



SACRAMENTO
STATE









SPRING 2025 COMMENCEMENT

HOW TO REGISTER & CLAIM GUEST TICKETS

STEP-BY-STEP GUIDE

REGISTRATION WINDOWS

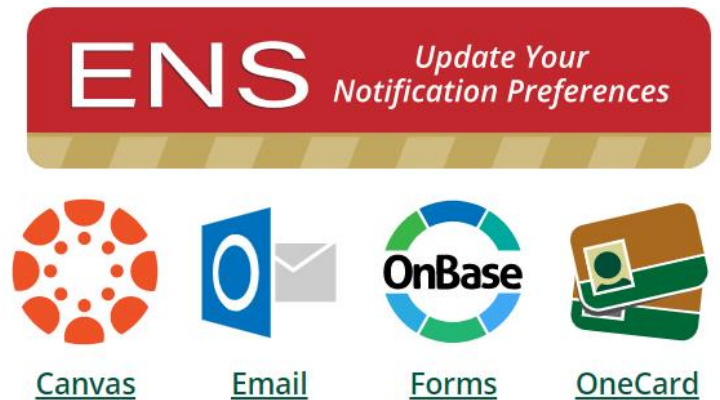
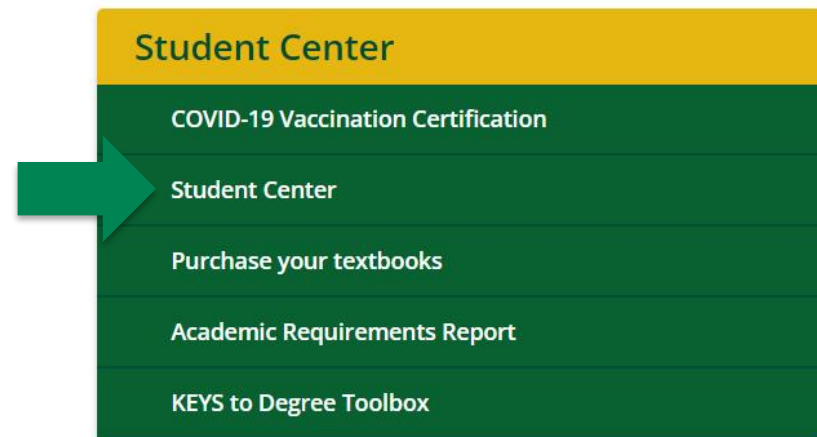
	General Registration March 3 (9 AM) – April 24 (noon)	Late/Onsite Registration May 2 (9 AM) – May 17
Access to Guest Tickets		
Name to be displayed on Jumbotron during ceremonies		
Easy Check-In at G1C <i>(no additional check-in requirements)</i>		You will be required to check in at the onsite helpdesk 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.



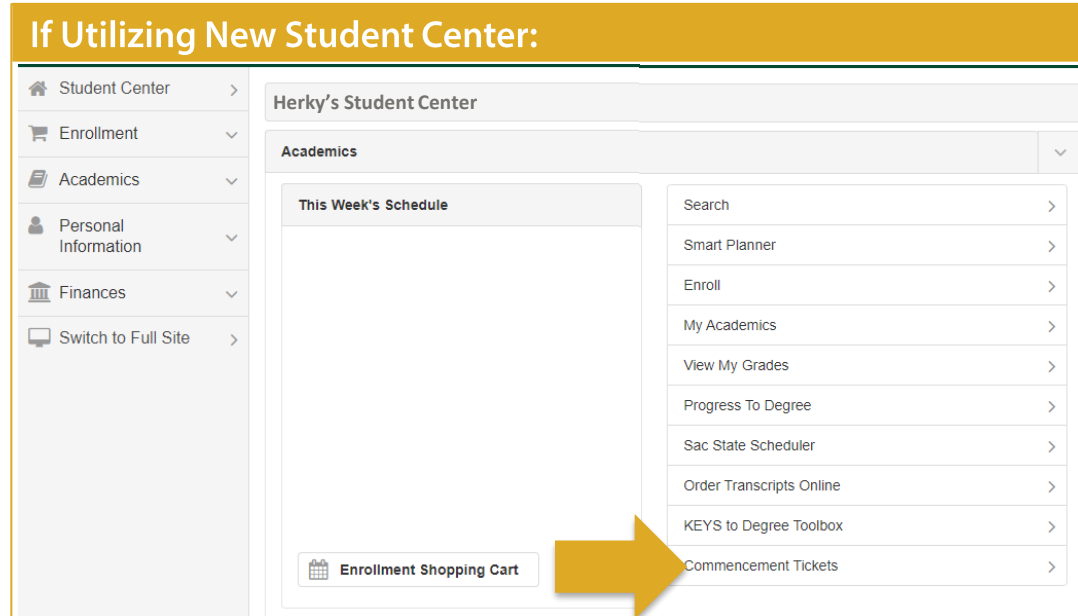
STEP 02

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 Spring 2025 or Summer 2025. 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.

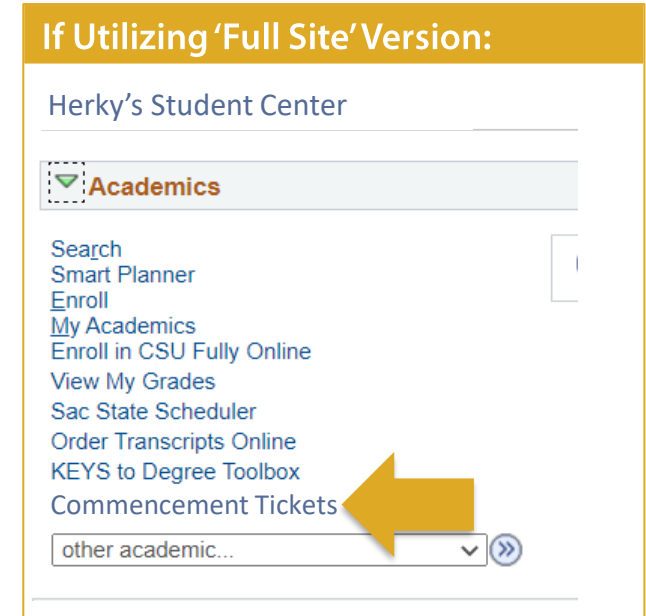
PLEASE NOTE: If a graduate registers and claims guest tickets for Spring 2025 Commencement but later updates their expected graduation term to any term other than Spring or Summer 2025, their ceremony registration will be canceled, and their guest tickets will be invalidated.

If Utilizing New Student Center:



The screenshot shows the 'Herky's Student Center' interface. On the left is a navigation menu with items: Student Center, Enrollment, Academics, Personal Information, Finances, and Switch to Full Site. The main content area is titled 'Academics' and contains a 'This Week's Schedule' section and a list of links: Search, Smart Planner, Enroll, My Academics, View My Grades, Progress To Degree, Sac State Scheduler, Order Transcripts Online, KEYS to Degree Toolbox, and Commencement Tickets. A yellow arrow points to the 'Commencement Tickets' link. At the bottom left, there is an 'Enrollment Shopping Cart' button.

If Utilizing 'Full Site' Version:



The screenshot shows the 'Herky's Student Center' interface. The 'Academics' dropdown menu is open, displaying a list of links: Search, Smart Planner, Enroll, My Academics, Enroll in CSU Fully Online, View My Grades, Sac State Scheduler, Order Transcripts Online, KEYS to Degree Toolbox, and Commencement Tickets. A yellow arrow points to the 'Commencement Tickets' link. Below the dropdown is a search bar containing the text '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 displays 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 'To Do List' section contains an 'Item List' table with the following data:

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:

The 'Task List' section contains a table with the following data:

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

The task 'Sac State Emergency Contacts Verification' is circled in red in the original image. Below the 'Task List' table, a message states: 'You must complete your assigned Tasks in order to get to Student Center page. The following list is your current assigned tasks:'.

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

STEP 03

Click the "Register" button

The screenshot shows a user interface for Sacramento State. On the left, a 'QUICK ACCESS' menu contains 'Home' and 'Support' (highlighted with a red box). An orange arrow points from the 'Support' link to the 'Please note' text. The main content area displays 'Welcome, Herky' and 'Active Ceremonies'. Below this is a card for 'Your College/Ceremony' with details: Location (Golden 1 Center | 500 David J Stern Walk, Sacramento, CA...), Date (Ceremony Date), and Time (Ceremony Time). A 'Register' button is located at the bottom of this card. A 'Logout' link is visible in the bottom left corner.

Please note: the "Support" link is not applicable to Sac State Commencement. If you have any questions about your ceremony, please contact commencement@csus.edu or visit the Sac State Commencement website at www.csus.edu/commencement for details.

STEP 04

Complete the RSVP form

A

Confirm your participation



Participation

Do you plan to participate in the graduation ceremony? *

Yes

No

Back

Continue

B

Confirm your Graduate Information

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



You can spell out the phonetic pronunciation of your name



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



Graduate Information

Primary Name

If you wish to change your primary name, you must contact the Student Service Center in Lassen Hall 1000 or at (916) 278-3625.

Hercules The Hornet

Preferred Name (if applicable)

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.

Herky T. Hornet

Name to be read aloud and displayed on screen as you cross the stage*

Deadline to have your name pre-recorded by a professional name-reader is April 24, 2025 at noon.

Preferred Name

How do you pronounce your name?

For example:

- Raul Gonzalez: rah-OOL-goh-SAH-les
 - Ngoc Nguyen: nahk-nyuh-WEN
 - Andrea Weinstein: An-DRE-uh Wine-Steon
- [Phonetic Pronunciation Guide](#)

Her-Kee Tee Hor-net

Sacramento State Student ID Number

000000001

Email Address

herky@csus.edu

Mobile Phone Number:

If you would like to receive commencement-related information via text message, please enter a ten-digit cell number (for example, 800-555-1212).

Career Code

Expected Graduation Term

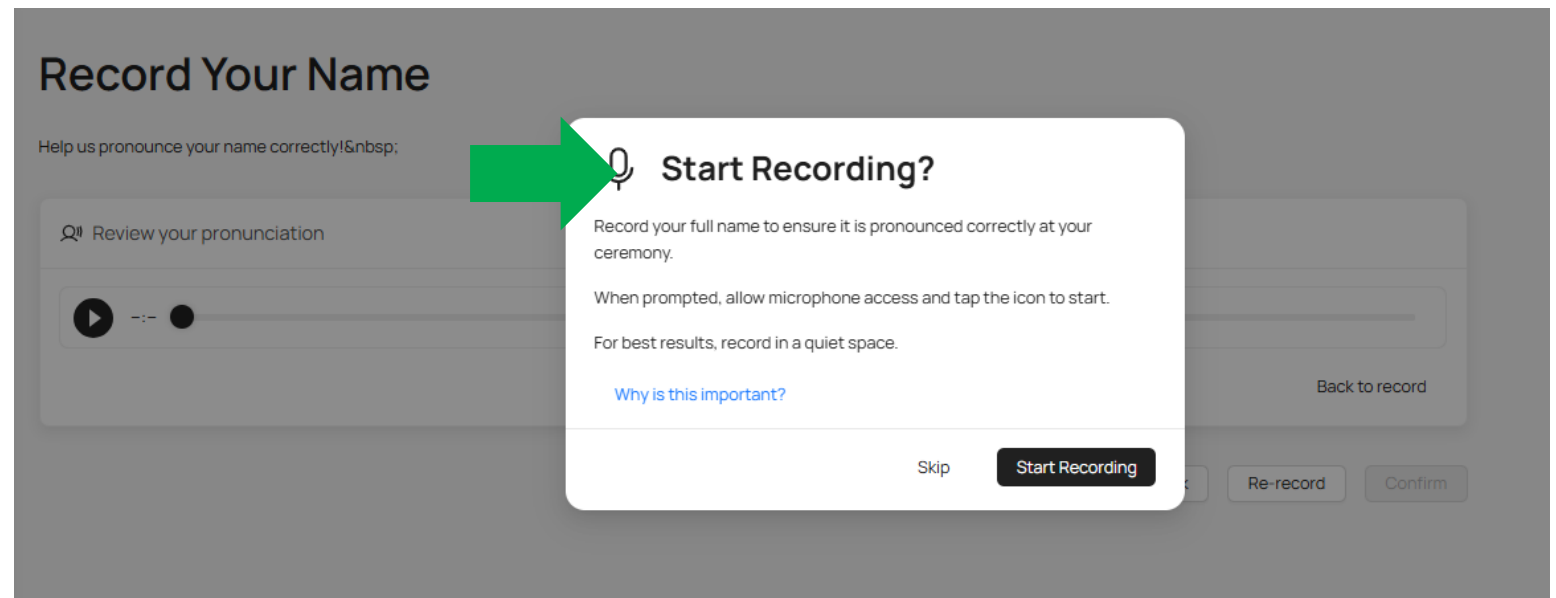
Spring 2025

College Description

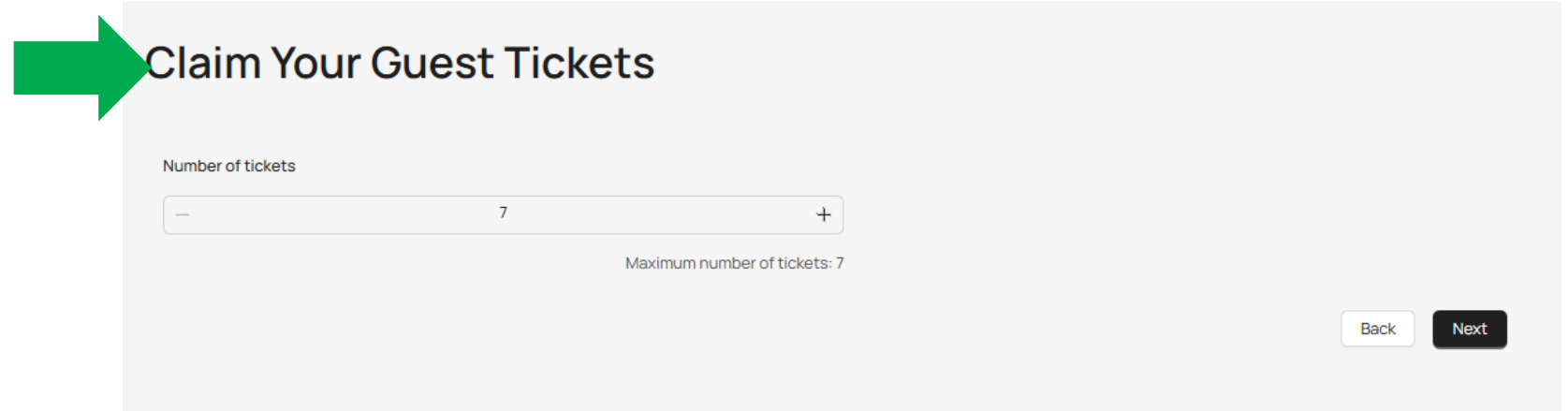
Academic Plan Description



Record your name pronunciation



Claim your guest ticket quantity from drop-down





Review Info and Hit Confirm!

Time to turn your tassel!

Verify your info and continue.

Participation

Do you plan to participate in the graduation ceremony?

Yes

Graduate Information

Hercules The Hornet

Preferred Name (if applicable)

Testing Tester

Herky T. Hornet

Name to be read aloud and displayed on screen as you cross the stage

How do you pronounce your name?

Preferred Name

Her-Kee Tee Hor-net

Sacramento State Student ID Number

Email Address

000000001

herky@csus.edu

Mobile Phone Number:

Career Code

Expected Graduation Term Spring 2025

College Description

Academic Plan Description

Claim Your Guest Tickets

Number of tickets

7

Back

Confirm




STEP 05

Get Your Guest Tickets

B

You can print or email individual tickets

Completed



SACRAMENTO STATE

Ceremony Name

Update my details

Switch Event

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.

Tickets (0 left)

Clear All

Send All by Email

Print Selected Tickets

Select Ticket

Date Sent

Not yet sent

Email

example@email.com

Send

Select Ticket

Date Sent

Not yet sent

Email

example@email.com

Send

Select Ticket

Date Sent

Not yet sent

Email

example@email.com


Send





Or, you can print
and/or email all
of the tickets at once

✓ Completed



**SACRAMENTO
STATE**

Ceremony Name

Update my details

Switch Event


 Tickets (0 left)

Clear All

 Send All by Email

 Print Selected Tickets

Select Ticket

 Date Sent

Not yet sent

 Email

 example@email.com

 Send

Select Ticket

 Date Sent

Not yet sent

 Email


 example@email.com

 Send

Select Ticket

 Date Sent

Not yet sent

 Email

 example@email.com

 Send

RE-ACCESSING GUEST TICKETS

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

Simply repeat steps 1 & 2.

Then Click the “View” button now visible on your Tassel home screen.

QUICK ACCESS

Home

Support

Active Ceremonies

Completed



SACRAMENTO
STATE

Commencement Ceremony

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

Date Ceremony Date

Time Ceremony Time

View

NEED ASSISTANCE?

CONTACT US:

commencement@csus.edu

csus.edu/commencement