Welcome to Case Western Reserve University’s Student Information System (SIS). SIS is a secure, flexible and powerful web-based environment for creating, managing and maintaining academic records. Special features include:

- Class and advisee rosters with photos and emailing options
- Online grade entry for instructors with proxy options
- Convenient access to grant permissions, overrides, and release advising holds

This user guide should provide a great overview for the features included in SIS. We are committed to a stable, secure and quality user experience and we welcome all feedback. If you have any questions regarding the system, please refer to the contact information section of this guide for details.

Detailed definitions of terminology displayed in bold throughout this guide can be found on page 22.

An electronic version of this guide and other manuals and guides can be found at case.edu/registrar

Data is accurate at time of publication: 5/2012
system sign in

Sign in is simple and secure.

The URL to access the system is www.case.edu/sis. Sign in using your CWRU Network ID and password.

**TIPS**

The User ID and Password fields 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 SIS, please do not use the Internet browser’s Back button—this could cause loss of information.
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 NOTE**

SIS automatically signs you out after 60 minutes of inactivity. Always sign out, especially if you are using a public computer.
Overview

1 Faculty Center Tab.
The main launching point for accessing both teaching and advising information.

2 Advisor Center Tab.
Click on this tab to connect to your personal advisee roster and advising tools.

3 Search Tab.
Click on this tab to perform the following searches:

   Class Search.
   Search the schedule of classes.

   Browse Catalog.
   Search and view the course catalog.

   Faculty Search.
   Search and view faculty information.
4 Permission Requests Tab.
Click on this tab to override prerequisites and class limits, and grant consent to students to enroll in your class (refer to pages 12 & 13 for more information).

5 Class Roster.
Click on this icon to view a class list, email students, and view student photos (refer to page 8 for more information).

6 Grade Roster.
Click on this icon to review and submit grades (refer to page 10 for more information).

7 Change Term.
Click this button to view a different term.

8 My Exam Schedule.
If your course(s) is flagged as having a final exam, the exam schedule will appear here as soon as it is published.

9 My Teaching Schedule.
The grid from which instructors can access materials related to their courses, such as the Class Schedule, Class Roster and Grade Roster (when applicable).

10 View Weekly Teaching Schedule.
Click this link to see your schedule organized by week rather than by Class Number and title.
Instructor resources

Class Roster streamlines the process of viewing student data and communicating with students.

1. To view student photos with the Class Roster list, click the Include Photos in List radio button. The photo of the first student in the Class Roster will appear (1a). To see all student photos, click the View All link. To return to the Class Roster without photos, click the Link to Photos radio button.

2. Each student’s Academic Program is listed under Program and Plan.
3 Each student’s academic level is listed in the Level column.

4 The Status Note column indicates if a student has withdrawn or dropped from the class.

5 Each student’s expected graduation **Term** is listed under the Exp Grad Term column.

6 Email one student or a group of students by clicking the check box next to their name(s) and clicking the Notify Selected Students button.

7 Email all students on the Class Roster by clicking the Notify All Students button.

8 To print the Class Roster, click the **Printer Friendly Version** link and print using your browser’s delivered print functionality.

* Use the Enrollment Status dropdown list to view enrolled, dropped or all students in the class.
SIS provides for the ability to select certain students and enter a grade to be added to those selected students. Also, if all students are to receive the same grade (e.g., Pass), click the Select All link at the bottom of the page, choose the grade to be added from the dropdown box and click the add this grade to selected students button.
1 Final grades will be entered and approved in SIS. Use the Approval Status dropdown menu to indicate the status of the grade roster. For undergraduate students, midterm grades will also be entered here.

2 The Roster Grade dropdown menu contains the applicable grades for each student.

3 Each student’s Academic Program is listed in the Program and Plan column.

4 Each student’s academic level is listed in the Level column.

5 Each student’s expected graduation term is listed in the Exp Grad Term column.

6 Email one student or a group of students by clicking the check box next to their name(s) and clicking the Notify Selected Students button.

7 Email all students on the Grade Roster by clicking the Notify All Students button.

8 To print the Grade Roster, click the Printer Friendly Version link and print using your browser’s delivered print functionality.
Permissions

The Permission Requests tab allows instructors to act on permission requests initiated by students and also to create permits for students. In various circumstances, permission by an instructor is needed to allow students to enroll in (or drop) a class.

Common permission requests include:

- a class is set up to require instructor or department consent
- closed class
- time conflict
- pre- or co-requisites not met

1. Click on the Basic Procedure link for specific directions on using the Permission Requests tab.

2. Use the Permission tab to view the type(s) of permission requested by the student or to select the appropriate permit(s) for a student. Click the Explain Permission Types link for more information. Assign an expiration date to a granted permission request if desired.

3. Use the Comments tab to see messages from students and attach messages to permission requests.

4. Issue a permit by selecting the student and then by clicking the Grant button. Deny a permit by clicking the Deny button. Revoke a granted permission by clicking the Revoke button.
Use the General Info tab to view the permission requests submitted by students, or to create permits for students.

**IMPORTANT NOTE**

Requesting and receiving the Permission to Add permit 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.
Types of Permissions

**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. If all seats are taken, students will not be allowed to register unless a Closed Class permission is granted. *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 the Reserve Capacity* requirements.

*Reserve Capacity – departments may set aside seats for a particular type of student (e.g. juniors, biology majors etc). For more information about reserve capacity, contact the Registrar’s Office at courses@case.edu.

**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:**
When a student attempts to register for classes which have conflicting meeting times (for all or portions of the class), SIS will allow registration in one course and then return a time conflict error message for the other. The student may request permission to override a time conflict from the instructor of the class that will be missed. Students should NOT request permission from the instructor of the class that will not be missed.

**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.
Advisor Center

The Advisor Center tab allows access to the Advisee Roster—your tool for emailing advisees, releasing advisee holds, and seeing advisees’ Student Centers.

1. Click the Include Photos in List radio button to see photos of advisees.

2. Use the Program, Plan and Level dropdown box filters to select the type of advisee that appears in the roster.

3. Click on a student’s name link to see an advisee’s Student Center, where you can access tools like **Shopping Cart**, **My Planner**, and **Advisement Reports** (refer to pages 19 and 20 for further details).

4. Click a student’s **Release Advising Hold** link each semester to permit registration for classes.

5. Email one advisee or a group of advisees by clicking the check box next to their name and clicking the Notify Selected Advisees button. Email all advisees in the Advisee Roster by clicking the Notify All Advisees button.
Advisor resources

Advisee Student Center

From the Advisee Roster screen, click on a student’s name link to access these features in the Student Center:

1. Navigate to another advisee’s Student Center by selecting the name from the Change Advisee drop down list.

2. View an advisee’s Shopping Cart of class choices prior to enrollment. (refer to page 18 for full screen view).

3. View an advisee’s Planner.

4. View an advisee’s class schedule for the current term.

5. View holds on an advisee’s record. Click the Details link for more information in the type of hold and who to contact regarding it.

6. View an advisee’s Enrollment Appointments.

7. View your advisee’s contact information.

8. View an Advisement Report of an advisee’s degree requirements (settings for pop-up blockers may need to be adjusted to view this report).

9. View the Course History for an advisee (refer to page 18 for full screen view).
10 View an advisee’s final exam schedule.

11 View an advisee’s grades.

12 View an advisee’s unofficial transcript (settings for pop-up blockers may need to be adjusted to view this report).

13 Approve a graduate student’s Planned Program of Study (refer to page 20 for full screen view).

14 Create a What-if Report that shows progress toward a degree if a student chooses a different Program or Plan.
Course History

The Course History screen displays courses that the student has transferred, taken, or is currently taking.

View an advisee’s Course History

Shopping Cart

The Shopping Cart displays the class(es) in which a student wants to register prior to the enrollment request being submitted.

Students can begin placing classes in their Shopping Cart prior to their advising hold being removed and before their Enrollment Appointment begins.

View an advisee’s Shopping Cart
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.

View an advisee’s Planner
The My Program of Study feature is used by students in the School of Graduate Studies to submit the Planned Program of Study (PPOS), which consists of a list of courses required for degree completion.

Once submitted, advisors and departmental representatives use My Program of Study to approve the course plan. A revised Program of Study must also be submitted via SIS when any change in the original plan occurs.

View and approve or deny a graduate student’s Planned Program of Study.
1. View the student’s program by clicking on the Program dropdown box and selecting a program.

2. View the student’s official PPOS and other previous versions by clicking on the Version dropdown box and selecting a version number.

3. This shows the status of the PPOS version that is currently being viewed.

4. The Approval History box shows the date that the student created the new PPOS and the date it was submitted for approval. This box updates to reflect the advisor’s decision.

   For example, if approved, the Status column will read “Approved by Advisor.” A notification email will be sent by the system to the School of Graduate Studies.

   If denied, the Status column will read “Denied by Advisor.” A notification email will be sent to the student. If a previously approved version of the PPOS exists, it will remain the student’s official PPOS.

5. Review the student’s PPOS to ensure it is complete and correct, and click either the Approve or Deny button.

6. If the student is in a Doctoral program, select whether or not to grant the student an 18 hour waiver for a completed and approved Master’s degree. Please note: This box will NOT appear for Master’s students.

7. Courses should be listed by term as organized by the student. SIS will allow courses to be listed as “unassigned,” meaning that they have yet to be placed in a term. However, a PPOS with unassigned courses listed should be denied.
<table>
<thead>
<tr>
<th>SIS TERM</th>
<th>DEFINITION</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Academic Career</td>
<td>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.</td>
<td>Enrollment Appointment</td>
<td>The date a student may begin to register for classes.</td>
</tr>
<tr>
<td>Academic Organization</td>
<td>Colleges, schools, and departments that conduct curricular studies at Case Western Reserve University. Academic Organizations are responsible for maintaining their class schedules in SIS each term.</td>
<td>Planner (My Planner)</td>
<td>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 (PPOS).</td>
</tr>
<tr>
<td>Academic Plan</td>
<td>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.</td>
<td>Service Indicators</td>
<td>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.</td>
</tr>
<tr>
<td>Academic Program</td>
<td>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 Academic Program is the scholarly pursuit to which the student is admitted.</td>
<td>Shopping Cart</td>
<td>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.</td>
</tr>
<tr>
<td>Advisement Report</td>
<td>Compares the classes and benchmarks that a student has completed 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.</td>
<td>Sub-Plan</td>
<td>A track or concentration that the student is following within an Academic Plan.</td>
</tr>
<tr>
<td>Class Components</td>
<td>The primary format of a class or class section; for example, lecture, lab, recitation, seminar, clinical.</td>
<td>What-If Report</td>
<td>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.</td>
</tr>
<tr>
<td>Class Number</td>
<td>Each class offering of a course is assigned a unique four or five digit number when created.</td>
<td>Term</td>
<td>The internal name for a semester and year. For example, Fall 2012 is a term.</td>
</tr>
<tr>
<td>Class Section</td>
<td>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 generally 100.</td>
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</tr>
</tbody>
</table>
contact info

registrar@case.edu
This address is monitored by the University Registrar’s Office to help answer any questions relating to SIS.

ugacadreport@case.edu
This address is monitored by the Office of Undergraduate Studies to help answer any questions relating to the academic requirements or advising report for undergraduate students.

gradstudies@case.edu
This address is monitored by the School of Graduate Studies to answer any questions relating to the academic requirements, advising reports, or Planned Programs of Study for graduate students.

A word about the Family Educational Rights and Privacy Act (FERPA)
FERPA is a federal law that protects student data from unlawful use and disclosure. By virtue of a faculty member’s role at the university, access will be granted to a range of student education record information. This information can only be used for legitimate educational purposes, and in general, most student data cannot be released to anyone without a student’s written permission. For more information about FERPA, please see http://www.case.edu/registrar/sisuser.html.
For 24/7/365 assistance with any technology product or service, contact the ITS Service Desk

help.case.edu
help@case.edu
216.368.HELP (4357)