Using SIS to Explore Course Options

STEP 1: Log in to the Student Information System (SIS)
To access the Schedule of Classes, log in to the Student Information System at case.educis. You will enter your CWRU network ID and password. If this is your first time entering SIS, the confidentiality agreement will appear. Read through the statement and check the box next to “I have read, understand and will comply with this agreement.” Once you agree to the confidentiality statement, you will be taken to your SIS homepage, which will look like the sample below.

DO NOT USE THE BACK BUTTON ON YOUR BROWSER WHILE USING SIS.

STEP 2: Click the search link or the search for classes button to begin searching for classes.

Holds appear here.

Once an advisor is assigned to you, his or her name will appear here.
**STEP 3:** Verify that the institution is **Case Western Reserve University** and the term is **fall 2017**.

**STEP 4:** Enter a course subject code and catalog number if available. The course subject code is a four-letter code that is an abbreviated reference to the subject (i.e. Physics = PHYS). If you do not know the course subject code, click the select subject button to view an alphabetical listing of course subject codes. Leave catalog number blank to view all available courses in that department.

**STEP 5:** Verify that "undergraduate" is the course career.

**STEP 6:** Click the
STEP 7: View class attributes.

- Course status key
- Course number and title
- Status: open or closed?
- Days and times
- Type of course and section number. Course type could read:
  - □ CLIN (Clinical)
  - □ LAB (Laboratory)
  - □ LEC (Lecture)
  - □ REC (Recitation)
  - □ SEM (Seminar)
- Multiple sections available? Some classes have multiple sections on different days of the week or different times of the day.

STEP 8: Click on the section to read the course description and enrollment requirements.
STEP 9: Review additional course attributes.

- Required and optional components may be a part of each course offering.
- Pre-requisites and/or co-requisites will be listed.
- Number of seats left in the class
- The department may provide additional notes about the class.
- There is also a course description provided.

STEP 10: Click view search results to return to the previous page.

STEP 11: Repeat steps 3-10 for each course you are considering. Then proceed to step 12 to begin placing courses in your shopping cart.

Click here to return to the Transfer and Dual Degree Registration Guide.