



The image shows a screenshot of the Mendocino College WebAdvisor interface. At the top left, the Mendocino College logo is displayed with the tagline "Excellence in Education & Service". To the right of the logo, there are navigation links for "LOG IN", "MAIN MENU", and "CONTACT US". Below the logo, a "Welcome Guest!" message is shown, followed by instructions for students and employees to log in. There are also links for applying online, learning more about WebAdvisor, and returning to the college home page. A "Help Desk Services" section provides contact information: (707) 468-3101, Monday - Friday 9am to 5pm. A vertical "main menu" label is visible on the left side of the page. At the bottom right, the "WebAdvisor 3.1" logo is shown, with "POWERED BY GATETEL" underneath.

**Mendocino College**  
Excellence in Education & Service

LOG IN | MAIN MENU | CONTACT US

Welcome Guest!

Students and employees must LOG IN  
Don't know your ID or Password? Click LOG IN for help.

After logging in, click the appropriate menu on the right to access WebAdvisor functionality

[Click here](#) to apply online.  
[Click here](#) to learn more about WebAdvisor  
[Click here](#) to return to the Mendocino College home page.

Help Desk Services available at (707) 468-3101  
Monday - Friday 9am to 5pm

main menu

main menu

LOG IN | MAIN MENU | CONTACT US

WebAdvisor 3.1  
POWERED BY GATETEL

## MENDOCINO COLLEGE

### SUBMITTING A GRADUATION APPLICATION ONLINE

1. Log into WebAdvisor and open the Students Menu. The system will return the following:

The following links may display confidential information.

**User Account**

- [What's my User ID?](#)
- [What's my password](#)
- [Address Change](#)

**Financial Information**

- [Make a Payment](#)
- [Account Summary](#)
- [Account Summary by Term](#)

**Financial Aid**

- [Financial aid status by year](#)
- [Financial aid status by term](#)

**Communication**

- [My Documents](#)

**Registration**

- [Search for Sections](#)
- [Register for Sections](#)
- [Register and Drop Sections](#)
- [Manage My Waitlist](#)

**Academic Planning**

- [Plan Courses](#)
- [Application for graduation](#)

**Academic Profile**

- [Grade Point Average by Term](#)
- [Transcript](#)
- [Test Summary](#)
- [Application for graduation](#)
- [Transcript Request](#)
- [Transcript Request Status](#)
- [My class schedule](#)
- [My profile](#)

2. Click on “Application for graduation” located in the Academic Planning section of the menu.

**Academic Planning**

- [Plan Courses](#)
- [Application for graduation](#)

3. All currently active academic programs associated with the student record will appear as in the example below:

### Application for graduation

Choose One	Eligible Programs	Degrees	Certificates	Catalog	Majors	Minors	Date Applied
<input type="checkbox"/>	ENG.AA AA English	AA		2008	ENG		02/18/10
<input type="checkbox"/>	LIB.AA AA Liberal Arts	AA		2007	LIBAA		02/18/10

**SUBMIT**

If the desired program is not listed, please contact your counselor to add new program to your record. Counselors can be contacted at 707-468-3048 (Ukiah), 707-459-6224 (Willits) and 707-263-4944 (Lakeport).

- Select the program by clicking on the box beside the eligible program for which the application is being submitted.

Choose One	Eligible Programs	Degrees	Certificates	Catalog	Majors	Minors	Date Applied
<input checked="" type="checkbox"/>	ENG.AA AA English	AA		2008	ENG		

- The system will return a screen similar to the following:

## Application for Graduation

\* = Required

Selected Program	Degrees	Certificates	Catalog	Majors	Minors	Date Applied
ENG.AA AA English	AA		2008	ENG		

Name on diploma\*

**Diploma Mailing Address**

City\*  State\*  Zip\*

Country

Anticipated Graduation Term\*

Commencement Site

Commencement Date\*

Program Completion Date

E-mail Address

Application Fee 0.00

Application Fee Amount Due 0.00

*Your name, address and email address will automatically populate using the data currently on file.*

*If a different name/address is desired, this data can be changed by simply typing over the defaulted data with the desired data.*

- Complete the form by selecting the Anticipated Graduation Term from the drop down list, entering the Commencement Date (last day of anticipated graduation term) and entering the completion date.

7. Click the Submit button. The completed form will appear as follows:

\* = Required

Selected Program	Degrees	Certificates	Catalog	Majors	Minors	Date Applied
ENG.AA AA English	AA		2008	ENG		02/18/10

Name on diploma\*

**Diploma Mailing Address**

City\*  State\*  Zip\*

Country

Anticipated Graduation Term\*

Commencement Site

Commencement Date\*

Program Completion Date

E-mail Address

Application Fee 0.00

Application Fee Amount Due

8. A confirmation email will be sent to the student *if an email address is on file* or is submitted with the application. Confirm successful submission by returning to the student menu and again selecting Application for graduation. If submitted successfully, the submission date will appear in the "Date Applied" field.
9. After review by the Graduation Evaluator, a follow up email will be sent indicating what, if any, outstanding courses/requirements must be completed to graduate.