## COLUMBIA UNIVERSITY COMMENCEMENT 2022

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

- a. Visit <u>https://columbiagrad.universitytickets.com/</u> and log in using your username and temporary password.
  - i. Username
    - 1. Graduating Students Class of 2022: Student Email Address
    - 2. Returning alum from the Classes of 20' & 21': Please confirm with your school contacts. The list of school contacts is <u>here</u>.
  - ii. Temporary Password: Lions2022

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	Columbia University Commencement	Welcome	🏖 Log In / Register
	Ticket Office Home		
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## \*\*If you are unable to log in, please contact your school. The list of school contacts is here.\*\*

After you are logged in, you will be asked to reset your password and then will be directed to the "Ticket Office Home". There you will see all the events that you are eligible to attend. For most, this will be 2 events (Class Day & University Commencement). If you are eligible for the Baccalaureate Ceremony, you will see 3 events. The events are listed in chronological order.



c. Click "Get Tickets" for the desired event and you will be directed to the event's page. Here you'll find all the key event information, and the ticket registration section in a green box called "Ticket Options"

University Commencement Week 2022 Concernsor the Week 2022 Concernso	Edit Campaign		Add to Calendar	Ticket Options	
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- d. Select the desired quantity of tickets for each ticket type and click "Select Seats" to proceed.
- e. You will be directed to the checkout page.
  - To get tickets for another event, click "+Add More to Cart" and you will be directed to the "Ticket Office Home," where you can repeat steps C & D.
  - ii. OR begin entering the required check-out information on this page. You will need to attest to the Columbia University COVID 19 guidelines and provide an electronic signature for the order. You'll also need to provide the First Name, Last name, email, and relationship for EACH guest ticket you are registering.

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🛷 Uni	versity Commencerr	nent Class of 2022	5/18/22	10:30 AM ET	Jenna Kirant	
	Ticket Option	Ticket Type	Seat Location	Price	jk4613@columbia.edu	
	Class of 2022	Graduate x 1	General Admission	\$0.00	Receive email updates for upcoming events?	
•	Graduate Ticket				Yes No	
🏈 Uni	versity Commencerr	nent Class of 2022	5/18/22	10:30 AM ET		
	Ticket Option	Ticket Type	Seat Location	Price	Waivers	
	Guest Ticket	Guest Ticket x 2	General Admission	\$0.00	Please read the following waivers and agreements careful	ly.
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					By entering my name below, I assert that I have reviewed and to all of the waivers and agreements I have selected above.	agre
					Electronic Signature	
					Jenna Kirant	
					[First Name] [Last Name]	
					University Commencement Class of 2022	
					Provide all required information to checkout.	
					Class of 2022 Graduate Ticket	
					* Please select your school below	
					Select one	$\sim$
					Guest Ticket	
					Quest First Name	

- f. Once you have finished adding all the tickets to your cart and entering all the required information, you can hit "Checkout" at the bottom of the page to complete your registration.
- g. You'll be directed to the Order Confirmation page. Here you'll find your Order # and Order details where you can share and download your and your guest's tickets. You will also receive all this information via email confirmation. PLEASE NOTE: <u>GUESTS WILL NOT RECEIVE AN</u>
   <u>EMAIL</u> CONFIRMATION WITH THEIR TICKETS, YOU ARE RESPONSIBLE FOR SHARING THE TICKETS WITH YOUR GUESTS. Access your tickets at any time in "Your Orders" under your name at the top of the site.

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h. Please note, these screenshots were taken on Friday, April 8, 2022. These events are dependent on the status of the <u>University's COVID-19 Monitoring Plan</u>.