


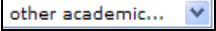
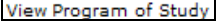


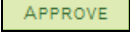


## SGS Faculty Advisors: Approving or Denying a PPOS

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| 1.  | Beginning on the SIS Sign In page, enter your Case Network ID into the <b>User ID</b> field.                                                                                                                                                                                                                                                                                                                |
| 2.  | Enter the password that goes with your Case Network ID into the <b>Password</b> field.                                                                                                                                                                                                                                                                                                                      |
| 3.  | Click the <b>Sign In</b> button.<br>                                                                                                                                                                                                                                                                                       |
| 4.  | Your Faculty Center homepage appears.<br><br>Click the <b>View My Advisees</b> link.<br>                                                                                                                                                                                                                                   |
| 5.  | Your advisee roster appears.<br><br>Click the <b>View Student Details</b> link of the student who's PPOS you wish to see.<br>                                                                                                                                                                                              |
| 6.  | The student's Student Center screen appears.<br><br>Click on the <b>other academic</b> dropdown box.<br>                                                                                                                                                                                                                   |
| 7.  | Click the <b>View Program of Study Changes</b> list item.<br>                                                                                                                                                                                                                                                            |
| 8.  | Click the <b>Go</b> button.<br>                                                                                                                                                                                                                                                                                          |
| 9.  | The student's submitted PPOS appears.<br><br>The Approval History box at the top of the screen shows the date that the student created the new PPOS and the date that he or she submitted it for your approval.<br><br>Below the Approval History, courses are organized by the term in which the student placed them. Courses can also be "unassigned," meaning that they have yet to be placed in a term. |
| 10. | You can view the student's official PPOS and other previous versions by clicking on the <b>Version</b> dropdown box and selecting a version number.<br>                                                                                                                                                                  |
| 11. | Review the student's PPOS and click the <b>Approve</b> or <b>Deny</b> button.<br>                                                                                                                                                                                                                                        |

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| 12. | <p>The <b>Approval History</b> box changes to reflect your decision.</p> <p>If you approved the PPOS, the Status column will read "Pending Final Approval." An email message has been sent by the system to the SGS for final approval of the PPOS.</p> <p>If you denied the PPOS, the Status column will read "Denied." An email has been sent to the student to alert them that their PPOS was denied by their advisor. If a previous approved version of the PPOS exists, then it will remain the student's official PPOS.</p> |
| 13. | <p>This completes the process of Approving or Denying a SGS PPOS.</p> <p><b>End of Procedure.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                             |