

Grade Access INFORMATION

2009-2010

WebAdvisor
webadvisor.coastal.edu



*Coastal Carolina University students
access final grades via the Internet.*

Coastal Carolina
UNIVERSITY

Grade Access Information



▶ Grades cannot be released by any faculty member, the Office of the Registrar or any administrative office on campus per a student's telephone request.

▶ Grades will not be available to students who have past due balances with the University.

- ▶ International students without Internet access need to see the Office of the Registrar for special assistance before the last day of class of each term.
- ▶ If students forget their Username/PIN, they will need to access the PIN lookup page by clicking on the 'What's My Username and password?' option in WebAdvisor for Students. The 'PIN Lookup' page will guide you through the lookup process. This link will also provide you with your Coastal Carolina University ID number.
- ▶ Students who need a printed copy of their grades may print a copy from the Internet or present a picture identification card to the Office of the Registrar and receive a printed copy.
- ▶ Students who have questions or concerns about accessing grades may call the Office of the Registrar at 843-349-2025, 843-349-2065 or visit the office in Singleton 116.

Students will have access to grades 24 hours a day beginning with the following dates for the following terms:

2009 Fall I	October 17, 2009
2009 Fall	December 19, 2009*
2010 Spring I	March 13, 2010
2010 Spring	May 15, 2010
2010 May	June 12, 2010
2010 Summer I	July 17, 2010
2010 Summer II	August 21, 2010

*The Office of the Registrar will not be available to assist students while the University is closed for the winter holidays.



NOTE: Any student with a certified disability that prevents accessing or viewing grades via the Web (Internet) may petition the University Registrar to have final grades provided in an alternate manner.

Grade Access Instructions

1. Visit <http://webadvisor.coastal.edu>.
This will display the WebAdvisor Main Menu. You will need to select your point of entry on the right of the Main Menu screen. Select 'Students'. You will note that the only options displayed at this point are the 'What's My Username and password?' and the 'Search for Sections' options. These are the only two processes you can perform without logging into the system. To take advantage of all other options you MUST log in.
2. Click on the LOG IN tab on the page header. Your Username is your Coastal Carolina University e-mail login name. Your password is your Coastal Carolina University e-mail PIN (Personal Identification Number). If you do not know these, access the PIN lookup page on the main menu by clicking on the 'What's My Username and password?' option. The 'PIN Lookup' page will guide you through the lookup process. This link will also provide you with your Coastal Carolina University ID number.
3. Select 'Total course/Grades Listing' or 'Grades/GPA by Term' from the Academic Profile menu.

a. Total Course / Grades Listing

From the pull-down menu, select the Transcript Type (i.e. Undergraduate Transcript Group, Graduate Transcript Group). Click on the Submit button. This screen will display a total listing of all courses taken at Coastal Carolina University and your Total Earned Credits, Total Grade Points, Total Graded Hours and Cumulative GPA.

b. Grades / GPA By Term

You will be given the option to view your grades by term. Place a check in the appropriate box for the term you wish to view. Select the Academic Level (i.e. Undergraduate Transcript Group, Graduate Transcript Group). Click on the Submit button. This screen will display the Term, Total Earned Credits, Total Grade Points, Term GPA, Course/Section(s) and Title(s), Grade(s) and Credits for the term.

4. Neither your name nor identifying information will appear on the screen.
5. You may print a copy of your grades at this time if you choose.
6. Log out.

NOTE: A grade of "NG" (no grade) means that a grade has not been submitted by the instructor at this time.



Office of the Registrar

P.O. Box 261954 • Conway, SC 29528-6054
843-349-2019 • 843-349-2909 fax
www.coastal.edu/registrar