

## **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 2023: Student Email Address previously communicated to students
  - ii. Temporary Password: Columbia2023

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$\leftrightarrow$ $\rightarrow$ C $($ columbiagrad.universitytickets.com/w/			
	Columbia University COMMENCEMENT	Welcome	🚨 Log In / Register
	Ticket Office Home	Welcome	
	Wolcome Graduatest Please click the Togin/register to View Calendar No exe CATEGORY All Calegories	Log In  Forgot Password?	

 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). Additional events may include Multicultural Graduation & Delta Omega Awards Ceremony.

Ticket Once Home				
箇 View Calendar	ar 📄	Q		Search
CATEGORY	^	All Upcom	ning Events	Date Filter
All Categories	0	de contrarte	Mailman School of Public Health Class Day	Tuesday, May 16, 2023
2023 University Commencement	0	Timi err.	Commencement Week 2023 216 Fort Washington Avenue New York	GET TICKETS
Commencement Week 2023	0	MAY	2023 University Commencement	Wednesday, May 17, 2023 10:30 AM (ET)
		17	2023 University Commencement Outdoors on the Morningside Campus	GET TICKETS

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"

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Ticket Office	Home		
A Home > C	ommencement Week 2023 > Mailman School of Public Health Class Day (5/16/2023 4:00 PM)		
	전 Add to Calendar	Ticket Options	
Mailma	an School of Public Health Class Day	Guest Ticket	
	Commencement Week 2023	Ticket Types	Price Quantity
the COLUMNIA Frank View	216 Fort Washington Avenue New York     Tuesday, May 16, 2023 at 4:00 PM (ET) to Tuesday, May 16, 2023 at 8:00 PM     (ET)	Guest Ticket	\$0.00 0 ¥
		Class of 2023 Graduate Ticket	
Mailman S	theol of Public Health Class Day Ceremony	Ticket Types	Price Quantity
Tuesday, M The New B 168th St.)	ay 16, 2023 alance Track & Field Center at the Armory (216 Fort Washington Avenue at West	Graduate Ticket	\$0.00 1 ¥
Ceremony: Light Dess	4:00 p.m 7:00 p.m. ert Reception: 7:00 p.m. to 8:00 p.m.		Select Seats
The Column graduates a tickets.	ia University Mailman School of Public Health is excited to celebrate all of our ccomplishments. Please read the below information in its <i>entirety</i> prior to requesting		
REGUEST Eligible gran Day Cerrem Commence Malamana SC Citass of 20	NO TICKETS builds are able to requests tickets for either the Maiman School of Public Health Class ony or University Commencement (or both). Ticket requests for University ment rare on a different event page (i.e., graduates must request lickets for the mod of Public Health Class Day here and also from the University Commencement 3 event on the homespage).		
In order to p attend the h request up requesting	articipate themselves, each graduate is required to request <b>one (1) Graduate Ticket</b> to taiman School of Public Health Class Day Ceremony. In addition, graduates may o <b>six (6) Guests Tickets</b> . We recommend preparing guest information prior to ckets.		
Additional 7 At this time Commence for themset communica	lokels the Mailman School of Public Health cannot increase guest ticket quantity. The ment Planning learn will revisit this on May 1. We recommend graduates request tickets es and only the number of tickets they need. Any increase in guest ticket quantity will be ed to graduates ahead of time and will be first come, first served.		
ARRIVAL II	FORMATION		
Check in for	Graduates will begin at 2:30 p.m. in the Hammer Health Science Center. Specific		

- 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.
  - i. 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.
- f. Once you have finished adding all the tickets to your cart, 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 you and your guest's tickets. You will also receive all this information via email confirmation.
   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 in "Your Orders" under your name at the top of the site.

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Ticket Office Hom	e	LINI				
☆ Home > Order	Complete					
Your order cont Access your tick	ains E-Tickets. ets at any time in 1	Your Orders under	r your name at th	e top of the s	site.	
Order DPPRV	F 🗩					Purchased: 03/21/2023 09:14 AM (ET
Order Details						Mailman School of Public Health Class Day
<b>∏</b> Se	nd All Mobile Tickets		Dow	mload All PDF I	E-Tickets	Guest Ticket
Mailman School	of Public Health	Class Day - 5/16/	2023 04:00 PM	(ET)	Add to Calendar	Class of 2023 Graduate Ticket
Get Ticket	Ticket Option	Ticket Type	Seat Location	Delivery Method	Notifications	Accommodations Information (for graduate or for guests) (optional)
	Guest Ticket	Guest Ticket	General Admission	E-Ticket		
	Guest Ticket	Guest Ticket	General Admission	E-Ticket		
	Guest Ticket	Guest Ticket	General Admission	E-Ticket		m in the second s
	Guest Ticket	Guest Ticket	General Admission	E-Ticket		
	Class of 2023 Graduate Ticket	Graduate Ticket	General Admission	E-Ticket		