Online Graduation Application through WebAdvisor Instructions
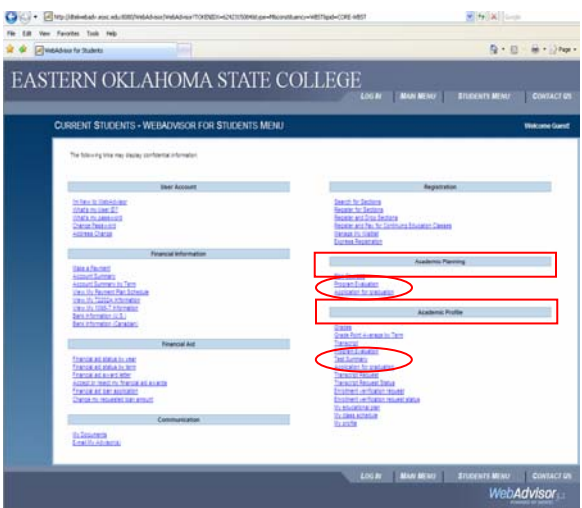
Step 1: Log in to WebAdvisor using your correct username and password.

Step 2: Click on *Application for Graduation* link.

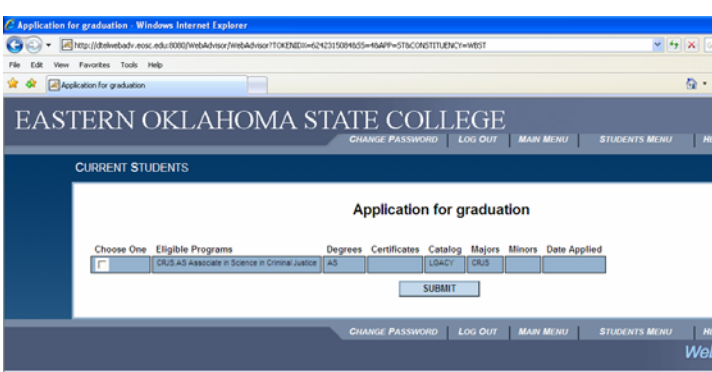|	
Under either *Academic Planning* or *Academic Profile* click on the *Application for Graduation* link.	

Step 3: Check the correct major program

The Application for Graduation link will take you to the page to select your current academic Program. If the academic program is **not** correct, please contact the Counseling Center on the Wilburton campus to change to the correct major program. **Counseling Center** Office: Library Building Room 109 Person: Sandra Robertson Phone: 918.465.1751	 VERY IMPORTANT: If the correct major program is not available for you to check, do NOT continue. Contact the Counseling Center immediately to process the necessary changes.

Step 4: If the major program is correct, continue with the application process by placing a check mark in the box for the **Eligible Program** and clicking on the **SUBMIT** button. When you click on the submit button the application window that you see pictured below will open.

Step 5:
In the application form window, check your name for correct spelling and please be aware that **the name you enter is the exact name that will appear on the diploma**. Items marked with a red asterisk (*****) are required. The diploma mailing address is populated with the address currently on file with the college. Replace the address in the box if this is not the address to which you want your diploma mailed. For the *Anticipated Graduation Term** select Fall 2009. For the *Commencement Date** type in December 11, 2009. Once the application is complete click the **SUBMIT** button.

Step 6. Make sure you conclude your graduation application process by visiting or contacting the appropriate person below to complete the required student survey beginning, Monday, September 14th. You must complete the survey in person so call to schedule an appointment with the person located at the campus closest to you.

Wilburton Students	McAlester Students	Idabel Students
Counseling Center *Office*: Library Building, Rm109 *Person*: Sandra Robertson *Phone*: 918.465.1751	*Person*: Nicole Heath *Office*: McAlester Campus *Phone*: 918.302.3617	*Person:* Jane Harding EOSC Advisor/Coordinator *Office:* 201B MCHEC Building Idabel, OK *Phone*: 580.376.5223