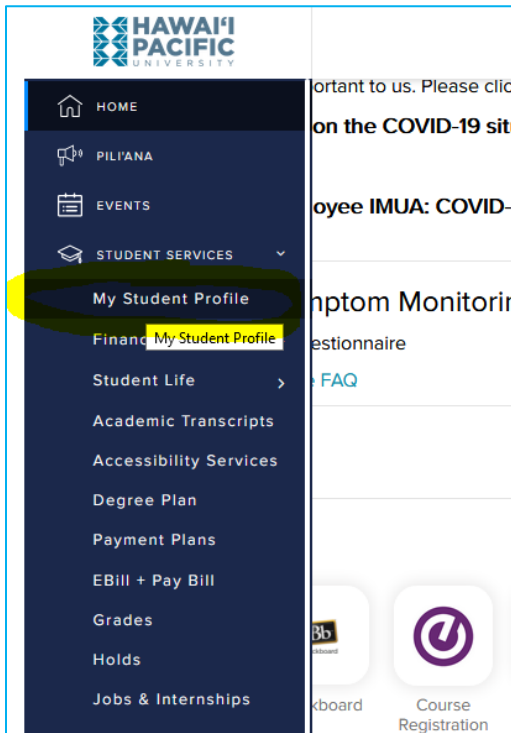
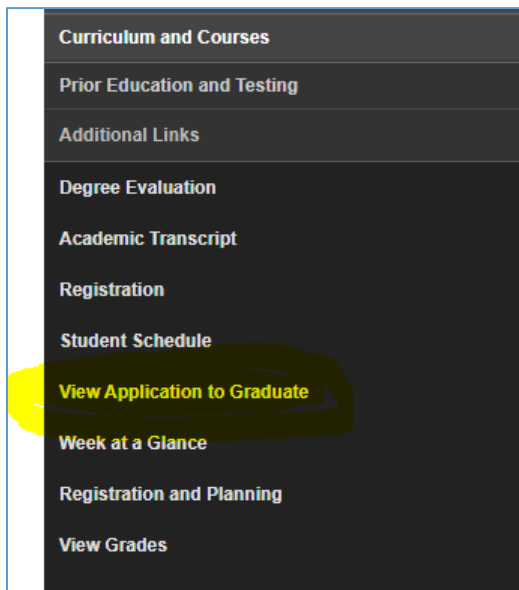


## Petition to Graduate – Using Self-Service on the MyHPU Portal

1. Access your Petition to Graduate (PTG) application by logging on to the MyHPU Portal and clicking “My Student Profile”



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](#).

### 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 the **current term** that you are registered for. You will select the term that you wish to graduate in a later step.

Select a Term: Spring 2022 ▼

**Submit**

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  
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](#).

**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:\*

None  
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:**

**Middle Name:**

**Last Name:\***

**Suffix:**

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

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 ( [REDACTED] )

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

- 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:

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

- 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](mailto:PTG@hpu.edu) should you need to make any adjustments.