

MASTER'S CEREMONY - TICKET RETRIEVAL INSTRUCTIONS

Below outlines how to retrieve your (7) Guarantee Tickets. Pay close attention to details and deadlines.

Retrieving Guarantee Tickets

- **Starting March 20 thru March 31** log on to <http://rossierstudents.usc.edu/commencement/>
- **Step 1** - Click on the "Master's Ceremony Ticket Reservations" link
- **Step 2** - Select "Master's Ceremony"
- **Step 3** - Log-in

**Log-in: USC Email
Password: Student ID
Number**

- **Step 4** - Select the number of guest tickets

Select the number of tickets you need and click "add to your order."

- **Step 5** - Review your order

Description	Option	Quantity	Item Total
130th Annual Master's Commencement Ceremony	Guest Tickets	1 Remove	\$0.00
		Subtotal:	\$0.00
		Convenience Fee:	\$0.00
		Order Total:	\$0.00

Review your order for accuracy, make changes if needed and click "CHECK OUT."

• **Step 6 - FINAL Checkout**

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

Order Summary:

Description	Option	Quantity	Item Total
130th Annual Master's Commencement Ceremony	Guest Tickets	1	\$0.00

Sub Total: \$0.00
 Convenience Fee: \$0.00
 Delivery Options: E-Ticket (No Charge)
 Order Total: \$0.00

Please check this box if you would like to donate your unused guest tickets towards the lottery. Once donated you will be unable to retrieve these tickets (All unclaimed tickets will be reallocated for the lottery on April 8th):

Please complete the additional information below for 130th Annual Master's Commencement Ceremony

Required fields indicated with *

Are you attending the Master's Ceremony? (5/17/13 at 3:30pm) *

Delivery/Pickup Options:
 E-Ticket
 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.

[Checkout >>](#)

If you wish for your unused tickets to be donated to the lottery, check the box.

Please note; once donated you cannot retrieve donated tickets.

Confirm your attendance and click "Checkout"

• **Step 7 - Confirmation and printing tickets**

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

RossierCommencementTickets.com Order Complete

Your order is complete. You will receive an e-mail confirmation shortly.
 The record locator for this transaction is **TNCDZV**.
 Note: You can check on the status of your order(s) at any time by clicking on the "My Account" link.

Customer Information:

Student Information:

Transaction Date: 3/21/2013 11:18:48 AM PT

Description	Option	Quantity	Item Total
130th Annual Master's Commencement Ceremony	Guest Tickets	1	\$0.00

Subtotal: \$0.00
 Convenience Fee: \$0.00
 Delivery Charge: \$0.00
 Order Total: \$0.00

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

Event Name	Ticket Option	Ticket Number	Print/Save Ticket
130th Annual Master's Commencement Ceremony	Guest Tickets	1	Print/Save all tickets

If you are unable to print tickets, now you can always login to this site and reprint E-Tickets from the My Account link on the top menu.

Delivery/Pickup Options:
 E-Ticket
 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.

Once your order is complete, it will indicate a confirmation at the top.

Click "Print/Save all tickets" to save your tickets immediately. The PDF format can easily be emailed to guests.

(Please note the confirmation will come from noreply@universitytickets.com)

• **Step 8 - Accessing your ticket account**

Commencement Home Ticketing Home Graduate Login

My Account

Home > My Account

- [Print e-Tickets](#): Print E-Tickets for events you reserved.
- [Edit my profile](#): Change your name or password

Forgot to print tickets? Log-in to the site and click "My Account" and select "Print e-tickets."

IMPORTANT: PLEASE TREAT THIS E-TICKET AS YOU WOULD ANY OTHER VALUABLE OR CASH

The unique bar code on this ticket allows only one entry into the event. If there are multiple copies made of the same ticket, **only the first scanned and validated ticket will be permitted to enter.** Other copies of this ticket will be denied entry.

You should handle this E-Ticket as you would any other valuable or cash. Please be very cautious if someone offers to sell you this document-- it has no official resale value and may be an unauthorized copy.