

POINT PARK UNIVERSITY

Spring 2025 Graduate Hooding 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 degree audit 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 hood). 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** (master's *purchases* and doctoral *rentals*): order by **03/20/2025**. These will be ready for pick up at the University Bookstore beginning **04/18/2025**.
 - Home delivery** (master's only): order by **04/06/2025**. Note: doctoral *rentals* will not be shipped; they must be picked up in-store. Contact the bookstore for information about having doctoral *rentals* shipped to home.
 - Doctoral regalia custom purchases** take at least eight weeks to manufacture, so candidates must contact the bookstore no later than **02/20/2025** with prepayment and measurements. Doctoral regalia custom purchases cannot be ordered online.
- 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.
- RSVP** online if you plan to attend the Hooding Ceremony here:
<https://dynamicforms.ngwebsolutions.com/Submit/Start/7086d189-f9f2-4802-a9a0-8a6af37a6d2b>. The deadline to RSVP is **April 15, 2025**.
- 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 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.
- 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, gown, tassel, and hood) to participate in the Hooding Ceremony. Failure to do so will result in exclusion from the ceremony.