

**OFFICE OF UNDERGRADUATE STUDIES
CASE WESTERN RESERVE UNIVERSITY**

**Sears Building 357
Phone: 216-368-2928**

E-mail: ug-studies@case.edu

Website: <http://www.case.edu/provost/ugstudies/undstud.htm>

MISSION

- To serve as the agent of the University and its constituent faculties in communicating, carrying out and enforcing academic standards, regulations, and policies governing undergraduates at Case Western Reserve
- To serve as intermediary between students and faculty in areas of concern related to students' academic experience
- To assist students in the discovery, definition, and realization of their goals by providing information and advice about educational opportunities, special programs, and scholarships at Case Western Reserve and elsewhere
- To provide advice, referrals, and "ombudsman" services to students who turn for advice to the office for assistance
- To organize and facilitate programs which provide special educational opportunities to undergraduate students, including non-degree students
- To maintain permanent academic records of undergraduates and to certify eligibility for bachelor's degrees
- To collect and analyze data relating to undergraduates' academic experience at the University
- To represent student academic affairs concerns to faculty committees, and in other parts of the University

REASONS TO VISIT UNDERGRADUATE STUDIES

Information

Clarification of Advising Questions
AP, IB, and Transfer Credit Evaluation & Posting
Cross-registration
Course Overloads
Missed Final Exams
Academic Probation
Merit-based Scholarship Retention
Academic Integrity
Dean's Approved Majors and Minors
Dual Undergraduate Degrees
Integrated Undergraduate & Graduate Degrees
Study Abroad
Fisk University & International Exchange Programs
Competitive National Scholarships and Fellowships
Pre-Health Career Advising
Pre-Law Advising
Special Exceptions

Forms

Academic Requirements Report correction
Complete Withdrawal
Dean's Verification
Drop/Add
Leave of Absence
Major Declaration
Minor Declaration
Off-campus Study Request
Petition to Re-enroll after Voluntary Leave
Petition to Re-enroll after Separation
SAGES GER sheets
Special Request (Petition)
Transfer Credit Approval

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STAFF AREAS OF RESPONSIBILITY

Dean

Jeffrey Wolcowitz, Dean of Undergraduate Studies (jeffrey.wolcowitz@case.edu)

Working with the Schools, Undergraduate Program Faculty, and the Faculty Senate Committee on Undergraduate Education, along with their relevant committees, on curricular and other policy issues related to undergraduates; Dean's Approved Majors and Minors; academic integrity violations; general academic advising and questions related to undergraduate academic policies, procedures and regulations.

First-Year Students

Julie L. Amon, Assistant Dean for First-Year Students (julie.amon@case.edu)

Coordination of first-year academic advising; first-year experience issues; placement and registration; AP, IB, and proficiency credit; Pre-College Scholars Program; Cleveland Scholarship Program.

Steven P. Scherger, Coordinator of First-Year Student Academic Affairs (steven.scherger@case.edu)

Support of first-year students and first-year student advising; first-year experience issues; first-year student programming; Emerging Leaders Program.

Upperclass Students

Nancy DiIulio, Assistant Dean (nancy.diiulio@case.edu)

Advising/programs for upperclass students [last names A-G]; coordination of departmental academic advising; pre-health careers advising [last names A-K].

Lynmarie Hamel, Assistant Dean (lynmarie.hamel@case.edu)

Advising/programs for upperclass students [last names H-O]; advising for non-degree students; programming aimed at second-year students; fellowship and scholarship advising; merit-based scholarships; integrated undergraduate and graduate/professional programs; cross-registration.

Joseph W. Pieri, Assistant Dean (joseph.pieri@case.edu)

Advising/programs for upperclass students [last names P-Z]; coordination of graduation certification; academic integrity issues; pre-health careers advising [last names L-Z].

Transfer and Exchange Students

Claudia Anderson, Assistant Dean (claudia.anderson@case.edu)

Advising of new transfer and binary students and of international exchange students; advising students about study abroad and international exchange programs; advising students about the Fisk University exchange program; transfer credit evaluation.

Study Abroad

Claudia Anderson, Assistant Dean (claudia.anderson@case.edu)

Advising all undergraduates interested in study abroad and exchange programs.

Competitive National Scholarships and Fellowships

Lynmarie Hamel, Assistant Dean (lynmarie.hamel@case.edu)

Advising of all undergraduates interested in applying for national competitive scholarships and fellowships (Rhodes, Marshall, Fulbright, Truman, etc.)

Pre-Health Careers

Jane Buder Shapiro, Pre-Medical/Health Sciences Advisor (jane.budershapiro@case.edu)

Advising of first- and second-year students interested in medical school, dental school, and other careers in the health professions.

Nancy DiIulio, Assistant Dean (nancy.diiulio@case.edu)

Pre-health careers advising for upperclass students [last names A-K].

Sheila Pedigo, Director of SOURCE (sheila.pedigo@case.edu)

Advising of students in the Pre-Professional Scholars Program in medicine.

Joseph W. Pieri, Assistant Dean (joseph.pieri@case.edu)

Pre-health careers advising for upperclass students [last names L-Z].

Pre-Law

TBA (prelaw@case.edu)

Advising of all undergraduates interested in pursuing law school admission.

Degree Audit and Data Services

Julie M. Petek, Director of Degree Audit and Data Services (julie.petek@case.edu)

Computerized degree audit development; statistical reports.

Margaret Clark, Degree Audit and Information Services Analyst (margaret.clark@case.edu)

Computerized degree audit support and analysis; recording Academic Requirements report corrections; technical support; web content maintenance.

Kevin Eppich, Graduation and Student Records Specialist (kevin.eppich@case.edu)

Graduation certification support; maintaining academic programs, plans, and advisors in the Student Information System; recording transfer credit.

Department Assistants

Camila Estrada, Assistant to the Dean/Office Manager (camila.estrada@case.edu)

Executive assistant to Dean Wolcowitz; managing the business functions of the office; planning for honors assemblies and commencement; managing the production of office publications.

Tamara Adams, Department Assistant (tamara.adams@case.edu)

General front desk responsibilities; assistant to Dean Anderson and Dean Hamel.

Lynne Flournoy, Department Assistant (lynne.flournoy@case.edu)

General front desk responsibilities; assistant to Dr. Buder Shapiro, Dean DiIulio, and Dean Pieri.

Andrea Hemphill, Department Assistant (andrea.hemphill@case.edu)

General front desk responsibilities; assistant to Dean Amon and Mr. Scherger.