Departmental Admin Center: Student Center

Concept

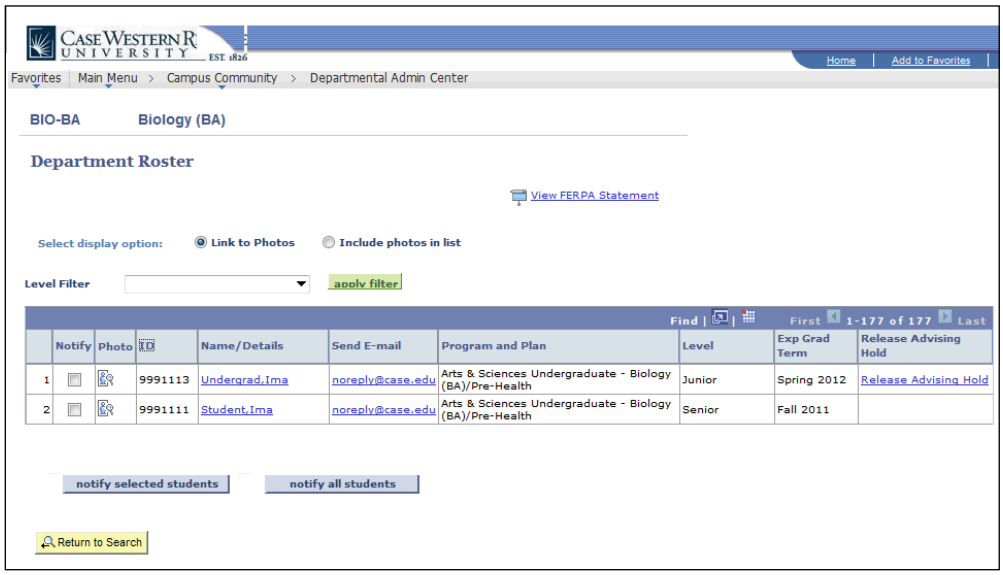
The Student Center is a series of screens in the SIS that display a student's academic, financial and personal information. It is accessed by selecting a student from the Departmental Admin Center department roster. This topic will demonstrate how to locate a student's academic, financial and personal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



Step	Action
1.	To see details about a student, such as their schedule, advisor, enrollment dates and other academic data, click on the student's name. 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. Undergrad,Ima

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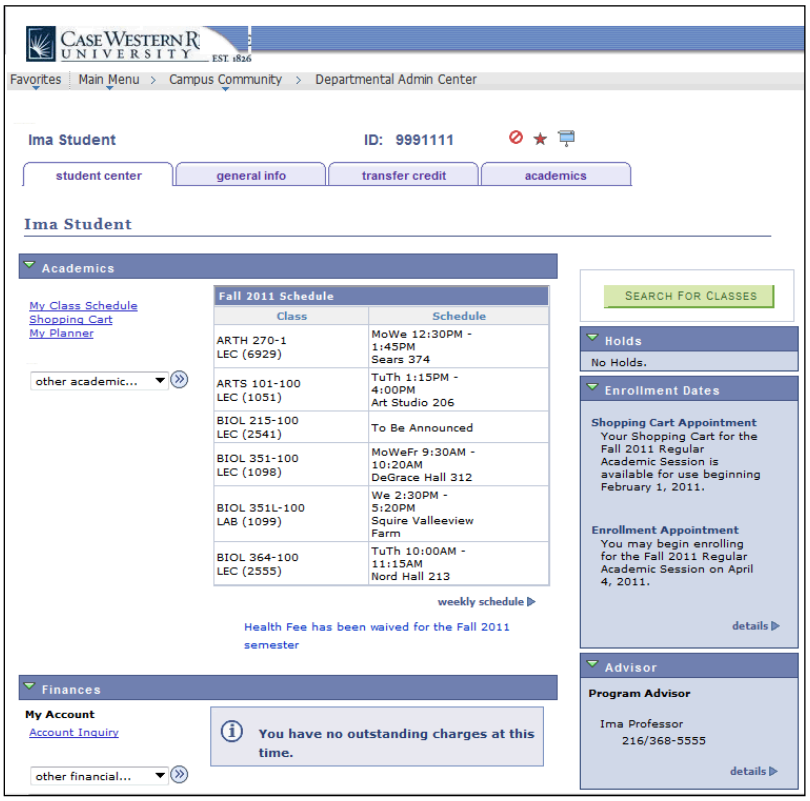


Step	Action
2.	The Student Center appears. The student's name and ID number are listed at the top of the screen.

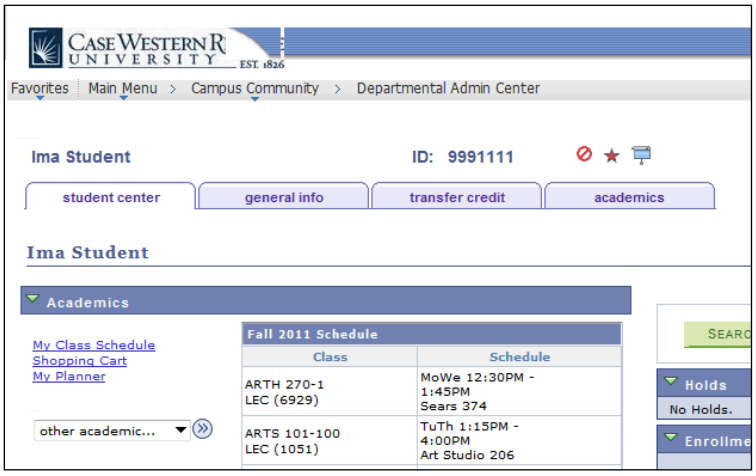
If a student has a Service Indicator, Hold, or FERPA indicator, symbols will appear at the top-right of the screen.

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: **Student Center**, **General Info**, **Transfer Credit** and **Academics**. The Student Center tab is the default tab that appears when you click on a student's name.



Step	Action
4.	The Student Center tab has three primary sections: Academics, Finances and Personal Information. 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.
5.	Access to additional screens can be found in the **other academic** dropdown list, including: Academic Requirements and What-If Reports (Undergraduate, Graduate, and Weatherhead students only) Planned Program of Study (Graduate students only) Course History Exam Schedule Grades Unofficial Transcript

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Step	Action
6.	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. **Please note:** 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.

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

Step	Action
8.	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). 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.

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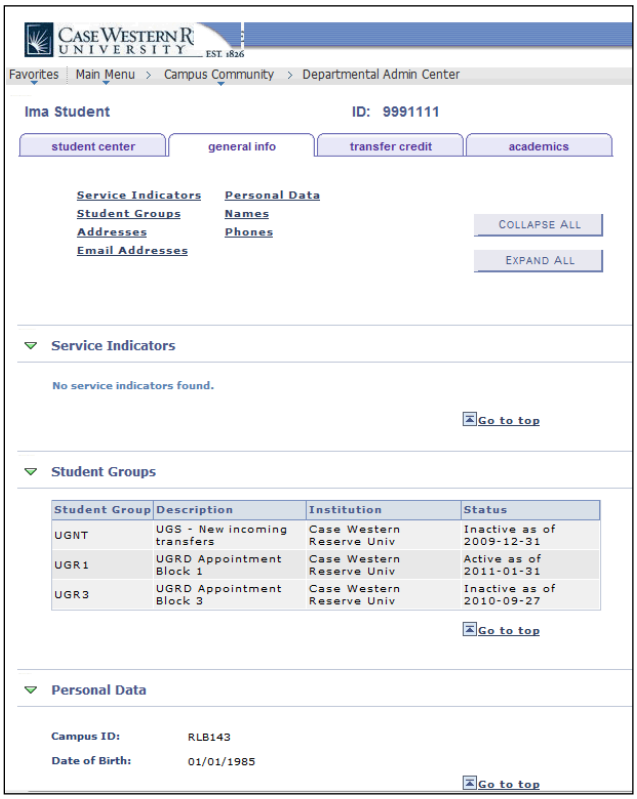
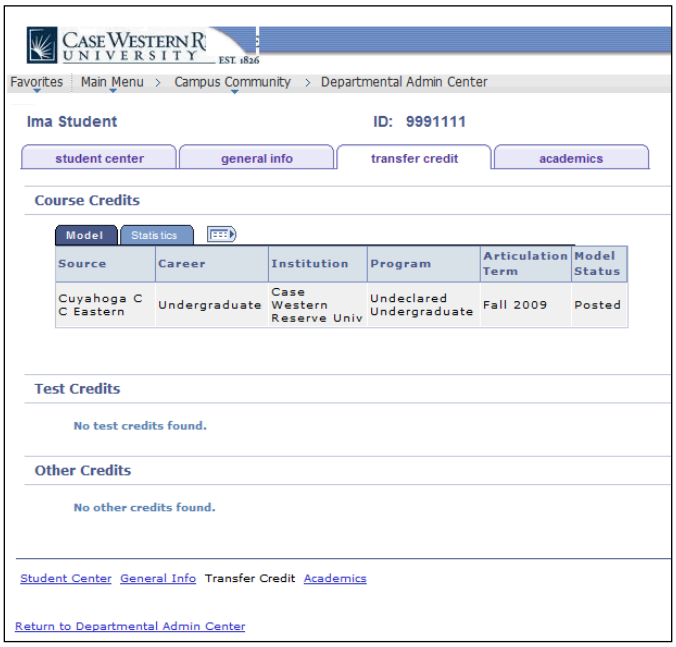


Step	Action
9.	Click the **General Info** tab to see administrative information on the student. general info

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.



Step	Action
10.	Click the **Transfer Credit** tab to see any course or test credit that has been applied to the student's record. transfer credit

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.

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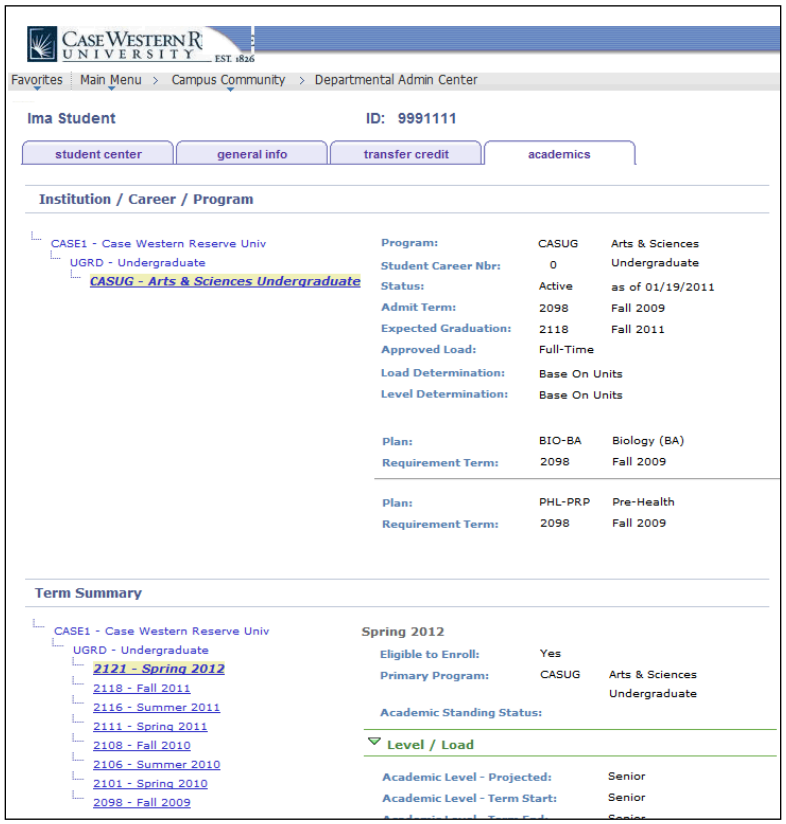

Step	Action
11.	Click the **Academics** tab to see a detailed record of the student's work at CWRU. The Academics tab contains information on the student's **Academic Career**(s), **Academic Program**(s) and active **Terms**.

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. **End of Procedure.**

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