

Point Park University
2023-2024
Graduate Hooding Checklist

- Review your Degree Requirements with your advisor.**
- Verify your name and address** on your institutional records and if incorrect, complete a Change of Name/Address Form in the Office of the Registrar. Please make sure to update your DIPLOMA ADDRESS, as this is where your diploma will be mailed.
- Complete the Graduation Application** in the Office of the Registrar or online at <https://www.pointpark.edu/about/admindepts/registrarsoffice/studentresources/graduation>
- Purchase academic regalia** (cap, gown and hood). These items can be ordered at the Graduation Fair, held on campus February 20-21. If you are unable to attend the Graduation Fair: order at the Point Park University Bookstore or order [online](#) before **March 17**.

Note: Doctoral students who wish to purchase (not rent) their own regalia must contact the bookstore no later than February 22, 2024.

- Pick up 10 free commencement announcements** at the Graduation Fair.
- RSVP online by April 12, 2024** if you plan to attend the Hooding Ceremony. RSVP by clicking this [link](#).
- Clear any financial obligations** with the University.
- Participate in the Point Park University Hooding Ceremony.** You must be properly attired and present your Student Calling Card (you will receive this at check-in) to participate in the Hooding Ceremony.
- Diploma will be mailed within four to six weeks** of the end of your last term of attendance.

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