Begin by logging into SIS at case.edu/sis with your CWRU Network ID and password.

1. From Faculty Home, click the **Advising** tile. This will present the **Advisee Roster** page.

   Alternatively, from the **NavBar**, select Navigator > Faculty & Advising > Advising.

2. The **Advisee Roster** appears. Locate the student whose Academic Requirements Report you wish to view and click on the student's name.

3. The advisee's **Student Center** appears. Click the **Other Academic** list.

4. Click the **Academic Requirements** item.

5. Click the **Show next row** button ⟫ to navigate to the next screen.

6. The **Academic Requirements Report** appears.

7. Below the student's name and ID number is the Program/Plan table. View the Program/Plan table to review the student's **Academic Career**, **Academic Program**, and **Academic Plan**.

   An **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 **Nondegree**.

   An **Academic Program** is the student's academic discipline. For undergraduates, this can be the **College of Arts and Sciences**, **Undergraduate Engineering**, etc. For graduate studentⓂM**Executive Option**.

   For each item in the table, the **Requirement Term**, **Status** (**Satisfied** or **Not Satisfied**), **Admit Type** and **Expected Graduation Term** are listed.

8. Beneath the Program/Plan table is the following legend:

   ⟳ Taken   ◇ In Progress   ★ Planned
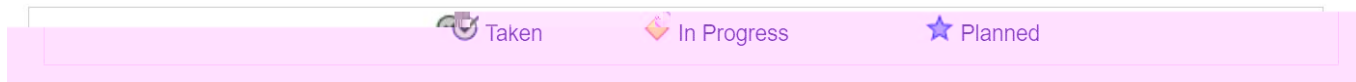
   These symbols appear next to classes in the report that the student has taken, is currently taking, or is planning to take to satisfy a requirement. Classes with the **Planned** symbol indicate that the class is in the student's **Planner**

9. Next are the report's headers; 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 first header is the student's career requirements. It includes the requirements the student must fulfill according to the career in which they are registered (i.e. Undergraduate, Graduate, Management).

   Subsequent headers will vary depending on the student's career, program, plan, and subplans (if applicable).

   Beneath each header are the following:

   > Requirements for satisfying the section
   > The student's status regarding this requirement (**Satisfied** or **Not Satisfied**)
   > Units (or Courses) Required
   > Units (or Courses) Taken
   > Units (or Courses) Needed

10. Throughout the **Academic Advisement** and **What-If Reports** are push buttons that look like arrows. These buttons are called **Expand Section** and **Collapse Section**.

    Wherever the arrow appears to point into the report, that means that the section is collapsed. Click the arrow to expand the section and view its details. When a section is expanded, the corresponding arrow will point down.

    If a header or section is expanded by default, then that particular requirement is not satisfied.

11. When the section expands, up to ten courses can appear in the section at one time. Click on the **Show next row** button to see the next ten courses. Click the **View All** button to see all the courses used by that section.

12. The **Courses Not Applied** section contains courses that do not apply to any specific requirement. Since **Courses** EirManMuuimuiremem