

# RESERVING AND PRINTING YOUR UT DALLAS COMMENCEMENT TICKETS

1. Go to [www.UTDGraduationtickets.com](http://www.UTDGraduationtickets.com).
2. Log in with your UTD Netid and password by selecting either the “Graduate Login” or “login” link.
  - a. If you do not know your login, please contact the [UT Dallas Helpdesk](#).

Graduate Login 

rently not available. Tickets for the Fall 2018 Commencement will be live on November 12, 2018, at 9 a



Eligible to Graduate?

Did you RSVP to attend Commencement?  
Please [login](#) to begin your reservation. 

2018 Fall Commencement

School of MGMT - Ceremony 1

3. Once you are logged in, you will only see your ceremony. Click on the name of your ceremony.

Reserve Tickets Now.

Select your college ceremony below or [donate your unused tickets](#).

2018 Fall Commencement

[School of MGMT - Ceremony 1](#) 

Tuesday, December 18, 2018

9:00 AM

The University of Texas at Dallas Activity Center

4. This will take you to the page that displays your ceremony details. Under *Ticketing Information*, select the number of tickets you need for your ceremony. The maximum tickets that are available will be displayed above the ticket type.
  - a. **Please only claim the tickets that you know you are going to use. You can always come back and claim any remaining tickets before your ceremony.**

Ticketing Information

You have been allocated 5 guest tickets. You have 4 remaining. Please select from the option(s) below:

Guest Tickets

4  ticket(s) 

Visit the <https://www.utdallas.edu/registrar/graduation/commencement/> for additional information.

Last updated: 11/9/2018

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5. You will have the option to be added to a waitlist for additional tickets here. Please select the number of additional tickets you would like to request here and we will add you to the waitlist.
  - a. Once you are selected from the waitlist you will have 48 hours to claim your additional tickets. Failure to do so will result in the release of those tickets so they may be assigned to another waitlisted student. You will not be able to be added to the waitlist again.

If you would like to be added to a waitlist for additional tickets, please indicate the number you are requesting here: Please select from the option(s) below:

\*\* Wait List - Additional Tickets

4 ▼ ticket(s)

[Continue](#)

6. Verify your information and select 'Continue'.

Event Information	
<b>When?</b>	
Tuesday, December 18, 2018 9:00 AM - Tuesday, December 18, 2018 10:30 AM CT	
<b>Where?</b>	
The University of Texas at Dallas Activity Center	
<b>Other Information</b>	
Please only claim the tickets that you know you are going to use. You can always come back and claim your allotted tickets as you need them prior to your ceremony.	
<a href="#">+ Share</a>   <a href="#">f</a> <a href="#">G+</a> <a href="#">T</a>	
Ticketing Information	
You have been allocated 5 guest tickets. You have 4 remaining. Please select from the option(s) below:	
Guest Tickets	4 ▼ ticket(s)
If you would like to be added to a waitlist for additional tickets, please indicate the number you are requesting here: Please select from the option(s) below:	
** Wait List - Additional Tickets	4 ▼ ticket(s)
<a href="#">Continue</a>	

7. On the next screen you will need to verify that your ceremony and the tickets you selected and then hit 'Checkout'.

UTDGraduationTickets.com - Ticket Reservation

[Home](#) > Shopping Cart

Please note: Your order is not yet complete. You must click Checkout >> to continue the reservation process.

Description	Option	Quantity
School of MGMT - Ceremony 1 Tuesday, December 18, 2018	Guest Tickets	1 <a href="#">Remove</a>

[Remove All Tickets](#) [Checkout >>](#)

Visit the <https://www.utdallas.edu/registrar/graduation/commencement/> for additional information.

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8. On the reservation summary screen, you will need to select the checkbox to agree to the additional information requested for your ceremony.
9. If you are not going to use all your guest tickets, you will be able to donate any unused tickets here for other graduating students to use.
  - a. Please note, once your tickets are donated, you will be unable to retrieve them.
10. Select the checkout option once you are completed with your selection(s).

**Please note: Your order is not yet complete. You must click the Checkout >> button below to complete your reservation.**

Description	Option	Quantity
School of MGMT - Ceremony 1 - Tuesday, December 18, 2018	Guest Tickets	1

Please provide the additional information requested for School of MGMT - Ceremony 1.

Required fields indicated with \*

UTD prohibits the direct and indirect sale, purchase or auction of any University Commencement ticket. Ticket(s) may not be used for advertising, promotion (including contests, giveaways or sweepstakes), or other trade or commercial purposes, without the consent of the University Events Office. Students engaging in such activities, as well as any other activity that disrupts the administration of the ceremony and/or violates any UTD student code of conduct policy, will be subject to disciplinary actions, including without limitation the delayed issuance of a degree or diploma.

\*

#### Ticket Instructions:

Print your tickets out after checkout and bring them to the event. We will also e-mail you a link to print your tickets any time before the event.

Please check this box if you would like to donate your unused guest tickets to another student. Once donated you will be unable to retrieve these tickets.

[Checkout >>](#)

11. You will be able to print or save all your tickets from the next screen. You can also distribute your tickets here to your guests by selecting the 'Send to Friend' option.

### UTDGraduationTickets.com - Reservation Complete

Your reservation is complete and you will receive an e-mail confirmation shortly. The record locator for this transaction is KJJZYN.

Student Information:

Description	Option	Quantity
School of MGMT - Ceremony 1	Guest Tickets	1

**IMPORTANT: You have claimed tickets to an E-Ticket event. Please print/save your tickets now >>**

You may also use 'Send to Friend' functionality to electronically distribute your guest tickets.

Event Name	Ticket	Send to Friend	Print/Save Ticket
School of MGMT - Ceremony 1	Guest Tickets	<a href="#">Send to Friend</a>	<a href="#">Print/Save all tickets</a>

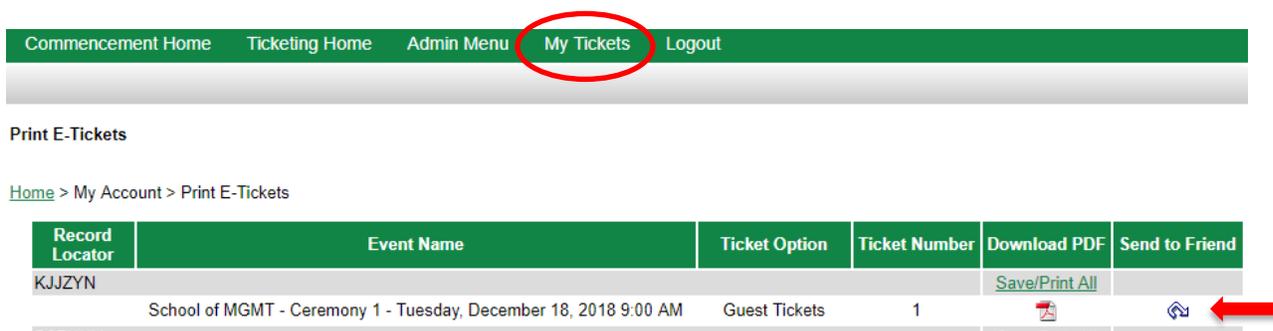
If you are unable to print tickets now, you can always return to this site and reprint E-Tickets from the My Tickets link in the menu above.

The unique barcode on each ticket allows only one entry to the event. The first copy of an E-Ticket (if there are multiple copies made) to arrive at the event will gain entry after scanning and validation. Other copies of the ticket will be denied entry.

Visit the <https://www.utdallas.edu/registrar/graduation/commencement/> for additional information.

Last updated: 11/9/2018

12. This completes your reservation of Commencement Guest tickets.
13. You will receive a confirmation email with a link to your tickets as well. If you requested to be placed on the waitlist you will receive a separate confirmation email for that.
14. This completes the reservation of your guest tickets.
  - a. **You do not have to print the ticket(s) now.** Your tickets will be ready for you to print at any time before your ceremony by logging back into utdgraduationtickets.com and selecting the 'My tickets' Option at the top of the page. You will also be able to distribute tickets to your guests from here.



Commencement Home   Ticketing Home   Admin Menu   **My Tickets**   Logout

Print E-Tickets

[Home](#) > [My Account](#) > Print E-Tickets

Record Locator	Event Name	Ticket Option	Ticket Number	Download PDF	Send to Friend
KJJZYN	School of MGMT - Ceremony 1 - Tuesday, December 18, 2018 9:00 AM	Guest Tickets	1	<a href="#">Save/Print All</a>	

#### A few reminders about your electronic guest tickets:

- Each guest will need a paper ticket to enter the venue for your ceremony.
- Your ticket needs to be printed in actual size and only one ticket on an 8.5" x 11" piece of paper.
- If you try to shrink/enlarge the ticket size the barcode will not scan at the door and it will delay your entry to the venue.