

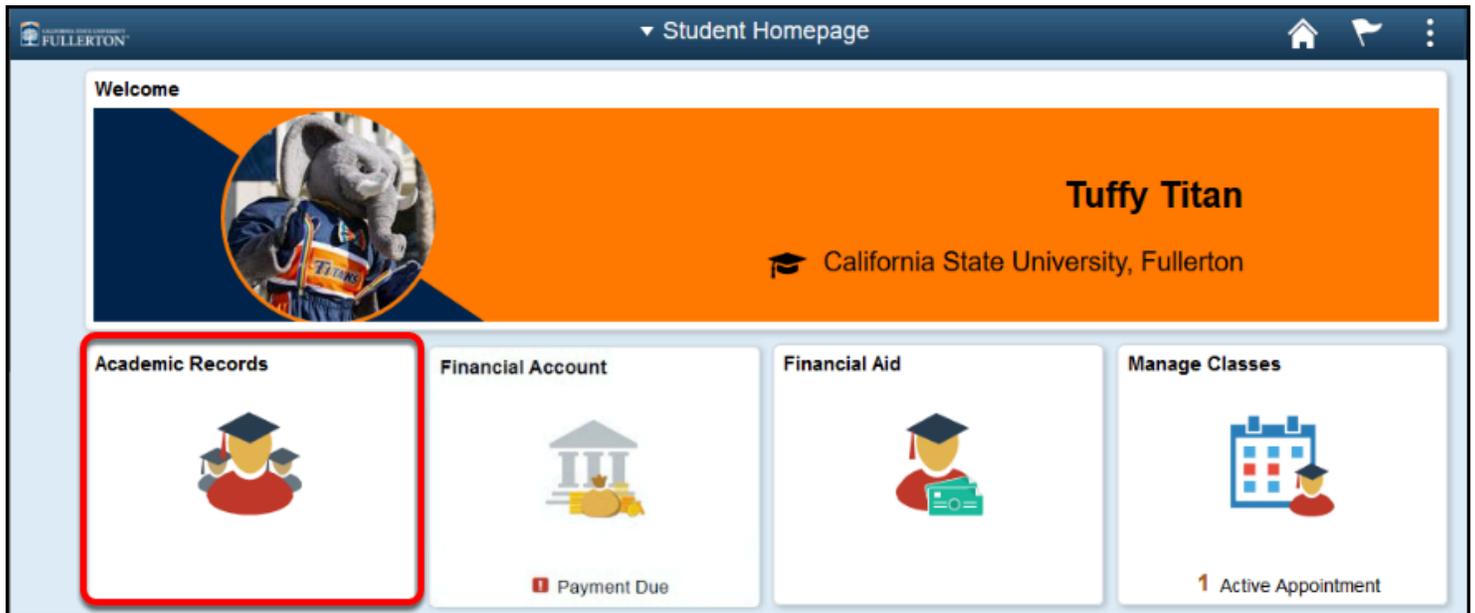
# Registering for Commencement

This article covers how eligible CSUF students can register for the Commencement in-person ceremony and request tickets for their guests. Students also have the option to indicate that they will not be attending the in-person ceremony.

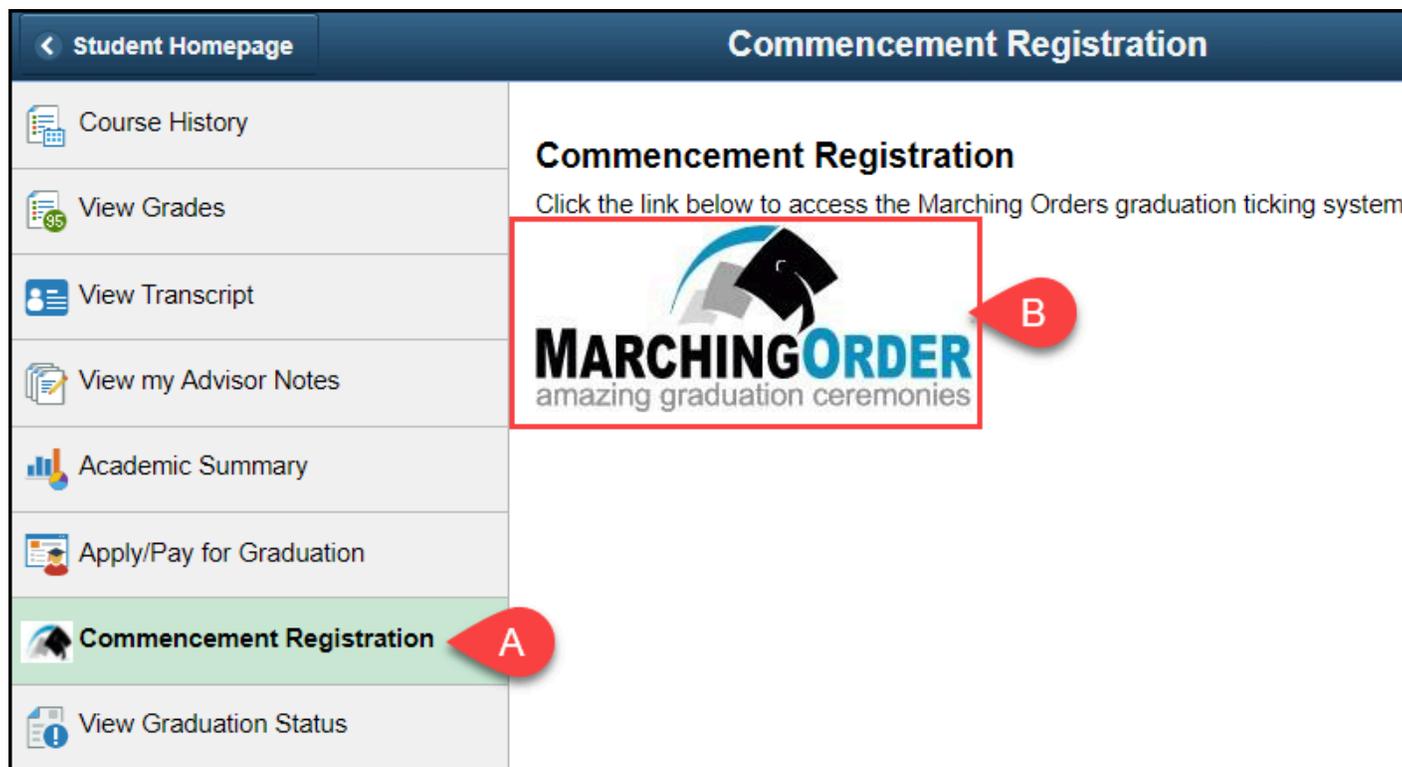
## 1. Log in to the campus portal and access the Student Homepage (Student Center).

[View step-by-step instructions on accessing the Student Homepage \(Student Center\).](#)

## 2. Click on the Academic Records tile.



### 3. Click on Commencement Registration. Then click on the Marching Order icon.



- A. Click on **Commencement Registration** in the left menu.
- B. Then click on the **Marching Order** icon.

## 4. Click Register Here.



The screenshot shows the 'MARCHING ORDER' website interface. At the top left is the 'MARCHING ORDER' logo with the tagline 'amazing graduation ceremonies'. At the top right is a 'Logout' button. The main heading is 'Graduate Home'. Below this, it says 'Register for your commencement ceremony below:'. There is a list of programs with a 'Register Here' button highlighted by a red box and a red arrow pointing to it. The programs listed are: College of Business and Economics 2 - MS in Accounting, MS in Taxation, Professional Business, MA in Economics, Economics, Business Economics, Finance, Accounting. The date and time are 'Wednesday May 25, 2022 at 5:00 PM' and the location is 'Intramural Field'.

**MARCHING ORDER**  
amazing graduation ceremonies

Logout

### Graduate Home

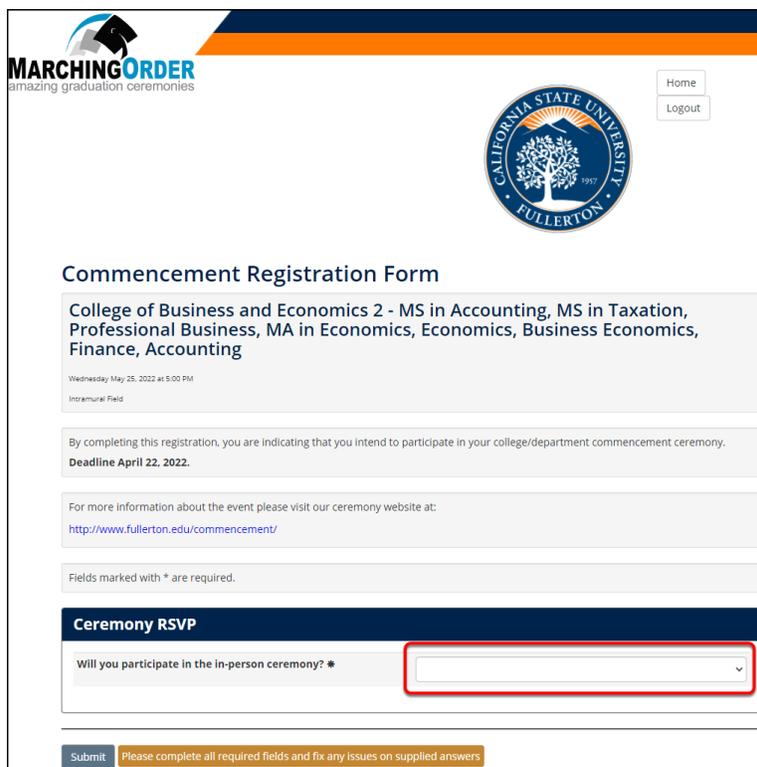
Register for your commencement ceremony below:

 College of Business and Economics 2 -  
MS in Accounting, MS in Taxation,  
Professional Business, MA in  
Economics, Economics, Business  
Economics, Finance, Accounting

Wednesday May 25, 2022 at 5:00 PM  
Intramural Field

[Register Here](#)

## 5. Use the drop-down menu to indicate if you will be attending the in-person Commencement ceremony.



The screenshot shows the 'MARCHING ORDER' website interface. At the top left is the 'MARCHING ORDER' logo with the tagline 'amazing graduation ceremonies'. At the top right are 'Home' and 'Logout' links. The main header features the California State University Fullerton seal. Below the header is the 'Commencement Registration Form' for the 'College of Business and Economics 2 - MS in Accounting, MS in Taxation, Professional Business, MA in Economics, Economics, Business Economics, Finance, Accounting'. The event is scheduled for 'Wednesday May 25, 2022 at 5:00 PM' in an 'Intramural Field'. A notice states: 'By completing this registration, you are indicating that you intend to participate in your college/department commencement ceremony. Deadline April 22, 2022.' A link for more information is provided: 'http://www.fullerton.edu/commencement/'. A note indicates 'Fields marked with \* are required.' The 'Ceremony RSVP' section contains the question 'Will you participate in the in-person ceremony? \*' with a red-bordered drop-down menu. At the bottom, there is a 'Submit' button and a message: 'Please complete all required fields and fix any issues on supplied answers'.

### 5.1. If you choose No, click Submit. You're done!



This close-up view of the 'Ceremony RSVP' section shows the question 'Will you participate in the in-person ceremony? \*' with a drop-down menu set to 'No'. The 'Submit' button is highlighted with a red border, indicating the final step to complete the registration.

## 5.2. If you choose Yes, start by entering the name to be read and displayed at the ceremony, your mobile phone number, your name pronunciation, and a specific dialect for your name pronunciation.

💡 These are all optional fields, but filling them out will help keep you informed about graduation and ensure your name is displayed and pronounced as you would like.

### Graduate Information

**Official Name on File** Titan, Tuffy

Official Name on File will be announced and displayed at the virtual celebration.

**Name to be Read and Displayed at the ceremony** Tuffy Titan A

Please edit your full name as you would like it displayed and read at the ceremony. If you are using a computer that is set up with autofill capabilities please double check to make sure the name you wish to be displayed and read is listed correctly as the autofill name tends to default. We recommend you log back in after completing your registration to make sure the correct name is listed.

**Mobile Phone Number:**  

Please enter a ten-digit phone number (for example, 800-555-1212). Please enter a ten-digit phone number (for example, 800-555-1212)

You may receive graduation-related information via text message.

**How do you pronounce your name?**  

For example:

- Raul Gonzalez:** rah-OOL gon-SAH-les
- Ngoc Nguyen:** nahk nuh-WEN
- Andrea Weinstein:** An-DRE-uh Wine-Steen

**Do you have a specific dialect in your name pronunciation?**  

Example: Spanish

- A. Specify the name you want to be read and displayed at the ceremony. By default, this is set to your Official Name on File.
- B. Enter your mobile phone number to receive graduation-related text messages.
- C. Enter a phonetic pronunciation of your name. Examples are provided below the question.
- D. If you have a specific dialect for your name pronunciation (e.g., Spanish), enter the dialect.

### 5.3. To record your name, click on **Receive an automated phone call now that will record your name pronunciation** or click on **Record now using your microphone**.

 Recording your name pronunciation is optional, but this provides a clear pronunciation for readers.

#### Record Your Name

**Q: Why might this be important?**

A: If you would like to ensure that the reader pronounces your name correctly, you may record your name to provide accurate pronunciation.

**Note:** This recording will be used as a reference, and will NOT be played during the ceremony.

**How would you like to record your name?**

**A**  Receive an automated phone call now that will record your name pronunciation

**B**  Record now using your microphone

 If you choose to receive an automated phone call, you will be prompted to enter the phone number you want the system to call.

- A. To have the system call your phone, click **Receive an automated phone call now that will record your name pronunciation**.
- B. If you have a microphone connected to your current device, click **Record now using your microphone**.

## 5.4. Enter your Post Graduation Information (optional). The number of tickets that you are eligible for will automatically populate in the Total Number of Tickets. Click Submit. You're done!

 Remember you don't need a ticket for yourself; only for your guests!

**A Post Graduation Information**

**Post Graduate Mobile Phone Number**  
 Please enter a ten-digit phone number (for example, 800-555-1212).

**Post Graduate Email Address**

**Post Graduate Street Address**  
 This information is for the MarchingOrder database only. Your diploma will be mailed to the address listed in your student portal

**Post Graduate City**

**Post Graduate State**

**Post Graduate Zip**

**Your Tickets**

**Total Number of Tickets \*** **B** 2 total tickets ▼

**Submit** C

 Next to each ticket will be an email field. Enter your email address to send the ticket to yourself; enter your guest's email address to send the ticket to them directly. If you would like to print the ticket(s), you can do so from the email.

Be sure to fill out an email address for each ticket!

- A. Enter your post-graduation contact information: mobile phone number, email address, street address, city, state, and zip. This is an optional step.
- B. The number of tickets that you are eligible for will automatically populate in the **Total Number of Tickets** field.
- C. Click **Submit**.

## Need More Help?

### Questions about Commencement?

[Visit the Commencement website.](#)

Contact the Commencement team at [commencement@fullerton.edu](mailto:commencement@fullerton.edu).

### Technical issues in accessing Student Homepage or your campus portal account?

Contact the Student IT Help Desk at [StudentITHelpDesk@fullerton.edu](mailto:StudentITHelpDesk@fullerton.edu) or 657-278-8888.