Begin by logging into SIS at case.edu/sis with your CWRU Network ID and password.

1. From Faculty Home, click the Advising tile.
   Alternatively, from the NavBar, select Navigator > Faculty & Advising > Advising.

2. The Advisor Center will appear. Select the student whose PPOS needs to be reviewed.

3. The Advisee Student Center will appear. Under the Academics banner, open the dropdown menu and select View Program of Study Changes.

4. Click the Show next row button to navigate to the next screen.

5. On the next page, the student’s PPOS will display.
   To approve the PPOS, click the Approve button. An email will be sent to the School of Graduate Studies for final review.
   
   **Note:** if approving a doctoral student’s PPOS, selecting whether or not the student is eligible for Advanced Standing is required.
   
   To deny the PPOS, click the Deny button. The student will be notified that the PPOS has been denied and will be able to make edits.

**Note:** Students enrolled in select programs through the School of Graduate Studies will need to create and manage a PPOS. Not all graduate students require a PPOS. When an advisee submits a PPOS, you will receive an email notification that a PPOS is pending your review.

This completes the process of approving/denying a Planned Program of Study.