

Designated Advisors

Designated advisors are added in SIS by a student (nobody else can add a designated advisor except the student or a system administrator). These advisors will be able to see academic and personal information for the student in SIS however they will not be able to release holds. A designated advisor can be any staff or faculty member at the university.

A student logs into SIS and see the Student Center. In the bottom right, is the Advisor box.

The screenshot shows the Student Center homepage for Sue Smith. The page is divided into several sections:

- Academics:** Includes a search bar, a message "You are not enrolled in classes.", and a link to "enrollment shopping cart".
- Finances:** Includes a message "You have no outstanding charges at this time." and a link to "view billing statements / make a payment".
- Personal Information:** Includes links for "Authorized Users", "Demographic Data", "Emergency Contact", "Names", and "User Preferences".
- Holds:** Includes a message "Exempt from Past Due Bal Hold" and a link to "details".
- Enrollment Dates:** Includes messages about "Shopping Cart Appointment" and "Enrollment Appointment".
- Advisor:** This section is highlighted with a red circle and a red arrow pointing to it.

The Advisor box lists the advisor(s) for the student as well as designated advisor(s). Student can click the details link:

The close-up screenshot shows the Advisor box with the following information:

- Faculty Advisor (Advisor):** noreply@case.edu
- Suzie Lewis (Designated Advisor):** s[redacted]@case.edu
- details** (highlighted with a red circle)

Two advisor tabs appear:

Sue Smith go to ... ▾ »

[Search](#) [Plan](#) [Enroll](#) [My Academics](#) [My Advisors](#)

[advisors](#) || [designated advisors](#)

My Advisors

Academic Career Graduate
Academic Program Communication Sciences (MA)

Notify	Advisor Name	Advisor Role	Phone
<input type="checkbox"/>	Faculty Advisor	Advisor	216/368-1234

[NOTIFY SELECTED ADVISORS](#) [NOTIFY ALL ADVISORS](#)

[Search](#) [Plan](#) [Enroll](#) [My Academics](#) [My Advisors](#)

[Advisors](#) [Designated Advisors](#)

go to ... ▾ »

Click on the designated advisor tab. From here, a student can add or delete a designated advisor:

My Advisors

A designated advisor is a staff or faculty member who will have view only access to your SIS information. This person will not be able to release advising holds but will have access to your academic and personal data.

To add a designated advisor, please enter his/her Case Network ID below in the ID field and follow the steps to save the changes. Once added, both of you will receive an email confirmation.

It is strongly encouraged that you have a discussion with the person you would like to have as a designated advisor prior to adding them in SIS.

CWRU Network ID (i.e. abc123) of Designated Advisor

ADD DESIGNATED ADVISOR ID

Notify	Advisor Name	Advisor Role	Phone	
<input type="checkbox"/>	Suzie Lewis	Designated Advisor	216/368-4674	REMOVE

To add a designated advisor, enter the CWRU Network ID and click the button “Add Designated Advisor”:

My Advisors

A designated advisor is a staff or faculty member who will have view only access to your SIS information. This person will not be able to release advising holds but will have access to your academic and personal data.

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It is strongly encouraged that you have a discussion with the person you would like to have as a designated advisor prior to adding them in SIS.

CWRU Network ID (i.e. abc123) of Designated Advisor

[ADD DESIGNATED ADVISOR ID](#)

Notify	Advisor Name	Advisor Role	Phone	
<input type="checkbox"/>	Suzie Lewis	Designated Advisor	216/368-4674	REMOVE

Once entered, the system will confirm that the student is adding the correct person. If it is the correct person, click the "Confirm & Save Designated Advisor" button. At this point, the student will receive an email as will the designated advisor.

CWRU Network ID (i.e. abc123) of Designated Advisor

[ADD DESIGNATED ADVISOR ID](#)

Paul Advisor

[CONFIRM & SAVE DESIGNATED ADVISOR](#)

To remove a designated advisor, click the remove button. Once the remove button is clicked, the student will receive an email as will the designated advisor:

CWRU Network ID (i.e. abc123) of Designated Advisor

ADD DESIGNATED ADVISOR ID

Notify	Advisor Name	Advisor Role	Phone	
<input type="checkbox"/>	Paul Advisor	Designated Advisor	216/368-5678	REMOVE
<input type="checkbox"/>	Suzie Lewis	Designated Advisor	216/368-4674	REMOVE