



COMMENCEMENT

75
YEARS
We Are LA

REGISTRATION AND TICKETING INSTRUCTIONS

The graphics used are from 2022 but still applicable for 2023.

1. Once you receive the email to register, please read the information that is provided in the body of the message.

Hello John,

Cal State LA 2022 Commencement Ceremony 7
Thursday, May 26, 2022 at 9:00 AM
Commencement Pavilion north side of campus in Lot 5

Graduate registration and guest ticket reservations for the Cal State LA 2022 Commencement ceremonies will be open April 15, at 9 a.m. (PT) through May 4, at 5 p.m. (PT). The instructions to register are listed below.

Graduating candidates must confirm their participation and reserve their guest tickets before the ticketing portal closes on May 4, at 5 p.m. (PT). The ticketing system will automatically close at this time, so transactions must be completed before the deadline. After May 4, at 5 p.m. (PT), guest tickets will no longer be available.

Each graduate will be pre-assigned to their respective ceremony based on their class year, college, department, and major. After ticketing has closed on May 4, registered graduates will receive their *Grad Pass* via email by the end of the business day on May 6. The *Grad Pass* must be presented by the graduate at the designated entrance to enter the venue, and at the graduate check-in area to receive a pre-printed name card (the name card will be used by the name reader and photographer).

It is the graduate's responsibility to register and reserve/distribute tickets to their guests in a timely manner. Due to venue capacity and safety protocols, all guests over the age of 2 will be required to possess a ticket to gain entry to the Commencement Pavilion. Each guest ticket will have a unique barcode and sequence number. Once the barcode has been scanned, any copies of the same ticket will not be valid and will not allow entry into the venue. Each ticket is specific to a ceremony and is non-transferable.

Please note that Commencement tickets are free and are not for sale. Tickets that are sold or bought are not authorized by the University and will be invalidated.

HEALTH AND SAFETY PROTOCOLS

The health and safety of the Cal State LA community is our top priority as we continue to navigate the COVID-19 pandemic. By attending the Commencement ceremony, you agree and attest that you have reviewed and will abide by Cal State LA's health and safety protocols*.

1. All Cal State LA employees, students and visitors shall conduct a [health self-screening](#) for COVID-19 symptoms before arriving at Cal State LA. If you are experiencing any of the listed symptoms, please do not come onto the Cal State LA campus.
2. I understand the risk of attending a large, crowded event where the vaccine status of others in attendance may be unknown.
3. **You are encouraged** to wear a surgical mask or higher level PPE, such as an N95, KN95, or KF94. Surgical masks and higher-level PPE offer greater protection than cloth masks. Masks are required indoors on campus and are strongly recommended outdoors in crowded settings.
4. Per Los Angeles County Department of Public Health, you are strongly encouraged to sign up for [CA Notify](#) in advance to receive alerts when you have been in close contact with someone who tests positive for COVID-19 in public gatherings. We also ask that you alert this site if you test positive for COVID-19 after Commencement.

2. Scroll down the email to the **TO REGISTER** section, and click on the **Set Password Here** link.

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TO REGISTER:

- 1) Click this link and create your password:
[Set Password Here](#)
Note: The password link above is unique to your account, **do not** forward to others.
- 2) Log in and complete the registration process.
- 3) You may return to the site anytime by going to the [Page Login](#) and using this email address:
events@calstatela.edu

California State University, Los Angeles
5151 State University Drive
Los Angeles, CA 90032
calstatela.edu/commencement
Email: commencement@calstatela.edu



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3. You will be directed to the MarchingOrder site to set a password. Please remember your password. This password will only be used in the MarchingOrder system.

MARCHINGORDER
amazing graduation ceremonies

Registration

Welcome John D. Smith_TEST, please create your MarchingOrder password.
Passwords must be at least five characters long.
Remember, this password will be only used in the MarchingOrder system.

Set Password

Enter password:
Enter Password

Confirm Password:
Enter Password Again...

Set Password

4. Once you have created a password, you will directed to the MarchingOrder ticketing portal for the Cal State LA 2023 Commencement Ceremonies ticketing site. Click on the **Register Here** button.

MARCHINGORDER
amazing graduation ceremonies

Logout

CAL STATE LA

Graduate Home

Register for your Ceremony below:

CAL STATE LA

Cal State LA 2022 Commencement Ceremony 7
Thursday May 26, 2022 at 9:00 AM
Commencement Pavilion north side of campus in Lot 5

Register Here



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- Once you have clicked on the Register Here button, you will be directed to your assigned ceremony ticketing portal.

MARCHINGORDER
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Home Logout

CAL STATE LA

Cal State LA Commencement Registration and Ticketing Form

Cal State LA 2022 Commencement Ceremony 7

Thursday May 26, 2022 at 9:00 AM
Commencement Pavilion north side of campus in Lot 5

[Map Link](#)

COLLEGE OF ARTS AND LETTERS
Graduate and Undergraduate Ceremony

- **Department of Art**
Master of Arts in Art
Master of Fine Arts in Art
Bachelor of Arts in Art
- **Department of Communication Studies**
Master of Arts in Communication Studies
Bachelor of Arts in Communication
- **Department of English**
Master of Arts in English
Bachelor of Arts in English
- **Department of Liberal Studies**

- Scroll down to the **Graduate Information and Registration** section. This section lists the official name on file provided to us by the Graduation Office as listed on your diploma. The name will be used for name reading and display during the ceremony.

- **Department of Philosophy**
Master of Arts in Philosophy
Bachelor of Arts in Philosophy
- **Department of Television, Film, and Media Studies**
Master of Arts in Television, Film, and Media Studies
Bachelor of Arts in Journalism
Bachelor of Arts in Television, Film, and Media Studies
- **Department of Theatre and Dance**
Master of Fine Arts in Television, Film, and Theatre
Bachelor of Arts in Theatre
Bachelor of Arts in Theatre Arts and Dance

For more information about Commencement, please visit:
<https://www.calstatela.edu/commencement>

Fields marked with * are required.

Graduate Information & RSVP

Please confirm your participation before the ticketing portal closes on **Wednesday, May 4, 2022, at 5 p.m. (PT)**. Please note that the system will automatically close at this time so complete your transaction, including your guest ticket reservation, in a timely manner. After the deadline date and time, graduates will no longer be able to reserve guest tickets.

Official Name on File John D. Smith_TEST

Will you attend the in-person ceremony? *

Yes

No

For more information, please visit www.calstatela.edu/commencement.

[Submit](#) Please complete all required fields and fix any issues on supplied answers



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- Respond to the attendance question on the **Graduate Information and Registration** section.

• Department of Philosophy
Master of Arts in Philosophy
Bachelor of Arts in Philosophy

• Department of Television, Film, and Media Studies
Master of Arts in Television, Film, and Media Studies
Bachelor of Arts in Journalism
Bachelor of Arts in Television, Film, and Media Studies

• Department of Theatre and Dance
Master of Fine Arts in Television, Film, and Theatre
Bachelor of Arts in Theatre
Bachelor of Arts in Theatre Arts and Dance

For more information about Commencement, please visit:
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Official Name on File: John D. Smith_TEST

Will you attend the in-person ceremony? *

Yes
No

For more information, please visit www.calstatela.edu/commencement.

Submit Please complete all required fields and fix any issues on supplied answers

- If you clicked Yes on the **Graduate Information and Registration** section, you will be prompted to answer the **Accessibility Form**. This section is for you only and not your guests.

Fields marked with * are required.

Graduate Information & RSVP
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Official Name on File: John D. Smith_TEST

Will you attend the in-person ceremony? *

Yes

Accessibility Form

Will you need accessible seating? *

Graduating candidates who require assistance during Commencement can contact the Office for Students with Disabilities (OSD) at (323) 343-3140 or by email at OSD@calstatela.edu two weeks or more before the ceremonies. OSD can assist graduating candidates with:

- check-in
- seating
- getting to and from the stage
- recessional

If you require a wheelchair, please make arrangements on your own according to specific needs. Wheelchairs are not available on campus. OSD do not provide assistance to guests on campus. Guests attending Commencement must arrange in advance for their own mobility assistance.

Yes
No

Clear Selection

Name Pronunciation

How do you pronounce your name (please type the phonetic spelling of your name)?

John D. SMITH-TEST

For example:



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9. On the **Name Pronunciation** section, please type the phonetic spelling of your name. For example, **Raul Gonzalez**: rah-OOL gon-SAH-les

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Name Pronunciation

How do you pronounce your name (please type the phonetic spelling of your name)?

For example:

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

Your Tickets

Please reserve your guest tickets before the ticketing portal closes on Wednesday, May 4, 2022, at 5 p.m. (PT). Please note that the system will automatically close at this time so complete your transaction, including your registration to participate, in a timely manner. After the deadline date and time, graduates will no longer be able to reserve guest tickets. **Please note that Commencement tickets are FREE and are not for sale. Tickets that are sold or bought are not authorized by the University and will be invalidated.**

Total Number of Tickets

For more information, please visit www.calstatela.edu/commencement.

Please complete all required fields and fix any issues on supplied answers

10. On the **Your Guest Tickets** section, please select the number of tickets that you are looking to reserve.

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11. Make sure to click on **SUBMIT** at the bottom of the page. If you do not click on this, your ticket reservation is not confirmed. (If it will not let you click on the Submit button, that means that you did not answer a required section.)

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Total Number of Tickets *

For more information, please visit www.calstatela.edu/commencement.

Submit

12. Once you click submit, a window will pop-up asking you to confirm your reservation. Please click on **Continue** if you correctly submitted your request.

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Total Number of Tickets *

For more information, please visit www.calstatela.edu/commencement.

Submit

Tickets Requested

You have requested 4 total tickets for this event, correct?

Continue **Return to Request Screen**



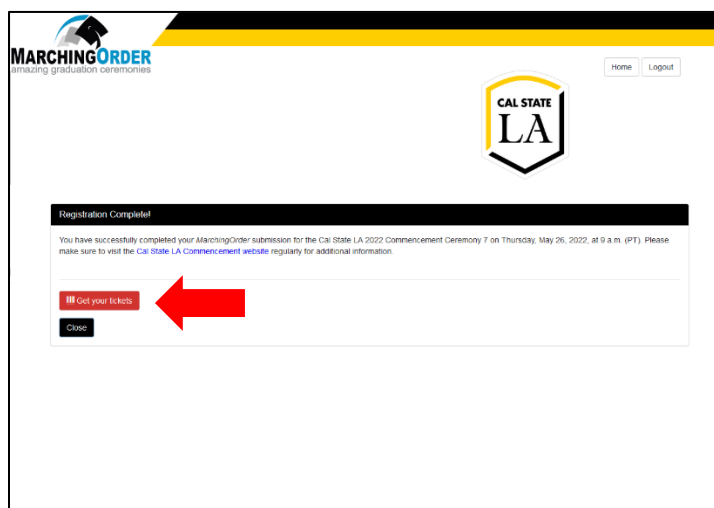
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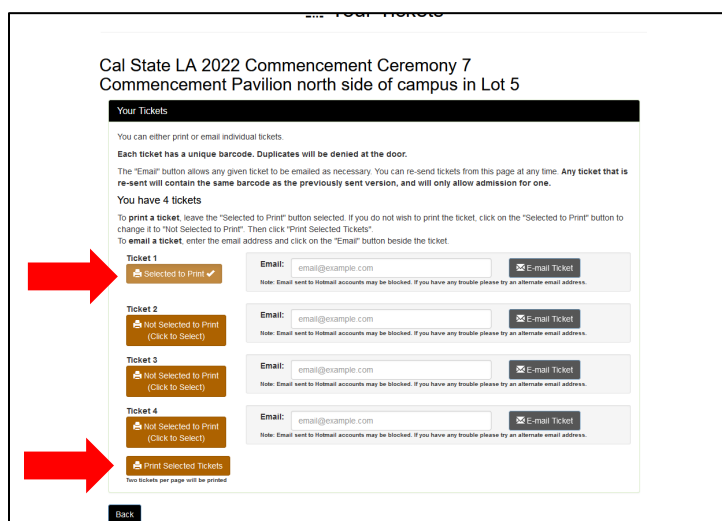
REGISTRATION AND TICKETING INSTRUCTIONS

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13. You will be sent to the **Registration Completed** page. From here, you can click on the **Get Your Tickets** button.



14. You will be directed to the page where you can either email or print your tickets. To print the tickets one by one, leave the "Selected to Print" button you wish to print, and change the rest to "Not Selected to Print". Then click "Print Selected Tickets".





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15. To print all the tickets (two tickets per page), leave them all "Selected to Print" then click "Print Selected Tickets".

Cal State LA 2022 Commencement Ceremony 7
Commencement Pavilion north side of campus in Lot 5

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 4 tickets

To print a ticket, leave the "Selected to Print" button selected. If you do not wish to print the ticket, click on the "Selected to Print" 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 the ticket.

Ticket	Status	Email	Action
Ticket 1	Selected to Print	email@example.com	Email Ticket
Ticket 2	Selected to Print	email@example.com	Email Ticket
Ticket 3	Selected to Print	email@example.com	Email Ticket
Ticket 4	Selected to Print	email@example.com	Email Ticket

Print Selected Tickets
Two tickets per page will be printed.

[Back](#)

16. To **email a ticket**, enter the email address and click on the "Email" button beside the ticket.

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Ticket	Status	Email	Action
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Ticket 4	Selected to Print	email@example.com	Email Ticket

Print Selected Tickets
Two tickets per page will be printed.

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17. If you wish to print or email your tickets at a later date, you can log in using the **Page Login** link provided to you on the original email to register.

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California State University, Los Angeles

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