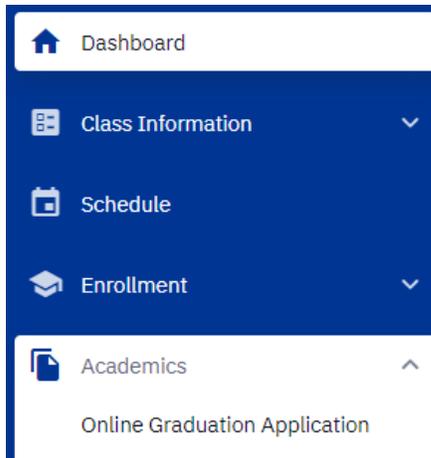


Online Graduation Applications User Guide

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



2. Select the Online Graduation Application from the Academics menu block.



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 If any information is missing or outdated, you will have the opportunity to submit a request to have this information updated on the following pages (see Step 8).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

4. 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	Fall Term 2022-2023
Expected Graduation Class	Dec
Deadline to Apply	Fee Begin Date

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](#).

Continue

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5. **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 by navigating back to the Online Graduation Application.

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

Student Information
<p>Primary Name</p> <p>Your Primary Name is listed below. It will appear on your diploma and official University transcript. If you would like to request an official name change, you may submit the request by clicking the link below (Documentation is required):</p> <p>Change Primary Name</p> <p>If you have a Chosen Name that you would like to appear on your diploma, please contact the Registrar's Office on your campus. Please note that a Chosen Name will only appear on your diploma and your Primary Name will still appear on your official University transcript.</p> <p>Address Information</p> <p>Below is a link to update your current address information or add a Graduation Address. Your Graduation Address is where your diploma will be sent. If you do not have a Graduation Address, it will be sent to the Home Address. If no Home Address exists, it will be sent to your Mailing Address.</p> <p>Update Address Information</p> <p><u>For all students, domestic and international:</u></p> <p>Our shipping partner has certain limitations on how your address can appear on shipments. In order to ensure your diploma is delivered in a timely manner, please adhere to the following rules:</p> <ul style="list-style-type: none">• Only use Address Line 1 and Address Line 2• Address Lines 1 and 2 each have a 35 character limit (including spaces)• Shipments can NOT be made to P.O. Box addresses <p>If you have any questions, or if you are having difficulty adapting your address to these guidelines, please contact the Registrar's Office on your campus.</p>