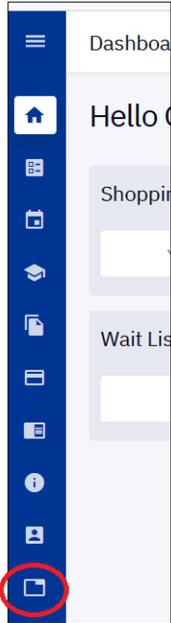


Online Graduation Applications User Guide

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



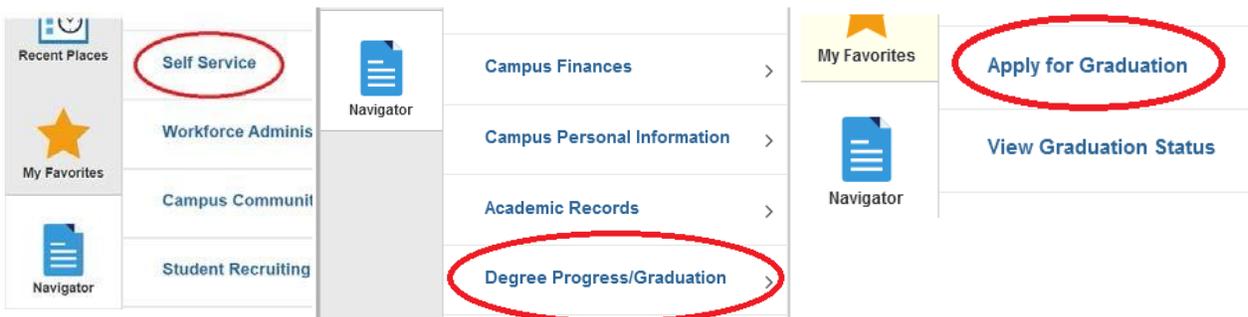
2. Select the PeopleSoft Full Site Link on the Dashboard.



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 If any information is missing or outdated, you will have the opportunity to submit a request to have this information updated on the following pages (see Step 8).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.

Program: College of General Studies
University of Pittsburgh Undergraduate
Degree: Bachelor of Arts Major: Administration of Justice
Apply for Graduation

Program: Dietrich Sch Arts and Sciences
University of Pittsburgh Undergraduate
Degree: Minor Minor: History
Apply for Graduation

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

Program: College of General Studies
University of Pittsburgh Undergraduate
Degree: Bachelor of Arts Major: Administration of Justice
Expected Graduation Term: <input type="text" value="Fall Term 2022-2023"/>
Expected Graduation Class: <input type="text" value="Dec"/>
Deadline to Apply: <input type="text"/>
Fee Begin Date: <input type="text"/>

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.

Close [X]

PittPAY
University of Pittsburgh

Account Name:

Amount: \$25.00 USD

Email:

Name on Credit/Debit Card:

Credit/Debit Card Number:

Expire Month: Expire Year:

Billing Zip Code:

I have read, understood, and agree to the [Terms of Use](#) and [Privacy Policy](#)

7. Please verify that all of the information on your application is correct.

Verify Graduation Data

Program: College of General Studies

University of Pittsburgh | Undergraduate

Degree: Bachelor of Arts
Major: Administration of Justice

Expected Graduation Term: Fall Term 2022-2023

Grad Class: DEC Deadline to Apply Fee Begin Date

Request Change for Degree Information

If any information about your degrees listed above is incorrect, please submit an update request below by describing what specifically needs to be changed.

For example:

- Your major, minor, or certificate is not listed (please specify what it should be)
- You are no longer pursuing a major, minor, or certificate listed above
- The degree associated with your major is not correct (e.g. BA should be a BS)

Do you need to update any of the degree information listed above? Yes No

Select Different Program Submit Application

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.

Apply for Graduation

Submit Confirmation

✓ You have successfully applied for graduation.

If you are pursuing a degree, minor, certificate, or distinction in more than one academic program, you will need to submit an application for each program.

[Apply for a Different Program](#)

IMPORTANT: Review your name and address information as it currently appears on your student record in PeopleSoft. These changes will determine the name that is printed on your diploma and official University transcript. Your Graduation Address will determine where your diploma is sent after graduation.

Please click Application status link to review your Primary Name/Address and make changes if necessary.

[View Application Status](#)

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.