


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.