Accessing WebAdvisor:

- Open an Internet Browser.
- Go to my.coastal.edu
- Click on the 'Faculty WebAdvisor' link located in the bottom left corner of the screen.

Click on the ‘WebAdvisor for Faculty’ link.

Click on the ‘My Advisees’ link.
Enter your UserName and PIN.
Click on the Submit button once to continue.

Note: If you do not know your UserName/PIN, click on the link at the top of the screen that says ‘Forgot your WebAdvisor UserName or PIN? If so click here to look it up!’

Selecting a term will return any student who was assigned to you as an advisee at any point during the term.

Leave the ‘Term’ field blank and enter today’s date as the start and end date for the most accurate advisee list.

Click the ‘Submit’ button once to continue.
You will be able to view the student's transcript, schedule, program evaluation, test summary and student profile. You can also process registration adds and/or drops from this screen by selecting the appropriate entry from the drop down box.

- Locate the name of the appropriate advisee.
- Click in the box by the student's name to open the drop down menu.
- Select the process you wish to complete.
- Scroll down to the bottom of the screen and click on the Submit button.

After each process is complete, you will be returned to the main faculty WebAdvisor menu to begin a new advisee search.

When your WebAdvisor session is complete, remember to click on the 'Log Out' button available at the top or bottom of the WebAdvisor menu screen.

**NOTE:** You must be assigned as the student's adviser in the Datatel system. You cannot view a student's information if they have not been assigned to you electronically.
‘My Advisees’ Transcript

Select the transcript type by clicking on the pull-down menu.

Click the Submit button once.

Sample Results

Click the Menu button located at the top or bottom of the screen to continue.
‘My Advisees’ Schedule

Select the term from the pull down menu. Click the Submit button once to continue.

Sample Results

Click the Menu button located at the top or bottom of the screen to continue.
You may click on the box next to the active major OR search on a prospective program by using the pull down menu.

Click the Submit button once.

NOTE: 'Program Evaluation (via WebAdvisor) reflects only the primary major. For a Program Evaluation report of additional major/s and/or for minor or specializations, request that the Academic Department utilize the "Colleague" Degree Audit processor.

Sample Results

You may view or print the program evaluation from this screen.
‘My Advisees’ Test Summary

Click the Menu button located at the top or bottom of the screen to continue.
My Advisee uses the Express Registration processor for student registration.

Use the screen above to select the subject, course #, section, term and credit type for all courses for which the student is attempting to register.

Click the Submit button once to continue.

A successful registration will result in a screen of this type. If the registration attempt fails for any course, an error message will display.

Click the Menu button located at the top or bottom of the screen to continue.
This process will only be available during the free Add/Drop period. This screen will only display the courses the student is eligible to drop at the given time.

- Click in the box located to the right of the course section the student intends to drop.
- Press the Submit button to continue the drop process.

A successful drop will result in a notification message stating that the student has been deleted from the roster for that course.

If the drop attempt fails, an error message will be displayed.

Students may not drop their entire schedule for a term via the web.
If you have any questions or concerns regarding the ‘My Advisees’ process, contact Linda Carmichael at extension 2025 or Poppy Hepp at extension 2068 in the Office of the Registrar.

Office of the Registrar
January, 2003