



SACRAMENTO  
STATE



2025 WINTER COMMENCEMENT

# HOW TO REGISTER & CLAIM GUEST TICKETS

STEP-BY-STEP GUIDE

# REGISTRATION WINDOWS

	<b>General Registration</b> <i>Oct. 20 (9AM) – Nov. 17 (noon)</i>	<b>Late/Onsite Registration</b> <i>Dec. 2 (9AM) – Dec. 13</i>
<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</b>		Your name will not be pre-recorded, and can instead be read aloud during ceremony

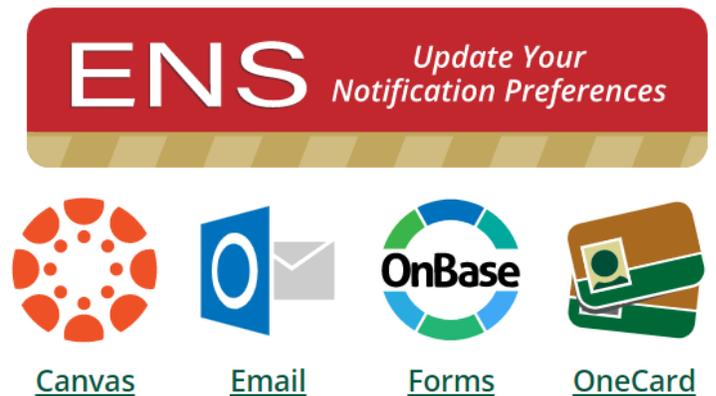
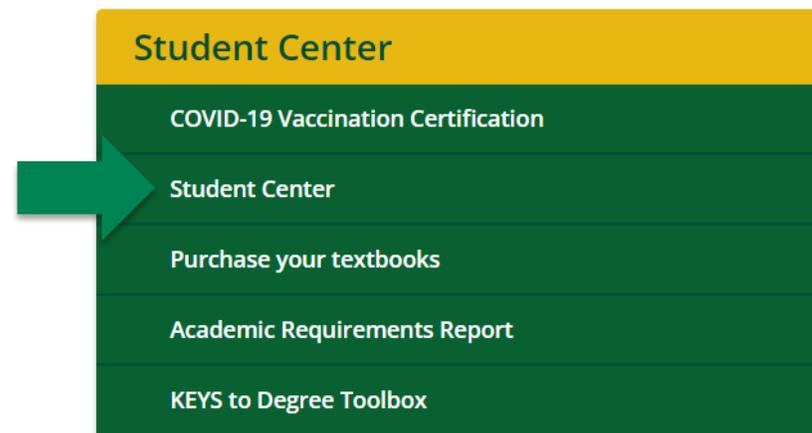
# STEP 01

## Log in to your Student Center

*(my.csus.edu)*



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



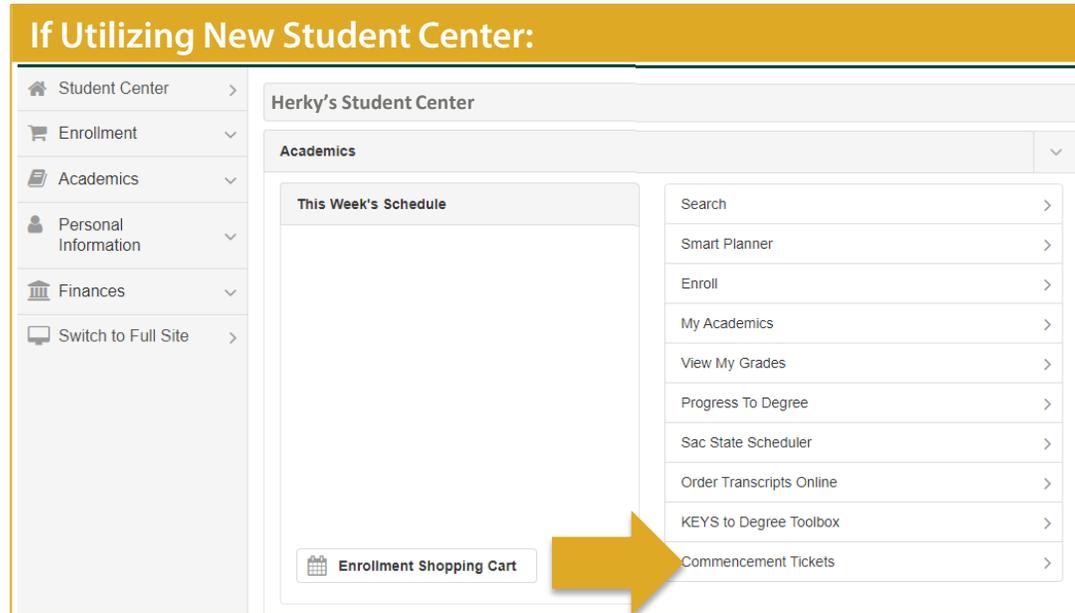
# STEP 02

## 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 Fall 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.

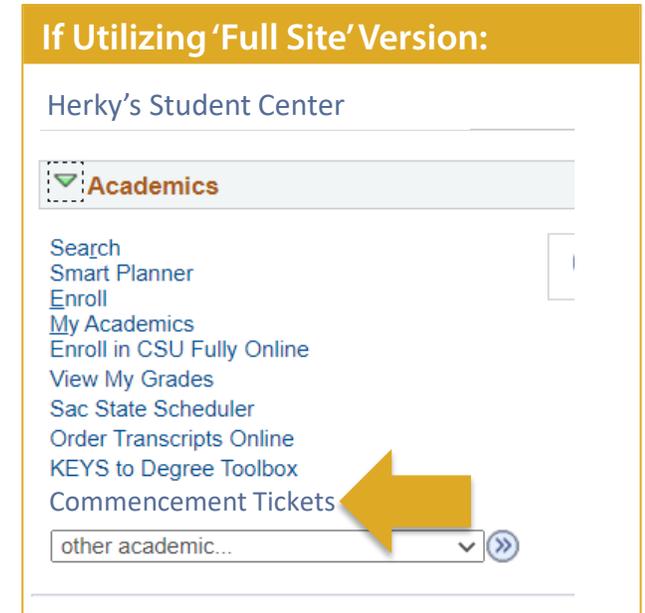
**PLEASE NOTE:** If a graduate registers and claims guest tickets for the 2025 Winter Commencement but later updates their expected graduation term to any term other than Fall 2025, their ceremony registration will be canceled, and their guest tickets will be invalidated.

**If Utilizing New Student Center:**



The screenshot shows the 'Herky's Student Center' interface. On the left is a navigation sidebar with links for 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 of the list. An 'Enrollment Shopping Cart' icon is visible at the bottom left of the main content area.

**If Utilizing 'Full Site' Version:**



The screenshot shows the 'Herky's Student Center' interface in the 'Full Site' version. 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...' 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 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'. The 'To Do List' section contains a table with two items, both for 'Financial Aid' with the description 'File your financial aid application for the 2021-2022 academic year.' and status 'Initiated'. The 'Task List' section contains a table with one item: 'Sac State Emergency Contacts Verification' with status 'In Progress' and institution 'Sacramento State'. This task is circled in red.

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	DUE DATE	STATUS	INSTITUTION	CONTEXT INFORMATION
<a href="#">Sac State Emergency Contacts Verification</a>		In Progress	Sacramento State	

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



**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.

### 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

Logout

# STEP 04

## Complete the RSVP form

A  
Confirm your  
participation



### Participation

Do you plan to participate in your Commencement ceremony? \*

Yes

No

Back

Continue



# 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 \*

Deadline to have your name pre-recorded by a professional name-reader is November 17, 2025 at noon.

Primary Name

How do you pronounce your name?

For example:

- Raul Gonzalez: rah-OOOL 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

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

Fall 2025

College Description

Academic Plan Description

Back Continue



## Confirm your Name Pronunciation

### Ceremony Name Announcement

Please review this name announcement carefully before approving.

This feature generates an AI-powered audio recording of your name.

If the pronunciation is correct, click **Confirm**.

If it's incorrect, click **Try Again** to regenerate it up to two more times.

If the pronunciation is still wrong, a professional reader will record your name.

Skip

OK

Click "OK"

🔊 1 attempt(s) remaining.



00:01

I can't hear

Click the play button to listen

Back

Try Again

Confirm

Click Confirm



## 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 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.*

Guest Tickets

 A green arrow points to the minus sign on the left side of the input field.

Maximum number of tickets: 8

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.



## 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

Fall 2025

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



00:00



### Claim Your Guest Tickets

Number of tickets

8

Back

Confirm



Congratulations, Test! 🎉

## Thank you for submitting your form! 🎓

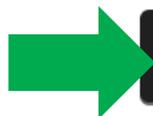
You have completed the RSVP process. Additional ceremony details will be sent out to those participating.

If you claimed guest tickets, please access them via the "Get Your Tickets" 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@csu.edu](mailto:dac@csu.edu).

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

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 “View” button now visible on your Tassel home screen.**

## QUICK ACCESS

Home

Support

## Active Ceremonies

Completed



SACRAMENTO STATE

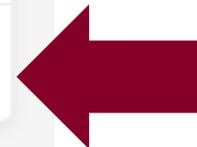
### Commencement Ceremony

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)