## COLUMBIA UNIVERSITY COMMENCEMENT 2023

## **1.** REGISTERING FOR COLUMBIA UNIVERSITY COMMENCEMENT EVENTS

- a. Visit https://columbiagrad.universitytickets.com/
  - i. Username: Columbia University email address
    - 1. Contact your school planner if you are unsure which email address to use.
  - ii. If this is your first time logging in, please use your Columbia University email address and click the "Forgot password?" button to receive an email, create a new password, and get started.
  - iii. If you have previously logged in, enter your password. You do not need to reset it again.
- b. After logging in, you will be directed to the "Ticket Office Home," where you will see all events that you are eligible to attend. Most graduates will only see University Commencement. However, if your school is providing Class Day tickets through this platform, you will also see your Class Day event. The events are listed in chronological order. Please reach out to your school contact with questions about your Class Day tickets or Class Day ceremony.
- c. Click on the green "GET TICKETS" button to the right of the event name.

i View Calendar	Q	Search
CATEGORY	2023 University Commencement	Date Filter -
All Categories	2023 University Commencement	Wednesday, May 17, 2023 10:30 AM (ET)
2023 University 1 Commencement	Outdoors on the Morningside Campus	GET TICKETS

d. This will take you to the event page, where you'll find key information about the event and add tickets to your cart. Select the desired amount of Graduate and/or Guest tickets in the green box called "Ticket Options" located on the right side of the event page. Kindly note, for University Commencement undergraduate school degree candidates may request up to four (4) guest tickets and graduate school degree candidates may request up to two (2) guest tickets. To continue, press the green "Select Seats" button.

dit Campaign	Add to Calendar	Ticket Options			
2023 University Commencement		Class of 2023 Graduate Ticket			
2023 University Commencement		Ticket Types	Price Quantity		
Outdoors on the Morningside Campus Wednesday, May 17, 2023 at 10:30 AM (ET)		Graduate	\$0.00 1		
		Guest Ticket			
Graduate tickets are required to participate in the 2023 University Commencement ceremony and will be scanned prior to entry to campus on Commencement morning		Ticket Types	Price Quantity		
Please be prepared with guest information prior to requesting tickets. Guest first name, last name,		Guest Ticket	\$0.00 2		
Effective May 11: Anyone attending Commencement activities on Columbia's ecommended to follow <u>CDC guidelines for COVID-19 vaccination</u> and com ndoor masking, and are encouraged to stay home if feeling unwell or testing realth and safety policies are subject to change.	campuses are strongly imunity guidance on positive for COVID-19.		Select Seats		
Share Via					
	V Twitter				

- e. You will be directed to the checkout page.
  - i. To select tickets for another event, click the green "+Add More to Cart" button and you will be directed to the "Ticket Office Home," where you can repeat steps C & D.

Cart	💼 Empty Cart					
<b>@</b> 202	3 University Co	mmencement		5/1	7/23 10:30	AM E
	Ticket Option	Ticket Type	Seat Location	Per Ticket Fee	Per Ticket Price	Tota Pric
	Class of 2023 Graduate Ticket	Graduate x 1	General Admission	\$0.00	\$0.00	\$0.00
<b>@</b> 202	3 University Co	mmencement		5/1	7/23 10:30	AM E
	Ticket Option	Ticket Type	Seat Location	Per Ticket Fee	Per Ticket Price	Tota Price
	Guest Ticket	Guest Ticket x 2	General Admission	\$0.00	\$0.00	\$0.0
Delive E-Tick	ry Method et (No Charge)					\$0.0

- ii. OR begin entering the required check-out information on the checkout page.
- f. Once you have finished adding the tickets to your cart and entering the required checkout information, please hit the green "Checkout" at the bottom of the page to complete your registration.
- g. After checking out, you'll be directed to the Order Confirmation page. Your Order # and Order details can be found on this page, where you can download your graduate and guest tickets. You will

also receive an email confirmation with your Order #, important event information, a link to access your mobile tickets, and a link to download the pdf version of your tickets.

## \*\*PLEASE NOTE: <u>GUESTS WILL NOT RECEIVE AN EMAIL</u> CONFIRMATION WITH THEIR TICKETS, YOU ARE RESPONSIBLE FOR SHARING THE TICKETS WITH YOUR GUESTS. Access

your tickets at any time by logging into <u>https://columbiagrad.universitytickets.com/</u> and selecting "Your Orders" from the dropdown under your name at the top of the site. \*\*

COLUMBIA UNIVERSITY COMMENCEMENT		Jenna Kirant 🗸
Ticket Office Home		Your Orders
		Ledit Profile
		A Show View As Bar
i View Calendar	Q	Logout
CATEGORY ^	All Upcoming Events	[
All Categories 1	2023 University Commencement	Wednesday, May 17
2023 University Commencement	2023 University Commencement Outdoors on the Morningside Campus	GET INFO