



CASE WESTERN RESERVE  
UNIVERSITY EST. 1826



## First-Year Student Plenary Session I



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## First-Year Student Plenary Session I

- ❖ *Support for a Positive First-Year Experience*
- ❖ *First-Year Student Academic Advising and Exploration of Academic Opportunities*
- ❖ *Important Dates and Deadlines*

# Goals

1. Discuss the roles and responsibilities of the First-Year Dean and the Coordinator for First-Year Student Academic Affairs
2. Explain how the advising system works for first-year students
3. Describe the roles, responsibilities, and expectations of all individuals (students, SAGES advisors, department representatives, UGS, and others) involved in advising at CWRU
4. Discuss the resources (human, web, print) available to support advising and help students explore academic interests
5. Discuss process of and programs for the exploration of academic interests
6. Introduce important academic dates for the fall semester

# **Dean for First-Year Students & Coordinator for First-Year Student Academic Affairs**

**Who are these people and what do they want with me!?**

# First-Year Experience

- Focused on Your Academic Success

- Teaching you about requirements, policies, and procedures
- Informing you about resources (ESS, faculty, tutoring, SI, etc.)
- Reaching out when things seem to be amiss, or when unique opportunities present themselves

- Committed to Facilitating Academic Exploration

- Dedicated to Helping You Have a Smooth Transition to College Life

# First-Year Experience

- Make Connections

- People, Experiences, Opportunities, and Information

- Collaborate with Campus Partners to Create a Positive First-Year Experience

- SAGES Advisors
- Faculty teaching courses and faculty serving as advisors and department representatives
- Residence Life & Commuter Services
- ESS, Career Center, Counseling Services, Registrar's Office, and more...

- Provide One-on-One Support and Information

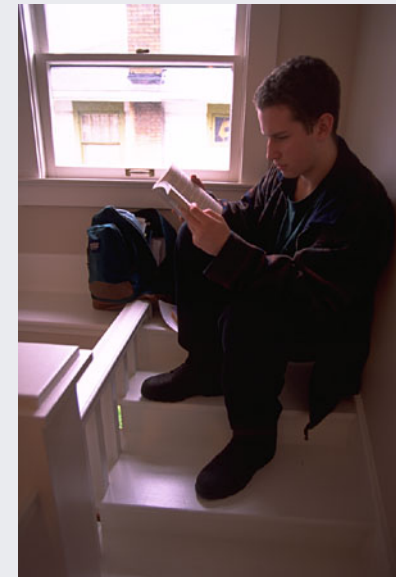
- Individual Appointments & Walk-ins (Sears 357 & Wade)
- F.A.C.T. (First-year Academic Campus Tours)
- Facebook - First-Year Experience--CWRU Class of 2013
- First-Year Student Newsletter

# Advising at CWRU



**How does it work?**

**What do I need to know  
and do?**



# First-Year Advising System

- Collaborative

- SAGES Advisors, First Year/Departmental Representatives, First Year Students, and student service offices (e.g. Undergraduate Studies, Career Center)

- Sources of 'general' knowledge

- Sources of 'specific' knowledge

- Shared responsibilities

- Advisor, Advisee, Undergraduate Studies

- Multiple resources

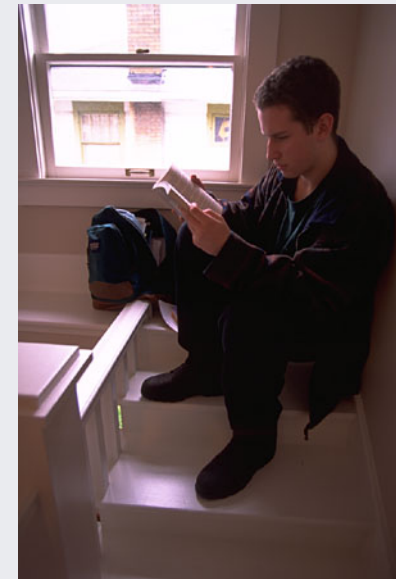
- Publications, Websites, Offices, Individuals

- Dean for First Year Students & Coordinator for First Year Student Academic Affairs

# First-Year Student: Role & Expectations



**What do I need to know  
and do?**



# First Year Student: Role & Expectations

- Learn academic policies, procedures, and deadlines by reviewing your *2009 – 2010 Handbook for Undergraduate Students*, First Year Student Newsletters, and e-mails from the Office of Undergraduate Studies
- Learn the curricular requirements for your major(s)/minor(s) of interest by reviewing degree requirements in your *Handbook*
- Initiate and maintain regular contact with your advisor
- Share your interests, questions, concerns with your advisor in order to get the most out of the advising discussion

## First Year Student: Role & Expectations continued

- Come prepared for academic advising appointments by reviewing your Handbook and Academic Advisement Report (AAR), and by preparing questions/items for discussion
- Take and follow through on referrals made by your advisor and/or Undergraduate Studies
- Regularly monitor progress toward degree completion by viewing your AAR and referring to your *Handbook*
- Keep all paperwork/forms associated with advising (drop/add forms, print outs from SIS, emails, etc.)

# SAGES First-Year Advisor: Role & Expectations

What does my advisor need to know and do?



# SAGES First-Year Advisor: Role & Expectations

- Be familiar with:

- academic goals and interests of his/her advisees
- academic policies, procedures, and resources
- make referrals to offices and individuals across campus that address the academic and personal needs and goals of his/her advisees
- sources of academic information (e.g. *Handbook for Undergraduate Students*, Office of Undergraduate Studies website, Registrar's Office website)

## SAGES First Year Advisor: Role & Expectations continued

- Monitor advisee's progress toward degree completion and refer regularly to the advisee's Academic Advisement Report (on-line in SIS)
- Be readily available for advising discussions (office hours, scheduled appointments, emails, etc.) & schedule advising appointments in advance of registration periods
- Answer general academic advising questions and make referrals to resources, offices and individuals as necessary for specific information

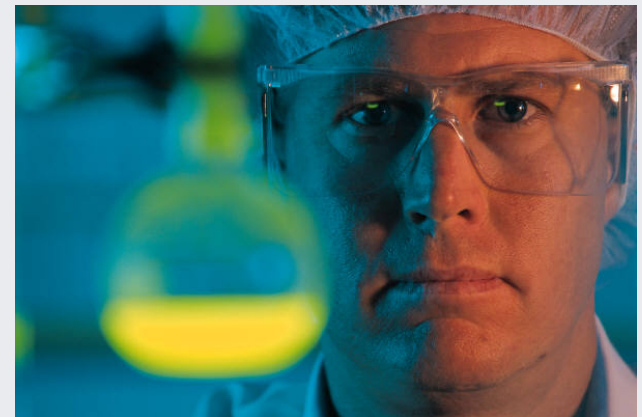
# Resources for First Year Students & Advisors

- *2009 – 2010 Handbook for Undergraduate Students*  
(<http://www.case.edu/provost/ugstudies/resources.htm>)
- *2009 – 2010 First Year Information (FYI) Guide*  
(<http://www.case.edu/provost/ugstudies/year1/FYIGuide0910.pdf>)
- *2006 – 2009 University Bulletin*  
(<http://www.case.edu/provost/registrar/registrar.html>)
- CWRU departmental websites
- CWRU Registrar's Office website – Searchable Schedule of Classes  
(<http://www.case.edu/provost/registrar/soc.html>)
- Office of Undergraduate Studies website  
(<http://www.case.edu/provost/ugstudies/undstud.htm>)
- Career Center website  
(<http://studentaffairs.case.edu/careers/>)
- Academic Advisement Report (AAR)  
(available on SIS under Academic Requirements)

# First Year/Departmental Representatives



**Partners in Advising**  
**Sources of Detailed and**  
**Specific Academic Information**



# First Year/Departmental Representatives

- List can be found in two places:
  - Undergraduate Studies website  
[http://www.case.edu/provost/ugstudies/Academic\\_Representatives.pdf](http://www.case.edu/provost/ugstudies/Academic_Representatives.pdf)
  - *2009 – 2010 Handbook for Undergraduate Students*  
<http://www.case.edu/provost/ugstudies/handbook2009.pdf>
- Specific knowledge about department and academic discipline
- Connection to faculty within department
- Knowledge of opportunities for engagement within the department
- Knowledge of major/minor requirements

# Referrals: Step 1

## •Reflect

- How did you develop an interest in the academic area?
- What do you know about the academic discipline/research/careers?
- What do you know about the programs and degree requirements for your field of interest?
- What questions do you have?

# Referrals: Step 2

## Prepare

- Search the department website for degree information, faculty profiles, and on-going research.
- Review any degree, major, minor requirements in your *Handbook for Undergraduate Students*.
- Look at course descriptions for courses offered in the department (*Searchable Schedule of Classes* and/or the *University Bulletin* on the Registrar's website)
- "Google" the faculty member with whom you will be meeting to learn about his/her area of research.
- Write down some specific questions that you would like to have answered.
- E-mail and/or call the faculty member well in advance of any deadlines so as to identify a time that works for both parties.

# Additional First Year Student Advising & Academic Exploration Initiatives

- October 12 & 14, 2009

- SAGES 4<sup>th</sup> Hour Exploring Academic Interest Sessions with Career Center

- October 30, 2009

- Choices 2009: Exploring Academic & Experiential Opportunities Fair

- November 2, 2009

- First year students may officially declare their major if ready

- 2009 – 2010 Academic Year

- Watch for departmental programs and informational sessions especially following the Choices Fair

# Advising & Registration for Spring 2010

- Late October: Advising Period Begins

- Think about this relative to whether or not you are ready to declare a major(s)
- Schedule advising appointments well in advance of registration

- Middle/Late November: SIS Registration Opens for First-Year Students

- Spring 2010 Drop/Add Continues Through January 22, 2010

## Other Important Dates Fall 2009

- Midterm Grades Available – October 19
- Fall Break – October 19 & 20
- Thanksgiving Break – November 26 & 27
- Last Day to Withdraw from a Course(s) – Dec. 4
- Last Day to Use the Pass/No Pass Option – Dec. 4
- Reading Days - December 7 & 11
- Final Exams – December 8 – 16

# First-Year Student Checklist

## Fall 2009

Some things to consider...Have you \_\_\_\_\_ ?

- Signed up for CaseWARN
- Verified your mailing address and phone numbers in SIS
- Checked SIS to verify that all expected AP, IB, and transfer credit is posted and that your schedule is accurate
- Gotten off-campus to explore downtown, Coventry, or Cedar-Lee
- Figured out the Greenies
- Found some good, quiet, and productive places to study
- Visited your professors during office-hours to introduce yourself
- Explored opportunities for getting involved on campus
- Thanked your friends and families for helping you get started