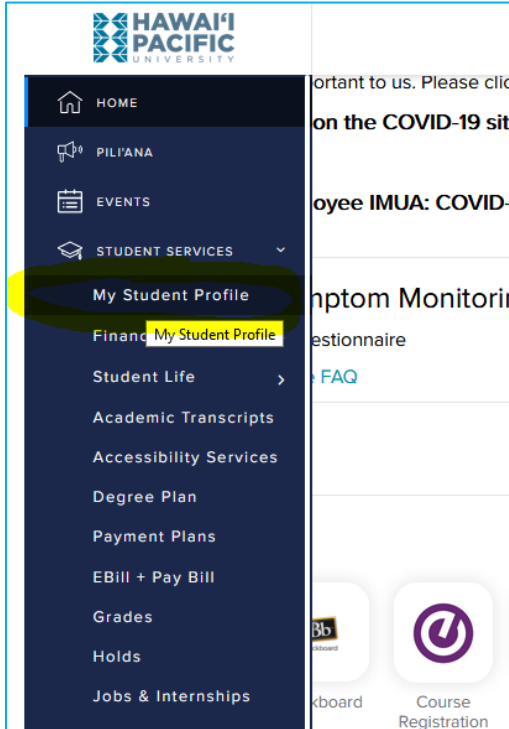


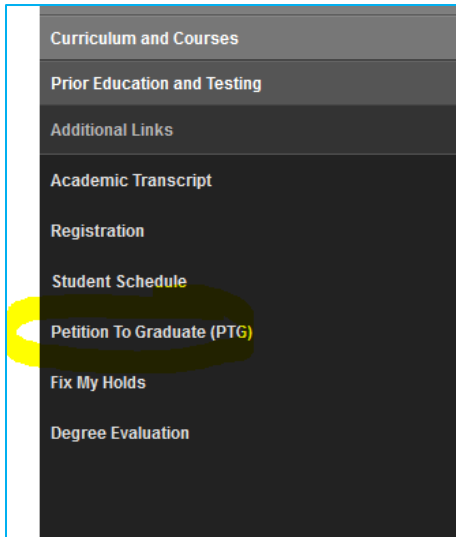
Petition to Graduate – Using Self-Service on the MyHPU Portal

1. You can access your Petition to Graduate (PTG) by clicking here; <https://bss.hpu.edu:8443/StudentSelfService/ssb/studentProfile>. (If prompted, log on to the Portal, Select Student Profile, and Select Petition to Graduate – see below).

You can also access the link through the MyHPU Portal by clicking “My Student Profile”



And then selecting “Petition to Graduate (PTG)”



2. If prompted, select the term that you have most recently registered for. You must be registered in a term in order to complete a self-service application. If you are not currently registered, you must complete the [Paper PTG Process](#).

Curriculum Selection

Home > Curriculum Selection

Select one curriculum for this graduation application.

Select Curriculum

[Term Selection](#) ■ [View Holds](#) ■ [View Transcript](#) ■ [View Graduation Applications](#) ■ [View Student Information](#) ■ [Degree Evaluation](#)

Curriculum Term Selection

Home > Student Services and Financial Aid > Student Records > Apply to Graduate

Select a term to determine curriculum for graduation application.

Select a Term:

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3. Verify and select the degree program that you are applying to graduate with. Hit Continue. If your intended program is not displayed or if there are errors, it is likely because a Change of Program has not been submitted. If your program is incorrect, you must complete the [Paper PTG Process](#).

Curriculum Selection

Home > Curriculum Selection

Select one curriculum for this graduation application.

Select Curriculum

Current Program

Bachelor of Arts

Level: Undergraduate

Program: BA in Political Science

College: College of Liberal Arts

Major: Political Science

Continue

Term Selection ■ View Holds ■ View Transcript ■ View Graduation Applications ■ View Student Information ■ Degree Evaluation

4. Select the Graduation Date that corresponds to the Date that you will complete all requirements of your degree program. Hit CONTINUE.

Graduation Date Selection

Home > Graduation Date Selection

Select a date for your expected graduation.

* indicates required field

Current Program

Bachelor of Arts

Level: Undergraduate

Program: BA in Political Science

College: College of Liberal Arts

Major: Political Science

Select Graduation Date

Graduation Date: *

Continue

View Transcript ■ View Graduation Applications

None

None

Date: Dec 13, 2020 Term: Fall 2020 Year: 2020-2021

Date: Jan 10, 2021 Term: Winter 2020 Year: 2021-2022

Date: May 09, 2021 Term: Spring 2021 Year: 2021-2022

Date: Aug 15, 2021 Term: Summer 2021 Year: 2021-2022

5. Indicate if you will be physically attending the Commencement Ceremony that corresponds to your graduation date. Hit CONTINUE.

Graduation Ceremony Selection

[Home](#) > [Graduation Ceremony Selection](#)

Please indicate if you plan to attend the graduation ceremony.

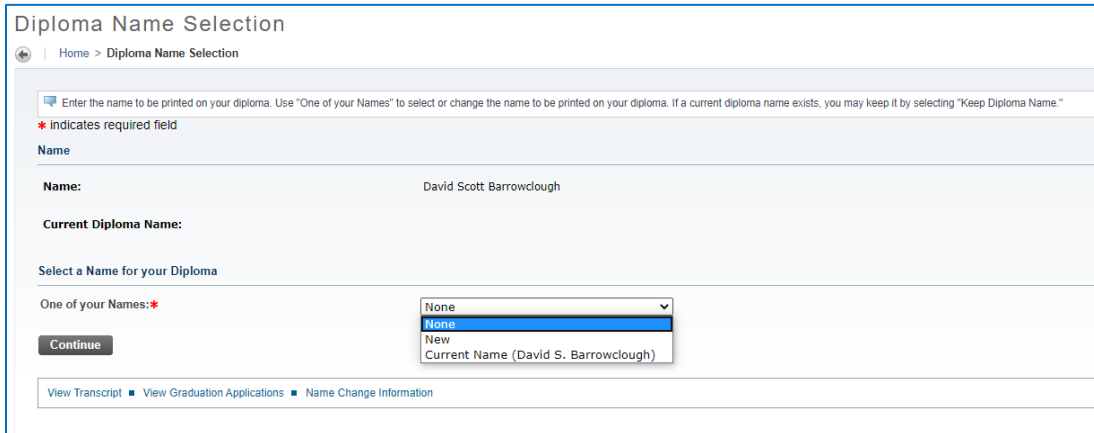
Select Ceremony Attendance

Attend Ceremony: **Yes** **No** **Undecided**

[Continue](#)

[View Transcript](#) ■ [View Graduation Applications](#)

6. Select your Diploma Name. You may use your current name as displayed or select NEW to enter a version of your legal name as your Diploma Name. Please note that your legal name or an accepted version of your legal name must be entered. Any name that differs from your legal name on file with HPU will be rejected. To update your legal name with HPU, please complete a [Change of Student Information Form](#).



Diploma Name Selection

Home > Diploma Name Selection

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

* indicates required field

Name

Name: David Scott Barrowclough

Current Diploma Name:

Select a Name for your Diploma

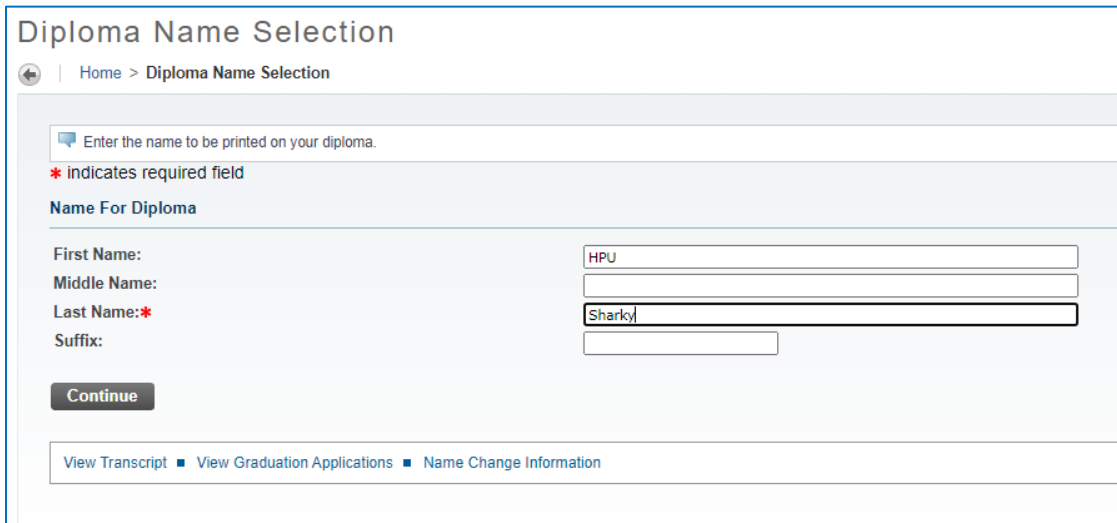
One of your Names:*

Continue

None
New
Current Name (David S. Barrowclough)

[View Transcript](#) | [View Graduation Applications](#) | [Name Change Information](#)

If you select NEW, you will be able to enter your name updates:



Diploma Name Selection

Home > Diploma Name Selection

Enter the name to be printed on your diploma.

* indicates required field

Name For Diploma

First Name: HPU

Middle Name:

Last Name:* Sharky

Suffix:

Continue

[View Transcript](#) | [View Graduation Applications](#) | [Name Change Information](#)

7. Select an Address for your Diploma (the address that you would like your diploma mailed to). You can select your current address from the drop down or enter a new one:

Diploma Mailing Address Selection

[Home](#) > Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma.

* indicates required field

Current Diploma Mailing Address

Select an Address for your Diploma

One of your Addresses:*

None
None
New
Mailing ([REDACTED])

[View Transcript](#) ■ [View Graduation Applications](#) ■ [View Addresses And Phones](#)

8. Your Graduation Application Summary will display the information that you have entered. Please verify ALL information for accuracy. If you need to make changes, you can use your browser back button to return to a previous screen. Once you have confirmed your information, click Submit Request:

Date:	May 09, 2021
Term:	Spring 2021
Year:	2021-2022
Ceremony	
Attend Ceremony:	Yes
Diploma Name	
First Name:	HPU
Middle Name:	
Last Name:	Sharky
Diploma Mailing Address	
Street Line 1:	123 New Address
City:	Honolulu
State or Province:	Hawaii
ZIP or Postal Code:	96813
Nation:	United States of America
Curriculum	
Current Program	
Bachelor of Arts	
Level:	Undergraduate
Program:	BA in Political Science
College:	College of Liberal Arts
Major:	Political Science
<input type="button" value="Submit Request"/>	

9. You may return to Graduation Self-Service at any time to verify your submitted Graduation Applications. You may not edit an application once submitted and should contact PTG@hpu.edu should you need to make any adjustments.