

From: College commencement coordinators
To: In-person graduates of coordinator's respective college
When: Monday, April 11, 2022

Subject: Claim your tickets for commencement at College Park Center

Dear graduates,

Guest tickets for your in-person commencement ceremony at College Park Center will be available 10 a.m. tomorrow, Tuesday, April 12, for you to access and share with your guests.

You will be able to **claim up to six guest tickets during the first offer**—though you are encouraged to claim only the number of tickets you need. Please remember that **graduates do not need a guest ticket** to attend commencement and will instead use a GradPass sent through MarchingOrder the week of commencement. Please make sure you've registered with [MarchingOrder](#) and completed your graduate profile.

The first ticket offer will be open 10 a.m. Tuesday, April 12, until 12 p.m. Monday, April 18. Subsequent offers will be made available April 19-25, and April 26-May 2, dependent on ticket availability. We will share details if and when there will be additional tickets available.

Instructions on how to access and share tickets are below. If you need assistance with claiming your tickets, contact the Box Office at 817-272-9595 or boxoffice@uta.edu.

How to Claim Guest Tickets

1. Visit utatickets.com and select your ceremony date and time.
2. Enter your passcode. Your passcode is your UTA 1000 ID number.
3. Claim your guest ticket(s) for the correct ceremony.
4. You'll be prompted to log in once you've put the tickets in your cart. If you have never purchased tickets at utatickets.com before, please create a new account. If you have purchased tickets at utatickets.com before, log in with your password.
5. Fully complete the checkout process.

When the ticket claiming process is properly completed, tickets will be sent to your email in an attached PDF. You can forward the PDF containing the tickets to your guests.

All tickets must be claimed and printed in advance. No tickets will be available at the venue, and no UTA ID's will be accepted in place of a ticket for admittance.

Visit the [commencement website](#) for up-to-date information on a variety of graduation and commencement topics. Contact your [college's commencement coordinator](#) with questions about your ceremony.