Online Graduation Applications User Guide

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

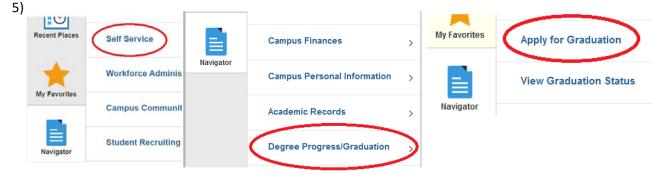   PeopleSoft/HighPoint CX
   HighPoint Campus Experience (All …

   i ♥

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

   Dashboa…
   Hello (
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   Wait Lis

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

   Personalize Content | Layout

4) Select **Self Service**, navigate to **Degree Progress/Graduation**, and then select the **Apply for Graduation** link.

5)

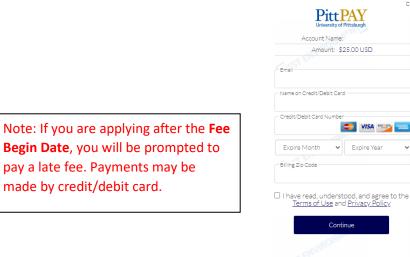 | Recent Places | Self Service | | Campus Finances | > | My Favorites | Apply for Graduation |
My Favorites	Workforce Adminis	Navigator	Campus Personal Information	>		View Graduation Status
Navigator	Campus Communit		Academic Records	>	Navigator	
	Student Recruiting		Degree Progress/Graduation	>		

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 If any information is missing or outdated, you will have the opportunity to submit a request to have this information updated on the following pages (see Step 8).

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.**

7) 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.

8) **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
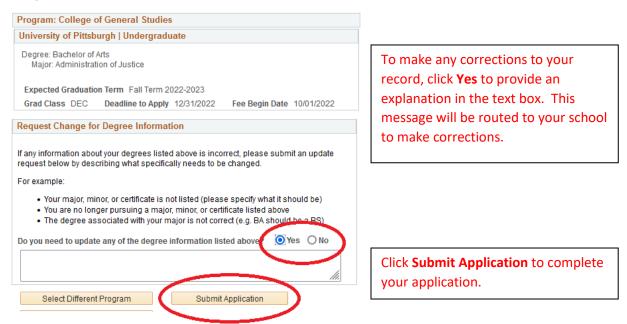Grad Class DEC   Deadline to Apply 12/31/2022   Fee Begin Date 10/01/2022

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.

9) 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

10) 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.