WebAdvisor Guide

Applying to Graduate
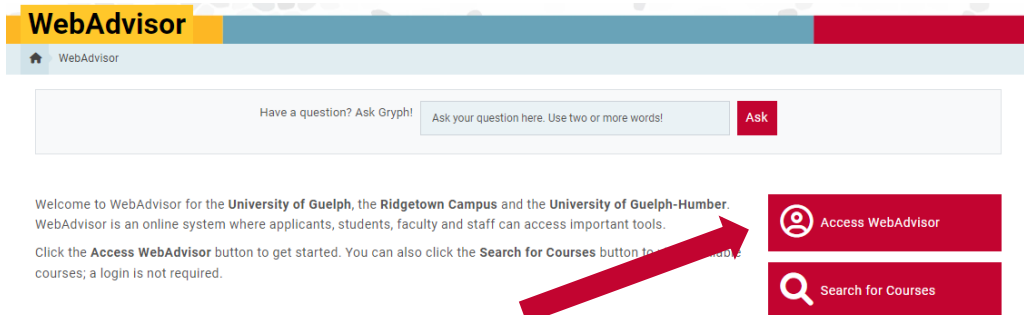
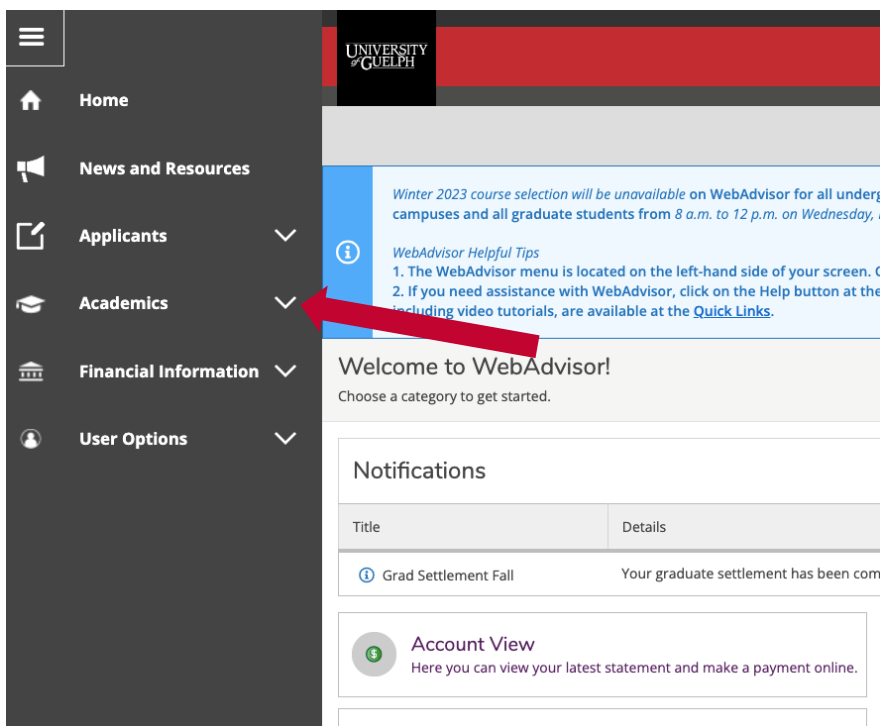# Applying to Graduate

1. Using your web browser, go to WebAdvisor at uoguelph.ca/webadvisor.
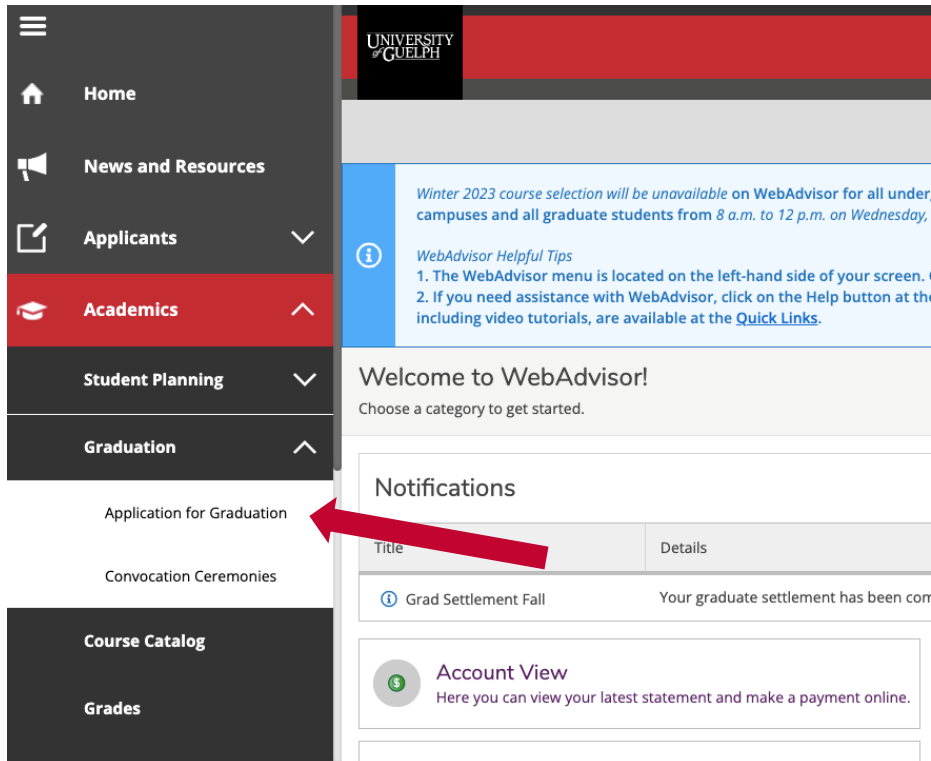2. Click the "**Access WebAdvisor**" button.

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.
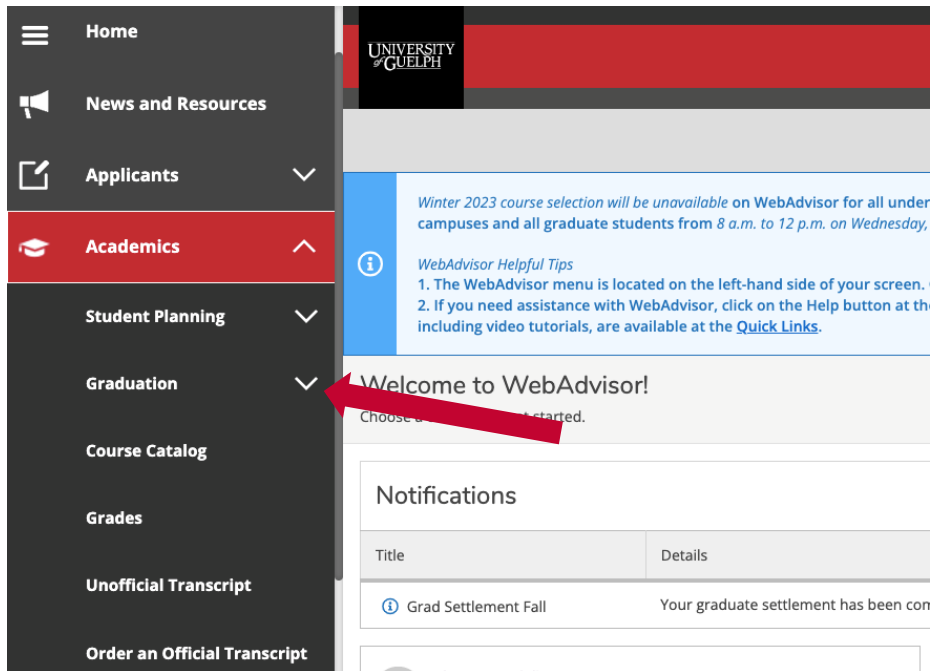
6. Click the "**Application for Graduation**" link.

7. Your active program, name and home address will automatically populate. **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
   - Graduate students: gradconvocation@uoguelph.ca
   - Guelph-Humber students: contact your Academic Advisor
   - Ridgetown students: rcregistrar@uoguelph.ca

Application for Graduation

Important Dates

Graduation term:

Application open date:

Application submission deadline:

Late fees apply after:

Your application to graduate has not been submitted.

Graduating From

Diploma Name

Student ID

Program/College

Program Description

8. If you want to change the program designation on your diploma (e.g., from BACHELOR OF to BACCALAUREATE IN), click the checkbox.

☐ 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 checkbox.

9. You can make updates to your name and address. **For name changes**, documentation is required. Please refer to your campus's website or email the appropriate contact person indicated above in step 7.

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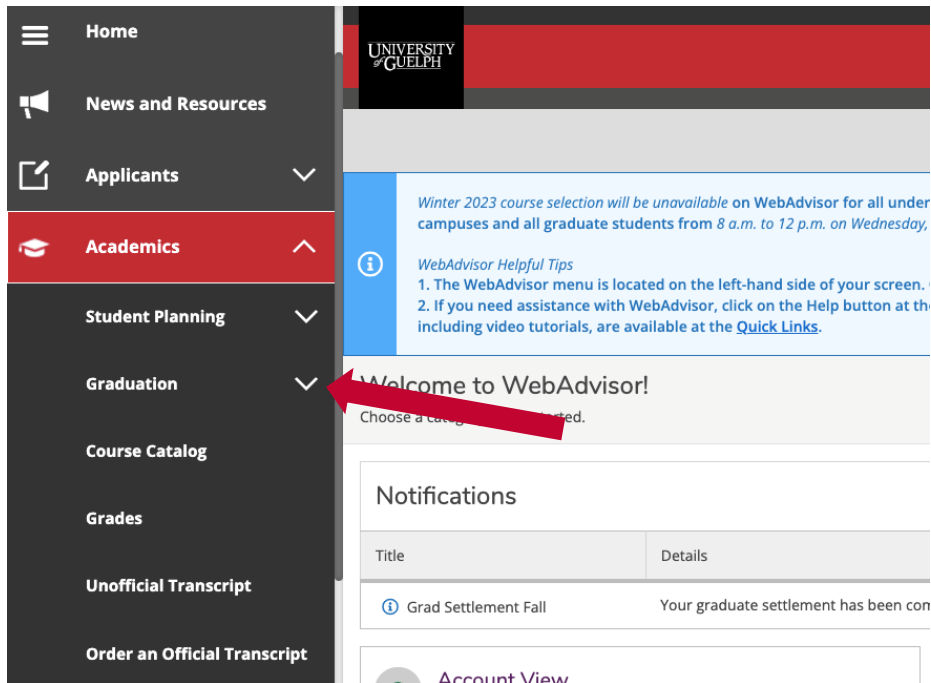
☐ FINAL CONFIRMATION: I wish to Add the Application to Graduate
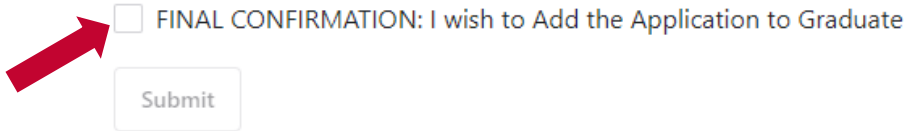
Submit

11. Click the "**Submit**" button.
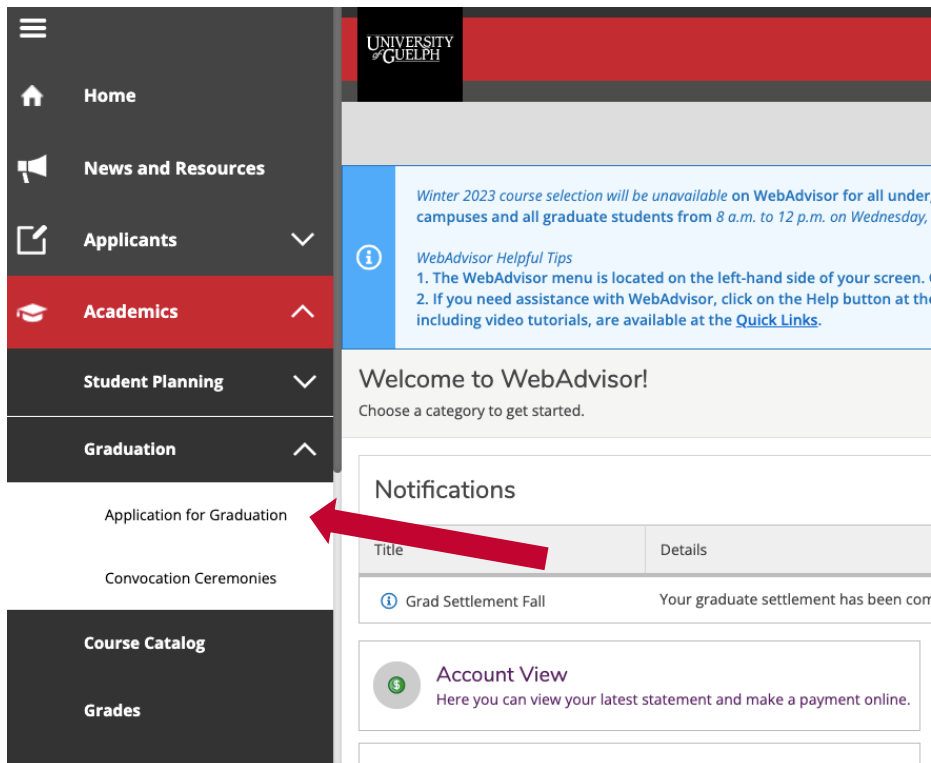
Reviewing a Submitted Application

1. Expand the menu on the left-hand side and select "**Academics**."
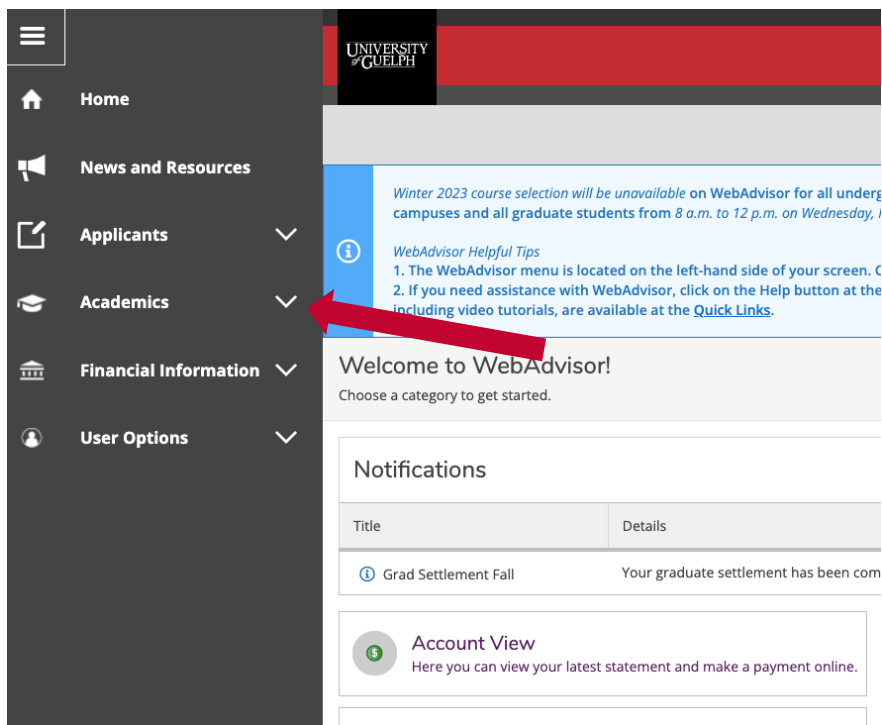
2. Click the "**Graduation**" drop-down.

3. Click the **"Application for Graduation"** link.

4. Review your recently submitted application information.
   a. If the application is still open, you will see the screen below. You can make updates to your name, address or degree designation until the application submission deadline. Click the "Submit" button at the bottom of the page after making any changes.

Application for Graduation

Important Dates

Graduation term:
Application open date:
Application submission deadline:
Late fees apply after:
Your application to graduate has been received. You may make updates here.

Graduating From

Diploma Name

Student ID

Program/College

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.

☐ 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 checkbox.

Change Diploma Name

Name changes do not take effect immediately.
Documentation may be required to complete the change.

First Name

Middle Name

b. If the application is closed, you will see the screen below. You can review your information, but you can no longer update your name, address or degree designation.

c. Note for undergraduate and diploma students: If you submitted an application to graduate for the term previous to the one that is currently open, you will no longer be able to review or update your application. You will receive the message "Graduation Application already exists for student (ID#) in program _____."