CASE WESTERN RESERVE
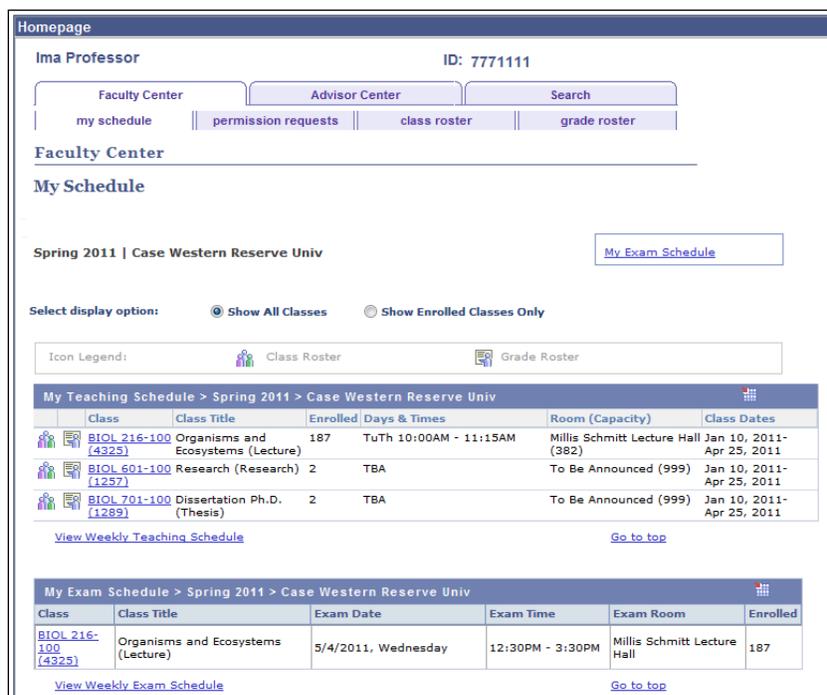UNIVERSITY — EST. 1826
think beyond the possible

Advisor Center

Concept

The Advisor Center is a tab that appears at the top of the Faculty Center in the SIS. It contains a list of advisees assigned to the individual who is logged in to the SIS. From this list, the advisor can view a student's academic and personal information on a screen called the Student Center. In the Student Center, the advisor can see the student's schedule, contact information, enrollment dates, and any holds on the student's account. The advisor can also access the student's Shopping Cart, grades, Academic Requirements report and What-If report from links within the Student Center. This document will explain how to navigate to the Advisor Center and Student Center.
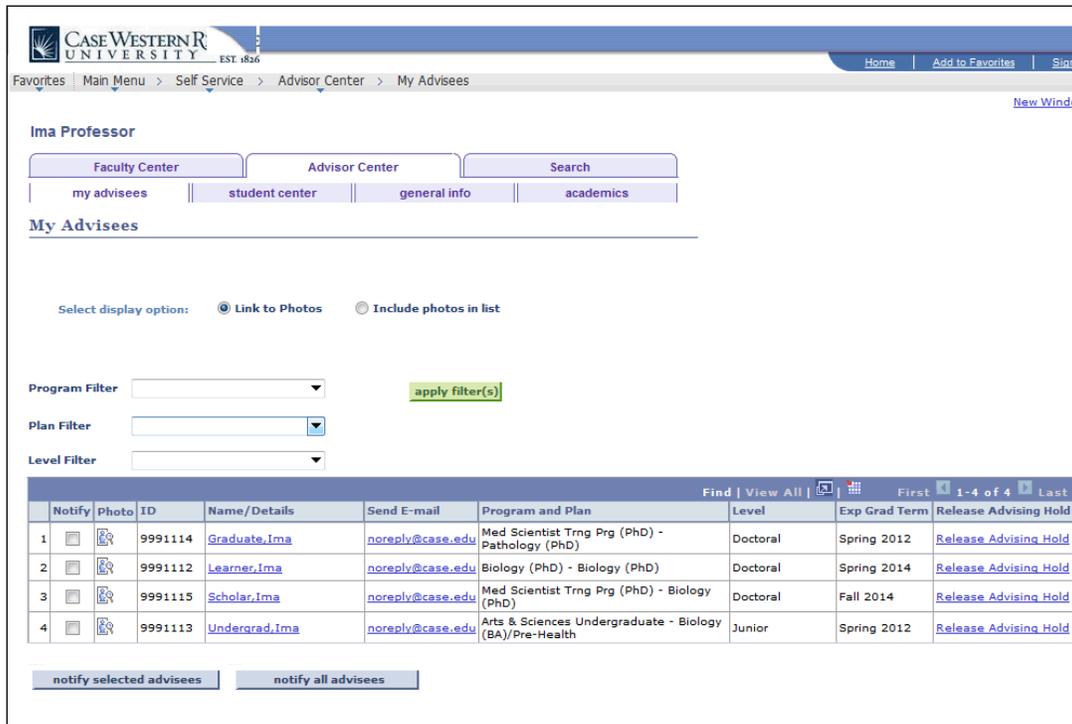
Procedure

Begin by logging in to the SIS at *case.edu/sis* with your CWRU Network ID and password.

Step	Action
1.	When you log in to the SIS, the Faculty Center appears. Click on the **Advisor Center** tab to see a list of the students you advise. Advisor Center

Step	Action
2.	The **My Advisees** tab contains a roster of all advisees assigned to you. If a student is missing from the list, please contact the school in which the student is enrolled.

The advisee list can be viewed with or without pictures of the students. Click the **Include Photos in List** radiobutton to see the names and pictures of advisees.

◉ Link to Photos |

If you choose to view your advisees' photos by clicking the **Include Photos in List** radiobutton, the roster will shorten so that only one advisee at a time can be seen. To move through advisees one at a time, use the **Back** and **Forward** arrows on top of the advisee roster. To make the entire list of advisees and their photos reappear, click the **View All** link on top of the advisee roster.

Step	Action
3.	There are three filters that can be used to see specific types of students in the advisee list: Program, Plan and Level.

The Program Filter list contains the Academic Programs in which your advisees are enrolled. Each advisee's program is displayed in the

Program and Plan column. Select a program and click the Apply Filter(s) button to see only advisees within that program.

An Academic Program is the student's academic discipline. For undergraduates, this can be the College of Arts and Sciences, Undergraduate Engineering, etc. For graduate students, it is more specifically their scholarly pursuit, such as Bioethics or Anthropology.

The Plan Filter list contains the Academic Plans in which your advisees are enrolled. Each advisee's plan is displayed in the Program and Plan column. Select a plan and click the Apply Filter(s) button to see only advisees within that plan.

An Academic Plan is the way in which a student is pursuing a degree. For undergraduates, it is their major or minor. For graduates, it is the specific course of action that the student is taking to complete their program, such as graduate Plan A or B, or Standard or Weekend-Intensive formats.

The Level Filter list contains the levels at which your advisees are enrolled. Each advisee's level is displayed in the Level column. Select a level and click the Apply Filter(s) button to see only advisees at that level.

Level is the point to which a student has completed an academic program. For undergraduates, the terms First Year, Sophomore, Junior, and Senior are used. Graduate levels include Masters and Doctorate.
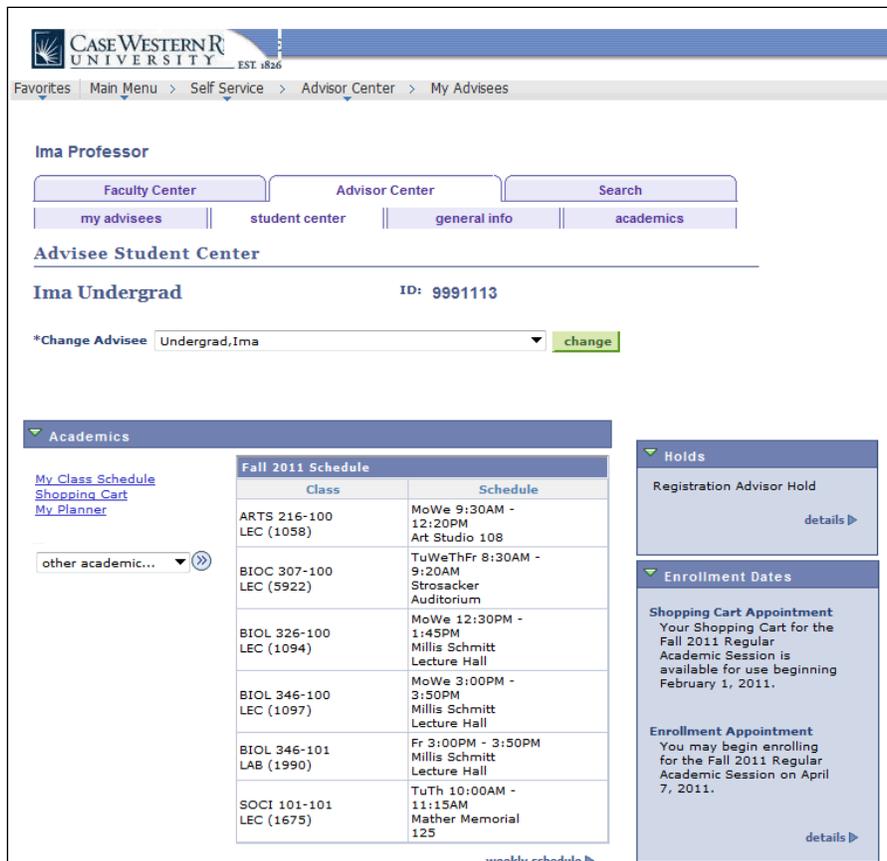
Step	Action
4.	The filters can be used in any combination. To apply filters you've selected, click the **Apply Filter(s)** button. To remove a filter, click its dropdown list, select the blank area, and click the **Apply Filter(s)** button. apply filter(s)

	Notify	Photo	ID	Name/Details	Send E-mail	Program and Plan	Level	Exp Grad Term	Release Advising Hold
1	☐		9991114	Graduate,Ima	noreply@case.edu	Med Scientist Trng Prg (PhD) - Pathology (PhD)	Doctoral	Spring 2012	Release Advising Hold
2	☐		9991112	Learner,Ima	noreply@case.edu	Biology (PhD) - Biology (PhD)	Doctoral	Spring 2014	Release Advising Hold
3	☐		9991115	Scholar,Ima	noreply@case.edu	Med Scientist Trng Prg (PhD) - Biology (PhD)	Doctoral	Fall 2014	Release Advising Hold
4	☐		9991113	Undergrad,Ima	noreply@case.edu	Arts & Sciences Undergraduate - Biology (BA)/Pre-Health	Junior	Spring 2012	Release Advising Hold

Find | View All | First 1-4 of 4 Last

notify selected advisees   notify all advisees

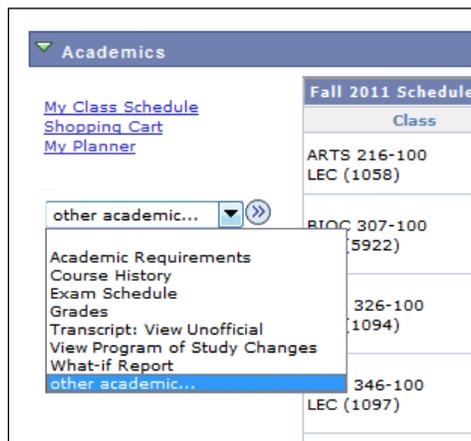| Step	Action
5.	To email all, some, or one of your advisees, use the built-in "notify" functionality to email students from within the SIS.

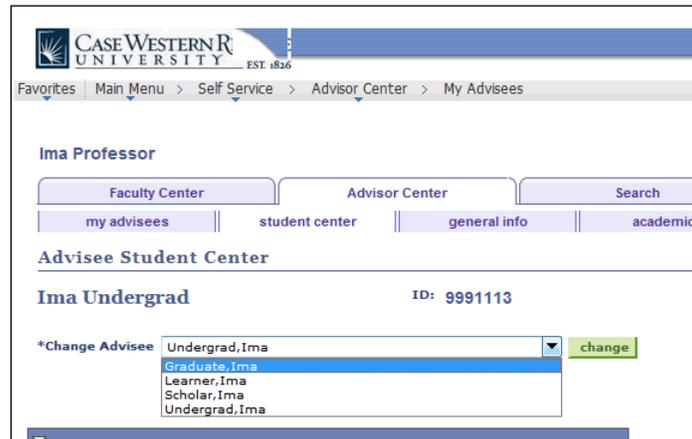| Step	Action
6.	The names of advisees are links that open each student's Student Center, where you can see his/her class schedule, course history, advising reports and more.
7.	The Advisee Center displays advisor registration holds whenever one or more advisees have one. To remove an advisee's registration hold, click the **Release Advising Hold** link.

Step	Action
8.	When an advisee's name link is clicked, the **Student Center** appears. It contains information on the advisee such as a current semester schedule, approaching enrollment dates, and academic history data. The Student Center is also the source for academic advising reports and unofficial transcripts. In the case of Graduate students, the Program of Study can also be accessed through the Student Center. ‖ student center

Step	Action
9.	Most features of the Student Center can be accessed from the **Other Academic** dropdown menu that is at the left of the student's schedule. Those features include: Academic Requirements Course History Exam Schedule Grades Transcript: View Unofficial View Program of Study Changes (applies to Graduate students only) What-If Report
10.	Additional academic information can be found by clicking on the **General Info** and **Academics** tabs.

Step	Action
11.	The student's address and phone number is found at the bottom of the Student Center screen.
12.	To look at another advisee in the Student Center, click the **Change Advisee** list.

Step	Action
13.	Select the student you wish to see and click the **Change** button. The student's information will appear.
14.	Return to the Faculty Center at any time by clicking the **Faculty Center** tab.
15.	This completes the process of viewing the Advisor Center tab in the SIS Faculty Center and using the advisee Student Center. **End of Procedure.**