Online Graduation Applications User Guide

1. Log in to the PeopleSoft/HighPointCX Dashboard through the myPitt task.

2. Select the PeopleSoft Full Site Link on the Dashboard.

3. Click the Navigator (Navbar) Icon in the upper right hand corner of the page:

4. Select **Self Service**, navigate to **Degree Progress/Graduation**, and then select the **Apply for Graduation** link.
5. Review the majors, minors, or certificates listed under the program(s) you are eligible to apply for. If any information is missing or outdated, you will have the opportunity to submit a request to have this information updated on the following pages (see Step 8).

If you are a student earning a degree with the Frederick Honors College you do not need to apply for this program. The FHC program will automatically be added when you apply for your conferral degree program(s).

Select the **Apply for Graduation**. If you are applying for degrees in multiple programs (including minors, certificates, etc.) you will need to submit an application for each degree.

6. Select the **Graduation Term** and the **Graduation Class** you are eligible for.

Note: If you are applying after the **Fee Begin Date**, you will be prompted to pay a late fee. Payments may be made by credit/debit card.
7. Please verify that all of the information on your application is correct.

To make any corrections to your record, click Yes to provide an explanation in the text box. This message will be routed to your school to make corrections.

Click Submit Application to complete your application.

8. To apply for another degree in the same graduation term, click the Apply for a Different Program link. If you have already paid a late fee, you will not be prompted to pay again.

9. Click the View Application Status link to make changes to your Name or Address.

You can check your Graduation Status at any time in your Student Center by navigating to Self Service > Degree Progress/Graduation > View Graduation Status.

If you have any questions please contact the Registrar’s Office on your campus.