

# POINT PARK UNIVERSITY

## Graduate Hooding Checklist December 2025

- ☐ **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.
- ☐ **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. Changes of *legal name/address* and *diploma name/address* are each processed differently, so be sure that both are exactly how you want them to be before your diploma is ordered.
- ☐ **Purchase academic regalia** (cap, gown, and hood) through the Point Park Bookstore (412-292-3448) or online at <https://oakhallcg.com/pages/point-park-landing>. Deadlines for ordering are as follows:
  - In-store pickup** (master's *purchases* and doctoral *rentals*): order by **11/03/2025**. These will be ready for pick up at the University Bookstore beginning 12/02/2024.
  - Home delivery** (master's regalia only): order by **11/12/2025**. Note: doctoral *rentals* cannot be shipped; they must be picked up in-store.
  - Doctoral custom purchases** take at least eight weeks to manufacture, so candidates must contact the bookstore no later than **10/13/2025** with prepayment and measurements. Doctoral regalia custom purchases cannot be ordered online.
- ☐ **RSVP** online. You must RSVP in order to receive tickets for family, friends, and/or other invited guests. **NOTE: the RSVP link will be provided soon; keep checking the website for updated information.**
- ☐ **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.