



**Keelhauler Shops**  
Campus Store

## **INITIAL ISSUE UNIFORM MEASUREMENT GUIDE 2020**

*You may print this guide to help you with your measurements*

Each section below corresponds to a specific question on the Student Uniform Sizing Form. Please read this guide in order to help you understand how to take your body measurements correctly. You may also see a tailor for professional assistance.

### **UNIFORM-CUT PREFERENCE**

There are 2 uniform-cut options to choose from. The female-cut option conforms to body curves and are much narrower. The unisex-cut is more of a less fitted straight cut and will fit most everyone. You must choose one of these two options according to your preference of cut you would like to be issued.

### **MAJOR**

Choose your major. Each major has different uniform requirements and you will be issued the uniforms you are required to have.

### **HEIGHT**

Enter your height in feet and inches.

### **WEIGHT**

Enter your weight in pounds.

### **SHOE SIZE**

Enter your shoe size. Shoe sizes larger than 12 do not come in half sizes.

For female-cut uniforms, enter the size you would normally purchase in female-sized shoes.

### **SHOE WIDTH**

Please indicate if you require narrow, wide, or extra wide shoes. If you have never purchased any of those, then your shoe width is regular.

### **T-SHIRT**

Please choose your fitted t-shirt size (not baggy). This determines the size of button-up, work, polos, and classroom shirts you will be wearing.

For female-cut uniforms, enter your size in female shirts.

### **NECK SIZE**

1. Wrap a measuring tape around the base of your neck and come fully around. Do not pull tightly.
2. Make sure the tape is level.
3. Round up to the nearest half inch.

For complete instructions: <https://www.wikihow.com/Measure-Your-Neck-Size-and-Sleeve-Length>



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### CHEST MEASUREMENT

1. With a measuring tape bring it around your back and wrap it around the widest part of your chest.
2. Ensure the tape is level and parallel with the ground.
3. Add 2 inches to the measurement
4. Round up to the next whole number.

For complete instructions: <https://www.wikihow.com/Measure-Chest-Size>

### SLEEVE LENGTH

1. Using a measuring tape, start your measurement from the middle of the back where the neck and spine meet.
2. Go across the top of your shoulder.
3. Continue going down your arm to your wrist bone, where your thumb and palm meet.
4. End past your wrist bone, where your thumb and palm meet.
5. Round up to the nearest half inch.

### WAIST MEASUREMENT

1. Wear waist-fitting jeans (not baggy). Find how high you on your waist or hips you normally wear your jeans.
2. Wrap a measuring tape around the waistband. Keep your measuring tape comfortably loose.
3. Round up to the next whole number.

For female-cut, measure around the smallest section of your waist. For most people, this is about one inch above the belly button.

For complete instructions: <https://www.wikihow.com/Measure-for-Jeans>

### HIP MEASUREMENT

1. Wrap a measuring tape around the widest part of your hips/rear end.
2. When measuring, the tape should be slightly snug around your hips.
3. Round up to the nearest half inch.

For complete instructions: <https://www.wikihow.com/Measure-Hips>

### PANT INSEAM

1. Take off your shoes/sandals.
2. Wear body-fitting pants (not baggy). Make sure they sit correctly on your hips.
3. Keep your legs straight, and your feet shoulder-width apart.
4. Using a measuring tape, measure from your pants' crotch seam, down your inner leg, all the way down directly to the ground.
5. Make sure the measuring tape and your leg are straight, otherwise your measurement will not be correct. You may need from a friend or family member.
6. Round up to the nearest half inch.

For complete instructions: <https://www.wikihow.com/Measure-Inseam-on-Jeans>



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### HEAD CIRCUMFERENCE / CAP SIZE

1. Remove any hairstyles and hair adornments. Keep your hair flat. The way you're wearing it can greatly affect your measurement due to bulk.
2. When you measure, do not measure too tightly.
3. Place the measuring tape an inch above the ear.
4. Wrap the measuring tape forward to your forehead, staying three inches above your eyebrows.
5. Wrap the measuring tape to your other ear, staying an inch above the ear.
6. Wrap around the back of your head and towards your starting point.
7. Round up to the next half inch if you are between two sizes.

For complete instructions: <https://www.wikihow.com/Measure-Head-Circumference>

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### YOUR MEASUREMENTS AT-A-GLANCE

Please use the area below to record your measurements. When done, enter your measurements online at [www.csum.edu/shop](http://www.csum.edu/shop) > Uniform Information > Uniform Sizing Form

HEIGHT (feet/inches) \_\_\_\_\_ feet \_\_\_\_\_ inches

WEIGHT (pounds) \_\_\_\_\_ pounds

SHOE SIZE \_\_\_\_\_ . \_\_\_\_\_

SHOE WIDTH (circle one) Narrow | Regular | Wide | Extra Wide

T-SHIRT/JACKET (circle one) XS | SM | MD | LG | XL | 2XL | 3XL | 4XL | 5XL

NECK CIRCUMFERENCE (circle one) 14.5 | 15.0 | 15.5 | 16.0 | 16.5 | 17.0 | 17.5 | 18.0

CHEST / BUST CIRCUMFERENCE \_\_\_\_\_ inches

SLEEVE LENGTH (circle one) 30/31 | 32/33 | 34/35 | 36/37 | 38/39

WAIST MEASUREMENT \_\_\_\_\_ inches

HIP MEASUREMENT \_\_\_\_\_ inches

PANT INSEAM \_\_\_\_\_ inches

CAP SIZE (circle one column below)

Measurement	21	21 1/2	22	22 1/2	23	23 1/2	24	24 1/2	25	25 1/2	26
Cap Size	6 3/4	6 7/8	7	7 1/8	7 1/4	7 3/8	7 1/2	7 5/8	7 3/4	7 7/8	8