Completing Your Graduation Application

Point Park University

1. Log in to PointWeb

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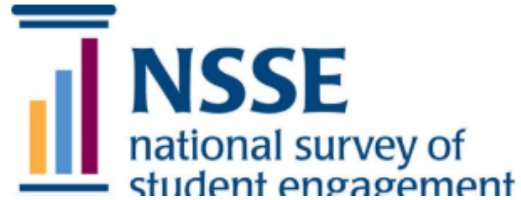
2. Students

Select "Students" from the main menu bar

3. Degree Information

Select "Degree Information" from the left side menu.

4. Graduation Application

Click the "Graduation Application" link.

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".

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 registrar@pointpark.edu after you have submitted your application.

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.

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 registrar@pointpark.edu after submitting your graduation application.

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.

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

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 registrar@pointpark.edu

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

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.