



Submitting a Graduation Application via Webadvisor

Step 1) Login to Webadvisor

1. Access Webadvisor by going to webadvisor.com.edu
2. Click **Log In** in the top right corner
3. Input your COM login credentials
 - ❖ In the **User ID** field, input your username with all lowercase letters. Do not include *@com.edu* after your username.

COM | College of the Mainland

For assistance, call the Student Help Center at 409-938-1211 or 1-888-258-8859 ext. 8663 or visit www.com.edu/helpdesk

Log In Main Menu com.edu

What's My User ID / COM ID?

Welcome Guest!

Select your point of entry to the right »

Need help?

For general assistance: visit www.com.edu/help or contact the Student Help Center by phone at 409-933-8663 or 1-888-258-8859 ext. 8663 or e-mail to welcome@com.edu.

For questions about registration, contact the Admissions Office by phone at 409-933-8264 or 1-888-258-8859 ext. 8264.

Password Reset

FOR TECHNICAL ASSISTANCE, CLICK HERE

Help Desk →

Continuing Education Prospective Students

Step 2) Access the Student Menu

1. Navigate to the Students Menu

The screenshot shows the College of the Mainland website. At the top left is the logo for COM | College of the Mainland. To the right of the logo is a call to action: "For assistance, call the Student Help Center at 409-938-1211 or 1-888-258-8859 ext. 8663 or visit www.com.edu/helpdesk". Below this is a navigation bar with "Log Out", "Main Menu", and "com.edu" links. A link "What's My User ID / COM ID?" is also visible. The main content area features a "Welcome Bravado Test!" message and a "Select your point of entry to the right »" instruction. On the left, there is a "Need help?" section with contact information for the Student Help Center and Admissions Office, a "Password Reset" link, and a "Help Desk" button with a yellow arrow. On the right, there is a grid of user profile pictures. The "Students" profile picture is circled in red, and a large green arrow points to it from the left. A vertical "main menu" label is visible on the left side of the grid.

Step 3) Access the Graduation Application

1. On the Students Menu, under **Academic Profile**, click the **Graduation Application** link.

The screenshot displays a web menu with three main sections: Academic Planning, Academic Profile, and Distance Education Options. The 'Academic Profile' section is expanded, showing a list of links. The link 'Graduation Application' is circled in red, and a large green arrow points to it from the right.

- Academic Planning**
 - [Program Evaluation](#)
 - [Student Planning \(Registration\)](#)
 - [Nursing Applications Directory](#)
- Academic Profile**
 - [Grades](#)
 - [Grade Point Average by Term](#)
 - [Transcript](#)
 - [Program Evaluation](#)
 - [Test Summary](#)
 - [Transcript Request](#)
 - [Transcript Request Status](#)
 - [My class schedule](#)
 - [My profile](#)
 - [Student Gradebook](#)
 - [Graduation Application Info](#)
 - [Graduation Application](#)
 - [Check Status of Graduation App](#)
- Distance Education Options**
 - [Online Degrees and Certificates](#)
 - [Search for Distance Education Classes](#)
 - [*WAS I APPROVED TO REGISTER](#)

Step 4) Choose a Program

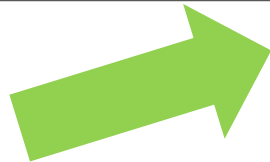
1. You should be presented with the credit program you are currently active in according to College of the Mainland's records. Check the box next to the program and click **SUBMIT**
 - ❖ If you do not see a program here or if you see a program but it is not the program you wish to graduate from, [contact your advisor](#).

Graduation Application

You can view more detailed information about how to apply for graduation by following [this link](#) or by going to www.com.edu/admissions/graduation-application.

Choose One	Eligible Programs	Active Applications?	Application Status	Program Status	Degrees	Certificates	Catalog	Majors	Minors
<input checked="" type="checkbox"/>	PTECH.AAS Associate of Applied Science - Petrochemical Process Tech	No		Active	AAS		19-20	PTECH	

SUBMIT



Step 5) Choose a Term

1. A list of terms that are eligible to be graduated from will appear. Check the term you wish to graduate in and click **SUBMIT**.
 - ❖ If no terms appear in this list, there is currently no graduation term that can be applied for. Please check back later.

Graduation Application Term Select

You can view more detailed information about how to apply for graduation by following [this link](#) or by going to www.com.edu/admissions/graduation-application.

Acad Program: PTECH.AAS

Choose One	Eligible Terms	Application Open?	Application Status
<input checked="" type="checkbox"/>	Credit Spring 2020	No	

SUBMIT

Step 6) Fill out the Graduation Application (1)

- **Name as to Appear on Diploma:** Write your full name exactly as you would like it to appear on your diploma
- **Mail Diploma to Address:** Populate the address you would like the diploma to be mailed to - including Address Lines, City, State, Zip, and Country.
- **Member of Phi Theta Kappa:** This field will be populated with a Y if you are flagged as a member of Phi Theta Kappa in College of the Mainland's records. If it is N and you are a member of PTK, contact the PTK advisor and ask them to confirm your membership with the Admissions & Records Office.
- **Member of Pi Kappa Delta:** This field will be populated with a Y if you are flagged as a member of Pi Kappa Delta in College of the Mainland's records. If it is N and you are a member of PKD, contact the PKD advisor and ask them to confirm your membership with the Admissions & Records Office.

Step 6) Fill out the Graduation Application (2)

- **CHS Student:** This field will be populated with a Y if you are a current participant of the CHS program according to COM's records. If you are a member of the CHS program and this field reads N, please contact the Collegiate High School Advisor to have it corrected.
- **Will you attend the Graduation Ceremony?** – Check the box next to this field if you plan to participate in the graduation ceremony for the term you wish to graduate during. Leave it unchecked if you do not wish to attend.
- **Comments for Advisor:** Once you submit the application, it will be forwarded to the advisor listed at the top of the application. If there's anything about your application you want your advisor to know, you can note it here.
- **SUBMIT:** Click this button to complete the application and send it to your advisor for your review.

Graduation Application Entry

Academic Program: PTECH.AAS

Graduation Term: SP2020

Advisors Phone Numbers Contact Emails

Kelley Waters	N/A	kwaters@com.edu
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Please verify that the Name on Diploma and Diploma Mailing Address listed below are correct. If not, please edit them here.

Name as to Appear on Diploma:

Mail Diploma to Address:

Once your Graduation Application has been approved, please allow six to eight weeks for your diploma to be delivered.

Address Lines:

123 Pi...

City:

State:

Zip:

Country:

If any of the below information is incorrect, please contact the advisor of the student organization.

Member of Phi Theta Kappa: N

Member of Pi Kappa Delta: N

CHS Student: N

Will you attend the Graduation Ceremony (Check = Yes)?

Comments for Advisor:

Be sure to frequently check back on the status of your Graduation Application by accessing the [Check Status of Graduation Application](#) link on Webadvisor's Student Menu.

Checking the Status of a Submitted Graduation Application

Check Status of Graduation Application

- Click the link **Check Status of Graduation Application** on the Webadvisor Student Menu under **Academic Profile** to view the status of Graduation Applications you have already submitted.

The screenshot displays the Webadvisor Student Menu with three main sections: Academic Planning, Academic Profile, and Distance Education Options. The 'Check Status of Graduation Application' link is highlighted with a red circle, and a green arrow points to it from the right.

Academic Planning

- [Program Evaluation](#)
- [Student Planning \(Registration\)](#)
- [Nursing Applications Directory](#)

Academic Profile

- [Grades](#)
- [Grade Point Average by Term](#)
- [Transcript](#)
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- [My profile](#)
- [Student Gradebook](#)
- [Graduation Application Info](#)
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Distance Education Options

- [Online Degrees and Certificates](#)
- [Search for Distance Education Classes](#)
- [*WAS I APPROVED TO REGISTER](#)

Graduation Application Statuses (1)

- **Awaiting Response From Advisor:** When you first submit the application, you must wait until the advisor has reviewed it and confirmed that you are eligible to graduate from the program you specified. You can still make edits to the application while it has this status.
- **Meet/Call Advisor:** Your advisor has reviewed your application and requested that you contact them. You should email or call them using the email/phone number listed on the application, or login to com.eab.navigate.com to schedule an appointment with them.
- **Response Needed:** Your advisor has reviewed your application and requested a response from you. Please either respond to them using **Respond to Advisor** text box provided, or call/email them using the email/phone number listed on the application.

Graduation Application Statuses (2)

- **Denied:** Your advisor has reviewed your application for graduation and has denied it. They will explain the reason for denial on the application status page, but you may contact them if you wish to discuss the reasons it was denied.
- **Approved:** Your advisor has reviewed and approved your application to graduate. However, it must still be reviewed and processed by the college's Graduation Specialist.