

# WebAdvisor Application for Graduation

1. Log into WebAdvisor and open the Students Menu. The system will return the following:

The following links may display confidential information.

User Account	Registration
<a href="#">What's my User ID?</a> <a href="#">What's my password</a> <a href="#">Address Change</a>	<a href="#">Search for Sections</a> <a href="#">Register for Sections</a> <a href="#">Register and Drop Sections</a> <a href="#">Manage My Waitlist</a>
Financial Information	Academic Planning
<a href="#">Make a Payment</a> <a href="#">Account Summary</a> <a href="#">Account Summary by Term</a>	<a href="#">Plan Courses</a> <a href="#">Application for graduation</a>
Financial Aid	Academic Profile
<a href="#">Financial aid status by year</a> <a href="#">Financial aid status by term</a>	<a href="#">Grade Point Average by Term</a> <a href="#">Transcript</a> <a href="#">Test Summary</a> <a href="#">Application for graduation</a> <a href="#">Transcript Request</a> <a href="#">Transcript Request Status</a> <a href="#">My class schedule</a> <a href="#">My profile</a>
Communication	
<a href="#">My Documents</a>	

2. Click on "Application for graduation" located in the Academic Planning section of the menu.

**Academic Planning**

[Plan Courses](#)  
[Application for graduation](#)

3. All currently active academic programs associated with the student record will appear as in the example below:

## Application for graduation

Choose One	Eligible Programs	Degrees	Certificates	Catalog	Majors	Minors	Date Applied
<input type="checkbox"/>	ENG.AA AA English	AA		2008	ENG		02/18/10
<input type="checkbox"/>	LIB.AA AA Liberal Arts	AA		2007	LIBAA		02/18/10

**SUBMIT**

4. Select the program by clicking on the box beside the eligible program for which the application is being submitted.

Choose One	Eligible Programs	Degrees	Certificates	Catalog	Majors	Minors	Date Applied
<input checked="" type="checkbox"/>	ENG.AA AA English	AA		2008	ENG		

5. The system will return a screen similar to the following:

### Application for Graduation

\* = Required

Selected Program	Degrees	Certificates	Catalog	Majors	Minors	Date Applied
ENG.AA AA English	AA		2008	ENG		

Name on diploma\*

**Diploma Mailing Address**

City\*  State\*  Zip\*

Country

Anticipated Graduation Term\*

Commencement Site

Commencement Date\*

Program Completion Date

E-mail Address

Application Fee 0.00

Application Fee Amount Due 0.00

The students name, address and email address will automatically populate using the data currently on file.  
 If a different name/address is desired, this data can be changed by simply typing over the defaulted data with the desired data.

**\*\*Please note, the student will only receive an automatic email confirmation after submitting the application if an email address is on file or the student submits one with the application\*\***

6. Complete the form by selecting the Anticipated Graduation Term from the drop down list, entering the Commencement Date (last day of anticipated graduation term) and entering the completion date.

7. Click the Submit button. The completed form will appear as follows:

\* = Required

Selected Program	Degrees	Certificates	Catalog	Majors	Minors	Date Applied
ENG.AA AA English	AA		2008	ENG		02/18/10

Name on diploma\*

**Diploma Mailing Address**

City\*  State\*  Zip\*

Country

Anticipated Graduation Term\*

Commencement Site

Commencement Date\*

Program Completion Date

E-mail Address

Application Fee

Application Fee Amount Due

8. A confirmation email will be sent if an email address is on file or is submitted with the application. Successful submission can also be verified by returning to the student menu and again selecting Application for graduation. If submitted successfully, the submission date will appear in the "Date Applied" field.

9. After review by the Graduation Evaluator, a follow up email will be sent indicating what, if any, outstanding courses/requirements must be completed to graduate.