



SACRAMENTO
STATE



2026 SPRING COMMENCEMENT

HOW TO REGISTER & CLAIM GUEST TICKETS

STEP-BY-STEP GUIDE

REGISTRATION WINDOWS

	General Registration March 2 (9AM) – April 28 (noon)	Late/Onsite Registration April 30 (9AM) – May 23
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		Your name will not be pre-recorded, and can instead be read aloud during the ceremony

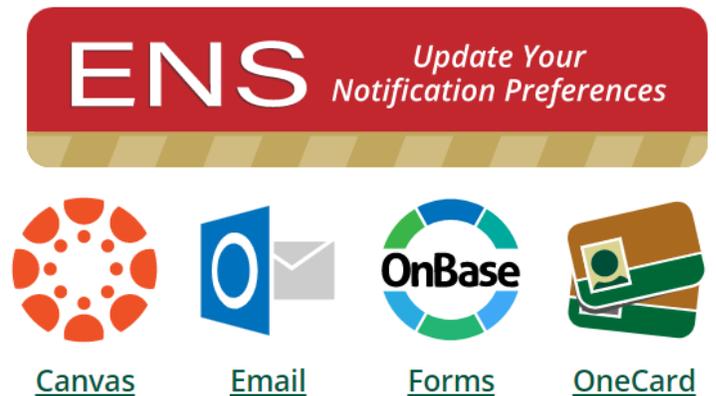
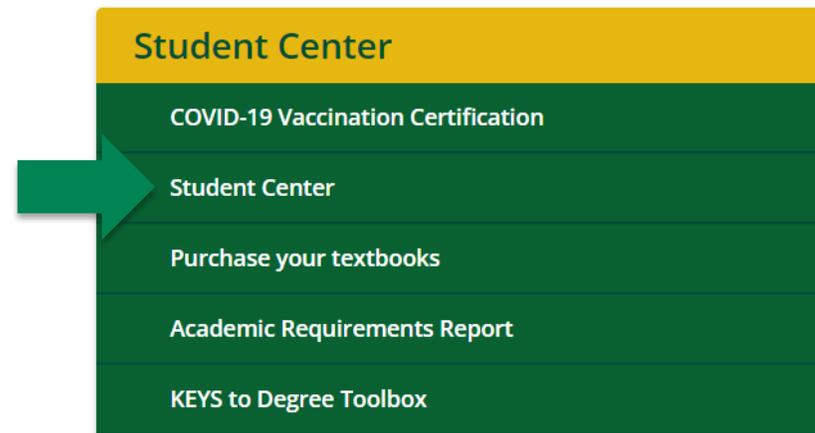
STEP 01

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.



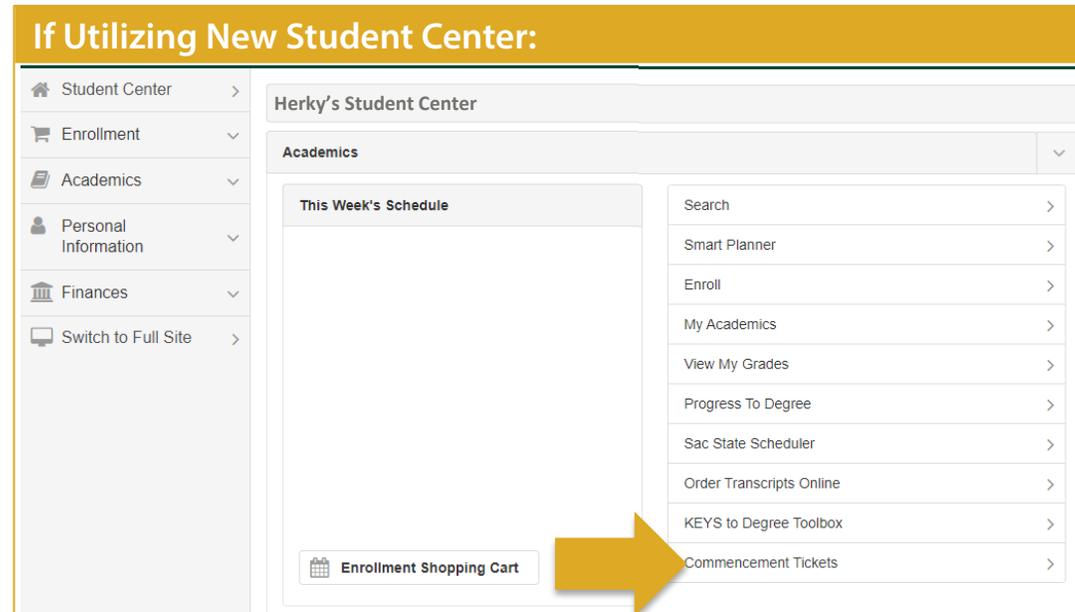
STEP 02

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 or Summer 2026. 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 2026 Spring Commencement but later updates their expected graduation term to any term other than Spring or Summer 2026, their ceremony registration will be canceled, and their guest tickets will be invalidated.

If Utilizing New Student Center:



Herky's Student Center

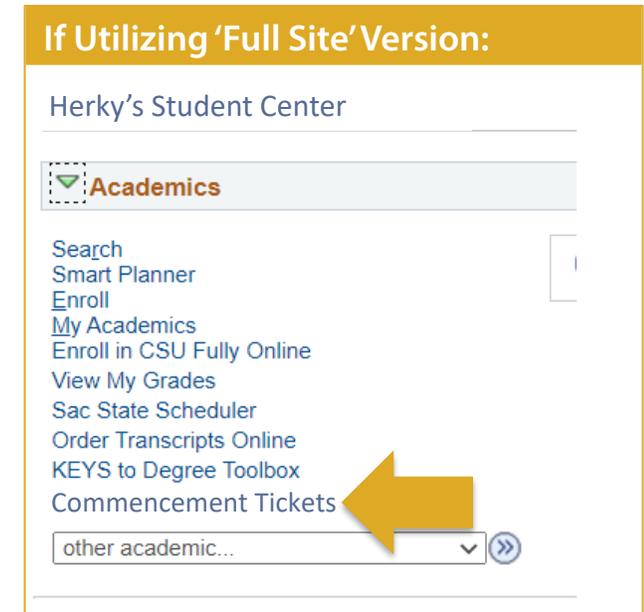
Academics

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 '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 List' table is circled in red in the original image. Below the 'Task List' table, there is a message: "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



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.

Welcome, Herky

Active Ceremonies

✔ Completed



Your College/Ceremony

📍 Location [Golden 1 Center | 500 David J Stern Walk, Sacramento, CA 95814](#)

📅 Date Ceremony Date

🕒 Time Ceremony Time

Register

STEP 04

Complete the RSVP form

A
Confirm your
participation



Participation

Do you plan to participate in your Commencement 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) 278-5625.

Hercules The Hornet

Preferred Name (if applicable)

If you do not see a preferred name below, 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 *

The deadline to have your name pre-recorded by a professional name-reader is April 28, 2026 at 12 noon.

Primary Name

How do you pronounce your name?

For example:

- Raul Gonzalez: rah-DOE-gon-SAH-les
- Ngoc Nguyen: nahk-nuh-WEN
- Andrea Weinstein: An-DRE-uh Wine-Stein

[Phonetic Pronunciation Guide](#)

Her-Kee Tee Hor-net

Sacramento State Student ID Number

00000001

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 2026

College Description

Academic Plan Description

Back

Continue



Record Your Name

Record Your Name

Help us pronounce your name correctly!

🔊 Review your pronunciation

▶ ⏸ ●

Start Recording?

Record your full name to ensure it is pronounced correctly at your ceremony.

When prompted, allow microphone access and tap the icon to start.

For best results, record in a quiet space.

[Why is this important?](#)

Skip **Start Recording**

Click "Start Recording"

Click the play button to listen

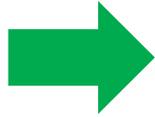
🔊 1 attempt(s) remaining.

▶ 00:01 ————— I can't hear

Back Try Again **Confirm**

Click Confirm

D Claim your guest ticket quantity from drop-down



Claim Your Guest Tickets

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

Allotment: Up to 7 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.*

Guest Tickets

Maximum number of tickets: 7

[Back](#) [Next](#)

Please note: Guest tickets may not be sold or traded for anything of monetary value. Students may give unused tickets to peers who are participating in the same ceremony.

Students who sell tickets, are violating the law, and will be reported to the Office of Student Conduct for appropriate action that may include denial of access to participate in Commencement.

E Review Info and Hit Confirm!

Review Your Details

Scroll down to review your info, then hit confirm to finish.

Participation

Do you plan to participate in your Commencement ceremony?

Yes

Graduate Information

Primary Name

Hercules The Hornet

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

Primary Name

Sacramento State Student ID Number

000000001

Mobile Phone Number:

Expected Graduation Term

Spring 2026

Academic Plan Description

Preferred Name (if applicable)

Herky T. Hornet

How do you pronounce your name?

Her-Kee Tee Hor-net

Email Address

herky@csus.edu

Career Code

College Description

Ceremony Name Announcement



Claim Your Guest Tickets

Number of tickets

7

Back

Confirm



Congratulations, Herky!

Thank you for submitting your form! 🎓

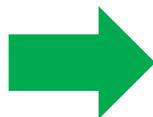
You have completed the RSVP process. Additional ceremony details will be sent out to those participating.

If you claimed guest tickets, please access them via the "View Event" 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 May 8,

Click "View Event" to
access claimed tickets



View Event

Go to Home Page

STEP 05

Get Your Guest Tickets

B

You can email individual tickets

Completed

SACRAMENTO STATE

Ceremony Name

Update my details

Tickets

Select All Send Selected 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

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

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.



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

by checking the boxes then hitting "Send All by Email" or "Print Selected Tickets"

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 *“Update my details”* button now visible on your Tassel home screen.

QUICK ACCESS

Home

Support

Active Ceremonies

Completed



SACRAMENTO
STATE

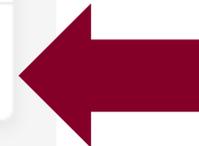
Commencement Ceremony

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

Date Ceremony Date

Time Ceremony Time

Update my details



NEED ASSISTANCE?

CONTACT US:

commencement@csus.edu
csus.edu/commencement