

**Point Park University
2023-2024
Undergraduate
Commencement Checklist**

- Review your Advising Worksheet and 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** online at <https://www.pointpark.edu/about/admindepts/registrarsoffice/studentresources/graduation>
- Purchase academic regalia** (cap, gown and tassel). 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 before March 17, or order [online](#) before March 27. Honors cords can be obtained in the Office of the Registrar on the 9th Floor of Thayer Hall.
- Pick up 10 free commencement announcements** at the Graduation Fair.
- Pick up honors cords** (if applicable). The Honors designation requires a 3.5 or higher cumulative GPA as of the end of the Fall 2023 term. Honors cords are for undergraduates only.
- RSVP online by April 12, 2024** if you plan to attend Commencement, please RSVP by clicking this [link](#).
- Clear any financial obligations** with the University.
- Participate in the Point Park University Commencement.** You must be properly attired and present your Student Calling Card (you will receive this at check-in) to participate in Commencement.
- 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 and gown) to participate in Commencement. Failure to do so will result in exclusion from the ceremony.