

Running an Advisement Report

Concept

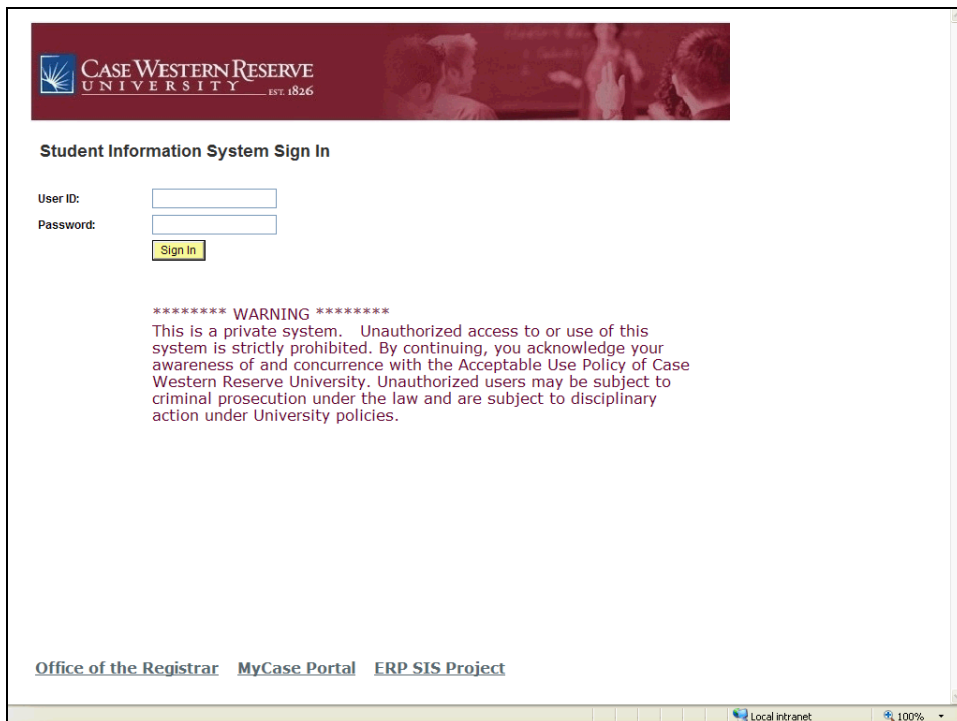
This document demonstrates how to generate and view an Academic Advisement Report.

The Academic Advisement Report gives a complete analysis of the student's standing in regards to his/her graduation goals. It includes grade point averages, courses taken to fulfill general requirements, courses taken to fulfill requirements in the major field of study, and courses taken to fulfill requirements in the minor field of study (if applicable).

The use of this report applies only to undergraduate students, the School of Graduate Studies, and the Weatherhead School of Management.

Procedure

Use these directions to run and view a student Advisement Report.



Student Information System Sign In


User ID:

Password:

***** WARNING *****
This is a private system. Unauthorized access to or use of this system is strictly prohibited. By continuing, you acknowledge your awareness of and concurrence with the Acceptable Use Policy of Case Western Reserve University. Unauthorized users may be subject to criminal prosecution under the law and are subject to disciplinary action under University policies.

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


Running an Advisement Report

Step	Action
1.	On the Student Information System Sign In page, enter your Case Network ID into the User ID field.
2.	Enter the associated password into the Password field.
3.	Click the Sign In button. 



Case Western Reserve University Faculty Center interface showing the Faculty Center section. The user is logged in as Ima Professor (ID: 1006179). The Faculty Center section includes a navigation bar with 'my schedule', 'permission requests', 'class roster', and 'grade roster'. The 'My Schedule' section is active, displaying a table of classes for Spring 2010. The table includes columns for Class, Class Title, Enrolled, Days & Times, Room (Capacity), and Class Dates. Below the table are links for 'View Weekly Teaching Schedule' and 'Go to top'. At the bottom, there is a 'My Exam Schedule' section with a table for exams.

Class	Class Title	Enrolled	Days & Times	Room (Capacity)	Class Dates
ANTH 102-100 (S457)	Being Humn Intr Soc/Cul Anth (Lecture)	46	MoWe 9:00AM - 10:15AM	Mather Memorial 225 (46)	Jan 11, 2010-Apr 26, 2010
ANTH 388-100 (S481)	Globalization and Development (Lecture)	34	MoWe 12:30PM - 1:45PM	Clark Hall 302 (40)	Jan 11, 2010-Apr 26, 2010
ANTH 399-112 (S309)	Independent Study (Independent Study)	0	TBA	To Be Announced (999)	Jan 11, 2010-Apr 26, 2010
ANTH 488-100 (S495)	Globalization and Development (Lecture)	1	MoWe 12:30PM - 1:45PM	Clark Hall 302 (40)	Jan 11, 2010-Apr 26, 2010

Step	Action
4.	The Faculty Center appears. Click the Advisor Center link. 

Running an Advisement Report

View Student Details

 <tr>
 2 | | 7 | z | Arts & Sciences Undergraduate - Anthropology (BA)/Pre-Health | Sophomore | Spring 2013 | [View Student Details](#) |

 <tr>
 3 | | 5 | z | Arts & Sciences Undergraduate - Anthropology (BA)/Pre-Health | Junior | Spring 2012 | [View Student Details](#) |

 <tr>
 4 | | 2 | z | Arts & Sciences Undergraduate - Anthropology (BA)/Pre-Health/Political Science (BA)/Evolutionary Biol (BA-2nd Maj) | Junior | Spring 2012 | [View Student Details](#) |

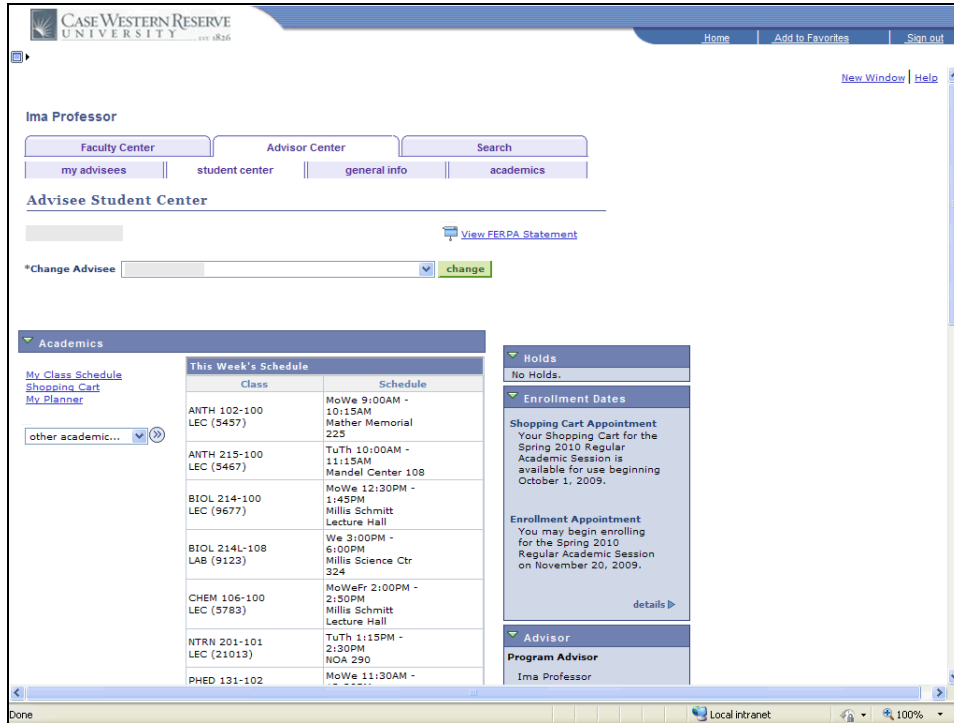
 At the bottom of the table are buttons for 'notify selected advisees' and 'notify all advisees'. The footer of the page includes 'Faculty Center', 'Advisor Center', and 'Search' links, and a taskbar showing 'Local intranet' and '100%' zoom level.
 </div>

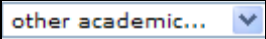


Step	Action
5.	<p>The Advisee Roster appears.</p> <p>Locate the student who's Academic Advisement Report you wish to view and click the View Student Details link.</p> <p>View Student Details</p>

Published on: 1/12/2010

Page 3


Running an Advisement Report



Step	Action
6.	The advisee's Student Center appears. Click the Other Academic... list. 
7.	Click the Academic Requirements list item. 
8.	Click the Go button. 



Step	Action
9.	<p>The Academic Requirements report appears.</p> <p>Below the student's name and ID number is the Program/Plan grid, where the student's Academic Career, Academic Program, and Academic Plans are listed. For each item in the grid, the Requirement Term, Status (Satisfied or Not Satisfied) and Expected Graduation Term are listed.</p>



Academic Career: Undergraduate or Nondegree


Academic Program:




- UGS - Undergraduate Studies (Undeclared)
- CASUG - College of Arts and Sciences Undergraduate Program
- ENGUG - Case School of Engineering Undergraduate Program
- MGTUG - Weatherhead School of Management Undergraduate Program
- NURUG - Frances Payne Bolton School of Nursing Undergraduate Program

Academic Plan: the student's major and minor declarations. The student can only declare those majors that exist within the Academic Program in which he/she is enrolled. The student can declare minors that are approved in multiple Academic Programs.

Running an Advisement Report

Step	Action
10.	Underneath the Program/Plan grid is a legend that describes the symbols that appear next to the courses listed in the report.

 The Advisement Report contains the following legend:

 Taken  In Progress  Planned

These symbols appear next to classes in the report that the student has taken, is currently taking, or is planning to take to satisfy a requirement. Classes with the Planned symbol indicate that the class is in the student's Planner, which is an optional Student Center planning tool. For an unsatisfied requirement, a list of classes that can satisfy the requirement appears in its section. Courses that the student has taken as part of the requirement will appear with one of these symbols. If a class does not have a symbol next to it, then the student has not yet taken or planned to take that course.

Step	Action
11.	<p>Each broad requirement that the student must fulfill according to the career, program, and plans are demarcated by a thick solid line, called a header.</p> <p>The first header is the student's career requirements. It includes the requirements the student must fulfill according to the career in which they are registered (i.e. Undergraduate, Graduate, Management).</p>



CWRU UNDERGRADUATE REQUIREMENTS [RG0646]
Not Satisfied: Complete minimum requirements for cumulative GPA, units, residency, and physical education (2005 to Present Handbook)

UNDERGRADUATE CUMULATIVE GPA [R0016]
Satisfied: Earn a minimum of 2.000 in coursework at CWRU

Undergraduate Cumulative GPA

UNDERGRADUATE UNITS TOWARD DEGREE [R0017]
Not Satisfied: Earn required minimum units

120 Total Units
Not Satisfied: Earn 120 total units

- Units: 120.00 required, 77.00 taken, 43.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
120 TOTAL UNITS	All Courses - Refer to Catalog				
BIOL 214	Genes and Evolution	4.00	Spring 2006	B	✓
BIOL 215	Cells and Proteins	4.00	Fall 2006	A	✓
BIOL 215	Cells and Proteins	4.00	Summer 2008		⬇
BIOL 216	Organisms and Ecosystems	4.00	Spring 2007	A	✓
BIOL 223	Vertebrate Biology	3.00	Fall 2007	A	✓
BIOL 225	Evolution	3.00	Fall 2007	A	✓
BIOL 308	Mol Biol: Genes & Genetic Engr	4.00	Spring 2008		⬇
BIOL 343	Microbiology	3.00	Spring 2008		⬇
BIOL 362	Prin of Developmental Biology	3.00	Fall 2007	A	✓

View All First 1-10 of 27 Last

UNDERGRADUATE RESIDENT UNITS [R0018]
Not Satisfied: Earn required minimum units at CWRU

Step	Action
12.	Wherever there is an icon that looks like a green arrow pointing into the report, a section is collapsed. Click the Expand Section button to see that section.




Throughout the Academic Advisement and What-If Reports are pushbuttons that look like green arrows. These buttons, called **Expand Section** and **Collapse Section**, can expand and collapse headers and sections.

If a header or section is expanded by default, it typically means that the particular requirement is not satisfied. When a requirement is not satisfied, its green arrow button points down. Clicking on the arrow will collapse the section so that no data displays other than its header or title. Consequently, this green arrow button is called Collapse Section.

Examples of an unsatisfied requirement with Collapse Section button:





Running an Advisement Report




 **120 Total Units**
Not Satisfied: Earn 120 total units

If a header or section is collapsed by default, that typically means that either the section is informational only (not a requirement), or that the requirement has been satisfied. When a requirement is satisfied, it's green arrow points inward. Clicking on the arrow will expand the section so that all data within it displays. Consequently, this green arrow button is called Expand Section.



Examples of a satisfied requirement with Expand Section button:

 COURSES NOT APPLIED [RG0648]

 SAGES Writing Portfolio

Step	Action
13.	When the section expands, up to ten courses can appear in the section at one time. Click the Show next button to see the next ten courses. 
14.	To see all courses in the section on the screen at one time, click the View All link. 
15.	The General Requirements header includes the general requirements for the student's Academic Program. Listed within each general requirement are: The student's status regarding this requirement (Satisfied or Not Satisfied) Units (or Courses) Required Units (or Courses) Taken Units (or Courses) Needed Also listed are the courses that the student has taken to fulfill the requirement.
16.	The Courses Not Applied header contains courses that do not apply to any specific requirement.
17.	Click the Expand Section button to see the contents of the Courses Not Applied header. 

Running an Advisement Report

Step	Action
18.	Click the Expand Section button next to Extra Courses. 
19.	The Extra Courses section appears. Click the Courses Not Applied Collapse Section button to collapse the entire section beneath the header. 
20.	The headers following Courses Not Applied demarcate the student's Academic Plans. Beneath each plan header are the following data: Requirements for satisfying the Plan Not Satisfied or Satisfied Units (or Courses) Required Units (or Courses) Taken Units (or Courses) Needed
21.	Within each plan header are the requirements that constitute the plan. Each plan has different requirements for completion. Where there are course requirements, the report will list the courses required, taken, and needed, followed by a list of the courses that fulfill that requirement. Courses that the student has taken, is taking, or plans to take are indicated by symbols found in the legend at the top of the page.
22.	Also included for each Academic Plan is the Verification requirement. This requirement checks for a minimum GPA, minimum number of units, and minimum number of residency units specifically for that Plan.
23.	This completes the process of requesting and viewing an advisement report. End of Procedure.