IMPORTANT NOTES

1. **The November 1, 2013 Convocation is a no ceremony convocation.** If you wish to graduate because you have now fulfilled your program requirements, an application must be submitted. Parchments will be mailed to eligible graduates after November 1, 2013.

2. You may attend and participate in the ceremony in June 2014, but you MUST indicate this on the application.

3. In order to graduate, any student who has completed a course (or courses) on a letter of permission must have final grade(s) submitted to their academic advisor before September 30th, 2013.

4. Student must be in “good academic standing” (i.e. Eligible to Continue) in order to be eligible to graduate.

5. Any graduating student who has an outstanding balance at the time of convocation, will be placed on Financial Sanction and will not be issued the official degree or diploma parchment at graduation. Parchments will be withheld until payment is made.

Students who wish to graduate on November 1, 2013 must submit an Application to Graduate through WebAdvisor. The Application to Graduate will be made available in July 2013 under the heading Academic Profile (in WebAdvisor for Students). Completing the process is a simple process, but we have included some instructions (below) to help you through the application and to give definitions for some requests (and words) that you may not be familiar with. You must apply to graduate by **Monday, September 16th, 2013** in order to be eligible to graduate on November 1, 2013. Students are strongly encouraged to make their application to graduate as soon as possible in order to expedite the evaluation process.

Any student who does not apply to graduate through WebAdvisor by or before Monday, September 16th, 2013, but wishes to graduate on November 1, 2013, must complete a hard-copy (paper application), no later than Friday, October 11th to GH 108. All paper based applications processed are subject to a non refundable processing fee of $60.

STEP 1 – Once you have logged into the Application to Graduate section of WebAdvisor, you will see (apply to graduate from” and a pull-down menu is available which lists University of Guelph and University of Guelph-Humber. You must select, University of Guelph-Humber.

STEP 2 – You will see a box that includes “Current Application” and “Review”. As you have not yet applied to graduate, the message immediately below the “Current Application” box will read, “No Graduation Application found for F13 term” and the box below the “review” heading will be empty. Immediately below this, you will see a box titled “Eligible Program” and “Add”. Your program should be listed here – if it is, click on the box to Add and then Submit.

STEP 3 – Student Name and number are displayed. CHANGE DIPLOMA NAME ONLY IF REQUIRED. Please note that the names appearing on the degree and diploma parchments will be printed in UPPER CASE. The names that appear are the names under which you are currently registered. You may change the surname with appropriate documentation such as marriage licence, or proof of a legal name change. If you wish to add a middle name(s) or to add an accent(s) a copy of your birth certificate or passport
must be presented to Registrarial Services, GH 108 (C/O Graduation) immediately. **Name changes will be accepted until Friday, October 11th, 2013.**

STEP 4 – ADDRESS. This address will be used as a contact point following your departure from the campus. The letter confirming that your application has been approved, your degree parchment, and alumni contacts will be sent to this address. This is very important as parchments will be mailed to all November 1st graduating students.

STEP 5 – PROGRAM/COLLEGE. This displays the degree in which you are currently registered. If the program displayed is not the one to which you wish to apply to graduate you must contact your academic advisor immediately indicating the program to which you wish to apply.

STEP 6 – HOMETOWN/PROV./COUNTRY. This information will appear in the Convocation Program. You should use the city or town that you consider to be home (it may be different than the home address noted on the application). Students whose hometown is in Canada will have the province noted on the Program. Students from outside Canada will have the country identified.

STEP 7 – CHECK THE DESIRED OPTION. All students have the option of their degree parchment referring to their degree as a Baccalaureate (Latin term) or Bachelor degree. For alternate degree designation (e.g. Baccalaureate in Arts) click the appropriate box.

STEP 8 – CHARGES. If you apply on-time (before September 16th) this area will show a charge of zero dollars. If you do not apply through WebAdvisor by September 16th, 2013, you will have to apply to graduate using the hard-copy application available in GH 108 and a $60 Administration/Late charge will be applied to your student account.

STEP 9 – FINAL CONFIRMATION. You will see the following statement displayed, “I wish to add this application to graduate.” You must click on the box **AND** you must click on submit in order for your application to graduate to be processed.

STEP 10 – CONFIRMATION EMAIL STATEMENT. If you completed the process properly, you will automatically receive an email to your Guelph-Humber account confirming your application to graduate.

Once you have submitted you application PLEASE ACCESS Application for Graduation again and REVIEW your application information. Note that any subsequent changes you would like to have made must be requested via email to your academic advisor no later than October 11th, 2013.