



SACRAMENTO
STATE



HOW TO RSVP & CLAIM COMMENCEMENT GUEST TICKETS

Step-By-Step Guide

Commencement 2024

Redefine the Possible™

RSVP & GUEST TICKET INFORMATION

- (8) Guest Tickets per graduate
- Registration Windows:

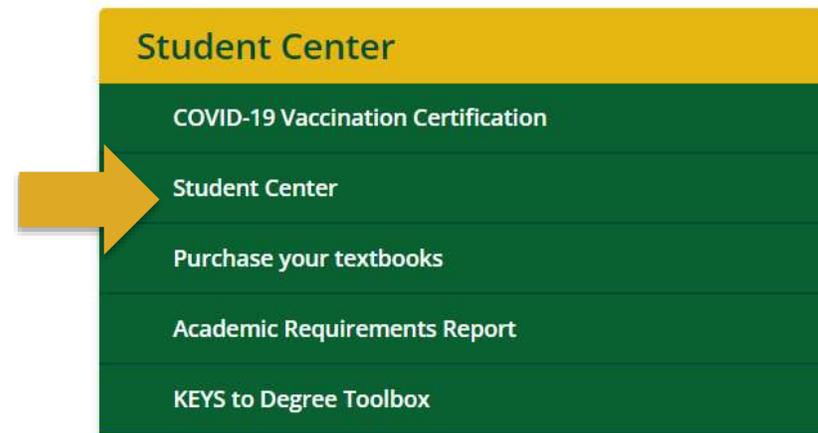
Registration Windows		
	General Registration March 4 - April 29 <i>(midnight)</i>	Late/Onsite Registration May 1 - May 19
Access to (8) Guest Tickets		
Name to be displayed on Jumbotron during ceremonies		
Easy Check-In at G1C (no additional check-in requirements)		<i>You will be required to check in at the onsite helpdesk when you arrive. Your grad card will not be pre-printed</i>
Name Pre-Recorded by Professional Name-Reader		<i>Your name will not be pre-recorded, and can instead be read aloud during ceremony</i>



Log in to your Student Center

(my.csus.edu)

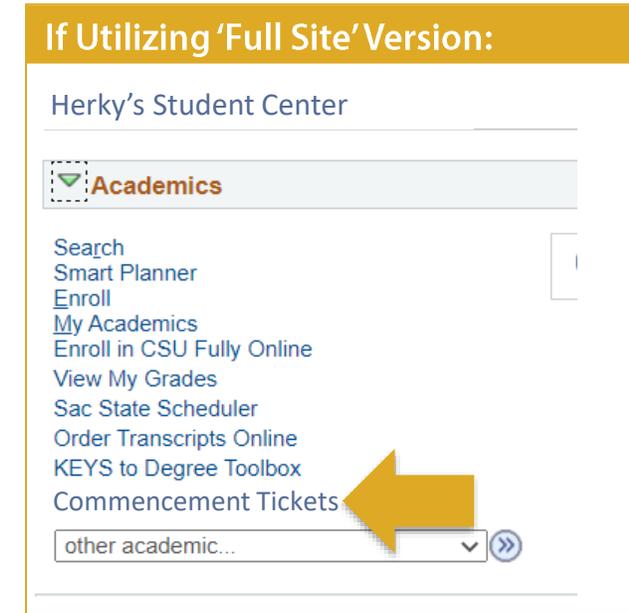
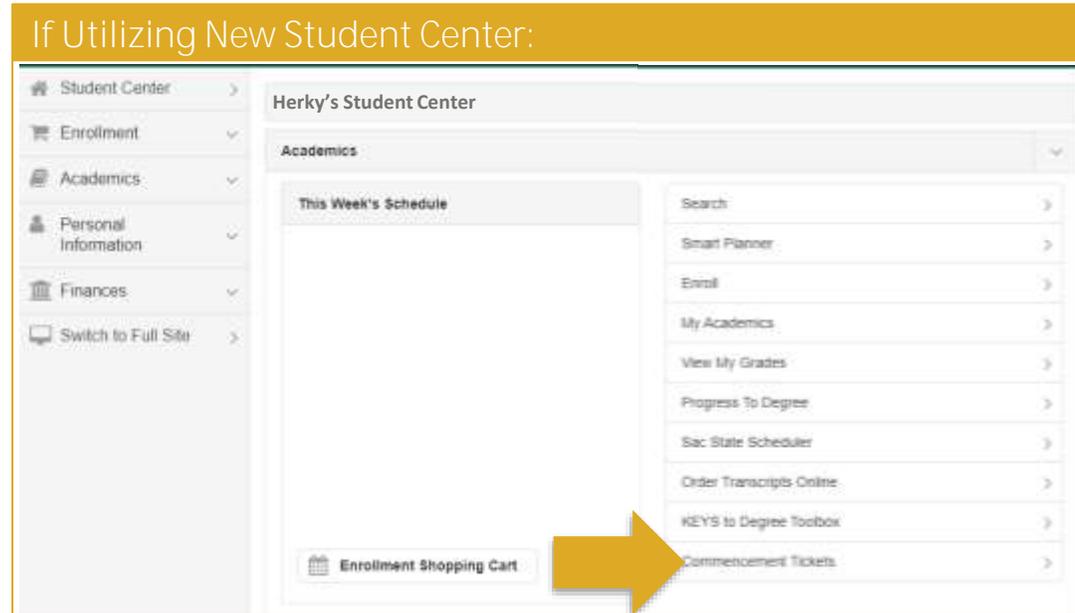
PLEASE NOTE:
Chrome is the recommended browser for accessing tickets. If using a phone or alternate browsers, you may encounter issues.

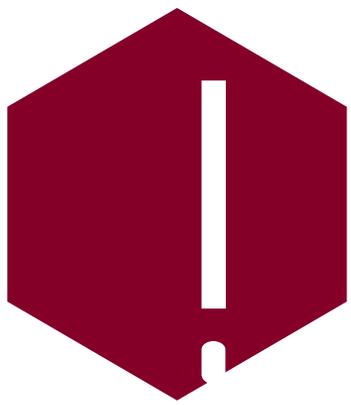




Click the *'Commencement Tickets'* link under the Academics tab

The "Commencement Tickets" link is only visible to eligible graduates with an expected graduation term of Fall 2023, Spring 2024, or Summer 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.





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:

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

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 titled 'To Do List' and contains an 'Item List' table with columns for Department, To Do Item, Description, Status, and Link. Below this is a 'Task List' table with columns for Task, Due Date, Status, Institution, and Context Information. A red circle highlights the 'Task List' table.

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



Click the *'Register for Commencement'* button



RSVP Home

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



Your Academic College

Ceremony Date and Time

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



Register for Commencement

4

Complete the RSVP form

A

Confirm your participation

Participation

Will you be attending your commencement ceremony? *

Yes

Yes

No



B

Confirm your Graduate Information

You must select which name you wish to be read aloud



You must also select which name you wish to be displayed on screen



You can spell out the pronunciation of your name



You can optionally 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 as you cross the stage * Deadline to have your name pre-recorded by a professional name-reader is April 29, 2024 at midnight.	<input type="text"/>
Name to be displayed on screen as you cross the stage *	<input type="text"/>
How do you pronounce your name? For example: <ul style="list-style-type: none"> • Raul Gonzalez: rah-OOL gon-SAH-les • Ngoc Nguyen: nahk nuh-WEN Phonetic Pronunciation Guide RE-uh Wine-Steen 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).	<input type="text"/> Please enter a ten-digit phone number (for example, 800-555-1212)
Career Code	UGRD
Expected Graduation Term	Spring 2023
College Description	College of Heath & Human Services
Academic Plan Description	Recreation Parks and Tourism Administration

C

Record your name pronunciation



Record Your Name

Help us pronounce your name correctly!

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.

How would you like to record your name?

Receive an automated phone call now that will record your name pronunciation

Record now using your microphone

D

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.

Original Allotment: Up to 8 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

1 total tickets

2 total tickets

3 total tickets

4 total tickets

5 total tickets

6 total tickets

7 total tickets

8 total tickets

Commencement Keepsake Programs

University Print is proud to offer keepsake Commencement programs to graduates, family members, and friends. The 2024 Sacramento Commencement keepsake program will be available for purchase beginning in March 2024. Cost per program will be \$13 (including shipping).

*Please note, by indicating your interest in purchasing programs below, you are **not** ordering programs. A link will be provided to you on the following webpage as well as your confirmation email, directing you to confirm and pay for your programs.*

Are you interested in purchasing a keepsake Commencement program for \$13 (includes shipping)?

How many programs do you anticipate purchasing?

E

Hit Submit!



Submit



Get Your Tickets

Home

Logout



Thank You!

You have completed the RSVP 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.

If you wish to proceed with purchasing a printed Commencement Keepsake Program, please visit www.tinyurl.com/SacState-Program24.

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.

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

Get your tickets

Close

[Need Help?](#)

A
Click "Get
your tickets"



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.

|||| Your Tickets

College of Business

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 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

Ticket 1

 Selected to Print ✓

Email:

Note: Email sent to Hotmail accounts may be blocked. Please try an alternate email address.

Ticket 2

 Selected to Print ✓

Email:

Note: Email sent to Hotmail accounts may be blocked. Please try an alternate email address.

 Print Selected Tickets

One ticket per page will be printed

Back

on the "Selected to Print"

 E-mail Ticket

Please try an alternate email

 E-mail Ticket

Please try an alternate email

B

To Print Tickets be sure all tickets are selected to print, then click the "Print Selected Tickets" button.

Tickets will be exported as a single PDF file for grads to download

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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

[Back](#)



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.

RE-ACCESSING TICKETS

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

Simply repeat steps 1 & 2.

Then Click the **'Email Tickets'** button now visible on your Marching Order home screen

MARCHING ORDER
amazing graduation ceremonies

SACRAMENTO STATE

RSVP Home

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

SACRAMENTO STATE

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 1:20 PM PST

NEED ASSISTANCE?

CONTACT US:

commencement@csus.edu
csus.edu/commencement