

eAdvising Tutorial

1. Login to WebAdvisor and select the Student Menu.
2. On the right hand side, under **Academic Planning**, select **eAdvising**.

Academic Planning



[Program evaluation](#)
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[Apply for Graduation](#)
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3. Under **Plan Courses**, select **Course Planning Wizard**.

Plan Courses



[View Worksheet](#)

Review your planned courses.

[Course Planning Wizard](#)

This wizard uses your program evaluation to help plan the courses you need to complete your program.

[Create/Add to Worksheet](#)

Create a worksheet or add to an existing worksheet by searching the catalog using your own criteria.

[Modify Worksheet](#)

Remove courses, change the terms or credits of courses on your worksheet, or make notes.

[Program Evaluation](#)

Get a report evaluating the progress you've made towards completing your program requirements, or evaluate a program you are considering.

[Register](#)

Register for selected courses on your Course Worksheet.

[E-Mail Advisor\(s\)](#)

Request feedback from your advisor(s).

4. Confirm that the program and catalog year you are planning for is correct, then click **submit**.

Program Confirmation

First, please confirm the program for which you are planning:
Recreation and Sport Management..... Catalog 2016 Catalog

Is this correct? Yes

SUBMIT

5. Select a **Requirement**, which under **Need to Plan** is labeled as **Yes**, then click **submit**. Note: If the **Status** of a **Requirement** is listed as **Pending** or **Completed**, then this **Requirement** does not need to be planned because you have already completed (or are in the process of completing) these course requirements for those degree component. (This will vary for each of you depending how far along you are in your degree).

Choose a Requirement

Step 1: Choose one of the requirements listed below.

Recreation and Sport Management (2016 Catalog)

Program Status: Requirement: In Progress

Select ONE	Requirement	Exception	Status	Need to Plan
<input type="checkbox"/>	Core Curriculum		Requirement Pending	
	Freshman Graduation Requirement		Requirement Completed	
<input type="checkbox"/>	Recreation Management Foundation		Requirement Pending	
<input checked="" type="checkbox"/>	Major Requirements		Requirement In Progress	Yes
<input type="checkbox"/>	Note on General Electives		Requirement Completed	

SUBMIT

6. Select a **Subrequirement**, which Under **Need to Plan** is labeled **Yes** and click **submit**.

Choose a Subrequirement

Step 2: Choose one of the subrequirements listed below.

Recreation and Sport Management (2016 Catalog) ----> Major Requirements

Complete both subrequirements

Select ONE	Subrequirement	Exception	Status	Need to Plan
<input checked="" type="checkbox"/>	RSM Major Reqmts		Requirement In Progress	Yes
<input type="checkbox"/>	RSM Major Selectives		Requirement In Progress	Yes

SUBMIT

7. The listed courses that show up are classes that still must be completed in order to satisfy this portion of your graduation requirement. Using the *Drop Down Menu* under **Planned Term**, identify which semester you would want to complete each class, with lower-level classes (i.e. RSM *337) being priority, and higher-level classes (i.e. RSM *490) being your later semesters, due to prerequisite requirements. Note: (if there are any prerequisite issues here, special permission may be able to be worked out with your advisor). Check the boxes for the classes you still need under the **Select** column and click **Submit**.

Select Courses

Step 3 Select the courses to add to your worksheet:

Recreation and Sport Management (2016 Catalog) --> Major Requirements --> RSM Major Reqmts

[What is Required/Applied](#)

Still to plan

Take these course(s): RSM*319 Rec and Sport Leadership, RSM*382 Field Experiences Rec & Sport, RSM*386 Orientation to Internship, RSM*456 Princpls of Admin in Rec Spt Mg, RSM*490 Program and Event Planning, RSM*494 Area & Facil Mgmt Rec & Sport, RSM*496 Internship in Rec & Sport Mgmt

Narrow my search Show courses already taken

Select	Planned Term	Course Name and Title	Department	Credits	CEUs	Academic Level	Location	Course Type	Session Cycle	Yearly Cycle
<input checked="" type="checkbox"/>	Fall 2017	RSM*319 Rec and Sport Leadership (has prerequisites)	Recreation & Sports Management	3.00		Undergraduate Academic Level	CCU Main Campus			
<input checked="" type="checkbox"/>	Fall 2017	RSM*382 Field Experiences Rec & Sport (has prerequisites)	Recreation & Sports Management	3.00		Undergraduate Academic Level	CCU Main Campus			
<input checked="" type="checkbox"/>	Fall 2017	RSM*386 Orientation to Internship	Recreation & Sports Management	1.00		Undergraduate Academic Level	CCU Main Campus			
<input checked="" type="checkbox"/>	Fall 2017	RSM*456 Princpls of Admin in Rec Spt Mg (has prerequisites)	Recreation & Sports Management	3.00		Undergraduate Academic Level	CCU Main Campus			
<input checked="" type="checkbox"/>	Fall 2017	RSM*490 Program and Event Planning (has prerequisites)	Recreation & Sports Management	3.00		Undergraduate Academic Level	CCU Main Campus			
<input checked="" type="checkbox"/>	Fall 2017	RSM*494 Area & Facil Mgmt Rec & Sport (has prerequisites)	Recreation & Sports Management	3.00		Undergraduate Academic Level	CCU Main Campus			
<input checked="" type="checkbox"/>	Spring 2018	RSM*496 Internship in Rec & Sport Mgmt	Recreation & Sports Management	12.00		Undergraduate Academic Level	CCU Main Campus			

SUBMIT

8. Next, your **Course Planning Worksheet** will be displayed. Click **OK**.

Course Planning Worksheet

[Course Planning Wizard](#) [Catalog Search and Add](#) [Modify](#) [Register](#) [Email Advisors](#)

These are PLANNED courses for which you have NOT registered.

Recreation and Sport Management..... Catalog 2016 Catalog

RSM*389 Rec and Sport Leadership, RSM*392 Field Experiences Rec & Sport, RSM*396 Orientation to Internship, RSM*456 Prncpls of Admin in Rec So: Mg, RSM*480 Program and Event Planning, RSM*494 Area & Facil Mgmt: Rec & Sport, RSM*496 Internship in Rec & Sport Mgmt has been added to your worksheet

Planned Term	Course Name and Title	Credits	CEUs	Added By
Fall Semester 2016	RSM*456 Prncpls of Admin in Rec Sp: Mg (has prerequisite)	3.00		Student
Fall Semester 2017	RSM*389 Rec and Sport Leadership (has prerequisite)	3.00		Student
Fall Semester 2017	RSM*392 Field Experiences Rec & Sport (has prerequisite)	3.00		Student
Fall Semester 2017	RSM*396 Orientation to Internship	1.00		Student
Fall Semester 2017	RSM*480 Program and Event Planning (has prerequisite)	3.00		Student
Fall Semester 2017	RSM*494 Area & Facil Mgmt: Rec & Sport (has prerequisite)	3.00		Student
Spring Semester 2018	RSM*496 Internship in Rec & Sport Mgmt	12.00		Student

Private Worksheet Notes

Public Worksheet Notes

OK

9. Go back to **Step 5** and repeat **Steps 5-8** for any other **Requirements** marked **Yes** under **Need to Plan**. This will likely include RSM/Minor selectives under **Major Requirements**, along with Core, Foundation, and Elective requirements for freshmen and sophomores. Pay attention to the remaining number of credit hours needed to complete a requirement, and select courses accordingly. **PLEASE NOTE:** The university requires your to complete 120 hours in order to graduate – so check with your advisor on this number, regardless of your degree requirements being met, as you may need to take some hours of free electives to reach that number.
10. Your **Course Planning Worksheet** will provide you with a tentative plan for your remaining courses and semesters at Coastal. By going back to the eAdvising main menu and selecting **View Worksheet**, you can view and modify your **Course Planning Worksheet** at anytime, as you and your advisor see fit.

*****Important Note:**

This is only an initial planning process! You will still meet with your advisor to strategize your remaining course work. Come time for class registration, your advisor **WILL NOT** meet with you unless you have a **Course Planning Worksheet** ready to go over with them. If you do not meet with your advisor, there will be an advisor hold on your account, restricting you to register for classes.

***** We are switching to individual advising this semester for all advisors *****