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.

NOTE: We are noticing some students are starting the application process, paying for their graduation application, and prematurely exiting their web browser without completing the entire process. The result is that the student has a successful payment but NO application on file. AVOID THIS! Once you start the process, stay in your current session until you receive a confirmation screen stating, “Successful Submission of Graduation Application”. You should also receive 2 separate email confirmations: 1 for successful payment and 1 for successful application submission. If you do not get both emails, contact the Office of the Registrar.

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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 a basic information page with links to videos and resources.
5. 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_BA_COMM Communication

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

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.

6. **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.

**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
7. 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. **VERY IMPORTANT: YOU MUST COME BACK TO WEBADVISOR AND COMPLETE YOUR ADDRESS VERIFICATION OR YOUR APPLICATION WILL NOT BE SUBMITTED, EVEN AFTER SUCCESSFUL PAYMENT.**

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**Apply for Graduation**

* = Required

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

<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/S2</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>Service Fee</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
--- | --- | ---
 | - | -

This does not include the service charge fee, which will be added later.

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 Official Payments Corporation's right to charge your payment method for the full amount indicated at the time of your transaction. You hereby agree to refer any dispute arising out of or relating to the transaction to binding arbitration in accordance with the rules of the American Arbitration Association.

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

Accept Terms

Back | Cancel

Printer Friendly

-5-
Coastal Carolina University
Tuition & Fees (Web)

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Please enter your account information

Name
Coastal MI Student Suffix

Country
United States

Address
123 Anywhere

Street Address 2

Apartment or Suite Number

Conway SC 29526

Enter your email

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

Back | Cancel

Continue

Coastal Carolina University
Tuition & Fees (Web)

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

REVIEW & SUBMIT

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

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.
1. 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.
Program Information

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

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. You will see the following screen, which indicates you have successfully applied. In addition, you will receive a separate confirmation email (different than your payment confirmation) within 5 minutes. If you do not receive this email within 5 minutes, please Contact the Office of the Registrar to verify your application.

How to Check the Status of Your Graduation Application

Once you receive an email confirmation from the Office of the Registrar, you may check the status of your application on status. **NOTE: IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL within 5 minutes of applying ---WHICH IS DIFFERENT THAN YOUR PAYMENT CONFIRMATION EMAIL --- CONTACT THE OFFICE OF THE REGISTRAR IMMEDIATELY.**
From here, you will be required to select an eligible program:

**Status of Graduation Application**

* = Required

**Name:** Coastal Student  
**ID:** 1234567

Please select an eligible program below.

Choose One*  
Eligible Programs

- UG_BS_Biol Biology
- UG_BA_COMM Communication

Choose an eligible program.

**Status of the Application Process**

Your graduation application is being reviewed by your Academic Adviser.

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

Approve

Application is routed to
department chair for
additional approval

Deny

Approve

Application is routed to
Dean’s Office for
additional approval

Deny

Approve

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

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

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

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

Student is emailed once a
final determination has
been made

Students 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