CASE WESTERN RESERVE
UNIVERSITY

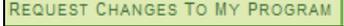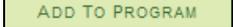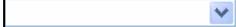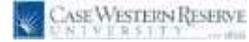## Planned Program of Study: SIS Instructions for Students

1.	Begin by opening the browser to the URL for the Student Information System Sign In. Enter your Case network ID into the **User ID** field and your associated Case Network ID password into the **Password** field
2.	Click the **Sign In** button. Sign In
3.	The Student Center homepage appears. Click the **Plan** link. Plan
4.	The **My Planner** tab appears. Click the **my program** link. my program
5.	The **My Program** tab appears. Click the **Request changes to my Program** button. REQUEST CHANGES TO MY PROGRAM
6.	To add a course to the PPOS, click the **Browse Course Catalog** button. BROWSE COURSE CATALOG
7.	The Browse Course Catalog search page appears. Enter the desired course subject code into the **Course Subject** field. For example, enter a valid value e.g. "**anth**".
8.	Click the **Search** button. SEARCH A list of all courses in that subject appears. Scroll down the page to see all courses.
9.	When you find a course you want to add to your PPOS, click in its checkbox in the **Select** column. ☐
10.	Select as many courses as you need, then click the **Add to Program** button. **INCLUDE ALL 701 DISSERTATION CREDIT, 651 THESIS CREDIT, PROJECT CREDIT, TEACHING REQUIREMENT CREDIT, ETC.** ADD TO PROGRAM
11.	You receive a confirmation message that the course has been added to your program. Click the **my program** link. my program
12.	The newest courses appear at the top of your PPOS. To assign a new course to a term, click in its checkbox in the **Select** column. ☐
13.	Click on the **Move selected courses to Term** dropdown box.
14.	Select the term that you plan to take this course. Fall 2008

Job Aid

15.	Click the **Move** button. `move` You receive a confirmation message that the course was moved.
16.	When you are satisfied with your PPOS, click the **Submit for Approval** button. `SUBMIT FOR APPROVAL`
17.	The My Program tab changes. The **Approval History** shows that the PPOS was "Submitted for Approval." You cannot make any additional changes to the PPOS at this point. An email has been sent to your program advisor, telling him/her that a PPOS has been submitted by you for approval.
18.	Your advisor's decision regarding your revised PPOS will be reflected in the Approval History. You will also receive an email when a decision has been made. If it is approved, then the PPOS goes to the SGS for final approval. If the PPOS is denied by your advisor, then you can create another PPOS and submit it for approval. Earlier approved versions of the PPOS are still available and the last approved version is still your official PPOS.
19.	If your PPOS is approved by SGS, you will receive an email and see the approval in the Approval History of your PPOS.
20.	This completes the process of creating your PPOS. **End of Procedure.**