|  |  |
| --- | --- |
| **Important Dates** | **Details** |
| **FRIDAY, January 17** | Deadline for Spring 2025 and Summer 2025 to submit the application for graduation and to be included in the Spring 2025 ceremonies. Students who petition to graduate for Summer 2025 past January 17, 2025 will only be allowed to attend Fall 2025 commencement ceremonies. There are no exceptions to this date. |
| **WEDNESDAY, January 22** | Commencement Attendance (Marching Order) will open for students to RSVP their attendance, update their name and provide pronunciation of their names for the commencement cards. ***Students will receive an email from Marching Order on Wednesday, January 22 when the portal is open and ready to accept reservations.*****Students MUST RSVP to walk in the ceremony and to receive their four guest tickets. Students who do not RSVP may not be able to participate in the commencement ceremony and will not be issued guest tickets.** |
| **SUNDAY, February 23** | Commencement Attendance (Marching Order) Portal closes for students to RSVP their attendance, receive their four guest tickets, update their name, and provide pronunciation of their name for the commencement cards. **After this date, students WILL NOT be able to change their name submission to be announced during the ceremony, as the data has been downloaded by Marching Order to begin the name recording process. Students who do not RSVP by the deadline may be placed on a waiting list but they may not receive guest tickets.** |
| **TUESDAY,****April 1, at 10AM** | Four (4) guest tickets will be issued via the [KSU ticket portal](https://kennesawstate.evenue.net/signin?uf=ST&continue=%2Fcgi-bin%2Fncommerce3%2FSEGetGroupList%3FlinkID%3Dta-usa10%26groupCode%3D%26RSRC%3D%26RDAT%3D%26shopperContext%3DST) to every student who has RSVP’d to participate in the commencement ceremonies. Students who do not RSVP by the deadline are NOT GUARANTEED to receive their four guest tickets.  |
| **TUESDAY,****April 8, at 10AM** | Students who RSVP their attendance will be able to log into the K[SU ticket portal](https://kennesawstate.evenue.net/signin?uf=ST&continue=%2Fcgi-bin%2Fncommerce3%2FSEGetGroupList%3FlinkID%3Dta-usa10%26groupCode%3D%26RSRC%3D%26RDAT%3D%26shopperContext%3DST) to purchase two additional tickets, on a first come first served basis, as available. No additional tickets will be sold. Using the ticket portal will be the only way to purchase additional tickets. **Please email all ticketing questions to** **stadium@kennesaw.edu** **or call 470-578-4849.****Additional tickets will not be available on the days of commencement.** |
| **January 22 through May 9** | Emails and text messages will be sent to students regarding the information related to commencement and tickets. Students must be checking their KSU student email for important commencement and ticketing information. |

1. **Only students who RSVP to attend the May 2025 Commencement Ceremonies by Sunday, February 23, 2025, will be eligible to participate in the commencement ceremonies. Students who petition to graduate in May 2025 before January 17, 2025, will receive an email to RSVP via the "Commencement" platform to attend the ceremonies.   Students who missed the deadline may be placed on a waiting list with no guarantees for participation and guests’ tickets. Students are responsible for checking their KSU student email for information regarding commencement, Marching Order and ticketing information.  For more information, contact the Registrar office at diploma@kennesaw.edu.**
2. **Wednesday, January 22**, ***Students will receive an email from Marching Order on Wednesday, January 22 when the portal is open and ready to accept reservations.***The Commencement Attendance (Marching Order) will open for students to RSVP their attendance, update their name and provide pronunciation of their names for the commencement cards. Students MUST RSVP to receive their four guest tickets.
3. **Sunday, February 23, at 11:59PM** the Commencement Attendance (Marching Order) Portal closes for students to RSVP their attendance, update their name and provide pronunciation of their names for the commencement cards. **After this date, students WILL NOT have access to Marching Order to change their name submission to be announced during the ceremony. Students who do not RSVP by the deadline may be placed on a waiting list, but they may not receive guest tickets.**
4. On **Tuesday, April 1 at 10AM**, four (4) tickets will be issued via the [KSU ticket portal](https://kennesawstate.evenue.net/signin?uf=ST&continue=%2Fcgi-bin%2Fncommerce3%2FSEGetGroupList%3FlinkID%3Dta-usa10%26groupCode%3D%26RSRC%3D%26RDAT%3D%26shopperContext%3DST) to every student who has RSVP’d to participate in the commencement ceremonies.
5. On **Tuesday, April 8 at 10AM**, students will be able to log into the [KSU ticket portal](https://kennesawstate.evenue.net/signin?uf=ST&continue=%2Fcgi-bin%2Fncommerce3%2FSEGetGroupList%3FlinkID%3Dta-usa10%26groupCode%3D%26RSRC%3D%26RDAT%3D%26shopperContext%3DST) to purchase additional tickets, on a first come, first served basis. This will be the only way to purchase additional tickets, as tickets will not be available on site for purchase. **Please email all ticketing questions to** **stadium@kennesaw.edu** **and/or call 470-578-4849.**
6. Emails and text messages will be sent to students at the KSU student email address regarding the information related to commencement and tickets from January 22 through May 9. It is each student's responsibility to review their KSU student email and follow the instructions related to petitioning to graduate and to RSVP to participate in the assigned commencement ceremony.