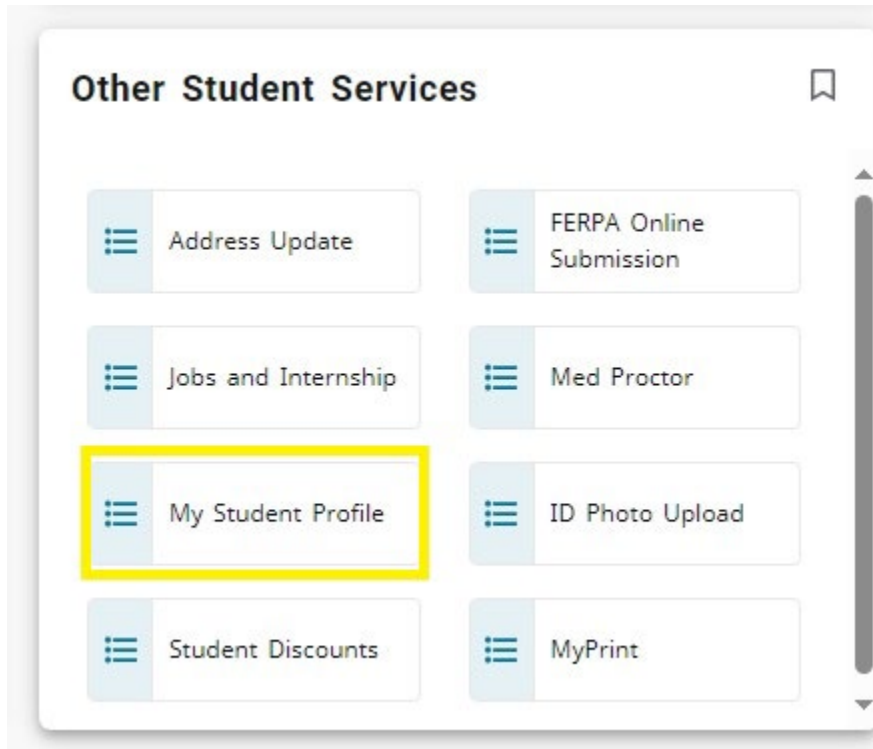Petition to Graduate – Using Self-Service on the MyHPU Portal

1. Access your Petition to Graduate (PTG) application by logging on to the MyHPU Portal and clicking "My Student Profile". If you are unable to locate the Other Student Services card, scroll to the section **"Petition to Graduate – Locating Other Student Services on the MyHpu Portal"** for further instructions.

And then selecting "View Application to Graduate"
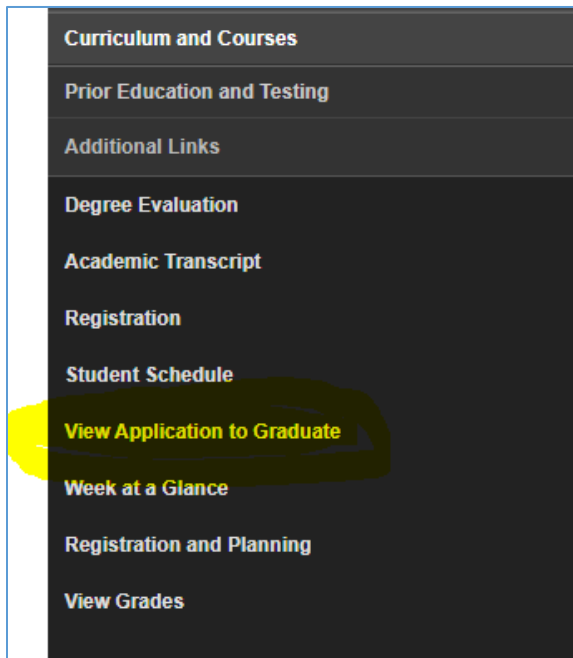
2. If prompted, select the term that you have most recently registered for. You must be registered in a term in order to complete a self-service application. If you are not currently registered, you must complete the Paper PTG Process.
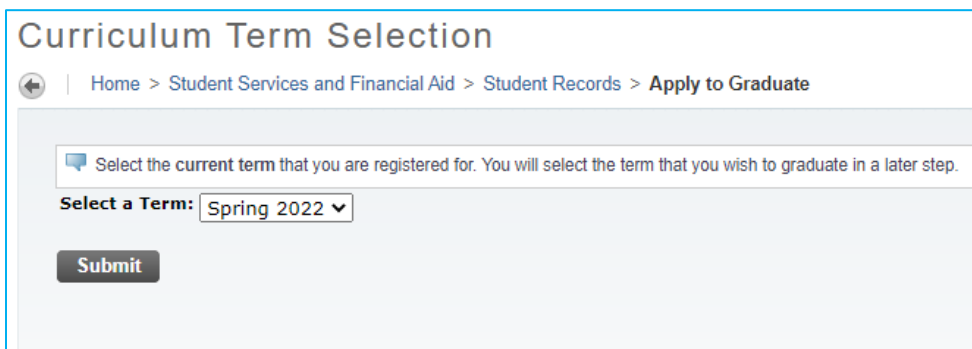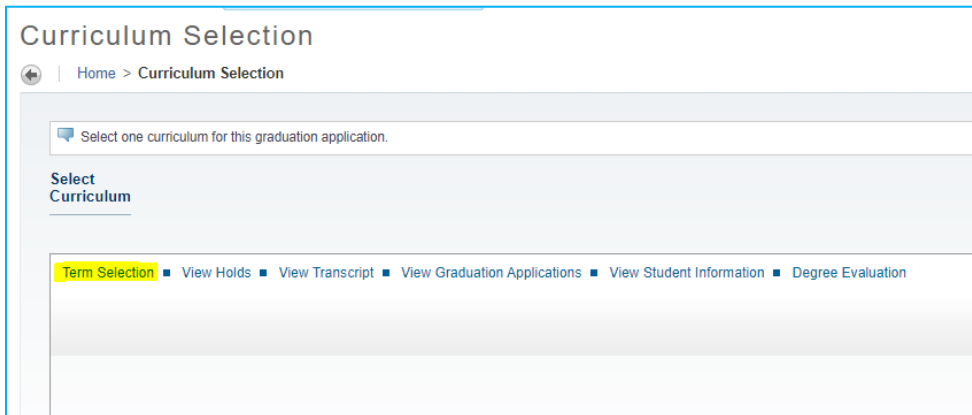
3. Verify and select the degree program that you are applying to graduate with. Hit Continue. If your intended program is not displayed or if there are errors, it is likely because a Change of Program has not been submitted. If your program is incorrect, you must complete the Paper PTG Process.

Curriculum Selection

⊕ | Home > Curriculum Selection

💬 Select one curriculum for this graduation application.

Select Curriculum

⦿ Current Program
Bachelor of Science in Nursing
Level: Undergraduate
Program: Bachelor of Science in Nursing
College: College of Health and Society
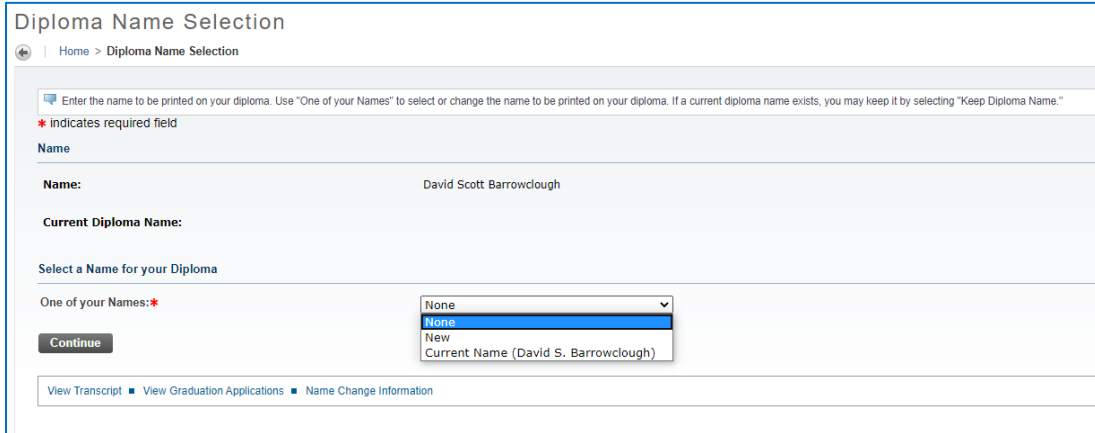Major: Nursing

[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

Curriculum

Current Program	
Bachelor of Science in Nursing	
Level:	Undergraduate
Program:	Bachelor of Science in Nursing
College:	College of Health and Society
Major:	Nursing

Select Graduation Date

Graduation Date:✱   None ⌄

None
Date:Dec 18, 2022 Term:Fall 2022 Year:2022-2023
Date:Jan 08, 2023 Term:Winter 2022 Year:2023-2024

[Continue]

View Transcript ▪ View Graduation Applications

5. 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.](#)

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

6. 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 (███████) |

[Continue]

View Transcript ▪ View Graduation Applications ▪ View Addresses And Phones

7. 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:

Graduation Date

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

[Submit Request]

8. 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.

Petition to Graduate – Locating Other Student Services on the MyHpu Portal

1. If you are unable to locate the 'Other Student Services' section in your MyHpu Portal, you can scroll down to the button 'Discover More'.
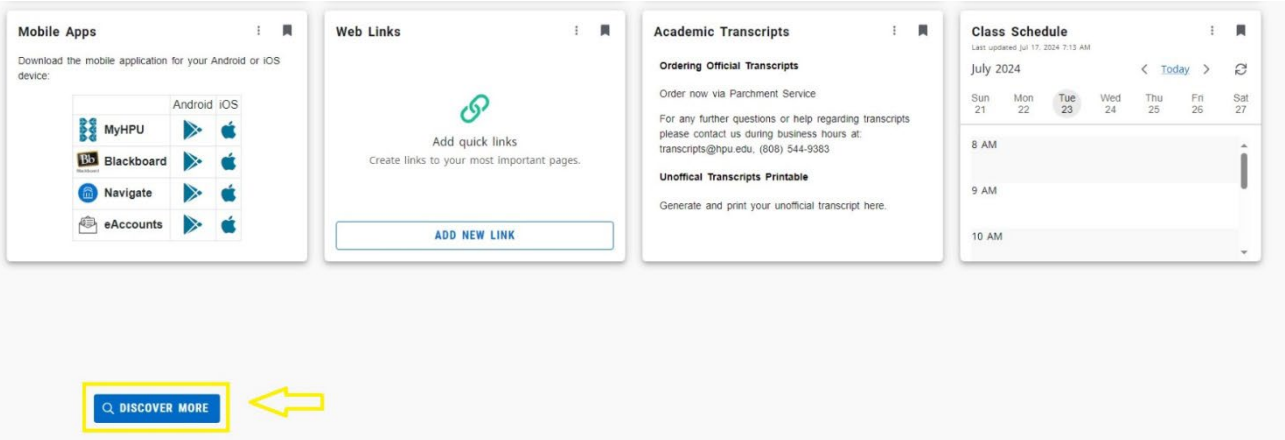
2. Then you will scroll down until you see the section 'Other Student Services'. To place the section on the main page, you can click on the ribbon in the top let corner of the section and it will be placed on the main page.