degree from another institution, Loma Linda University will not be awarding you another Bachelor’s degree. Leave this line blank. If you do not already have a Bachelor’s degree and Loma Linda University will be awarding you a Bachelor’s degree then click on Bachelor of Science.
Area 2 – If you will be receiving a Bachelor of Science degree then select Health Science for this area.
12. click Next
13. “Ceremony Text” – this is already selected for you as this is what Loma Linda University has given Jostens.
14. Date, Time & Place – you want to click on the one that says “Sunday afternoon, June 11, 2006, Physical Therapy Programs, for the School of Allied Health Professions, at one o’clock, at eleven-fifteen o’clock, Sabbath morning, June 10, 2006. The Drayson Center”. This is the 7th option down. If you click the wrong one, your guests will come at the wrong time. The Saturday morning, June 10 is for the Baccalaureate service. You are encouraged to attend, but not required.
15. click Next
16. You can select if you want additional announcements and envelopes
17. click Finish
18. You can edit your choices so far – if correct click Finish (you will get another opportunity to correct anything)
19. My Shopping Cart – you can click on the binoculars under “Actions” to view the details of your announcements. The last line of the “ceremony text” will look and sound strange. I have been assured that your announcements will be printed correctly. If you need to change anything click the pencil under “Actions.”
20. When you are all done, click Secure Checkout – fill in the appropriate details and place your order.