

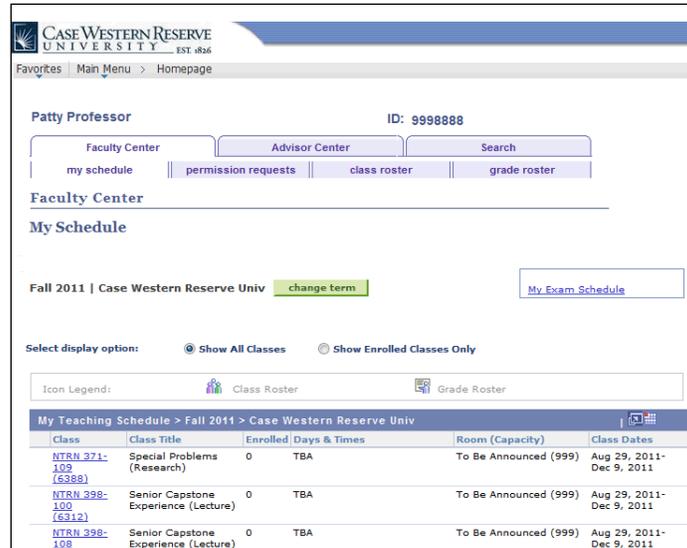
Approving or Denying a PPOS

Concept

This process demonstrates how a faculty advisor would approve or deny a graduate student's Planned Program of Study in the SIS.

Procedure

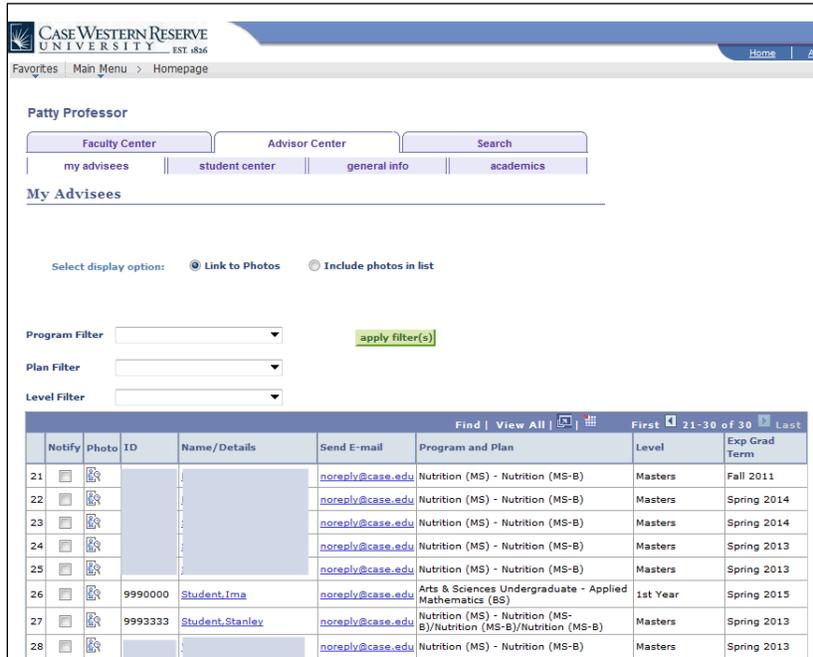
Begin by logging in to the SIS at *case.edu/sis* with your CWRU Network ID and password.



| Step | Action |
|------|--|
| 1. | Your Faculty Center homepage appears. Click the Advisor Center tab.  |

Student Information System Process Document

Approving or Denying a PPOS



Patty Professor

Faculty Center | Advisor Center | Search

my advisees | student center | general info | academics

My Advisees

Select display option: Link to Photos Include photos in list

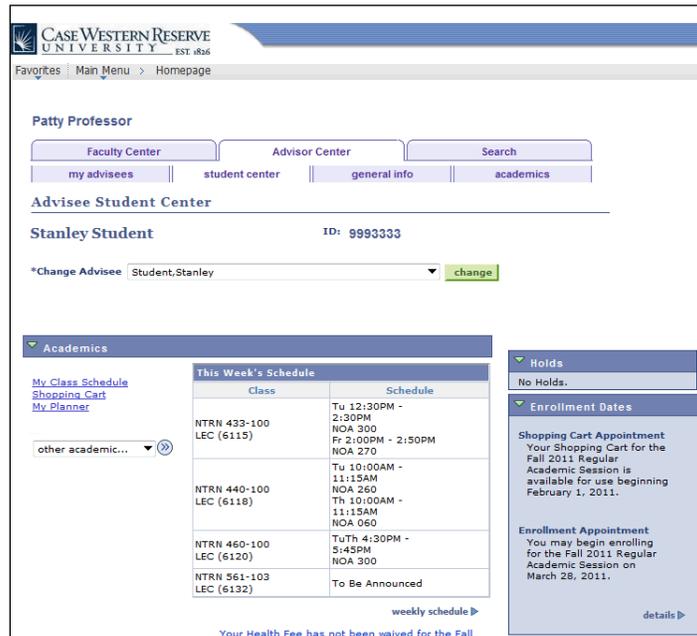
Program Filter: [] apply filter(s)

Plan Filter: []

Level Filter: []

| Notify | Photo | ID | Name/Details | Send E-mail | Program and Plan | Level | Exp Grad Term |
|--------|-------|---------|----------------------------------|--|---|----------|---------------|
| 21 | | | | noreply@case.edu | Nutrition (MS) - Nutrition (MS-B) | Masters | Fall 2011 |
| 22 | | | | noreply@case.edu | Nutrition (MS) - Nutrition (MS-B) | Masters | Spring 2014 |
| 23 | | | | noreply@case.edu | Nutrition (MS) - Nutrition (MS-B) | Masters | Spring 2014 |
| 24 | | | | noreply@case.edu | Nutrition (MS) - Nutrition (MS-B) | Masters | Spring 2013 |
| 25 | | | | noreply@case.edu | Nutrition (MS) - Nutrition (MS-B) | Masters | Spring 2013 |
| 26 | | 9990000 | Student, Ima | noreply@case.edu | Arts & Sciences Undergraduate - Applied Mathematics (BS) | 1st Year | Spring 2015 |
| 27 | | 9993333 | Student, Stanley | noreply@case.edu | Nutrition (MS) - Nutrition (MS-B)/Nutrition (MS-B)/Nutrition (MS-B) | Masters | Spring 2013 |
| 28 | | | | noreply@case.edu | Nutrition (MS) - Nutrition (MS-B) | Masters | Spring 2013 |

| Step | Action |
|------|--|
| 2. | <p>Your advisee roster appears.</p> <p>Click on the name of the student whose PPOS you wish to view.</p> <p>Student, Stanley</p> |



Patty Professor

Faculty Center | Advisor Center | Search

my advisees | student center | general info | academics

Advisee Student Center

Stanley Student ID: 9993333

*Change Advisee: [Student, Stanley](#) change

Academics

My Class Schedule | Shopping Cart | My Planner

other academic... [X]

| This Week's Schedule | |
|-------------------------|--|
| Class | Schedule |
| NTRN 433-100 LEC (6115) | Tu 12:30PM - 2:30PM NOA 300 Fr 2:00PM - 2:50PM NOA 270 |
| NTRN 440-100 LEC (6118) | Tu 10:00AM - 11:15AM NOA 260 Th 10:00AM - 11:15AM NOA 060 |
| NTRN 460-100 LEC (6120) | TuTh 4:30PM - 5:45PM NOA 300 |
| NTRN 561-103 LEC (6132) | To Be Announced |

weekly schedule [X]

Your Health Fee has not been waived for the Fall

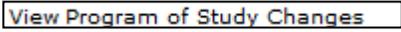
Holds
No Holds.

Enrollment Dates

Shopping Cart Appointment
Your Shopping Cart for the Fall 2011 Regular Academic Session is available for use beginning February 1, 2011.

Enrollment Appointment
You may begin enrolling for the Fall 2011 Regular Academic Session on March 28, 2011.

details [X]

| Step | Action |
|------|---|
| 3. | The Student Center screen appears. Click on the other academic dropdown box.  |
| 4. | Click the View Program of Study Changes list item.  |
| 5. | Click the Go button.  |



Case Western Reserve University
Stanley Student ID: 9993333
Patty Professor

My Program of Study

Program: ANTPH Anthropology (PhD)
Version: 1

| Approval History | | | |
|------------------------|-----------------|--------------------|--|
| Status | Updated By | Date/Time | |
| New | Stanley Student | 12/07/11 2:17:13PM | |
| Submitted for Approval | Stanley Student | 12/07/11 2:22:33PM | |

Approval: Submitted for Approval

18 Hour Waiver Option (Advanced Standing): Programs may waive 18 semester hours of coursework for Doctoral students who have completed an approved Master's Degree. Please choose the appropriate option for this student before clicking "Approve".

No Waiver of Hours Applies
 18 hrs. Waived-The above provision approved by Dept.

APPROVE DENY

| Fall 2012 | | | |
|-----------|-----------------------------|---------------|-------|
| Course | Description | Grading Basis | Units |
| ANTH 401 | Biological Aging in Humans | GRD | 3.00 |
| ANTH 413 | Anthropology of Adolescence | GRD | 3.00 |

| Step | Action |
|------|--|
| 6. | The student's submitted Planned Program of Study (PPOS) appears. The Approval History box at the top of the screen shows the date that the student created the new PPOS and the date it was submitted for your approval. Please note: The "18 Hour Waiver Option" box will NOT appear for Master's students. |

Below the Approval History box, courses should be listed by term as organized by the student. The 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.

| Step | Action |
|------|--|
| 7. | You can view the student's official PPOS and other previous versions by clicking on the Version dropdown box and selecting a version number.  |
| 8. | 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. Select the appropriate radiobutton. |
| 9. | Review the student's PPOS to ensure it is complete and correct and click the Approve or Deny button.  |
| 10. | The Approval History box changes to reflect your decision. |

If you approve the PPOS, the Status column will read "Approved by Advisor." A notification email will be sent by the system to the School of Graduate Studies.

If you deny the PPOS, 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.

| Step | Action |
|------|--|
| 11. | This completes the process of Approving or Denying a PPOS. End of Procedure. |