



CASE WESTERN RESERVE  
UNIVERSITY EST. 1826



# Student Guide

Student Information System · [www.case.edu/projects/erp/sis](http://www.case.edu/projects/erp/sis)



The Student Information System (SIS) provides a secure, flexible, web-based environment for creating and managing academic records.


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The new Student Information System (SIS) includes some new terminology which will be displayed in **bold** throughout the guide. A glossary of new SIS terms, their previous equivalents, and detailed definitions are included on pages 22 and 23 of this guide.

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**NOTE**

At the time of publication not all functionality described is available. Please visit the project website for updates.  
[www.case.edu/projects/erp/sis](http://www.case.edu/projects/erp/sis)



Dear Students,

Welcome to Case Western Reserve University and to the new Student Information System (SIS). As executive sponsor for the SIS project, I am excited for the Case community to discover what the system has to offer.

The SIS is a secure, flexible, web-based environment for creating and maintaining academic records. Highlights include:

- Web based system that you can access anywhere, anytime
- Easy access to your academic information
- Enhanced degree audit reporting with capability to integrate directly with the registration process
- Ability to create a “what if” degree audit report
- Electronic Planned Program of Study to assist graduate students with degree progress
- Semester schedule and configurable weekly schedule
- Access to financial information
- Easily add/update personal information
- Ability to create an authorized user account

Replacing the University’s aging and unsupported student system with a robust and powerful on-line system has been a major endeavor. The project team has put countless hours into making it a success, and now you will be able to experience the fruits of their hard work.

If you have any questions regarding the new system, please do not hesitate to contact the project team. Please see the Contact Information section of this guide for a list of SIS resources.



**DONALD L. FEKE**

Executive Sponsor for the Student Information System  
Vice Provost for Undergraduate Education

## Sign in is simple and secure.

The URL to access the system is [www.case.edu/erp/sis](http://www.case.edu/erp/sis)

You will sign in using your Case Network ID and the associated password.

**TIP** User ID and password are case sensitive.

Save the URL as a favorite.

No VPN required.

Once in the SIS, **do not** use your Internet browser's **Back** button—this could cause you to lose information.

**Student Information System Sign In**

User ID:

Password:

[Sign In](#)

\*\*\*\*\* WARNING \*\*\*\*\*  
 This is a private system. Unauthorized access to or use of this system is strictly prohibited. By continuing, you acknowledge your awareness of and concurrence with the Acceptable Use Policy of Case Western Reserve University. Unauthorized users may be subject to criminal prosecution under the law and are subject to disciplinary action under University policies.

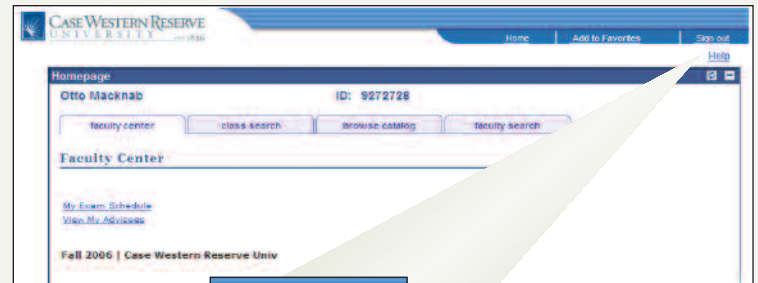
[Office of the Registrar](#) [MyCase Portal](#) [ERP SIS Project](#)

SIS Sign-in

## Sign out.

Once inside the system, you can log out by clicking the Sign Out link on the blue tab in the upper-right corner of any screen.

**IMPORTANT SECURITY FEATURE** The SIS automatically signs you out after 20 minutes of inactivity.



SIS Sign-out

The Student Center is the main launching point for accessing academic, financial and personal information.

Academics, is at the top of the screen in the Student Center. From here you can view your weekly class schedule. There are also links to other academic features of SIS, such as Enrollment, Course History and Grades.

Finances, beneath Academics, enables you to view an account summary. It also contains other financial links such as Account Inquiry, Account Activity, Charges Due, Payments and Pending Financial Aid. You can also access your bill and make an online payment.

Personal Information, directly below Finances, allows you to update your contact information. From here you can set up Authorized Users, set User Preferences, update Emergency Contact information and more.

**Ima Student ID: 3999999**

**Academics**

1 Search Plan Academics My Academics other academic...

2 **Fall 2008 Schedule**

Class	Schedule
ANTH 103-100 LEC (1144)	TuTh 10:00AM - 11:15AM Nord Hall 204
ECON 102-103 LEC (2595)	MWTF 2:30AM - 10:20AM Peter B Lewis 202
MATH 125-102 LEC (4242)	MWTF 8:30AM - 9:20AM To Be Scheduled
MATH 125-121 REC (8356)	Tu 11:35AM - 12:25PM To Be Announced
PHED 103-100 PHE (6042)	NW 2:00PM - 2:50PM To Be Announced
PHED 17A-100 PHE (8094)	NW 3:00PM - 3:50PM To Be Announced
PSCL 101-100 LEC (6620)	TuTh 1:15PM - 2:05PM To Be Announced

3 weekly schedule enrollment-shopping cart

4 Your Health Fee has not been waived for the Fall 2008 semester **WAIVE**

7 **SEARCH FOR CLASSES**

8 **Holds** No Holds

9 **Enrollment Dates** Shopping Cart Appointment Your Shopping Cart for the Fall 2008 Regular Academic Session is available for use beginning March 10, 2008. Enrollment Appointment You may begin enrolling for the Fall 2008 Regular Academic Session on April 15, 2008.

10 **Advisor** Program Advisor Ivan Advisor 116/288-5535

11 **Academic Document Links** Order Official Transcript Other Enrollment Verification **Other Academic Links** Blackboard Media/Vision Courseware **Other Financial Links** Financial Aid Briefcase Housing

**Finances**

5 **My Account** Account Inquiry other financial...

**Account Summary**

You owe **18,651.00**.

- Due Now 0.00
- Future Due 18,651.00

Currency used is US Dollar.

view billing statements / make a payment

**Personal Information**

6 **Authorized Users** **Emergency Info** **Emergency Contact** **Names** **User Preferences** other personal...

**Contact Information**

Home	123 Main St	Current	Bone
Home Phone	216/333-3333	Email	ima.student@case.edu

Student Center

- 1 Academic Links.** These links allow you to access additional functionality of SIS including grade reports, **Advisement Reports** and **What-If Reports**.
- 2 This Week's Schedule.** Displays information on the classes in which you are currently enrolled. To view your weekly class schedule in a grid format click the [Weekly Schedule](#) link at the bottom of the grid.
- 3 Enrollment Shopping Cart.** Click the enrollment shopping cart link to view the **Shopping Cart** screen where you can select the classes you wish to enroll in prior to your **Enrollment Appointment** date. Once classes are in your cart you can "validate" them to see if you have everything you need to register.
- 4 Health Waiver.** This link allows you to waive the health insurance fee each semester. *The CWRU Medical Plan fee is automatically charged on a per semester basis to students registered for one or more credit hours.\* If you have health coverage you are eligible to waive the Medical Plan fee.*
- 5 Finances.** View account information and make payments from this section. You can see summary and detail information as well as pending financial aid and charge and payment history.
- 6 Personal Information.** View and update contact information including home and current address, home phone number and email address. Also link to authorized user setup and emergency contact information.
- 7 Search For Classes.** Click the Search for Classes button to transfer to the searchable schedule of classes.
- 8 Holds.** Displays any holds associated with your record. You may click the [Details](#) link for more information.
- 9 Enrollment Dates.** Displays information on when you can access the **Shopping Cart** and when you may begin to enroll in classes.
- 10 Advisor.** Displays advisor(s) name and contact information. You may click the [Details](#) link for additional contact options.
- 11 Links.** These links will allow you to access additional academic and financial resources.

\* No medical plan fee is charged for the summer **Term**.

The Search for Classes screen provides a variety of criteria to refine your search.

- 1 The **Term** drop down list allows you to select the appropriate **Term**. You must select a **Term**.
- 2 Enter the Subject under which the course is listed in the Catalog, or click the Select Subject button to view an alphabetized list of subjects from which to choose.
- 3 Enter the course number that identifies the course in the catalog.
- 4 The **Course Career** drop down list allows you to select the appropriate career for the course you are searching for.
- 5 The **Academic Group** field lets you narrow your results to courses in a particular academic group, for example the Schools of Engineering and Management.
- 6 Limit your search to particular times, days of the week, instructor, and keyword.

The screenshot shows the 'Search for Classes' interface. At the top, there are navigation tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are buttons for 'search for classes' and 'browse course catalog'. The main section is titled 'Search for Classes' and 'Enter Search Criteria'. It includes fields for 'Institution' (Case Western Reserve Univ) and 'Term' (Fall 2008). A note states 'Select at least 2 search criteria. Click Search to view your search results.' The 'Class Search Criteria' section contains: 'Course Subject' (select subject), 'Course Number' (is exactly), 'Course Career' (Undergraduate), 'Academic Group' (with a 'Show Open Classes Only' checkbox), 'Meeting Time' (between and), 'Day of Week' (Include Only These Days with checkboxes for Mon-Sun), 'Instructor Last Name' (is exactly), 'Class Nbr' (example: 1234), 'Course Keyword' (example: statistics), 'Course Units' (between and), 'Course Component', 'Session', 'Campus', 'Building', 'Course Attribute', and 'Course List'. At the bottom are 'CLEAR CRITERIA' and 'SEARCH' buttons.

Search for Classes

**7 Course Component**, Session, Campus, Building, Course Attributes, Course Lists enable you to refine your search even further, for example, a lecture in the regular academic session at Case Western Campus in the Peter B. Lewis Building.

**8** Click the Search button to see the results.

Days & Times	Room (Capacity)	Instructor	Meeting Dates
MW 9:00AM - 10:15AM	Crawford Hall 111 720	Staff	08/26/2008 - 12/05/2008
W 12:30PM - 1:45PM	To Be Announced	Staff	08/26/2008 - 12/05/2008

Class Search Results

## Registration.

SIS makes it easy to register for classes. There are a number of ways to search for classes and add them to your **Enrollment Shopping Cart**.

As you have seen in the class search section, there are a variety of search criteria available to help you find the classes that you would like to register for. You can also add classes to your **Shopping Cart** from your Academic Requirements and your **Planner** (links to both can be found in the other academics dropdown list in the Student Center).

For more information on the features of the **Enrollment Shopping Cart** please see page 8 of this guide.

SIS also provides the ability to easily drop, add and swap classes during the drop/add period. Please see page 10 of this guide for more details on this feature of SIS.

The Enrollment Shopping Cart holds the classes you select from the schedule until you are ready to enroll.

Even if your **Enrollment Appointment** date hasn't arrived, or if your advisor hasn't removed your registration advising hold, you can still put classes in your **Shopping Cart**. Once your **Shopping Cart** appointment date has arrived you may begin placing classes in your cart (see the Enrollment Dates on the Student Center for your **Shopping Cart** and Enrollment start dates).

Many students choose to validate their **Shopping Cart** ahead of their **Enrollment Appointment** to see if there are any potential problems that would prevent registration.

From the Student Center click the [enrollment shopping cart](#) link to get started. If more than one **Term** is open for enrollment, you will be offered a choice of **Terms**. Select the appropriate **Term** by clicking in its radio button. Click Continue.

**Shopping Cart**

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.  
Click Validate to have the system check for possible conflicts prior to enrolling.

Fall 2008 | Undergraduate | Case Western Reserve Univ

Open Closed Wait List

Add to Cart: Enter Class Nbr

Find Classes  
 Class Search  
 My Requirements  
 My Planner

Select Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/> ANTH 102-100 (144)	TuTh 10:00 - 11:15AM	Science Hall 204	C. Beall	3.00	●
<input type="checkbox"/> ECON 102-103 (288)	MWF 9:30AM - 10:20AM	Peter E Lewis 202	S. Brodsky	3.00	●
<input type="checkbox"/> PSCC 100-101 (3768)	MWF 11:30AM - 12:20PM M 12:30PM - 1:45PM W 12:30PM - 1:45PM	To Be Scheduled To Be Scheduled To Be Announced	Staff	4.00	●
<input type="checkbox"/> MATH 125-101 (4342)	MWF 8:30AM - 9:20AM	To Be Scheduled	T. Contenza	4.00	●
MATH 125-121 (886)	Tu 11:35AM - 12:25PM	To Be Announced	Staff		●

for selected:

Shopping Cart

- 1 Enter the **Class Number**, if you know it, to add that class to your **Shopping Cart**.
- 2 Select the radio button next to Class Search to select a class from the searchable schedule of classes.
- 3 Select the radio button next to My Requirements to select classes from a list of your graduation requirements.
- 4 Select the radio button next to **My Planner** to select classes from your **Planner**. To use this feature you must have added classes to your course **Planner**.
- 5 This grid shows classes that have already been added to your **Shopping Cart**.
- 6 The Status column shows one of three icons to indicate the status of the class.  
An *Open* icon (●) would indicate the class is open.  
A *Closed* icon (■) would indicate the class is closed.  
A *Wait* icon (▲) would indicate there is a wait list.
- 7 Once classes are in your cart, choose one (or more) and click validate.

**7a** Once you click validate a status report appears. The validation process checks for time conflicts, prerequisites, and the need for instructor or departmental permission. There is a status indicator and a message displayed next to each class. The message lets you know if the class is OK to add to your schedule, or if a potential problem could keep you from registering for a class.

- 8 You must click the Enroll button once your **Enrollment Appointment** date has arrived in order to register for the selected classes.

ima Student go to ...

Search Plan Enroll My Academics

my planner shopping cart course history

### Shopping Cart

#### Add Classes to Shopping Cart

View the following status report for enrollment confirmations and errors:

Description	Message	Status
ANTH 103	OK to Add.	✓
ECON 102	OK to Add.	✓
PSOC 100	Department Consent Required for this class. You will need to obtain permission to add this class.	✗

SHOPPING CART

Search Plan Enroll My Academics

My Planner Shopping Cart Course History

go to ...

Validate Results

What if you need to drop, add or swap a class?

### Drop

Click on the Enroll link in the upper left hand corner of your Student Center.

- 1 Click the drop tab to see a list of your classes to drop.
- 2 Select the class you want to drop
- 3 Click the Drop Selected Classes button.

Ima Student

Search Plan Enroll My Academics

my class schedule add drop swap edit term information permissions

**Drop Classes**

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Fall 2008 | Undergraduate | Case Western Reserve Univ

Enrolled Drooped Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ANTH 103-100 (1144)	Intro to Human Evolution (Lecture)	TuTh 10:00AM - 11:25AM	Roid Hall 204	C. Beall	3.00	✓
<input type="checkbox"/>	ECON 102-103 (2556)	Prin of Microeconomics (Lecture)	MWF 9:30AM - 10:20AM	Peter E Lewis 202	S. Brodsky	3.00	✓
<input type="checkbox"/>	PE-ED 27A-100 (6094)	Indoor Group Cycling (1st Half (Phys Ed))	MW 3:00PM - 3:50PM	To Be Announced	S. McDonnell		✓
<input type="checkbox"/>	PSCL 101-100 (6520)	General Psychology I (Lecture)	TuTh 1:15PM - 2:30PM	To Be Announced	J. Butler	3.00	✓

DROP SELECTED CLASSES

My Fall 2008 Class Schedule

Drop Classes

4 Confirm your selection and click the Finish Dropping button.

Ima Student

Search Plan Enroll My Academics

my class schedule add drop swap edit term information permissions

### Drop Classes

1 2 3

#### 2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Fall 2008 | Undergraduate | Case Western Reserve Univ

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
PHED 13B-100 (6042)	Rock Wall Climbing (2nd Half) (Phys Ed)	MW 2:00PM - 2:50PM	To Be Announced	T. Kaufman		✓

CANCEL PREVIOUS FINISH DROPPING 4

Confirm your Selection

A results screen will appear to show the results of the drop.

There are a few reasons why your drop may be unsuccessful:

- It may be outside of the drop/add period.
- You may need permission to drop the class.

**NOTE** Please contact your school for policy and procedure on dropping classes for each Term.

Ima Student

Search Plan Enroll My Academics

my class schedule add drop swap edit term information permissions

### Drop Classes

1 2 3

#### 3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

Fall 2008 | Undergraduate | Case Western Reserve Univ

Success: dropped Error: unable to drop class

Class	Message	Status
PHED 13B	Success: This class has been removed from your schedule.	✓

MY CLASS SCHEDULE

Drop Results

Drop/Swap continued on next page

Swap lets you drop and add a class at the same time. You will only be dropped from your old class if you get into the class you are adding.

## Swap

Click on the Enroll link in the upper left hand corner of your Student Center.

- 1 Click the swap tab to go to the Swap a Class screen.
- 2 From the drop down list select the class you wish to swap.
- 3 Choose a class that you wish to swap to. You can:
  - a Perform a class search and select a class from the searchable schedule of classes.
  - b Select a class from your **Shopping Cart**.
  - c Enter a **Class Number** (if you know it).

Swap a Class

4 Verify your selection and click the Finish Swapping button.

**2. Confirm your selection**

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

Fall 2008 | Undergraduate | Case Western Reserve Univ

**You are replacing this class**

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">MATH 125-101 (4342)</a>	Math/Calc Life/Man/Soc Sci I (Lecture)	MWF 8:30AM - 9:20AM	To Be Scheduled	T. Contenza	4.00	✓
<a href="#">MATH 125-121 (9386)</a>	Math/Calc Life/Man/Soc Sci I (Recitation)	Tu 11:35AM - 12:25PM	To Be Announced	Staff		✓

**With this class**

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">PSCC 100-105 (3794)</a>	Life of the Mind (Seminar)	TuTh 4:30PM - 5:45PM M 12:30PM - 1:45PM W 11:50PM - 1:45PM	To Be Announced To Be Scheduled To Be Announced	Staff	4.00	●

CANCEL FINISH SWAPPING 4

Confirm Your Selection

The status column shows a ✓ which indicates the class swap was successful. An ✗ would appear with a message indicating why the swap was unsuccessful.

**3. View results**

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

Fall 2008 | Undergraduate | Case Western Reserve Univ

Success: Classes were swapped Error: Unable to swap class

Class	Message	Status
Swap MATH 125 with PSCC 100	Success: This class has been replaced.	✓

MY CLASS SCHEDULE

Swap Results

There are a few ways to view courses and grades. Use the Course History screen, Grades screen or Unofficial Transcript to see your grades and a list of courses.

These screens can be accessed from the Student Center using the other academic drop down list.



Other academics Dropdown List

## Course History

The Course History screen shows the classes that are completed, transferred or in progress. The grades are shown for courses that have been completed.

Course	Description	Term	Grade	Units	Status
ANTH 102	<a href="#">Being Human: Intro. Soc/Cul Anth</a>	Spring 2008		3.00	🟡
ANTH 103	<a href="#">Intro to Human Evolution</a>	Fall 2006	A	3.00	✅
BIOL 114	<a href="#">Principles of Biology</a>	Fall 2006	AP	3.00	🟡
BIOL 214	<a href="#">Genes and Evolution</a>	Spring 2007	A	4.00	✅
BIOL 215	<a href="#">Cells and Proteins</a>	Fall 2007	A	4.00	✅
BIOL 216	<a href="#">Organisms and Ecosystems</a>	Spring 2008		4.00	🟡
CHEM 105	<a href="#">Principles of Chemistry I</a>	Fall 2006	A	3.00	✅
CHEM 106	<a href="#">Principles of Chemistry II</a>	Spring 2007	A	3.00	✅
CHEM 113	<a href="#">Principles of Chemistry Lab</a>	Spring 2007	A	2.00	✅
CHEM 223	<a href="#">Intro to Organic Chemistry I</a>	Fall 2007	A	3.00	✅
CHEM 224	<a href="#">Intro to Organic Chemistry II</a>	Spring 2008		3.00	🟡
CHEM 233	<a href="#">Intro Organic Chemistry Lab I</a>	Fall 2007	A	2.00	✅
CHEM 234	<a href="#">Intro Organic Chemistry Lab II</a>	Spring 2008		2.00	🟡

Course History

## Grades

The View My Grades screen lists your grades and grade point statistics by Term.

Class	Description	Units	Grade	Grade Points
BIOL 213	Cells and Proteins	4.00	A	16.000
CHEM 223	Intro to Organic Chemistry I	3.00	A	12.000
CHEM 233	Intro Organic Chemistry Lab I	2.00	A	8.000
HSTY 112	Intro to American History	3.00	A	12.000
USSY 255	Violence and Identity	3.00	A	12.000

	From Enrollment	From Transfer Credit	Combined Term Total	Cumulative Total
Total Grade Points	60.000		60.000	196.000
Graded units towards GPA	15.000		15.000	49.000
Graded units not for GPA				
In progress units				
GPA**	4.000		4.000	4.000

View My Grades

## Unofficial Transcript

Your cumulative grade report/unofficial transcript is updated at the end of each Term. It shows the courses you completed, the grades you received, and your statistics per Term.

Choose an institution and report type and press View Report

**\*\*this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place\*\***

Academic Institution: Case Western Reserve Univ

Report Type: Cumulative Grade Report

**view report**

**Information For Students**

Please consider this grade report a "Beta" release. Official transcripts go live at the end of May 2008. Please report any errors or discrepancies to the University Registrar's Office ASAP at reghelp@case.edu. Thank you.

**VIEW ALL REQUESTED REPORTS**

Cumulative Grade Report/Unofficial Transcript

SIS allows you to have real-time access to the same reports your advisor can see: the Advisement Report and What-If Report.

The Advisement Report, What-If Report, and My Planner features allow students to see their past, present, and future enrollment plans.

### Advisement Report

The **Advisement Report** compares your completed coursework against the requirements you must fulfill in order to graduate. It tells you what requirements you have completed, what requirements you have left to complete, and the courses you can use to complete them.

The screenshot displays the 'My Academic Requirements' page for a student named Ima Student. The page includes a navigation bar with 'Search', 'Plan', 'Enroll', and 'My Academics' buttons. Below the navigation bar, the student's ID (3999999) and name (Ima Student) are shown. A table lists the student's requirements, including Undergraduate Career, Arts & Sciences Undergraduate Program, Economics (BA) Major, and Political Science (Min) Minor, all with a status of 'Not Satisfied'. A legend indicates that green checkmarks represent 'Taken' courses, yellow diamonds represent 'In Progress' courses, and blue stars represent 'Planned' courses. The 'CWRU UNDERGRADUATE REQUIREMENTS [RG0645]' section is marked as 'Not Satisfied' and includes a note about completing minimum requirements for cumulative GPA, units, residency, and physical education. The 'ALL COURSES TAKEN SUMMARY [R0333]' section provides a summary of all undergraduate courses on the student record, with a table listing the following courses used to satisfy requirements:

Course	Description	Units	When	Grade	Status
SUMMARY OF COURSES	All Courses - Refer to Catalog				
ARTH 101	<a href="#">Art History I</a>	3.00	Fall 2007	A	✓
ARTH 102	<a href="#">Art History II</a>	3.00	Spring 2008		◆
ARTH 203	<a href="#">The Arts of Asia</a>	3.00	Spring 2008		◆
ARTS 106	<a href="#">Creative Drawing I</a>	3.00	Fall 2007	A	✓
ARTS 203	<a href="#">Architect &amp; City Design</a>				

Academic Advisement Report

## What-If Report

A **What-If Report** lets you see how the courses you have already completed fit into a new program.

Ima Student

Search Plan Enroll My Academics

### What-If Report

#### Create What-if Scenario

You may be thinking of changing your program of study or taking certain courses. Using this page, you can set up a what-if scenario based on different academic programs or courses. Click the Submit button to request a degree progress report based on your what-if information.

RETURN TO REPORT SELECTION

#### Career Scenario

Select a career and then select the term for which you want the change to take place.

Institution	Career	Catalog Year
Case Western Reserve Univ	Undergraduate	Fall 2008

#### Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios.

Academic Program	Area of Study	Concentration
Arts & Sciences Undergradus	Economics (BA)	n/a
Arts & Sciences Undergradus	Political science (MIn)	n/a
None	None	None

What-If Report

## My Planner

**My Planner** will allow you to search the course catalog and select courses you would like to take in the future. You are able to organize the courses by **Term**.

Ima Student

Search Plan Enroll My Academics

my planner shopping cart course history

### My Planner

Add courses to Planner using: BROWSE COURSE CATALOG PLAN BY MY REQUIREMENTS

Delete all courses in Planner: DELETE ALL

#### Fall 2008

Select	Course	Description	Units	Delete
<input type="checkbox"/>	ANTH 107	Archaeology: An Introduction	3.00	
<input type="checkbox"/>	ANTH 223	Intro to Jewish Folklore	3.00	
<input type="checkbox"/>	ARTH 240	Architecture: Ancient to 1850	3.00	

Move selected courses to Term

#### Spring 2009

Select	Course	Description	Units	Delete
<input type="checkbox"/>	ANTH 220	Language and Culture	3.00	
<input type="checkbox"/>	ARTH 203	The Arts of Asia	3.00	
<input type="checkbox"/>	ARTH 220	Jewish Trad Art & Architecture	3.00	

Move selected courses to Term

My Planner

## Planned Program of Study (PPOS).

Students in the School of Graduate Studies create a PPOS using the **My Planner** functionality of the SIS. Click on the **My Program** tab to browse the course catalog, add courses to the PPOS, and submit it for approval.

- 1 Your Academic Program.
- 2 The version of the PPOS.
- 3 Status of the PPOS.
- 4 Approval History.
- 5 Click here to submit a new PPOS for Approval.

The screenshot shows the 'My Program of Study' page for a student named 'Ima Student'. The page has a navigation bar with tabs: Search (my program), Plan (my planner), Enroll (shopping cart), and My Academics (course history). The main content area is titled 'My Program of Study' and includes:

- Program: ARHMA Art History (MA)
- Version: 1
- Status: New
- Approval History table:

Status	Updated By	Date/Time
NEW	Ima Student	04/09/08 11:29:02AM

Below the approval history is a green button labeled 'SUBMIT FOR APPROVAL' (marked with a red circle 5). There is also a 'BROWSE COURSE CATALOG' button (marked with a red circle 2) and a 'DELETE ALL' button. A section titled 'Unassigned Courses' contains a table:

Select	Course	Description	Units	Delete
<input type="checkbox"/>	ARTH 400	Childhood Through Art	3.00	
<input type="checkbox"/>	ARTH 402	Buddhist Art in Asia	3.00	
<input type="checkbox"/>	ARTH 406	History of Indian Sculpture	3.00	
<input type="checkbox"/>	ARTH 428	Greek Sculpture	3.00	
<input type="checkbox"/>	ARTH 432	...	...	...

Red circles 1, 2, 3, and 4 are overlaid on the interface to indicate the steps described in the text.

A new PPOS—Submit for Approval

For further instruction on creating your PPOS please contact the School of Graduate Studies.

The screenshot shows a table of courses for 'Spring 2010' with a 'move' button at the bottom.

Select	Course	Description	Units	Delete
<input type="checkbox"/>	ARTH 479	Issues in 19th Century Art	3.00	
<input type="checkbox"/>	ARTH 480	Abstract Express Its Aftermath	3.00	
<input type="checkbox"/>	ARTH 651	Thesis M.A.	1.00	

Below the table is a 'Move selected courses to Term' dropdown menu and a green 'move' button.

Adjusting Variable Credit Hours

## Requesting Changes to your Official Planned Program of Study

Students who already have a Planned Program of Study can also request changes to it on the **My Program** tab. Clicking the Request Changes to **My Program** button creates a new version of the PPOS from which courses can be removed, added, or moved to another Term.

- 1 Every time a change to the PPOS is requested, a new version is created. Click on the Version dropdown list to select and view a previous version of your PPOS.
- 2 Request Changes to **My Program**.
- 3 If a class has a prerequisite, it will be noted in the Prereq column.

**TIP** You must click the Submit for Approval button in order for your advisor to see the updates.

**Ima Student** go to ...

Search Plan Enroll My Academics  
my program my planner shopping cart course history

### My Program of Study

Version: 2 **1**  
Status: Approved

Approval History		
Status	Updated By	Date/Time
New	Ima Student	04/09/08 11:29:02AM
Submitted for Approval	Ima Student	04/09/08 11:30:18AM
Pending Final Approval	Ivan Advisor	04/09/08 11:31:24AM
Approved	John Buid	04/09/08 11:32:09AM

**2** REQUEST CHANGES TO MY PROGRAM

Fall 2003			
Course	Description	Prereq	Units
EECS 408	Intro to Linear Systems		3.00
EECS 416	Convex Optimization in Engr		3.00
MATH 461	Introduction to Topology	yes	3.00

Spring 2004			
Course	Description	Prereq	Units
EECS 413	Nonlinear Systems I		3.00
EECS 600	Special Topics		3.00
MATH 424	Intro to Real Analysis II	yes	3.00

Fall 2004			
Course	Description	Prereq	Units
MATH 400	Mathematics Teaching Practicum		1.00
MATH 401	Abstract Algebra I	yes	3.00

An Approved PPOS

The Finances area allows you easy access to view your financial information.

- 1 Account Inquiry**, view account details, billing statements, or make a payment online.
- 2 Account Activity**, view up-to-the-minute account activity.
- 3 Charges Due**, view past charges, current charges and charges due in the future.
- 4 Payments**, view all credits applied to your account.
- 5 Pending Aid**, view financial aid that is expected to post to your account. *(Please verify with the Financial Aid Office that all required documents are complete.)*
- 6 View Billing Statements/Make a payment**, click this link to view statements and make payments to your account.

Finances Section

Other Financial Dropdown List

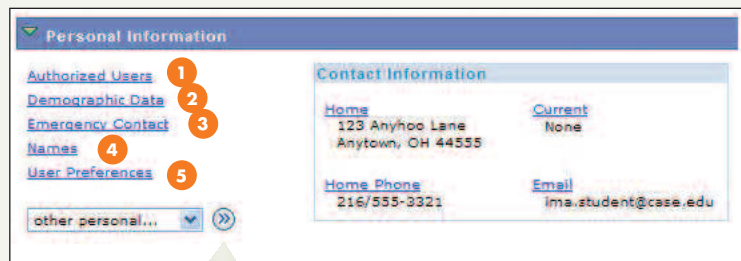
**TIP** A guide to financial services at Case is available on the project website: [www.case.edu/projects/erp](http://www.case.edu/projects/erp).

Posted Date	Item	Term	Charge	Payment	Refund
06/12/2008	Course Fee - Phys Ed - Rock Wall Climbing (2nd Half)	Fall 2008	20.00		
06/12/2008	Health Plan	Fall 2008	660.00		
06/12/2008	Matriculation Fee	Fall 2008	370.00		
06/12/2008	Rta Transportation	Fall 2008	25.00		
06/12/2008	Student Technology Fee	Fall 2008	213.00		
06/12/2008	Undergraduate Activity Fee	Fall 2008	138.00		
06/12/2008	Undergraduate Tuition	Fall 2008	17,225.00		

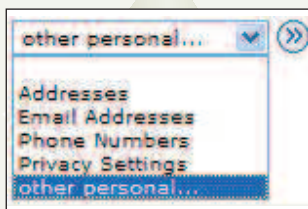
Account Inquiry, Activity Tab

The Personal Information area allows you navigate to screens where you have the ability to make changes to your addresses, phone numbers, privacy settings and more.

- 1 **Authorized Users.** Click the Authorized User link to set up an authorized user account for parents, spouses or other third parties who you would like to have access to your student financials and/or class schedules and grades.
- 2 **Demographic Data.** This area displays a personal data summary.
- 3 **Emergency Contacts.** Click the Emergency Contact link or emergency contact tab to view, add, or update emergency contacts.

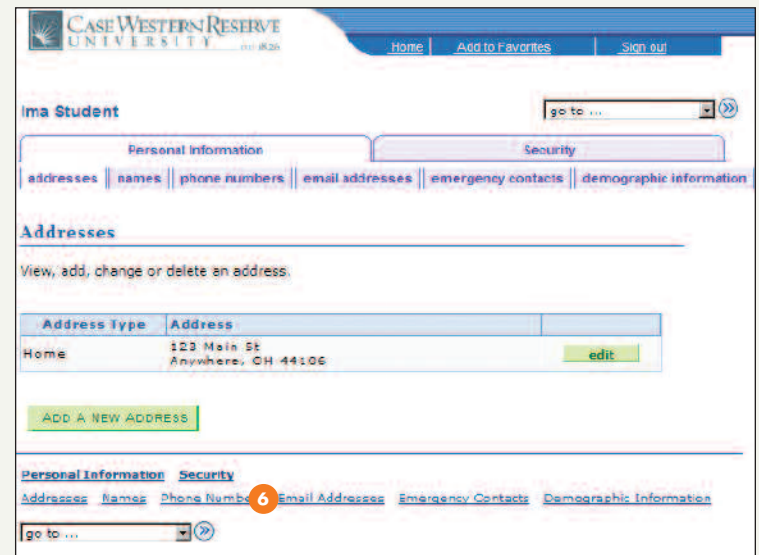


Personal Information Section



Other Personal Dropdown List

- 4 **Names.** By clicking on the Names link or names tab you can add a preferred name.
- 5 **User Preferences.** Set default values to minimize the need for repetitive data entry. Once set, the default values remain associated with your account until changed or deleted.
- 6 **Addresses, Phone Numbers, Email Addresses.** Using the links in the other personal drop down list, you can update your own information including addresses, phone numbers and a personal email address. Several address and phone number types are available.



Personal Information Tab

SIS TERM	PREVIOUSLY KNOWN AS...	DEFINITION
Academic Career	N/A	Term that classifies both students and curricula as belonging to one of nine categories: Undergraduate, Graduate, Management, Law, Medicine, Applied Social Sciences, Nursing, Dental, and Non-degree.
Academic Group	N/A	Academic Group denotes the school that "owns" the course and the school from which the instructors have teaching appointments. For example, ACCT 101 has an academic group of Weatherhead School of Management and MGMT 701 has an academic group of Weatherhead School of Management.
Academic Organization	Departments	Colleges, schools, and departments that conduct curricular studies at Case Western Reserve University. Academic Organizations are responsible for maintaining their class schedules in SIS each term.
Academic Plan (Plan)	Majors, Minors	The method by which a student pursues their studies. For undergraduate students, majors and minors are Academic Plans. In the School of Graduate Studies, Plan A and Plan B options are Academic Plans.
Academic Program (Program)	School or College	The program to which a student is admitted and/or from which he or she graduates. For example, there is an undergraduate Academic Program in the College of Arts and Sciences. In the School of Graduate Studies, an <b>Academic Program</b> is the scholarly pursuit to which the student is admitted; for example, the doctorate program in Astronomy.
Advisement Report	DPR	Compares the classes and benchmarks that a student has achieved towards fulfilling graduation requirements. Advisement Reports list each class a student has completed, grades achieved (if applicable), credits earned (if applicable), and classes yet to be taken to fulfill requirements.
Class Number	CRN	Each class offering of a course is assigned a unique four-digit number when created.
Class Section	N/A	Each class offering is assigned a class section number that makes it easily identifiable within the course. The first scheduled class section of a course is 100.

Course Career	N/A	To search for courses offered in a given career, select the name of the career from the list provided. To search all careers, leave the field blank. Course Career denotes the academic level of study at which the course is taught. For example, ACCT 101 has a career of Undergraduate (not Management) and MGMT 701 has a career of Graduate (not Management).
Course Component	N/A	To search for courses by component type, choose a component type from the list provided. For example, if you wanted to see lab courses, choose "Laboratory" from the list.
Enrollment Appointment	Registration Start Date	The date a student may begin to register for classes
Planner (My Planner)	N/A	A self-service tool that enables students to select courses they want to take in upcoming semesters from the Course Catalog. For students in the School of Graduate Studies, the Planner is attached to My Program, which allows students, advisors, and the School to view, approve, or deny changes to a student's Planned Program of Study (POS).
Service Indicators  Negative Service Indicator  Positive Service Indicator	Holds	Also known as Holds on the Student Center screen. Can be positive or negative. Negative service indicators may prevent students from enrolling in upcoming terms. Advising Holds, for example, are negative and are applied to students who are required to see an advisor prior to registration. Advisors can remove the Advising Hold once they have met with a student. This process eliminates the need for PIN numbers.
Shopping Cart	N/A	Works with the Schedule of Classes and holds the classes in which a student wants to enroll before submitting an enrollment request. Students enroll in classes via their shopping cart once their enrollment appointment (or open enrollment) arrives. Advisors can view their advisees' Shopping Carts before enrollment.
Sub-Plan	Tracks, Concentrations	A track or concentration that the student is following within an Academic Plan.
What-If Report	N/A	A report that asks, "What if this student were to change majors?" Compares the student's current curriculum and benchmark achievements with a proposed major and minor combination, and lists the requirements that would and would not be satisfied if the student were to make a change.
Term	Semester	The internal name for a semester and year. For example, Fall 2008 is a term.

SPOT stands for **Self-Paced Online Training**. It's available while you work in the system.

To get started, just click the blue, underlined [Help](#) link that appears in the upper right-hand corner of the Student Center home page. This launches SPOT in a new window.

Find the topic you want to learn more about, and then left click on it. This highlights the topic name (a).

In the upper right-hand corner you will see three options for learning: **See It!**, **Try It!**, and **Do It!** Click on the one you would like to activate.

### About the SPOT help features in SIS:

- 1 See It!** enables you to learn by watching an animated demonstration of operations in a simulated environment. All the required activities (moving the mouse, entering data, etc.) are completed automatically.
- 2 Try It!** enables you to learn interactively. SPOT prompts you to perform mouse clicks or keystrokes as you complete tasks in a simulated environment.
- 3 Do It!** enables you to learn interactively while you work with actual data in the live system. You are presented a small window that displays each step for a particular task. As you complete a step, click the [Next Step](#) button to display the next step in the process.

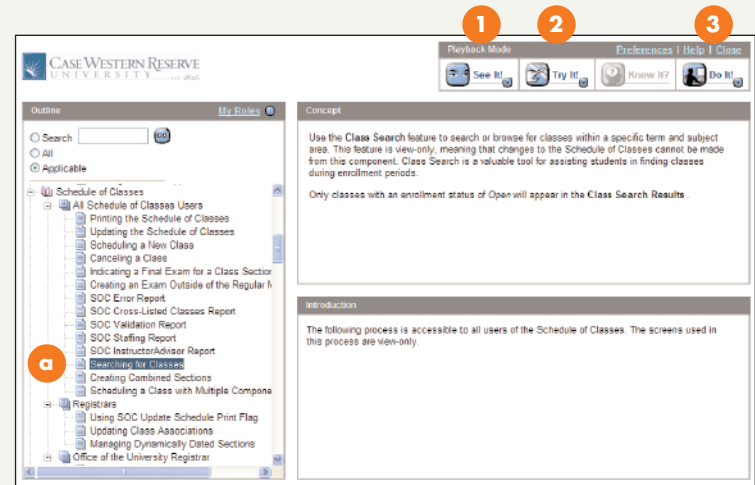


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**TIP** SPOT opens in a new window. Pop-up blockers may interfere with the ability to use this tool.

## Contact Us.

erpsis@case.edu

This address is monitored by the ERP Student Information System (SIS) team. General questions about the SIS should be directed to this address.

reghelp@case.edu

This address is monitored by the University Registrar's Office to answer questions about self-service and student system functionality.

courses@case.edu

This address is monitored by the University Registrar's Office to help answer any questions relating to the schedule of classes, classrooms, and courses.

registrar@case.edu

This address is monitored by the University Registrar's Office to help answer any questions relating to registration, records, and policies.

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As always, you can contact the Help Desk 24/7 at 216-368-HELP.

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Enterprise Resource Planning, 10900 Euclid Avenue, Cleveland, Ohio 44106-7231  
<http://www.case.edu/projects/erp/sis>



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