Registering for Commencement on UniversityTickets

Please make note that the website will make reference to tickets—there are no tickets required for graduates. The system is simply used as your way of registering to attend Commencement and letting us know that you will be attending. There is no need to print and bring your "ticket" as a graduate. Students from USFSP will use this system to register and receive their guest tickets, but only students from USFSP need guest tickets (due to the size of The Mahaffey Theater).

Start by accessing the website, www.usf.edu/commencement-rsvp, and logging in with your USF NetID and password by clicking "Graduate Login," then follow the steps below.

1. Select the appropriate ceremony for your campus, college, and degree type.
   o As has been the case in the past only students at USFSP and USFSM may attend those ceremony. Students from any campus may attend ceremonies on the Tampa campus after receiving prior permission from their campus Commencement coordinator.

2. Select your "ticket" quantity and then click "Add to order."
   o All students will automatically see their Graduate RSVP ticket type—the quantity for this is set to 1 as it is only your RSVP.
   o USFSP students ONLY will select how many guest tickets they would like and will have the option to waitlist additional tickets beyond the guaranteed 5.
     ▪ For questions on the guest ticket process and policies please contact usfsp-commencement@usf.edu.
   o There is no need for students on the Tampa or Sarasota-Manatee campus to register guests; there is no limit on the number of guests these students may bring and there are no tickets.

3. Verify your selection is correct and then click "Checkout."
   o There are no registration fees associated with Commencement.

4. This last page will ask you for additional information such as phonetic spelling of your name, alternate/non-USF email, ADA accommodations you may need, etc.
   o Judy Genshaft Honors College students will be asked to verify their status as an Honors College student.
   o International students will be asked if they would like to receive an international sash and to verify their country.
   o PhD and EdD students will be asked to name their hooding professor(s).
     ▪ Students in our professional doctorate programs (AuD, DBA, DPT, DNP, PharmD, and DrPH) do not need to name a hooding professor as the program/cohort collectively selects three faculty members for this honor.

5. Once you have entered the necessary information click "Checkout" and you have officially registered for Commencement! You will receive an email confirmation with more information.
Frequently Asked Questions

I accidentally selected the wrong ceremony. How do I change my selection?
If you have not yet finished registering, click "My Cart" at the top of the page and then "Remove All Tickets." This will allow you to go back and select the appropriate ceremony. If you have already registered please contact your campus Commencement coordinator and they will assist you.

I am a double major, can I RSVP for more than one ceremony?
No, if you would like to attend both of your ceremonies please contact your campus Commencement coordinator and they will assist you.

I am a USFSP student and I do not need all 5 of my guest tickets. Can I donate the ones I do not need?
Yes you may on the final screen where you supply additional information. However, make note that once donated you may not be able to retrieve them and will have to go through the waitlist process. Contact us for more information on the guest ticketing process.

I am a USFSP student and did not use all of my initial 5 guest tickets. How do I go back and register the rest?
Easy! Simply return to www.usf.edu/commencement-rsvp, select your ceremony and then the quantity of tickets you need. You can do this with your initial 5 guest tickets and to your waitlist tickets, as well.

I cannot find my RSVP confirmation (or USFSP guest tickets). Where can I find it online?
Click on "My Registration." Here you will find your graduate registration (and USFSP guest tickets). USFSP students have the option to email tickets in advance of the ceremony to guests. Make note of who receives which ticket as each has a unique QR code on it and cannot be used more than once. Because of this we recommend you simply print the ticket and distribute them the day of your ceremony.

Contact Information

If you have any questions at all, please do not hesitate to reach out to us at the email addresses below. This system was launched in fall 20019, so we thank you for your patience in setting up and launching this system, but we hope it makes for a more streamlined and efficient registration process.

Tampa students: commencement@usf.edu
St. Petersburg students: usfsp-commencement@usf.edu
Sarasota-Manatee students: commencement@sar.usf.edu