
Greetings from Julie

It's hard to believe that we are in the home stretch of the spring semester. This is a very busy time for first year students as they make decisions about declaring majors and minors, as they consider plans for the summer and as they look toward the next academic year. Additionally, there are many campus initiatives targeting first year students. You will see several discussed in this newsletter and I will be sending you additional information about others in the near future. I hope that you will take the time to review the information presented here and please let me know if you have any comments, questions or concerns.

Thanks again for all that you do on behalf of first year students.

Midterm Grades

Midterm grades will be distributed at the spring midterm adviser meeting on March 16th. Those not picked up will be delivered to advisers by March 19th at the latest.

Midterm grades can be an incredibly useful tool to help students achieve academic success. Not only can midterm grades provide an early warning of academic difficulty, but they can also provide validation to students that their study strategies are successful. However, I must encourage you to really *talk* to your advisees about what their midterm grades mean and represent. How much of the total course grade is represented in the midterm grade? Are options such as the ability to drop a lowest test grade exercised in the reported midterm grade? If your advisee receives an "S" in a course how satisfactory is the grade? If a grade is not reported, what grade does your advisee think that s/he is receiving at this point?

If your advisee receives poor midterm grades, the advising discussion should turn to two things: first, what issues or situations led to the poor grades; and second, what strategies and resources your advisee can engage to effect a positive change prior to the end of the semester. There is still significant time left for students to make the following changes:

Midterm Grades continued...

- Use faculty office hours more frequently and/or more effectively;
- Use SI and/or tutoring resources more frequently and/or more effectively;
- Consult with Educational Support Services to improve and enhance study strategies, time management, note taking, test taking or critical reading skills;
- Form study groups with fellow students;
- Consider withdrawing from courses that truly can be deemed "lost causes" so as to free up more time to focus on courses that are salvageable.

First Year Student Major Declaration March 15 – 19, 2004

Upon their return from Spring Break, first year students are able to declare their majors if ready to do so. When contacting your advisees to discuss their midterm grades, please ask if they are planning on declaring a major. If they respond affirmatively, please urge them to complete the paperwork for the major declaration this week if possible. The sooner they complete the major declaration process, the sooner they will be assigned to an adviser within their department(s) of interest. Students who declare in the next two weeks will be able to meet with their new advisers in preparation for summer and fall advising and scheduling.

Summer and Fall Academic Advising Appointments

On March 29th the summer and fall advising period begins. Please contact your advisees ASAP to set up an advising appointment if your advisee will be staying with you as an adviser. First year students are able to register for summer classes on April 19th and for fall classes on April 20th.

Summer Off-Campus Study

Many first year students inquire about the possibility of taking summer courses at other institutions. Students are able to take advantage of this opportunity so long as they are in good academic standing and they gain approval by completing the **Off-Campus Study Request Form**. This form must be completed and turned in with accompanying course descriptions to the Office of Undergraduate Studies by **April 15th**. Students are limited to earning a maximum of 15 hours of credit in this manner throughout their tenure at the University (JYA is an exception). Students residing in Cuyahoga County this summer should review carefully the Off-Campus Study policy in the *2003 – 2004 Handbook for Undergraduate Students*, pp. 61-62.

Reminder – Incomplete Deadline, March 26th!

(*2003-2004 Handbook for Undergraduate Students*, p. 69)

By now your advisees should be mostly finished with the process of making up their incomplete work. Grade change forms must be delivered to the Office of Undergraduate Studies no later than the March 26th deadline. Incompletes not made up by this deadline will convert to a grade of "F." Please remind your advisees to complete their incompletes!

Enhancements to the Undergraduate Studies Website

Thanks to the hard work of Amy Heuer, Undergraduate Studies has been making strides to enhance our website. We have posted many of the forms that you and your advisees use on a regular basis, so make sure that you check it out.

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

Course Withdrawal for First Year Students

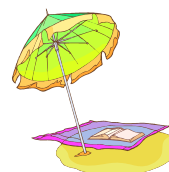
Once the drop/add period ends, students are required to have *adviser and Dean's approval* to withdraw from a course. In order to do a withdrawal, students must obtain this approval on a drop/add form. Since students are instructed to seek adviser approval first for their withdrawals, it might be a good idea to keep a supply of drop/add forms in your office. You can pick up drop/add forms in my office or in the Registrar's Office in Yost 110. FYI—to see a Dean for course withdrawal approval, students can come to Undergraduate Studies and sign in as a walk-in; they do not have to make an appointment.

When students inquire about a withdrawal, make sure to do some inquiring of your own:

- Why does s/he want to withdraw?
- How many hours will this leave the student with for the semester? How might that impact academic standing and scholarship retention?
- Is the student an international student or student athlete? If so, students should not drop below 12 credit hours without consulting with International Student Services or the Athletics Departments respectively.

First Year Student Withdrawal Policy

First year students are able to withdraw from a course up until the last day of classes (this spring – April 26th). Encourage students encountering difficulty in a course to seek assistance and see if they can improve their standing in the course with some assistance from their professors or through the use of support resources (i.e. SI's, tutors or study groups). However, students should not be encouraged to stay in a course to the detriment of all of their other courses.



Residential Undergraduate Studies Satellite (RUSS)

I just wanted to remind you that Undergraduate Studies opened a satellite advising office in the North Residential Village in November. RUSS is located in the Resource Center at Wade behind the 24-Hour Quiet Study Room. Our office is open from 5:30 – 8:00 p.m. Monday – Wednesday with scheduled appointments available at 5:30 and 6:00 p.m. and walk-in service available from 6:30 – 8:00 p.m. Please encourage students to take advantage of this service right outside their door!

First Year Advisers Needed for New Summer Orientation Program

Many of you are aware that the University has decided to change the orientation program that we provide to new students. This year we will be shortening the August orientation program, and creating a summer orientation program that will allow students and their parents to come to campus in July. (One orientation session will be held in August right before the all student orientation and move-in.) Summer Orientation for students will focus primarily on learning academic information and building a fall semester schedule. Each student will be able to meet with an adviser in order to develop a schedule and will leave with a schedule in hand.

So, we need to identify first year advisers who are interested in helping out for a few hours in July. ***If you are interested in serving as an adviser this summer, please contact me by April 9th.*** A stipend is available to faculty serving as advisers in the Summer Orientation Program.

Session I: July 11 – 13*
Session II: July 18 – 20*
Session III: August 15 – 17*

* Advising appointments will likely occur on the afternoon of the second day of orientation. More specific dates and times to follow.

Advising for 2004 – 2005 R.S.V.P. Needed

Believe it or not, plans are already underway to start the first year adviser assignment process for the Class of 2008. In order to get the ball rolling, ***I need to know by April 9th if you plan on continuing as a First Year Adviser next year.*** If you won't be continuing as an adviser, but know who will be taking your place in your department; please provide me with the contact information for that individual. Finally, please indicate whether or not you will continue to advise any of your first year advisees who do not declare a major this spring.

I appreciate your attention and speedy response to these questions. Please send this information directly to me at julie.amon@case.edu.



- * A new interdisciplinary minor will be available next year – Ethnic Studies.
- * The major in Comparative Literature is being renamed World Literature to reflect its increased emphasis on global literature.
- * The Communication Studies major within the Communication Sciences department is being removed over a two year process. The Communication Disorders major will remain in place. More information is forthcoming about how this change will impact current first year students looking to declare Communication Studies major this semester.



3rd Annual Common Reading Program for First Year Students

The Common Reading Committee is charged with identifying a common book that all entering first year students will read, and developing programs and opportunities for all students and the larger campus community to engage in academic discourse and learning around the common book. In the last two years we read *Hunger of Memory: The Education of Richard Rodriguez* by Richard Rodriguez and *An Anthropologist on Mars: Seven Paradoxical Tales* by Oliver Sacks. Both authors came to campus and spoke to a variety of campus audiences. This year the committee is looking for your feedback! We have narrowed the list to nine finalist and we would like to hear your opinion.

- Butler, Octavia, *Kindred*
- Ehrenreich, Barbara, *Nickel and Dimed: On (Not) Getting By in America*
- Fisher, Antwone, *Finding Fish*
- Lessig, Lawrence, *The Future of Ideas*
- Loewen, James, *Lies My Teacher Told Me*
- Nafisi, Azar, *Reading Lolita in Tehran*
- Sontag, Susan, *Regarding the Pain of Others*
- Umrigar, Thrity, *First Darling of the Morning: Selected Memories of an Indian Childhood*
- Wilson, Edward O., *Future of Life*

Go to the website listed below **before April 2nd** to give the Common Reading Committee your vote and/or your suggestion of another great book. Questions?? Contact Mayo Bulloch, Chair of the Common Reading Committee at 368-5230 or mxbl4@case.edu.

<http://www.case.edu/orientation/2004/read>

CaseFAM Peer Advising Pilot Program

<http://home.cwru.edu/usg/committees/CaseFAM.pdf>

Many of you are aware that Undergraduate Student Government has spent this entire year researching and developing a peer advising pilot program. The result was CaseFAM – **F**irst Year **A**dvising and **M**entoring. The mission of CaseFAM is “to augment first year student advising through community focused groups by promoting the resources of Case and developing inquiry and reflection between students and all facets of the University.”

The CaseFAM pilot is set to launch for approximately 200 first year students living in Smith and Taft Houses in the Magnolia Residential College in 2004 – 2005. CaseFAM is looking for three peer managers and thirty peer advisers for their pilot. Selection, hiring and training will commence in March and training will continue throughout the spring and summer. The students in CaseFAM will work closely with Undergraduate Studies, Academic Departmental Representatives and first year advisers, Housing, Residence Life and Greek Life, Student Activities and many other campus offices in the training and implementation of this program.

I would like to commend the CaseFAM students for their AMAZING initiative and hard work:

- * Vikas Agarwal
- * Taroon Amin
- * Rachana Shaw
- * Ryan Starks



CASEFAM

CASE FIRST YEAR ADVISING AND MENTORING

Opportunities for Engagement with First Year Students in the North Residential Village

There are many locations within the North Residential Village that faculty and staff can reserve for meetings, academic advising appointments, academic review sessions, social events, etc. I hope that you will take advantage of these locations, close to where the students live, to engage first year students in the Case experience.

Visit the Office of Housing, Residence Life & Greek Life at <http://housing.case.edu> and then click on Commons Facility Reservations to find out what spaces are available. Reservations should be made at least 3 business days before the event. The First Year Coordinators (FYCs) are available to host tours of the reservable space as well as the Residential Colleges and North Residential Village. Please feel free to contact one of the FYCs listed below to set up a tour.

Juniper Residential College (Norton, Raymond and Sherman Houses)
Sean Fochtman, FYC
Email: scf13
Office: 754-4383

Magnolia Residential College (Smith, Taft and Tyler Houses)
Michelle Cohenour, FYC
Email: mmc25
Office: 754-4381

Mistletoe Residential College (Hitchcock and Pierce Houses)
April Sue McAndrews, FYC
Email: asm15
Office: 754-4355

If you have any questions about Residential Colleges or reservable space, please contact Skip Begley, North Residential Village Coordinator at 368-1010 or sab26@case.edu.

Career Center: A Great Resource for Advisees Looking to Explore or Confirm Academic Major Decisions

<http://www.cwru.edu/stuaff/careers/>

As students consider the question, "What can I do with my major?" encourage them to visit the Career Center's website at:

<http://www.cwru.edu/stuaff/careers/whatcanido.html>. This page provides links to current major offerings at the University, outlines career paths within those areas, and connects students to related sites.

A new resource that complements this online service is the Occupational Briefs from Chronicle Guidance Publications. This resource contains comprehensive occupational descriptions and more than 2,100 occupational titles. Occupational Briefs allows individuals to locate occupations classified according to their resemblance to six ideal types: Realistic (R), Investigative (I), Artistic (A), Social (S), Enterprising (E), and Conventional (C). Students can select a Holland Code and get a list of corresponding occupations; click on an occupation and see related Holland Codes and O*NET™ Codes for all occupations included in the Occupational Brief; then view the Occupational Brief OR select an occupation, listed alphabetically with an HOC Code, and then view the actual corresponding Occupational Brief.

In addition, the Career Center offers the Myers Briggs Type Indicator and the Strong Interest inventory online. Students who wish to access the Occupational Briefs, the MBTI or Strong assessments should contact the Career Center at 368-4446 to make an appointment with a counselor.



Funding for Adviser-Advisee Activities

In an effort to support the first year advising program and help facilitate strong relationships between first year advisers and their advisees, once again the Office of Undergraduate Studies is offering financial support for adviser-advisee outings and activities. I will be able to provide up to \$5 per advisee reimbursement for your activities. Some advisers have taken advantage of this program in the past and have really enjoyed not only the time spent with their advisees, but also the positive effect it had on their individual relationships with their advisees.

Examples of activities:

- Lunch, dinner, dessert at an off-campus restaurant
- Dinner at the adviser's house
- Attendance at a museum, play, sporting event, etc.

Some additional ideas:

- Attend a campus event/speaker/seminar together as a group and then go for food afterwards to discuss and socialize
- Attend a Case sporting event together
- Visit a University Circle museum/event

Advisees Looking for Scholarships?

Students who did not receive a Trustee's, President's or Provost's Scholarship upon matriculation in the fall are eligible to apply for a very limited number of these scholarships for the next academic year. In order to apply, students must meet the following criteria:

- A US Citizen or Permanent Resident
- A first, second or third year student in 2003-2004 who has not previously received a Trustee's, President's or Provost's Scholarship
- A cumulative GPA of at least 3.75 and at least 30 credit hours earned at Case in the academic year 2003-2004. (Advanced Placement and transfer credit hours will not be considered as part of the 30 hours earned.)

Dean Robinson will be emailing students with additional information about this scholarship opportunity in the near future. **Applications will be available in the Office of Undergraduate Studies in Sears 357 and in the 24-Hour Study Room in Wade after Spring Break and must be returned to the office in Sears 357 no later than April 26, 2004.**



**First Year Student Adviser Reimbursement Form
Office of Undergraduate Studies**

Name: _____ E-mail: _____

Social Security #: _____ Dept: _____

Permanent Address: _____

Type of Activity/Event: _____

Number of Advisees participating in your event: _____

Total Cost of the Event: _____ Amount Reimbursed: _____

Return this form with your receipt to the Office of Undergraduate Studies.