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/registraroffice/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.