



# CSUN Virtual Commencement and Car Parade Registration Guide

For the Class of 2020 and 2021



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# Registration Page

A unique registration link will be sent from [commencement@csun.edu](mailto:commencement@csun.edu) to the graduate's CSUN email when registration begins on Monday, April 5, 2021. All graduates of the classes 2020 and 2021 must register if they wish to participate in the Virtual Commencement Ceremonies and/or the In-Car Commencement Parade.

## Key dates and deadlines:

- **RSVP, Slide Creation, and Name Pronunciation:** Due by May 7, 2021
- **Virtual All University Commencement Ceremony:** May 15, 2021
- **Virtual College Based Commencement Ceremonies:** May 21, 2021 – May 24, 2021
- **In- Car Commencement Parades:** Starting May 25, 2021



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# How To RSVP – Create Password



## Registration

Welcome Anthony Bennett, please create your MarchingOrder password. Passwords must be at least five characters long.  
**Remember, this password will be only used in the MarchingOrder system.**

Set Password

\*

\*

The university is partnering with MarchingOrder to assist in this year's commencement events.

The email sent by commencement@csun.edu will ask graduates to create a password to access their personalized account.



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# How to RSVP – Answer the Questions

Your information will automatically populate based on what is listed through Admissions & Records. All you need to do is answer yes or no to the questions below

## RSVP

Please confirm your participation in the Virtual Ceremony and the In-Car Commencement Parade.

Graduate slides will only be included for graduates who opt in by submitting a Yes RSVP. Graduates who RSVP No, or do not respond, will **not** be included in the virtual ceremony.

Do you plan to participate in the Virtual Ceremony? *	Yes
How Do You Want To Recieve Your GradBox?	Pick up during Parade
Do You Want To Participate in the In-Car Commencement Parade?	Yes
Full Name	Matty Matador
Name to be Announced/Displayed	
Please leave this field blank if your full name listed above is correct. The deadline for name change requests is April 20, 2021.	
Academic College *	
Double Majors will be able to select multiple colleges	<input type="checkbox"/> Mike Curb College of Arts, Media and Communications <input type="checkbox"/> David Nazarian College of Business and Economics <input type="checkbox"/> Michael D. Eisner College of Education <input type="checkbox"/> College of Engineering and Computer Sciences <input type="checkbox"/> College of Health and Human Development <input type="checkbox"/> College of Humanities <input type="checkbox"/> College of Science and Mathematics <input type="checkbox"/> College of Social and Behavioral Sciences

# Create Your Grad Slide

Complete the grad slide by including a photo and personal message. Graduation themed content is encouraged. Note that personal messages are limited to 150 characters.

### Create Your Personal Graduation Slide


We encourage you to add both a personal message and photo as it makes for a great keepsake for you, your classmates, and your friends and family who will be viewing the ceremony with you!



**Photo**

Graduation themed photos are encouraged!

Please upload your photo by using the "Upload Photo" button.

File types are limited to .jpg, .png. Maximum file size is 5 MB.



### Personal Message

Please draft a personal message that you would like to appear on your slide during the ceremony, maximum size 150 characters

Please remember that this is a formal ceremony. Please do not use slang or derogatory terms.

150 characters remaining

# Photo Guidelines

Photo types are limited to .jpg, .png. Maximum file size is 5MB.

All student submissions will be reviewed and **any content that is considered obscene, threatening, abusive, or illegal will result in their slide being removed from the program.** We may also remove slides containing unrelated business solicitations or other commercial advertising.

Below is a list of content will result in the removal of your slide in commencement events:

- Obscene, lewd, explicit, discriminatory, derogatory, violent, offensive, infringing, or otherwise inappropriate content
- Commercial advertisements including sponsor names, logos, slogans, websites and phone numbers
- Social media handles and hashtags
- Offensive or negative references to any other college
- Names, images or likeness of any other student or person
- Obscene or offensive language
- Photos cannot be used to promote other college
- Statements or endorsements of political candidates
- Third party logos/branding



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# To Submit Name Pronunciation

Your name will be recorded for your grad slide. If you'd like your name pronounced correctly, please respond to the questions prior to May 7, 2021. If you respond after the deadline, we cannot guarantee that your information will be referenced for the recording of your name.

## Phonetics

Your name will be recorded for your Virtual Graduation Ceremony. Recording of names will begin 4 weeks before the ceremony date. If you'd like your name pronounced correctly, please respond to the following questions prior to that time. If you respond after the deadline, we cannot guarantee that your information will be referenced for the recording of your name.

How do you pronounce your name? \*

Matty MAT-uh-dore

For example:

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

## 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?

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

Record now using your microphone

## Step 1: Enter your phone number below:

Country Telephone Code

United States (+1)

Telephone number



Please enter a 10 digit phone number

Submit this phone number

Example formats:

- 800-555-1212
- 8005551212
- (800) 555-1212
- 800 555 1212

After submitting your telephone number, you will receive a call within three minutes with further instructions.

## Step 2: Recording your voice

Tips: After you pick up the call, you will hear a message with these instructions:

1. After you hear the tone, say your FULL name **two** times
2. First, say your FULL name **clearly**, at a normal conversation speed
3. Then **repeat your FULL name slowly, emphasizing any special pronunciations**
4. After you finish, hit pound (#)
5. You will hear your recording
6. Press 1 to accept your recording OR Press 2 to record again
7. Wait until you hear "Thank you", then hang up
8. **Don't forget to press the "Submit" button below. If you do not hit submit, your recording may not be saved.**



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# Event Waivers and Submit

To complete your RSVP, you will need to agree to the terms detailed in both the photo waiver and liability waiver.

To submit your form, click 'submit' at the bottom of the page.

A large, red, rounded rectangular button with the word "Submit" written in white, sans-serif font in the center.

Submit



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# When To Claim Your Vehicle Pass

- **Deadline to claim your vehicle pass is May 7, 2021 when the registration page closes.**
- **Starting May 17, 2021** vehicle passes will be emailed to you directly. Students will know the 30- minute window when they will proceed through the Commencement route. There are a limited number of passes per time window and the time window will close once the capacity limit has been reached. Complete arrival instructions will be communicated on the vehicle pass.

## REMEMBER

Each graduate must claim their vehicle pass to attend the physical commencement ceremony. Only one pass will be allocated per graduate and will allow the graduate and their household members to join them in the same vehicle. Passengers are limited to the number of legal seats in the vehicle.



# Drive-Thru Event Guidelines

## **LOCATION ENTRANCE and ROUTE:**

The route will start at the Zelzah Ave. and Prairie St. entrance on the East side of campus. This route will take participants around the most memorable parts of campus and will include special moments like the GradBox and an in-vehicle photo opportunity in front of the University Library.

## **TIME:**

Graduates that do not arrive at the start of their 30-minute time-window may be denied entry. No extra vehicle passes will be given. Graduate must be in the vehicle for the vehicle to be permitted entry.

## **SEAT:**

The ticket scanner is on the passenger-side of the vehicle. We will encourage our graduates to be in the front passenger seat or on the passenger side of the vehicle for the best Parade experience.

## **SCANNING:**

Students will show their vehicle pass twice: once at the beginning of the check-in line, and again when they want to pick up their GradBox.

# Vehicle Requirement

In order to comply with Los Angeles Department of Public Health guidelines, vehicles must be completely enclosed.

The following are not permitted:

- Convertible with the top open
- Vehicles without doors (like utility off-road utility vehicles)
- Golf Carts
- Motorcycles
- Bicycles
- Limousines or oversized party buses (vehicles must be less than 20 feet long)

In vehicles with windows rolled down, all occupants must have face coverings on when approached by CSUN Staff and/or if anyone is less than 6 feet in distance away. All occupants in the vehicle should be from the same household.



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# Health and Safety

All who are participating in this event will be required to follow public health guidelines. Expectations and enforcement of guidelines will be clearly communicated in advance. The Office of Student Involvement & Development (OSID) and Office of the Vice President for Student Affairs (VPSA) will work closely with the Chief of Medical Staff and Chief of Police from the university and will extend communications, as recommended by either to county and state public health offices for further advising and approvals as needed.



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# Vehicle Decorating and Event Celebration

Vehicle decorating is highly encouraged. Graduates are welcome, if not urged to display their excitement on their vehicles as they would their mortar board.

All are encouraged to join the conversation on socials at our hashtags.

**#CSUNGrad2020**

**#CSUNGrad2021**

# Need Assistance?

Contact the Commencement Department:

[commencement@csun.edu](mailto:commencement@csun.edu)

[csun.edu/commencement](https://csun.edu/commencement)