

## **SGS Faculty Advisors: Approving or Denying a PPOS**

### **Concept**

This business process demonstrates how a faculty member would view a graduate student's Planned Program of Study.

Students enrolled in the School of Graduate Studies are utilizing the My Planner functionality of SIS to create and manage their Planned Program of Study (PPOS). This functionality gives the student the ability to submit a new or revised PPOS electronically to his/her advisor. In the following business process, directions for viewing a student's PPOS are included along with directions for approving or denying a new or revised PPOS.

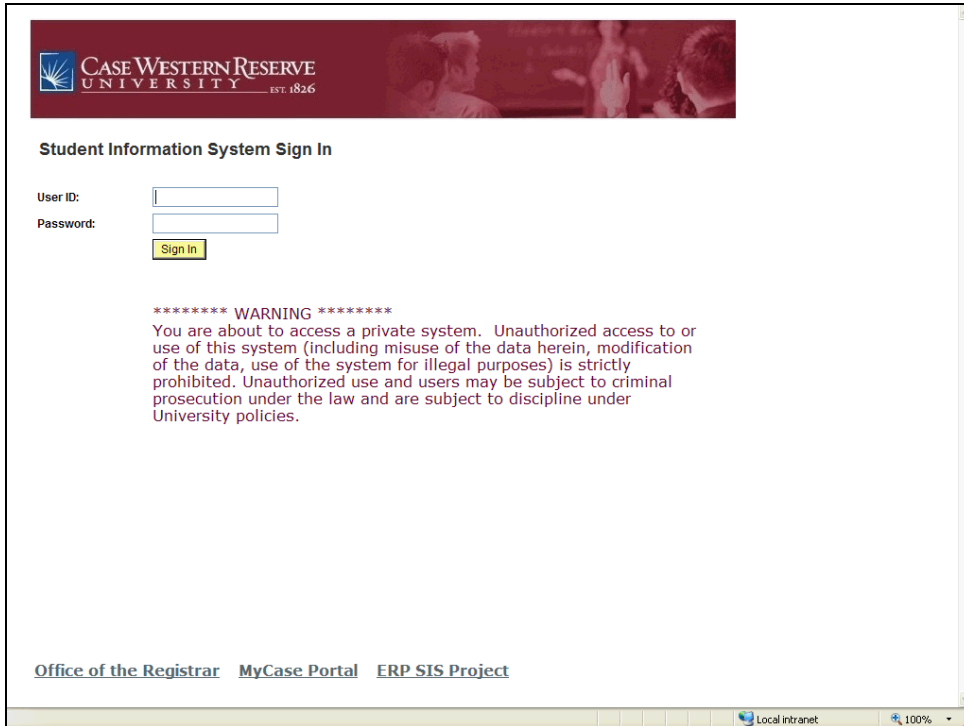
# Business Process Document

## Planned Program of Study Processes: SGS Faculty

### Advisors: Approving or Denying a PPOS

## Procedure

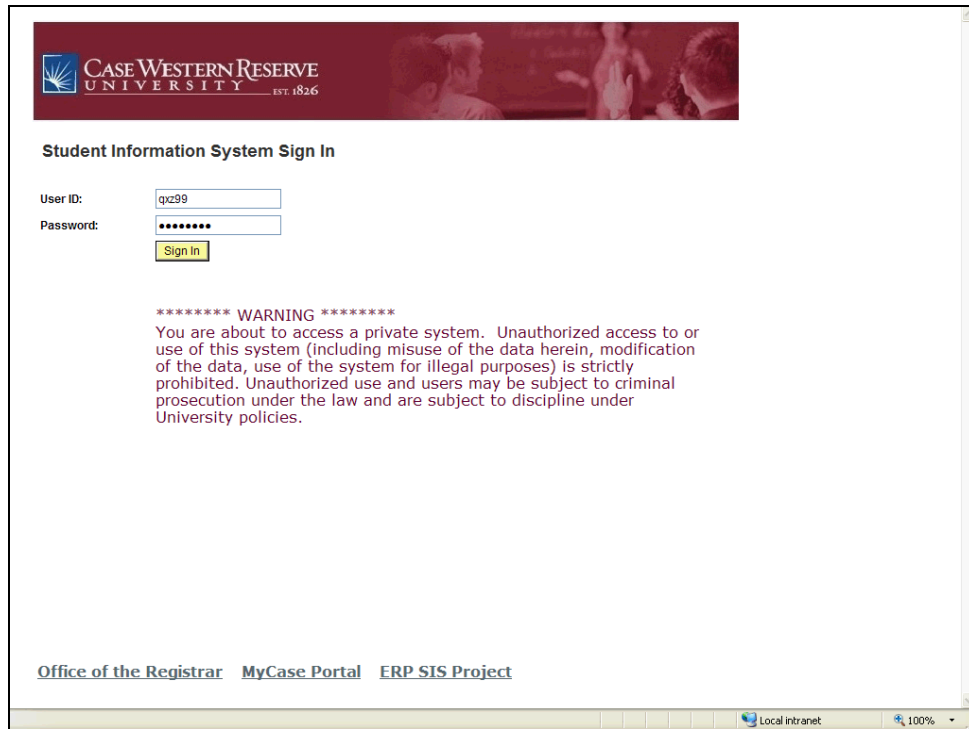
Use the Approving or Denying a PPOS process to view and make a decision upon a student's submitted Planned Program of Study (PPOS).



Step	Action
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.

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## Planned Program of Study Processes: SGS Faculty Advisors: Approving or Denying a PPOS

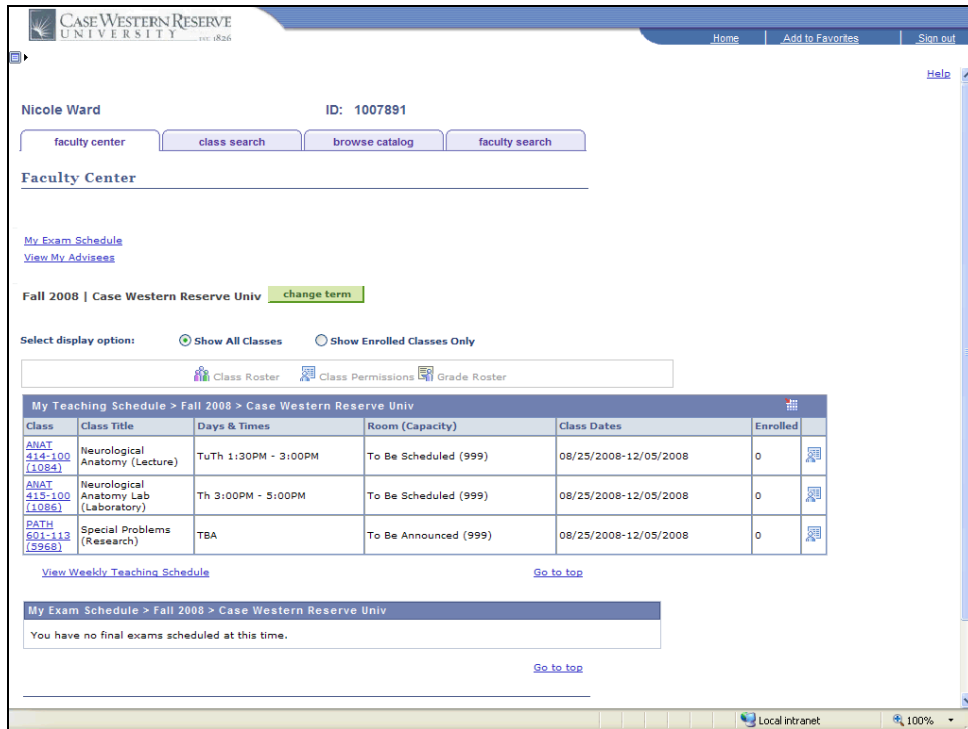


Step	Action
3.	Click the <b>Sign In</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Sign In</div>

# Business Process Document

## Planned Program of Study Processes: SGS Faculty

### Advisors: Approving or Denying a PPOS



Nicole Ward ID: 1007891

faculty center class search browse catalog faculty search

Faculty Center

[My Exam Schedule](#)  
[View My Advisees](#)

Fall 2008 | Case Western Reserve Univ [change term](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

[Class Roster](#) [Class Permissions](#) [Grade Roster](#)

My Teaching Schedule > Fall 2008 > Case Western Reserve Univ

Class	Class Title	Days & Times	Room (Capacity)	Class Dates	Enrolled
<a href="#">ANAT 414-100 (1084)</a>	Neurological Anatomy (Lecture)	TuTh 1:30PM - 3:00PM	To Be Scheduled (999)	08/25/2008-12/05/2008	0
<a href="#">ANAT 415-100 (1086)</a>	Neurological Anatomy Lab (Laboratory)	Th 3:00PM - 5:00PM	To Be Scheduled (999)	08/25/2008-12/05/2008	0
<a href="#">PATH 601-113 (5968)</a>	Special Problems (Research)	TBA	To Be Announced (999)	08/25/2008-12/05/2008	0

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > Fall 2008 > Case Western Reserve Univ

You have no final exams scheduled at this time.

[Go to top](#)

Step	Action
4.	<p>Your Faculty Center homepage appears.</p> <p>Click the <b>View My Advisees</b> link.</p> <p><a href="#">View My Advisees</a></p>

# Business Process Document

## Planned Program of Study Processes: SGS Faculty Advisors: Approving or Denying a PPOS



Nicole Ward ID: 1007891

my advisees student center general info academics

View My Advisees

Advisee Roster [View FERPA Statement](#)

Select display option:  Link to Photos  Include photos in list

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

Level Filter

Photo	ID	Name	Program and Plan	Level	Exp Grad Term	View Student Details	Release Advising Hold
	1016726	Adams, Gregory Nicholas	Pathology (PhD) - Pathology (PhD)	Doctoral	Spring 2012	<a href="#">View Student Details</a>	<a href="#">Release Advising Hold</a>
	3183255	Bender, Thomas Michael	Anesthesiology (MS) - Anesthesiology (MS-B)	Masters	Spring 2008	<a href="#">View Student Details</a>	
	1009929	Graves, Allison R.	Anesthesiology (MS) - Anesthesiology (MS-B)	Masters	Spring 2008	<a href="#">View Student Details</a>	
	1017187	Wolfgram, Julie A	Pathology (PhD) - Pathology (PhD)	Doctoral	Spring 2011	<a href="#">View Student Details</a>	<a href="#">Release Advising Hold</a>

My Advisees [Student Center](#) [General Info](#) [Academics](#)

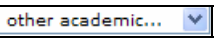
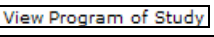

Step	Action
5.	<p>Your advisee roster appears.</p> <p>Click the <b>View Student Details</b> link of the student who's PPOS you wish to see.</p> <p><a href="#">View Student Details</a></p>

# Business Process Document

## Planned Program of Study Processes: SGS Faculty

### Advisors: Approving or Denying a PPOS



Step	Action
6.	<p>The student's Student Center screen appears.</p> <p>Click on the <b>other academic</b> dropdown box.</p> 
7.	<p>Click the <b>View Program of Study Changes</b> list item.</p> 
8.	<p>Click the <b>Go</b> button.</p> 

# Business Process Document

## Planned Program of Study Processes: SGS Faculty Advisors: Approving or Denying a PPOS

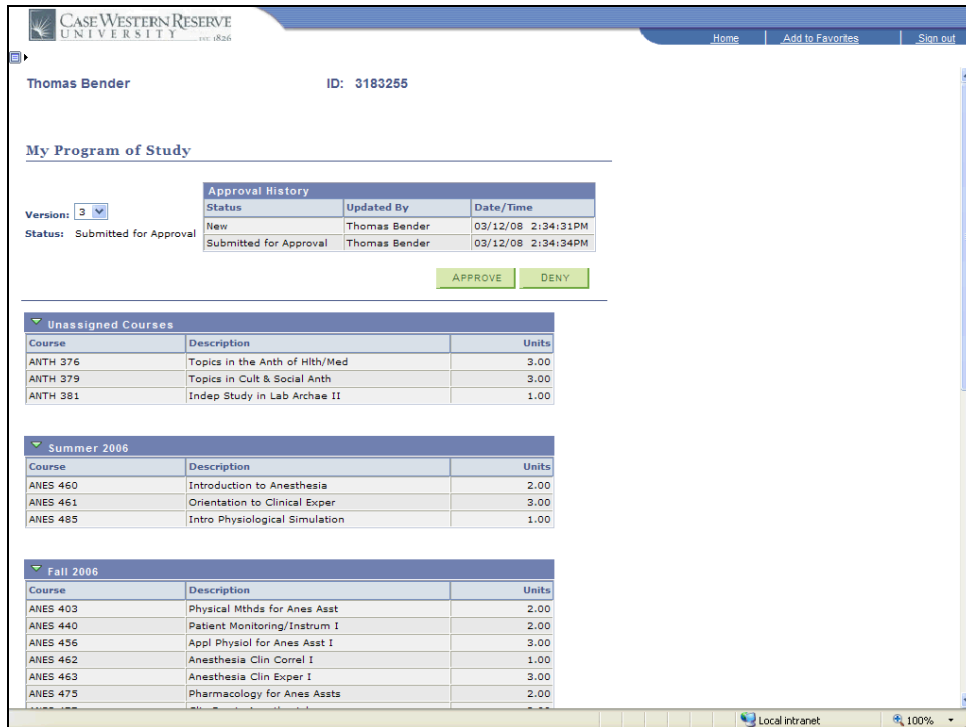


Step	Action
9.	<p>The student's submitted PPOS appears.</p> <p>The Approval History box at the top of the screen shows the date that the student created the new PPOS and the date that he or she submitted it for your approval.</p> <p>Below the Approval History, courses are organized by the term in which the student placed them. Courses can also be "unassigned," meaning that they have yet to be placed in a term.</p>

# Business Process Document

## Planned Program of Study Processes: SGS Faculty

### Advisors: Approving or Denying a PPOS



Thomas Bender ID: 3183255

Home Add to Favorites Sign out

#### My Program of Study

Version:  Status: Submitted for Approval

Approval History		
Status	Updated By	Date/Time
New	Thomas Bender	03/12/08 2:34:31PM
Submitted for Approval	Thomas Bender	03/12/08 2:34:34PM

#### Unassigned Courses

Course	Description	Units
ANTH 376	Topics in the Anth of Hlth/Med	3.00
ANTH 379	Topics in Cult & Social Anth	3.00
ANTH 381	Indep Study in Lab Archae II	1.00

#### Summer 2006

Course	Description	Units
ANES 460	Introduction to Anesthesia	2.00
ANES 461	Orientation to Clinical Exper	3.00
ANES 485	Intro Physiological Simulation	1.00

#### Fall 2006

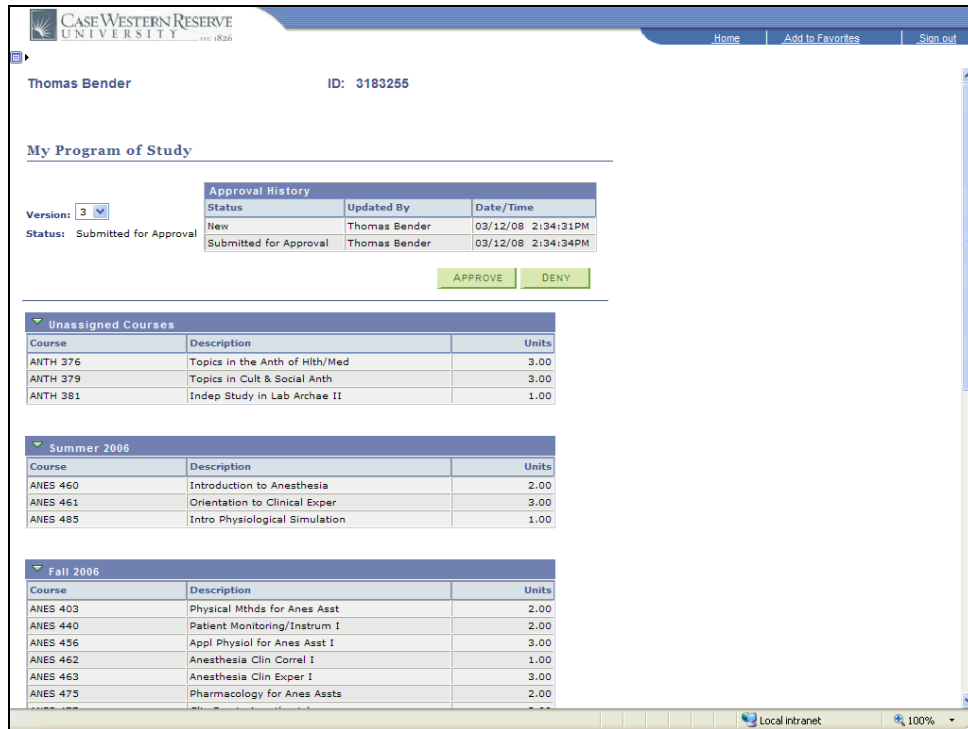
Course	Description	Units
ANES 403	Physical Mthds for Anes Asst	2.00
ANES 440	Patient Monitoring/Instrum I	2.00
ANES 456	Appl Physiol for Anes Asst I	3.00
ANES 462	Anesthesia Clin Correl I	1.00
ANES 463	Anesthesia Clin Exper I	3.00
ANES 475	Pharmacology for Anes Assts	2.00

Local intranet 100%

Step	Action
10.	<p>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.</p> <p><input type="button" value="3"/></p>

## Business Process Document

### Planned Program of Study Processes: SGS Faculty Advisors: Approving or Denying a PPOS



Thomas Bender ID: 3183255

Home Add to Favorites Sign out

**My Program of Study**

Version: 3

Status: Submitted for Approval

Approval History		
Status	Updated By	Date/Time
New	Thomas Bender	03/12/08 2:34:31PM
Submitted for Approval	Thomas Bender	03/12/08 2:34:04PM

APPROVE DENY

**Unassigned Courses**

Course	Description	Units
ANTH 376	Topics in the Anth of Hlth/Med	3.00
ANTH 379	Topics in Cult & Social Anth	3.00
ANTH 381	Indep Study in Lab Archae II	1.00

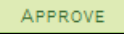
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Local intranet 100%

Step	Action
11.	Review the student's PPOS and click the <b>Approve</b> or <b>Deny</b> button. 
12.	The <b>Approval History</b> box changes to reflect your decision.  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.  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.
13.	This completes the process of Approving or Denying a SGS PPOS. <b>End of Procedure.</b>