Departmental Admin Center

Concept

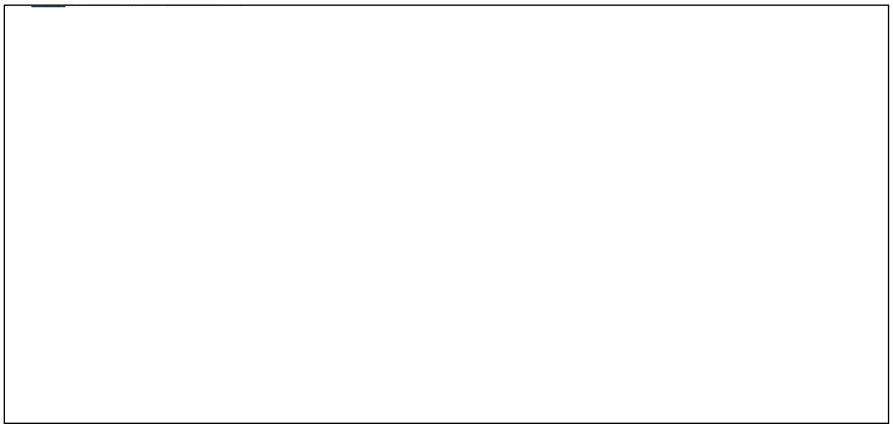
The Departmental Admin Center is a screen in the SIS where departmental faculty and staff can view a roster of students who have declared academic programs and plans within their department. From the roster, users can access the academic, financial, and personal data of individual students for the purpose of serving and advising students. This topic will demonstrate how to use the Departmental Admin Center and access the Student Center screen.

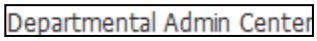
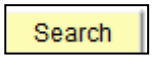
SIS_DAC_DeptAdminCtr

Procedure

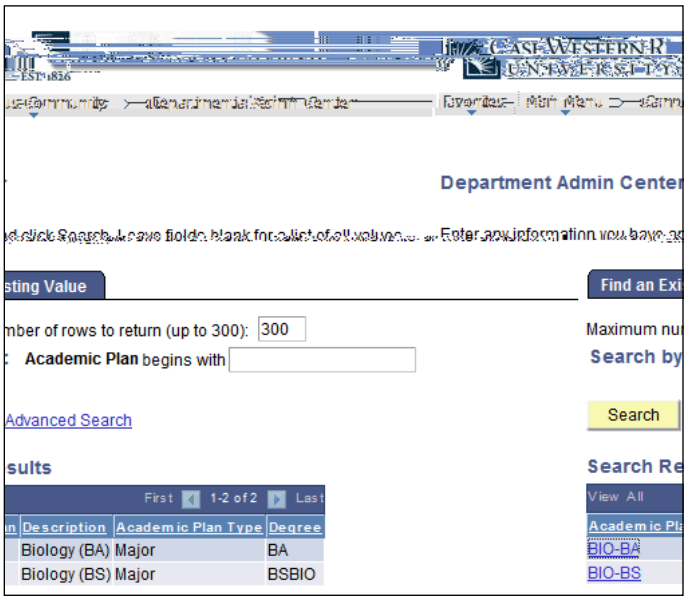
Begin by logging in to case.edu/sis with your CWRU Network ID and password.

Step	Action
1.	Click the Main Menu menu.



Step	Action
2.	Point to the Campus Community menu.
3.	Click the Departmental Admin Center link. 
4.	The Department Admin Center search screen appears. Click the Search button. 

Copyright 2011
Case Western Reserve University



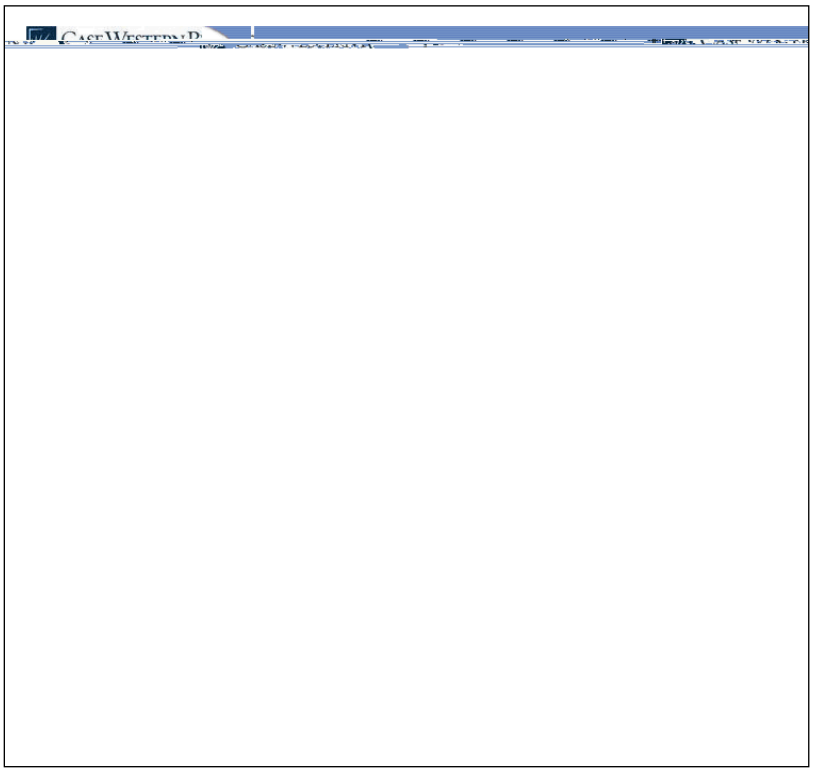
Step	Action
5.	All Academic Plans to which you have access appear in the search results. Select the appropriate Plan from the list. BIO-BA

Please note: If you are missing Plans to which you should have acces or if you are seeing Plans to which you should not have access, please send an email to reghelp@case.edu for assistance.

An academic plan is essentially the curriculum that a student is usin achieve a degree. For undergraduate students, majors and minors are academic plans. Graduate students use Plan A or Plan B for their academic plan. Professional students have a variety of academic plans that are offered based on their school, such as "Weekend Intensive" or "Executive Option."

Step	Action

Copyright 2011
Case Western Reserve University



Step	Action
14.	TheStudent Centerappears. The following information is presented on the screen: The student's weekly schedule. The student's enrollment dates. Holds on thestudent's record. The student's advisor(s). The student's address and contact information. You may also be able to see the student's financial balance, depending on your level of access to student records. If you have questions about your access, please contact the University Registrar's office.

Copyright 2011
Case Western Reserve University

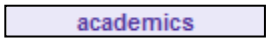
Step	Action
15.	Access to additional screens can be found in the other academic dropdown list, including: Academic Requirements and What-If Reports (Undergraduate, Graduate, and Weatherhead students only) Course History Exam Schedule Grades Unofficial Transcript

Please see the following topics for additional information on selected items on the other academic dropdown list:

Departmental Admin Center: Course History
Departmental Admin Center: Requesting an Academic Advisement Report
Departmental Admin Center: Creating What-If Reports

Step	Action
16.	If the FERPA icon appears, then the student has restricted the release of his/her information.

According to the Family Educational Rights and Privacy Act, the University is not allowed to release most student data without prior written consent from the student. If you see the FERPA Share icon, then you cannot release ANY student data without written consent. Please see case.edu/registrar/student_records.html for more information.

Step	Action
17.	Click the Academics tab to obtain additional academic information about the student. 

Step	Action
18.	The Academics tab appears. TheInstitution/Career/Programsection contains a list of all Careers and/or Programs in which the student is enrolled. If a student has more than one listed, you must click on a Career/Program to see its data. Data included in the Institution/Career/Programsection of the screen includes: Program Student Status (Active, Withdrawn, etc.) Admit Term Expected Graduation Term Approved Load Academic Plan(s) Plan Requirement Term(s)

Copyright 2011
Case Western Reserve University

Step	Action
19.	TheTerm Summarysection of the screen includes the following data, listed by term: All terms in which the student has been active Academic Standing Status Academic Level