Departmental Admin Center

Concept

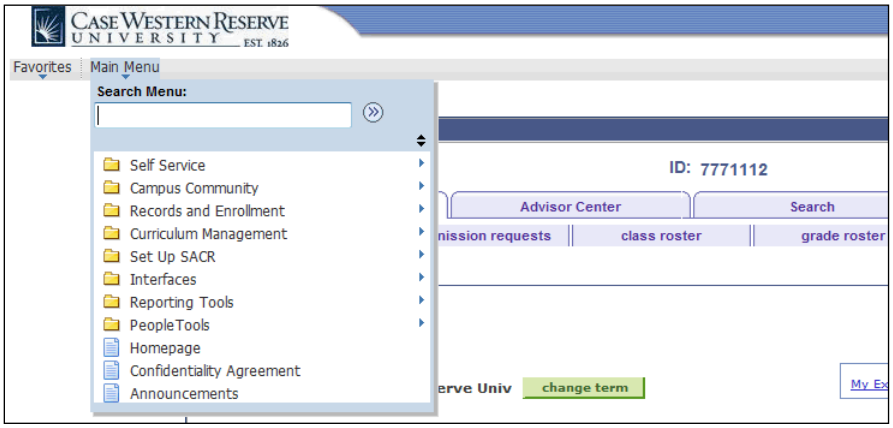
The Departmental Admin Center is a screen in the SIS where departmental faculty and staff can view a roster of students who have declared academic programs and plans within their department. From the roster, users can access the academic, financial and personal data of individual students for the purpose of serving and advising students. This topic will demonstrate how to use the Departmental Admin Center and access the Student Center screen.

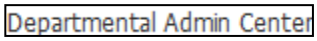
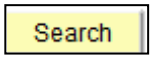
SIS_DAC_DeptAdminCtr

Procedure

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

Step	Action
1.	Click the **Main Menu** menu.



Step	Action
2.	Point to the **Campus Community** menu.
3.	Click the **Departmental Admin Center** link. 
4.	The **Department Admin Center** search screen appears. Click the **Search** button. 

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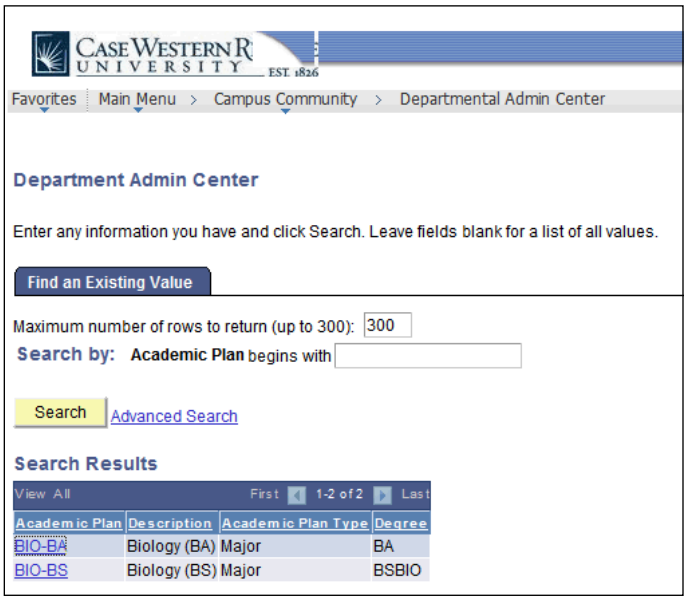
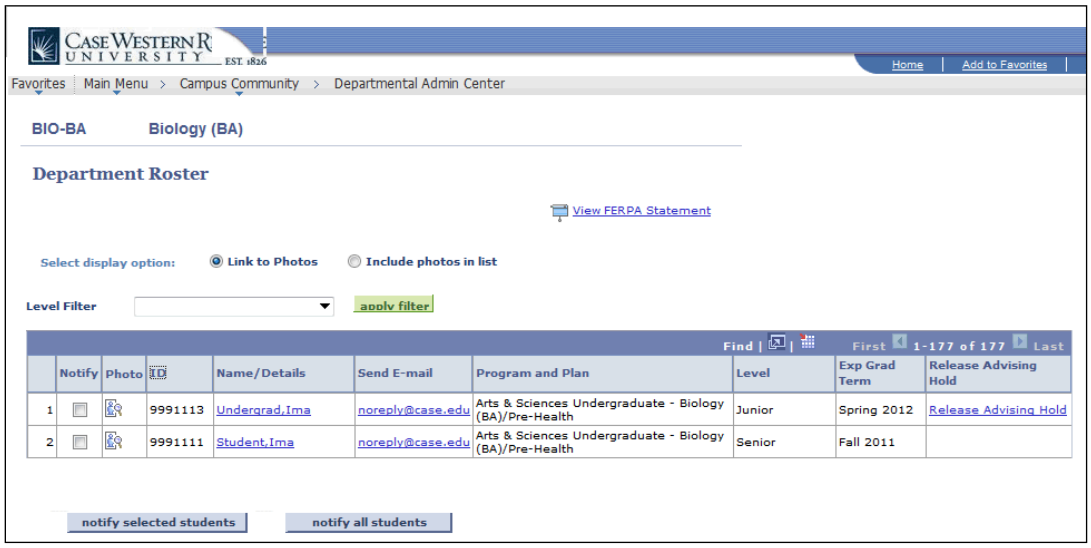


Step	Action
5.	All Academic Plans to which you have access appear in the search results. Select the appropriate Plan from the list. BIO-BA

Please note: If you are missing Plans to which you should have access, or if you are seeing Plans to which you should not have access, please send an email to reghelp@case.edu for assistance.

An academic plan is essentially the curriculum that a student is using to achieve a degree. For undergraduate students, majors and minors are academic plans. Graduate students use Plan A or Plan B for their academic plan. Professional students have a variety of academic plans that are offered based on their school, such as "Weekend Intensive" or "Executive Option."



Step	Action
6.	The Department Roster appears. It is a list of all students in that Academic Plan. From this list, you can email students, release advising holds, and view students' Student Centers.

Due to the sensitive content accessible through the student list, a link to the University's FERPA policy appears in the upper right on the screen.

Click the **View FERPA Statement** link to see the definition of FERPA and access the University's Interpretation of FERPA.

Step	Action
7.	The **Release Advising Hold** column appears when at least one student in the Plan has an Advising Hold on his/her record. If the column does not appear, then all students have had their Advising Holds removed.
8.	You can use the Department Roster to send emails to students using either of two methods: click on the student's email address to compose an email to them in your default email client; or check off students in the Notify column and use the **Notify Selected Students** button to compose and send an email in the SIS.
9.	Alternately, to send an email to all students in the list, click the **Notify All Students** button. notify all students

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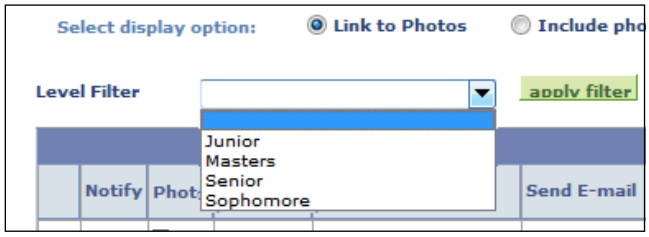
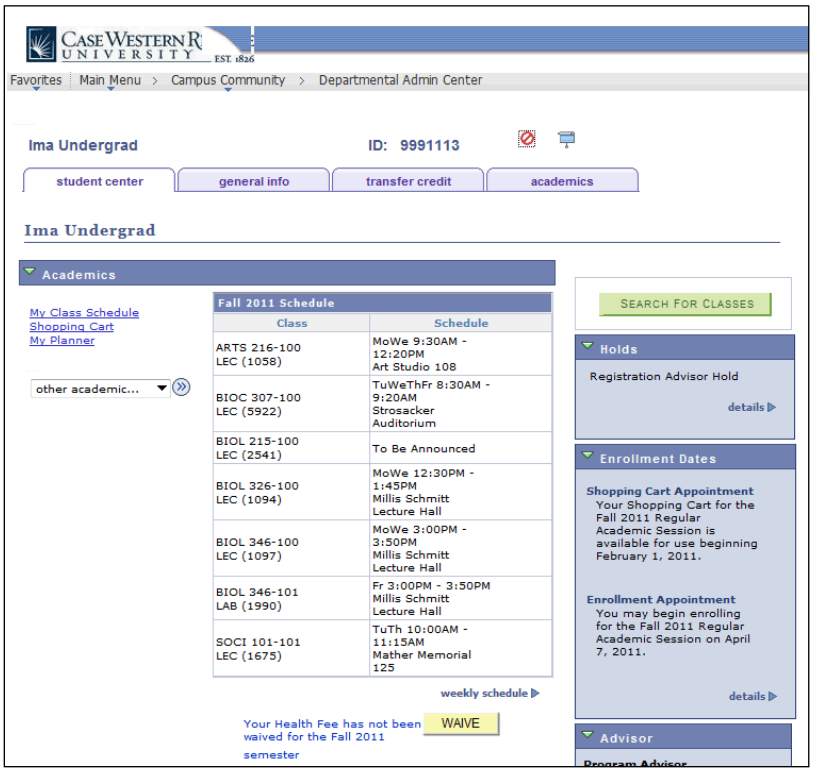
Step	Action
10.	To make it easier to find a student, the department roster can be filtered by student Level (Senior, Junior, Masters, etc). Click the **Level Filter** dropdown list.



Step	Action
11.	All levels of students that are currently on the list appear. Select the appropriate level from the dropdown list and click the **Apply Filter** button. The list will be reduced to only those students who are of the level selected in the filter.
12.	To remove a filter from the student list, click the **Level Filter** dropdown list, select the blank space from the list, and click the **Apply Filter** button again.
13.	To see a student's Student Center, click on the student's name.



Step	Action
14.	The **Student Center** appears. The following information is presented on the screen: The student's weekly schedule. The student's enrollment dates. Holds on the student's record. The student's advisor(s). The student's address and contact information. You may also be able to see the student's financial balance, depending on your level of access to student records. If you have questions about your access, please contact the University Registrar's office.

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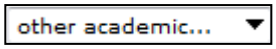
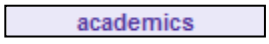
Step	Action
15.	Access to additional screens can be found in the **other academic** dropdown list, including: Academic Requirements and What-If Reports (Undergraduate, Graduate, and Weatherhead students only) Course History Exam Schedule Grades Unofficial Transcript 

Please see the following topics for additional information on selected items on the **other academic** dropdown list:

Departmental Admin Center: Course History
Departmental Admin Center: Requesting an Academic Advisement Report
Departmental Admin Center: Creating What-if Reports

Step	Action
16.	If the **FERPA** icon appears, then the student has restricted the release of his/her information.

According to the Family Educational Rights and Privacy Act, the University is not allowed to release most student data without prior written consent from the student. If you see the FERPA Shade icon, then you cannot release ANY student data without written consent. Please see case.edu/registrar/student_records.html for more information.

Step	Action
17.	Click the **Academics** tab to obtain additional academic information about the student. 

Step	Action
18.	The Academics tab appears. 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)

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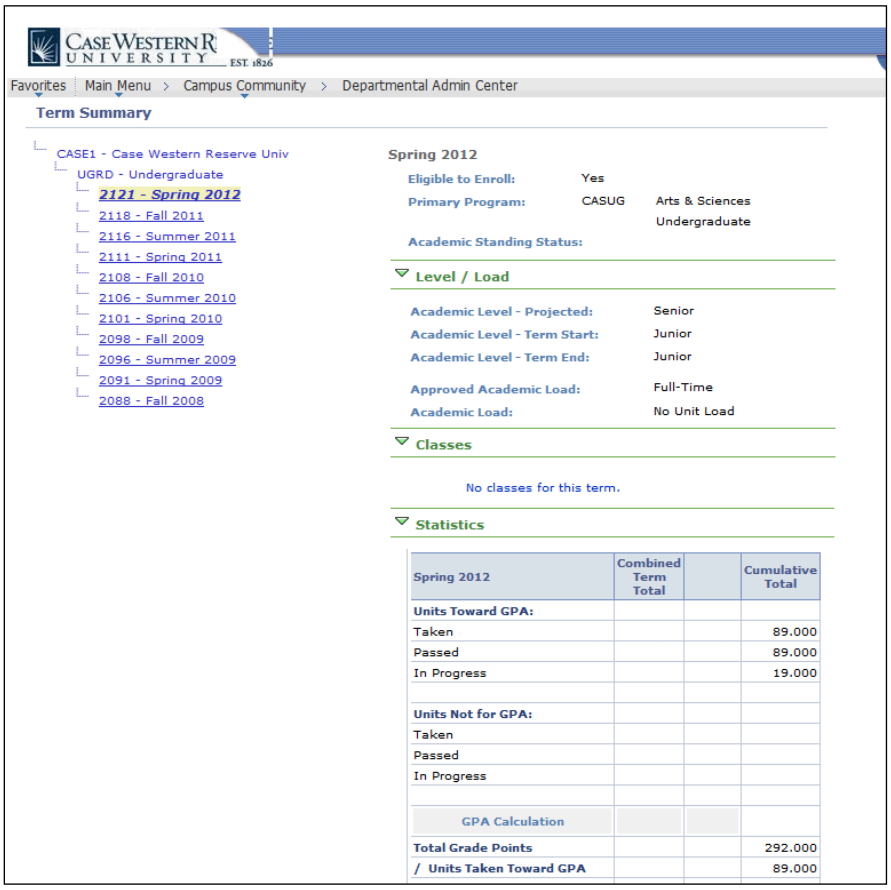

Step	Action
19.	The **Term Summary** section of the screen includes the following data, listed by term: All terms in which the student has been active Academic Standing Status Academic Level Classes in which the student is/was enrolled. Grades received per class Click on a term to see its data.
20.	The **Statistics** portion of the Term History section lists the student's Units and GPA per term.
21.	This completes the overview of the Departmental Admin Center. For further information, please see the Departmental Admin Center topics called Academic Requirements Report, What-If Report and Course History. **End of Procedure.**