

Advisor Guide

There are many ways CAS can be used by advisors when working with students. The following are just some of the ways you might use CAS 4.0 functionality when advising students.

Branch Campus, Community or Technical College Advisor

Transferring to your institution, or from your institution; CAS has many tools that can help branch campus and community or technical college advisors.

1. [Transfer Planning](#)

- This area of CAS allows you to view programs offered at CAS participating schools. What separates this area from the Programs area is the ability to view how courses entered in the My Courses section will apply to the program selected.
- The Planning Guide with Equivalencies has additional functionality that could be very beneficial to an advisor whose student is looking to ultimately transfer to another institution to receive their degree. This allows you to run a planning guide for the school the student wishes to transfer to while cross referencing courses from your institution. Now, you and your students can make sure they are taking the right classes and aren't wasting time and money on courses that won't apply to their degree.
- Each CAS participating school can establish links to information about their school. This information varies from school to school, but can include information about: admissions, financial aid, or registration.

2. [Course Equivalencies](#)

- Can be used to view how courses transfer from one school to another, but will not show how those courses apply to a particular program. For that, use *Transfer Planning*.
- If you have a student who is attending a four-year university and wants to take a course at your school over the summer, this can be an easy way to find the course they need to take at your institution to transfer back to their university.
- You can also browse equivalencies by searching for specific schools.
- If a student knows what school they want to attend, but not specifically what courses to take, this can give them an idea about what types of courses will transfer.

3. [Programs](#)

- Unlike Transfer Planning, which allows you to view reports that show how courses transfer and apply to specific programs; Programs allows you to view only the degree reports of the programs. To do this you can search by subject category, degree type or browse by school.

4. [Course Catalog](#)

- Here you can search for individual courses offered at CAS participating schools. You can search by department, course number or title. New to CAS 4.0 is the ability to filter your search to only include courses which are currently being offered.
- Some schools also include additional information with their courses, such as course descriptions.
- Schools also provide links to their online catalogs which can provide more information about courses available at the selected institution.

5. [My Students](#)

- Provides you the ability to search for students who have created CAS accounts with your institution. You can search by User ID, user name, or email address. This allows you to edit their information, change their password, or delete their CAS account.
- You may also view the courses they have added in their My Courses section and any planning guides that they have created.

Four-Year College or University Advisor

If a student is coming to your institution having already taken courses at another institution, or is planning to take a course at a community college over the summer, CAS has many functionalities that can benefit advisors in all areas of a college or university.

1. [Course Equivalencies](#) can help you determine how courses taken at another institution will transfer to your school
2. [Transfer Planning](#) will allow you to create a planning guide, which can help you see how courses taken at another institution might apply to programs at your school. You can do this one of two ways:
 - o Create a Regular Planning Guide: which will show you how the courses you entered in [My Courses](#) transfer and apply toward the selected program
 - o Create a Planning Guide with Equivalencies: which, in addition to the functionality available when you create a Regular Planning Guide, shows you equivalencies for courses from the school you select when you create a planning guide

This section of Advisor Help is currently under construction

My Students Help

Find Students

What is *Find Students*?

The Find Students area allows you to search for students at your school. You can then view a student's course list, see their planning guides, change the student's password, edit the student's information, or delete the student's account.

How do I use *Find Students*?

1. Enter either the User ID, a partial User Name, or a partial e-mail for the user.
2. Further limit your search by selecting the authority level, user role, dates the account was created between, or days since last use.
3. Click *Find*.
4. Review the results.
 - o Clicking on the student's name will bring up a summary for the student. The summary includes the student's information, course list, and planning guides.
 - o Clicking on the *Password* icon will allow you to change the user's password and have it emailed to him/her.
 - o Clicking on the *Edit* icon will allow you to edit the student's information.
 - o Clicking on the *Delete* icon will delete the user.

Student Planning Guides

What is Student Planning Guides?

The Student Planning Guides area allows you to view Planning Guides for students at your institution or planning guides run for your institution

How do I use *Student Planning Guides*?

1. Enter the student's User ID.

- This needs to be the exact ID as given to you by the user.
- 2. Enter the student's School ID.
 - This is the school the student's account is created with.
- 3. Enter the number of days the planning guide was run within.
 - You can choose between planning guides run within the last 30 days to 1 year.
- 4. Check the checkbox if you only want to run planning guides created for your school.
 - If the user has an account with your school, you can also view planning guides run for other schools. Click the *Find* button.
- 5. Review the planning guides returned.
 - Planning guides can be viewed by clicking the *View* icon.

Programs Help

Search Programs

What is Search Programs?

The **Search Programs** area allows you to search to see what schools offer a program that you are interested in and review the requirements for the program.

For example, if you are interested in getting a degree in Elementary Education, you can use this area to see all the CAS participating schools that offer similar programs.

How do I use Search Programs?

1. Select a State (required)
 - Enter the state you want to look for programs in. States listed are ones in which there is a CAS participating school. You can select "All" states if you are planning on selecting a category later in the search
2. Select a Category (required)
 - Categories are based on the Classification for Instructional Programs (CIP) Codes. Enter the category that is most like the type of program that you are interested in. You can choose "All" category if you select a state in the step above.
3. Select a Degree Type (required)
 - Here you can select if you are looking for a bachelor degree, associate degree, or certificate. If you are interested in any type of degree or certificate, select "All."
4. Enter a Keyword (optional)
 - If desired, you can enter an additional keyword to help in your search. The keyword will search on the CIP code sub-category and the name of the program.
5. Click Find
 - Results will return at the bottom of the page. The results can be sorted by clicking on the header of each column.
6. View the Requirements
 - Clicking the *view* icon will bring up a degree audit in a new window. The audit will show you the requirements to complete the selected program.

Browse Programs by School

What is *Browse Programs by School*?

The *Browse Programs by School* area will show you a list of programs offered at schools who participate in CAS. Once you have selected a program, you will be redirected to a new window that will show you a report of requirements needed to complete the program.

How do I use *Browse Programs by School*?

1. Select a State (required)
 - o Enter the state that your school of interest is located in. States listed are ones in which there are CAS participating schools.
2. Select a School (required)
 - o Select the school that you want to view programs for. The list consists of schools that have chosen to make their programs available through CAS.
3. Select your Program of Interest (required)
 - o A tree-view "drill-down" of colleges, departments, and programs will display. Schools may choose to present this information differently.
 - o If there is a "plus" sign next to the category, there are further categories beneath it. A "minus" sign indicates that the category is open. You can open and close categories by clicking on the category name. If there is no plus or minus sign, this indicates that you are at the program level.
 - o At the program level, a new window will open displaying a report that lists the requirements needed to complete the program. You can print the report to keep a copy or close the new window to return to CAS.

Course Catalog Help

Search Courses

What is *Search Courses*?

The ***Search Courses*** area allows you to search for courses currently or previously offered at schools that participate in CAS. It will provide information on the course department and number, course title, course hours, and possibly a description of the course.

How do I use *Search Courses*?

1. Select a State (required)
 1. Select one of the states listed. The states in the list have schools that participate in CAS.
2. Select a School (required)
 2. Select the school that you want to view courses for. Only schools that participate in CAS will display in the list.
3. Select a department
 3. Choose the department that you want to look at courses in. You can select "All departments" if you enter a course title or course number later.
4. Enter a Course Number (optional)
 4. Enter the course number that you want to search for.
5. Enter a Course Title (optional)
 5. Enter all or part of the course title that you want to search for.
6. Click Show Descriptions (optional)

6. Some schools provide more information about a course. Click the check box to display any additional information about the course in the results list.
7. Click Show Current Courses Only (optional)
 7. This allows you to search for courses that are only currently being offered.

View School's Catalog

What is *View School's Catalog*?

The *View School's Catalog* area links you directly to the school's course catalog from their website.

How do I use *View School's Catalog*?

1. Select the state.
2. Click the *Submit* button.
3. A list of schools with a link to their course catalog will display.
4. Click on the school name to be redirected to a new page with their course catalog.

Course Equivalency Help

Course Equivalencies - Browse by School

What is *Browse by School*?

The browse by school area allows you to view all the course equivalencies available for a particular school.

How do I use *Browse by School*?

1. Select the State your course work will transfer to (Step One)
 8. The states displayed are those that have schools who participate in CAS
2. Select the school your course work will transfer to
 9. The schools displayed are those who participate in CAS. Be sure to select the school that you are interested in transferring to.
3. Choose a search method (Step Two)
 10. You can search for the school you want to look at equivalencies from using three different options:
 1. Search by Name: Enter the name of the school you are looking for
 2. Search by Type: Select the type of credit you'll be transferring or state you will transfer from
 3. Search by Distance: Select a distance from the school in step one, from you, or from a specified zip code
4. Click Go
 11. A list of schools with course equivalencies that match your search criteria will return at the bottom of the page. Please note that the list of schools are determined by the school selected in Step One.
5. Select Schools from the list
 12. Use the check boxes to select up to five (5) schools that you would like to view determined equivalencies.
6. Click *Add Schools* * Adding schools will add them to a list at the top of the page
7. Click *Create Guide* (Step Three)

13. Clicking the *Create Guide* button will display an equivalency guide. The guide will show you how courses from the schools selected in Step Two are equivalent to courses at the school selected in Step One, as determined by the school selected in Step One.
8. Sort by Department
14. Click the drop down box at the top of the equivalency guide to filter rules by department.
9. Check the Glossary
15. Schools often set up links to a glossary at the bottom of the page for equivalency rules that need further explanation.
10. Click Back to return to the previous page

Search By Course

What is Search By Course?

The *Search by Course* area allows you to view all the schools that have equivalencies for a specific course at a selected school.

For example, if you want to take a class while you are at home for the summer and transfer it back to the school you normally attend, you can search for what schools have an equivalency to that course.

How do I use Search By Course?

1. Select the State your course work will transfer to (Step One)
 16. The states displayed are those that have schools who participate in CAS
2. Select the school your course work will transfer to
 17. The schools displayed are those who participate in CAS. Be sure to select the school that you are interested in transferring to.
3. Enter a Course Department (Step Two)
 18. Enter part or all of the department abbreviation of the course you will transfer
4. Enter a course number
 19. Enter part of all of the course number of the course you will transfer
5. Click the checkbox to search Alternate IDs only (DARwin)
6. Enter the Alternate ID name (DARwin)
7. Choose a search method (Step Three)
 20. You can search for the school you want to look at equivalencies from using three different options:
 1. Search by Name: Enter the name of the school you are looking for
 2. Search by Type: Select the type of credit you'll be transferring or state you will transfer from.
 3. Search by Distance: Select the maximum amount of miles from a designated zip code to search.

My Courses Help

View My Courses

What is View My Courses?

The *View My Courses* area shows you the courses that have been added to your CAS account.

How do I use *View My Courses*?

Course work added to your CAS account are grouped by the school name and sorted within the school by the term you took the course.

To Add a Course

1. Click the *Add Course* button
2. Click [here](#) for further instructions on adding courses

To Edit a Course

1. Click the *Edit* icon
2. Enter the grade received or planned for the course
3. Enter the number of credit hours for the course
3. Click the *Update* button

To Delete a Course

1. Click the checkbox next to the course(s) you wish to delete.
2. Click the *Delete* button at the top of the page

Requests to have courses imported from a school will display at the bottom of the page. Requests can be deleted by clicking the trash can next to the request. If a request is pending, and is deleted, it will prevent the request from completing.

Courses in the *View Courses* area can be printed by clicking the *Print* icon at the top of the screen. A new window will open in a print friendly format to print your course work.

Add a Course

What is *Add a Course*?

The *Add a Course* area allows you to add courses to your CAS account manually or using a course list. Adding courses will better allow you to see how courses will transfer and apply to a program in the *Transfer Planning* area. You can add courses that you have already completed or courses that you are planning for transfer.

How do I use *Add a Course*?

1. Select the Type of Credit
 21. This may be credit from a US school, a Canadian school, other international schools, standardized exams, or military credit
2. Select a State or Province
 22. If you select US or Canadian schools, select a state or province
3. Select a School
 23. Select the school or exam that you wish to add course work from to your profile
4. Choose an option. Courses can be entered one of two ways:
 1. *Manually*: If the school that you wish to add course work for does not have a course list available, you will have to enter the course information by hand. It may be helpful to have a transcript with you to enter the course information. To add a course manually, enter the following information:
 - a) Calendar Year Taken (required): The calendar year you took the course

- b) Term Taken (required): The term (ex. Fall Semester) or Month that you started the course (so if the semester started in August, select August)
 - c) Course Department (required): The department abbreviation (ex. If the course is ENG 111, enter 'ENG')
 - d) Course Number (required): The course number (ex. If the course is ENG 111, enter '111')
 - e) Course Title (optional): The title of the course (ex. English Fundamentals)
 - f) Credits (required): The number of credit hours of the course
 - g) Grade (required): The grade received or planned to be received in the course
2. *Select from Course Catalog*: Some schools have course lists available for you to choose from to add courses to your profile. To add courses from the course catalog, enter the following:
- o Catalog Year (required): The catalog year the course was taken
 - o Catalog Term (required): The term the course was taken (ex. Fall Semester)
 - o Course Department (required): Select the department of the course. A list of courses in the department will return at the bottom of the page 4.
5. To add a course: Find the course you want to add to your CAS account
- o Select the number of credit hours of the course from the drop down (If the course did not have a range of credit hours, only one option will be available)
 - o Enter the grade you received or plan to receive in the course
 - o Click the check box in the add column
 - o Click the *Add* button at the top to add the course to your profile
 - o If you want to add courses from several departments you can change the information at the top to see a new list of courses

Courses that you add to your profile either manually or with the course catalog option can be reviewed in the *View Courses* area.

Import My Courses *NOT FUNCTIONAL IN MINNESOTA YET*

What is *Import My Courses*?

The *Import My Courses* area gives you the option to import your course work directly from a school that you have attended into your CAS account. Please note that not all schools have this functionality available.

How do I use *Import My Courses*?

1. Select a State
 - o States listed will be states that have schools with the ability to import courses.
 2. Select a School
 - o Schools listed are those that have the import functionality available.
 3. Click the *Import* button
 - o The school logo of the school selected will appear. Below the logo will be an *Import* button. Clicking the import button will open a new page outside of CAS where you will validate student information and import your course work. Import requests and imported course work will be available to view in the *View My Courses* area.
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Transfer Planning Help

View Planning Guides

What is *View Planning Guides*?

The *View Planning Guides* area shows you a list of the planning guides you have created. You can also view the contents of the planning guide and delete old planning guides.

How do I use *View Planning Guides*?

Previously ran planning guides are listed.

Planning guides can be viewed by clicking the *View* icon. The planning guide will open in a new window.

Planning guides that are being viewed can be printed in a print-friendly format by clicking the *Print* button at the top of the page. Planning Guides can be closed by clicking *Close* button at the top of the page.

Questions regarding the contents of the planning guide should be directed toward someone at the school the planning guide was created for. Usually there is an email link at the top of the planning guide for use to forward questions.

Planning guides can be deleted by clicking the check box next to the planning guide and clicking the *Delete* button at the top of the page.

Create Planning Guide

What is *Create Planning Guide*?

The *Create Planning Guide* area allows you to run a planning guide for the school of your choice. Planning guides show you how the courses you entered into the My Courses area transfer and apply toward a program.

How do I use *Create Planning Guide*?

1. Select the State
 - o Select the state of the school you want to run a planning guide for. Note that only states with CAS participating schools will display in the list.
2. Select a School
 - o Select the school that you want to run a planning guide for. Note that only CAS participating schools are listed.
3. Select your Program of Interest(required)
 - o A tree-view "drill-down" of colleges, departments, and programs will display. Schools may choose to present this information differently.
 - o If there is a "plus" sign next to the category, there are further categories beneath it. A "minus" sign indicates that the category is open. You can open and close categories by clicking on the category name. If there is no plus or minus sign, this indicates that you are at the program level.
4. Select an Academic Year

5. Choose a method
 - Regular Planning Guide
 - Regular Planning Guides show you how the courses you entered in My Courses transfer and apply toward the selected program.
 - Planning Guide with Equivalencies (Not available for all schools)
 - Planning Guides with Equivalencies show you how the courses you entered in the My Courses area transfer and apply toward the selected program. In addition, it shows you other equivalencies from a school you specify to the school you ran a planning guide for. This planning guide type was formerly known as a "Cross-Reference Planning Guide."
6. Click Next
7. Answer Questions
 - Some schools ask questions to provide additional information for the planning guide.
8. Click Next
9. Click Submit
 - Review the information to be sent for the planning guide, if correct click Submit.
10. View the planning guide
 - Created planning guides can be viewed on the View Planning Guide page. It often takes several minutes for planning guides to return to CAS

School Information Links

What is *School Information Links*?

The *School Information Links* area provides more information about a school such as admissions information, financial aid information, and registration information. It is a great way to find out more information about the school you are planning to transfer to.

How do I use *School Information Links*?

1. Select a State
 - Select the state for the school you wish to find more information about. Only states with schools that have additional information are listed.
2. Select a School
 - Select the school that you wish to view more information about. Only schools that have more information available are listed.
3. Review the links available
 - The school's logo and a list of additional links are listed. Clicking on the link will open a new window connected to the school's website. Not all schools provide the same information.

My Profile Help

My Profile

What is *My Profile*?

The *My Profile* area allows you to update your personal information for use in CAS.

How do I use *My Profile*?

1. Enter any changes to information you provided when you created an account.
2. Click the *Update* button.

3. The email and zip code information may be used in other areas of CAS so it is important to keep this information up to date.

Change Password

What is *Change Password*?

The *Change Password* area allows you to change your password in CAS. We recommend an alphanumeric password that is longer than 6 characters.

How do I use *Change Password*?

1. Enter the password you previously used to sign into CAS
2. Enter your new password
3. Re-enter your new password
4. Click the *Change Password* button
5. Your new password will be emailed to the address you have indicated in the *My Profile* area.