

POINT PARK UNIVERSITY

2024-2025

Undergraduate Commencement Checklist

- Apply for graduation** so that the Office of the Registrar can determine your eligibility for degree conferral and issue your diploma once you've successfully fulfilled your degree requirements. The application also ensures that your name will appear in the printed program. Apply here:
<https://www.pointpark.edu/about/admindepts/registrarsoffice/studentresources/graduation>
- Review** your Advising Worksheet and degree requirements with your advisor to ensure there are no problems that would prevent conferral of your degree.
- Verify your name and address** on your institutional records. If incorrect, complete a Change of Name/Address Form in person at the Office of the Registrar or online via PointWeb. Also, be sure to update your diploma address (you provided this in your graduation application), as this is where your diploma will be mailed.
- Purchase academic regalia** (cap, gown and tassel). These items can be ordered at the Graduation Fair, which will be held on campus February 18-19, 2025. If you are unable to attend the Graduation Fair, you may purchase regalia by calling the Point Park University Bookstore at 412-392-3448 or by ordering online beginning 02/07/2025 (the portal will not open until that date): www.oakhallcg.com/pages/point-park-landing.

Deadlines for ordering are as follows:

In-store pickup: order by **03/20/2025**. These will be ready for pick-up at the University Bookstore beginning **04/18/2025**.

Home delivery: order by **04/06/2025**.

- Pick up 10 free graduation announcements** at the Graduation Fair or at the Office of the University Registrar, which is located on the first floor of Thayer Hall.
- Pick up academic honors cords** (if applicable). The Academic Honors designation requires a cumulative GPA of 3.5 as of the end of the Fall 2024 semester. Honors cords are for undergraduates only and may be picked up either at the Graduation Fair or at the Office of the University Registrar.
- RSVP** online by **April 15, 2025** if you plan to attend the Commencement Ceremony:
<https://dynamicforms.ngwebsolutions.com/Submit/Start/fa40f697-774a-48f1-ad16-87daa53d9593>
- Clear any financial obligations** with the Office of Student Accounts. Students with financial holds will not be issued a diploma until those holds are cleared.
- Participate** in the Point Park University Commencement Ceremony. You must be properly attired and present your Student Calling Card (you will receive this at check-in) to participate in the ceremony.
- Expect** delivery of your diploma within four to six weeks after the end of the term in which you completed your degree requirements. Diplomas are processed, printed, and shipped by the Michael Sutter Company, who will send you an email when your diploma is mailed.

Important: You must be properly attired (cap and gown) to participate in Commencement. Failure to do so will result in exclusion from the ceremony.