HOW TO RSVP & CLAIM COMMENCEMENT GUEST TICKETS

Step-By-Step Guide

Commencement 2024
**RSVP & GUEST TICKET INFORMATION**

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

<table>
<thead>
<tr>
<th>Access to (8) Guest Tickets</th>
<th>General Registration</th>
<th>Late/Onsite Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>March 4 - April 29 (midnight)</td>
<td>May 1 - May 19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name to be displayed on Jumbotron during ceremonies</th>
<th>General Registration</th>
<th>Late/Onsite Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hat</td>
<td>Hat</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Easy Check-In at GTC (no additional check-in requirements)</th>
<th>General Registration</th>
<th>Late/Onsite Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hat</td>
<td>You will be required to check in at the onsite helpdesk when you arrive. Your grad card will not be pre-printed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name Pre-Recorded by Professional Name-Reader</th>
<th>General Registration</th>
<th>Late/Onsite Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hat</td>
<td>Your name will not be pre-recorded, and can instead be read aloud during ceremony</td>
</tr>
</tbody>
</table>
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.
Click the ‘Register for Commencement’ button

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
4. Complete the RSVP form

A. Confirm your participation

[Image of a form with options Yes and No for participation]
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.

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**Primary Name**

- Hercules The Hornet

**Preferred Name (if applicable)**

- Herky T. Hornet

**Name to be read aloud as you cross the stage**

- [Dropdown]

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

- [Dropdown]

**How do you pronounce your name?**

- Her-Kee Tee Hor-net

**Phonetic Pronunciation Guide**

- RE-uh Wine-steen

**Sacramento State Student ID Number**

- 000000001

**Email Address**

- herky@csus.edu

**Mobile Phone Number**

- [Field] Please enter a ten-digit phone number (for example, 800-555-1212)

**Career Code**

- UGRID

**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

**D** Claim your guest ticket quantity from drop-down

**E** Hit Submit!
Get Your Tickets

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.

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.
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.
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.
CONTACT US:

commencement@csus.edu

csus.edu/commencement