



# FACULTY GUIDE

to the  
Student Information System



CASE WESTERN RESERVE  
UNIVERSITY EST. 1826

think beyond the possible™

# welcome

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.



AMY HAMMETT  
University Registrar &  
Director of Student Information Systems and Services

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](http://case.edu/registrar)

Data is accurate at time of publication: 5/2012

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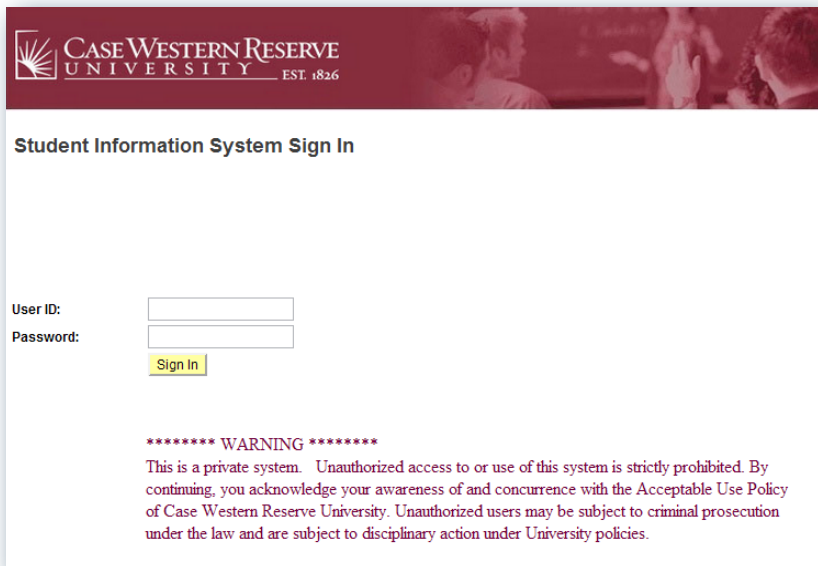
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# system sign in



**Student Information System Sign In**

User ID:

Password:

\*\*\*\*\* 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.

SIS Sign-in Screen

## 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 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.



Case Western Reserve University EST. 1826

Home | Add to Favorites | **Sign out**

Favorites | Main Menu

Patty Professor ID: 9998888

Faculty Center | Advisor Center | Search

my schedule | permission requests | class roster | grade roster

Faculty Center

My Schedule

Fall 2011 | Case Western Reserve University

My Exam Schedule

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

My Teaching Schedule > Fall 2011 > Case Western Reserve Univ						
Class	Class Title	Enrolled	Days & Times	Room (Capacity)	Class Dates	
BIOL 114-100 (1085)	Principles of Biology (Lecture)	113	MoWeFr 11:30AM - 12:20PM	Clapp Hall 108 (124)	Aug 29, 2011 - Dec 9, 2011	
MATH 100	Advanced Numerical Analysis	24	Tu 12:30PM - 2:30PM	NSA 200 (20)	Aug 29, 2011 - Dec 9, 2011	

SIS Sign-in Screen

## 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.



# instructor resources

## Overview

Case Western Reserve University interface showing navigation tabs (1-3) and a table of teaching schedules (9-10).

Class	Class Title	Enrolled	Days & Times	Room (Capacity)	Class Dates
BIO113-100 (1085)	Principles of Biology (Lecture)	113	MoWeFr 11:30AM - 12:20PM	Clapp Hall 108 (124)	Aug 29, 2011- Dec 9, 2011
NTRN 233-100 (6115)	Advanced Human Nutrition I (Lecture)	24	Tu 12:30PM - 2:30PM	NOA 300 (30)	Aug 29, 2011- Dec 9, 2011

Advisee Roster

### 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

\*Enrollment Status  \*

Enrollment Capacity 160    Enrolled 148

Select display option:     Link to Photos     Include photos in list **1**    [Class Photo Roster](#)

	Notify	Photo	ID	Name	Send E-mail	Units	Program and Plan <b>2</b>	Level <b>3</b>	Status Note <b>4</b>	Exp Grad Term <b>5</b>
1	<input type="checkbox"/>		9993333	Student, Ima	<a href="mailto:lstudent@case.edu">lstudent@case.edu</a>	4.00	Undeclared Undergraduate - Engineering (Int)	Sophomore		Spring 2015
2	<input type="checkbox"/>		9994444	Scholar, Scott	<a href="mailto:s.scholar@case.edu">s.scholar@case.edu</a>	4.00	Undeclared Undergraduate - Chemistry (Int)	Sophomore		Spring 2015
3	<input type="checkbox"/>		9991111	Student, Stanley	<a href="mailto:s.student@case.edu">s.student@case.edu</a>	4.00	Undeclared Undergraduate - Mechanical Engineering (Int)	1st Year		Spring 2015
	<input type="checkbox"/>		9992222	Studios, Vera	<a href="mailto:v.studios@case.edu">v.studios@case.edu</a>	0.00	Undeclared Undergraduate - Physics (Int)	Sophomore	Withdrawn	Spring 2015

[Select All](#)    [Clear All](#) **6**    [notify selected students](#) **7**    [notify all students](#)    [Printer Friendly Version](#) **8**

Class Roster

**1a**

	Notify	ID	E-mail	Units Taken	Program & Plan	Level	Status	Exp Grad Term
	<input type="checkbox"/>	Student, Ima 9993333	<a href="mailto:lstudent@case.edu">lstudent@case.edu</a>	4.00	Undeclared Undergraduate - Engineering (Int)	Sophomore	Enrolled	Spring 2015

Class Roster with student photos

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.

# instructor resources

## Grade Roster

The screenshot shows the SIS Grade Roster interface. At the top, there are navigation tabs for Faculty Center, Advisor Center, and Search. Below these are links for my schedule, permission requests, class roster, and grade roster. The main heading is "Grade Roster" with a link to View FERPA Statement.

The course information is displayed as follows:

BIOL 114 - 100 (1085) [change class](#)  
Principles of Biology (Lecture)  
Days and Times: MoWeFr 11:30AM-12:20PM | Room: Clapp Hall 108 | Instructor: Patty Professor | Dates: 08/29/2011 - 12/09/2011

Display Options: \*Grade Roster Type: Final Grade (dropdown) |  Display Unassigned Roster Grade Only

Grade Roster Action: \*Approval Status: Not Reviewed (dropdown) **1**

[save](#)

ID	Name	Send E-mail	Roster Grade <b>2</b>	Official Grade	Program and Plan <b>3</b>	Level <b>4</b>	Exp Grad Term <b>5</b>
1 9993333	Student,Stanley	s.student@case.edu	[dropdown]		Arts & Sciences Undergraduate - Biology (BS)	1st Year	Spring 2014
2 9992222	Scholar,Scott	s.scholar@case.edu	[dropdown]		Arts & Sciences Undergraduate - Biology (BS)	1st Year	Spring 2010
3 9991111	Student,Ima	ima.student@case.edu	[dropdown]		Arts & Sciences Undergraduate - Biology (BS)/Physics (Min)	1st Year	

download Rows 1 - 113 of 113 [Printer Friendly Version](#) **8**

<- add this grade to selected students

**6** notify selected students **7** notify all students

Grade Roster

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.

# instructor resources

## 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.



Spring 2012 | Case Western Reserve Univ [change term](#)

Class Number Filter:  [apply filter\(s\)](#)

Admit Term Filter:

Exp Grad Term Filter:

1 [Basic Procedure](#) [Explain Permission Types](#) [Explain Permission Status](#)

2 [Permission](#) [General Info](#) [Comments](#) [EFF](#) [Customize](#) [Find](#) [1 of 1](#) [Last](#)

Select	Student ID	Student Name	Class Nbr	Class	Consent Required	Closed Class	Requisites Not Met	Time Conflict	Career Restriction	Permission Status	Permission Use Date	Expiration Date
<input type="checkbox"/>	9991111	Student,Ima	1085	BLOL_117-100	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pending Instructor		

3

4 [Select All](#) [Clear All](#) [grant](#) [deny](#) [revoke](#) [add row](#) [delete selected](#) [notify selected students](#) [notify all students](#)

Permission Tab

5 [Permission](#) [General Info](#) [Comments](#) [EFF](#) [Customize](#) [Find](#) [1 of 1](#) [Last](#)

Select	Student ID	Student Name	Case E-Mail	Program and Plan	Exp Grad Term	Admit Term	Updated on	Updated by	Permission Type
<input type="checkbox"/>	9991111	Student,Ima	<a href="mailto:ima.student@case.edu">ima.student@case.edu</a>	Arts & Sciences Undergraduate - Biology (BS)/Physics (Min)		Spring 2011	01/30/2012 9:59:48AM	Student,Ima	Add

[Select All](#) [Clear All](#) [grant](#) [deny](#) [revoke](#) [add row](#) [delete selected](#) [notify selected students](#) [notify all students](#)

General Information Tab

5 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.

# instructor resources

## 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](mailto: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

my advisees | student center | general info | academics

My Advisees

Select display options:  Link to Photos  Include photos in list

Program Filter: [dropdown] apply filter(s)

Plan Filter: [dropdown]

Level Filter: [dropdown]

Notify	Photo	ID	Name/Details	Send E-mail	Program and Plan	Level	Exp Grad Term	Release Advising Hold
1		9993333	<a href="#">Student,Stanley</a>	<a href="mailto:noreply@case.edu">noreply@case.edu</a>	Arts & Sciences Undergraduate - Biology (BS)	1st Year	Spring 2015	
2		9992222	<a href="#">Scholar,Scott</a>	<a href="mailto:noreply@case.edu">noreply@case.edu</a>	Arts & Sciences Undergraduate - Biology (BS)	1st Year	Spring 2015	
3		9991111	<a href="#">Student,Ima</a>	<a href="mailto:ima.student@case.edu">ima.student@case.edu</a>	Arts & Sciences Undergraduate - Biology (BS)/Physics (Min)	1st Year	Spring 2015	<a href="#">Release Advising Hold</a>

Select All Clear All Printer Friendly Version

notify selected students notify all students

Advisee Roster

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).



**Patty Professor**

Faculty Center | Advisor Center | Search

my advisees | student center | general info | academics

**Advisee Student Center**

**Ima Student** ID: 9991111

1 Change Advisee Student, Ima

2 My Class Schedule  
3 Shopping Cart  
3 My Planner

4 **This Week's Schedule**

Class	Schedule
ARTH 102-100 LEC (2284)	MoWe 10:30AM - 11:20AM To Be Scheduled
ARTH 102-101 DIS (1035)	Fr 10:30AM - 11:20AM To Be Scheduled
BIOL 117-100 LEC (1085)	MoWe 9:00AM - 10:15AM DeGrace Hall 312
CHEM 106-100 LEC (1144)	MoWeFr 2:00PM - 2:50PM Millis Schmitt Lecture Hall
HSTY 110-100 LEC (1286)	TuTh 1:15PM - 2:30PM Clark Hall 309

5 **Holds**

6 **Enrollment Dates**

7 **Contact Information**

8 other academic...  
9 Academic Requirements  
10 Course History  
11 Exam Schedules  
12 Grades  
13 Transcript: View Unofficial  
14 View Program of Study  
What-if Report  
other academic...

8 other academic...  
9 Academic Requirements  
10 Course History  
11 Exam Schedules  
12 Grades  
13 Transcript: View Unofficial  
14 View Program of Study  
What-if Report  
other academic...

Your Health Fee has not been waived for the Spr 2012 semester

Home 123 Main St  
Cleveland, OH 44319 | Current None

Advisor's view of an advisee's Student Center

Other Academic dropdown menu

- 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.

# advisor resources

## Course History

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

**Advisee Course History**  
Stanley Student

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
NTRN 516	<a href="#">Seminar in Dietetics I</a>	Fall 2010	B	4.00	✓
NTRN 561	<a href="#">Investigative Methods in Ntrn</a>	Fall 2010	A	3.00	✓
NTRN 434	<a href="#">Advanced Human Nutrition II</a>	Spring 2011	B	3.00	✓
NTRN 517	<a href="#">Seminar in Dietetics II</a>	Spring 2011	A	4.00	✓
BIOL 114	<a href="#">Principles of Biology</a>	Fall 2011		3.00	◇

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.

Spring 2012 | Undergraduate | Case Western Reserve Univ

Open    Closed    Wait List

Spring 2012 Shopping Cart					
Class	Days/Times	Room	Instructor	Units	Status
<a href="#">ANTH 103-100 (9028)</a>	TuTh 10:00AM - 11:15AM	Mandel Center 108	L. Greksa	3.00	●
<a href="#">BIOL 117-100 (1085)</a>	MoWe 9:00AM - 10:15AM	DeGrace Hall 312	R. Benard	3.00	●

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.

## Patty Professor

Faculty Center	Advisor Center	Search
my advisees	student center	general info
		academics

### Advisee Planner

#### Ima Student

Spring 2012			
Course	Description	Prereq	Units
CHEM 106	Principles of Chemistry II	yes	3.00
CHEM 113	Principles of Chemistry Lab	yes	2.00
ENGR 131	Elementary Computer Prog		3.00
MATH 228	Differential Equations	yes	3.00

Fall 2012			
Course	Description	Prereq	Units
MATH 307	Intro to Abstract Algebra I	yes	3.00
MUAP 11	Recital Class		0.00
MUAP 221	Principal Performance Area III	yes	2.00

Spring 2013			
Course	Description	Prereq	Units
MATH 308	Intro to Abstract Algebra II	yes	3.00
MUAP 222	Principal Performance Area IV	yes	2.00
MUDE 102	Eurhythmics II		0.00

[View an advisee's Planner](#)

# advisor resources

## My Program of Study

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.

### My Program of Study

Program: ANTPH Anthropology (PhD)

Version: 1

Status: Submitted for Approval

Approval:

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

APPROVE DENY

**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.

**Fall 2012**

Course	Description	Grading Basis	Units
ANTH 401	Biological Aging in Humans	GRD	3.00
ANTH 413	Anthropology of Adolescence	GRD	3.00
ANTH 447	Cultural Ecology	GRD	3.00

**Spring 2013**

Course	Description	Grading Basis	Units
ANTH 404	Intro to Anthropology of Aging	GRD	3.00
ANTH 406	Anth of Childhood & the Family	GRD	3.00
ANTH 418	Death and Dying	GRD	3.00
ANTH 439	Ethnographic Research Methods	GRD	3.00
ANTH 463	Anthropology and Bioethics	GRD	3.00

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.

# glossary

SIS TERM	DEFINITION	SIS TERM	DEFINITION
<b>Academic Career</b>	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.	<b>Enrollment Appointment</b>	The date a student may begin to register for classes.
<b>Academic Organization</b>	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.	<b>Planner (My Planner)</b>	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).
<b>Academic Plan</b>	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.	<b>Service Indicators</b>	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.
<b>Academic Program</b>	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.	<b>Shopping Cart</b>	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.
<b>Advisement Report</b>	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.	<b>Sub-Plan</b>	A track or concentration that the student is following within an Academic Plan.
<b>Class Components</b>	The primary format of a class or class section; for example, lecture, lab, recitation, seminar, clinical.	<b>What-If Report</b>	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.
<b>Class Number</b>	Each class offering of a course is assigned a unique four or five digit number when created.	<b>Term</b>	The internal name for a semester and year. For example, Fall 2012 is a term.
<b>Class Section</b>	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.		

# 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)**



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