

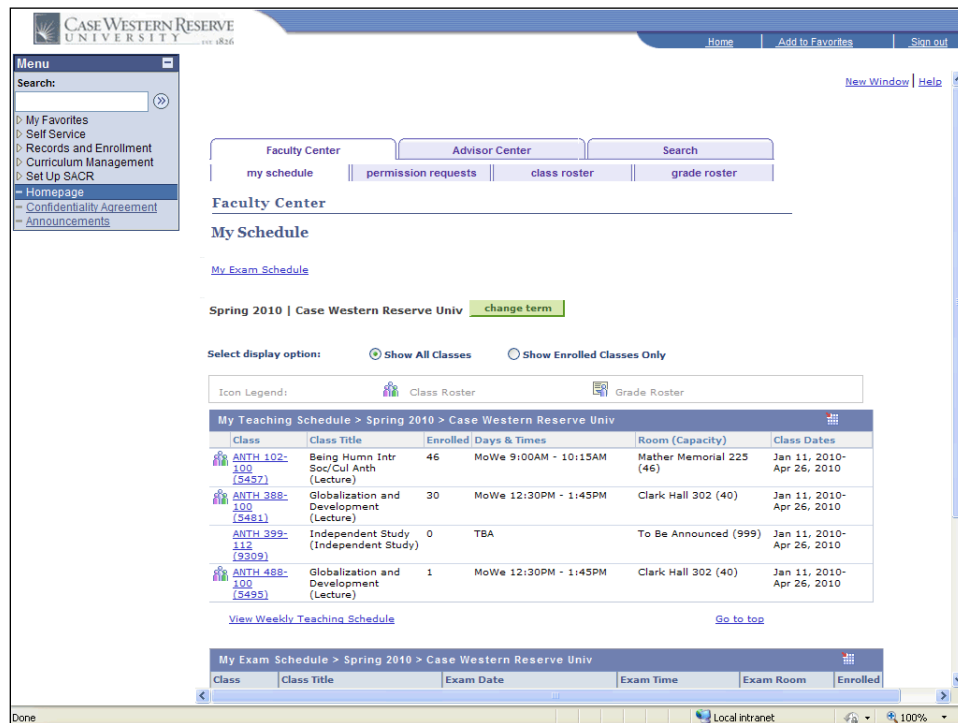
Advisor Center

Concept

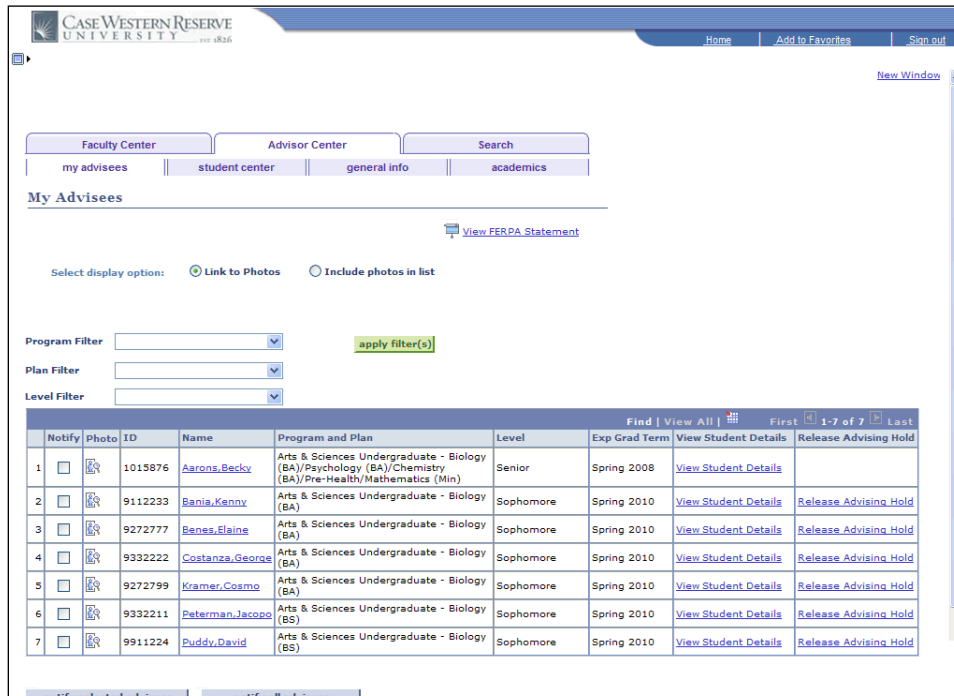
On December 28, 2009, the SIS Faculty Center was updated with new functionality and improved navigation. This document highlights those changes.

Procedure

The Advisor Center tab is a new addition to the SIS Faculty Center that replaces the "View My Advisees" link. Use this document to get acquainted with the new Advisor Center.



Step	Action
1.	The Advisor Center is a tab that appears at the top of the Faculty Center screen. Click on it to see a list of the students you advise. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Advisor Center</div>



Case Western Reserve University

Home | Add to Favorites | Sign out

Faculty Center | Advisor Center | Search

my advisees | student center | general info | academics

My Advisees

[View FERPA Statement](#)

Select display option: Link to Photos Include photos in list

Program Filter: [Dropdown] [apply filter\(s\)](#)


Plan Filter: [Dropdown]

Level Filter: [Dropdown]

Notify	Photo	ID	Name	Program and Plan	Level	Exp Grad Term	View Student Details	Release Advising Hold
<input type="checkbox"/>		1015876	Aarons,Becky	Arts & Sciences Undergraduate - Biology (BA)/Psychology (BA)/Chemistry (BA)/Pre-Health/Mathematics (Min)	Senior	Spring 2008	View Student Details	
<input type="checkbox"/>		9112233	Bania,Kenny	Arts & Sciences Undergraduate - Biology (BA)	Sophomore	Spring 2010	View Student Details	Release Advising Hold
<input type="checkbox"/>		9272777	Benes,Elaine	Arts & Sciences Undergraduate - Biology (BA)	Sophomore	Spring 2010	View Student Details	Release Advising Hold
<input type="checkbox"/>		9392222	Costanza,Georas	Arts & Sciences Undergraduate - Biology (BA)	Sophomore	Spring 2010	View Student Details	Release Advising Hold
<input type="checkbox"/>		9272799	Kramer,Cosmo	Arts & Sciences Undergraduate - Biology (BA)	Sophomore	Spring 2010	View Student Details	Release Advising Hold
<input type="checkbox"/>		9332211	Peterman,Jacopo	Arts & Sciences Undergraduate - Biology (BS)	Sophomore	Spring 2010	View Student Details	Release Advising Hold
<input type="checkbox"/>		9911224	Puddy,David	Arts & Sciences Undergraduate - Biology (BS)	Sophomore	Spring 2010	View Student Details	Release Advising Hold




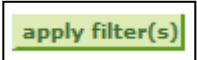

notify selected advisees | notify all advisees

Step	Action
2.	<p>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.</p> <p>As in the past, 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.</p>

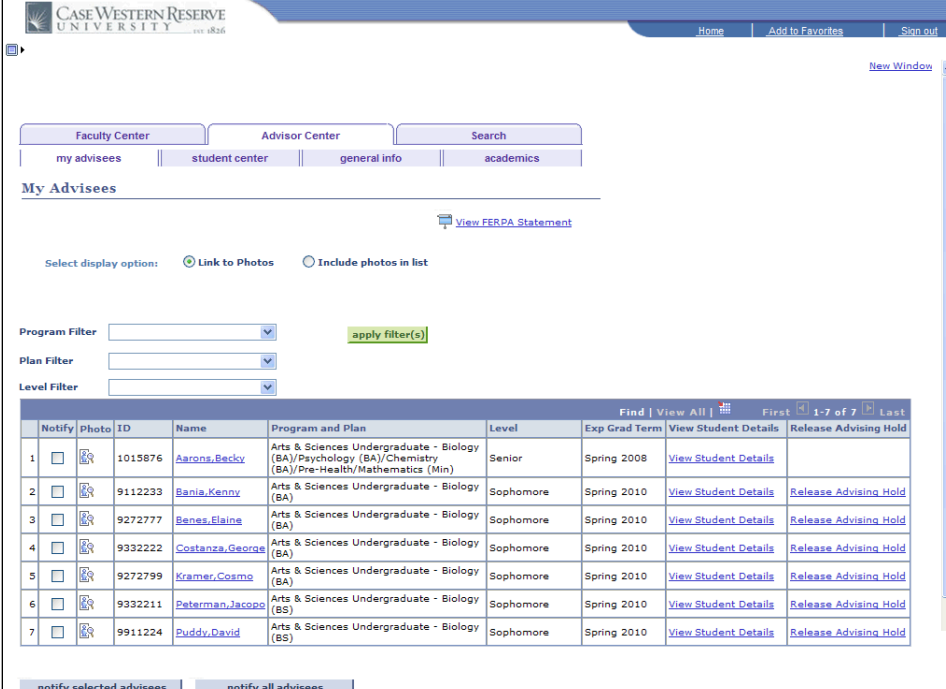


If you choose to view your advisees' photos by clicking the Include Photos in List radiobutton, the roster will shorten so that only one advisee at a time can be seen. To move through advisees one at a time, use the **Back** and **Forward** arrows on top of the advisee roster. To make the entire list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

Step	Action
3.	<p>There are three filters that can be used to see specific types of students in the advisee list. The Plan filter is new to the SIS.</p>

Step	Action
4.	<p>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.</p> <p>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.</p> 
5.	<p>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.</p> <p>An Academic Plan is the way in which a student is pursuing an academic discipline. 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.</p> 
6.	<p>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.</p> <p>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 are terms like Masters and Doctorate.</p> 
7.	<p>The filters can be used in any combination. To remove a filter, click the dropdown list and select the blank area, then click the Apply Filter(s) button.</p> 
8.	<p>As in the past, the names of advisees are links that open your desktop email client and begin a new email message. These links will not work if you do not use an email client such as Outlook or Thunderbird; nor will they work from a public computer.</p> 
9.	<p>Optionally, any user can use the built-in "notify" functionality to email students from within the SIS.</p>

Advisor Center



Case Western Reserve University

Home | Add to Favorites | Sign out

Faculty Center | Advisor Center | Search

my advisees | student center | general info | academics

My Advisees

View FERPA Statement

Select display option: Link to Photos Include photos in list

Program Filter: [Dropdown] [apply filter(s)]

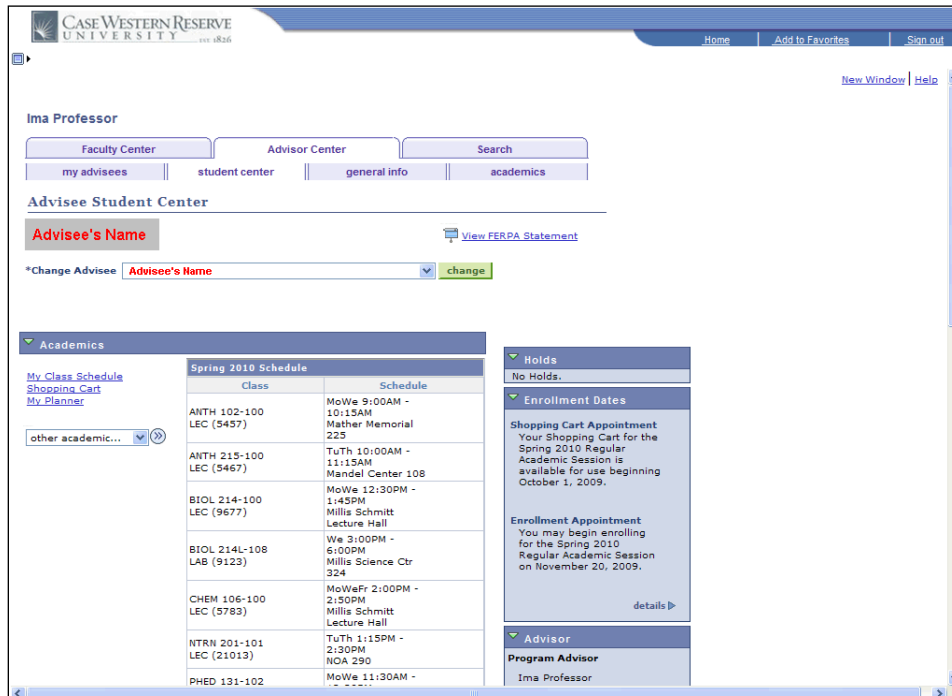
Plan Filter: [Dropdown]

Level Filter: [Dropdown]

Notify	Photo	ID	Name	Program and Plan	Level	Exp Grad Term	View Student Details	Release Advising Hold
1		1015876	Aarons, Beckv	Arts & Sciences Undergraduate - Biology (BA)/Psychology (BA)/Chemistry (BA)/Pre-Health/Mathematics (Min)	Senior	Spring 2008	View Student Details	
2		9112233	Bania, Kenny	Arts & Sciences Undergraduate - Biology (BA)	Sophomore	Spring 2010	View Student Details	Release Advising Hold
3		9272777	Benes, Elaine	Arts & Sciences Undergraduate - Biology (BA)	Sophomore	Spring 2010	View Student Details	Release Advising Hold
4		9332222	Costanza, George	Arts & Sciences Undergraduate - Biology (BA)	Sophomore	Spring 2010	View Student Details	Release Advising Hold
5		9272799	Kramer, Cosmo	Arts & Sciences Undergraduate - Biology (BA)	Sophomore	Spring 2010	View Student Details	Release Advising Hold
6		9332211	Peterman, Jacopo	Arts & Sciences Undergraduate - Biology (BS)	Sophomore	Spring 2010	View Student Details	Release Advising Hold
7		9911224	Puddy, David	Arts & Sciences Undergraduate - Biology (BS)	Sophomore	Spring 2010	View Student Details	Release Advising Hold

notify selected advisees | notify all advisees

Step	Action
10.	The Advisee Center continues to display advisor registration holds whenever one or more advisees have one. To remove an advisee's registration hold, click the Release Advising Hold link. Release Advising Hold
11.	To see more information about a student, including a class schedule, course history, advising reports and more, click the View Student Details link. View Student Details



Advisee Student Center

Advisee's Name [View FERPA Statement](#)

*Change Advisee:

Spring 2010 Schedule	
Class	Schedule
ANTH 102-100 LEC (5457)	MoWe 9:00AM - 10:15AM Mather Memorial 225
ANTH 215-100 LEC (5467)	TuTh 10:00AM - 11:15AM Mandel Center 108
BIOL 214-100 LEC (9677)	MoWe 12:30PM - 1:45PM Millis Schmitt Lecture Hall
BIOL 214L-108 LAB (9123)	We 3:00PM - 6:00PM Millis Science Ctr 324
CHEM 106-100 LEC (5783)	MoWeFr 2:00PM - 2:50PM Millis Schmitt Lecture Hall
NTRN 201-101 LEC (21013)	TuTh 1:15PM - 2:30PM NOA 290
PHED 131-102	MoWe 11:30AM -

Enrollment Dates

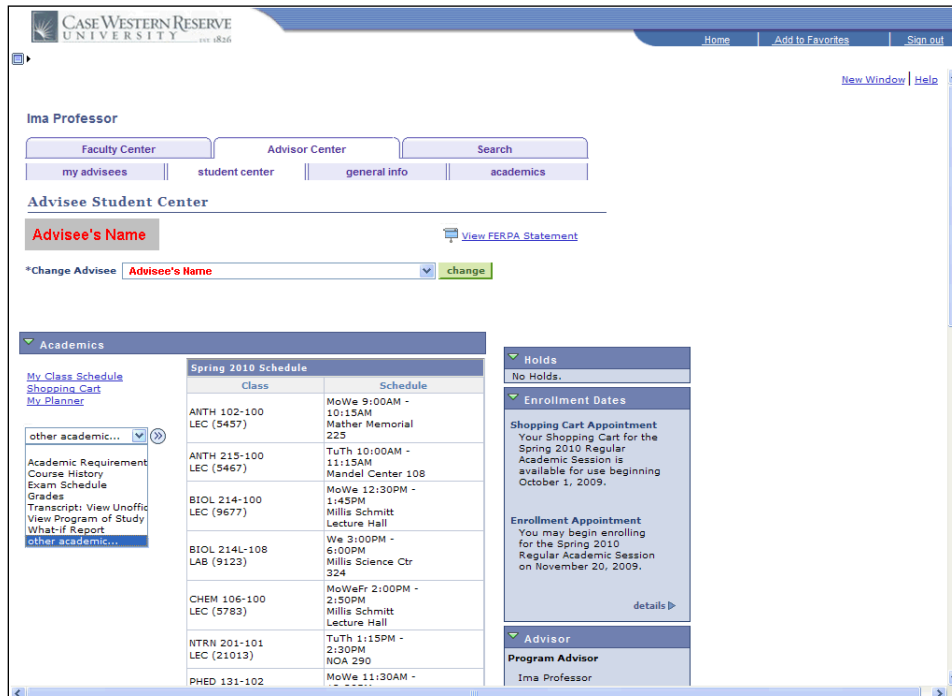
Shopping Cart Appointment
Your Shopping Cart for the Spring 2010 Regular Academic Session is available for use beginning October 1, 2009.

Enrollment Appointment
You may begin enrolling for the Spring 2010 Regular Academic Session on November 20, 2009.

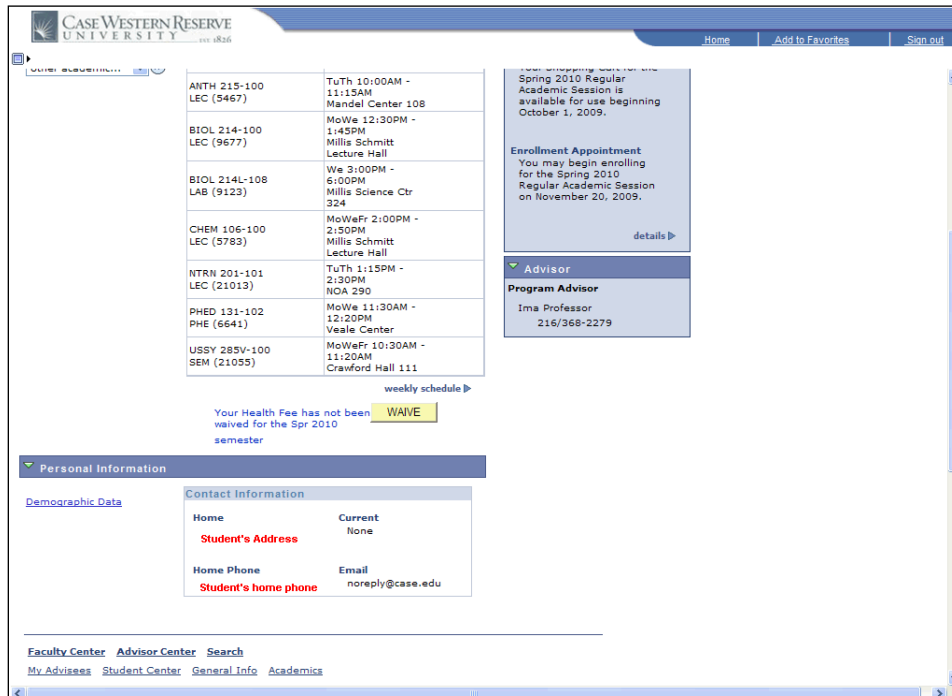
Advisor

Program Advisor
Ima Professor

Step	Action
12.	<p>When the View Student Details 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.</p> <p>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.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">student center</div>



Step	Action
13.	<p>Most features of the Student Center can be accessed via the Other Academic dropdown menu that is at the left of the student's schedule. Those features include:</p> <ul style="list-style-type: none"> Academic Requirements Report Course History Exam Schedule Unofficial Transcript Program of Study (Graduate students only) What-If Report
14.	<p>Additional academic information can be found by clicking on the General Info and Academics tabs.</p>



The screenshot displays the 'Advisor Center' interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below this, a course schedule is presented in a table format:

ANTH 215-100 LEC (9467)	TuTh 10:00AM - 11:15AM Mandel Center 108
BIOL 214-100 LEC (9677)	MoWe 12:30PM - 1:45PM Millis Schmitt Lecture Hall
BIOL 214L-108 LAB (9123)	We 3:00PM - 6:00PM Millis Science Ctr 324
CHEM 106-100 LEC (5783)	MoWeFr 2:00PM - 2:50PM Millis Schmitt Lecture Hall
NTRN 201-101 LEC (21013)	TuTh 1:15PM - 2:30PM NOA 290
PHED 131-102 PHE (6641)	MoWe 11:30AM - 12:20PM Vesale Center
USSY 285V-100 SEM (21059)	MoWeFr 10:30AM - 11:20AM Crawford Hall 111

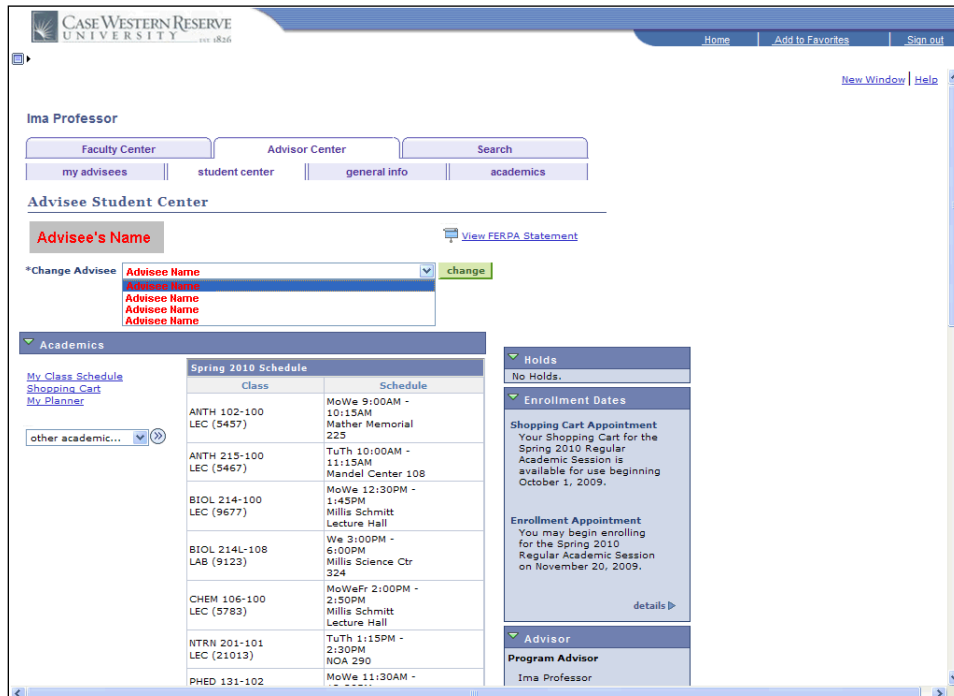
Below the schedule, there is a 'weekly schedule' link and a message: 'Your Health Fee has not been waived for the Spr 2010 semester' with a 'WAVE' button. To the right, an 'Enrollment Appointment' box states: 'You may begin enrolling for the Spring 2010 Regular Academic Session on November 20, 2009.' Below this is an 'Advisor' section showing 'Program Advisor: Ima Professor, 216/368-2279'.

The 'Personal Information' section is expanded, showing 'Demographic Data' and 'Contact Information'. The contact information includes:

Home	Current
Student's Address	None
Home Phone	Email
Student's home phone	noreply@case.edu

At the bottom of the page, there are navigation links: 'Faculty Center', 'Advisor Center', 'Search', 'My Advisees', 'Student Center', 'General Info', and 'Academics'.

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



Step	Action
17.	Select the student you wish to see and click the Change button.
18.	Return to the Faculty Center at any time by clicking the Faculty Center tab. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px 0;">Faculty Center</div>
19.	This completes the overview of the new Advisor Center tab in the SIS Faculty Center. End of Procedure.