

Approving or Denying a PPOS

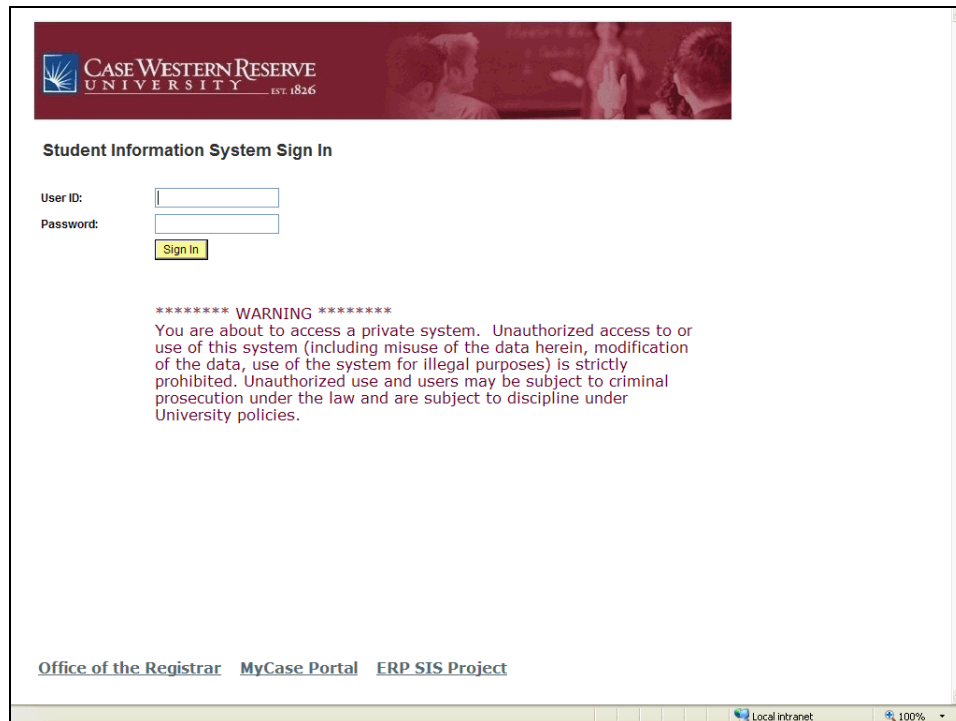
Concept

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

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.


Procedure

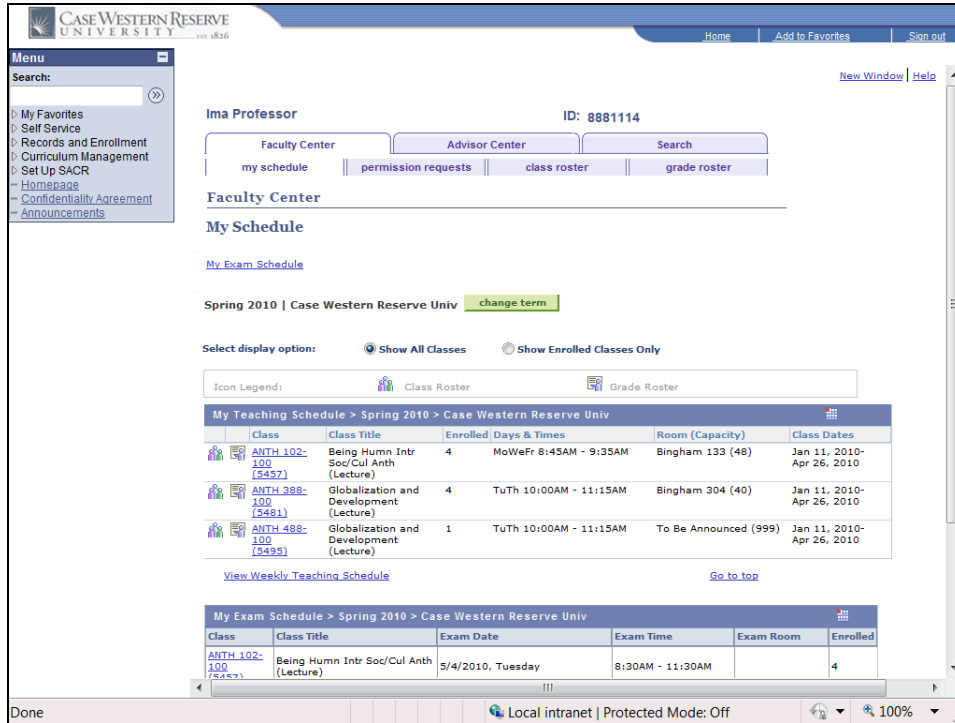
Use this document as a guide to locating, reviewing, and approving or denying a graduate student's planned program of study.



Step	Action
1.	Beginning on the Student Information System (SIS) Sign In page, enter your Case Network ID into the User ID field.

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Step	Action
2.	Enter the password that goes with your Case Network ID into the Password field.
3.	Click the Sign In button. 



IMA Professor ID: 8881114

Faculty Center | Advisor Center | Search

my schedule | permission requests | class roster | grade roster

Faculty Center

My Schedule

My Exam Schedule

Spring 2010 | Case Western Reserve Univ [change term](#)


Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

My Teaching Schedule > Spring 2010 > Case Western Reserve Univ						
Class	Class Title	Enrolled	Days & Times	Room (Capacity)	Class Dates	
ANTH 102-100 (5497)	Being Humn Intr Soc/Cul Anth (Lecture)	4	MoWeFr 8:45AM - 9:35AM	Bingham 133 (48)	Jan 11, 2010-Apr 26, 2010	
ANTH 388-100 (5481)	Globalization and Development (Lecture)	4	TuTh 10:00AM - 11:15AM	Bingham 304 (40)	Jan 11, 2010-Apr 26, 2010	
ANTH 488-100 (5499)	Globalization and Development (Lecture)	1	TuTh 10:00AM - 11:15AM	To Be Announced (999)	Jan 11, 2010-Apr 26, 2010	

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

My Exam Schedule > Spring 2010 > Case Western Reserve Univ						
Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled	
ANTH 102-100 (5497)	Being Humn Intr Soc/Cul Anth (Lecture)	5/4/2010, Tuesday	8:30AM - 11:30AM		4	

Step	Action
4.	Your Faculty Center homepage appears. Click the Advisor Center tab. 

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IMA Professor

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: [apply filter\(s\)](#)

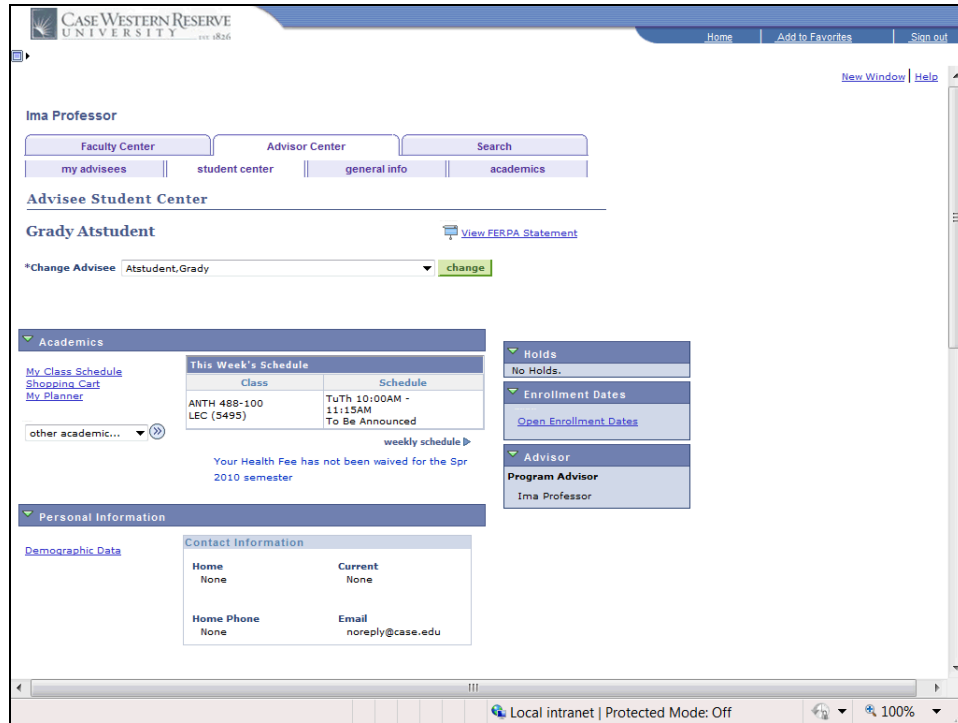
Plan Filter:


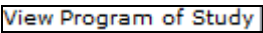

Level Filter:

Notify	Photo	ID	Name	Program and Plan	Level	Exp Grad Term	View Student Details	Release Advising Hold
1		9991115	Alstudent, Grady	Anthropology (MA) - Anthropology (MA-B)	Masters	Spring 2011	View Student Details	
2		9991111	Scholar, Ima	Arts & Sciences Undergraduate - Nutrition (BS)/Anthropology (Min)	Senior	Spring 2012	View Student Details	Release Advising Hold
3		9991114	Scholar, Sheisa	Arts & Sciences Undergraduate - Anthropology (BA)	1st Year		View Student Details	
4		9991112	Student, Hesah	Arts & Sciences Undergraduate - Anthropology (BA)	1st Year	Spring 2013	View Student Details	
5		9991113	Student, Urah	Arts & Sciences Undergraduate - Anthropology (BA)	1st Year		View Student Details	

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

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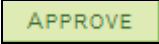
Step	Action
6.	The student's Student Center screen appears. Click on the other academic dropdown box. 
7.	Click the View Program of Study list item. 
8.	Click the Go button. 



Step	Action
9.	<p>The student's submitted Planned Program of Study (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>
10.	<p>You can view the student's official PPOS and other previous versions by clicking on the Version dropdown box and selecting a version number.</p> <p><input type="text" value="3"/> ▼</p>

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Step	Action
11.	Review the student's PPOS and click the Approve or Deny button. 
12.	The Approval History 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 School of Graduate Studies (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. End of Procedure.