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

eAdvising

Schedule Advising Appointment

Academic Calendar

Final Exam Schedule

Distance Learning Courses FAQ

Apply for Graduation - December 2016 Only

Apply for Graduation

Status of Graduation Application

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**.

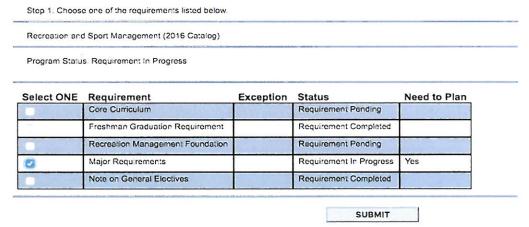
Program Confirmation

| s this correct? | Yes | A | | | |
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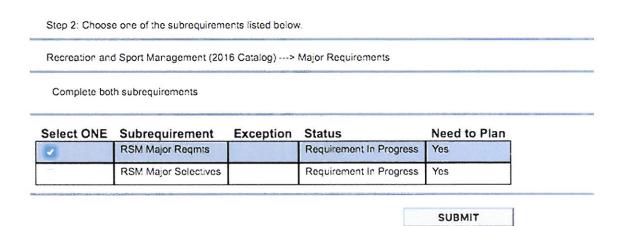
5. Select a **Requirement**, which under **Need to Plan** is labeled as **Yes**, then click **submit**. Note: If the **Status** of a **Requirement** is listed as **Pending** or **Completed**, then this **Requirement** does not need to be planned because you have already completed (or are in the process 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



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

Choose a Subrequirement



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

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| ill to plan | | | | | | | | | | |
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| 1-494 Area | a & Facil Mgmi Rec & Sport | , RSM*496 Internalsip in Rec & Sport Mgmt | | | | | | | | |
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| row my sea | arch Show courses | already taken | | | | | | | | |
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| | inned Term | | Department Recreation & Sports Management | Credits | CEUs | Academic Level Undergraduate Academic Level | Location CCU Main Campus | | | |
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| Fa Fa | al 2017 ‡ | RSM1399 Rec and Sport Leadership (has present and) RSM1392 Field Experiences Rec & Sport (has | Recreation & Sports Management Recreation & Sports | 3.00 | CEUs | Undergraduate Academic Level Undergraduate | CCU Main Campus CCU Main | | | |
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SUBMIT

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Recreation & Sports Management

Recreation & Sports Management

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Spring 2018

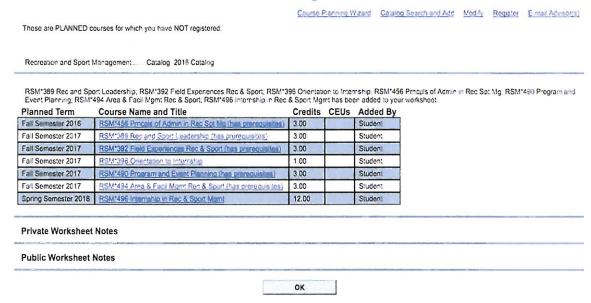
CCU Main Campus

CCU Main Campus

Undergraduate Academic Level

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

Course Planning Worksheet



- 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 ***