



CASE WESTERN RESERVE  
UNIVERSITY EST. 1826



# Student Guide

Student Information System · [www.case.edu/projects/erp/sis](http://www.case.edu/projects/erp/sis)

The Student Information System (SIS) provides a secure, flexible, web-based environment for creating and managing academic records.

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Detailed definitions of terminology displayed in **bold** throughout the guide can be found on pages 22 and 23.

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**NOTE**

The system is frequently being updated and improved. At the time of this publication, all features and screen shots are current.

An electronic version of this guide and other manuals and guides can be found at [www.case.edu/projects/erp/sis](http://www.case.edu/projects/erp/sis)



Dear Students,

Welcome to Case Western Reserve University's Student Information System (SIS).

The SIS is a secure, flexible, and powerful web-based environment for managing and maintaining your academic records. Special features include:

- Web based system that you can access anywhere, anytime
- Easy access to your academic information
- Enrollment shopping cart with validate feature
- Enhanced degree audit reporting with capability to integrate directly with the registration process
- Ability to create a "what if" degree audit report
- Electronic Planned Program of Study to assist graduate students with degree progress
- Semester schedule and configurable weekly schedule
- Access to financial information

- Easily add/update personal information
- Ability to create an account for authorized users (e.g., your parents)

I hope this user guide provides good information about using the SIS. If you have any questions regarding the system, please direct them to the SIS project team listed in the Contact Information section of this guide.



**DONALD L. FEKE**

Executive Sponsor for the Student Information System  
Vice Provost for Undergraduate Education

Sign in is simple and secure.

The URL to access the system is [www.case.edu/sis](http://www.case.edu/sis)

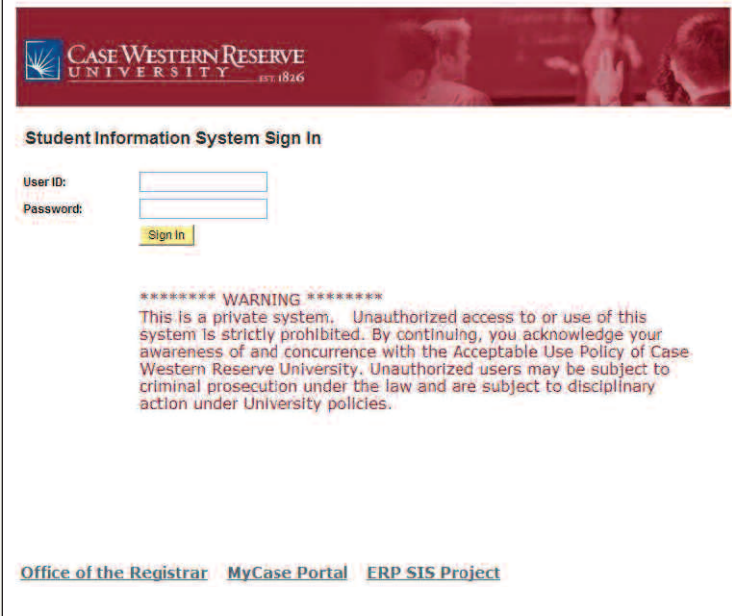
Sign in using your Case Network ID and the associated password.

**TIP** User ID and password are case sensitive. The user ID must be entered in lowercase letters (example: abc123).

Save the URL as a favorite.

No VPN required.

Once in the SIS, **do not** use the Internet browser's **Back** button—this could cause loss of information.



**Student Information System Sign In**

User ID:

Password:

[Sign In](#)

\*\*\*\*\* WARNING \*\*\*\*\*  
 This is a private system. Unauthorized access to or use of this system is strictly prohibited. By continuing, you acknowledge your awareness of and concurrence with the Acceptable Use Policy of Case Western Reserve University. Unauthorized users may be subject to criminal prosecution under the law and are subject to disciplinary action under University policies.

[Office of the Registrar](#) [MyCase Portal](#) [ERP SIS Project](#)

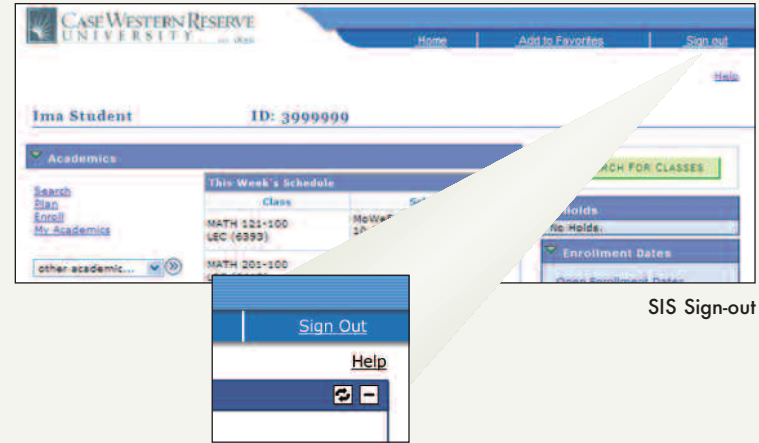
SIS Sign-in

## Sign out.

Sign out of the system by clicking the [Sign Out](#) link on the blue tab in the upper-right corner of any screen.

**IMPORTANT SECURITY FEATURE** The SIS automatically signs you out after 60 minutes of inactivity.

**TIP** Always sign out, especially if you are using a public computer.



SIS Sign-out

The Student Center is the main launching point for accessing academic, financial and personal information.

Academics, is at the top of the screen in the Student Center. From here you can view your weekly class schedule. There are also links to other academic features of the SIS, such as Enrollment, Course History and Grades.

Finances, beneath Academics, enables you to view an account summary. It contains financial links such as Account Inquiry, Account Activity, Charges Due, Payments and Pending Financial Aid. This section also provides a link to view billing information and make an online payment.

Personal Information, directly below Finances, allows you to update personal contact information, Authorized Users, set User Preferences and update Emergency Contact information. For more information on setting up authorized users see the Student Financial Guide at [www.case.edu/projects/erp/learning/qrg/stud\\_fin\\_guide.pdf](http://www.case.edu/projects/erp/learning/qrg/stud_fin_guide.pdf).

**Ima Student** ID: 3999999

**Academics**

Search Plan Enroll My Academics

other academic...

**Fall 2008 Schedule**

Class	Schedule
ANTH 103-100 LEC (1144)	TuTh 10:00AM - 11:15AM Nord Hall 204
ECON 102-103 LEC (2686)	MWF 9:30AM - 10:20AM Peter B Lewis 202
MATH 125-101 LEC (4342)	MWF 8:30AM - 9:20AM To Be Scheduled
MATH 125-121 REC (8386)	Tu 11:35AM - 12:25PM To Be Announced
PHED 13B-100 PHE (6042)	MW 2:00PM - 2:50PM To Be Announced
PHED 27A-100 PHE (6094)	MW 3:00PM - 3:50PM To Be Announced
PSCL 101-100 LEC (6620)	TuTh 1:15PM - 2:05PM To Be Announced

weekly schedule | enrollment shopping cart

Your Health Fee has not been waived for the Fall 2008 semester **WAVE**

**Finances**

My Account Account Inquiry

other financial...

**Account Summary**

You owe **18,651.00**.

- Due Now 0.00
- Future Due 18,651.00
- Currency used is US Dollar.

view billing statements / make a payment

**Personal Information**

Authorized Users Demographic Data Emergency Contact Names User Preferences

other personal...

**Contact Information**

Home	Current
123 Main St	None
Anywhere, OH 44106	
Home Phone	Email
216/555-5555	ima.student@case.edu

**7** SEARCH FOR CLASSES

**8** Holds No Holds.

**9** Enrollment Dates

**Shopping Cart Appointment**  
Your Shopping Cart for the Fall 2008 Regular Academic Session is available for use beginning March 10, 2008.

**Enrollment Appointment**  
You may begin enrolling for the Fall 2008 Regular Academic Session on April 18, 2008. details

**Advisor**

**Program Advisor**  
Ivan Advisor  
216/368-5555 details

**Academic Document Links**

Order Official Transcripts  
Order Enrollment Verification

**Other Academic Links**

Blackboard  
MediaVision Courseware

**Other Financial Links**

Financial Aid briefCase  
Housing

**11**

Student Center

- 1 Academic Links.** These links allow access to additional functionality of the SIS including grade reports, **Advisement Reports** and **What-If Reports**.
- 2 This Week's Schedule.** Displays this week's classes for the current term. Click the [Weekly Schedule](#) link to see those classes in a weekly grid.
- 3 Enrollment Shopping Cart.** Use the **Shopping Cart** to select classes prior to enrollment. Classes can be validated prior to the **Enrollment Appointment** date.
- 4 Health Waiver.** *The CWRU Medical Plan fee is automatically charged on a per semester basis.\* Once registered for one or more credit hours a button appears to allow the health insurance fee to be waived. Students that have health coverage are eligible to waive the Medical Plan fee.*
- 5 Finances.** View summary account information and link to other detailed account activity.
- 6 Personal Information.** View and update contact information including home and current address, home phone number and e-mail address. Also link to authorized user setup and emergency contact information.
- 7 Search For Classes.** Click the Search for Classes button to transfer to the searchable schedule of classes.
- 8 Holds.** Displays any holds associated with your record. Click the [Details](#) link for more information.
- 9 Enrollment Dates.** Displays information on when you can begin to enroll in classes.
- 10 Advisor.** Displays advisor(s) name and contact information. Click the [Details](#) link for additional contact options.
- 11 Links.** These links allow access to additional academic and financial resources.

\* No medical plan fee is charged for the summer **Term**.

The Search for Classes screen provides a variety of criteria to refine your search.

- 1 Select the appropriate **Term** from the Term drop down list.
- 2 Enter the Subject under which the course is listed in the Catalog, or click the Select Subject button to view an alphabetized list of subjects from which to choose.
- 3 Enter the course number that identifies the course in the catalog.
- 4 Select the appropriate career for the course you are searching for from the Course Career drop down list.
- 5 The **Academic Group** field will narrow results to courses in a particular academic group, for example the Schools of Engineering and Management.
- 6 Limit the results to particular times, days of the week, instructor, and keyword.
- 7
- 8

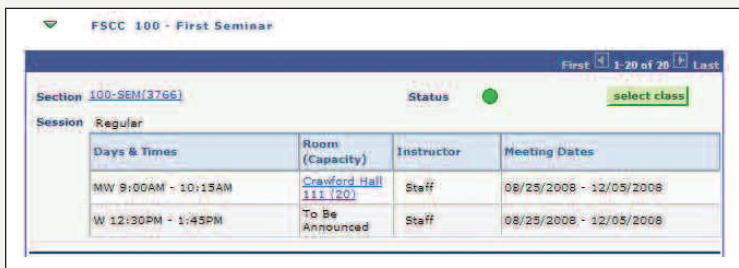
The screenshot shows the 'Search for Classes' interface for 'Ima Student'. At the top, there are navigation tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are buttons for 'search for classes' and 'browse course catalog'. The main section is titled 'Search for Classes' and 'Enter Search Criteria'. It includes a 'Term' dropdown menu (1) set to 'Fall 2008'. A 'Class Search Criteria' section contains several fields: 'Course Subject' with a 'select subject' button (2), 'Course Number' with a dropdown 'is exactly' and an input field (3), 'Course Career' dropdown set to 'Undergraduate' (4), and 'Academic Group' dropdown (5). Below this is a 'Show Open Classes Only' checkbox. A section for 'Use Additional Search Criteria' includes 'Meeting Time' (between two input fields), 'Day of Week' (dropdown 'Include Only These Days' and checkboxes for Mon-Sun), 'Instructor Last Name' (dropdown 'is exactly' and input field), 'Class Nbr' (input field), 'Course Keyword' (input field), and 'Course Units' (between two input fields). At the bottom, there are dropdown menus for 'Course Component', 'Session', 'Campus', 'Building', 'Course Attribute', and 'Course List'. A 'SEARCH' button (8) and a 'CLEAR CRITERIA' button are at the bottom right.

Search for Classes



7 The **Course Component**, Session, Campus, Building, Course Attributes and Course Lists drop down lists allow further refinement of search results.

8 Click the Search button to see the results.



FSCC 100 - First Seminar

Section: 100-SEM(3766) Status: ● [select class](#)

Session: Regular

Days & Times	Room (Capacity)	Instructor	Meeting Dates
MW 9:00AM - 10:15AM	<a href="#">Crawford Hall 111 (20)</a>	Staff	08/25/2008 - 12/05/2008
W 12:30PM - 1:45PM	To Be Announced	Staff	08/25/2008 - 12/05/2008

Class Search Results

## Registration.

The SIS makes it possible for your registration to go smoothly. Here is a checklist to follow to help avoid potential registration issues:

- From the **Shopping Cart**, search for classes
- Validate **Shopping Cart**
- Obtain class permissions, if necessary
- Enroll on or after **Enrollment Appointment** date.

For more information on the **Enrollment Shopping Cart** please see page 8 of this guide.

The Enrollment Shopping Cart holds the classes selected from the schedule until it is time to enroll.

Students can validate the contents of their **Shopping Cart** ahead of their **Enrollment Appointment** to see if there are any potential problems that would prevent registration.

From the Student Center click the [enrollment shopping cart](#) link to get started. If more than one **Term** is open for enrollment, a choice of **Terms** will be offered. Select the appropriate **Term** by clicking in its radio button. Click Continue.

**Ima Student** go to...

Search Plan Enroll My Academics  
my planner shopping cart course history

### Shopping Cart

#### Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.  
Click Validate to have the system check for possible conflicts prior to enrolling.

Fall 2008 | Undergraduate | Case Western Reserve Univ

Open Closed Wait List

Add to Cart:  
Enter Class Nbr

Find Classes  
 Class Search  
 My Requirements  
 My Planner

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ANTH 103-100 (1144)	TuTh 10:00 - 11:15AM	Card Hall 204	C. Beall	3.00	●
<input type="checkbox"/>	ECON 102-103 (2686)	MWF 9:30AM - 10:20AM	Peter B Lewis 202	S. Brodsky	3.00	●
<input type="checkbox"/>	FSCC 100-101 (3768)	MWF 11:30AM - 12:20PM M 12:30PM - 1:45PM W 12:30PM - 1:45PM	To Be Scheduled To Be Scheduled Announced	Staff	4.00	●
<input type="checkbox"/>	MATH 125-101 (4542)	MWF 8:30AM - 9:20AM	To Be Scheduled	T. Contenza	4.00	●
	MATH 125-121 (8366)	Tu 11:35AM - 12:25PM	To Be Announced	Staff		●

for selected:

Shopping Cart

- 1 Enter the **Class Number**, if known, to add it to the **Shopping Cart**.
- 2 Select the radio button next to Class Search to select a class from the searchable schedule of classes.
- 3 Select the radio button next to My Requirements to select classes from a list of your graduation requirements.
- 4 Select the radio button next to **My Planner** to select classes from the **Planner**. Classes must be present in the **Planner** to use this feature.
- 5 This section shows classes that have been added to the **Shopping Cart**.
- 6 The Status column shows one of three icons to indicate the status of the class.  
 An *Open* icon (●) indicates the class is open.  
 A *Closed* icon (■) indicates the class is closed.  
 A *Wait List* icon (▲) indicates there is a wait list.
- 7 Once classes are in the cart, select one (or more) and click validate.

**7a** After clicking validate a status report appears. The validation process checks for time conflicts, prerequisites, and the need for instructor or departmental permission. There is a status indicator and a message displayed next to each class. The message indicates if the class is OK to add to your schedule, or if a potential problem could prevent registration for a class.

- 8 You must click the Enroll button once your **Enrollment Appointment** date has arrived in order to register for the selected classes.

The screenshot shows the 'Shopping Cart' page for a student named 'Ima Student'. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are sub-tabs: my planner, shopping cart, and course history. The main heading is 'Shopping Cart' with a sub-heading 'Add Classes to Shopping Cart'. A red circle with '7a' is next to the text 'View the following status report for enrollment confirmations and errors:'. Below this is a table with three columns: Description, Message, and Status. The table contains three rows of class information. Below the table is a green button labeled 'SHOPPING CART'. At the bottom, there are more navigation tabs: Search, Plan, Enroll, My Academics, My Planner, Shopping Cart, and Course History. A 'go to ...' search box is also present.

Description	Message	Status
ANTH 103	OK to Add.	✓
ECON 102	OK to Add.	✓
PSOC 100	Department Consent Required for this class. You will need to obtain permission to add this class.	✗

Validate Results

## Permissions.

The Permission screen enables students to submit permissions requests to instructors. Permission requests apply to those classes that can be added by instructor consent only, are closed due to enrollment capacity, or have a time conflict with another class on a student's schedule. Permission can also be requested for those classes for which a student hasn't met the prerequisite requirements.

- 1 Click on the [How to Get Started](#) link for specific directions on using the Permission screen.
- 2 Use the General Info tab to enter the classes for which permission must be requested.
- 3 Click on the Permission tab to select the appropriate permit(s) required. Click the Explain Permission Types link for more information.
- 4 Use the Comments tab to leave a message for the instructor to which the request is being sent.
- 5 Request permission by clicking the Request Permission(s) button.
- 6 Click the Explain Permission Status link for more information on the stages of permission requests.

**Ima Student**

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information || permissions

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**Permissions**

Fall 2009 | Undergraduate | Case Western Reserve Univ change term

1 [How to Get Started](#) [Explain Permission Types](#) 6 [Explain Permission Status](#)

**Permission to Add** 3 [Permission](#) 4 [Comments](#)

Class Number	Description	Permission Type	Permission Status		
3098	PSCL 395-101	Add	Granted	+	-
123B	BIOL 373-100	Add	New	+	-

**Permission to Drop** 5 [Request Permission\(s\)](#)

Class Number	Description	Permission Type	Permission Status		
		Drop	New	+	-

Permissions Request

Permission Type	Explanation
Consent Required	A class may be coded by the department as requiring either instructor or department consent. Consent type required may be either add consent or drop consent. Details regarding whether or not a class requires add or drop consent are available on the searchable schedule of classes.
Closed Class	Classes that reach their enrollment limits require permission to override the limit. <i>Note:</i> Some classes may have “Reserve Capacities” such that a department may set aside seats for a particular type of student (e.g., juniors, biology majors, etc.) If all non reserved seats are taken, students not meeting Reserve Capacity criteria will not be allowed to register unless Closed Class permission is granted. If all reserved seats are taken, students meeting Reserved Capacity criteria will not be allowed to register unless Closed Class permission is granted. <b>Even if a class shows a status of “open” or it appears as if there are seats available, it still may be closed to students not meeting Reserve Capacity requirements.</b>
Requisites Not Met	Departments determine whether or not a course requires pre-requisites, co-requisites or other requirement conditions. If the student has not met these requirements, registration for the course is not allowed unless “Requisites Not Met” permission is granted.
Time Conflict	Students may not register for classes that have any meeting day/time overlaps with each other. Permission may be granted by instructor/department for <i>either</i> course. <b>Even if permission is granted for time conflict, students must still register for course(s) in person.</b>
Career Restriction	Some schools have restrictions on students such that they may not register for courses outside of their own career without receiving permission from either the student’s registrar or dean or the course career’s registrar or dean. E.g., Law students may not register for Applied Social Science courses without permission from the law school registrar or applied social science school registrar.
Time Period	If school has separate <b>enroll with permission</b> period (Nursing, Law, Management, SASS,) permission may be granted to allow a student in a class after the <b>regular enrollment period</b> .

**IMPORTANT NOTE** Requesting and receiving Permission to Add does not automatically enroll a student in the class. Similarly, requesting and receiving Permission to Drop does not automatically drop a student from a class. Once a student receives permission, the student must complete the appropriate registration process to add or drop the course.

## Dropping vs. swapping.

### Drop

Click on the Enroll link in the upper left hand corner of the Student Center.

- 1 Click the drop tab to see a list of classes that can be dropped.
- 2 Select the class to drop.
- 3 Click the Drop Selected Classes button.
- 4 Confirm the selection and click the Finish Dropping button.

A results screen will appear to show the results of the drop. There are a few reasons why the drop may be unsuccessful:

- It may be outside of the drop/add period.
- Permission may be needed to drop the class.

**NOTE** Please contact your school for policy and procedure on dropping classes for each **Term**.

The screenshot shows the 'Drop Classes' page for a student named 'Ima Student'. The page has a navigation bar with 'Search', 'Plan', 'Enroll', and 'My Academics'. Below this is a menu with 'my class schedule', 'add', 'drop', 'swap', 'edit', 'term information', and 'permissions'. The 'drop' tab is selected and highlighted with a red circle '1'. The main content area is titled 'Drop Classes' and includes a sub-header '1. Select classes to drop'. Below this is a text box: 'Select the classes to drop and click Drop Selected Classes.' The page shows the current term as 'Fall 2008 | Undergraduate | Case Western Reserve Univ'. There are three status indicators: 'Enrolled' (green checkmark), 'Dropped' (blue X), and 'Wait Listed' (yellow triangle). A table lists classes with columns for 'Select', 'Class', 'Description', 'Days/Times', 'Room', 'Instructor', 'Units', and 'Status'. The second row, 'ECON 102-103 (2686)', is selected with a checkbox and highlighted with a red circle '2'. At the bottom right, there is a green button labeled 'DROP SELECTED CLASSES' with a red circle '3' next to it.

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ANTH 103-100 (1144)	Intro to Human Evolution (Lecture)	TuTh 10:00AM - 11:15AM	Nord Hall 204	C. Beall	3.00	✓
<input checked="" type="checkbox"/>	ECON 102-103 (2686)	Prin. of Microeconomics (Lecture)	MWF 9:30AM - 10:20AM	Peter B Lewis 202	S. Brodsky	3.00	✓
<input type="checkbox"/>	PHED 27A-100 (6094)	Indoor Group Cycling (1st Half (Phys Ed)	MW 3:00PM - 3:50PM	To Be Announced	S. McDonnell		✓
<input type="checkbox"/>	PSYC 101-100 (6620)	General Psychology I (Lecture)	TuTh 1:15PM - 2:30PM	To Be Announced	J. Butler	3.00	✓



Drop Classes

Swap allows for dropping and adding classes at the same time. The existing class will be dropped **only** if the target class can be added.

## Swap

Click on the Enroll link in the upper left hand corner of the Student Center.

- 1 Click the swap tab to go to the Swap a Class screen.
- 2 From the drop down list select the class to drop.
- 3 Choose a class to replace the class being dropped. You can:
  - a Perform a class search and select a class from the searchable schedule of classes.
  - b Select a class from the **Shopping Cart**.
  - c Enter a **Class Number** (if known).
- 4 Verify the selection and click the Finish Swapping button.

The status column shows a  which indicates the class swap was successful. An  would appear with a message indicating why the swap was unsuccessful. If the swap is unsuccessful the existing class is not dropped.

Ima Student

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information | permissions

### Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Fall 2008 | Undergraduate | Case Western Reserve Univ

Swap This Class

Select from your schedule 2 MATH 125: Math/Calc Life/Man/Soc Sci I

With This Class

Search for Class Class Search search

Select from Shopping Cart 3 MATH 126-103 LEC (4550) select

Enter Class Nbr enter

My Fall 2008 Class Schedule


Swap a Class

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

Fall 2008 | Undergraduate | Case Western Reserve Univ

Success: Classes were swapped Error: Unable to swap class

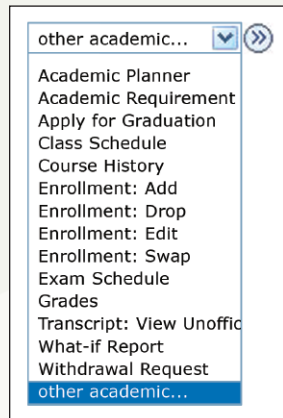
Class	Message	Status
Swap MATH 125 with FSCC 100	Success: This class has been replaced.	

MY CLASS SCHEDULE

Swap Results

There are a few ways to view courses and grades. Use the Course History screen, Grades screen or Unofficial Transcript to see grades and a list of courses.

These screens can be accessed from the Student Center using the other academic drop down list.



Other academics Dropdown List

## Course History

The Course History screen shows the classes that are completed, transferred or in progress. The grades are shown for courses that have been completed.

Ima Student

go to ...

Search Plan Enroll My Academics

### My Course History

Select Display Option

Hide courses from My Planner

Show courses from My Planner

Sort results by [dropdown]

Then by [dropdown]

sort

Taken
  Transferred
  In Progress

Course	Description	Term	Grade	Units	Status
ANTH 102	<a href="#">Being Humn Inlr Soc/Cul Anth</a>	Spring 2008		3.00	🟡
ANTH 103	<a href="#">Intro to Human Evolution</a>	Fall 2006	A	3.00	✅
BIOL 114	<a href="#">Principles of Biology</a>	Fall 2006	AP	3.00	🔄
BIOL 214	<a href="#">Genes and Evolution</a>	Spring 2007	A	4.00	✅
BIOL 215	<a href="#">Cells and Proteins</a>	Fall 2007	A	4.00	✅
BIOL 216	<a href="#">Organisms and Ecosystems</a>	Spring 2008		4.00	🟡
CHEM 105	<a href="#">Principles of Chemistry I</a>	Fall 2006	A	3.00	✅
CHEM 106	<a href="#">Principles of Chemistry II</a>	Spring 2007	A	3.00	✅
CHEM 113	<a href="#">Principles of Chemistry Lab</a>	Spring 2007	A	2.00	✅
CHEM 223	<a href="#">Intro to Organic Chemistry I</a>	Fall 2007	A	3.00	✅
CHEM 224	<a href="#">Intro to Organic Chemistry II</a>	Spring 2008		3.00	🟡
CHEM 233	<a href="#">Intro Organic Chemistry Lab I</a>	Fall 2007	A	2.00	✅
CHEM 234	<a href="#">Intro Organic Chemistry Lab II</a>	Spring 2008		2.00	🟡

Course History



## Grades

The View My Grades screen lists grades and grade point statistics by Term.

Class	Description	Units	Grade	Grade Points
<a href="#">BIOL 215</a>	Cells and Proteins	4.00	A	16.000
<a href="#">CHEM 223</a>	Intro to Organic Chemistry I	3.00	A	12.000
<a href="#">CHEM 233</a>	Intro Organic Chemistry Lab I	2.00	A	8.000
<a href="#">HSTY 112</a>	Intro to American History	3.00	A	12.000
<a href="#">USSY 236</a>	Violence and Identity	3.00	A	12.000

	From Enrollment	From Transfer Credit	Combined Term Total	Cumulative Total
<b>Total Grade Points</b>	60.000		60.000	196.000
<b>Graded units towards GPA</b>	15.000		15.000	49.000
<b>Graded units not for GPA</b>				
<b>In progress units</b>				
<b>GPA**</b>	4.000		4.000	4.000

View My Grades

## Unofficial Transcript

The cumulative grade report/unofficial transcript is updated at the end of each Term. It shows completed courses, grades received, and statistics per Term.

Choose an institution and report type and press View Report

**\*\*this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place\*\***

Academic Institution: Case Western Reserve Univ  
Report Type: Cumulative Grade Report [view report](#)

Information For Students

[VIEW ALL REQUESTED REPORTS](#)

Cumulative Grade Report/Unofficial Transcript

The SIS allows for real-time access to the same reports advisors can see: the Advisement Report and What-If Report.

The Advisement Report, What-If Report, and My Planner features show past, present, and future enrollment plans.

### Advisement Report

The **Advisement Report** compares completed coursework against requirements that must be fulfilled in order to graduate. It displays completed requirements, requirements to complete, and courses that can be used to complete them.

**Ima Student** go to ...

Search Plan Enroll My Academics

#### My Academic Requirements

CASE WESTERN RESERVE UNIVERSITY

ID: 3999999 Ima Student

Program/Plan	Req Term	Status	Admit Type	Gradn Term
Undergraduate Career	Fall 2008	Not Satisfied	New Student	Spring 2012
Arts & Sciences Undergraduate Program	Fall 2008	Not Satisfied	New Student	Spring 2012
Economics (BA) Major	Fall 2008	Not Satisfied	New Student	Spring 2012
Political Science (Min) Minor	Fall 2008	Not Satisfied	New Student	Spring 2012

Taken  
  In Progress  
  Planned

#### ▼ CWRU UNDERGRADUATE REQUIREMENTS [RG064E]

**Not Satisfied:** Complete minimum requirements for cumulative GPA, units, residency, and physical education (2005 to Present Handbook)

#### ALL COURSES TAKEN SUMMARY [RD533]

**Satisfied:** A summary of all undergraduate courses on student record

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
SUMMARY OF COURSES	All Courses - Refer to Catalog				
ARTH 101	<a href="#">Art History I</a>	3.00	Fall 2007	A	<input checked="" type="checkbox"/>
ARTH 102	<a href="#">Art History II</a>	3.00	Spring 2008		<input type="checkbox"/>
ARTH 203	<a href="#">The Arts of Asia</a>	3.00	Spring 2008		<input type="checkbox"/>
ARTS 106	<a href="#">Creative Drawing I</a>	3.00	Fall 2007	A	<input checked="" type="checkbox"/>
ARTS 303	<a href="#">Architect &amp; City Planning</a>				

Academic Advisement Report

## What-If Report

A What-If Report shows how completed courses fit into a new program.

Institution	Career	Catalog Year
Case Western Reserve Univ	Undergraduate	Fall 2008

Academic Program	Area of Study	Concentration
Arts & Sciences Undergraduat	Economics (BA)	n/a
Arts & Sciences Undergraduat	Political Science (Min)	n/a
None	None	None

What-If Report

## My Planner\*

My Planner is an optional feature for the convenience of students who wish to plan ahead. Please note that courses may not actually be offered for the term(s) selected.

\*Graduate studies students: Classes cannot be added to My Planner, please see pages 18 and 19.

Select	Course	Description	Units	Delete
<input type="checkbox"/>	ANTH 107	Archaeology: An Introduction	3.00	
<input type="checkbox"/>	ANTH 233	Intro to Jewish Folklore	3.00	
<input type="checkbox"/>	ARTH 240	Architecture: Ancient to 1850	3.00	

Select	Course	Description	Units	Delete
<input type="checkbox"/>	ANTH 220	Language and Culture	3.00	
<input type="checkbox"/>	ARTH 203	The Arts of Asia	3.00	
<input type="checkbox"/>	ARTH 220	Jewish Trad Art & Architecture	3.00	

My Planner

## Graduate Student Planned Program of Study (PPOS).

Students in the School of Graduate Studies create a PPOS using the **My Program** tab functionality of the SIS. Click on the **My Program** tab to browse the course catalog, add courses to the PPOS, and submit it for approval.

To navigate to **My Program** choose the Plan link in the Student Center and then choose the **My Program** tab.

- 1 Select an **Academic Program** from the drop down list.
- 2 The Version drop down list displays the current version of the PPOS by default. Prior versions of the PPOS can also be accessed.
- 3 PPOS approval status.
- 4 Approval History.
- 5 Click here to submit a new PPOS for Approval. The Submit for Approval button requests advisor approval.
- 6 Variable credit hour courses will have a field in which to enter a credit hour value.
- 7 Move selected courses into Terms.

**NOTE** For further information about PPOS please contact the School of Graduate Studies.

The screenshot shows the 'My Program of Study' interface. At the top, there are navigation tabs: Search, Plan, Enroll, My Academics, my program, my planner, shopping cart, and course history. The main content area is titled 'My Program of Study' and includes a 'Program' dropdown set to 'ARHMA' (Art History (MA)), a 'Version' dropdown set to '1', and a 'Status' field set to 'New'. An 'Approval History' table shows a single entry with status 'New', updated by 'Ima Student', and dated '04/09/08 11:29:02AM'. A green 'SUBMIT FOR APPROVAL' button is visible. Below this, there are buttons for 'BROWSE COURSE CATALOG' and 'DELETE ALL'. A table titled 'Unassigned Courses' lists several art history courses with checkboxes for selection.

Select	Course	Description	Units	Delete
<input type="checkbox"/>	ARTH 400	Childhood Through Art	3.00	
<input type="checkbox"/>	ARTH 402	Buddhist Art in Asia	3.00	
<input type="checkbox"/>	ARTH 406	History of Indian Sculpture	3.00	
<input type="checkbox"/>	ARTH 428	Greek Sculpture	3.00	
<input type="checkbox"/>	ARTH 432	ARTS X		

A new PPOS—Submit for Approval

The screenshot shows a table of courses for 'Spring 2010'. The table has columns for 'Select', 'Course', 'Description', 'Units', and 'Delete'. Three courses are listed: ARTH 479 (Issues in 19th Century Art, 3.00 units), ARTH 480 (Abstract Express Its Aftermath, 3.00 units), and ARTH 651 (Thesis M.A., 1.00 units). Below the table is a 'Move selected courses to Term' dropdown menu and a green 'move' button.

Select	Course	Description	Units	Delete
<input type="checkbox"/>	ARTH 479	Issues in 19th Century Art	3.00	
<input type="checkbox"/>	ARTH 480	Abstract Express Its Aftermath	3.00	
<input type="checkbox"/>	ARTH 651	Thesis M.A.	1.00	

Adjusting Variable Credit Hours

## Requesting Changes to the Official Planned Program of Study

An approved official Planned Program of Study can be viewed on the **My Program** tab. Changes can be requested to the PPOS on the **My Program** tab. Clicking the Request Changes to **My Program** button creates a new version of the PPOS from which courses can be removed, added, or moved to another **Term**.

- 1 Every time a change to the PPOS is requested, a new version is created. Click on the Version dropdown list to select and view a previous version of your PPOS.
- 2 Request Changes to **My Program**.
- 3 If a class has a prerequisite, it will be noted in the Prereq column.

**TIP** The Submit for Approval button must be clicked in order for your advisor to see the updates.

**Ima Student** go to ...

Search Plan Enroll My Academics  
my program my planner shopping cart course history

### My Program of Study

Version: 2 **1**  
Status: Approved

Approval History		
Status	Updated By	Date/Time
New	Ima Student	04/09/08 11:29:02AM
Submitted for Approval	Ima Student	04/09/08 11:30:18AM
Pending Final Approval	Ivan Advisor	04/09/08 11:31:24AM
Approved	John Busid	04/09/08 11:32:09AM

**2** REQUEST CHANGES TO MY PROGRAM

#### Fall 2003

Course	Description	Prereq	Units
EECS 408	Intro to Linear Systems		3.00
EECS 416	Convex Optimization in Engr		3.00
MATH 461	Introduction to Topology	Y88	3.00

#### Spring 2004

Course	Description	Prereq	Units
EECS 419	Nonlinear Systems I		3.00
EECS 600	Special Topics		3.00
MATH 424	Intro to Real Analysis II	Y88	3.00

**3**

#### Fall 2004

Course	Description	Prereq	Units
MATH 400	Mathematics Teaching Practicum		1.00
MATH 401	Abstract Algebra I	Y88	3.00

An Approved PPOS

The Finances section allows you easy access to view financial information.

- 1 **Account Inquiry**, view account details, billing statements, or make a payment online.
- 2 **Account Activity**, view up-to-the-minute account activity.
- 3 **Charges Due**, view past charges, current charges and charges due in the future.
- 4 **Payments**, view all credits applied to your account.
- 5 **Pending Aid**, view financial aid that is expected to post to your account. *(Please verify with the Financial Aid Office that all required documents are complete.)*
- 6 **View Billing Statements/Make a payment**, click this link to view statements and make payments to your account.

**TIP** A guide to financial services at Case is available on the project website: [www.case.edu/projects/erp](http://www.case.edu/projects/erp).

**Case Western Reserve University** | Home | Add to Favorites | Sign out

Help

Ima Student | go to ...

**2** Account Inquiry

summary || activity || **charges due** || payments || pending aid || make a payment

**Account Activity**

View by

From: 12/12/2007 To: 06/12/2008 All Terms go

Posted Date	Item	Term	Charge	Payment	Refund
06/12/2008	Course Fee - Phys Ed - Rock Wall Climbing (2nd Half)	Fall 2008	20.00		
06/12/2008	Health Plan	Fall 2008	660.00		
06/12/2008	Matriculation Fee	Fall 2008	370.00		
06/12/2008	Rta Transportation	Fall 2008	25.00		
06/12/2008	Student Technology Fee	Fall 2008	213.00		
06/12/2008	Undergraduate Activity Fee	Fall 2008	138.00		
06/12/2008	Undergraduate Tuition	Fall 2008	17,225.00		

First 1-7 of 7 Last

Currency used is US Dollar.

**Account Inquiry**

Summary Activity **Charges Due** Payments Pending Aid Make A Payment

go to ...

Finances

My Account

Account Inquiry

other financial...

Account Summary

You owe 18,651.00.

- Due Now: 0.00
- Future Due: 18,651.00

Currency used is US Dollar.

view billing statements / make a payment

Finances Section

other financial...

- Account Activity
- Charges Due
- Payments
- Pending Financial Aid
- other financial...

Other Financial Dropdown List

Account Inquiry, Activity Tab

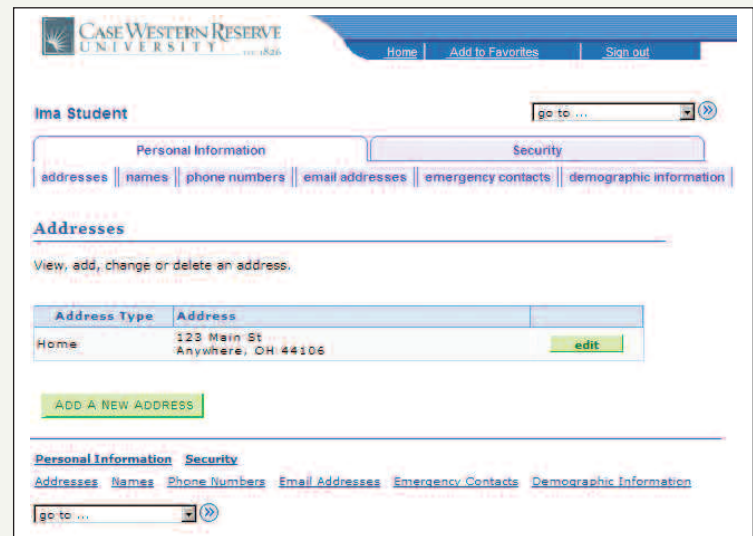
The Personal Information section allows easy access to view and update addresses, phone numbers, privacy settings and more.

- 1 **Authorized Users.** Click the Authorized User link to set up an authorized user account for parents, spouses or other third parties who you would like to have access to your student financials and/or class schedules and grades.
- 2 **Demographic Data.** This area displays a personal data summary.
- 3 **Emergency Contacts.** Click the Emergency Contact link or emergency contact tab to view, add, or update emergency contacts.

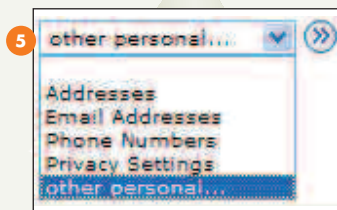


Personal Information Section

- 4 **Names.** Click on the Names link or Names tab to add a preferred name.
- 5 **Addresses, Phone Numbers, E-mail Addresses.** Using the links in the other personal drop down list, you can update your own information including addresses, phone numbers, personal email address and privacy settings. Several address and phone number types are available.



FERPA Restrictions



Other Personal Dropdown List

<b>SIS TERM</b>	<b>ALSO KNOWN AS...</b>	<b>DEFINITION</b>
Academic Career	N/A	Term that classifies both students and curricula as belonging to one of nine categories: Undergraduate, Graduate, Management, Law, Medicine, Applied Social Sciences, Nursing, Dental, and Non-degree.
Academic Group	N/A	Academic Group denotes the school that “owns” the course and the school from which the instructors have teaching appointments. For example, ACCT 101 has an academic group of Weatherhead School of Management and MGMT 701 has an academic group of Weatherhead School of Management.
Academic Organization	Departments	Colleges, schools, and departments that conduct curricular studies at CWRU. Academic Organizations are responsible for maintaining their class schedules in SIS each term.
Academic Plan (Plan)	Majors, Minors	The method by which a student pursues their studies. For undergraduate students, majors and minors are Academic Plans. In the School of Graduate Studies, Plan A and Plan B options are Academic Plans.
Academic Program (Program)	School or College	The program to which a student is admitted and/or from which he or she graduates. For example, there is an undergraduate Academic Program in the College of Arts and Sciences. In the School of Graduate Studies, an <b>Academic Program</b> is the scholarly pursuit to which the student is admitted; for example, the doctorate program in Astronomy.
Advisement Report	Degree Progress Report	Compares the classes and benchmarks that a student has achieved towards fulfilling graduation requirements. Advisement Reports list each class a student has completed, grades achieved (if applicable), credits earned (if applicable), and classes yet to be taken to fulfill requirements.
Authorized User	N/A	Students can set up Authorized User accounts for parents, spouses or other third parties whom they would like to have access to Academic Information, Financial Information or both.
Class Number	CRN	Each class offering of a course is assigned a unique four-digit number when created.
Class Section	N/A	Each class offering is assigned a class section number that makes it easily identifiable within the course. The first scheduled class section of a course is 100.



Course Career	N/A	To search for courses offered in a given career, select the name of the career from the list provided. To search all careers, leave the field blank. Course Career denotes the academic level of study at which the course is taught. For example, ACCT 101 has a career of Undergraduate (not Management) and MGMT 701 has a career of Graduate (not Management).
Course Component	N/A	To search for courses by component type, choose a component type from the list provided. For example, if you wanted to see lab courses, choose "Laboratory" from the list.
Enrollment Appointment	Registration Start Date	The date a student may begin to register for classes
Planner (My Planner)	N/A	A self-service tool that enables students to select courses they want to take in upcoming semesters from the Course Catalog. For students in the School of Graduate Studies, the Planner is attached to My Program, which allows students, advisors, and the School to view, approve, or deny changes to a student's Planned Program of Study (POS).
Service Indicators ⊘ Negative Service Indicator ★ Positive Service Indicator	Holds	Also known as Holds on the Student Center screen. Can be positive or negative. Negative service indicators may prevent students from enrolling in upcoming terms. Advising Holds, for example, are negative and are applied to students who are required to see an advisor prior to registration. Advisors can remove the Advising Hold once they have met with a student. This process eliminates the need for PIN numbers.
Shopping Cart	N/A	Works with the Schedule of Classes and holds the classes in which a student wants to enroll before submitting an enrollment request. Students enroll in classes via their shopping cart once their enrollment appointment (or open enrollment) arrives. Advisors can view their advisees' Shopping Carts before enrollment.
Sub-Plan	Tracks, Concentrations	A track or concentration that the student is following within an Academic Plan.
What-If Report	N/A	A report that asks, "What if this student were to change majors?" Compares the student's current curriculum and benchmark achievements with a proposed major and minor combination, and lists the requirements that would and would not be satisfied if the student were to make a change.
Term	Semester	The internal name for a semester and year. For example, Fall 2008 is a term.

SPOT stands for **Self-Paced Online Training**. It's available while you work in the system.

To get started, just click the blue, underlined [Help](#) link that appears in the upper right-hand corner of the Faculty Center home page. This launches SPOT in a new window.

In the upper right-hand corner you will see three options for learning: **See It!**, **Try It!**, and **Do It!** Click on the one you would like to activate.

### About the SPOT help features in SIS:

- 1** Find the topic you want to learn more about, and click on it. This highlights the topic name.
- 2** **See It!** enables you to learn by watching an animated demonstration of operations in a simulated environment. All the required activities (moving the mouse, entering data, etc.) are completed automatically.
- 3** **Try It!** enables you to learn interactively. SPOT prompts you to perform mouse clicks or keystrokes as you complete tasks in a simulated environment.
- 4** **Do It!** enables you to learn interactively while you work with actual data in the live system. You are presented a small window that displays each step for a particular task. As you complete a step, click the [Next Step](#) button to display the next step in the process.

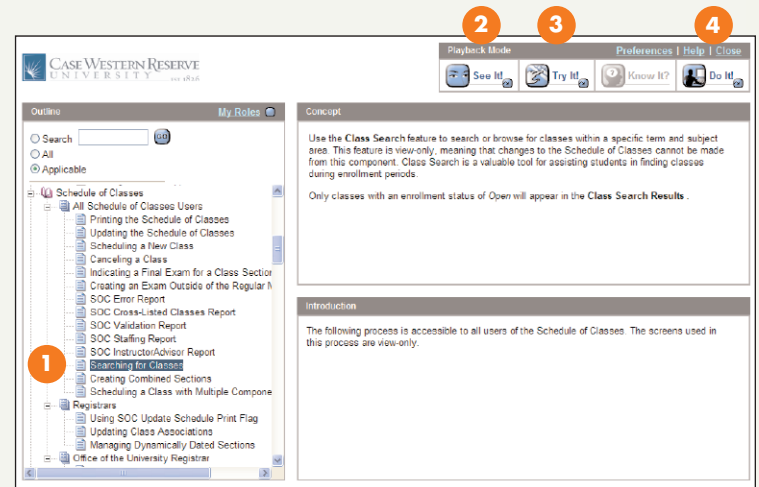


Table of Contents in SPOT

**TIP** SPOT opens in a new window. Settings for pop-up blockers may need to be adjusted to use this tool.

## Contact Us.

erpsis@case.edu

This address is monitored by the ERP Student Information System (SIS) team. General questions about the SIS should be directed to this address.

reghelp@case.edu

This address is monitored by the University Registrar's Office to answer questions about self-service and student system functionality.

courses@case.edu

This address is monitored by the University Registrar's Office to help answer any questions relating to the schedule of classes, classrooms, and courses.

registrar@case.edu

This address is monitored by the University Registrar's Office to help answer any questions relating to registration, records, and policies.

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As always, you can contact the Help Desk 24/7 at 216-368-HELP.

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<http://www.case.edu/projects/erp/sis>



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