Online Graduation Application for Students

Applying for graduation is an important milestone in your academic journey! This tutorial should help you understand what you need to complete in order to apply for graduation, and what happens to your graduation application after it has been submitted.

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How to Apply for Online Graduation

1. The first step you need to complete is to meet with your academic adviser. You should discuss your Program Evaluation and any degree and/or program requirements that must be completed before the commencement ceremony of the graduation term you desire.

2. Log into WebAdvisor (http://webadvisor.coastal.edu)

3. From the Students profile, click the “Apply for Graduation” link listed under the “Academic Planning” header:
4. The first screen will bring you to an information page:

**Apply for Graduation**

**Important Information to Know Before Applying to Graduate**

To be Eligible, you must:
- Meet all course requirements, all "in residence" requirements, and all departmental or program requirements.
- Have earned the minimum cumulative GPA on all work attempted at Coastal Carolina University (2.0 for undergraduate; 3.0 for graduate).
- Have earned the minimum hours as determined by the degree or certificate (120 earned hours minimum for undergraduate degree; 30 earned hours minimum for graduate degree; 12 earned hours minimum for a certificate).
- Have a clean Program Evaluation showing a status of 'Pending Anticipated Complete' or 'Complete'.
- If you receive a grade of 'I' (Incomplete) for any of your classes for the current term (or have an 'I' from a previous term), you must have completed all coursework and turned it in to the instructor by the end of your specified graduation term. If not, your graduation application will be denied and will have to reapply for graduation for a future term.
- Pay for your graduation application fee online via WebAdvisor or in person at the Office of Student Accounts (located in Baxley Hall).

To graduate with Honors you must meet the following criteria:
- Earn at least 60 graded (GH) hours applicable toward the degree "in residence" at Coastal Carolina University.
- Honors will be calculated based on your Coastal Carolina University GPA, including both original and repeated grades that were taken (including 'Course Repeat Forgiveness'),
  - Summa Cum Laude: GPA 4.000
  - Magna Cum Laude: GPA 3.750 to 3.999
  - Cum Laude: GPA 3.500 to 3.749

To graduate with University Honors Program (different than Honors based on GPA as mentioned above), you must meet the following criteria:
- Meet all University Honors requirements as described in the University Catalog, including earning at least of 24 credits of Honors designated coursework.
- University Honors will only be awarded to undergraduates of study.
- University Honors will only show on your graduation application and must be approved by the University Honors Director.
- University Honors will show on your Official Transcript once the completion of your degree/certificate has been verified.

A degree candidate is not eligible to participate in a commencement ceremony that is earlier than the final semester the candidate will complete his/her degree requirements.

- Fall semester candidates are eligible to participate in the December commencement ceremony.
- Spring semester candidates are eligible to participate in the May commencement ceremony.
- Summer semester candidates (May, Summer I, Summer II) are eligible to participate in the August commencement ceremony. Summer semester candidates are not eligible to participate in the May commencement ceremony.

Tip: Take the time to read this; there is important information here.

University Honors Program is different than Honors based on GPA like Cum Laude. You must complete additional work.

Click Continue

5. The next screen will take you to a final information page:

**Apply for Graduation**

**How to Apply to Graduate**

On the next screen, you will be prompted to select a graduation term and an eligible program.
- Please be sure to choose the term in which all academic work will be completed by the last day of the selected term. Otherwise, your graduation application will be denied.
- If your program is not displayed, please stop and see your Academic Adviser and/or your Department Chair.
- If you wish to apply for graduation from more than one program, you will need to complete a graduation application for each eligible program.

You will be asked to verify information related to your academic program. Read carefully!
- Should any academic program information be incorrect (including the name of your Academic Adviser), please stop and see your Academic Adviser and/or your Department Chair immediately.
- You will not need to verify your mailing address until later in the process.

If you have not already made a graduation application fee payment in person at the Office of Student Accounts in Baxley Hall, you will be prompted for payment. The graduation application fee is calculated as follows:
- $25 Graduation Application Fee (per application)
- $10 1964 One-Year Membership (valid for 1 year starting on day of commencement)
- $25 Late Fee (if applicable)

You will then be directed to the online graduation application.
- Please review all information on this form again for accuracy. Inaccurate information may result in a delay of processing your graduation application.
- Please update your mailing address. Please verify your address as your diploma/certificate(s) will be mailed to this address.
- Answer the prompt, "Do you plan to attend the commencement ceremony?".
- Read the "Student Acknowledgement" and click the "I accept" checkbox.
- Click the grey "Save" button at the bottom of the screen.
- Upon successful completion, you will be redirected to WebAdvisor.

After you have submitted your graduation application, you may check the status of your application via WebAdvisor under the "Students Menu". Click the "Status of Graduation Application" link located under the "Academic Planning" header. Please note that final processing of your graduation application may take up to 6 - 8 week after commencement.

Click Continue
6. Now you be directed to choose your graduation term and eligible program.

Apply For Graduation

* = Required

Please select your graduation term and your eligible program.

Should you have any questions, please contact your Academic Adviser and/or your Department Chair.

Name: Coastal Student  
ID: 1234567

Grad Term:  
Choose One: Eligible Programs

- UG_SS_Biol Biology
- UG_BA_COMM Communication

Choose an eligible program. If your program isn’t listed, STOP and see your academic adviser immediately.

You must choose a term in which all work will be completed by the end of the term. Incomplete work that is not completed by the end of the semester will result in a denial of your graduation application.

Once Grad term and program are selected, click Submit.

Tip: If you are dual-degree, you will need to apply for EACH program.

7. Verify ALL information.

Apply For Graduation

* = Required

PLEASE VERIFY ALL INFORMATION ON THIS PAGE.

Should you need to update your name, please contact the Office of the Registrar at graduation@coastal.edu.

Should any program information be listed incorrectly, please contact your Academic Adviser and/or your Department Chair.

First Name  Middle Name 1  Middle Name 2  Last Name  Suffix
Coastal  
Diploma/Certificate Name
Coastal Student

Academic Program  Degree  Catalog  Adviser  University Honors Program
UG_BA_COMM  BA  2015  Amberly M. Thompson  Yes

Majors  Minors
Communication  Biology
Middle Level Education

CCDS  Concentrations
Sustainability

Verify, Verify, Verify!
If any information on this screen is incorrect, STOP and do not proceed!
If your name is incorrect, please see the Office of the Registrar to complete a name change form. If any part of your program is incorrect (e.g. majors, minors, certifications), please stop and see your academic adviser and/or your department chair immediately.

This is NOT the GPA honors (e.g. cum laude). It is a flag for the University Honors Program which requires additional coursework.

I VERIFY THAT THE INFORMATION ABOVE IS CORRECT.  

Only check this box if you have verified that all information is correct.

Submit
8. The system will verify if you have made a payment through Office of Students Account. If so, you will bypass the remainder of this step. If you need to make a payment, the next few screens will verify your payment type. Then you will be sent through the standard University Payment Portal, which has 4 components: Payment Information, Payer Information, Review & Submit, and Complete. Once this is completed, you will be directed back to WebAdvisor.

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Apply for Graduation

* = Required

**Personal Information**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Coastal Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>1234567</td>
</tr>
</tbody>
</table>

**Graduation Application Fee**

<table>
<thead>
<tr>
<th>Term</th>
<th>Graduation Application Fee</th>
<th>1954 Fee</th>
<th>Late Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>17/18</td>
<td>25.00</td>
<td>10.00</td>
<td>0.00</td>
<td>35.00</td>
</tr>
</tbody>
</table>

**Payment Type**

---

1954 fee provides you with a 1 year membership (and will not be recharged for any additional graduation application received within the membership period.

Late fees are automatically calculated based on deadlines published on the Academic Calendar.

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Processing My Credit Card Payment

Click Continue to enter your credit card information at our secure payment website.

NOTE: Your credit card will be charged if you choose to continue.

Once complete, be sure to Click Continue to return to WebAdvisor to post your payment information and receive email confirmation.

<table>
<thead>
<tr>
<th>Payment Amount</th>
<th>$35.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Tax</td>
<td>$9.95</td>
</tr>
<tr>
<td>Total Payment Amount</td>
<td>$35.95</td>
</tr>
</tbody>
</table>
Coastal Carolina University
Tuition & Fees (Web)

Payment Information > Payer Information > Review & Submit > Complete

Payment Amount
$35.00

Payment Method
New Card

Card Number
Expiration Date
Security Code

[Credit Card Logos]

Please note you will not be charged until you Submit at end.

Continue

This page supports 128-bit SSL encryption as verified by DigiCert.

Review & Accept Terms

Payment Method  Amount  Service Fee  Total
VISA Ending in 1111  $35.00  $0.95  $35.95

Official Payments Terms and Conditions:

Official Payments Corporation charges a service fee to use this service to make the payment outlined above. This fee is separate from the primary obligation you are paying. The service fee is included in the "Total Payment" line above.

Completion of a payment transaction is contingent upon both the authorization of payment by your card company and acceptance of your payment by the entity you are paying. In the event that your payment is unable to be processed, Official Payments will attempt to notify you at least once using the contact information you have provided. In the event your payment is not processed or authorized by your card company or the applicable entity you are seeking to pay fails to accept your payment your payment liability shall remain outstanding and unpaid and you will be subject to all applicable penalties, late fees and interest charges assessed by the relevant entity thereon, all of which obligations remain your sole responsibility.

Card Authorization Agreement

By clicking the "Accept" button below you hereby confirm your acceptance of the service fee charged by Official Payments and the terms of the Official Payments Agreement.

Please note you will not be charged until you Submit at end.

Accept Terms

Back  |  Cancel
Coastal Carolina University
Tuition & Fees (Web)

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Please enter your account information

Name: Coastal Student
MI: Student
Suffix

Country: United States

Address: 123 Anywhere

Street Address 2

Apoartment or Suite Number

Conway SC 29526

Enter your email: 

Please note you will not be charged until you Submit at end.

Back Cancel

Coastal Carolina University
Tuition & Fees (Web)

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

REVIEW & SUBMIT

Payment Method | Amount | Service Fee | Total
---|---|---|---
VISA Ending in 

Account Information

Name: Coastal Student
Street Address: 123 Anywhere
City: Conway
State: SC
Zip code: 29526
Country: United States
Email: 

Submit

It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.
Coastal Carolina University
Tuition & Fees (Web)

Your payment has been completed successfully. Thank you.

Please click continue.

You must click on the CONTINUE button at the bottom of the screen to complete the processing of your payment.

Confirmation Number  Date & Time

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Amount</th>
<th>Service Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISA Ending in</td>
<td>$35.00</td>
<td>$0.95</td>
<td>$35.95</td>
</tr>
</tbody>
</table>

Now you are re-directed back to WebAdvisor.

Processing My Credit Card Payment

* You should receive a confirmation email containing the details of your payment. If you do not receive a confirmation email, contact your help desk.

Your payment is still being processed. Please click OK to view the details of your transaction.

Payment Acknowledgement

Thank you for successfully making your Graduation Application fee payment. You will now be re-directed to the graduation application.
9. At this time, you will be directed to the actual graduation application form. All information will be auto-populated from WebAdvisor. Here you can update the address where you wish to have your diploma/certificate mailed, as well as requesting to attend commencement services.

In order to be eligible to graduate, you must:
- Meet all course requirements, all "in residence" requirements, and all departmental or program requirements.
- Meet the minimum cumulative GPA requirements on all work attempted at Coastal Carolina University (2.0 for undergraduate; 3.0 for graduate).
- Meet the minimum credit hours as determined by the degree (120 earned hours minimum for undergraduate; 30 earned hours minimum for graduate).

Graduation with Honors:
- Are only awarded for undergraduate degrees.
- Are based on the candidate having earned 60 graded (GHR) hours applicable toward the degree "in residence" at Coastal Carolina University.
- Are calculated based on the candidate’s Coastal Carolina University cumulative grade point average (which includes both original and repeated grades that were taken under the University’s Course Repeat Forgiveness option).
- Additional details about Graduation with Honors can be found in the Academic Regulations section of the University Catalog.

Your diploma/certificate will be ordered from information provided on this form; please review for accuracy. 

Important!

After submitting your application, if your demographic information changes prior to graduation (e.g. mailing address or name), please notify the Office of the Registrar immediately.

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Student Information

Full Name: Student, Coastal  
Student ID: 1234567  
Email: 

Graduation Semester:  
- Spring (May)  
- Summer (August)  
- Fall (December)  

Do you plan to attend the commencement Ceremony? (REQUIRED)  
- Yes  
- No

---

Address Information (List the address you want your diploma mailed to)

Address: 123 Anywhere

City: Conway  
State: South Carolina  
Zip: 29526

Country: United States  
Phone:
**Program Information**

**IF ANY OF THE INFORMATION BELOW IS INCORRECT, PLEASE STOP AND CONTACT YOUR ADVISER.**

<table>
<thead>
<tr>
<th>Degree Name:</th>
<th>Bachelor of Arts</th>
<th>Adviser:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Major:</td>
<td>Communication</td>
<td></td>
</tr>
<tr>
<td>Second Major:</td>
<td>Middle Level Education</td>
<td></td>
</tr>
<tr>
<td>Third Major:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Minor:</td>
<td>Biology</td>
<td></td>
</tr>
<tr>
<td>Second Minor:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Minor:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Certificate:</td>
<td>Sustainability</td>
<td></td>
</tr>
<tr>
<td>Second Certificate:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Certificate:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concentration:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Honors Program:</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

**Verify, Verify, Verify!**

If any of this information is incorrect, please **STOP and do not proceed**. Contact your academic adviser and/or your department chair immediately.

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**Student Acknowledgement**

Final responsibility for satisfying degree requirements, as outlined in the University Catalog, rests with the student.

By checking the box below, I acknowledge and understand that all requirements must be completed in order to be eligible to graduate and participate in commencement exercises. (REQUIRED)

☐ I Accept - Please click the save button below **MUST be Checked.**

---

Click **SAVE** to submit your graduation application.
You will now be redirected back to WebAdvisor.

How to Check the Status of Your Graduation Application

You may check the status of your graduation application throughout the process. Please wait 48 hours after your initial submission to check on the status. You may do so by clicking on the “Status of Graduation Application” from the Academic Planning header:

Apply for Graduation
Status of Graduation Application

Click Here
From here, you will be required to select an eligible program:

**Status of Graduation Application**

* = Required

**Name:** Coastal Student

**ID:** 1234567

Choose an eligible program below.

**Choose One**

Eligible Programs

- UG_BA_BIOE Biology
- UG_BA_COMM Communication

Submit

---

**Status of the Application Process**

If a final determination of your graduation application has not been made, you will see the current location of your application. It could be located with your Adviser, Department Chair, Dean's Office, or in the Office of the Registrar. Please note that documents can travel back and forth between the offices.

If a final determination of your graduation application has been made, you will see the result here.
Approval Process of Graduation Application

Student & Adviser Communicate About Graduation

Student Applies for Graduation Via WebAdvisor

Application is routed to adviser where adviser reviews, uploads Program Evaluation

Deny

Email goes out to requesting the student to contact the Adviser and/or Department Chair

Approve

Application is routed to department chair for additional approval

Deny

Email goes out to student & adviser requesting student to contact adviser and/or department chair

Approve

Application is routed to Dean’s Office for additional approval

Deny

Email goes out to student & department chair requesting student to contact department chair

Approve

Application is routed to the Office of the Registrar for final verification

Deny

Student is emailed once a final determination has been made

Student should check their Coastal email address regularly for any emails requesting action!

Student can check the status of the graduation application throughout the entire process via WebAdvisor

Repeats for each Major, Minor, & Cert Requirement