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 If any information is missing or outdated, you will have the opportunity to submit a request to have this information updated on the following pages (see Step 8).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

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University of Pittsburgh   I	Undergraduate	
Degree: Bachelor of Arts Major: Adm nistration of Ju	stice	
Expected Graduation Term	Fall Term 2022-2023	~
Expected Graduation Class	Dec 🗸	

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.

Accour	nt Name:		
Am	ount: \$2	25.00 USD	
Imail			
Name on Credit/I	Debit Card		
Credit/Debit Car	d Number	SI VISA	ERSC OVER
Expire Month	~	Expire Ye	ar 🕚
Billing Zip Code			
I have read, i	underste	ood, and ag	ree to the
	Conti	nue	

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

## Verify Graduation Data



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.

 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.



7. 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
Primary Name
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):
Change Primary Name
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.
Address Information
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.
Update Address Information
For all students, domestic and international:
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:
<ul> <li>Only use Address Line 1 and Address Line 2</li> <li>Address Lines 1 and 2 each have a 35 character limit (including spaces)</li> <li>Shipments can NOT be made to P.O. Box addresses</li> </ul>
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.