













Point Park University 2018 - 2019 Undergraduate Commencement Checklist

-  **Review** Advising Worksheet with your advisor.
-  **Verify** your name and address on your institutional records and if incorrect complete a Change of Name/Address Form in the Office of the Registrar.
-  **Complete** the Graduation Application online at <http://www.pointpark.edu/About/AdminDepts/RegistrarsOffice/StudentResources/Graduation>
-  **Clear** any financial obligations.
-  **Purchase** cap, gown and tassel by the April 12, 2019 deadline. These items will be available for purchase at the Graduation Fair. If you are unable to attend the Graduation Fair, please visit the Point Park University Bookstore. Honor cords can be obtained in the Office of the Registrar on the 9th Floor of Thayer Hall.
-  **Pick up** 10 free commencement announcements at the Graduation Fair.
-  **Pick up** honors cords. Honors designation requires a 3.5 or higher cumulative GPA as of the end of the Fall 2018 term. Honor cords are for undergraduates only.
-  **RSVP** Online by **April 12, 2019** if you plan to attend Commencement.
-  **Participate** in the Point Park University Commencement. You must be properly attired and bring your Student calling Card to Commencement.
-  **Diploma** will be mailed within four to six weeks of the end of your last term of attendance.