



SACRAMENTO  
STATE









SPRING 2025 COMMENCEMENT

# HOW TO REGISTER & CLAIM GUEST TICKETS

STEP-BY-STEP GUIDE

# REGISTRATION WINDOWS

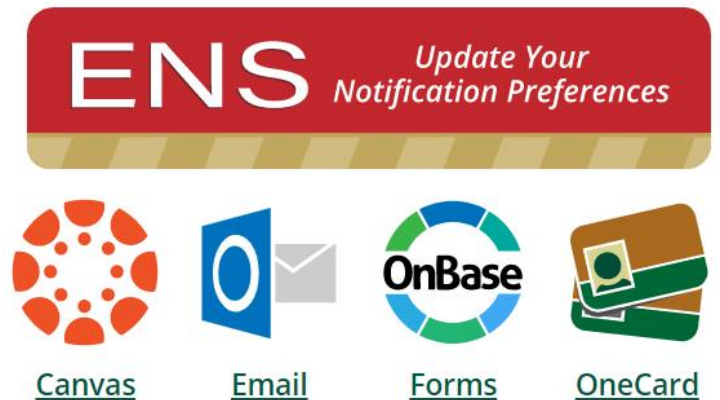
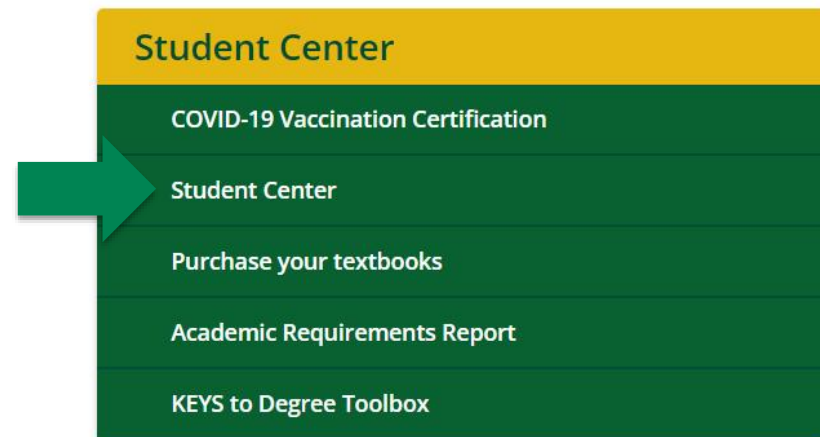
	<b>General Registration</b> March 3 (9 AM) – April 24 (noon)	<b>Late/Onsite Registration</b> May 2 (9 AM) – May 17
<b>Access to Guest Tickets</b>		
<b>Name to be displayed on Jumbotron during ceremonies</b>		
<b>Easy Check-In at G1C</b> <i>(no additional check-in requirements)</i>		You will be required to check in at the onsite helpdesk when you arrive. Your grad card will not be pre-printed
<b>Name Pre-Recorded by Professional Name-Reader</b>		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](https://my.csus.edu))



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



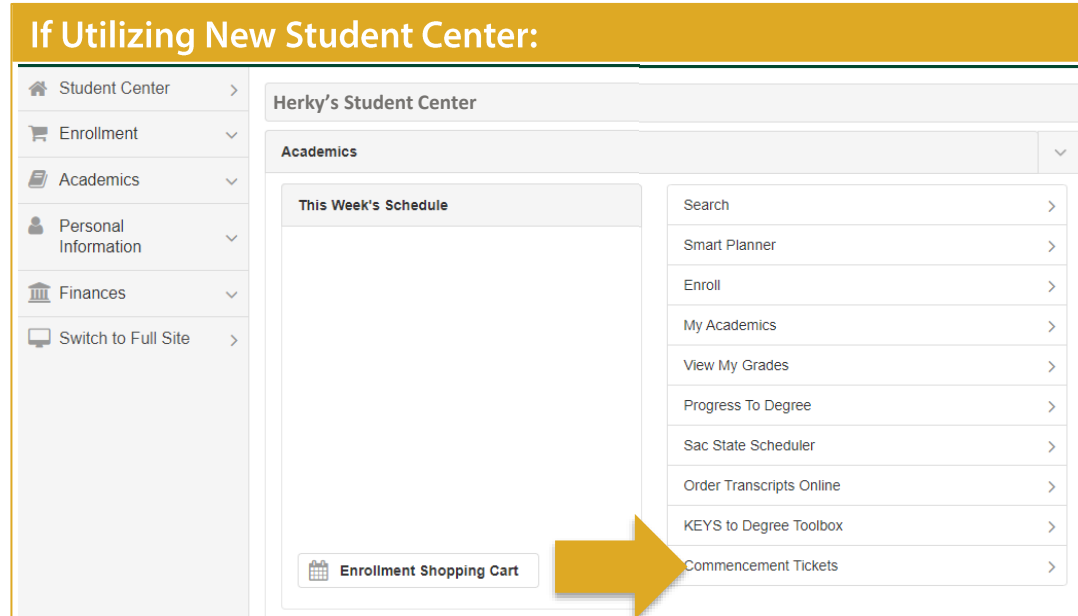
# STEP 02

## 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.

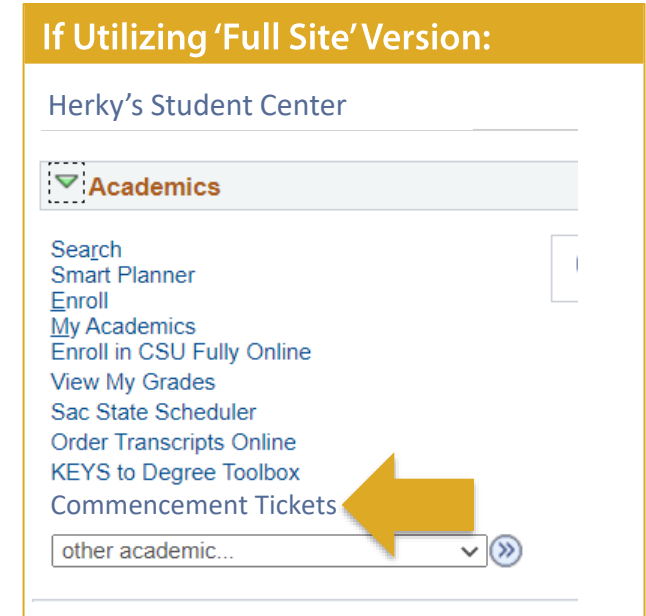
**PLEASE NOTE:** If a graduate registers and claims guest tickets for Spring 2025 Commencement but later updates their expected graduation term to any term other than Spring or Summer 2025, their ceremony registration will be canceled, and their guest tickets will be invalidated.

**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 'Academics' menu item is expanded, showing 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 of the main content area, 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 menu is a search bar containing the text 'other academic...' and a search button.



# 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	<a href="#">For more information</a>
Financial Aid	Apply for Aid	File your financial aid application for the 2021-2022 academic year.	Initiated	<a href="#">For more information</a>

**Task List Section:**

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

TASK	DUE DATE	STATUS	INSTITUTION	CONTEXT INFORMATION
<a href="#">Sac State Emergency Contacts Verification</a>		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](mailto:servicedesk@csus.edu).

# STEP 03

## Click the "Register" button

QUICK ACCESS

- Home
- Support

Logout

### Welcome, Herky

Active Ceremonies

**SACRAMENTO STATE**

**Your College/Ceremony**

Location	Golden 1 Center   500 David J Stern Walk, Sacramento, CA...
Date	Ceremony Date
Time	Ceremony Time

Register

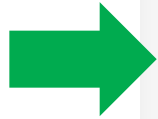
**Please note:** the "Support" link is not applicable to Sac State Commencement. If you have any questions about your ceremony, please contact [commencement@csus.edu](mailto:commencement@csus.edu) or visit the Sac State Commencement website at [www.csus.edu/commencement](http://www.csus.edu/commencement)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

**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.

**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.

**How do you pronounce your name?**  
For example:  
• Raul Gonzalez: rah-OOL-goh-SAH-lies  
• Ngoc Nguyen: nahk-nyuh-WEN  
• Andrea Weinstein: An-DRE-uh Wine-Stoon  
[Phonetic Pronunciation Guide](#)

**Sacramento State Student ID Number**

**Email Address**

**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**

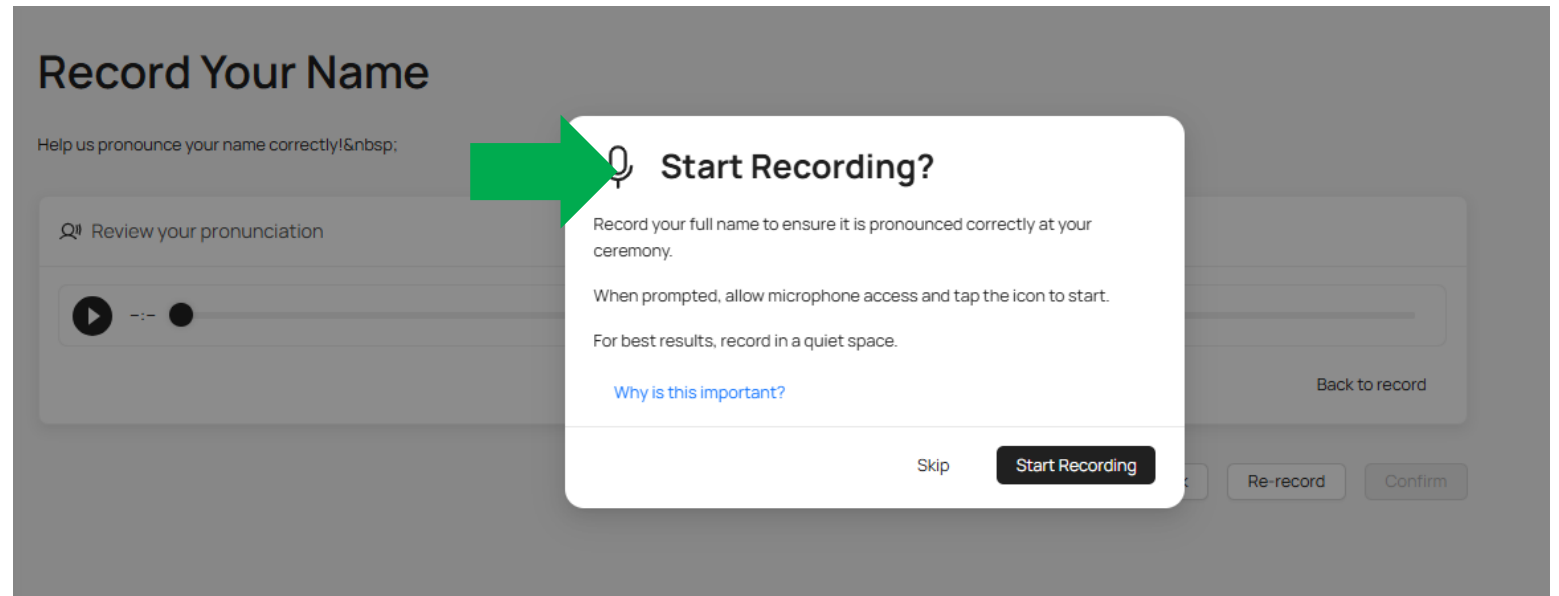
**College Description**

**Academic Plan Description**

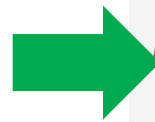




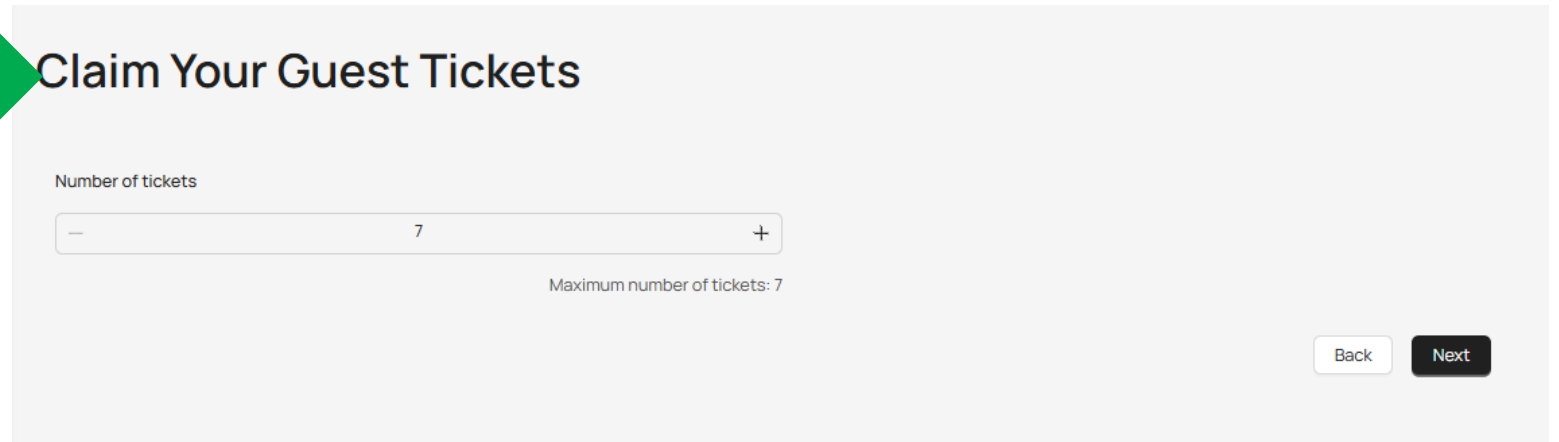
## Record your name pronunciation



## Claim your guest ticket quantity from drop-down



## Claim Your Guest Tickets



**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.



## 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

Tickets (0 left)

Clear All Send All by Email **Print Selected Tickets**


<input checked="" type="checkbox"/> Select Ticket	<input type="checkbox"/> Select Ticket	<input type="checkbox"/> Select Ticket
 Date Sent	 Date Sent	 Date Sent
Not yet sent	Not yet sent	Not yet sent
 Email	 Email	 Email
 example@email.com	 example@email.com	 example@email.com
 Send	 Send	 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

✓ 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](mailto:commencement@csus.edu)

[csus.edu/commencement](https://csus.edu/commencement)