

# Texas Woman's University

## Information Technology Services

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### *How to Apply for Graduation (through WebAdvisor)*

#### Prerequisites:

1. The student must have an active program at Texas Woman's University.
2. The student must have a valid Portal account.
3. The student's TWU and cumulative GPA must be above 2.0.
4. The student must not be on academic probation.

<b>Purpose:</b>	To help the student understand how to apply for graduation through WebAdvisor. Graduation terms are: <ul style="list-style-type: none"><li>• SP (Spring) – May</li><li>• FA (Fall) – December</li><li>• S2 (Summer II) - August</li></ul>
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# Texas Woman's University Information Technology Services

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**Log into WebAdvisor**  
(log into WebAdvisor by accessing URL [webadvisor.twu.edu](http://webadvisor.twu.edu))

**Username:** Login with your Portal username.

**Password:** Login with your Portal password.

Click the

**SUBMIT**

button.

For username/password related issues, please contact the Helpdesk at 940-898-3971 or by email at [helpdesk@twu.edu](mailto:helpdesk@twu.edu).



1. Enter your Portal username in the box labeled "User ID:"
2. Enter your Portal password in the box labeled "Password"
3. Click the **SUBMIT** button.

# Texas Woman's University Information Technology Services

Click the

**Students**

tab.



4. Click the **Students** tab.

Choose "Application for Graduation" under Academic Profile.



5. Click the "Application for Graduation" link under Academic Profile.

# Texas Woman's University

## Information Technology Services

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Choose the academic program for which you will be graduating.

Click the

**SUBMIT**

button.

### Application for Graduation

Choose One	Eligible Programs	Degrees	Certificates	Catalog	Majors	Minors	Date Applied
<input checked="" type="radio"/>	CHLDDEV.BS	BS		TWU	22806		
<input type="radio"/>	PTCLINICAL.MS	MS		TWU	75612		
<input type="radio"/>	ADLHLTHCNS.MS	MS		TWU	55211		
<input type="radio"/>	BIOLOGY.BS	BS		TWU	10204		

**SUBMIT**

6. Select the academic program from which you will be graduating by clicking the . In this example, this student is applying for graduation for the "CHLDDEV.BS" program. Choose only one academic program. If you want to submit applications to graduate from more than one program, you will need to return to this screen to submit a separate application. You can submit one by selecting that program. After you apply for a program, it will no longer appear on this web form.

7. Click the **SUBMIT** button.

# Texas Woman's University

## Information Technology Services

---

Answer the questions on the "Graduate Questionnaire" by checking the .

Click the

**SUBMIT**

button.

### Graduation Questionnaire

Check the box for "Yes." Leave the box blank for "No."

- Will you participate in the commencement ceremony?
- Did either of your parents (or legal guardians) graduate from college?
- After graduation, do you want the permanent address you listed with the University updated to your diploma mailing address?

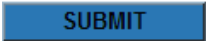

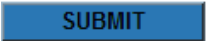



**SUBMIT**

8. Answer the questions displayed on the "Graduate Questionnaire" by checking the boxes. Check the  for "Yes" or leave the blank to answer "No". In this example, this student answered "Yes" because they will participate in the commencement ceremony. All other questions were left blank to answer "No". If you choose *not* to participate in the ceremony, do not check the box next to that question.
9. Click the **SUBMIT** button.

# Texas Woman's University

## Information Technology Services

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<p>Select a completion term, date and location and answer the special needs question.</p> <p>Click the  button.</p> <p><i>Note: If you did not check "Y" to participate in the ceremony on the Graduation Questionnaire page, you will be directed to the "Completion Term" page instead of the "Commencement Schedule" page.</i></p>	<h3 style="text-align: center;">Commencement Schedule</h3> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="text-align: center;">Choose One</th> <th style="text-align: center;">Completion Term</th> <th style="text-align: center;">Commencement Dates</th> <th style="text-align: center;">Commencement Locations</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;">08/SP</td> <td style="text-align: center;">05/10/08</td> <td style="text-align: center;">Denton (May)</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;">08/SP</td> <td style="text-align: center;">12/15/08</td> <td style="text-align: center;">Houston (December)</td> </tr> </tbody> </table> <p><input type="checkbox"/> Check here if you or one of your guests will need special accommodations at the ceremony (sign language interpreters, wheelchairs, escorts, or accessible seating, etc.).</p> <p style="text-align: center;"></p> <p>10. Select the term you will complete and check the <input checked="" type="checkbox"/> if you or one of your guests will need special accommodations. In this example, the student chose to complete for term 08/SP for commencement date 12/15/08 at the Houston location. Since the box was left blank, it is indicating that no one will need special accommodations at the ceremony.</p> <p>11. Click the  button.</p>	Choose One	Completion Term	Commencement Dates	Commencement Locations	<input type="radio"/>	08/SP	05/10/08	Denton (May)	<input checked="" type="radio"/>	08/SP	12/15/08	Houston (December)
Choose One	Completion Term	Commencement Dates	Commencement Locations										
<input type="radio"/>	08/SP	05/10/08	Denton (May)										
<input checked="" type="radio"/>	08/SP	12/15/08	Houston (December)										
<p>If you opted not to participate in the ceremony, you will be directed to this page.</p> <p>Choose your completion term.</p> <p>Click the  button.</p>	<h3 style="text-align: center;">Completion Term</h3> <p>Choose the official semester of completion <input type="text" value="Summer II 2008"/></p> <p style="text-align: center;"></p> <p>12. Choose the term you will complete. In this example, the student chose "Summer II 2008" for the completion term.</p> <p>13. Click the  button.</p>												

# Texas Woman's University Information Technology Services

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Fill out the rest of the application.

Click the

**SUBMIT**

button.

**Note: At this time, you will be charged \$25.**

**Application for Graduation**

\* = Required

Selected Program	Degrees	Catalog	Majors	Date Applied
CHLODEV.BS	BS	TVU	22006	03/26/08

Type name as it should appear on diploma \*

**Diploma Mailing Address (Change if Needed)**

City \*  State \*  Zip Code \*

Country

Anticipated Graduation Term 08/08  
Commencement Site HOU  
Commencement Date 12/15/08  
All correspondence about graduation will go to: jPoneer1@twu.edu  
Application Fee 25.00  
Application Fee Amount Due 25.00

**SUBMIT**

14. Fill in the rest of the application:

- Type your name in the "Type name as it should appear on diploma" box.
- Ensure the correct address is listed in the "Diploma Mailing Address (Change if needed)" box. This is where your diploma will be sent once it is prepared. Change this address if needed.
- Double-check your city, state and zip code for accuracy.
- Country is not required if within the United States.

15. Click the **SUBMIT** button.


# Texas Woman's University

## Information Technology Services

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Click the "Pay now?  
Click here" to pay for  
the graduation  
application fee

OR

Click the  
  
button.

### Confirmation Form

[Pay now? Click here.](#)

Congratulations! You have successfully applied for graduation and the application fee of \$25.00 has been charged to your student account. Please read the following agreement regarding any changes in your graduation status as well as proofing the information you entered that follows it.

If I determine that my graduation will not be possible, I will notify the Registrar (undergraduate students) or Graduate School (graduate students) in writing no later than 8 weeks before the scheduled graduation in Fall and Spring and 6 weeks in Summer. If I fail to notify them by this deadline, I understand that I will not receive any refund and will be required to reapply for graduation in a subsequent semester and pay any related fees again. In addition, I understand that, if my TWU, cumulative, major, or minor GPA is below 2.0 (undergraduate students) or if I am on academic probation (graduate students), I may not apply for graduation.

Until the application deadline, you may fax signed changes to: (940) 898-3097 (undergraduates) or 940-898-3412 (graduate students).

\*\*NOTE: An email confirmation has been sent to your TWU email address.

OK

16. Click the "Pay now? Click here" to pay for the graduation application fee. You will be directed to the TouchNet site.

17. Click the OK button.