



CASE WESTERN RESERVE  
UNIVERSITY EST. 1826

# **Student Information System**

## **Departmental Admin Center**

**Created on Tuesday, October 07, 2008**

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## Departmental Admin Center

This manual contains all business processes associated with the Departmental Admin Center in the Student Information System (SIS).

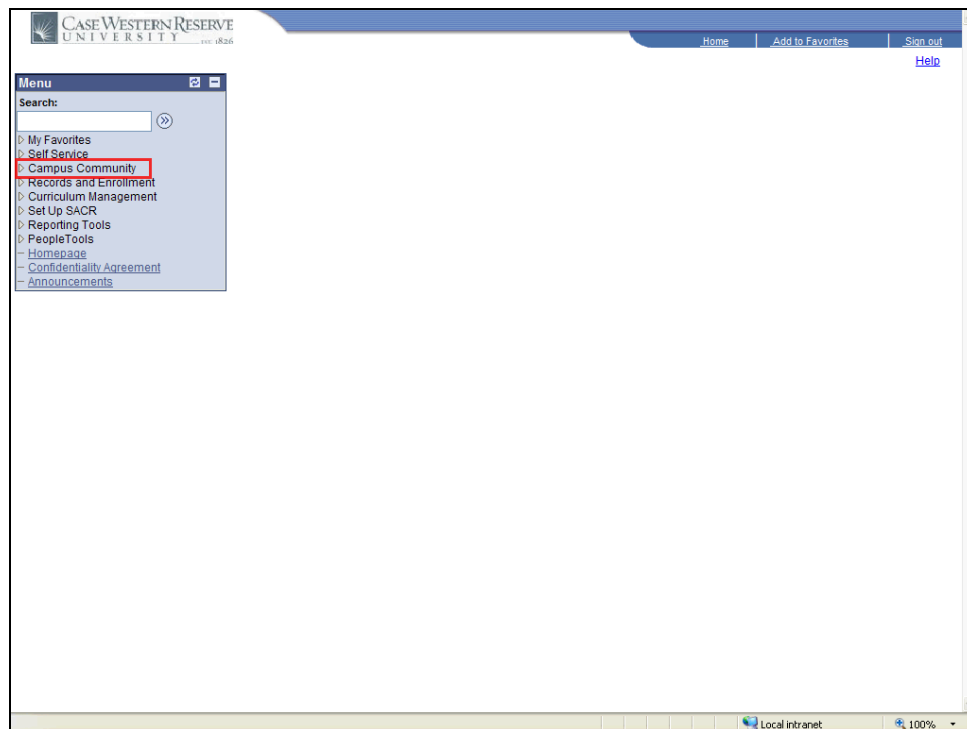
## Departmental Admin Center Overview

This business process demonstrates accessing and utilizing the Departmental Admin Center.

The Departmental Admin Center was designed at Case Western Reserve University so that departmental staff could view a roster of students that have declared academic programs and plans within their department. This roster permits departmental users to access the academic, financial, and personal data of individual students.

## Procedure

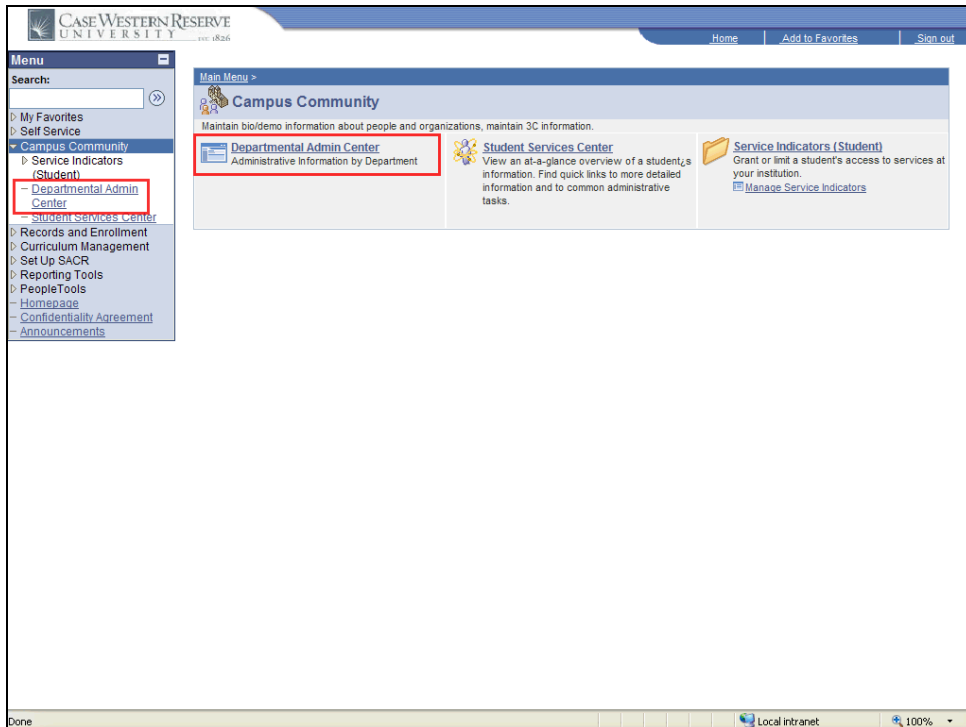
Use the Departmental Admin Center process to access and use the Departmental Admin Center.



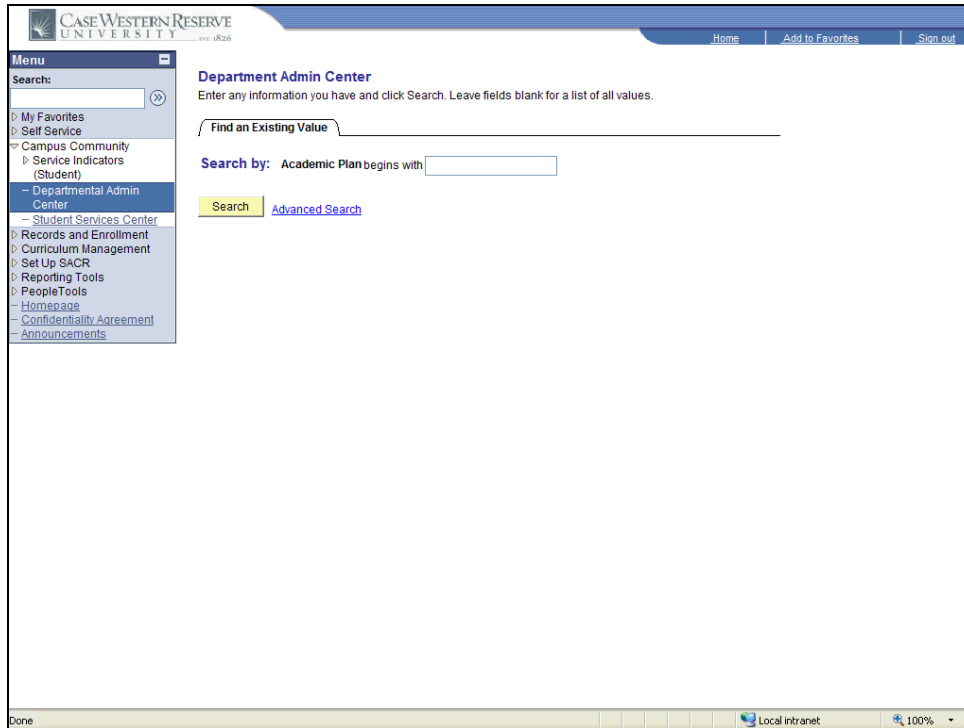
# Training Manual

## Departmental Admin Center

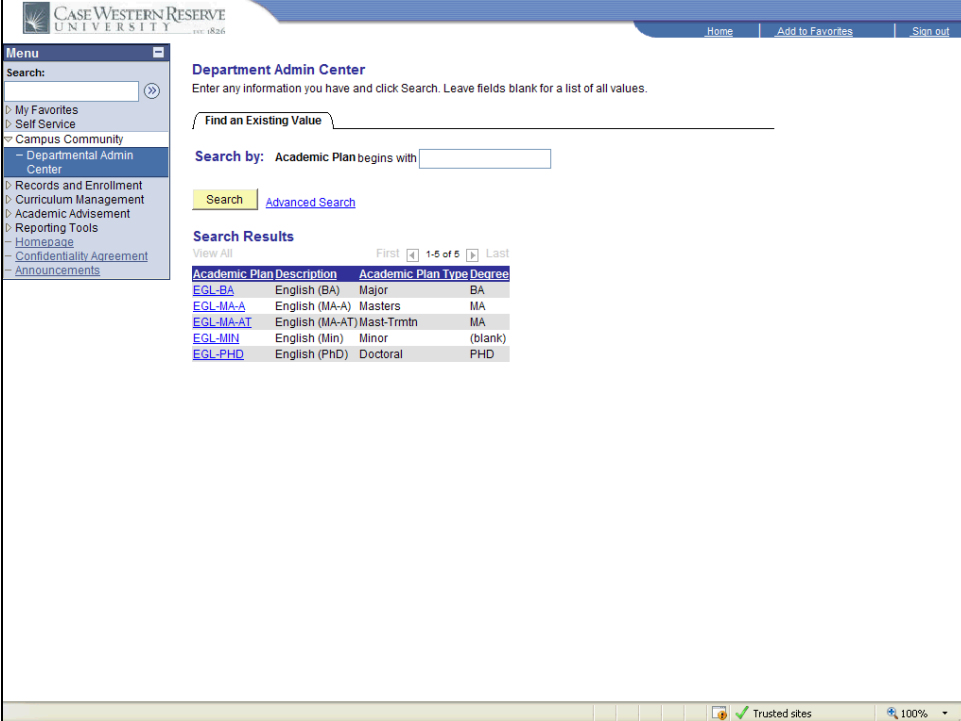
Step	Action
1.	<p>Click the <b>Campus Community</b> link.</p> <p><a href="#">Campus Community</a></p>



Step	Action
2.	<p>Click the <b>Departmental Admin Center</b> link.</p> <p><a href="#">Departmental Admin Center</a></p>



Step	Action
3.	<p>The Department Admin Center search screen appears.</p> <p>Click the <b>Search</b> button.</p> <div style="border: 1px solid black; display: inline-block; padding: 2px 5px; margin: 5px 0;">Search</div>



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

Find an Existing Value

Search by: Academic Plan begins with

[Search](#) [Advanced Search](#)

**Search Results**  
View All First 1-5 of 5 Last

Academic Plan	Description	Academic Plan Type	Degree
<a href="#">EGL-BA</a>	English (BA)	Major	BA
<a href="#">EGL-MA-A</a>	English (MA-A)	Masters	MA
<a href="#">EGL-MA-AT</a>	English (MA-AT)	Mast-Trmtn	MA
<a href="#">EGL-MIN</a>	English (Min)	Minor	(blank)
<a href="#">EGL-PHD</a>	English (PhD)	Doctoral	PHD

Step	Action
4.	<p>All Academic Plans to which you have access appear in the search results.</p> <p>Select the appropriate Plan from the list.</p> <p><a href="#">EGL-BA</a></p>



**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](mailto:reghelp@case.edu) for assistance.

EGL-BA English (BA)

Department Roster

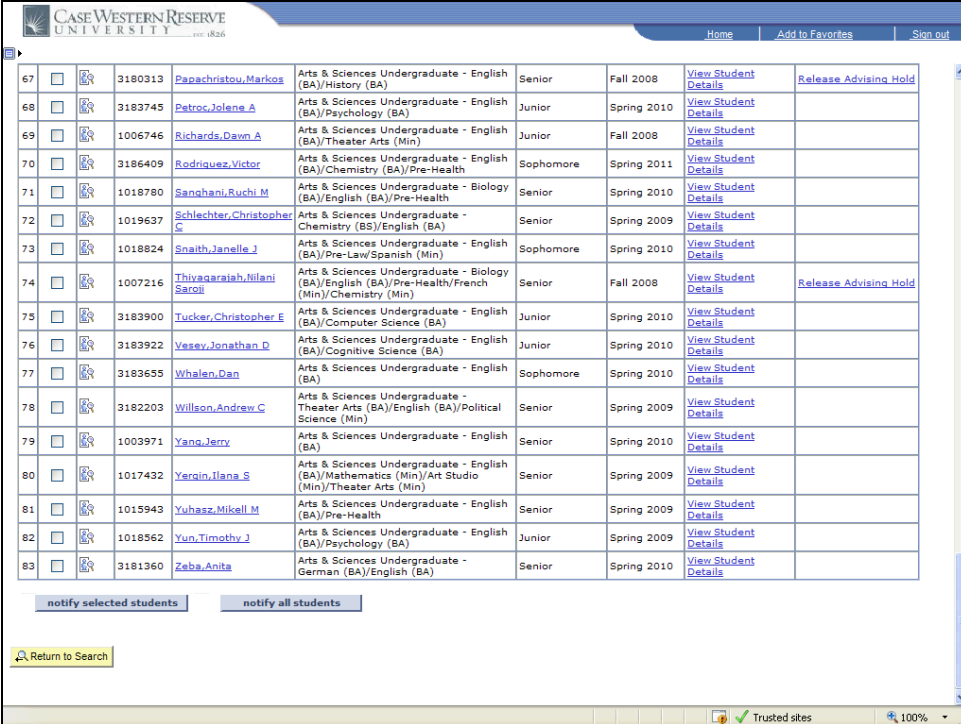
[View FERPA Statement](#)

Select display option:  Link to Photos  Include photos in list

Level Filter:  [apply filter](#)

Notify	Photo	ID	Name	Program and Plan	Level	Exp Grad Term	View Student Details	Release Advising Hold
<input type="checkbox"/>		9991111	<a href="#">Abbott-hill, Luke</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	
<input type="checkbox"/>		9991111	<a href="#">Abbott-hill, Luke</a>	Management Undergraduate - Management (BS)	Sophomore	Spring 2012	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3172799	<a href="#">Abreu, Alejandro A</a>	Arts & Sciences Undergraduate - English (BA)/History (Min)	Senior	Fall 2008	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3185745	<a href="#">Backmann, Jon J</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3183974	<a href="#">Bailey, Donisha N</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3181647	<a href="#">Barnhart, Benjamin C</a>	Arts & Sciences Undergraduate - English (BA)/Sociology (BA)	Senior	Spring 2009	<a href="#">View Student Details</a>	
<input type="checkbox"/>		9991113	<a href="#">Belle, Blue</a>	Arts & Sciences Undergraduate - English (BA)	1st Time 1st Year	Spring 2012	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3175612	<a href="#">Blue, Princess Renee</a>	Arts & Sciences Undergraduate - English (BA)	Junior	Fall 2008	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3182059	<a href="#">Cherony, Marqo E</a>	Arts & Sciences Undergraduate - English (BA)/Theater Arts (BA)	Senior	Spring 2009	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3183495	<a href="#">Clay, Jennifer E</a>	Arts & Sciences Undergraduate - Chemistry (BA)/English (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3183469	<a href="#">Coe, Andrew W</a>	Arts & Sciences Undergraduate - Theater Arts (BA)/English (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		1002565	<a href="#">Cortnik, Larimee</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		1017563	<a href="#">Cullison, Alisa M</a>	Arts & Sciences Undergraduate - Theater Arts (BA)/English (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3186502	<a href="#">Dershaw, Kaitlin</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	

Step	Action
5.	<p>A list of all students in that Academic Plan appears.</p> <p>From this list, you can email students, release advising holds, and view students' Student Centers.</p>
6.	<p>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.</p> <p>Click the <b>View FERPA Statement</b> link to see the definition of FERPA and access the University's Interpretation of FERPA.</p> <p><a href="#">View FERPA Statement</a></p>
7.	<p>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.</p> <p><a href="#">Release Advising Hold</a></p>
8.	<p>The Notify column contains checkboxes whereby students in the list can be marked to receive an email from you.</p> <p><a href="#">Notify</a></p>



ID	Name	Program	Level	Term	Action
67	<a href="#">Papachristou, Markos</a>	Arts & Sciences Undergraduate - English (BA)/History (BA)	Senior	Fall 2008	<a href="#">View Student Details</a> <a href="#">Release Advising Hold</a>
68	<a href="#">Petroc, Jolene A</a>	Arts & Sciences Undergraduate - English (BA)/Psychology (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>
69	<a href="#">Richards, Dawn A</a>	Arts & Sciences Undergraduate - English (BA)/Theater Arts (Min)	Junior	Fall 2008	<a href="#">View Student Details</a>
70	<a href="#">Rodriguez, Victor</a>	Arts & Sciences Undergraduate - English (BA)/Chemistry (BA)/Pre-Health	Sophomore	Spring 2011	<a href="#">View Student Details</a>
71	<a href="#">Sanghani, Ruchi M</a>	Arts & Sciences Undergraduate - Biology (BA)/English (BA)/Pre-Health	Senior	Spring 2010	<a href="#">View Student Details</a>
72	<a href="#">Schlechter, Christopher C</a>	Arts & Sciences Undergraduate - Chemistry (BS)/English (BA)	Senior	Spring 2009	<a href="#">View Student Details</a>
73	<a href="#">Snaith, Janelle J</a>	Arts & Sciences Undergraduate - English (BA)/Pre-Law/Spanish (Min)	Sophomore	Spring 2010	<a href="#">View Student Details</a>
74	<a href="#">Thivagarajah, Nilani Saroli</a>	Arts & Sciences Undergraduate - Biology (BA)/English (BA)/Pre-Health/French (Min)/Chemistry (Min)	Senior	Fall 2008	<a href="#">View Student Details</a> <a href="#">Release Advising Hold</a>
75	<a href="#">Tucker, Christopher E</a>	Arts & Sciences Undergraduate - English (BA)/Computer Science (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>
76	<a href="#">Vasev, Jonathan D</a>	Arts & Sciences Undergraduate - English (BA)/Cognitive Science (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>
77	<a href="#">Whalen, Dan</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2010	<a href="#">View Student Details</a>
78	<a href="#">Willson, Andrew C</a>	Arts & Sciences Undergraduate - Theater Arts (BA)/English (BA)/Political Science (Min)	Senior	Spring 2009	<a href="#">View Student Details</a>
79	<a href="#">Yang, Jerry</a>	Arts & Sciences Undergraduate - English (BA)	Senior	Spring 2010	<a href="#">View Student Details</a>
80	<a href="#">Yergin, Ilana S</a>	Arts & Sciences Undergraduate - English (BA)/Mathematics (Min)/Art Studio (Min)/Theater Arts (Min)	Senior	Spring 2009	<a href="#">View Student Details</a>
81	<a href="#">Yuhasz, Mikell M</a>	Arts & Sciences Undergraduate - English (BA)/Pre-Health	Senior	Spring 2009	<a href="#">View Student Details</a>
82	<a href="#">Yun, Timothy J</a>	Arts & Sciences Undergraduate - English (BA)/Psychology (BA)	Junior	Spring 2009	<a href="#">View Student Details</a>
83	<a href="#">Zeba, Anita</a>	Arts & Sciences Undergraduate - German (BA)/English (BA)	Senior	Spring 2010	<a href="#">View Student Details</a>

notify selected students    notify all students

[Return to Search](#)

Step	Action
9.	<p>After selecting students in the Notify column, click the <b>Notify Selected Students</b> button to be taken to a screen where an email can be composed.</p> <p>To send an email to all students in the list without selecting students in the Notify column, click the <b>Notify All Students</b> button.</p>

EGL-BA English (BA)

Department Roster

Select display option:  Link to Photos  Include photos in list

Level Filter: [Dropdown] apply filter

Notify	Photo	ID	Name	Program and Plan	Level	Exp Grad Term	View Student Details	Release Advising Hold
<input type="checkbox"/>		9991111	<a href="#">Abbott-hill, Luke</a>	Management Undergraduate - Management (BS)	Sophomore	Spring 2012	<a href="#">View Student Details</a>	
<input type="checkbox"/>		9991111	<a href="#">Abbott-hill, Luke</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	
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<input type="checkbox"/>		3185745	<a href="#">Backmann, Jon J</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	
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<input type="checkbox"/>		9991113	<a href="#">Belle, Blue</a>	Arts & Sciences Undergraduate - English (BA)	1st Time 1st Year	Spring 2012	<a href="#">View Student Details</a>	
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<input type="checkbox"/>		3186502	<a href="#">Dershaw, Kaitlin</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	

Step	Action
10.	The student list can be filtered by student Level (Senior, Junior, Masters, etc). Click the <b>Level Filter</b> dropdown list. 
11.	All levels of students that are currently on the list appear. Select the appropriate level from the dropdown list. 
12.	Click the <b>Apply Filter</b> button. 
13.	The list is reduced to only those students who are of the level selected in the filter.
14.	To remove a filter from the student list, click the <b>Level Filter</b> dropdown list. 
15.	Click the blank space in the dropdown list. 
16.	Click the <b>Apply Filter</b> button. 

Case Western Reserve University

Home Add to Favorites Sign out

EGL-BA English (BA)

Department Roster [View FERPA Statement](#)

Select display option:  Link to Photos  Include photos in list

Level Filter  [apply filter](#)

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<input type="checkbox"/>		3183974	<a href="#">Bailey, Donisha N</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3181647	<a href="#">Barnhart, Benjamin C</a>	Arts & Sciences Undergraduate - English (BA)/Sociology (BA)	Senior	Spring 2009	<a href="#">View Student Details</a>	
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<input type="checkbox"/>		3175612	<a href="#">Blue, Princess Renee</a>	Arts & Sciences Undergraduate - English (BA)	Junior	Fall 2008	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3182059	<a href="#">Cherovny, Marqo E</a>	Arts & Sciences Undergraduate - English (BA)/Theater Arts (BA)	Senior	Spring 2009	<a href="#">View Student Details</a>	
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<input type="checkbox"/>		3183469	<a href="#">Coe, Andrew W</a>	Arts & Sciences Undergraduate - Theater Arts (BA)/English (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>	
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<input type="checkbox"/>		1017563	<a href="#">Cullison, Alisa M</a>	Arts & Sciences Undergraduate - Theater Arts (BA)/English (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3186502	<a href="#">Dershaw, Kaitlin</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	

Trusted sites 100%


Step	Action
17.	To see a student's Student Center, click the student's <b>View Student Details</b> link. <a href="#">View Student Details</a>



Step	Action
18.	<p>The Student Center appears.</p> <p>The following information is presented on the screen:</p> <ul style="list-style-type: none"> <li>The student's weekly schedule.</li> <li>The student's financial balance.</li> <li>The student's address and contact information.</li> <li>Holds on the student's record.</li> <li>The student's advisor(s).</li> </ul>






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




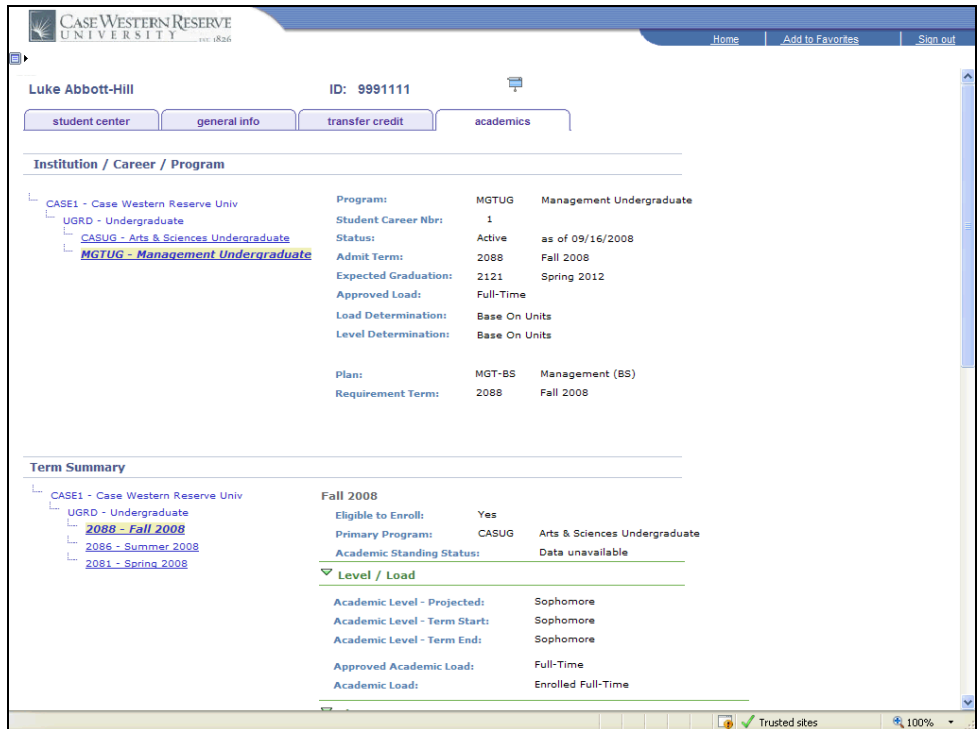
Please see the following manuals for additional information on selected items on the **other academic...** dropdown list:

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

Step	Action
20.	<p>If the <b>FERPA Shade</b> 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 [http://www.case.edu/provost/registrar/student\\_records.html](http://www.case.edu/provost/registrar/student_records.html) ([http://www.case.edu/provost/registrar/student\\_reco\\_rds.html](http://www.case.edu/provost/registrar/student_reco_rds.html)) for more information.

Step	Action
21.	<p>Click the <b>Academics</b> tab to obtain additional information about the student.</p> 



**LUKE ABBOTT-HILL** ID: 9991111

student center | general info | transfer credit | **academics**

**Institution / Career / Program**

- CASE1 - Case Western Reserve Univ
  - UGRD - Undergraduate
    - CASUG - Arts & Sciences Undergraduate
      - MGTUG - Management Undergraduate**

**Program:** MG TUG Management Undergraduate  
**Student Career Nbr:** 1  
**Status:** Active as of 09/16/2008  
**Admit Term:** 2088 Fall 2008  
**Expected Graduation:** 2121 Spring 2012  
**Approved Load:** Full-Time  
**Load Determination:** Base On Units  
**Level Determination:** Base On Units  
  
**Plan:** MGT-BS Management (BS)  
**Requirement Term:** 2088 Fall 2008

**Term Summary**

- CASE1 - Case Western Reserve Univ
  - UGRD - Undergraduate
    - 2088 - Fall 2008**
    - 2086 - Summer 2008
    - 2081 - Spring 2008

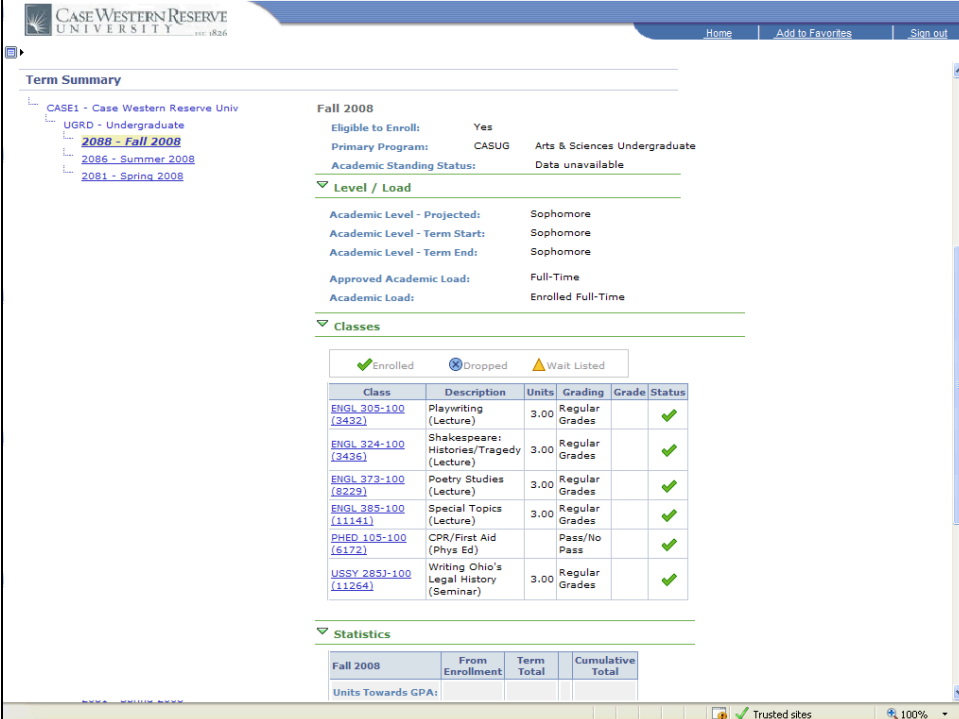
**Fall 2008**

- Eligible to Enroll: Yes
- Primary Program: CASUG Arts & Sciences Undergraduate
- Academic Standing Status: Data unavailable

**Level / Load**

- Academic Level - Projected: Sophomore
- Academic Level - Term Start: Sophomore
- Academic Level - Term End: Sophomore
- Approved Academic Load: Full-Time
- Academic Load: Enrolled Full-Time

Step	Action
22.	<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. 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"> <li>Program</li> <li>Student Status (Active, Withdrawn, etc.)</li> <li>Admit Term</li> <li>Expected Graduation Term</li> <li>Approved Credit Hour Load</li> <li>Academic Plan(s)</li> <li>Plan Requirement Term(s)</li> </ul>



The screenshot displays the 'Term Summary' page for a student at Case Western Reserve University. The page is for the Fall 2008 term. It shows the student's enrollment status as 'Enrolled' and provides a list of classes with their descriptions, units, grading methods, and final grades. The student is enrolled in seven classes, all with a grade of 'A'.

Class	Description	Units	Grading	Grade	Status
ENGL 305-100 (3432)	Playwriting (Lecture)	3.00	Regular Grades	A	✓
ENGL 324-100 (3436)	Shakespeare: Histories/Tragedy (Lecture)	3.00	Regular Grades	A	✓
ENGL 373-100 (8229)	Poetry Studies (Lecture)	3.00	Regular Grades	A	✓
ENGL 385-100 (11141)	Special Topics (Lecture)	3.00	Regular Grades	A	✓
PHED 105-100 (6172)	CPR/First Aid (Phys Ed)		Pass/No Pass	A	✓
USSY 285J-100 (11264)	Writing Ohio's Legal History (Seminar)	3.00	Regular Grades	A	✓

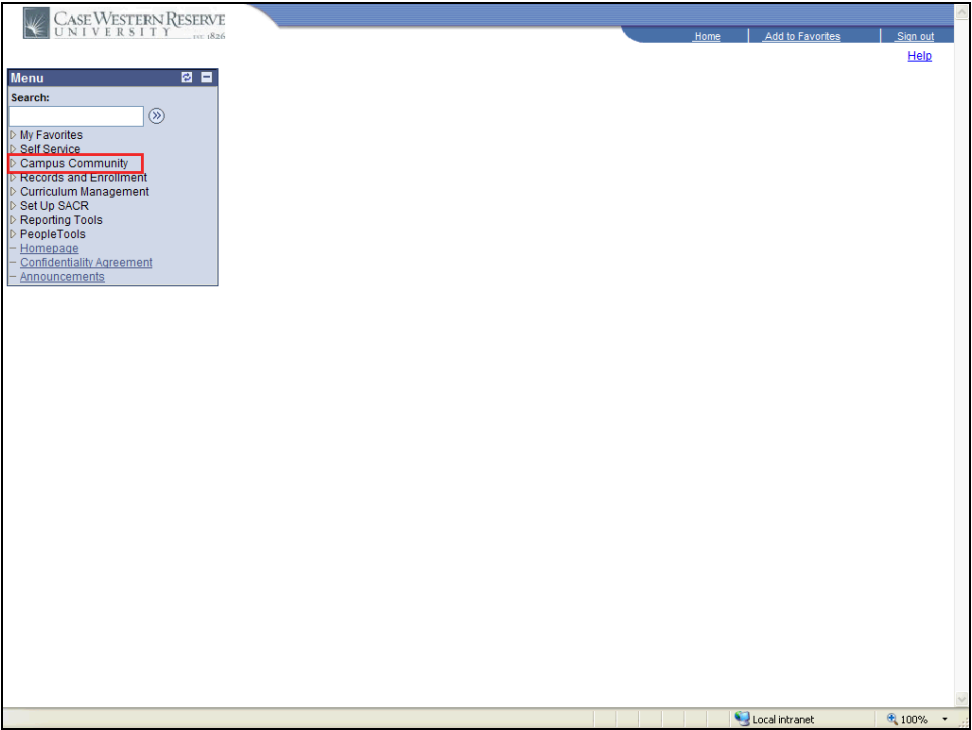
Step	Action
23.	<p>The Term Summary section of the tab includes the following data, listed by term:</p> <p>All terms in which the student has been active.            Academic Standing Status            Academic Level            Classes in which the student is/was enrolled.            Grades received per class.</p> <p>Click on a term to see the student's data for that term.</p>
24.	<p>The Statistics portion of the Term History section lists the student's Units and GPA per term.</p>
25.	<p>This completes the process of using the Departmental Admin Center.  <b>End of Procedure.</b></p>


### Departmental Admin Center: Using the General Info Tab

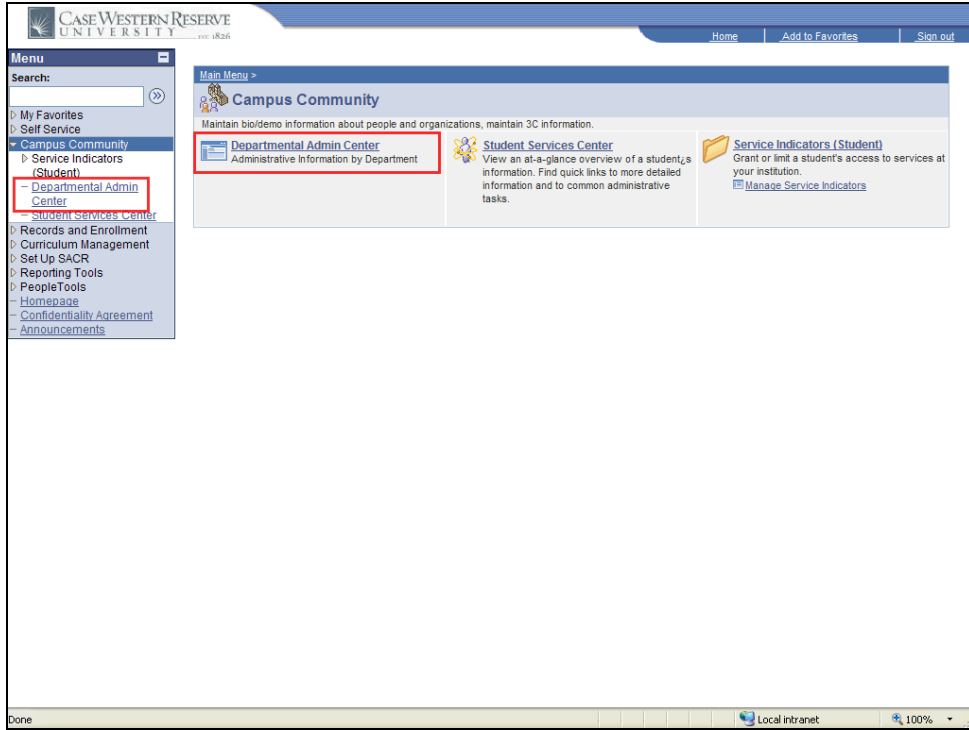
This business process demonstrates accessing and utilizing the General Info tab of the Departmental Admin Center.

#### Procedure

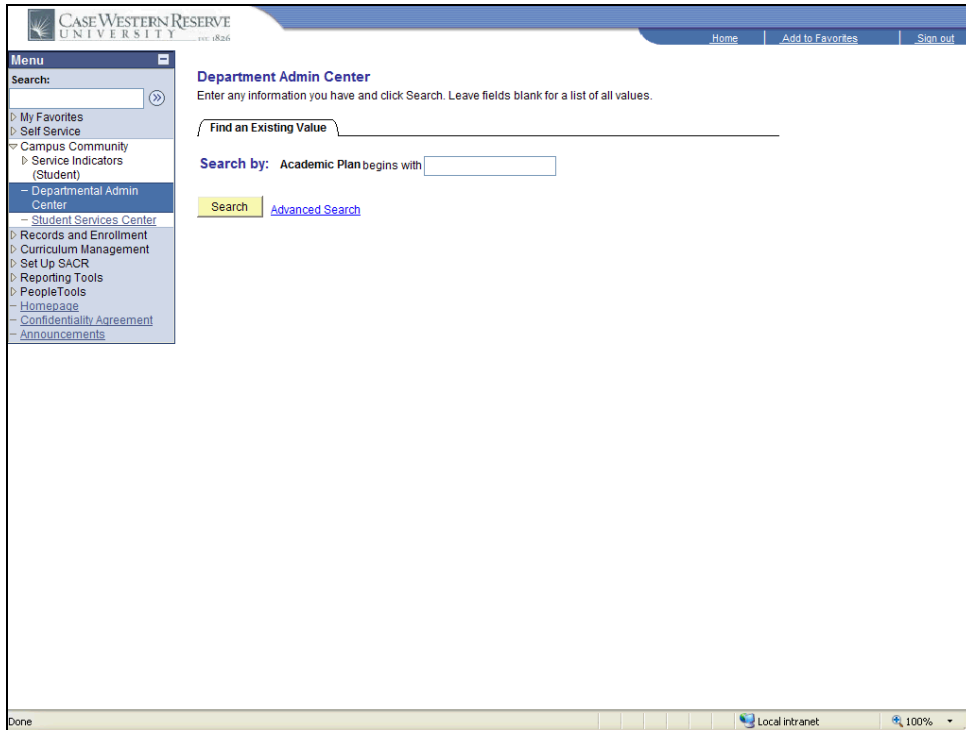
Use the Departmental Admin Center: General Info process to access the General Info tab for viewing data such as service indicators (holds), student groups, and personal information.

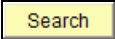


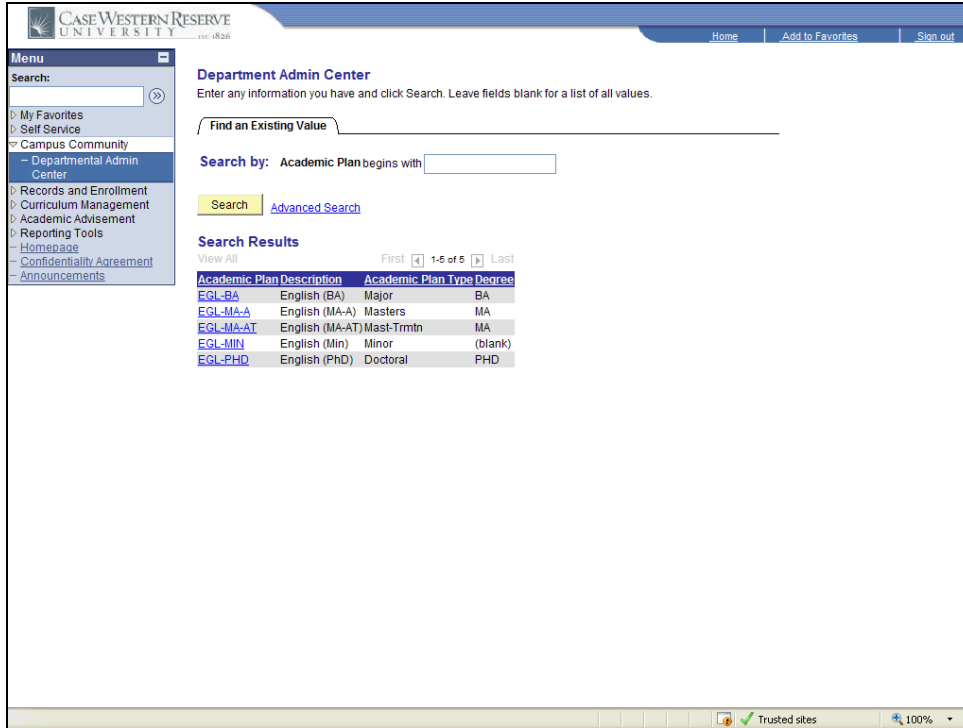
Step	Action
1.	Click the <b>Campus Community</b> link. 



Step	Action
2.	<p>Click the <b>Departmental Admin Center</b> link.</p> <p><a href="#">Departmental Admin Center</a></p>



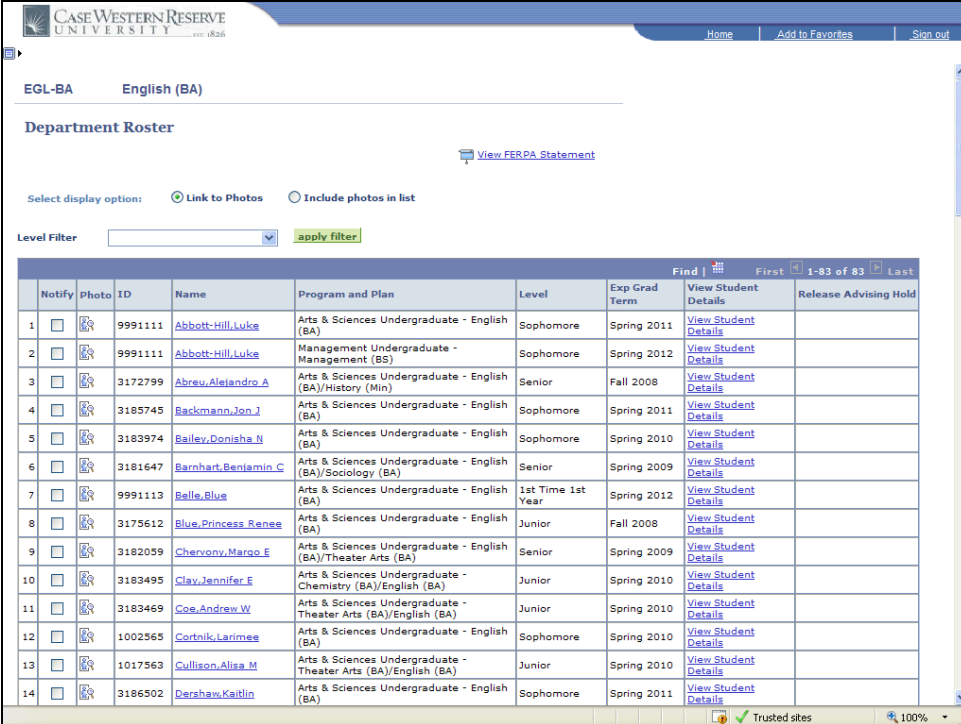
Step	Action
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Step	Action
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EGL-BA English (BA)

Department Roster

[View FERPA Statement](#)

Select display option:  Link to Photos  Include photos in list

Level Filter:  [apply filter](#)

Notify	Photo	ID	Name	Program and Plan	Level	Exp Grad Term	View Student Details	Release Advising Hold
<input type="checkbox"/>		9991111	<a href="#">Abbott-Hill, Luke</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	
<input type="checkbox"/>		9991111	<a href="#">Abbott-Hill, Luke</a>	Management Undergraduate - Management (BS)	Sophomore	Spring 2012	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3172799	<a href="#">Abreu, Alejandro A</a>	Arts & Sciences Undergraduate - English (BA)/History (Min)	Senior	Fall 2008	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3185745	<a href="#">Backmann, Jon J</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3183974	<a href="#">Bailey, Donisha N</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3181647	<a href="#">Barnhart, Benjamin C</a>	Arts & Sciences Undergraduate - English (BA)/Sociology (BA)	Senior	Spring 2009	<a href="#">View Student Details</a>	
<input type="checkbox"/>		9991113	<a href="#">Belle, Blue</a>	Arts & Sciences Undergraduate - English (BA)	1st Time 1st Year	Spring 2012	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3175612	<a href="#">Blue, Princess Renee</a>	Arts & Sciences Undergraduate - English (BA)	Junior	Fall 2008	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3182059	<a href="#">Cherovny, Marqo E</a>	Arts & Sciences Undergraduate - English (BA)/Theater Arts (BA)	Senior	Spring 2009	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3183495	<a href="#">Clay, Jennifer E</a>	Arts & Sciences Undergraduate - Chemistry (BA)/English (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3183469	<a href="#">Coe, Andrew W</a>	Arts & Sciences Undergraduate - Theater Arts (BA)/English (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		1002565	<a href="#">Cortnik, Larimee</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		1017563	<a href="#">Cullison, Alisa M</a>	Arts & Sciences Undergraduate - Theater Arts (BA)/English (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3186502	<a href="#">Dershaw, Kaitlin</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	

Step	Action
5.	<p>A list of all students in that Academic Plan appears.</p> <p>From this list, you can email students, release advising holds, and view students' Student Centers.</p>

EGL-BA English (BA)

Department Roster

[View FERPA Statement](#)

Select display option:  Link to Photos  Include photos in list

Level Filter:  [apply filter](#)

Notify	Photo	ID	Name	Program and Plan	Level	Exp Grad Term	View Student Details	Release Advising Hold
<input type="checkbox"/>		9991111	<a href="#">Abbott-hill, Luke</a>	Management Undergraduate - Management (BS)	Sophomore	Spring 2012	<a href="#">View Student Details</a>	
<input type="checkbox"/>		9991111	<a href="#">Abbott-hill, Luke</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3172799	<a href="#">Abreu, Alejandro A</a>	Arts & Sciences Undergraduate - English (BA)/History (Min)	Senior	Fall 2008	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3185745	<a href="#">Backmann, Jon J</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3183974	<a href="#">Bailey, Donisha N</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3181647	<a href="#">Barnhart, Benjamin C</a>	Arts & Sciences Undergraduate - English (BA)/Sociology (BA)	Senior	Spring 2009	<a href="#">View Student Details</a>	
<input type="checkbox"/>		9991113	<a href="#">Belle, Blue</a>	Arts & Sciences Undergraduate - English (BA)	1st Time 1st Year	Spring 2012	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3175612	<a href="#">Blue, Princess Renee</a>	Arts & Sciences Undergraduate - English (BA)	Junior	Fall 2008	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3182059	<a href="#">Cherovny, Marqo E</a>	Arts & Sciences Undergraduate - English (BA)/Theater Arts (BA)	Senior	Spring 2009	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3183495	<a href="#">Clay, Jennifer E</a>	Arts & Sciences Undergraduate - Chemistry (BA)/English (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3183469	<a href="#">Coe, Andrew W</a>	Arts & Sciences Undergraduate - Theater Arts (BA)/English (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		1002565	<a href="#">Cortnik, Larimee</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		1017563	<a href="#">Cullison, Alisa M</a>	Arts & Sciences Undergraduate - Theater Arts (BA)/English (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3186502	<a href="#">Dershaw, Kaitlin</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	

Step	Action
6.	To see a student's Student Center, click the student's <b>View Student Details</b> link. <a href="#">View Student Details</a>



LUKE ABBOTT-HILL ID: 9991111

student center | **general info** | transfer credit | academics

**Academics**

My Class Schedule  
Shopping Cart  
My Planner

other academic... (X)

This Week's Schedule	
Class	Schedule
ENGL 305-100 LEC (3432)	Tu 2:45PM - 5:45PM Clark Hall 103
ENGL 324-100 LEC (3436)	MoWeFr 11:30AM - 12:20PM Mandel Center 105
ENGL 373-100 LEC (8229)	TuTh 10:00AM - 11:15AM Guilford House 323
ENGL 385-100 LEC (11141)	MoWe 12:30PM - 1:45PM Clark Hall 110
PHED 105-100 PHE (6172)	MoWe 2:00PM - 2:50PM To Be Announced
USSY 285J-100 SEM (11264)	TuTh 11:15PM - 2:30PM To Be Announced

weekly schedule ▶

Health Fee has been waived for the Fall 2008 semester

**Finances**

My Account  
Account Inquiry

other financial... (X) | Account Summary

SEARCH FOR CLASSES

**Holds**  
No Holds.

**Enrollment Dates**  
Open Enrollment Dates

**Advisor**  
Program Advisor  
William Siebenschuh  
216/368-2364  
details ▶




**Academic Document Links**  
Order Official Transcripts  
Order Enrollment Verification

**Other Academic Links**  
Blackboard  
MediaVision Courseware

**Other Financial Links**  
Financial Aid briefCase  
Housing

Step	Action
7.	<p>The Student Center appears.</p> <p>Click the General Info tab.</p> <p><b>general info</b></p>



Step	Action			
8.	<p>The <b>General Info</b> tab appears.</p> <p>At the top of the screen are links to the sections that appear on the page. Depending on the amount of data on the screen, the sections maybe expanded or collapsed. Click the <b>Collapse All</b> button to collapse all sections on the screen. Click the <b>Expand All</b> button to expand all sections on a page.</p>			
9.	<p>The Service Indicators section of the screen contains a grid of all service indicators, also known as holds, which are affecting the student's record.</p> <table border="1" data-bbox="467 1377 808 1430"> <tr> <td></td> <td><a href="#">Registration Advisor Hold</a></td> <td>Spring 2009</td> </tr> </table>		<a href="#">Registration Advisor Hold</a>	Spring 2009
	<a href="#">Registration Advisor Hold</a>	Spring 2009		
10.	<p>The Student Groups section of the screen contains a grid of all administrative groups in which the student is included. Examples of student groups are International Students (INTL) and appointment block groups.</p>			



Case Western Reserve University logo and navigation links (Home, Add to Favorites, Sign out) are visible at the top.

**Personal Data**

Campus ID:  
Date of Birth: 11/08

**Names**

Name Type	Display Name	Status
Primary	Luke Abbott-Hill	Active as of 2008-09-16
Transcript	Luke Abbott-Hill	Active as of 2008-09-16

**Addresses**

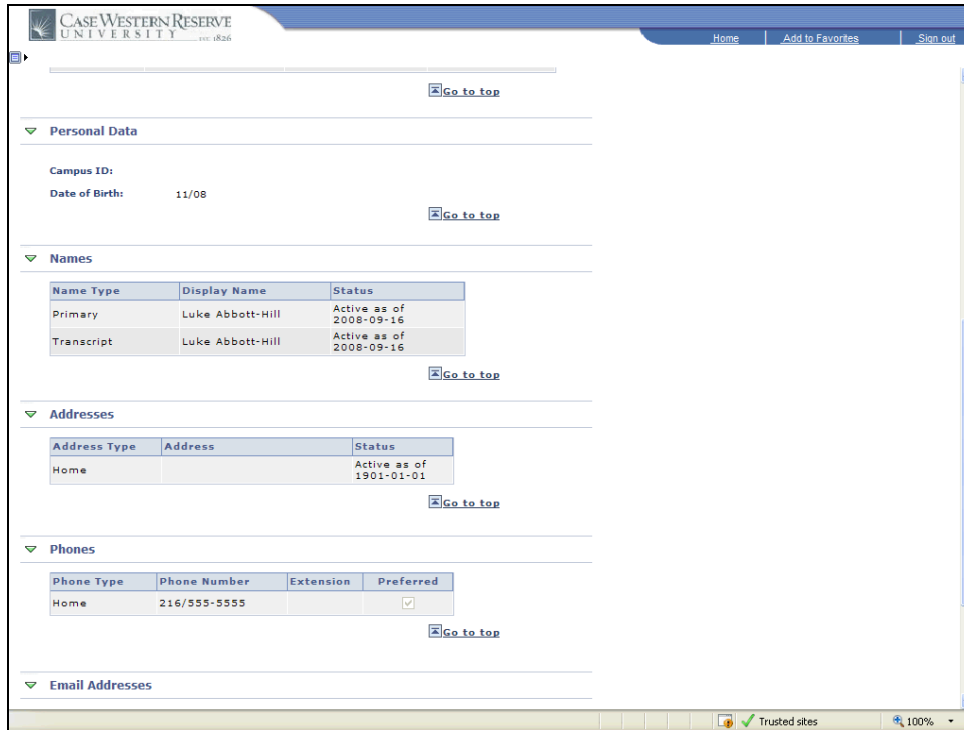
Address Type	Address	Status
Home		Active as of 1901-01-01

**Phones**

Phone Type	Phone Number	Extension	Preferred
Home	216/555-5555		<input checked="" type="checkbox"/>

**Email Addresses**

Step	Action
11.	The Personal Data section of the screen includes the student's Campus ID (Case Network ID) and month and date of birth.



Step	Action
12.	The Names section of the screen includes all the names the student has used on campus. Name Types include Primary, Preferred, and Transcript.



Step	Action
13.	The Addresses section of the screen includes all of the student's addresses, which may include Home, Residence Hall, and/or Current addresses. <a href="#">Addresses</a>
14.	The Phones section of the screen includes all phone numbers the student has provided, which may include Home, Cell, Business, and/or Residence Hall. <a href="#">Phones</a>
15.	The Email Addresses section of the page includes all email addresses the student has supplied. In addition to the Case email type, there may also be one or more email addresses under the Home type. <a href="#">Email Addresses</a>
16.	This completes the process of viewing the General Info tab in the Departmental Admin Center. <b>End of Procedure.</b>

## Other Academic Screens

This section introduces you to the screens that are available by clicking on the **other academic...** dropdown list in the Student Center screen of the Departmental Admin Center.

## Departmental Admin Center: Requesting an Advisement Report

This business process demonstrates how to generate and view the Academic Advisement Report through the Departmental Admin Center in the SIS.

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).

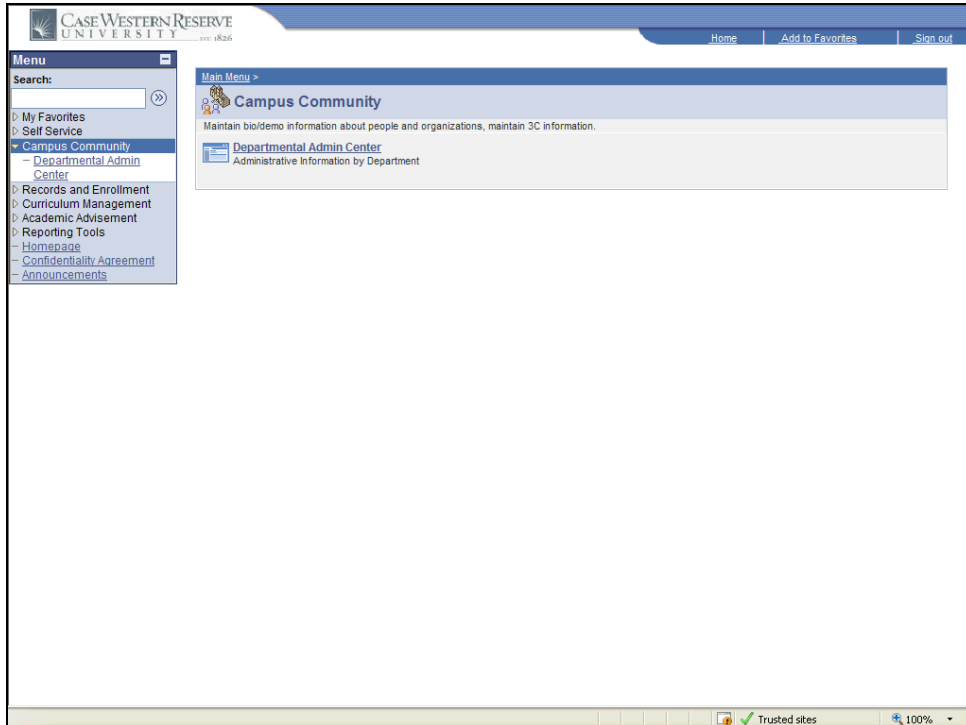
The Academic Advisement Report applies only to undergraduate students, the School of Graduate Studies, and the Weatherhead School of Management.

### Procedure

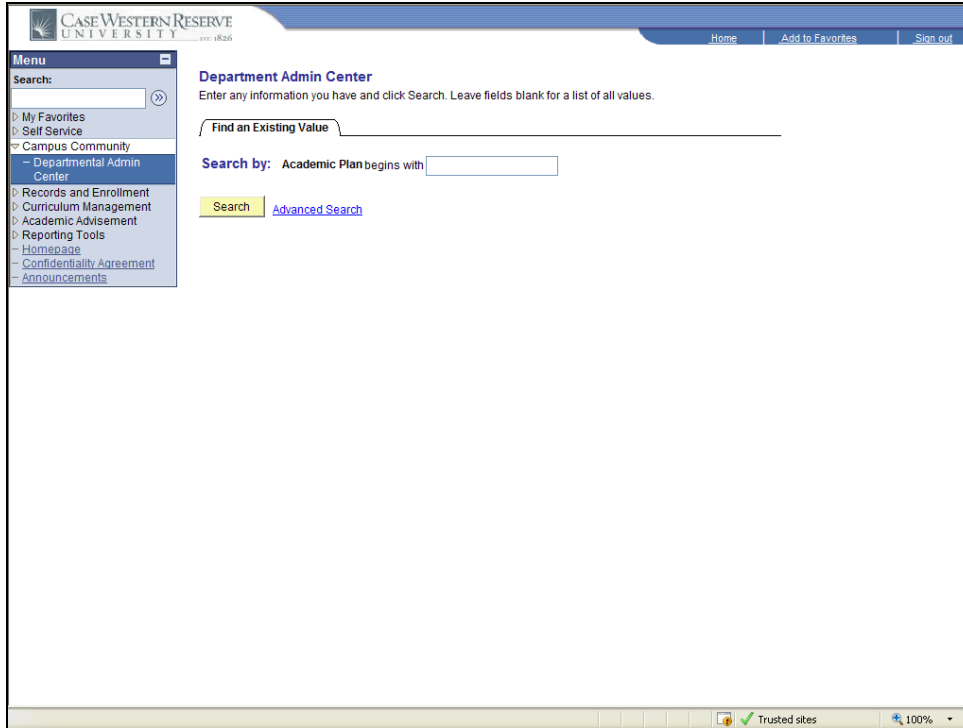
Use the Requesting an Advisement Report process to run and view a student Advisement Report from the Departmental Admin Center.

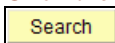



Step	Action
1.	Click the <b>Campus Community</b> link. <a href="#">Campus Community</a>



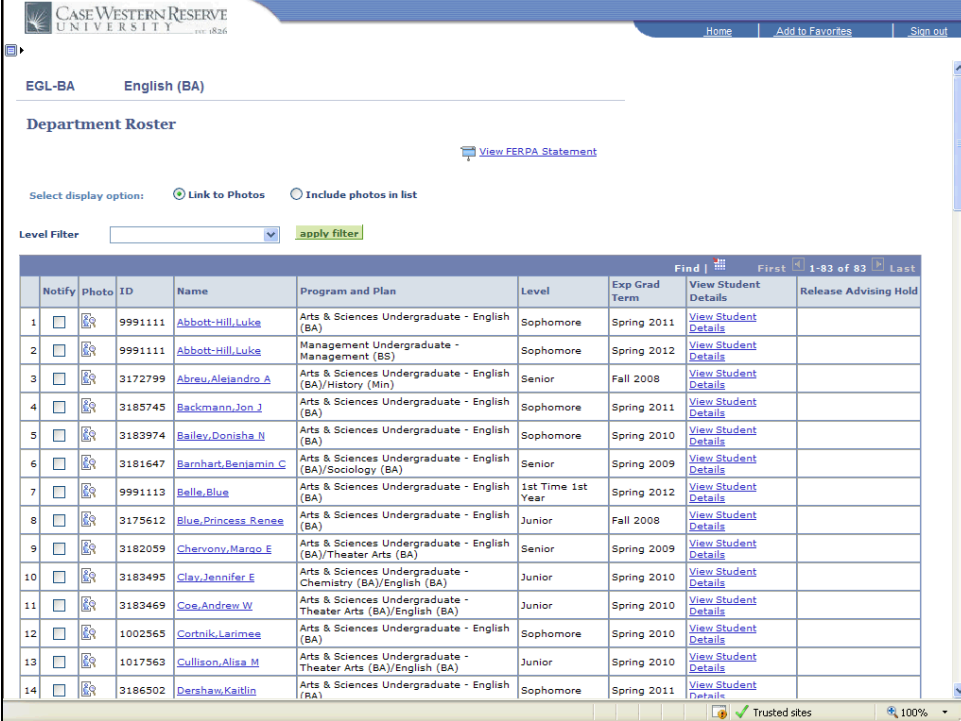
Step	Action
2.	Click the <b>Departmental Admin Center</b> link. <a href="#">Departmental Admin Center</a>



Step	Action
3.	<p>The Departmental Admin Center search screen appears.</p> <p>Click the <b>Search</b> button.</p> 
4.	<p>All student Academic Plans to which you have access appear in the search results.</p> <p>Select the appropriate Plan from the list.</p> 



**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](mailto:reghelp@case.edu) for assistance.



EGL-BA English (BA)

Department Roster [View FERPA Statement](#)

Select display option:  Link to Photos  Include photos in list

Level Filter  [apply filter](#)

Notify	Photo	ID	Name	Program and Plan	Level	Exp Grad Term	View Student Details	Release Advising Hold
<input type="checkbox"/>		9991111	<a href="#">Abbott-Hill, Luke</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	
<input type="checkbox"/>		9991111	<a href="#">Abbott-Hill, Luke</a>	Management Undergraduate - Management (BS)	Sophomore	Spring 2012	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3172799	<a href="#">Abreu, Alejandro A</a>	Arts & Sciences Undergraduate - English (BA)/History (Min)	Senior	Fall 2008	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3185745	<a href="#">Backmann, Jon J</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3183974	<a href="#">Bailey, Donisha N</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3181647	<a href="#">Barnhart, Benjamin C</a>	Arts & Sciences Undergraduate - English (BA)/Sociology (BA)	Senior	Spring 2009	<a href="#">View Student Details</a>	
<input type="checkbox"/>		9991113	<a href="#">Belle, Blue</a>	Arts & Sciences Undergraduate - English (BA)	1st Time 1st Year	Spring 2012	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3175612	<a href="#">Blue, Princess Renee</a>	Arts & Sciences Undergraduate - English (BA)	Junior	Fall 2008	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3182059	<a href="#">Chervony, Marqo E</a>	Arts & Sciences Undergraduate - English (BA)/Theater Arts (BA)	Senior	Spring 2009	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3183495	<a href="#">Clay, Jennifer E</a>	Arts & Sciences Undergraduate - Chemistry (BA)/English (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3183469	<a href="#">Coe, Andrew W</a>	Arts & Sciences Undergraduate - Theater Arts (BA)/English (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		1002565	<a href="#">Cortnik, Larimee</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		1017563	<a href="#">Cullison, Alisa M</a>	Arts & Sciences Undergraduate - Theater Arts (BA)/English (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3186502	<a href="#">Dershaw, Kaitlin</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	

Step	Action
5.	<p>A list of all students in that Academic Plan appears.</p> <p>Locate the student for whom you wish to run an Academic Requirements report. Click that student's <b>View Student Details</b> link.</p> <p><a href="#">View Student Details</a></p>



Step	Action
6.	<p>The Student Center appears.</p> <p>Click the <b>other academic...</b> dropdown list.</p> <p><input type="text" value="other academic..."/></p>
7.	<p>Click the <b>Academic Requirements</b> list item.</p> <p><input type="text" value="Academic Requirement"/></p>
8.	<p>Click the <b>Go</b> button.</p> <p><input type="button" value="Go"/></p>



**My Academic Requirements**

ID: 9991111 Luke Abbott-Hill

Program/Plan	Req Term	Status	Gradn Term
Undergraduate Career	Fall 2005	Not Satisfied	Spring 2009
Arts & Sciences Undergraduate Program	Fall 2005	Not Satisfied	Spring 2009
Philosophy (BA) Major	Fall 2005	Not Satisfied	Spring 2009
Biology (BA) Major	Fall 2005	Not Satisfied	Spring 2009
Chemistry (Min) Minor	Fall 2005	Not Satisfied	Spring 2009

Case Western Reserve Univ | Undergraduate

This report last generated on 05/13/2008 11:35AM

Taken
  In Progress
  Planned

**CWRU UNDERGRADUATE REQUIREMENTS [RG0645]**

**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:

Step	Action
9.	<p>The <b>Academic Advisement</b> report appears. The technical term for this report in SIS is <b>My Academic Requirements</b>, which is displayed on the screen.</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>
10.	<p>Underneath the Program/Plan grid is a legend that describes the symbols that appear next to the courses listed in the report.</p>



The Advisement Report contains the following legend:



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 appear 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.	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.


The screenshot displays the CWRU Academic Advisement system interface. It shows several requirement sections with expand/collapse arrows (green arrows pointing down) next to their titles. The sections include:

- CWRU UNDERGRADUATE REQUIREMENTS [RG0645]**: 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 UNITS TOWARD DEGREE [R0017]**: Not Satisfied. Earn required minimum units.
- 120 Total Units**: Not Satisfied. Earn 120 total units.

Below the units section, a table lists courses used to satisfy the requirement:

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

Step	Action
12.	To see a collapsed section, click the <b>Expand Section</b> button to see a list of the student's completed courses and grades. 

 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, that 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:**

▼ SAGES SEMINARS AND SENIOR CAPSTONE [RG0646]



▼ **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.	The section expands. Up to ten courses can appear in the section at one time. Click the <b>Show next</b> button to see the next ten courses. 
14.	To see all courses in the section on the screen at one time, click the <b>View All</b> link. 
15.	The <b>General Requirements</b> 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 <b>Courses Not Applied</b> header contains courses that do not apply to any specific requirement.

Step	Action
17.	<p>The headers following Courses Not Applied demarcate the student's Academic Plans. Beneath each plan header are the following data:</p> <p>Requirements for satisfying the Plan  <b>Not Satisfied</b> or <b>Satisfied</b>            Units (or Courses) Required            Units (or Courses) Taken            Units (or Courses) Needed</p>
18.	<p>Within each plan header are the requirements that constitute the plan. Each plan has different requirements for completion.</p> <p>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.</p>
19.	<p>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.</p>
20.	<p>This completes the process of requesting and viewing an advisement report in the Departmental Admin Center.  <b>End of Procedure.</b></p>

## Departmental Admin Center: Creating What-If Reports

This business process demonstrates creating and reading a What-If Report.

A What-If Report asks, “What if this student was to change majors?” The report enables users to compare a student’s current curriculum and benchmark achievements with a proposed major and minor (if applicable) combination, and lists the requirements that would and would not be satisfied if the student was to make a change.

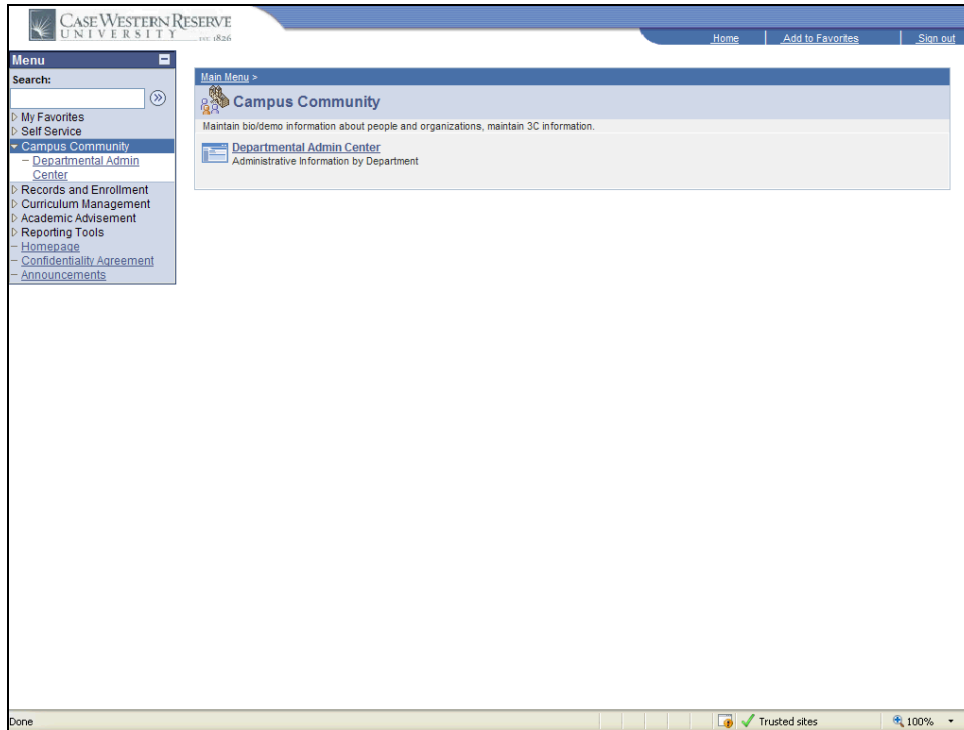
The What-If Report only applies to undergraduate students, the School of Graduate Studies, and the Weatherhead School of Management.

### Procedure

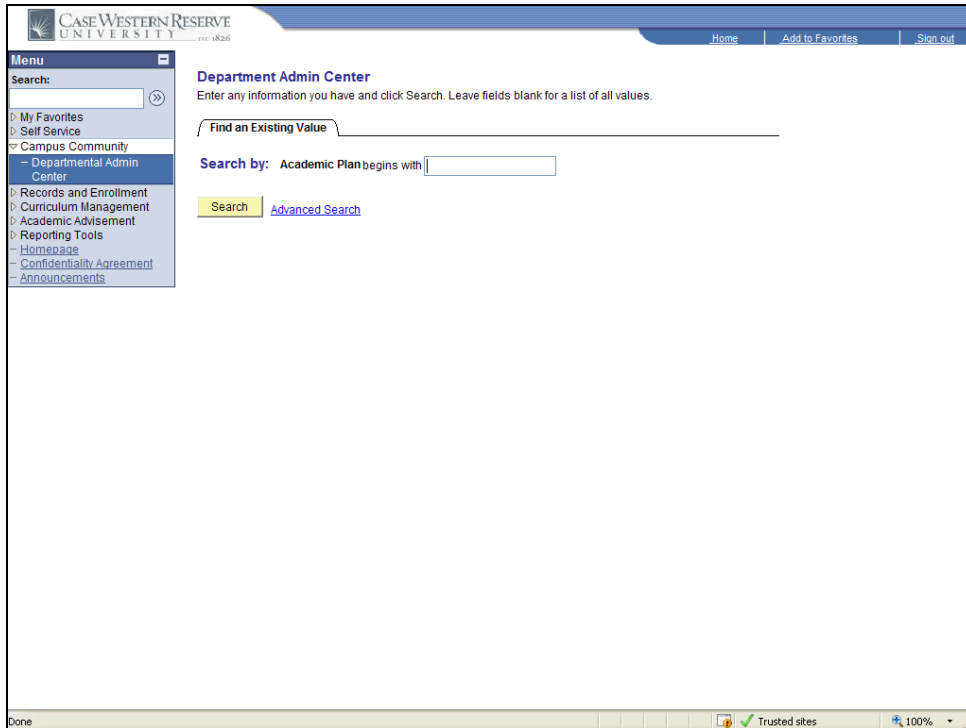
Use this process to create and read a What-If Report in the Departmental Admin Center.

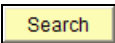



Step	Action
1.	Click the <b>Campus Community</b> link. <a href="#">▶ Campus Community</a>



Step	Action
2.	<p>Click the <b>Departmental Admin Center</b> link.</p> <p><a href="#">Departmental Admin Center</a></p>



Step	Action
3.	<p>The Department Admin Center search screen appears.</p> <p>Click the <b>Search</b> button.</p> 
4.	<p>All student Academic Plans to which you have access appear in the search results.</p> <p>Select the appropriate Plan from the list.</p> 

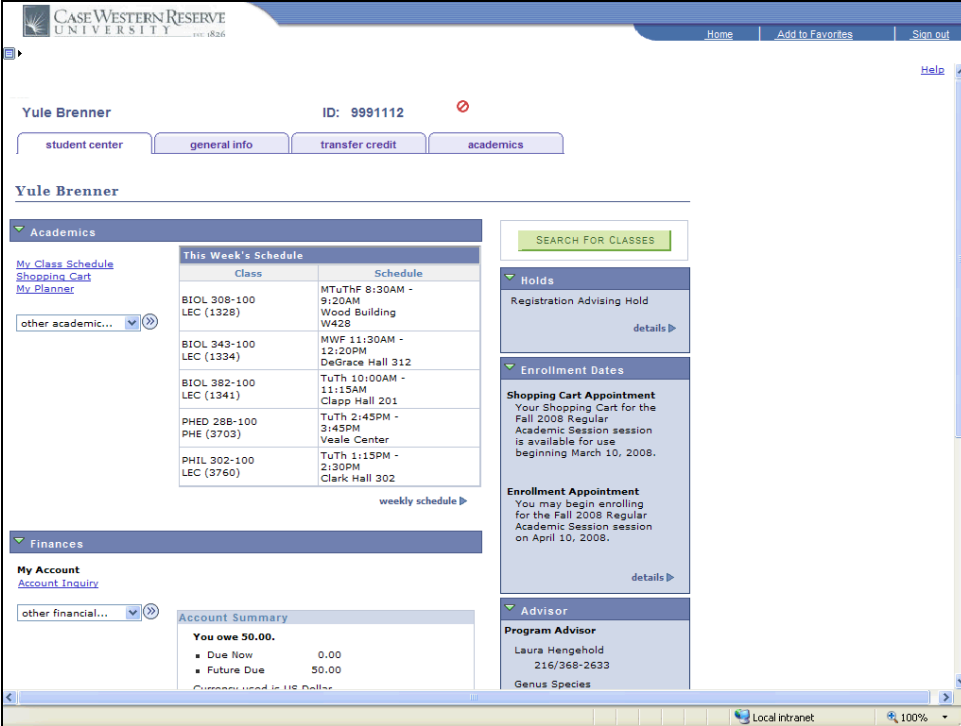


**Please note:** If you are missing Plans to which you should have access, or if you are seeing Plans to which you should not have access, please send an email to [reghelp@case.edu](mailto:reghelp@case.edu) for assistance.

The screenshot shows the 'Department Roster' for the English (BA) program. It includes a 'View FERPA Statement' link, display options for photos, and a table of 14 students. Each row in the table contains a 'Notify' checkbox, a 'Photo' icon, an 'ID', a 'Name' with a link, a 'Program and Plan', a 'Level', an 'Exp Grad Term', and a 'View Student Details' link. The table is filtered to show 14 of 83 total students.

Notify	Photo	ID	Name	Program and Plan	Level	Exp Grad Term	View Student Details	Release Advising Hold
<input type="checkbox"/>		9991111	<a href="#">Abbott-hill, Luke</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	
<input type="checkbox"/>		9991111	<a href="#">Abbott-hill, Luke</a>	Management Undergraduate - Management (BS)	Sophomore	Spring 2012	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3172799	<a href="#">Abreu, Alejandro A</a>	Arts & Sciences Undergraduate - English (BA)/History (Min)	Senior	Fall 2008	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3185745	<a href="#">Backmann, Jon J</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3183974	<a href="#">Bailey, Donisha N</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3181647	<a href="#">Barnhart, Benjamin C</a>	Arts & Sciences Undergraduate - English (BA)/Sociology (BA)	Senior	Spring 2009	<a href="#">View Student Details</a>	
<input type="checkbox"/>		9991113	<a href="#">Belle, Blue</a>	Arts & Sciences Undergraduate - English (BA)	1st Time 1st Year	Spring 2012	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3175612	<a href="#">Blue, Princess Renee</a>	Arts & Sciences Undergraduate - English (BA)	Junior	Fall 2008	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3182059	<a href="#">Cherony, Marqo E</a>	Arts & Sciences Undergraduate - English (BA)/Theater Arts (BA)	Senior	Spring 2009	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3183495	<a href="#">Clay, Jennifer E</a>	Arts & Sciences Undergraduate - Chemistry (BA)/English (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3183469	<a href="#">Coe, Andrew W</a>	Arts & Sciences Undergraduate - Theater Arts (BA)/English (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		1002565	<a href="#">Cortnik, Larimee</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		1017563	<a href="#">Cullison, Alisa M</a>	Arts & Sciences Undergraduate - Theater Arts (BA)/English (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3186502	<a href="#">Dershaw, Kaitlin</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	

Step	Action
5.	<p>A list of all students in that Academic Plan appears.</p> <p>Locate the student for whom you wish to run a What-If Report. Click that student's <b>View Student Details</b> link.</p> <p><a href="#">View Student Details</a></p>



**Yule Brenner** ID: 9991112

student center | general info | transfer credit | **academics**

**Academics**

My Class Schedule  
Shopping Cart  
My Planner

other academic... ▾

This Week's Schedule	
Class	Schedule
BIOL 308-100 LEC (1328)	MTuThF 8:30AM - 9:20AM Wood Building W428
BIOL 343-100 LEC (1334)	MWF 11:30AM - 12:20PM DeGrace Hall 312
BIOL 382-100 LEC (1341)	TuTh 10:00AM - 11:15AM Clapp Hall 201
PHED 28B-100 PHE (3703)	TuTh 2:45PM - 3:45PM Veale Center
PHIL 302-100 LEC (3760)	TuTh 1:15PM - 2:30PM Clark Hall 302

weekly schedule ▶

**Finances**

My Account  
Account Inquiry

other financial... ▾

**Account Summary**

You owe **50.00**.

- Due Now 0.00
- Future Due 50.00

currency used is US Dollar

**Holds**

Registration Advising Hold  
details ▶

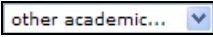
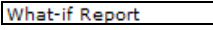

**Enrollment Dates**

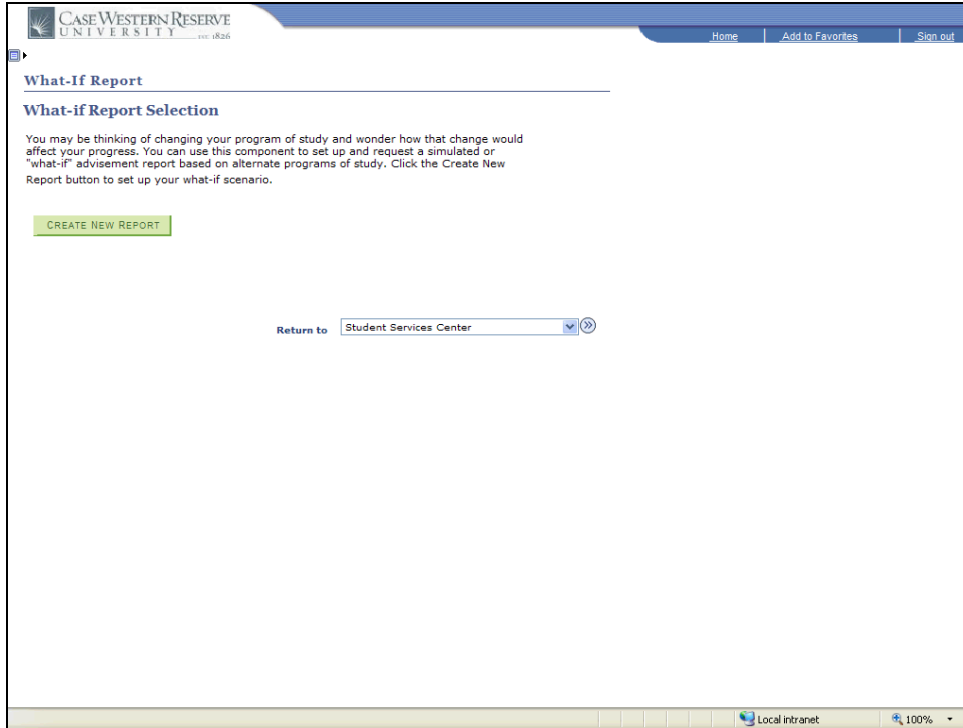
**Shopping Cart Appointment**  
Your Shopping Cart for the Fall 2008 Regular Academic Session session is available for use beginning March 10, 2008.

**Enrollment Appointment**  
You may begin enrolling for the Fall 2008 Regular Academic Session session on April 10, 2008.  
details ▶

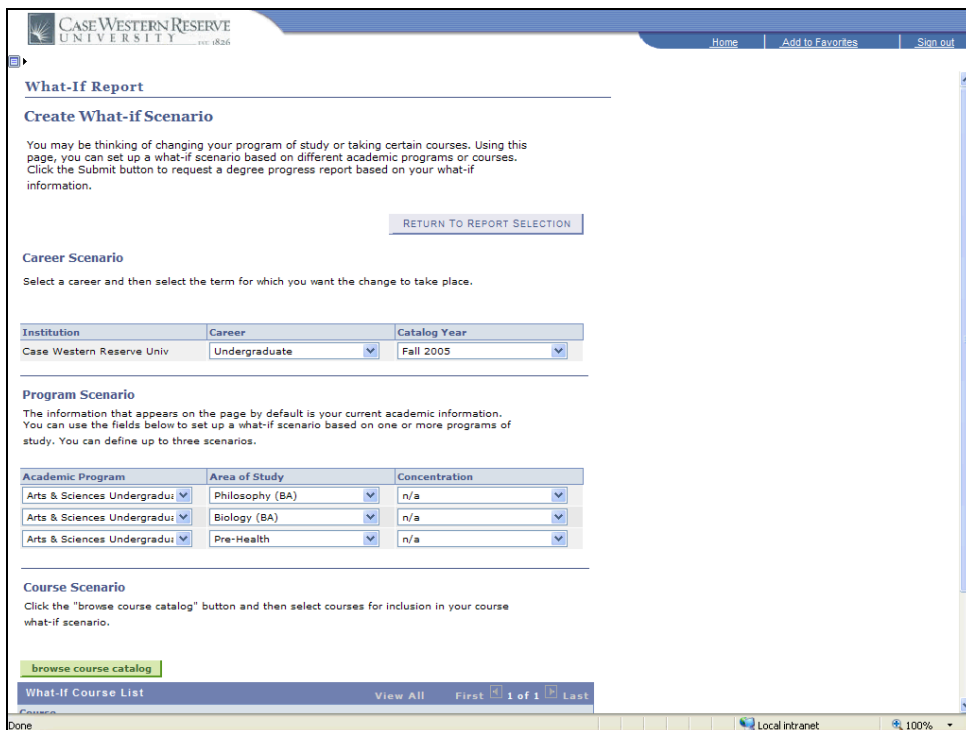
**Advisor**

**Program Advisor**  
Laura Hengehold  
216/368-2633  
Genus Species


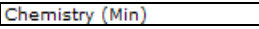

Step	Action
6.	The Student Center appears.  Click on the <b>other academic...</b> dropdown list. 
7.	Click the <b>What-if Report</b> list item. 
8.	Click the <b>Go</b> button. 



Step	Action
9.	<p>The What-If Report Selection screen appears.</p> <p>If What-if Reports have already been created for the student, they will appear in the <b>View a Saved What-If Report</b> list.</p> <p>To create a new What-If Report, click the <b>Create New Report</b> button.</p> <div style="border: 1px solid black; background-color: #d9ead3; padding: 2px; display: inline-block; margin-top: 5px;">CREATE NEW REPORT</div>



Step	Action
10.	<p>The Create What-If Scenario screen appears.</p> <p>The Career Scenario section lists the student's current Academic Career and Catalog (Requirement) year.</p>
11.	<p>The dropdown boxes within the Program Scenario section contain the student's current <b>Academic Program(s)</b>, <b>Areas of Study</b> (Academic Plans), and any applicable Concentrations within those areas.</p> <p>Change the values in the dropdown lists to create a new scenario for the student.</p> <p>To select a new academic program, click the <b>Academic Program</b> list.</p> <p><input type="text" value="Arts &amp; Sciences Undergraduate"/></p>
12.	<p>Select the appropriate program from the list.</p> <p><input type="text" value="Arts &amp; Sciences Undergraduate"/></p>
13.	<p>Click the <b>Area of Study</b> dropdown list.</p> <p><input type="text" value="Philosophy (BA)"/></p>
14.	<p>Select the appropriate academic plan from the list. For example, select a major for the student.</p> <p><input type="text" value="Physics (BS)"/></p>
15.	<p>If applicable, click the <b>Concentration</b> dropdown list to select an academic concentration within the plan.</p>

Step	Action
16.	Continue making changes to the Program Scenario section as necessary.  Click the <b>Area of Study</b> dropdown list. 
17.	Select the appropriate plan from the list. For example, select a minor. 
18.	Click the <b>Submit Request</b> button. 



**Please note:** This report may take a few moments to complete.

The screenshot shows the 'CWRU What-If Report' page for user Yule Brenner (ID: 9991112). It includes a table of program requirements and a summary of requirements status.

Program/Plan	Req Term	Status	Grade Term
Undergraduate Career	Fall 2005	Not Satisfied	Spring 2009
Arts & Sciences Undergraduate Program	Fall 2005	Not Satisfied	Spring 2009
Chemistry (BS) Major	Fall 2005	Not Satisfied	Spring 2009
Biology (Min) Minor	Fall 2005	Satisfied	Spring 2009

**CWRU UNDERGRADUATE REQUIREMENTS [RG0645]**  
**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 UNITS TOWARD DEGREE [R0017]**  
**Not Satisfied:** Earn required minimum units


**122 Total Units**  
**Not Satisfied:** Earn 122 total units

- Units: 122.00 required, 77.00 taken, 45.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
--------	-------------	-------	------	-------	--------

Step	Action
19.	<p>The <b>What-If Report</b> appears.</p> <p>Beneath the student's name and ID number is the Program/Plan grid, where the Academic Career, Academic Program, and Academic Plans that were selected on the Create What-If Scenario screen are displayed. This is the <b>What-If Scenario</b>.</p> <p>For each item on the grid, the Requirement Term, Status (Satisfied or Not Satisfied) and Expected Graduation Term are listed.</p> <p><b>Note:</b> The Expected Graduation Term reflects the term indicated in the student's Program/Plan stack. The Term does not change in accordance with the What-If Scenario.</p>




Academic Career: Undergraduate, Graduate, Management 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
- Graduate School Disciplines
- Management Professional Disciplines

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

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





The What-If Report contains the following legend:

 Taken
 In Progress
 Planned
 What-if

These symbols appear next to courses in the report that the student has taken, is currently taking, or is planning to take. Courses with the Planned symbol indicate that the course is in the student's Planner, which is an optional Student Center planning tool. Courses with the What-if symbol

were added individually to the Select What-If Criteria screen from the Course Catalog (not demonstrated in this process). If a course appears in the What-If Report but does not have a symbol next to it, then the course is part of a requirement and the student has not yet taken or planned to take that course.


Step	Action
21.	<p>Each broad requirement that the student must fulfill according to the What-If Scenario is demarcated by a thick solid line, called a header.</p> <p>The first header includes requirements for the student's Academic Career. It includes the following requirements:</p> <p>Cumulative GPA Units Toward Degree other requirements by Career</p>
22.	<p>The <b>General Requirements</b> header includes the general requirements for the Academic Program(s) indicated in the What-If Scenario.</p> <p>Listed within each general requirement are:</p> <p>The student's status regarding this requirement (Satisfied or Not Satisfied) Units (or Courses) Required Units (or Courses) Taken Units (or Courses) Needed</p> <p>Also listed are the courses that the student has taken to fulfill the requirement.</p>
23.	<p>The <b>Courses Not Applied</b> header contains courses that do not apply to any specific requirement.</p> <p>Click the Courses Not Applied <b>Expand Section</b> button.</p> 




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, that 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:**


 SAGES SEMINARS AND SENIOR CAPSTONE [RG0646]






 **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
24.	Click the Extra Courses <b>Expand Section</b> button. 
25.	The courses that the student has completed that cannot be applied to the what-if scenario appear. Up to ten classes can appear on the screen at one time. Click the <b>Show next</b> button to see the next ten courses. 
26.	Click the <b>View All</b> link to see all courses in the section on the screen at one time. 
27.	To return to viewing only ten courses on the screen at one time, click the <b>View 10</b> link. 
28.	Click the Courses Not Applied <b>Collapse Section</b> button to collapse the entire section beneath the header. 

Step	Action
29.	<p>The next headers demarcate the Academic Plans and Concentrations (if applicable) included in the What-If Scenario. Beneath each plan header are the following data:</p> <p>Requirements for satisfying the Plan  <b>Not Satisfied</b> or <b>Satisfied</b>            Units (or Courses) Required            Units (or Courses) Taken            Units (or Courses) Needed</p> <p>Also listed are the courses that the student has taken under their current program/plan that satisfy these requirements. If the student has not taken any courses that satisfy the requirements, then the courses the student needs will appear.</p>
30.	<p>Within each plan header are the requirements that constitute the plan. Each plan has different requirements for completion.</p> <p>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.</p>
31.	<p>This completes the process of creating and reading a What-If Report.  <b>End of Procedure.</b></p>

## Departmental Admin Center: Course History

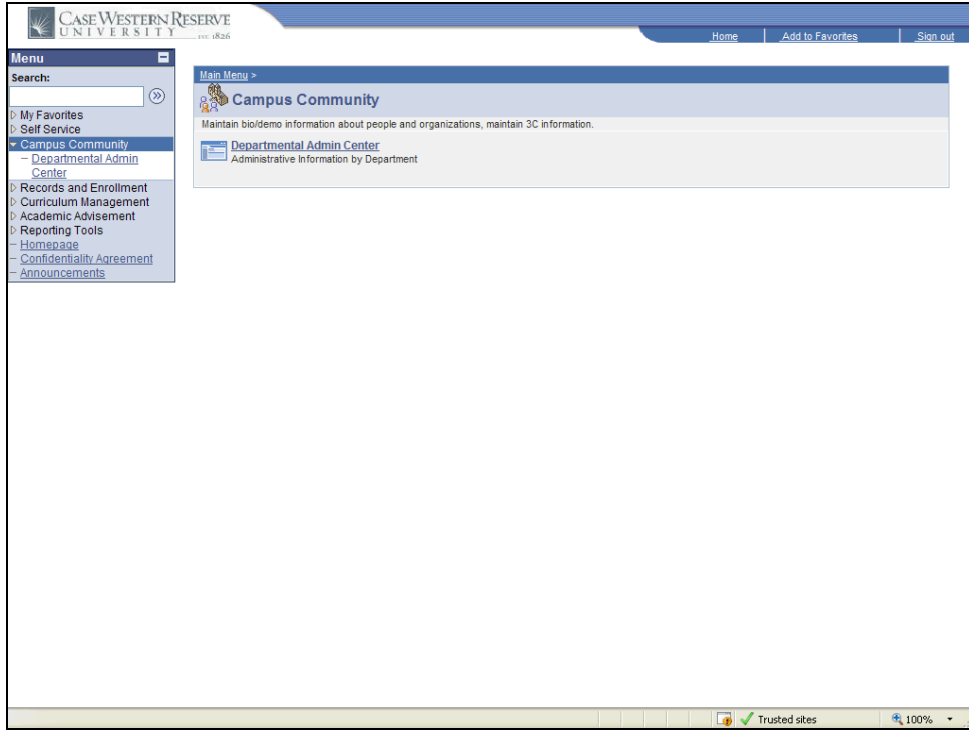
This business process demonstrates locating and reading the Course History screen, which displays all the courses that a student has completed, is currently taking, or has transferred to Case Western Reserve University.

### Procedure

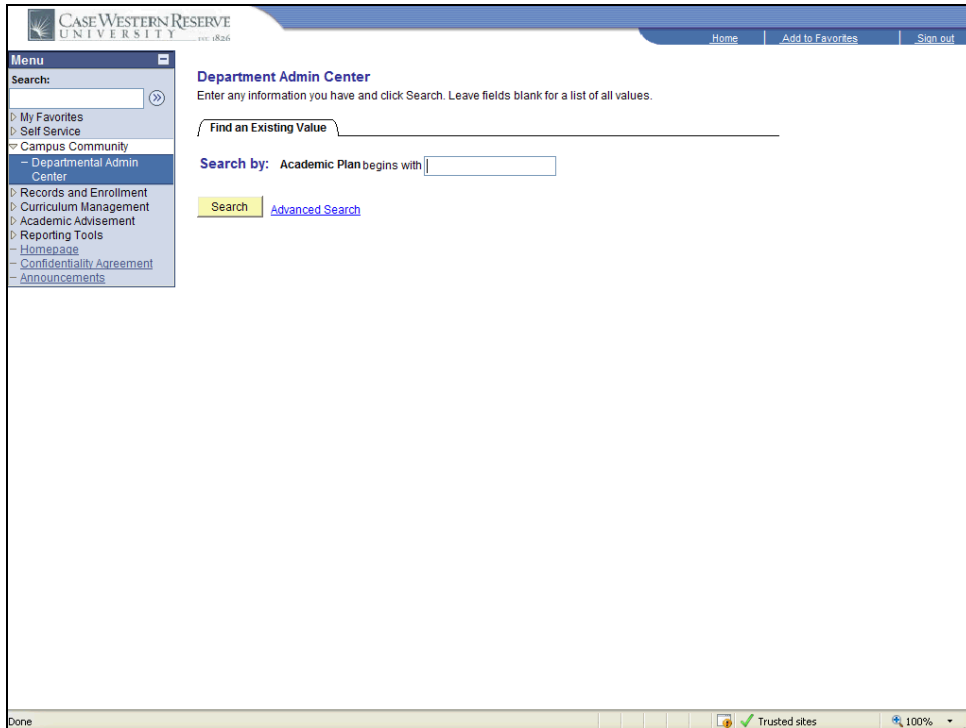
Use the Course History process to locate and view the Course History screen in the Departmental Admin Center.

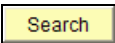



Step	Action
1.	Click the <b>Campus Community</b> link. 



Step	Action
2.	<p>Click the <b>Departmental Admin Center</b> link.</p> <p><a href="#">Departmental Admin Center</a></p>



Step	Action
3.	<p>The Departmental Admin Center search screen appears.</p> <p>Click the <b>Search</b> button.</p> 
4.	<p>All student Academic Plans to which you have access appear in the search results.</p> <p>Select the appropriate Plan from the list.</p> 



**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](mailto:reghelp@case.edu) for assistance.

EGL-BA English (BA)

Department Roster


[View FERPA Statement](#)

Select display option:  Link to Photos  Include photos in list

Level Filter:  [apply filter](#)

Notify	Photo	ID	Name	Program and Plan	Level	Exp Grad Term	View Student Details	Release Advising Hold
<input type="checkbox"/>		9991111	<a href="#">Abbott-hill, Luke</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	
<input type="checkbox"/>		9991111	<a href="#">Abbott-hill, Luke</a>	Management Undergraduate - Management (BS)	Sophomore	Spring 2012	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3172799	<a href="#">Abreu, Alejandro A</a>	Arts & Sciences Undergraduate - English (BA)/History (Min)	Senior	Fall 2008	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3185745	<a href="#">Backmann, Jon J</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3183974	<a href="#">Bailey, Donisha N</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3181647	<a href="#">Barnhart, Benjamin C</a>	Arts & Sciences Undergraduate - English (BA)/Sociology (BA)	Senior	Spring 2009	<a href="#">View Student Details</a>	
<input type="checkbox"/>		9991113	<a href="#">Belle, Blue</a>	Arts & Sciences Undergraduate - English (BA)	1st Time 1st Year	Spring 2012	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3175612	<a href="#">Blue, Princess Renee</a>	Arts & Sciences Undergraduate - English (BA)	Junior	Fall 2008	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3182059	<a href="#">Cherony, Marqo E</a>	Arts & Sciences Undergraduate - English (BA)/Theater Arts (BA)	Senior	Spring 2009	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3183495	<a href="#">Clay, Jennifer E</a>	Arts & Sciences Undergraduate - Chemistry (BA)/English (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3183469	<a href="#">Coe, Andrew W</a>	Arts & Sciences Undergraduate - Theater Arts (BA)/English (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		1002565	<a href="#">Cortnik, Larimee</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		1017563	<a href="#">Cullison, Alisa M</a>	Arts & Sciences Undergraduate - Theater Arts (BA)/English (BA)	Junior	Spring 2010	<a href="#">View Student Details</a>	
<input type="checkbox"/>		3186502	<a href="#">Dershaw, Kaitlin</a>	Arts & Sciences Undergraduate - English (BA)	Sophomore	Spring 2011	<a href="#">View Student Details</a>	

Step	Action
5.	<p>A list of all students in that Academic Plan appears.</p> <p>Locate the student for whom you wish to view the Course History. Click that student's <b>View Student Details</b> link.</p> <p><a href="#">View Student Details</a></p>



Agatha Christie ID: 9991113

student center | general info | transfer credit | academics

Agatha Christie

Academics

My Class Schedule  
Shopping Cart  
My Planner

other academic... [v]

This Week's Schedule	
Class	Schedule
ARTH 102-100 LEC (1113)	MW 10:30AM - 11:20AM Wickenden Building 322 F 10:30AM - 11:20AM Bingham 305
BIOL 301-100 LAB (1327)	TuTh 11:15PM - 4:15PM Millis Science Ctr 326
BIOL 340-100 LEC (1333)	TuTh 10:00AM - 11:15AM Clapp Hall 108
BIOL 343-100 LEC (1334)	MWF 11:30AM - 12:20PM DeGrace Hall 312
BIOL 390-104 RSC (1366)	TBA To Be Announced
BIOL 395-100 RSC (1373)	M 2:00PM - 2:50PM Sears 480
PHED 288-100 PHE (3703)	TuTh 2:45PM - 3:45PM Veale Center

weekly schedule ▶

Finances

My Account  
Account Inquiry

**You have no outstanding charges.**

SEARCH FOR CLASSES

Holds  
No Holds.

Enrollment Dates  
Open Enrollment Dates

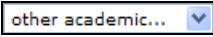
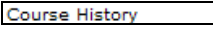

Advisor  
Program Advisor  
Travis Haffner  
details ▶

Academic Document Links  
Order Official Transcripts  
Order Enrollment Verification

Other Academic Links  
Blackboard  
MediaVision Courseware

Other Financial Links  
Financial Aid BriefCase

Local intranet 100%

Step	Action
6.	The Student Center appears.  Click on the <b>other academic...</b> dropdown list. 
7.	Click the <b>Course History</b> list item. 
8.	Click the <b>Go</b> button. 

Agatha Christie ID: 9991113

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
AMST 117	<a href="#">Intro to American Studies</a>	Fall 2007	A	3.00	<input checked="" type="checkbox"/>
ANTH 102	<a href="#">Being Humn Intr Soc/Cul Anth</a>	Fall 2004	A	3.00	<input checked="" type="checkbox"/>
ARTH 102	<a href="#">Art History II</a>	Spring 2008		3.00	<input checked="" type="checkbox"/>
ARTS 220	<a href="#">Photography Studio I</a>	Fall 2004	A	3.00	<input checked="" type="checkbox"/>
BIOL 214	<a href="#">Genes and Evolution</a>	Spring 2005	A	4.00	<input checked="" type="checkbox"/>
BIOL 215	<a href="#">Cells and Proteins</a>	Fall 2005	A	4.00	<input checked="" type="checkbox"/>
BIOL 216	<a href="#">Organisms and Ecosystems</a>	Spring 2006	A	4.00	<input checked="" type="checkbox"/>
BIOL 300	<a href="#">Dynamics of Biological Systems</a>	Spring 2007	A	3.00	<input checked="" type="checkbox"/>
BIOL 301	<a href="#">Biotech Lab: Genes/Genet Engr</a>	Spring 2008		3.00	<input checked="" type="checkbox"/>
BIOL 326	<a href="#">Genetics</a>	Fall 2006	A	3.00	<input checked="" type="checkbox"/>
BIOL 340	<a href="#">Human Physiology</a>	Spring 2008		3.00	<input checked="" type="checkbox"/>
BIOL 343	<a href="#">Microbiology</a>	Spring 2008		3.00	<input checked="" type="checkbox"/>
BIOL 346	<a href="#">Human Anatomy</a>	Fall 2007	A	3.00	<input checked="" type="checkbox"/>
BIOL 351	<a href="#">Principles of Ecology</a>	Fall 2006	A	4.00	<input checked="" type="checkbox"/>
BIOL 388	<a href="#">Undergraduate Research</a>	Spring 2007	A	3.00	<input checked="" type="checkbox"/>
BIOL 390	<a href="#">Adv Undergraduate Research</a>	Spring 2008		2.00	<input checked="" type="checkbox"/>
BIOL 395	<a href="#">Research Discussions</a>	Spring 2008		1.00	<input checked="" type="checkbox"/>
CHEM 105	<a href="#">Principles of Chemistry I</a>	Fall 2004	A	3.00	<input checked="" type="checkbox"/>

Step	Action
9.	<p>The My Course History screen appears. All courses that the student has taken, is taking, or has transferred are listed.</p> <p>Displayed are columns for <b>Course, Description, Term, Grade, Units, and Status</b>. The Status column uses the legend at the top of the page.</p>


The following legend appears on the My Course History screen:

Taken   
 Transferred   
 In Progress

**Taken:** the student has completed this course and has been assigned a grade, or has withdrawn from the course (indicated by a grade of W or WD).

**Transferred:** the student transferred credit from another institution (indicated by a grade of TR), submitted Advanced Placement (indicated by a grade of AP), or took a Case Proficiency test (indicated by a grade of PR) and was given credit for completing this course.

**In Progress:** the student is currently enrolled in this course.



Agatha Christie ID: 9991113


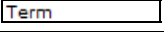


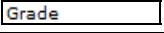

My Course History

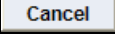
Select Display Option  
 Hide courses from My Planner  
 Show courses from My Planner

Sort results by [dropdown]  
 Then by [dropdown]

Taken  
  Transferred  
  In Progress

Course	Description	Term	Grade	Units	Status
AMST 117	Intro to American Studies	Fall 2007	A	3.00	✓
ANTH 102	Being Human: Intr Soc/Cul Anth	Fall 2004	A	3.00	✓
ARTH 102	Art History II	Spring 2008		3.00	◇
ARTS 220	Photography Studio I	Fall 2004	A	3.00	✓
BIOL 214	Genes and Evolution	Spring 2005	A	4.00	✓
BIOL 215	Cells and Proteins	Fall 2005	A	4.00	✓
BIOL 216	Organisms and Ecosystems	Spring 2006	A	4.00	✓
BIOL 300	Dynamics of Biological Systems	Spring 2007	A	3.00	✓
BIOL 301	Biotech Lab: Genes/Genet Engr	Spring 2008		3.00	◇
BIOL 326	Genetics	Fall 2006	A	3.00	✓
BIOL 340	Human Physiology	Spring 2008		3.00	◇
BIOL 343	Microbiology	Spring 2008		3.00	◇
BIOL 346	Human Anatomy	Fall 2007	A	3.00	✓
BIOL 351	Principles of Ecology	Fall 2006	A	4.00	✓
BIOL 388	Undergraduate Research	Spring 2007	A	3.00	✓
BIOL 390	Adv Undergraduate Research	Spring 2008		2.00	◇
BIOL 395	Research Discussions	Spring 2008		1.00	◇
CHEM 105	Principles of Chemistry I	Fall 2004	A	3.00	✓

Step	Action
10.	By default, courses are listed alphabetically by subject area and catalog number in the Course column.  Click the <b>Sort results by</b> dropdown list to select a different sort order for the Course History. 
11.	Select the appropriate sort order. For example, click the <b>Term</b> list item. 
12.	Click the <b>Sort</b> button. 
13.	The classes reorder by the selected sort criterion.
14.	Click the <b>Then by</b> dropdown list to select a secondary sort order. 
15.	Select the appropriate secondary sort order. For example, click the <b>Grade</b> list item. 
16.	Click the <b>Sort</b> button. 

Step	Action
17.	The courses reorder again to match the primary sort criterion, followed by the secondary sort criterion.
18.	Click the <b>Cancel</b> button. 
19.	This completes the process of viewing a student's Course History screen. <b>End of Procedure.</b>

## Glossary

**Academic Career** **Academic Career** classifies both students and curriculum as belonging to one of nine groups: Undergraduate, Graduate, Management, Law, Medicine, Applied Social Sciences, Nursing, Dental, or Non-degree.