



Faculty Guide

Student Information System · www.case.edu/projects/erp/sis

The Student Information System (SIS) provides a secure, flexible, web-based environment for creating and managing academic records.

Detailed definitions of terminology displayed in **bold** throughout the guide can be found on pages 14 and 15.

NOTE

The system is frequently being updated and improved. At the time of this publication, all features and screen shots are current.

An electronic version of this guide and other manuals and guides can be found at www.case.edu/projects/erp/sis

Dear Colleagues,

Welcome to Case Western Reserve University's Student Information System (SIS).

The SIS is a secure, flexible, and powerful web-based environment for managing and maintaining academic records. Special features include:

- Class and advisee rosters with photos and e-mailing options
- Semester schedule and configurable weekly schedule
- On-line grade entry for instructors with proxy options
- Pre-requisite/co-requisite checking at registration
- Convenient access to grant permissions, overrides, and release advising holds

I hope this user guide provides good information about using the SIS. If you have any questions regarding the system, please direct them to the SIS project team listed in the Contact Information section of this guide.

A handwritten signature in black ink, reading "Donald L. Feke". The signature is written in a cursive style with a large initial "D".

DONALD L. FEKE

Executive Sponsor for the Student Information System
Vice Provost for Undergraduate Education

Sign in is simple and secure.

The URL to access the system is www.case.edu/sis

Sign in using your Case Network ID and the associated password.

TIP User ID and password are case sensitive. The user ID must be entered in lowercase letters (example: abc123).

Save the URL as a favorite.

No VPN required.

Once in the SIS, **do not** use the Internet browser's **Back** button—this could cause loss of information.

Student Information System Sign In

User ID:

Password:

[Sign In](#)

******* WARNING *******
 You are about to access a private system. Unauthorized access to or use of this system (including misuse of the data herein, modification of the data, use of the system for illegal purposes) is strictly prohibited. Unauthorized use and users may be subject to criminal prosecution under the law and are subject to discipline under University policies.

[Office of the Registrar](#) | [MyCase Portal](#) | [ERP SIS Project](#)

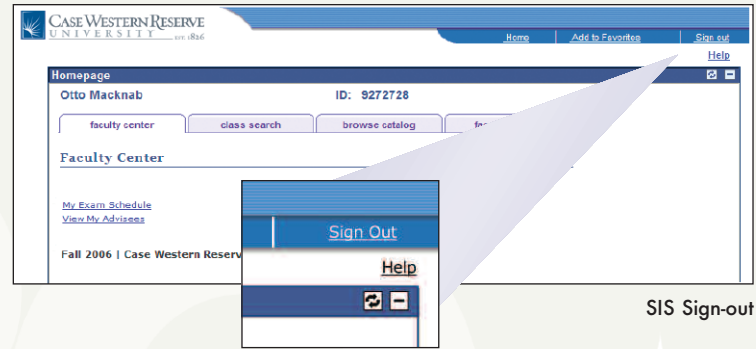
SIS Sign-in

Sign out.

Sign out of the system by clicking the Sign Out link on the blue tab in the upper-right corner of any screen.

IMPORTANT SECURITY FEATURE The SIS automatically signs you out after 60 minutes of inactivity.

TIP Always sign out, especially if you are using a public computer.



Faculty Center.

- 1 Faculty Center Tab.** The main launching point for accessing both teaching and advising information.
- 2 Permissions Tab.** Click on this tab to override prerequisites, class limits, and grant consent to students to enroll in your class. (Refer to page 8 & 9 for more information.)
- 3 Class Search.** Search the schedule of classes from this tab.
- 4 Browse Catalog.** Search and view the course catalog from this tab.
- 5 Faculty Search.** Search and view faculty information from this tab.
- 6 View My Advisees.** Click on this link to connect to your advisee roster and advising tools.
- 7 Change Term.** Click this button to view a different term.

The screenshot shows the Faculty Center interface for an instructor. At the top, there are navigation tabs: **1** faculty center, **2** permission requests, **3** class search, **4** browse catalog, and **5** faculty search. Below these are links for **6** My Exam Schedule and **6** View My Advisees. A **7** change term button is visible. The main content area shows the **My Teaching Schedule** for Spring 2009, with a table of classes. **8** points to the schedule title, **9** and **10** point to class entries, and **11** points to a **View Weekly Teaching Schedule** link. Below is the **My Exam Schedule** for Spring 2009, with **12** pointing to the title. At the bottom, there are links for **Faculty Center**, **Permission Requests**, **Class Search**, **Browse Catalog**, and **Faculty Search**.

Class	Class Title	Enrolled	Days & Times	Room (Capacity)	Class Dates
MATH 121-100 (6293)	Calc for Science & Engr I (Lecture)	7	MoWeFr 9:30AM-10:20AM	Bingham 214 (30)	01/12/2009-04/27/2009
MATH 121-101 (6295)	Calc for Science & Engr I (Lecture)	5	MoWeFr 8:30AM-9:20AM	Bingham 214 (30)	01/12/2009-04/27/2009
MATH 201-100 (6413)	Intro to Linear Algebra (Lecture)	12	MoWeFr 11:30AM-12:20PM	Sears 356 (40)	01/12/2009-04/27/2009

Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
MATH 201-100 (6413)	Intro to Linear Algebra (Lecture)	5/1/2009, Friday	8:30AM - 11:30AM	Sears 372	12
MATH 121-100 (6293)	Calc for Science & Engr I (Lecture)	5/1/2009, Friday	4:00PM - 7:00PM	Bingham 204	7
MATH 121-101 (6295)	Calc for Science & Engr I (Lecture)	5/1/2009, Friday	4:00PM - 7:00PM	Bingham 204	5

Faculty Center

8 My Teaching Schedule. The grid from which instructors can access materials related to their courses, such as, the Class Schedule, Class Roster and Grade Roster (when applicable).



9 Class Roster. Click on this icon to view a class list, e-mail students, and view student photos. (Refer to page 6 for more information.)



10 Grade Roster. Click on this icon to review and submit grades online. (Refer to page 7 for more information.)

11 View Weekly Teaching Schedule. Click this link to see your schedule organized by week rather than by class number and title.

12 My Exam Schedule. Displays the final exam schedule for your classes as soon as they are published.



Class Roster.

Class Roster streamlines the process of viewing student data and communicating with students.

- 1 To view student photos with the Class Roster list, click the Include Photos in List radio button. The photo of the first student in Class Roster will appear (1a). To see all student photos click the View All link. To return to the Class Roster without photos click the Link to Photos radio button.
- 2 Each student's **Academic Program** is listed under **Program and Plan**.
- 3 Each student's academic level is listed under **Level**.
- 4 E-mail one student or a group of students by clicking the check box next to their name(s) and clicking the Notify Selected Students button.
- 5 E-mail all students on the Class Roster by clicking the Notify Listed Students button.
- 6 To print the Class Roster, click the Printer Friendly Version button and print using your browser's delivered print functionality.

Select display option: Link to Photos Include photos in list **1**

Enrolled Students		Customize		Find	First	1-7 of 7	Last	
	Notify	Photo	ID	Name	Units	Program and Plan	Level	Exp Grad Term
1	<input type="checkbox"/>		1015876	Aarons, Becky	3.00	Arts & Sciences Undergraduate - Biology (BA)/Chemistry (BA)/Psychology (BA)/Mathematics (Min)/Pre-Health	Senior	Spring 2008
2	<input type="checkbox"/>							
6	<input type="checkbox"/>		1014283	Nied, Anton	3.00	Arts & Sciences Undergraduate - Biology (BA)/Chemistry (Min)	Junior	Spring 2008
7	<input type="checkbox"/>		1011397	Nilson, Karry	3.00	Arts & Sciences Undergraduate - Biology (BA)/International Studies (BA)/Chemistry (Min)/Pre-Health/Spanish (Min)	Senior	Spring 2008

4 NOTIFY SELECTED STUDENTS **5** NOTIFY LISTED STUDENTS **6** PRINTER FRIENDLY VERSION

Class Roster

Find | View All First 1 of 7 Last

1a

	<input type="checkbox"/> Notify	ID	1010687
		Name	Barqeran, Michelle
		Units Taken	3.00
		Start Date	08/28/2006
		End Date	12/20/2006
		Program & Plan	Arts & Sciences Undergraduate - Biology (BS)/Chemistry (Min)
		Level	Junior
		Exp Grad Term	Spring 2008

Class Roster with student photos



Grade Roster.

Grade Roster enables you or your designee to enter grades.

- 1 Final grades will be entered and submitted in the SIS. Use the Approval Status dropdown menu to indicate the status of the grade roster.
- 2 The Roster Grade dropdown menu contains the applicable grades for each student.
- 3 Each student's **Academic Program** is listed under **Program and Plan**.
- 4 Each student's academic level is listed under **Level**.
- 5 E-mail one student or a group of students by clicking the check box next to their name(s) and clicking the Notify Selected Students button.
- 6 E-mail all students on the Grade Roster by clicking the Notify All Students button.
- 7 To print the Grade Roster, click the Printer Friendly Version button and print using your browser's delivered print functionality.

Faculty Center

Grade Roster [View FERPA Statement](#)

BIOL 374 - 100 **Neurobiology of Behavior**

Lecture (1312)

Fall 2006 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 2:45PM - 4:00PM	Sears 350	Otto Mackenab	08/28/2006 - 12/20/2006

*Grade Roster Type: Final Grade
 Approval Status: Not Reviewed Display Unassigned Roster Grade Only

<- add this grade to all students

Student Grade: [list]

Notify	ID	Name	Roster Grade	Program and Plan	Level
<input type="checkbox"/>	1015876	Aarons,Becky	<input type="button" value="v"/>	Arts & Sciences Undergraduate - Biology (BA)/Chemistry (BA)/Psychology (BA)/Mathematics (Min)/Pre-	Senior
<input type="checkbox"/>	1010687	Bergeran,Michelle	<input type="button" value="v"/>	Arts & Sciences Undergraduate - Biology (BS)/Chemistry (Min)	Junior
<input type="checkbox"/>	1007397	Jeffers,Barney	<input type="button" value="v"/>	Engineering Undergraduate - Biomedical Engineering (BSE)	Senior
<input type="checkbox"/>	1010695	Mangalo,Sashimi	<input type="button" value="v"/>	Arts & Sciences Undergraduate - Biochemistry (BA)/Cognitive Science (BA)/Pre-Health	Junior
<input type="checkbox"/>	1014831	Michaels,Barry	<input type="button" value="v"/>	Arts & Sciences Undergraduate - Biology (BA)/Chemistry (Min)/Philosophy (Min)	Senior
<input type="checkbox"/>	1014253	Nicci,Anton	<input type="button" value="v"/>	Arts & Sciences Undergraduate - Biology (BA)/Chemistry (Min)	Junior
<input type="checkbox"/>	1011397	Nilson,Karry	<input type="button" value="v"/>	Arts & Sciences Undergraduate - Biology (BA)/International Studies (BA)/Chemistry (Min)/Pre-Health	Senior

Grade Roster

Permissions.

The Permission Requests tab allows instructors to review requests from students to enroll in their classes and also create their own permits. Permission requests apply to those classes that can be added by instructor consent only, are closed due to enrollment capacity, or cause a time conflict with another class on the student's schedule. Permissions can also be granted to those students who wish to take a class for which they haven't met prerequisites.

- 1 Click on the How to Get Started link for specific directions on using the Permission Requests tab.
- 2 Use the General Info tab to view the permission requests submitted by students, or to create permits for students.
- 3 Click on the Permission tab to select the appropriate permit(s) for a student. Click the Explain Permission Types link for more information. Assign an expiration date to a granted permission request if desired.
- 4 Use the Comments tab to see messages from students and attach messages to permission requests.
- 5 Issue a permit by selecting the student and clicking the Grant button. Deny a permit by clicking the Deny button. Revoke a granted permission by clicking the Revoke button.

1 2 3 4

Select	Permission Type	Student ID	Student Name	Class Number	Class	Permission Status	Updated on	Updated by
<input type="checkbox"/>	Add	9991128	Lambda,Lori	6413	MATH 201-100	Denied	10/22/2008 10:53:12AM	Two,Grad Fac
<input type="checkbox"/>	Add	9991130	Alpha,Ari	6413	MATH 201-100	Pending	04/16/2009 3:11:57PM	Alpha,Ari

5

General Information Tab

Select	Permission Type	Student ID	Student Name	Consent Required	Closed Class	Requisites Not Met	Time Conflict	Career Restriction	Time Period	Expiration Date	Permission Use Date
<input type="checkbox"/>	Add	9991128	Lambda,Lori	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	Add	9991130	Alpha,Ari	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			11

Permission Tab

IMPORTANT NOTE Requesting and receiving Permission to Add does not automatically enroll a student in the class. Similarly, requesting and receiving Permission to Drop does not automatically drop a student from a class. Once a student receives permission, the student must complete the appropriate registration process to add or drop the course.

Permission Type	Explanation
Consent Required	A class may be coded by the department as requiring either instructor or department consent. Consent type required may be either add consent or drop consent. Details regarding whether or not a class requires add or drop consent are available on the searchable schedule of classes.
Closed Class	Classes that reach their enrollment limits require permission to override the limit. <i>Note:</i> Some classes may have “Reserve Capacities” such that a department may set aside seats for a particular type of student (e.g., juniors, biology majors, etc.) If all non reserved seats are taken, students not meeting Reserve Capacity criteria will not be allowed to register unless Closed Class permission is granted. If all reserved seats are taken, students meeting Reserved Capacity criteria will not be allowed to register unless Closed Class permission is granted. Even if a class shows a status of “open” or it appears as if there are seats available, it still may be closed to students not meeting Reserve Capacity requirements.
Requisites Not Met	Departments determine whether or not a course requires pre-requisites, co-requisites or other requirement conditions. If the student has not met these requirements, registration for the course is not allowed unless “Requisites Not Met” permission is granted.
Time Conflict	Students may not register for classes that have any meeting day/time overlaps with each other. Permission may be granted by instructor/department for <i>either</i> course. Even if permission is granted for time conflict, students must still register for course(s) in person.
Career Restriction	Some schools have restrictions on students such that they may not register for courses outside of their own career without receiving permission from either the student’s registrar or dean or the course career’s registrar or dean. E.g., Law students may not register for Applied Social Science courses without permission from the law school registrar or applied social science school registrar.
Time Period	If school has separate enroll with permission period (Nursing, Law, Management, SASS,) permission may be granted to allow a student in a class after the regular enrollment period .

Click on [View My Advisees](#) from the Faculty Center to access the Advisee Roster—your tool for e-mailing advisees, releasing advising holds, and seeing advisees’ Student Centers.

- 1 Click the [Include Photos in List](#) radio button to see photos of advisees.
- 2 Use the **Program** and **Level** filters to select the type of advisee that appears in the roster.
- 3 Click [View Student Details](#) to see an advisee’s Student Center, where you can access tools like **My Planner**, **Shopping Cart**, and **Advisement Reports** (*Refer to page 11 for further details*).
- 4 Click a student’s [Release Advising Hold](#) link each semester to permit registration for classes.
- 5 E-mail one advisee or a group of advisees by clicking the check box next to their name and clicking the **Notify Selected Advisees** button. E-mail all advisees in the Advisee Roster by clicking the **Notify All Advisees** button.

The screenshot shows the 'View My Advisees' page for Otto Mackinab (ID: 0372728). The 'Advisee Roster' section includes a 'Select display options' area with radio buttons for 'Link to Photos' (selected) and 'Include photos in list' (1). Below are 'Program Filter' and 'Level Filter' dropdowns, with 'apply filter(s)' (2). The main table lists advisees with columns for Notify, Photo, ID, Name, Program and Plan, Level, Exp. Grad Term, View Student Details (3), and Release Advising Hold (4). At the bottom are 'notify selected advisees' and 'notify all advisees' buttons (5).

Notify	Photo	ID	Name	Program and Plan	Level	Exp. Grad Term	View Student Details	Release Advising Hold
<input type="checkbox"/>		5112233	Banks, Gavin	Arts & Sciences Undergraduate - Biology (BA)	Sophomore	Spring 2010	View Student Details	Release Advising Hold
<input type="checkbox"/>		6272777	Beneish, Elaine	Arts & Sciences Undergraduate - Biology (BA)	Sophomore	Spring 2010	View Student Details	Release Advising Hold
<input type="checkbox"/>		9232222	Costello, Geena	Arts & Sciences Undergraduate - Biology (BA)	Sophomore	Spring 2010	View Student Details	Release Advising Hold
<input type="checkbox"/>		9272799	Kramer, Geena	Arts & Sciences Undergraduate - Biology (BA)	Sophomore	Spring 2010	View Student Details	Release Advising Hold
<input type="checkbox"/>		5332211	Peterman, Jordan	Arts & Sciences Undergraduate - Biology (BA)	Sophomore	Spring 2010	View Student Details	Release Advising Hold
<input type="checkbox"/>		9913224	Purdys, David	Arts & Sciences Undergraduate - Biology (BA)	Sophomore	Spring 2010	View Student Details	Release Advising Hold

Advisee Roster

From the Advisee Roster screen, click a student's **View Student Details** link to access these features in the Student Center:

- 1 View an advisee's **Shopping Cart** of class choices prior to enrollment. (Refer to page 13 for full screen view.)
- 2 View an advisee's **Planner**.
- 3 View an advisee's class schedule.
- 4 View holds on an advisee's record.
- 5 View an advisee's **Enrollment Appointments**.
- 6 Find your advisee's contact information.
- 7 View an **Advisement Report** of an advisee's academic requirements.
- 8 View the Course History for an advisee. (Refer to page 12 for full screen view.)
- 9 View an advisee's final exam schedule.
- 10 View an advisee's grades.
- 11 View an advisee's unofficial transcript.

12 Approve a graduate student's **Planned Program of Study**. (Refer to page 13 for full screen view.)

13 Create a **What-if Report** that shows progress toward a degree if a student chooses a different **Program** or **Plan**.

The screenshot shows the 'Elaine Benes' Student Center interface. At the top, there are tabs for 'my advisees', 'student center', 'general info', and 'academics'. The 'Academics' section is active, displaying 'Elaine's Student Center' with a sub-tab for 'Academics'. A 'This Week's Schedule' table is shown with columns for 'Class' and 'Schedule'. To the right, there are sections for 'Holds', 'Enrollment Dates', and 'Advisor'. A callout box for item 7 shows a dropdown menu with the following options: 'Academic Requirement', 'Course History', 'Exam Schedule', 'Grades', 'Transcript: View Unofficial', 'View Program of Study', 'What-if Report', and 'other academic...'. The 'Advisor' section shows 'Program Advisor: Jerry Seinfeld, 216/555-4444'.

Other Academic dropdown box

Advisor view of an advisee's Student Center

The Course History, Shopping Cart, and My Planner features allow advisors to see their advisee's past, present, and future enrollment plans.

Course History

The Course History screen displays course that the student has transferred, taken, or is currently taking.

My Course History

Select Display Option
 Hide courses from My Planner
 Show courses from My Planner

Sort results by [dropdown]
 Then by [dropdown]

Taken
 Transferred
 In Progress

Course	Description	Term	Grade	Units	Status
BIOL 214	Genes and Evolution	Spring 2004	RPT	4.00	<input checked="" type="checkbox"/>
BIOL 214	Genes and Evolution	Spring 2005	B	4.00	<input checked="" type="checkbox"/>
BIOL 215	Cells and Proteins	Fall 2004	C	4.00	<input checked="" type="checkbox"/>
BIOL 216	Organisms and Ecosystems	Spring 2006	C	4.00	<input checked="" type="checkbox"/>
BIOL 302	Human Learning and the Brain	Spring 2006	A	3.00	<input checked="" type="checkbox"/>
BIOL 343	Microbiology	Spring 2006	C	3.00	<input checked="" type="checkbox"/>
BIOL 344	Laboratory for Microbiology	Spring 2006	C	2.00	<input checked="" type="checkbox"/>
BIOL 362	Prin of Developmental Biology	Fall 2006	B	3.00	<input checked="" type="checkbox"/>
BIOL 363	Experimental Develop Biology	Spring 2007	A	3.00	<input checked="" type="checkbox"/>
BIOL 374	Neurobiology of Behavior	Fall 2006		3.00	<input type="checkbox"/>
BIOL 385	Seminar in Biology of Learning	Spring 2007	A	3.00	<input checked="" type="checkbox"/>
CHEM 105	Principles of Chemistry I	Fall 2003	B	3.00	<input checked="" type="checkbox"/>
CHEM 106	Principles of Chemistry II	Spring 2004	C	3.00	<input checked="" type="checkbox"/>
CHEM 113	Principles of Chemistry Lab	Spring 2004	B	2.00	<input checked="" type="checkbox"/>

The advisee's Course History

Shopping Cart

The **Shopping Cart** displays the class(es) in which a student wants to register prior to the enrollment request being submitted. Students can begin placing classes in their Shopping Cart prior to their advising hold being removed and before their **Enrollment Appointment** begins.

The screenshot shows the 'Shopping Cart' interface for Spring 2007 at Case Western Reserve University. It includes a 'change term' button and a table of selected classes.

Spring 2007 Shopping Cart					
Class	Days/Times	Room	Instructor	Units	Status
BIOL 216-100 (1314)	TuTh 10:00AM - 11:15AM	Millis Schmitt Lecture Hall	P. Drewa, S. Haynesworth, J. Westin	4.00	●
BIOL 216-110 (4461)	Tu 1:15PM - 4:15PM	Millis Science Ctr 320	S. Haynesworth, J. Westin		●
ENGL 200-100 (2281)	TuTh 8:30AM - 9:45AM	TBA	G. Rieger	3.00	●

View an advisee's Shopping Cart

My Program of Study

For graduate advisees, use the My Program feature of the **Planner** to access the individual's **Planned Program of Study**.

The screenshot shows the 'My Program of Study' interface. It includes an 'Approval History' table, a 'Version' dropdown, and two tables of course listings for Fall 2008 and Spring 2009.

Version: 3

Status: Submitted for Approval

Approval History		
Status	Updated By	Date/Time
New	Halle Luia	02/23/08 9:17:01AM
Submitted for Approval	Halle Luia	02/25/08 6:00:08PM

APPROVE DENY

Fall 2008

Course	Description	Units
EBME 500T	Graduate Teaching II	
EBME 412	Biomedical Signal Processing	3.00
EBME 417	Excitable Cells: Molec Mech	3.00
EBME 418	Electronics for BME	3.00
EBME 420	Biomedical Ultrasound Technol	3.00

Spring 2009

Course	Description	Units
EBME 426	Gene and Drug Delivery	3.00
EBME 427	Movemnt Biomechanics & Rehab	3.00
EBME 440	Translational Research for BME	3.00

View and approve or deny a graduate student's Planned Program of Study

SIS TERM	ALSO KNOWN AS...	DEFINITION
Academic Career	N/A	Term that classifies both students and curricula as belonging to one of nine categories: Undergraduate, Graduate, Management, Law, Medicine, Applied Social Sciences, Nursing, Dental, and Non-degree.
Academic Organization	Departments	Colleges, schools, and departments that conduct curricular studies at Case Western Reserve University. Academic Organizations are responsible for maintaining their class schedules in SIS each term.
Academic Plan (Plan)	Majors, Minors	The method by which a student pursues their studies. For undergraduate students, majors and minors are Academic Plans. In the School of Graduate Studies, Plan A and Plan B options are Academic Plans.
Academic Program (Program)	School or College	The program to which a student is admitted and/or from which he or she graduates. For example, there is an undergraduate Academic Program in the College of Arts and Sciences. In the School of Graduate Studies, an Academic Program is the scholarly pursuit to which the student is admitted; for example, the doctorate program in Astronomy.
Advisement Report	Degree Progress Report	Compares the classes and benchmarks that a student has achieved towards fulfilling graduation requirements. Advisement Reports list each class a student has completed, grades achieved (if applicable), credits earned (if applicable), and classes yet to be taken to fulfill requirements.
Class Components	N/A	The primary format of a class or class section; for example, lecture, lab, recitation, seminar, clinical.
Class Number	CRN	Each class offering of a course is assigned a unique four-digit number when created.

Class Section	N/A	Each class offering is assigned a class section number that makes it easily identifiable within the course. The first scheduled class section of a course is 100.
Enrollment Appointment	Registration Start Date	The date a student may begin to register for classes
Planner (My Planner)	N/A	A self-service tool that enables students to select courses they want to take in upcoming semesters from the Course Catalog. For students in the School of Graduate Studies, the Planner is attached to My Program, which allows students, advisors, and the School to view, approve, or deny changes to a student's Planned Program of Study (PPOS).
Service Indicators ⊘ Negative Service Indicator ★ Positive Service Indicator	Holds	Also known as Holds on the Student Center screen. Can be positive or negative. Negative service indicators may prevent students from enrolling in upcoming terms. Advising Holds, for example, are negative and are applied to students who are required to see an advisor prior to registration. Advisors can remove the Advising Hold once they have met with a student. This process eliminates the need for PIN numbers.
Shopping Cart	N/A	Works with the Schedule of Classes and holds the classes in which a student wants to enroll before submitting an enrollment request. Students enroll in classes via their shopping cart once their enrollment appointment (or open enrollment) arrives. Advisors can view their advisees' Shopping Carts before enrollment.
Sub-Plan	Tracks, Concentrations	A track or concentration that the student is following within an Academic Plan.
What-If Report	N/A	A report that asks, "What if this student were to change majors?" Compares the student's current curriculum and benchmark achievements with a proposed major and minor combination, and lists the requirements that would and would not be satisfied if the student were to make a change.
Term	Semester	The internal name for a semester and year. For example, Fall 2008 is a term.

SPOT stands for **Self-Paced Online Training**. It's available while you work in the system.

To get started, just click the blue, underlined [Help](#) link that appears in the upper right-hand corner of the Faculty Center home page. This launches SPOT in a new window.

In the upper right-hand corner you will see three options for learning: **See It!**, **Try It!**, and **Do It!** Click on the one you would like to activate.

About the SPOT help features in SIS:

- 1 Find the topic you want to learn more about, and click on it. This highlights the topic name.
- 2 **See It!** enables you to learn by watching an animated demonstration of operations in a simulated environment. All the required activities (moving the mouse, entering data, etc.) are completed automatically.
- 3 **Try It!** enables you to learn interactively. SPOT prompts you to perform mouse clicks or keystrokes as you complete tasks in a simulated environment.
- 4 **Do It!** enables you to learn interactively while you work with actual data in the live system. You are presented a small window that displays each step for a particular task. As you complete a step, click the [Next Step](#) button to display the next step in the process.

TIP SPOT opens in a new window. Settings for pop-up blockers may need to be adjusted to use this tool.

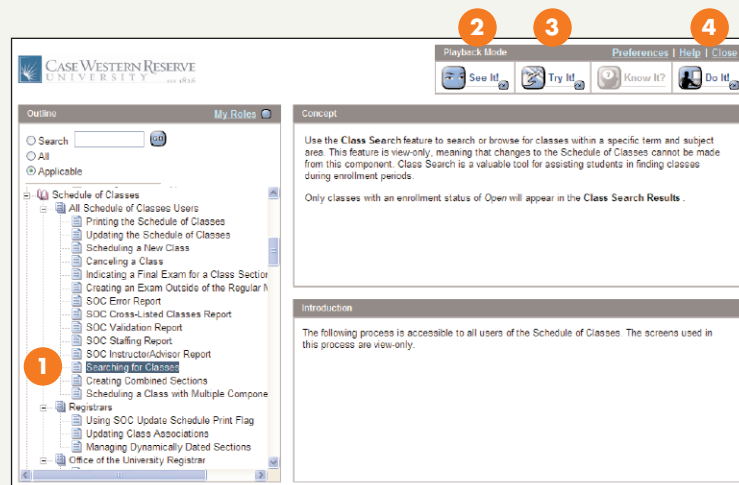


Table of Contents in SPOT

Contact Us.

erpsis@case.edu

This address is monitored by the ERP Student Information System (SIS) team. General questions about the SIS should be directed to this address.

reghelp@case.edu

This address is monitored by the University Registrar's Office to answer questions about self-service and student system functionality.

courses@case.edu

This address is monitored by the University Registrar's Office to help answer any questions relating to the schedule of classes, classrooms, and courses.

registrar@case.edu

This address is monitored by the University Registrar's Office to help answer any questions relating to registration, records, and policies.

As always, you can contact the Help Desk 24/7 at 368-HELP.

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<http://www.case.edu/projects/erp/sis>



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