# Completing Your Graduation Application

Point Park University

PointWeb	
Home Academic Calendar Helj	
<b>You are here:</b> <u>Home</u> > <u>Welcome</u>	
Welcome to PointWeb	lational Survey for Student Engagement
Welcome 🗸	
PointAlert	<b>I</b> NSSE
Fall and Summer 2019 Registration Dates	national survey of student engagement
	If you are a first year student or senior, please login to PointWeb to see your personalized survey link and enter for a chance to win a Smart TV or flex dollars.
🔗 Point Park Homepage	
🔗 Point Park Email 🛛 🗛	nnouncements
Sourse Registration	
🔗 Bill Pay & Flex	
🖻 Schoology	WELCOME TO
🔗 Blackboard	
🔗 Tutoring	DOINTVIED
🔗 PointSync	

### 1. Log in to PointWeb

Log into your PointWeb account at https://pointweb.pointpark.edu



#### You are here: <u>Home</u> > <u>Welcome</u>



### 2. Students

Select "Students" from the main menu bar

# PointWeb

#### You are here: <u>Students</u> > <u>Student Information</u>

Students	Academic Information		
Student Information 🛛 🗙			
Course Information	UNDERGRADUATE		
Degree Information			
Student Accounts	Faculty Advisors:	Cara C Friez- LeWinter	
Financial Aid		Michael Richard Elko	
Advising	latandad Maiaka.		

### 3. Degree Information

Select "Degree Information" from the left side menu.

## **PointWeb**

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#### You are here: <u>Students</u> > <u>Degree Information</u>



### 4. Graduation Application

Click the "Graduation Application" link.

Office o		

Introduction 5					
Personal Information	<b>POINT PARK</b> UNIVERSITY	GRADUATION APPLICATION			
Address Information	completion of your degree requirements a g	er meeting with your academic advisor and it is determined you are nearing the graduation application must be submitted before the deadline of your intended term to apply for graduation will delay the conferral of your degree and receipt of your			
Degree	diploma. Students may complete their degree requirements at the end of the Fall, Spring or Summer (August) terms.				
Information	mation Undergraduate Students (Associate and Baccalaureate degrees): only applicants with a cumulative QPA of 2.0 be considered.				
Survey	Graduate Students: only applicants with a	cumulative QPA of 3.00 or above will be considered.			
	Deadlines for application:				
	Fall - July 31				
	Spring - September 30				
	Summer - January 30				
	*				
	Intended Graduation Year and Term	Fall 2019			
		s blank or incorrect. If something looks incorrect or you wish to mention any egistrar@pointpark.edu after submitting your graduation application.			
		Next Page			

### 5. Application Form: Introduction

Read the instructions on the form and begin completing your graduation application by selecting the year and term in which you plan to graduate. Then click "Next Page".

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#### Introduction



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#### 6. Application Form: Personal Information

Review your personal information and update your personal email address, if necessary. Then click "Next Page".

\*Note that the "Name on Record" is what will be printed on your diploma. If you wish to make changes to this information, send an email to <u>registrar@pointpark.edu</u> after you have submitted your application.

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✓ Introduction			
✓ Personal Information	Address Information		
✓ Address 7 Information	* Address Line 1: *	234 Concord Ave.	
Degree Information	Address Line 2:		
Survey	Address Line 3:		
	City: * Cranberry Township	State: * Pennsylvania •	Zip Code: <b>*</b> 15234
	Home Phone: 7242227777	Alternate Phone:	7242227777
	The address enter	red above is the location that your diplor	na will be sent to.
		Previous Page Next Page	

### 7. Application Form: Address Information

Review your address information carefully and make any necessary corrections. Then click "Next Page".

\*Note that this is the address where your diploma will be mailed.

#### Office of the Registrar Forms



### 8. Application Form: Degree Information

Review your degree information. Then click "Next Page".

\*If you believe any of the information is incorrect, contact the Office of the Registrar at <u>registrar@pointpark.edu</u> after submitting your graduation application.

#### Office of the Registrar Forms

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#### ✓ Introduction

Personal
 Information

#### We Value Your Opinion

In order to assess Point Park University's overall effectiveness please answer the following questions below. Your responses to this questionnaire will be stored anonymously.

✓ Address Information

✓ Degree Information



To what extent has Point Park created and maintained an <u>environment that affirms the</u> <u>diversity of people and ideas</u>?

To what extent did your education at Point Park prepare you to pursue your career goals?

To what extent did your Point Park education provide you with skills to serve your community?

How would you evaluate your entire educational experience at Point Park?



### 9. Survey

Complete the four-question survey, then click "Submit".

#### **Office of the Registrar Forms**

Thank you for submitting your graduation application! You will be able to check the status of your application on PointWeb through the degree information page.

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If you have any questions or concerns please contact the Office of the University Registrar at <u>registrar@pointpark.edu</u>

If you require making changes to any information you submitted, please contact the Office of the University Registrar at registrar@pointpark.edu

#### That's it!

Once you've submitted your graduation application you will see the above confirmation message.

Your Graduation Application may only be submitted once. If you need to make changes after submitting your application, email the Registrar's Office at <a href="mailto:registrar@pointpark.edu">registrar@pointpark.edu</a>

>>>> Move to the next slide to find out how to see the status of your application. >>>>

PointWeb		
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You are here: <u>Students</u> > <u>Degree Infor</u>	mation	
Students	Office of the Registrar Forms	Graduation Application Status
Student Information	View Reports	Graduation Application Status
Course Information		
Degree Information 💙	Graduation Application	Official Transcript
Student Accounts		
Financial Aid	Degree Audit	Electronic Transcripts
Advising		The Office of the University Registrar is pleased to announce that all

### **Application Status**

After you have submitted your graduation application you can check the status by going back to the "Degree Information" section in your PointWeb account. There, you can click the link for either "View Reports" or "Graduation Application Status". This allows you to track your application so that you know whether it has been reviewed or if your diploma has been mailed.