

WebAdvisor Guide

Applying to Graduate

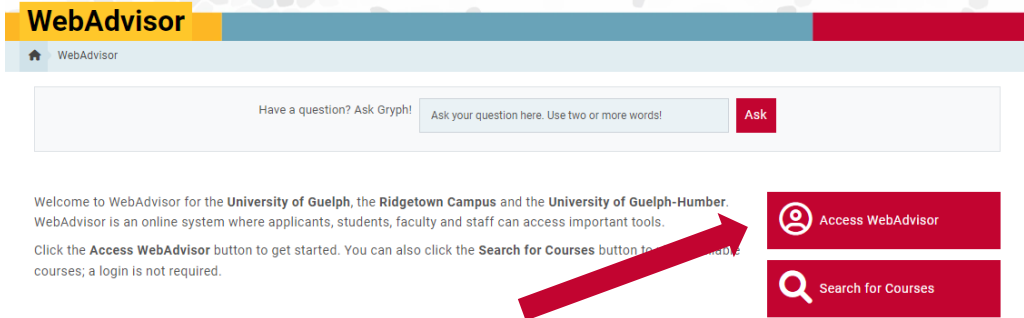


IMPROVE LIFE.

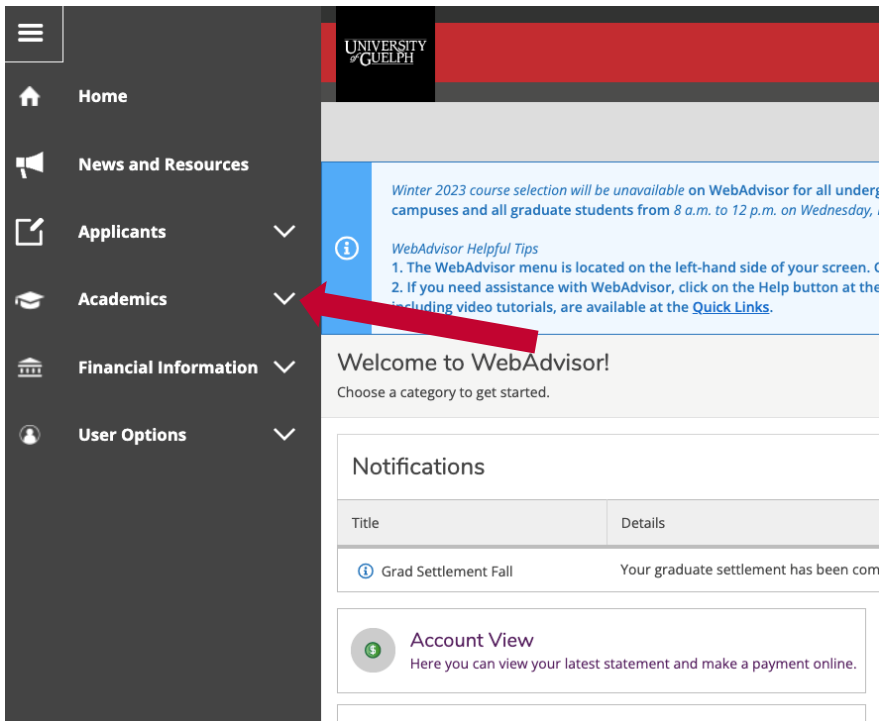
UNIVERSITY OF
GUELPH-HUMBER

Applying to Graduate

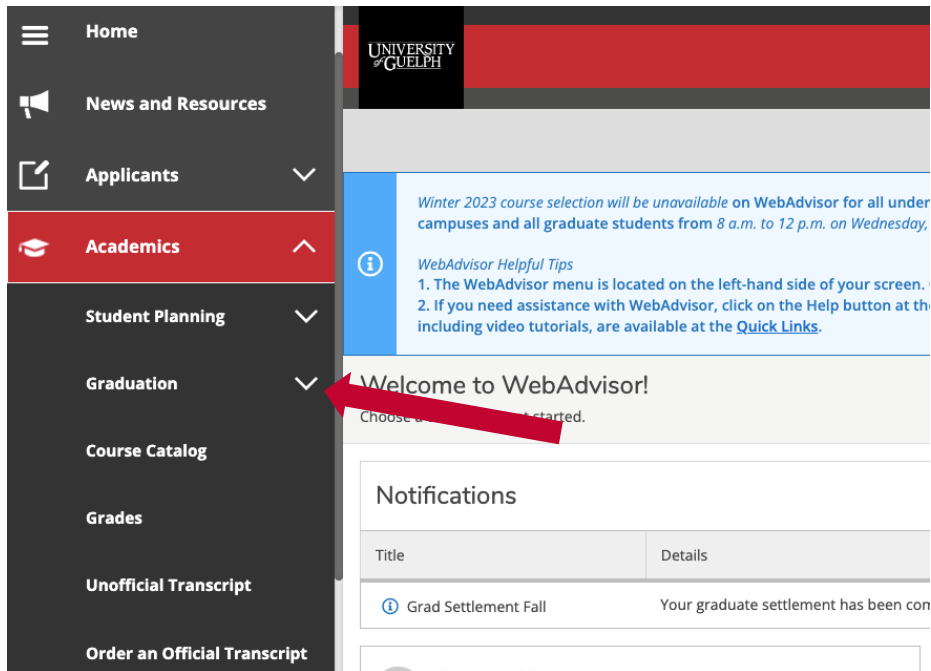
1. Using your web browser, go to WebAdvisor at uoguelph.ca/webadvisor. We recommend clearing your browser's cache and cookies prior to accessing WebAdvisor.
2. Click the **"Access WebAdvisor"** button.



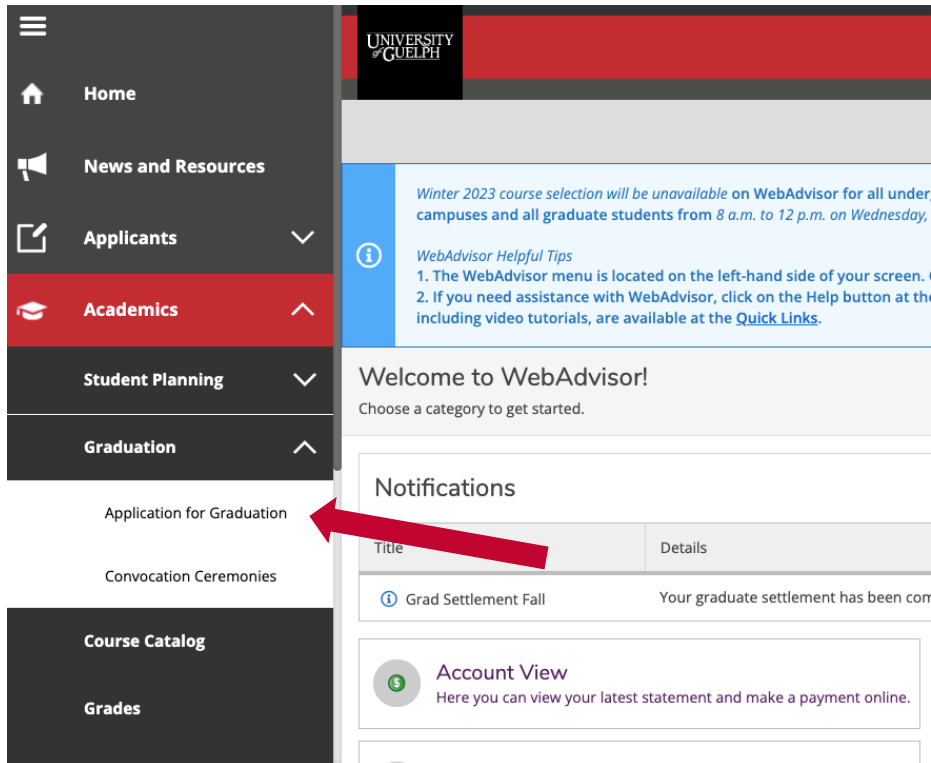
3. Log in with your Central Login ID and Password. If you are already logged in to Gryph Mail or CourseLink, you will not need to re-enter your login credentials
4. Expand the menu on the left-hand side and select **"Academics."**



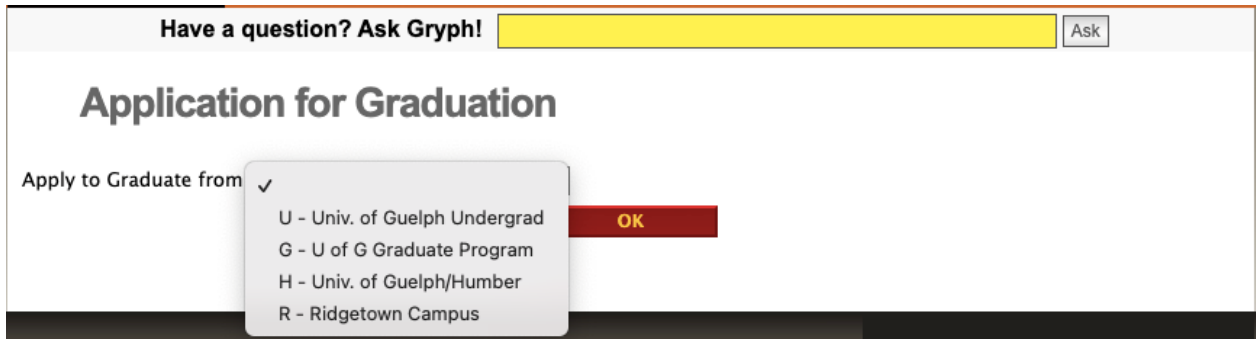
5. Click the “**Graduation**” drop-down.



6. Click the “**Application for Graduation**” link.



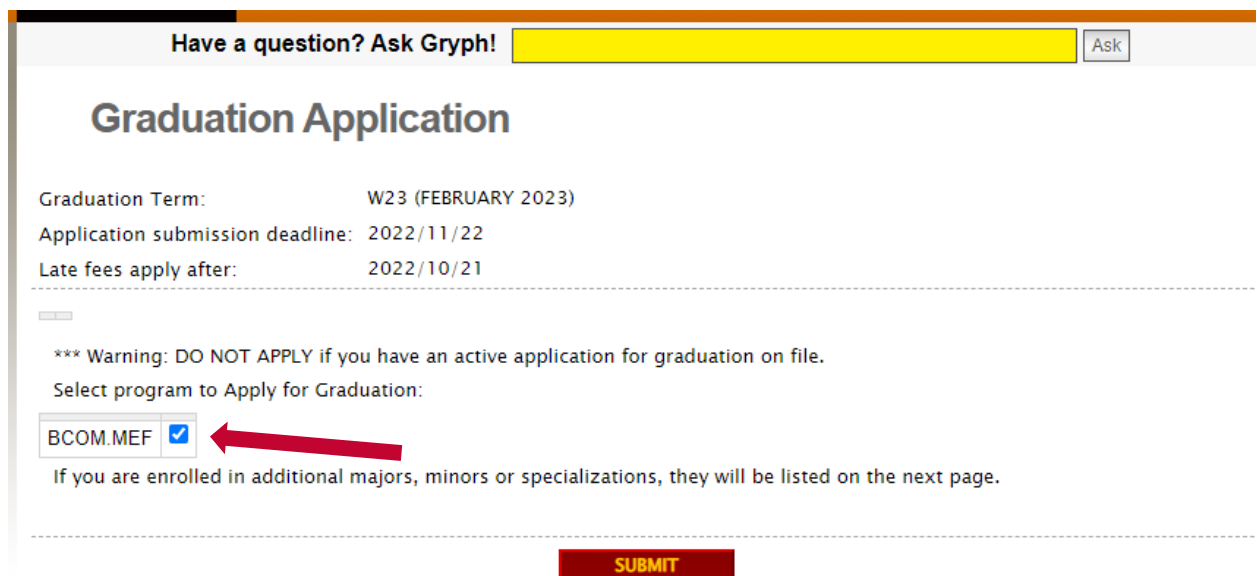
7. Select your campus/degree level from the drop-down menu.



8. Click the “OK” button

9. Your active program will automatically populate.

a. Check the box beside the program and click the “Submit” button.



NOTE: If you were expecting to graduate from a different program than what is displayed, please email the appropriate contact person below for assistance:

- Undergraduate students on the Guelph campus: undergradconvocation@uoguelph.ca
- Guelph-Humber students: contact your [Academic Advisor](#)
- Ridgetown students: rcregistrar@uoguelph.ca
- Graduate students: gradconvocation@uoguelph.ca

10. Your name, program details and address will pre-populate based on the information on file.

Name changes: If you need to make changes to your name, documentation is required. Please refer to your campus's website or email the appropriate contact person on page 3.

- a. Once you have checked to make sure all the information is accurate, click on the **"FINAL CONFIRMATION: I wish to Add this Application to Graduate"** checkbox near the bottom of the screen.
- b. Click the **"Submit"** button.

Graduation Application Add

Student ID:

Name:

Program/College: BCOM.MEF LANG (School of Bus. and Econ.)

Program Description:

If the program information displayed above is incorrect, DO NOT proceed with your application. Please log out and contact the Undergraduate Graduation & Convocation Coordinator at undergradconvocation@uoguelph.ca immediately, indicating the program/combination for which you wish to submit an application to graduate.

Change Diploma Name (first/middle/last):
*** Please note that name changes do not take effect immediately. Documentation may be required.

First Middle Last

Below is the home address we have on file for you. If there will not be a ceremony for this convocation or you will not be attending a ceremony, your diploma will be mailed to this address. Please review it carefully and update it, if needed.

Address:

City:

Province/State:


Postal Code:

Country:

Phone:

Check the desired Options	
The default degree program designation printed on the diploma is BACHELOR OF. If you wish your degree designation to be printed as BACCALAUREATE IN please select this option.	<input type="checkbox"/>

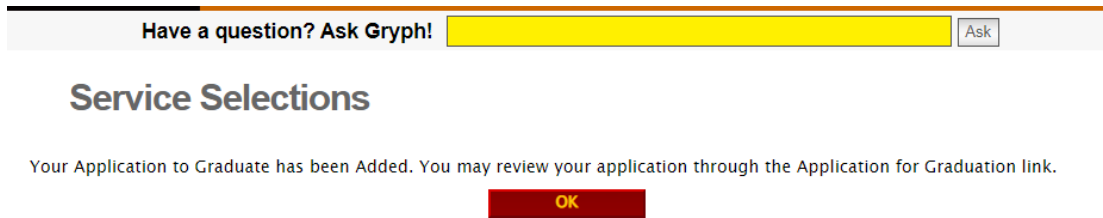
Charges (if you are ineligible to graduate, not refundable)	
Graduation Fee	\$0.00
Late Application to Graduate	\$60.00
Total	\$60.00

FINAL CONFIRMATION: I wish to Add this Application to Graduate 

Please review the above information before submitting.
Subsequent changes must be requested via email to undergradconvocation@uoguelph.ca

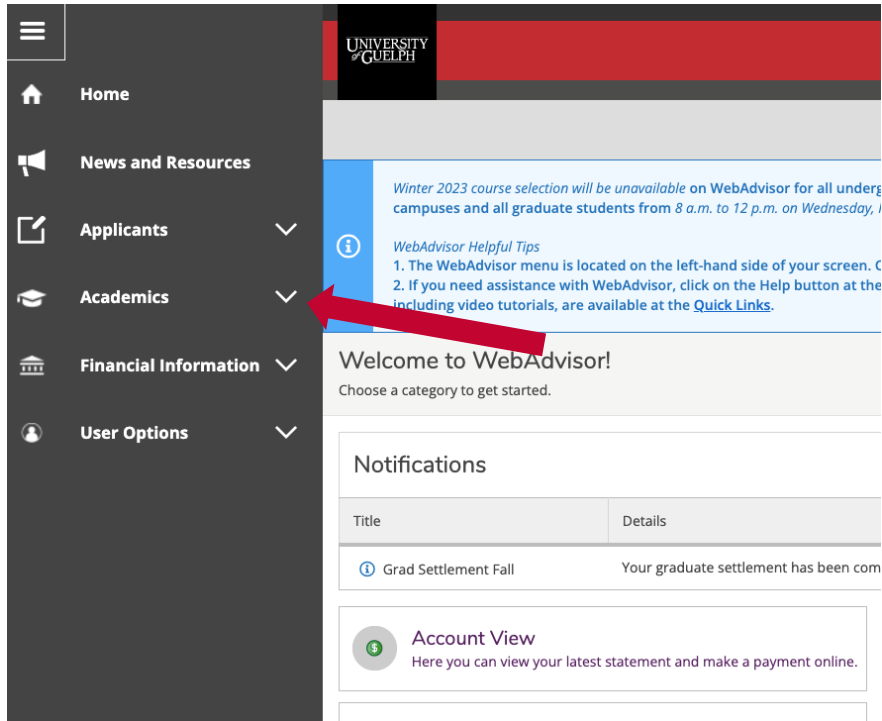
SUBMIT

11. Click the “OK” button to complete the process.

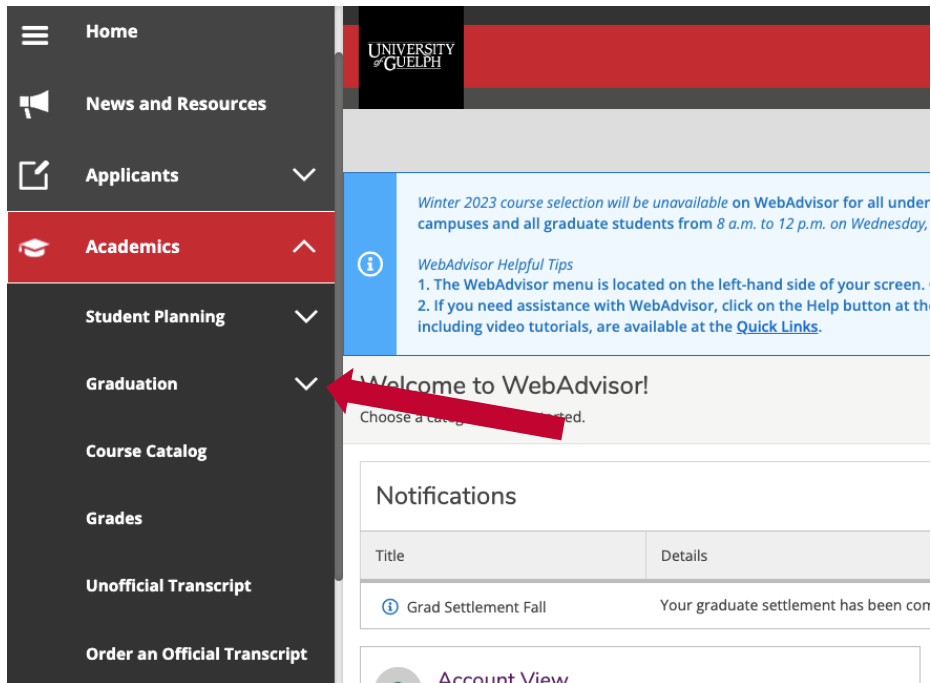


Reviewing a Recently Submitted Application

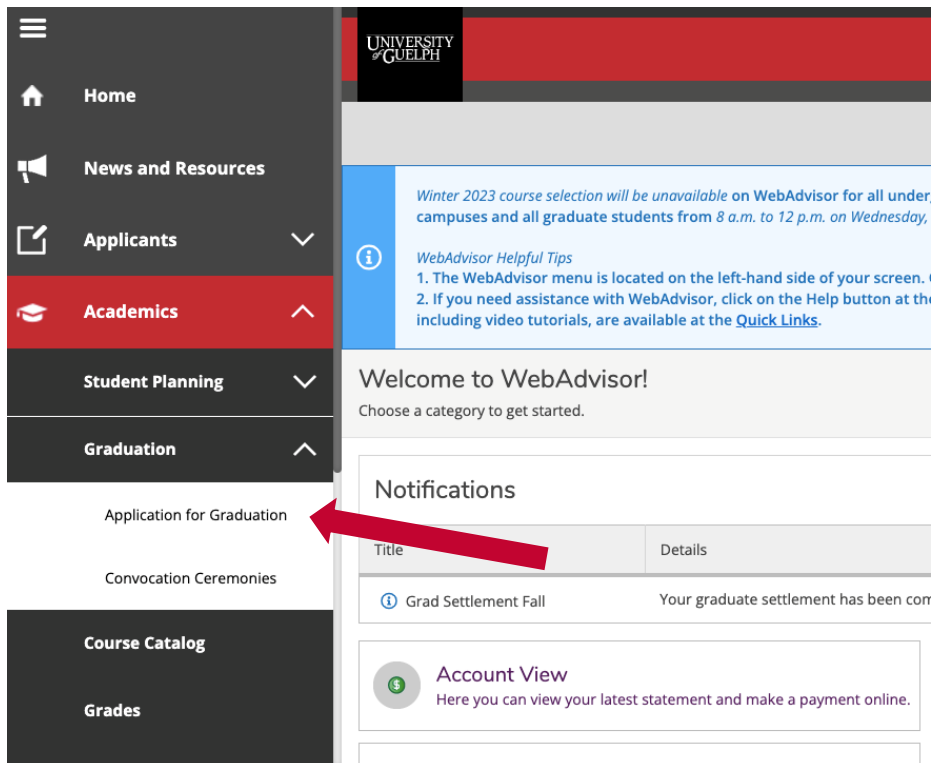
1. Go to the main WebAdvisor screen.
2. Expand the menu on the left-hand side and select “**Academics.**”



3. Click the “**Graduation**” drop-down.



4. Click the “**Application for Graduation**” link.



- Select your campus/degree level from the drop-down menu (the same one that you selected when you applied to graduate).

- Check the box beside your program and click the **“Submit”** button.
If you submitted an application to graduate for the term previous to the one displaying in the "Graduation Term" field, you will no longer be able to review your application. You will receive the error message "No Active Applications or Eligible Programs found."

- Review your recently submitted application information.