

## Departmental Admin Center: Student Center

### Concept

The Student Center is a series of screens in the SIS that display a student's academic, financial and personal information. It is accessed by selecting a student from the Departmental Admin Center department roster. This topic will demonstrate how to locate a student's academic, financial and personal information in the Student Center.

SIS\_DAC\_StudentCtr

### Procedure

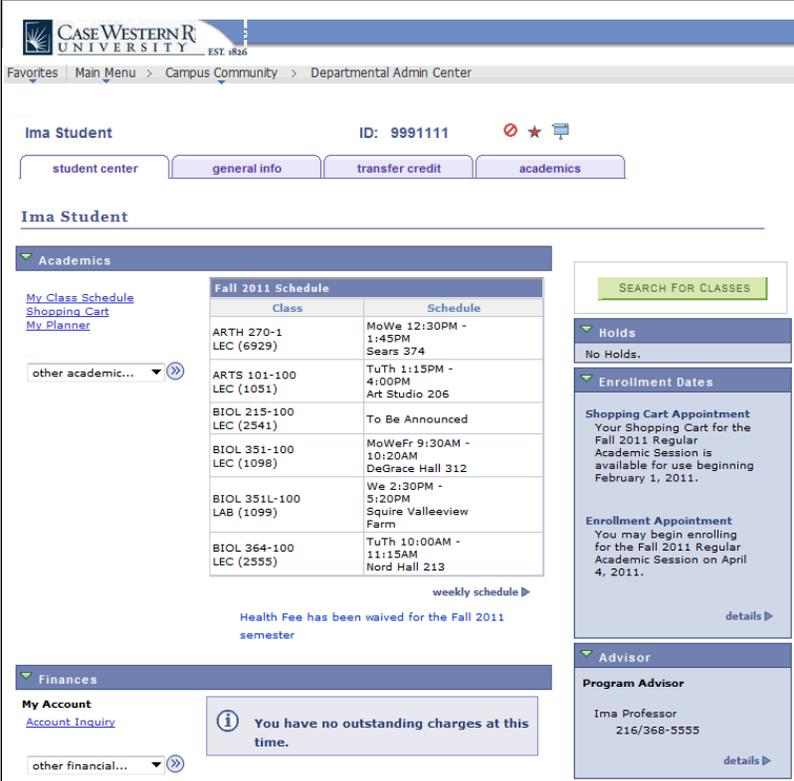
Begin by logging in to the SIS at *case.edu/sis* with your CWRU Network ID and password. Navigate to the Departmental Admin Center and select an Academic Plan from the search results. The Departmental Roster will appear.

*Main Menu -> Campus Community -> Departmental Admin Center*

The screenshot shows the 'Department Roster' for 'BIO-BA Biology (BA)'. It includes a 'View FERPA Statement' link, display options for photos, a 'Level Filter' dropdown, and a table of students. Below the table are buttons for 'notify selected students' and 'notify all students', and a 'Return to Search' link.

Notify	Photo	Name/Details	Send E-mail	Program and Plan	Level	Exp Grad Term	Release Advising Hold
<input type="checkbox"/>		9991113 <a href="#">Undergrad, Ima</a>	<a href="mailto:noreply@case.edu">noreply@case.edu</a>	Arts & Sciences Undergraduate - Biology (BA)/Pre-Health	Junior	Spring 2012	<a href="#">Release Advising Hold</a>
<input type="checkbox"/>		9991111 <a href="#">Student, Ima</a>	<a href="mailto:noreply@case.edu">noreply@case.edu</a>	Arts & Sciences Undergraduate - Biology (BA)/Pre-Health	Senior	Fall 2011	

Step	Action
1.	<p>To see details about a student, such as their schedule, advisor, enrollment dates and other academic data, click on the student's name.</p> <p>Please note: If a student has more than one Academic Program, s/he will appear on the Departmental Roster once for each Program. Any row with the student's name can be used to take you to the Student Center.</p> <p><a href="#">Undergrad, Ima</a></p>



**Ima Student** ID: 9991111

student center | general info | transfer credit | academics

**Ima Student**

**Academics**

My Class Schedule  
 Shopping Cart  
 My Planner

other academic... [X]

Fall 2011 Schedule	
Class	Schedule
ARTH 270-1 LEC (6929)	MoWe 12:30PM - 1:45PM Sears 374
ARTS 101-100 LEC (1091)	TuTh 1:15PM - 4:00PM Art Studio 206
BIOL 215-100 LEC (2541)	To Be Announced
BIOL 351-100 LEC (1098)	MoWeFr 9:30AM - 10:20AM DeGrace Hall 312
BIOL 351L-100 LAB (1099)	We 2:30PM - 5:20PM Squire Valleeview Farm
BIOL 364-100 LEC (2555)	TuTh 10:00AM - 11:15AM Nord Hall 213

weekly schedule ▶

Health Fee has been waived for the Fall 2011 semester

**Finances**

My Account  
 Account Inquiry

other financial... [X]

**You have no outstanding charges at this time.**

**SEARCH FOR CLASSES**

**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 April 4, 2011.

**Advisor**

Program Advisor  
 Ima Professor  
 216/368-5555

Step	Action
2.	The Student Center appears. The student's name and ID number are listed at the top of the screen.

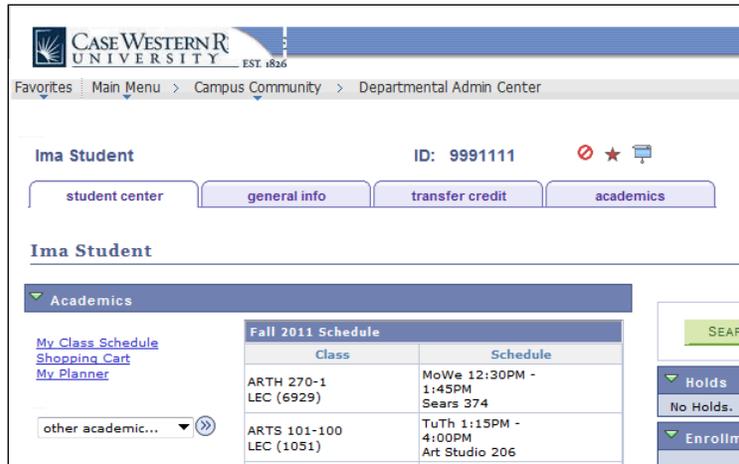
If a student has a Service Indicator, Hold, or FERPA indicator, symbols will appear at the top-right of the screen.

A red circle with a line through it indicates that the student has a service indicator, such as an advising hold, that will prevent him/her from registering for classes or obtaining important documents.

A star symbol indicates that the student has a service indicator that does not affect his/her ability to register for classes or obtain documents; it is for internal use only.

A FERPA indicator is a "window shade" symbol that indicates that the student has restricted his/her personal data beyond the restrictions that are already imposed by FERPA. No information can be released on this student without his/her written permission. Click on the symbol to see what data the student has elected to restrict.

Step	Action
3.	There are four tabs that make up the Student Center: <b>Student Center</b> , <b>General Info</b> , <b>Transfer Credit</b> and <b>Academics</b> . The Student Center tab is the default tab that appears when you click on a student's name.



Step	Action
4.	<p>The Student Center tab has three primary sections: Academics, Finances and Personal Information.</p> <p>The Academics section contains the student's schedule for the current week, as well as links to an expanded class schedule, the shopping cart and planner. The Academics section also displays a message indicating if the student has elected or waived University Health Insurance.</p>
5.	<p>Access to additional screens can be found in the <b>other academic</b> dropdown list, including:</p> <ul style="list-style-type: none"> <li>Academic Requirements and What-If Reports (Undergraduate, Graduate, and Weatherhead students only)</li> <li>Planned Program of Study (Graduate students only)</li> <li>Course History</li> <li>Exam Schedule</li> <li>Grades</li> <li>Unofficial Transcript</li> </ul>



Step	Action
6.	<p>The Finances section contains the student's financial account summary and links to screens that contain more specific details about the student's financial transactions. Click on the other financial dropdown menu to access links to the student's account activity, payments and pending financial aid.</p> <p><b>Please note:</b> depending on your security access, you may or may not have the ability to see financial information. If you have questions about your security access, please contact the University Registrar's office.</p>

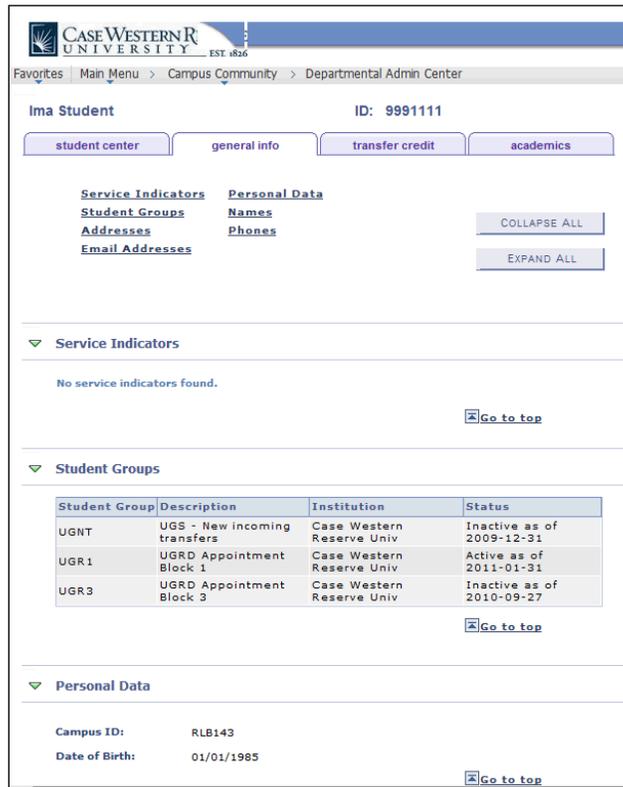


Step	Action
7.	<p>The Personal Information section contains the student's <b>Home</b> address, <b>Current</b> address, <b>Home Phone</b>, and CWRU <b>Email</b> address. It also contains links to view the student's demographic data and emergency contacts.</p>



Step	Action
8.	<p>The right side of the Student Center displays boxes that contain a list of advising holds on the student's record, enrollment dates for the student, and the student's advisor(s).</p> <p>The links at the bottom of the column (e.g., Blackboard, Courseware) are representative of what the student sees in the Student Center when logged in to the SIS.</p>

**Student Information System Process Document**  
**Departmental Admin Center: Student Center**



IMA Student ID: 9991111

student center | general info | transfer credit | academics

[Service Indicators](#) | [Personal Data](#)  
[Student Groups](#) | [Names](#) | [COLLAPSE ALL](#)  
[Addresses](#) | [Phones](#) | [EXPAND ALL](#)  
[Email Addresses](#)

▼ Service Indicators

No service indicators found. [Go to top](#)

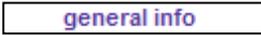
▼ Student Groups

Student Group	Description	Institution	Status
UGNT	UGS - New incoming transfers	Case Western Reserve Univ	Inactive as of 2009-12-31
UGR1	UGRD Appointment Block 1	Case Western Reserve Univ	Active as of 2011-01-31
UGR3	UGRD Appointment Block 3	Case Western Reserve Univ	Inactive as of 2010-09-27

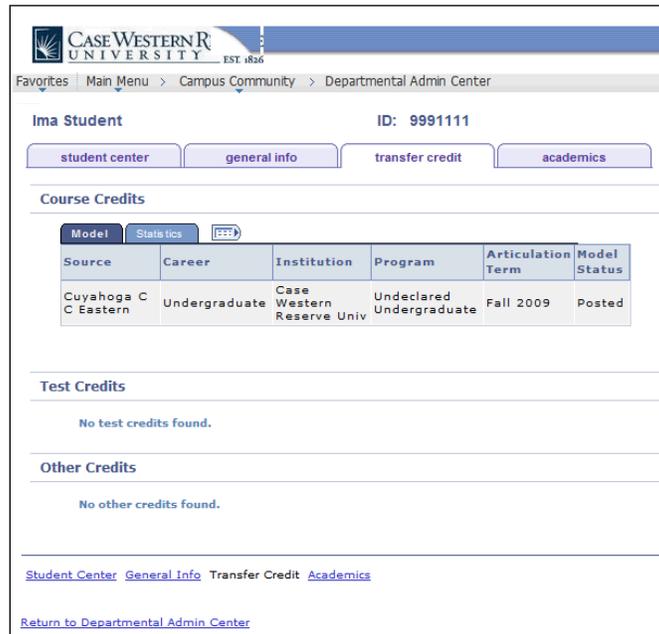
[Go to top](#)

▼ Personal Data

Campus ID: RL8143  
 Date of Birth: 01/01/1985 [Go to top](#)

Step	Action
9.	Click the <b>General Info</b> tab to see administrative information on the student. 

The General Info tab contains information on the service indicators applied to a student's record, administrative student groups in which a student has been placed, and personal data such as addresses, email addresses, names, phone numbers, and demographic information.



Ima Student ID: 9991111  
 student center general info transfer credit academics

**Course Credits**

Source	Career	Institution	Program	Articulation Term	Model Status
Cuyahoga C Eastern	Undergraduate	Case Western Reserve Univ	Undeclared Undergraduate	Fall 2009	Posted

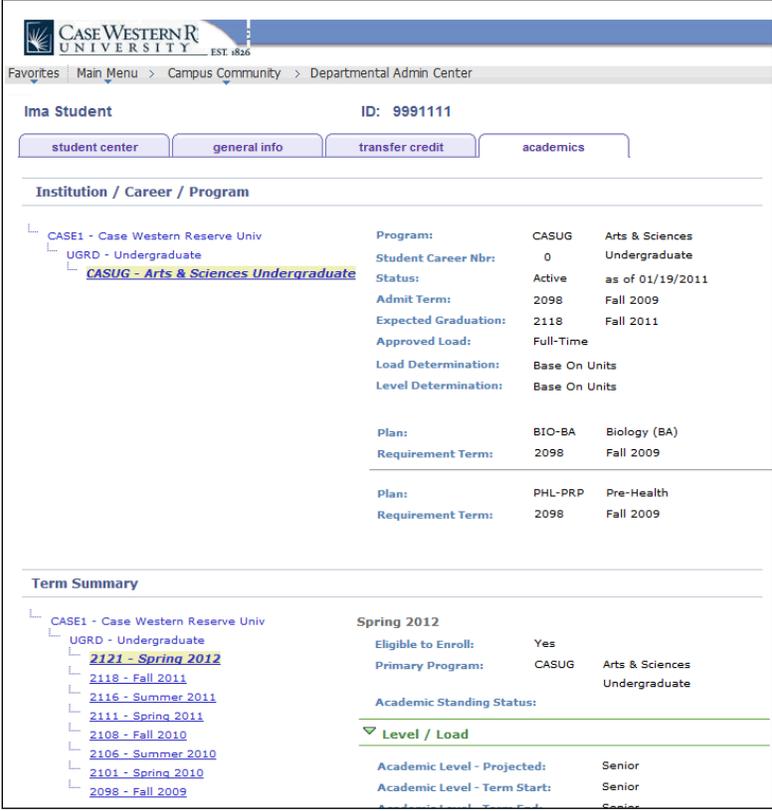
Test Credits  
 No test credits found.

Other Credits  
 No other credits found.

[Student Center](#) [General Info](#) [Transfer Credit](#) [Academics](#)  
[Return to Departmental Admin Center](#)

Step	Action
10.	Click the <b>Transfer Credit</b> tab to see any course or test credit that has been applied to the student's record. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">transfer credit</div>

The Transfer Credit tab contains information on any test or course credits that a student has transferred to CWRU, including credit given for CWRU proficiency tests.



The screenshot shows the 'Academics' tab for a student named 'Ima Student' with ID 9991111. The interface includes a navigation menu with 'student center', 'general info', 'transfer credit', and 'academics'. The main content area is divided into two sections: 'Institution / Career / Program' and 'Term Summary'.

**Institution / Career / Program**

- CASE1 - Case Western Reserve Univ
  - UGRD - Undergraduate
    - CASUG - Arts & Sciences Undergraduate**

Program: CASUG Arts & Sciences  
 Student Career Nbr: 0 Undergraduate  
 Status: Active as of 01/19/2011  
 Admit Term: 2098 Fall 2009  
 Expected Graduation: 2118 Fall 2011  
 Approved Load: Full-Time  
 Load Determination: Base On Units  
 Level Determination: Base On Units

Plan: BIO-BA Biology (BA)  
 Requirement Term: 2098 Fall 2009

Plan: PHL-PRP Pre-Health  
 Requirement Term: 2098 Fall 2009

**Term Summary**

- CASE1 - Case Western Reserve Univ
  - UGRD - Undergraduate
    - 2121 - Spring 2012**
    - 2118 - Fall 2011
    - 2116 - Summer 2011
    - 2111 - Spring 2011
    - 2108 - Fall 2010
    - 2106 - Summer 2010
    - 2101 - Spring 2010
    - 2098 - Fall 2009

Spring 2012

Eligible to Enroll: Yes  
 Primary Program: CASUG Arts & Sciences Undergraduate

Academic Standing Status:

Level / Load

Academic Level - Projected: Senior  
 Academic Level - Term Start: Senior

Step	Action
11.	Click the <b>Academics</b> tab to see a detailed record of the student's work at CWRU.  The Academics tab contains information on the student's <b>Academic Career(s)</b> , <b>Academic Program(s)</b> and active <b>Terms</b> .

The Institution/Career/Program section contains a list of all Careers and/or Programs in which the student is enrolled. If a student has more than one listed, you must click on a Career/Program to see its data.

Data included in the Institution/Career/Program section of the screen includes:

- Program
- Student Status (Active, Withdrawn, etc.)
- Admit Term
- Expected Graduation Term
- Approved Load
- Academic Plan(s)
- Plan Requirement Term(s)

The Term Summary section of the screen includes the following data, listed by term:

All terms in which the student has been active  
Academic Standing Status  
Academic Level  
Classes in which the student is/was enrolled.  
Grades received per class

The Statistics portion of the Term History section lists the student's Units and GPA per term.

Click on a term to see its data.

Step	Action
12.	This completes the overview of the Student Center. <b>End of Procedure.</b>