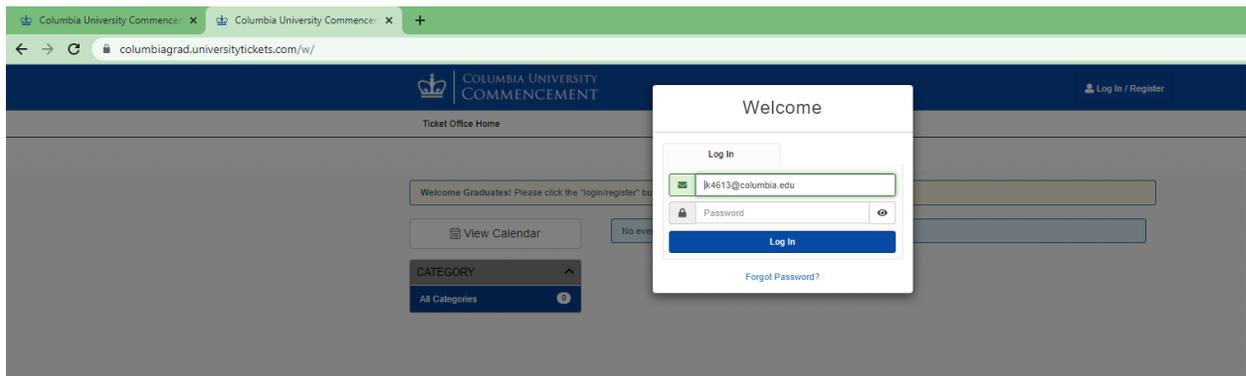




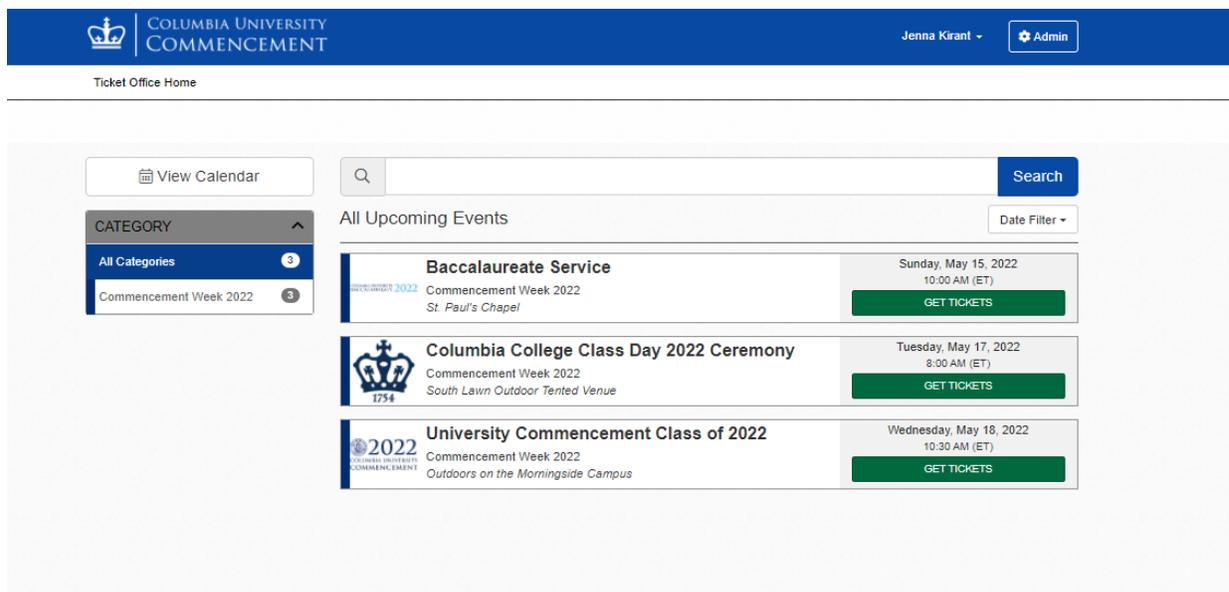
COLUMBIA UNIVERSITY COMMENCEMENT 2022

1. REGISTERING FOR COLUMBIA UNIVERSITY COMMENCEMENT EVENTS

- a. Visit <https://columbiagrad.universitytickets.com/> and log in using your username and temporary password.
 - i. Username: UNI Email Address
 - ii. Temporary Password: Lions2022



- b. 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: Law School Class Day (May 16) & University Commencement (May 18).



- 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.”


COLUMBIA UNIVERSITY
COMMENCEMENT
Jenna Kirant - [Admin](#)

Ticket Office Home

Home > Commencement Week 2022 > University Commencement Class of 2022 (5/18/2022 10:30 AM)

Edit Campaign
Add to Calendar

University Commencement Class of 2022



Commencement Week 2022

📍 Outdoors on the Morningside Campus

🕒 Wednesday, May 18, 2022 at 10:30 AM (ET) to Wednesday, May 18, 2022 at 12:00 PM (ET)

Columbia University is committed to protecting the health and safety of its community. To attend any Commencement activity or event, all graduates, visiting alumni and guests over the age of five must meet the University requirement of full vaccination status and provide full proof of COVID-19 vaccination. Anyone who is unable to be vaccinated for medical, religious, or other reasons will be required to provide proof of a negative COVID-19 test (an at-home antigen test on the day of each event or PCR test within 48 hours of the first attended event). Additionally, unvaccinated guests over the age of two must wear a face mask during all events.

Note that this event is dependent on the status of the University's COVID-19 Monitoring Plan.

Given vaccine requirements and health attestations made during registration, each ticket is unique to the assigned individual and cannot be used by another guest.

Graduate tickets are required to participate in the 2022 University Commencement ceremony. Tickets will be scanned prior to entry to campus Commencement morning. Tickets will be scanned prior to entry to campus Commencement morning.

Please be prepared with guest information prior to requesting tickets. Guest first name, last name, and email address will be required for attestation purposes.

Share Via

Email
Facebook
Twitter

Ticket Options

Class of 2022 Graduate Ticket

Ticket Types	Price	Quantity
Graduate	\$0.00	1 <input type="text" value="1"/>

Guest Ticket

Ticket Types	Price	Quantity
Guest Ticket	\$0.00	2 <input type="text" value="2"/>

Select Seats

Event Location
 Columbia University New York , NY 10027



- d. Select the desired quantity of tickets for each ticket type and click “Select Seats” to proceed.
 - i. For University Commencement, you **MUST** claim a “Class of 2022 Graduate Ticket” for yourself in addition to any Guest Tickets (max. 2). **The deadline for claiming tickets for University Commencement is Friday, May 15 at 5pm.**

- ii. For Law School Class Day, you may select up to four (4) Guest Tickets and request up to four (4) Waitlist Tickets (see further instructions below). You are NOT required to claim a ticket for yourself for Class Day. **The deadline for claiming tickets for Law School Class Day is Friday, April 29 at 5pm.**
- 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.
 - 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. This is important for contact tracing purposes.


COLUMBIA UNIVERSITY
COMMENCEMENT
Jenna Kirant ▼
Admin

Ticket Office Home
 3 Items (19:25)

Home > Checkout

🛒
CHECKOUT
+ Add More to Cart

Cart 🗑️ Empty Cart

University Commencement Class of 2022		5/18/22 10:30 AM ET	
Ticket Option	Ticket Type	Seat Location	Price
 Class of 2022 Graduate Ticket	Graduate x 1	General Admission	\$0.00
University Commencement Class of 2022		5/18/22 10:30 AM ET	
Ticket Option	Ticket Type	Seat Location	Price
 Guest Ticket	Guest Ticket x 2	General Admission	\$0.00

Delivery Method \$0.00

E-Ticket (No Charge)

Coupon Code - Optional

Apply

Customer Information
Change Info ▼

Jenna Kirant
jk4613@columbia.edu

Receive email updates for upcoming events?

Yes
No

Waivers

Please read the following waivers and agreements carefully.
They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the registration process.

I agree to the attestation that my guest(s) and I will provide full proof of COVID-19 vaccination or proof of a negative COVID-19 test, an at-home antigen test on the day of each event or PCR test within 48 hours of the first attended event. Anyone who is unable to be vaccinated for medical, religious, or other reasons will wear a face mask during all events.

By entering my name below, I assert that I have reviewed and agree to all of the waivers and agreements I have selected above.

Electronic Signature

[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
▼

Guest Ticket

Guest First Name

Required

1

- 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.
 - i. **PLEASE NOTE: GUESTS WILL NOT RECEIVE AN EMAIL CONFIRMATION WITH THEIR TICKETS. YOU ARE RESPONSIBLE FOR SHARING THE TICKETS WITH YOUR GUESTS.** You can access your tickets at any time in “Your Orders” under your name at the top of the site.

The screenshot displays the 'Order Confirmation' page for the Columbia University Commencement. At the top, the navigation bar includes the university logo, the name 'COLUMBIA UNIVERSITY COMMENCEMENT', the user's name 'Jenna Kirant', and an 'Admin' button. Below the navigation bar, there is a breadcrumb trail 'Home > Order Complete' and a notification box stating 'Your order contains E-Tickets. Access your tickets at any time in [Your Orders](#) under your name at the top of the site.' The main content area is titled 'Order PZTHYT' and shows the purchase date 'Purchased: 04/08/2022 10:04 AM (ET)'. The 'Order Details' section features two buttons: 'Send All Mobile Tickets' and 'Download All PDF E-Tickets'. Below these is a table of tickets for the 'University Commencement Class of 2022 - 5/18/2022 10:30 AM (ET)'. The table has columns for 'Get Ticket', 'Ticket Option', 'Ticket Type', 'Seat Location', 'Delivery Method', and 'Notifications'. The tickets listed are: 1. Class of 2022 Graduate Ticket (Graduate, General Admission, E-Ticket); 2. Guest Ticket (Guest Ticket, General Admission, E-Ticket); 3. Guest Ticket (Guest Ticket, General Admission, E-Ticket). To the right of the table is a form for 'University Commencement Class of 2022' with a dropdown for 'Please select your school below' (Columbia College). Below this is a 'Guest Ticket' form with fields for 'Guest First Name' and 'Guest Last Name' for two guests (June Bugg and John Doe), 'Guest Email Address' (test@example.com), and 'Relationship to Guest' (Mom and Dad).

- h. **Please note:** These screenshots were taken on Friday, April 8, 2022. These events are dependent on the status of the [University's COVID-19 Monitoring Plan](#).

2. REQUESTING AND CLAIMING ADDITIONAL TICKETS (CLASS DAY ONLY)

- a. Law Graduates may request up to four (4) "Wait List Tickets" during the checkout process (step 1d above).

Ticket Office Home

Home > Commencement Week 2022 > Columbia Law School Class Day 2022 Ceremony (5/16/2022 5:00 PM)

Edit Campaign
Add to Calendar

Columbia Law School Class Day 2022 Ceremony

Commencement Week 2022

South Lawn Outdoor Tented Venue

Monday, May 16, 2022 at 5:00 PM (ET) to Monday, May 16, 2022 at 7:30 PM (ET)

Information for Graduates and Guests:

Admittance
Gates open at 4:00 PM. Guests should enter campus on 114th Street, between Broadway and Amsterdam Ave., and proceed through the Carman and John Jay Gates. Please note that these



Ticket Options

Guest Ticket

Ticket Types	Price	Quantity
Guest Ticket	\$0.00	4

Wait List Tickets

Ticket Types	Price	Quantity
Additional	\$0.00	0

- b. Wait List Tickets will be allocated starting in early May, depending on availability.
 - i. **Please Note:** Wait List Tickets are not guaranteed. Depending on the number of tickets available, your request may only be partially fulfilled (e.g., you may receive fewer tickets than you requested).
- c. After you request Wait List Tickets, you will receive a separate confirmation email.



COLUMBIA UNIVERSITY
COMMENCEMENT

Hi Scott,

This is a confirmation email for your Columbia University Commencement I Ticketing Waitlist ticket request for **Columbia Law School Class Day 2022 Ceremony** - Monday, May 16, 2022 at 5:00 PM (ET) to Monday, May 16, 2022 at 7:30 PM (ET).

Below is a summary of your request.

- Columbia University Commencement I Ticketing

Ticket Option	Ticket Type	Quantity
Wait List Tickets	Additional	1

Requested by: Scott Harris (sh4259@columbia.edu)

Powered by AudienceView Campus



5

- d. If you have been allocated any Wait List Tickets, you will be notified by email.
 - i. **Please Note: You will have 24 hours to claim these tickets.**


COLUMBIA UNIVERSITY
COMMENCEMENT

Hi Scott,

Your Columbia University Commencement | Ticketing ticket request for **Columbia Law School Class Day 2022 Ceremony (5/16/2022 5:00 PM)** - Monday, May 16, 2022 at 5:00 PM (ET). has been added to your cart. Please login to your account to complete your purchase. Your cart will expire in 24 hours.

Below is a summary of your request.

- Columbia University Commencement | Ticketing

Visit Columbia University Commencement | Ticketing

Ticket Option	Ticket Type	Quantity
Wait List Tickets	Additional	1

Requested by: Scott Harris (sh4259@columbia.edu)

Powered by AudienceView Campus

 AudienceView

- e. Click the link in the email, select “Checkout Now,” and proceed through the checkout as described in steps 1e–1g above. Your allocated tickets will be placed in your cart automatically.

Wait List ×

You have Wait List items in cart expiring in 0 days, 23 hours and 59 minutes

 **Checkout Now**

 **Checkout Later**

- f. Once you have finished entering the required information, you can hit “Checkout” at the bottom of the page to complete your registration.

Ticket Office Home 1 Item (5:19:44)

[Home](#) > Checkout

CHECKOUT [+ Add More to Cart](#)

Cart <input type="button" value="Empty Cart"/>			
Columbia Law School Class Day 2022 Ceremony		5/16/22 5:00 PM ET	
Ticket Option	Ticket Type	Seat Location	Price
<input type="button" value="Trash"/>	Wait List Tickets	Additional x 1	General Admission \$0.00
Delivery Method			\$0.00
E-Ticket (No Charge)			
Coupon Code - Optional			
<input type="text"/>			<input type="button" value="Apply"/>

Customer Information

Scott Harris
sh4259@columbia.edu

Receive email updates for upcoming events?

Waivers

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the registration process.

I agree to the attestation that my guest(s) and I will provide full proof of COVID-19 vaccination or proof of a negative COVID-19 test, an at-home antigen test on the day of each event or PCR test within 48 hours of the first attended event. Anyone who is unable to be vaccinated for medical, religious, or other reasons will wear a face mask during all events.

By entering my name below, I assert that I have reviewed and agree to all of the waivers and agreements I have selected above.

Electronic Signature

[First Name] [Last Name]

3. DONATING TICKETS (CLASS DAY ONLY)

- a. If you do not wish to claim your full allocation of tickets, you may choose to donate some tickets back to the pool during the checkout process. Donated tickets will then become available for graduates who have requested Wait List Tickets.
- i. **Please Note: Once donated, you will not be able to retrieve these tickets.**

Ticket Donation

To donate your unused tickets to the additional ticket pool now, please select a ceremony below. All your remaining tickets for that ceremony will be donated instantly when you checkout. Once donated, you will not be able to retrieve these tickets.

Columbia Law School Class Day 2022 Ceremony (3 tickets will be donated)