



SJSU SAN JOSÉ STATE UNIVERSITY

Spring 2018 Commencement Guest Ticket and
Name Pronunciation Instructions

Guest Ticket Information

- Graduates do not need tickets. When you arrive at your ceremony, proceed to the “Graduate Check-In” tent.
- Each student is provided initial guest tickets allocation as follows:
 - CASA, Business, Engineering, Science and Social Sciences: 10 tickets
 - Education: 9 tickets
 - Humanities and the Arts: 8 tickets
- **Please log in and claim your guest tickets by Sunday, May 6**
 - We will release additional tickets based on availability on Tuesday, May 8.

Parking Information

For Social Sciences, Engineering, Business and CASA at Avaya Stadium

- Up to 2 complimentary parking passes will be provided to each graduate for ceremonies at Avaya Stadium.
- Follow the directions to claim and print your parking passes in Marching Order
- Additional cars without passes may pay \$10 to park at Avaya Stadium.

For Education, Humanities and the Arts and Science

- Ceremonies at the SJSU Event Center do not need parking passes.

How to Claim Tickets

Step 1: Access Marching Order

- Be sure you've completed the Intent To Participate form at sjsu.edu/commencement. If you have problems accessing ITP, contact registrar@sjsu.edu.
- The day after you complete ITP, look for an email from specialevents@sjsu.edu titled "Commencement Ceremony Tickets, Parking & Name Pronunciation."
- Follow the directions provided in the email to access MarchingOrder.

How to Claim Tickets

Step 2: Click “Confirm Your Attendance and Request Guest Tickets”



SJSU SAN JOSÉ STATE
UNIVERSITY

Logout

San José State University Commencement

Please review and submit the information below to make the most of your commencement experience.



College of Social Sciences

Thursday May 24, 2018 at 9:00 AM
Avaya Stadium
1123 Coleman Avenue
San Jose, CA 95110

[Confirm Your Attendance and Request Guest Tickets](#)

[Print / Email Tickets](#)



College of Social Sciences - Parking Pass

Thursday May 24, 2018 at 9:00 AM
Avaya Stadium
1123 Coleman Avenue
San Jose, CA 95110

[Claim up to two free parking passes](#)

Complete the Commencement Registration Form

Step 3: Enter Graduate Information

Graduate Information

Full Name Aaa Aaa

For preferred name changes, please send an email with your legal name, preferred name, and student ID number to specialevents@sjsu.edu. This will update the name that will be read and displayed as you cross the stage at the ceremony. This will not change the name that is printed on your diploma or transcripts. Legal name changes for those documented are managed by the registrar's office 408-283-7500.

Major(s)

If this information is incorrect, please contact registrar@sjsu.edu.

Do you plan to attend the commencement ceremony? * Yes ▾

How do you pronounce your name?

For example:

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

Commencement is wheelchair accessible. Individuals requiring Sign-Language Interpreters, Real-time captioners, or other accommodations, please indicate the assistance you need.

Complete the Commencement Registration Form

Step 5: Request Tickets, then Submit

Ceremony Tickets


Total Number of Tickets *

Choose the total number of tickets you would like to receive for your guests.

Graduates do NOT need a ticket to attend.

8 total tickets

Submit



Print Your Tickets

Step 6 A: Click “Select to Print” next to all tickets you want to print

Step 6 B: Click “Print Selected Tickets” at the bottom of the page

You have 8 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 1

 Selected to Print ✓

email@example.com

Emailed on: Apr 20, 2018 3:08:59 PM

 E-mail Ticket Again

Ticket 2

 Selected to Print ✓

email@example.com

 E-mail Ticket

Note: Email sent to Hotmail accounts may be blocked, if your guest does not receive the ticket please try an alternate email address

Ticket 3

 Selected to Print ✓

email@example.com

 E-mail Ticket

Note: Email sent to Hotmail accounts may be blocked, if your guest does not receive the ticket please try an alternate email address

 Print Selected Tickets

Two tickets per page will be printed

- OR – Email Your Tickets

Step 6 A: Insert the email address you wish to send each ticket to

Step 6 B: Click the “Email Ticket” button

Your Guest Tickets

You can either print out your guest tickets directly from the website or email individual tickets to your guests so they may print their own ticket.

Each ticket has a unique barcode. Duplicates will be denied at the door.


The "Email" button allows any given ticket to be emailed to your guest. An existing ticket can be delivered to a new recipient by changing the email address and pressing "Email" again. **Any ticket that is re-sent will contain the same barcode as the previously sent version, and will only allow admission for one guest.**



You have 10 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 1

 Selected to Print ✓

 E-mail Ticket 

Note: Email sent to Hotmail accounts may be blocked, if your guest does not receive the ticket please try an alternate email address

How to Claim Parking Passes

- If your ceremony is at Avaya Stadium and you would like to claim up to two complimentary parking passes, go back to the home page, click “Claim up to two free parking passes” and follow the instructions.
- If your ceremony is at the Event Center, you do not need to claim parking passes and this will not be listed as an option when you log in.

San José State University Commencement


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1123 Coleman Avenue
San Jose, CA 95110

[Confirm Your Attendance and Request Guest Tickets](#) [Print / Email Tickets](#)

SJSU SAN JOSÉ STATE UNIVERSITY **College of Social Sciences - Parking Pass**
Thursday May 24, 2018 at 9:00 AM
Avaya Stadium
1123 Coleman Avenue
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[Claim up to two free parking passes](#)



Re-Accessing Tickets

If you need to re-access your tickets...

- Log back into your MarchingOrder account via the link provided in the email from specialevents@sjsu.edu.
- Click the “Print/Email Tickets” button

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Need Assistance?

Contact Us:

specialevents@sjsu.edu

408-924-6517

Clark Hall 300

Congratulations!