



SACRAMENTO
STATE






WINTER COMMENCEMENT 2024

HOW TO REGISTER & CLAIM GUEST TICKETS

STEP-BY-STEP GUIDE

REGISTRATION WINDOWS

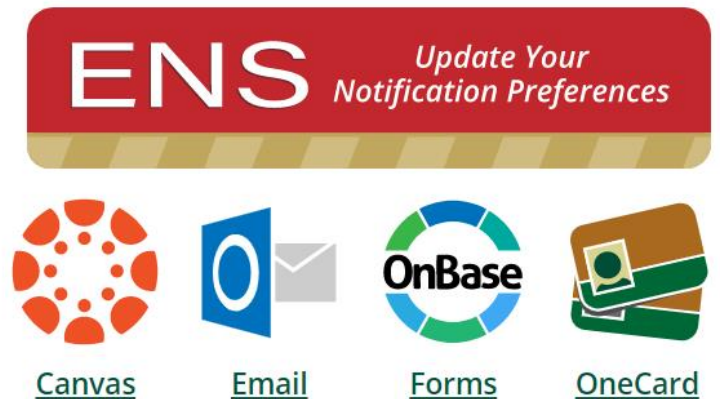
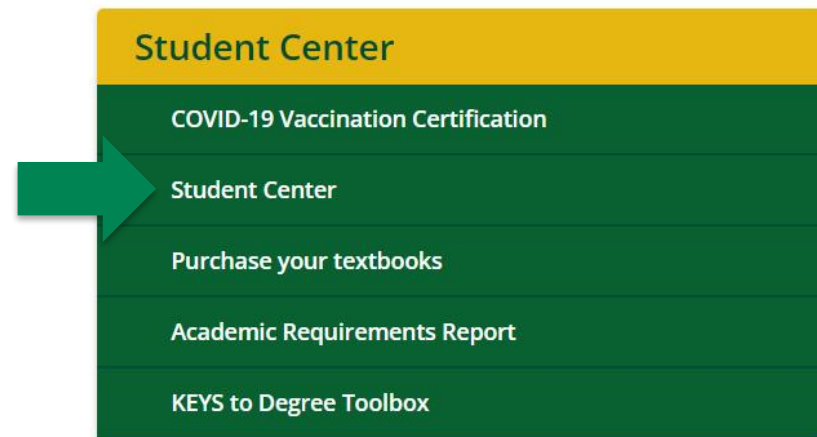
| | General Registration Oct. 21 - Nov. 19 (<i>midnight</i>) | Late/Onsite Registration Nov. 22 - Dec. 14 |
|---|---|---|
| Access to (9) Guest Tickets |  |  |
| Name to be displayed on Jumbotron during ceremonies |  |  |
| Easy Check-In at G1C <i>(no additional check-in requirements)</i> |  | You will be required to check in at the onsite helpdesk when you arrive. Your grad card will not be pre-printed |
| Name Pre-Recorded by Professional Name-Reader |  | Your name will not be pre-recorded, and can instead be read aloud during ceremony |

STEP 01

Log in to your Student Center (my.csus.edu)



PLEASE NOTE: Chrome is the recommended browser for accessing tickets. If using a phone or alternate browsers, you may encounter issues.



STEP 02

Click the “Commencement Tickets” link under the Academics tab

The “Commencement Tickets” link is only visible to eligible graduates with an expected graduation term of Fall 2024. If you do not see the link that means you are not eligible to register for the event. If this is an error, you can contact the Commencement Office at commencement@csus.edu.

If Utilizing New Student Center:

Herky's Student Center

Academics

This Week's Schedule

- Search
- Smart Planner
- Enroll
- My Academics
- View My Grades
- Progress To Degree
- Sac State Scheduler
- Order Transcripts Online
- KEYS to Degree Toolbox
- Commencement Tickets

Enrollment Shopping Cart

If Utilizing 'Full Site' Version:

Herky's Student Center

Academics

- Search
- Smart Planner
- Enroll
- My Academics
- Enroll in CSU Fully Online
- View My Grades
- Sac State Scheduler
- Order Transcripts Online
- KEYS to Degree Toolbox
- Commencement Tickets

other academic...



Please Note!

A common error graduates encounter is that they need to complete their task list in their Student Center before the link becomes visible to them:

The screenshot shows the Sacramento State Student Center interface. On the left is a navigation menu with categories like Student Center, Enrollment, Academics, Personal Information, and Finances. The main content area is divided into two sections: 'To Do List' and 'Task List'.

To Do List Section:

The following list is your current To Do items. To sort or filter your To Do items, change the options and select the Go button.

| DEPARTMENT | TO DO ITEM | DESCRIPTION | STATUS | LINK |
|---------------|---------------|--|-----------|--------------------------------------|
| Financial Aid | Apply for Aid | File your financial aid application for the 2021-2022 academic year. | Initiated | For more information |
| Financial Aid | Apply for Aid | File your financial aid application for the 2021-2022 academic year. | Initiated | For more information |

Task List Section:

You must complete your assigned Tasks in order to get to Student Center page.
The following list is your current assigned tasks:

| TASK | DUE DATE | STATUS | INSTITUTION | CONTEXT INFORMATION |
|---|----------|-------------|------------------|---------------------|
| Sac State Emergency Contacts Verification | | In Progress | Sacramento State | |

If you need assistance removing the task list from your Student Center, please contact IRT at servicedesk@csus.edu.

STEP 03

Click the "Register for Commencement" button



Commencement Registration & Ticketing

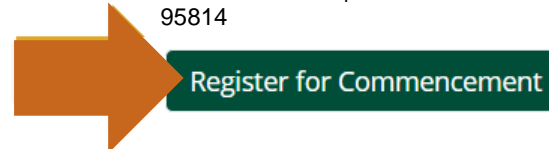
Please click the "Register for Commencement" button below to indicate your attendance plans



Your Academic College

Ceremony Date and Time

Golden 1 Center | 500 David J Stern Walk, Sacramento, CA 95814



Register for Commencement

STEP 04

Complete the RSVP form

A

Confirm your participation


Participation

Will you be attending your commencement ceremony? *

Yes

Yes

No





Confirm your Graduate Information

You must select which name you wish to be read aloud and displayed



You can spell out the pronunciation of your name

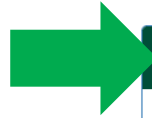


You can input your cell-phone number for commencement-related text messages



| Graduate Information | |
|--|-------------------------------------|
| Primary Name | Hercules The Hornet |
| If you wish to change your primary name, you must contact the Student Service Center in Lassen Hall 1000 or at (916) 278-3625. | |
| Preferred Name (if applicable) | Herky T. Hornet |
| If you do not see a preferred name to the right, that means you do not have one listed in your Student Center. If you wish to add or change your preferred name, please review and follow the instruction on this webpage , then log back in to this ticketing page for the name change to be reflected. | |
| Name to be read aloud and displayed on screen as you cross the stage * | <input type="text"/> |
| Deadline to have your name pre-recorded by a professional name-reader is November 19, 2024 at midnight. | |
| How do you pronounce your name? | Her-Kee Tee Hor-net |
| For example: | |
| <ul style="list-style-type: none"> • Raul Gonzalez: rah-OOL gon-SAH-les • Ngoc Nguyen: nahk nuh-WEN • Andrea Weinstein: An-DRE-uh Wine-Steen | |
| Phonetic Pronunciation Guide | |
| Sacramento State Student ID Number | 000000001 |
| Email Address | herky@csus.edu |
| Mobile Phone Number: | <input type="text"/> |
| If you would like to receive commencement-related information via text message, please enter a ten-digit cell number (for example, 800-555-1212). | |
| Please enter a ten-digit phone number (for example, 800-555-1212) | |
| Career Code | UGRD |
| Expected Graduation Term | Fall 2024 |
| College Description | College of Business |
| Academic Plan Description | Business Administration (Marketing) |

C Claim your guest ticket quantity from drop-down



Claim Your Guest Tickets

Guest Tickets *
Choose the number of tickets you would like to receive for your guests from the drop-down box.

Allotment: Up to 9 Guest Tickets.

**Graduates do NOT need a ticket to attend their own ceremony.*

**Children under the age of 3 (1 and 2 year olds) who will sit on a guardian's lap do NOT need a ticket to attend.*

0 total tickets

- 0 total tickets
- 1 total tickets
- 2 total tickets
- 3 total tickets
- 4 total tickets
- 5 total tickets
- 6 total tickets
- 7 total tickets
- 8 total tickets
- 9 total tickets

D Record your name pronunciation



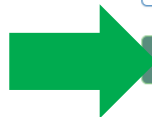
Record Your Name

Q: Why might this be important?
A: If you would like to ensure that the reader pronounces your name correctly, you may record your name to provide accurate pronunciation.

Note: This recording will be used as a reference, and will NOT be played during the ceremony.

Record now using your microphone

E Hit Submit!



Submit

STEP 05

Get Your Guest Tickets

Thank You!

You have completed the registration process. Additional ceremony details will be sent out to those participating.

If you claimed guest tickets, please access them via the "Get Your Tickets" button below.

NEED ACCOMMODATIONS?

[Here is a list of planned accommodations for Commencement.](#) Participating students who need additional accommodations should contact the Disability Access Center at dac@csus.edu by December 6, 2024.

For guest disability related accommodations, please contact guestservices@kings.com.

A

Click "Get your tickets"



Get your tickets

Close

[Need Help?](#)

You will have access to log back in and access your *claimed* tickets through the link in your Student Center, up until your commencement date.

Ceremony

Golden 1 Center

500 David J Stern Walk, Sacramento, CA 95814

B

You can print or email individual tickets, by remaining on the "Individual Tickets" tab and following the instructions at the top of the page.

Your Tickets

You can either print or email individual tickets.

Each ticket has a unique barcode. Duplicates will be denied at the door.

The "Email" button allows any given ticket to be emailed as necessary. You can re-send tickets from this page at any time. **Any ticket that is re-sent will contain the same barcode as the previously sent version, and will only allow admission for one.**

You have 3 tickets

To **print a ticket**, leave the "Selected to Print" button selected. If you do not wish to print the ticket, click on the "Selected to Print" button to change it to "Not Selected to Print". Then click "Print Selected Tickets".

To **email a ticket**, enter the email address and click on the "Email" button beside the ticket.

[Individual Tickets](#) [All Tickets](#)

| | |
|--|--|
| Ticket 1 Selected to Print ✓ | Email: <input type="text" value="email@example.com"/> E-mail Ticket <small>Note: Email sent to Hotmail accounts may be blocked. If you have any trouble please try an alternate email address.</small> |
| Ticket 2 Selected to Print ✓ | Email: <input type="text" value="email@example.com"/> E-mail Ticket <small>Note: Email sent to Hotmail accounts may be blocked. If you have any trouble please try an alternate email address.</small> |
| Ticket 3 Selected to Print ✓ | Email: <input type="text" value="email@example.com"/> E-mail Ticket <small>Note: Email sent to Hotmail accounts may be blocked. If you have any trouble please try an alternate email address.</small> |

Print Selected Tickets
One ticket per page will be printed

Back

Ceremony # Golden 1 Center 500 David J Stern Walk, Sacramento, CA 95814



Or, you can print and/or email all of the tickets at once, by clicking on the "All Tickets" tab and following the instructions at the top of the page.

Your Tickets

You can either print or email individual tickets.

Each ticket has a unique barcode. Duplicates will be denied at the door.

The "Email" button allows any given ticket to be emailed as necessary. You can re-send tickets from this page at any time. **Any ticket that is re-sent will contain the same barcode as the previously sent version, and will only allow admission for one.**

You have 3 tickets

To **print a ticket**, leave the "Selected to Print" button selected. If you do not wish to print the ticket, click on the "Selected to Print" button to change it to "Not Selected to Print". Then click "Print Selected Tickets".

To **email a ticket**, enter the email address and click on the "Email" button beside the ticket.

[Individual Tickets](#) **All Tickets**

Email all tickets to a single email address.

Email:

Note: Email sent to Hotmail accounts may be blocked. If you have any trouble please try an alternate email address.

One ticket per page will be printed

Back

|||| Your Tickets

Ceremony 1

Golden 1 Center | 500 David J Stern Walk, Sacramento, CA 95814

Your Tickets

You can either print or email individual tickets.

Each ticket has a unique barcode. Duplicates will be denied at the door.


The "Email" button allows any given ticket to be emailed as necessary. You can re-send tickets from this page at any time. **Any ticket that is re-sent will contain the same barcode as the previously sent version, and will only allow admission for one.**


You have 2 tickets

To **print a ticket**, leave the "Selected to Print" button selected. If you do not wish to print the ticket, click on the "Selected to Print" button to change it to "Not Selected to Print". Then click "Print Selected Tickets".

To **email a ticket**, enter the email address and click on the "Email" button beside the ticket.


Ticket 1


 Selected to Print ✓

Email:  E-mail Ticket ←

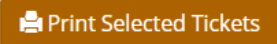
Note: Email sent to Hotmail accounts may be blocked. If you have any trouble please try an alternate email address.

Ticket 2

 Selected to Print ✓

Email:  E-mail Ticket ←

Note: Email sent to Hotmail accounts may be blocked. If you have any trouble please try an alternate email address.

 Print Selected Tickets

One ticket per page will be printed



To Email Tickets

Insert the email address you wish to send each ticket to, and click the "E-mail Ticket" button for each one.

Grads may send ALL tickets to a single email address and/or to themselves.

Back

RE-ACCESSING GUEST TICKETS

If you need to re-access guest tickets...

Simply repeat steps 1 & 2.

Then Click the “Email Tickets” button now visible on your MarchingOrder home screen.



Commencement Registration & Ticketing

Please click the “Register for Commencement” button below to indicate your attendance plans



Your Academic College

Ceremony Date and Time

Golden 1 Center | 500 David J Stern Walk, Sacramento, CA 95814

Register for Commencement

Email Tickets



Form last submitted: Wednesday Jan 24, 2024 at 11:20 PM PST

NEED ASSISTANCE?

CONTACT US:

commencement@csus.edu

csus.edu/commencement