

Departmental Admin Center


Concept

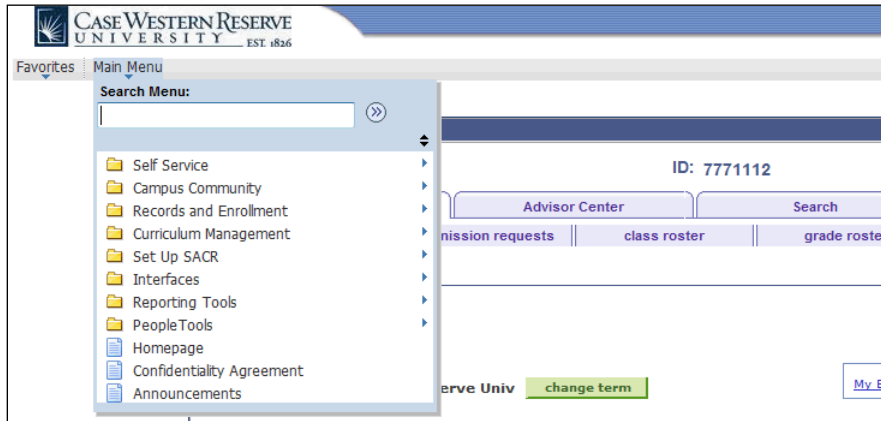
The Departmental Admin Center is a screen in the SIS where departmental faculty and staff can view a roster of students who have declared academic programs and plans within their department. From the roster, users can access the academic, financial and personal data of individual students for the purpose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

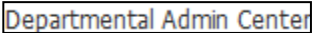
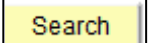
SIS_DAC_DeptAdminCtr

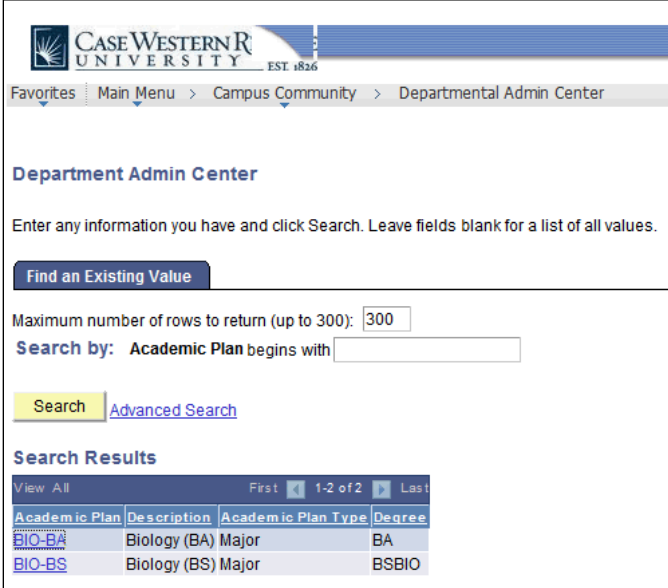
Procedure

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.  |



Case Western Reserve University EST. 1826
 Favorites | Main Menu > Campus Community > Departmental Admin Center

Department Admin Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Search by: Academic Plan begins with

Search [Advanced Search](#)

Search Results

View All First 1-2 of 2 Last

| Academic Plan | Description | Academic Plan Type | Degree |
|------------------------|--------------------|--------------------|--------|
| BIO-BA | Biology (BA) Major | | BA |
| BIO-BS | Biology (BS) Major | | BSBIO |

| 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."

BIO-BA Biology (BA)

Department Roster

[View FERPA Statement](#)

Select display option: Link to Photos Include photos in list

Level Filter: [aaolv filter](#)

| Notify | Photo | Name/Details | Send E-mail | Program and Plan | Level | Exp Grad Term | Release Advising Hold |
|--------|-------|--|--|---|--------|---------------|---------------------------------------|
| 1 | | 9991113 Undergrad, Ima | noreply@case.edu | Arts & Sciences Undergraduate - Biology (BA)/Pre-Health | Junior | Spring 2012 | Release Advising Hold |
| 2 | | 9991111 Student, Ima | noreply@case.edu | Arts & Sciences Undergraduate - Biology (BA)/Pre-Health | Senior | Fall 2011 | |

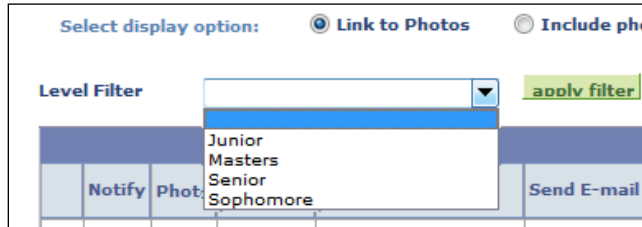
| Step | Action |
|------|---|
| 6. | The Department Roster appears. It is a list of all students in that Academic Plan. From this list, you can email students, release advising holds, and view students' Student Centers. |



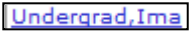
Due to the sensitive content accessible through the student list, a link to the University's FERPA policy appears in the upper right on the screen.

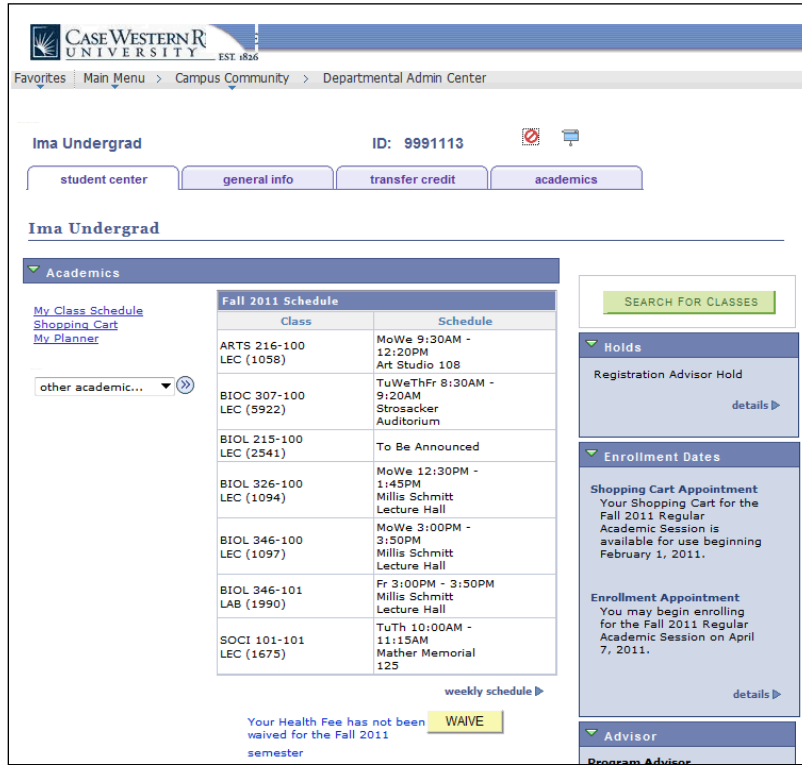
Click the [View FERPA Statement](#) link to see the definition of FERPA and access the University's Interpretation of FERPA.

| 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. <input type="button" value="notify all students"/> |

| 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.  |



Ima Undergrad ID: 9991113
 student center | general info | transfer credit | academics

Academics

| Fall 2011 Schedule | |
|-------------------------|--|
| Class | Schedule |
| ARTS 216-100 LEC (1058) | MoWe 9:30AM - 12:20PM Art Studio 108 |
| BIOC 307-100 LEC (5922) | TuWeThFr 8:30AM - 9:20AM Strosacker Auditorium |
| BIOL 215-100 LEC (2541) | To Be Announced |
| BIOL 326-100 LEC (1094) | MoWe 12:30PM - 1:45PM Millis Schmitt Lecture Hall |
| BIOL 346-100 LEC (1097) | MoWe 3:00PM - 3:50PM Millis Schmitt Lecture Hall |
| BIOL 346-101 LAB (1990) | Fr 3:00PM - 3:50PM Millis Schmitt Lecture Hall |
| SOCI 101-101 LEC (1675) | TuTh 10:00AM - 11:15AM Mather Memorial 125 |

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)
 other academic...

[SEARCH FOR CLASSES](#)

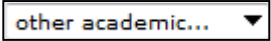
Holds
 Registration Advisor Hold
[details](#)

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 7, 2011.
[details](#)

Advisor
 Program Advisor


Your Health Fee has not been waived for the Fall 2011 semester **WAIVE**


| Step | Action |
|------|--|
| 14. | <p>The Student Center appears.</p> <p>The following information is presented on the screen:</p> <ul style="list-style-type: none"> 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. <p>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.</p> |

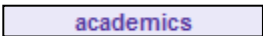
| Step | Action |
|------|--|
| 15. | <p>Access to additional screens can be found in the other academic dropdown list, including:</p> <ul style="list-style-type: none"> Academic Requirements and What-If Reports (Undergraduate, Graduate, and Weatherhead students only) Course History Exam Schedule Grades 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

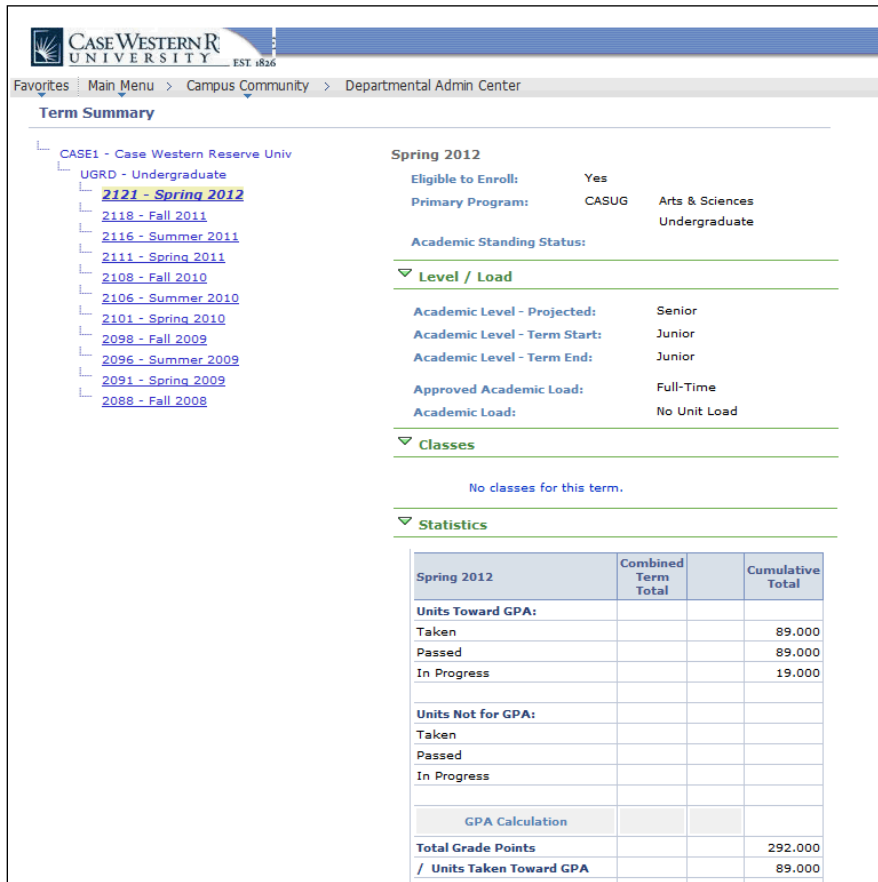
| Step | Action |
|------|--|
| 16. | <p>If the FERPA icon appears, then the student has restricted the release of his/her information.</p>  |

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. | <p>Click the Academics tab to obtain additional academic information about the student.</p>  |



| Step | Action |
|------|--|
| 18. | <p>The Academics tab appears.</p> <p>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.</p> <p>Data included in the Institution/Career/Program section of the screen includes:</p> <ul style="list-style-type: none"> Program Student Status (Active, Withdrawn, etc.) Admit Term Expected Graduation Term Approved Load Academic Plan(s) Plan Requirement Term(s) |



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
 - 2096 - Summer 2009
 - 2091 - Spring 2009
 - 2088 - Fall 2008

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: Junior

Academic Level - Term End: Junior

Approved Academic Load: Full-Time

Academic Load: No Unit Load

Classes

No classes for this term.

Statistics

| Spring 2012 | Combined Term Total | Cumulative Total |
|---------------------------|---------------------|------------------|
| Units Toward GPA: | | |
| Taken | | 89.000 |
| Passed | | 89.000 |
| In Progress | | 19.000 |
| Units Not for GPA: | | |
| Taken | | |
| Passed | | |
| In Progress | | |
| GPA Calculation | | |
| Total Grade Points | | 292.000 |
| / Units Taken Toward GPA | | 89.000 |

| Step | Action |
|------|---|
| 19. | <p>The Term Summary section of the screen includes the following data, listed by term:</p> <p>All terms in which the student has been active</p> <p>Academic Standing Status</p> <p>Academic Level</p> <p>Classes in which the student is/was enrolled.</p> <p>Grades received per class</p> <p>Click on a term to see its data.</p> |
| 20. | <p>The Statistics portion of the Term History section lists the student's Units and GPA per term.</p> |
| 21. | <p>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.</p> <p>End of Procedure.</p> |