

First Year Student Newsletter

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Produced by
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and the Office of Undergraduate Studies

Greetings from the Dean

EXPLORATION

Happy New Year! I hope your break has been relaxing and rejuvenating and that you are ready to start the spring semester with energy and enthusiasm.

It is at this point that I challenge you to do two things this semester – *reflect* and *explore*. First, I encourage you to reflect upon your experiences from the first semester. What did you do? Whom did you meet? What did you learn both inside your classes and outside of your classes? What experiences and activities did you participate in, and what did you gain from those experiences? And, what did you learn about yourself – your interests, your preferences, and even your assumptions? Upon reflection, are there things that you would like to change, to participate in, or to explore?

I challenge you to make the goal of the second semester not only be about solidifying your connection to Case, but also to explore more fully the opportunities that Case has to offer you. You will see a variety of opportunities presented to you for engagement in academic exploration, activities, organizations, research and other opportunities. The Choices Fair afforded you an opportunity to explore your academic interests and get connected to academic departments. The reason that first year students do not declare a major until November of your first semester is because Case wants you to make an informed decision about your academic interests. While many of you still have the same academic major aspirations that you had upon matriculation, many of you do not. This semester is a time for ALL students to fully test and explore their academic interests and opportunities. Look for occasions to explore your interests not only through the classroom, but also through connections made to upper class students, advisors, faculty, activities, and other opportunities.

The extent to which you take this advice is entirely up to you. However, I can say from experience, that the students who engage in the classroom, form relationships with their faculty, ask questions of their advisors, and who avail themselves of the experiences and opportunities afforded by membership in an academic community, are the students who are most satisfied with their college experience. As always, your first year advisors, Steven Scherger, and I are here to help you in this process of exploration and reflection.

Spring Semester Course Registration & Schedule Changes

- If you have pre-registered for any spring semester courses for which you failed to complete the prerequisites, be sure to make necessary adjustments to your schedule no later than the first week of courses. Students may be dropped from courses if they do not meet course prerequisites. You can check course prerequisites by using the Searchable Schedule of Classes at <https://my.case.edu/portal/page/portal/ssoc>.
- Only faculty can provide on-line or paper permits for permitted courses.
- Permission to enroll in a closed course can only be given by the instructor of that course.
- Schedule changes can be made through the end of the 2nd week of classes – **January 25, 2008**. Please check your schedule for accuracy before that time.

Academic Success Resources

Once again I'd like to remind you about all the resources that Case offers to support your academic success. Educational Services for Students (ESS) is the place to contact to enhance your own study strategies, learn new ones, or find instructional support.

Services offered by ESS include the Academic Inventory that allows you to review time management, study, and test preparation skills; SuccESS Strategies; Peer Tutoring, Supplemental Instruction (SI) Sessions; and a SAGES Writing Guide. Appointments with the SAGES Peer Writing Crew may also be made through ESS by using TutorTrac: <http://tutortrac.case.edu/TutorTrac/Default.html>

The Educational Services for Students office is located Sears 470. Additional information regarding the office and programs can be found at <http://studentaffairs.case.edu/education/>





Spring Semester, 2008 Academic Calendar – HIGHLIGHTS

Late Registration – Drop/add Ends	January 25
Deadline to declare a course as an Audit	January 25
Midterm Grades Due	March 10
Spring Break – No Classes – Offices Open (Except Friday)	March 10 – 14
Deadline for removal of Fall 2007 Incompletes (I)	March 28
Deadline for Course Withdrawal (non-first year students)	March 28
Registration for Summer 2008 begins for undergraduates	March 31
Registration for Fall 2008 begins for undergraduates	April 7
Deadline to Submit Off-Campus Study Request for Summer Term	April 15
Pass/No Pass Form Submission to Undergraduate Studies	April 28
Deadline for Course Withdrawal (FIRST YEAR STUDENTS ONLY)	April 28
Last Day of Classes	April 28
Reading Days	April 29 & 30
Final Exams Begin	May 1
Final Exams End	May 8
Final Grades Due	May 10
Commencement	May 18

Proficiency Exams

Students who want to take a proficiency exam should contact the academic department as soon as possible. You should consider a proficiency exam if you took an AP course/exam but did not earn Case credit for it or if you feel that you have an exceptional amount of expertise in a certain field based on previous experiences.

CHEM 105, 106, 111 - - Friday, January 11, 2008, 9:00 a.m. – 12:00 p.m. (Clapp 201).

PHYS 115, 116, 121, 122, 221 - - Saturday, January 12, 2008, 9:00 a.m. - 12:00 p.m. (Rockefeller 301). Register for Physics Proficiency Exam in advance by contacting Professor Gary Chottiner. Email: gsc2@case.edu or call 216-368-4024.

ENGR 131 - - Saturday, January 12, 2008, 1:00 - 4:00 p.m. (Olin 313). The exam will be given in Java.. Students wishing to take the exam must contact Prof. Branicky by email (mb@case.edu) to sign up for it at least 48 hours in advance. Extensive exam details appear at <http://dora.case.edu/msb/131/proficiency.html>.

MATH 121, 122, 125, 126, 223, 224 - - Friday, January 11, 2008, 1:00 - 4:00 p.m. (Yost 300). Request form (available in Sears 357) and have signed by Undergraduate Studies and Professor Butler (cxb10@case.edu or call 216-368-2881).

**Martin Luther King Jr. Celebration
January 18 – 25, 2008**

The week-long celebration will include a variety of activities such as workshops, films, discussions, and speakers sponsored by various academic departments and schools, centers, offices, and student organizations.

The annual MLK Convocation will also be held in conjunction with the Martin Luther King Celebration Week. This year's speaker is Ernest Green, one of the members of the "Little Rock Nine". Mr. Green will speak at Amasa Stone Chapel on Friday, January 18, at 12:30 p.m.

The schedule of activities has been coordinated by a planning committee and designed to reach out to various members of our campus and our local community and to encourage all members of the Case community to recognize and celebrate Dr. King's commitment to social justice and global peace.

To learn more about how you can participate in the Martin Luther King Jr. Celebration, go to <http://studentaffairs.case.edu/events/mlkweek/>

SAGES Writing Portfolio

Although you just finished your First Year Seminar and still need to complete two University Seminars over the next three semesters it is never too early to begin preparing your SAGES Writing Portfolio. Students who fail to plan properly will find it difficult to meet the requirements of the Writing Portfolio as you will be required to submit past work from each of your seminars: an essay from your First Seminar, an essay from a University Seminar, and a research essay from a University Seminar. For further instructions regarding the SAGES Writing Portfolio visit

<http://www.case.edu/sages/portfolio0607.htm>

One of the best preparations you can take now for the Writing Portfolio is to secure your papers. In the past, a number of students have had difficulties submitting their essays because the electronic copies of them were lost due to computer malfunctions and lost computer drives. To prevent these losses, it is highly recommended that you save copies of your papers in the filer folders at filer.case.edu. Each student is given 500MB of free space through the service, which should be more than enough for you to store all of your SAGES papers, as well as essays and assignments from other courses you may want to keep for future applications to professional and graduate schools.

Community Hour Programming Every Friday, 12:30 – 2:00 p.m. Various Events and Locations

The University Community Hour facilitates student and faculty attendance at campus-wide gatherings and special events, especially those that foster community building at Case Western Reserve University. For more information, visit:

<http://studentaffairs.case.edu/events/communityhour/>

Wittke Award for Excellence in Undergraduate Teaching Jackson Award for Excellence in Undergraduate Mentoring

Do you have a favorite professor who deserves to be recognized for outstanding teaching? Has a faculty member or staff member mentored you during your time at Case? Nominations for the 2008 Wittke Award for Excellence in Undergraduate Teaching and the 2008 Jackson Award for Excellence in Undergraduate Mentoring are now being accepted. For more information and to make an on-line nomination, go to

<http://studentaffairs.case.edu/awards/wittke/>
<http://studentaffairs.case.edu/awards/jackson/>

Re-Opening of Dining Halls

The first meal after Winter break will be on Sunday, January 13, 2008 with dinner. Leutner, Fribley and the L3 will open at 4:30pm that day.

RUSS Office Reopens Spring 2008

RUSS (Residential Undergraduate Studies Satellite) Offices in Wade and Fribley will reopen for the Spring Semester on Monday, January 14, 2008.

The RUSS Offices provide students the opportunity to meet with a representative from the Office of Undergraduate Studies regarding academic concerns, adding or withdrawing from a class, how to get connected to academic opportunities Case, or other quick questions.

FAFSA Reminder

With the beginning of the new calendar year, it is important to remember that you must renew your FAFSA (Free Application for Federal Student Aid) if you wish to continue to receive grants and loans through the federal government. Students may renew their application for federal aid by completing a Renewal FAFSA, which is a method of streamlining the application process by using and updating data supplied on the previous year's application. Although there is no official deadline, it is recommended that you complete your FAFSA renewal by February 15 if possible.

Information regarding the application and renewal processes for FAFSA, the different means of submitting the FAFSA, Case's school codes, etc., can be found through the University Financial Aid Office:

<http://finaid.case.edu>

Case Scholarship Opportunities

Case Western Reserve University will award a limited number of scholarships for 2008-2009 and subsequent years to students who are currently enrolled at Case and who have compiled a record of achievement, participation, and leadership that distinguishes them from their peers.

The following scholarships will be available for the 2008-2009 academic year: One Trustees Scholarship, Two President's Scholarships, and Four Provost's Scholarships. The deadline to apply for these scholarships is April 28, 2008.

To be considered, students must complete an application and submit a recommendation from a faculty member. Recipients will be selected in June by the University Undergraduate Faculty Committee on Academic Standing.

For additional information regarding these merit-based scholarships, the application process, and other scholarship opportunities for current students, go to <http://www.case.edu/provost/ugstudies/scholarships/S-caselist.htm>

Making Up Incompletes from the Fall Semester

If you received a grade of I (Incomplete) for the Fall Semester, it is your responsibility to meet with your professor and make arrangements to complete the unfinished work as soon as possible. All incomplete work must be completed and a grade change submitted to the Office of Undergraduate Studies *no later than March 28, 2008*. Any "I" not made up by this date will be converted to a grade of "F." Any request for an extension must be submitted well in advance for review by the Dean's Committee. A request for extension should be submitted to Dean Jeffrey Wolcowitz (jeffrey.wolcowitz@case.edu) in Sears 357 and must be accompanied by a supporting note from the professor in the course involved.

Course Repetition

If you are dissatisfied with a grade that you received, you may choose to repeat that course; however, you must notify the Office of Undergraduate Studies of your intention to do so by completing the **Course Repetition Form** found at <http://www.case.edu/provost/ugstudies/forms.htm>

Upon completion of the repeated course at Case for an evaluative grade (A, B, C, D or F), the first grade will remain visible on the transcript, but will be removed from the calculation of the cumulative grade point average and the original semester in which the grade was earned. The second grade will then be used for calculation into the cumulative grade point average, even if it is not the better grade. If the Course Repeat Option is applied, the student's transcript will show the comment "GRADE NOT COUNTED. COURSE REPEATED." directly below the course.

The Course Repeat Option may be exercised subject to the following conditions:

1. A student may not use the Pass/No Pass option in a course that is being repeated.
2. The Course Repeat Option Form must be submitted by 5:00 p.m. on the last day of classes in the term in which the course is being repeated.
3. An academic action that occurred under the earlier grade is neither reversed nor removed from the record as a result of a change in the semester or cumulative averages that results from the repetition of one or more courses.
4. All grades earned at Case Western Reserve University, including those grades removed as a result of the application of the Course Repeat Option Policy, will be applied to the Scholarship GPA that is reviewed in order to determine Case Western Reserve University merit-based scholarship retention.

Scholarship Retention

At the end of each academic year (**June**), the records of all scholarship recipients will be reviewed. To have a scholarship renewed for the following academic year, a recipient is expected to satisfy two requirements: a minimum number of hours earned after enrolling at Case and a minimum cumulative GPA. In order to retain your Trustee's, President's or Provost's Scholarship you must have earned at least 24 hours with a cumulative scholarship GPA* of 2.50. To retain your Provost's Special Scholarship you must maintain good academic standing (i.e. earned at least 21 hours with a cumulative GPA of 1.75).

* The Scholarship GPA includes all courses posted for grades including both grades earned through the use of the Course Repeat Option. Therefore, the statement 'I'll just take an F because the Course Repeat will save me' represents a very ill-advised strategy. If you are facing a possible D or F in a course, it makes more sense to withdraw than it does to risk the impact on your GPA and the possible loss of your scholarship.

Academic Standing and Probation

In order to maintain good standing a first year undergraduate must earn at Case a minimum of 9 hours and a GPA of 1.70 or higher in the first semester and a total of 21 hours and a cumulative GPA of 1.75 or higher by the end of the second semester of full-time enrollment. Students with incomplete grades may be placed on "probation (incomplete)".

Students who, at the end of any semester, fail to maintain the standard of performance required for good standing as specified above will be placed on probation. Students placed on probation are ineligible to represent the University in intercollegiate activities and may not hold an elective or appointed office or committee chairmanship in any campus organization.

If you are placed on "academic probation" or on "probation (incomplete)" you will receive an email from Undergraduate Studies in early January notifying you of your status and what requirements you will need to meet to return to good academic standing. You will be required to meet with either Dean Julie Amon or Steven Scherger early in the semester if you are placed on probation.



Overloads

A normal course load for full time students is considered to be between 14 and 19 credit hours during the fall and spring semesters. Any student wishing to enroll in more than 19 hours must seek permission from the Office of Undergraduate Studies. Students must have a **minimum 3.20 cumulative grade point average and a compelling reason to enroll in more than 19 credit hours** (a minimum 3.50 cumulative GPA is required to register for more than 21 hours).

If you earned at least a 3.20 GPA this fall, you can come into the Office of Undergraduate Studies once you return in January to talk about the possibility of overloading your spring semester schedule. These discussions are handled on a *walk-in basis*. Walk-ins will be available in our main office in Sears 357 and in the RUSS offices. The weekly schedule for walk-in hours can be viewed at the following link: <http://www.case.edu/provost/ugstudies/walkinhours.htm>

Major Declaration

As a First Year Student, you have had the opportunity to declare your major since November 5. At this point, some of you have declared, a large portion of you have a major in mind but have not completed the declaration process, and finally a smaller number of you are unsure of your academic interests. Most students declare a major by the end of their first year. However, students still in the process of exploring academic options are not required to declare within this time frame. It is important to recognize that in order to have a successful and engaged first year experience, all first year students should work toward the clarification of academic interests.

For student who have not yet declared their major, but have one in mind, you are strongly encouraged to declare it when you return to Case in January. Even if you are not absolutely certain you have selected the correct major, it is okay. **YOUR MAJOR CAN BE CHANGED IF YOU CHANGE YOUR MIND LATER.** If you are truly undecided, continue to explore and, talk with your advisor and other faculty members, and use the resources of the Career Center (Sears 206, 368-4446). In addition, both Steven Scherger and I are happy to discuss your interests.

Those of you who have not declared yet, but are ready to do so should follow the steps listed below as soon as possible.

1. Obtain the Major Declaration Form* in the Office of Undergraduate Studies (Sears 357) or the 24-Hour Study Rooms in Wade and Fribley. Take the form to the department representative in your intended major for her/his signature and assignment of a major advisor. A list of representatives can be found at <http://www.case.edu/provost/ugstudies/resources.htm>
2. Once completed, bring the yellow form to the Office of Undergraduate Studies (Sears 357). **The declaration of the major is not official unless it is submitted to the Office of Undergraduate Studies.**

Spring Final Exams Schedules

Believe it or not, it's not too early to review your spring final exam schedule. It is important that you consult your course syllabi and the on-line final exam schedule. **Final exams dates will not be altered to accommodate travel plans.** You can find the Final Exam Schedule at <http://www.case.edu/provost/registrar/exams/exam082.html>. Make sure you confirm your exam schedule and make your travel, work or school plans accordingly.

4/28	Last Day of Classes
4/29 – 4/30	Reading Days
5/1	Final Exams Begin
5/8	Final Exams End

NOTE: No student will be required to take more than two final examinations on a single day. A student who has three final examinations scheduled for a single day should go to the Office of Undergraduate Studies and obtain the assistance of the Dean of Undergraduate Studies in arranging to take one of those examinations on an alternative day during the final examination period. Similarly, a student with conflicting examinations should seek the assistance of the Dean of Undergraduate Studies in arranging to have the time of one examination changed.

Off-Campus Study Request and Summer Courses

Many of you have asked about taking summer classes at institutions other than Case. Can you do this? Yes! As with most processes, there are policies, procedures and paperwork. Read the information in the handbook, <http://www.case.edu/provost/ugstudies/resources.htm>, and then if you are still interested, come in to Sears 357 to pick up the **Off-Campus Study Request Form**. In order to complete the Off-Campus Study Request, you must collect course descriptions for the course(s) that you are interested in taking. The course(s) will be evaluated by Dean Claudia Anderson, Director of Advising and Evaluation of Off-Campus Study.

The deadline for submission of the request is **April 15**. Most universities and colleges begin to post summer schedules in February and March, and you need to submit the form when you have actual course offerings to review. However, the sooner you complete the form, the sooner you will be notified if the course you are interested in taking has been approved.

For those of you who live in Cuyahoga County, please pay special attention to the specific residency restrictions listed in the *Handbook*.

Don't forget that Case also offers summer courses and the tuition is *half price* for them. You can check out the courses currently planned for the Summer at <http://www.case.edu/academics/summer/index.html>

Academic Happy Hour
Thwing Ballroom
Friday, February 1, 2008, 3:30 – 5:30 p.m.

The 15th Annual Academic Happy Hour is scheduled for Friday, February 1 from 3:30-5:30 p.m. in the Thwing Ballroom. The annual event brings together students, faculty, and staff for a conversation with the university's President on topics of importance to the university community. This year's Happy Hour will discuss Cleveland-Case Connections and will address questions such as: What will it take to engage Cleveland-Case connections? Can one thrive without the other? How can we burst the Case bubble?

Spring 2008 News from the Career Center

2008 Get Experienced! Internship and Career Fair

The Case Career Center will be holding the Get Experienced! Internship and Career Fair on Thursday, February 7, from 11:00 a.m. to 3:00 p.m. in Adelbert Gym. This is an excellent opportunity for first year students to speak directly with employers regarding experiential learning opportunities. It is also a great opportunity to investigate positions, occupations, and/or career fields you could pursue with your specific major an background. For more information, please contact the Career Center at 216-368-4446 or visit <http://careercenter.case.edu/>.

Volunteers Needed!
Get Experienced! Internship and Career Fair

If you would like to volunteer to help with the 2008 Get Experienced! Internship and Career Fair, please attend the Career Fair Volunteer Information Session on Monday, February 4 from 5:30 p.m. to 6:00 p.m. For more details, please visit the Upcoming Events Calendar, <http://careercenter.case.edu/>.

New Career Center Resource
for Major Exploration and Career Information!

[Facts on File](#) provides comprehensive, up-to-date profiles of more than 2,000 of today's most popular jobs in more than 93 industries. This database allows users to search by industry, education, salary, or by keyword or phrase, and covers career resources, industry trends, as well as career preparation information. To login, simply use your Case network ID and password.

Save the Date! How to Choose a Major Workshop

Date: Tuesday, April 22
 Time: 11:30 a.m. to 12:30 p.m.

For more details, please visit the Upcoming Events Calendar, <http://careercenter.case.edu/>.

Thinking about Becoming an Orientation Leader?

Remember all of those helpful students last summer when you came to campus during Orientation? The one's who answered all of your questions and helped you find your way around campus? Now you have the opportunity to do the same for the Class of 2012 by becoming an Orientation Leader!

Orientation Leaders serve as a representative of the Case Western University Orientation program. Leaders work with new students in small groups, and guide them through their transition at Case. Benefits include: a stipend for each Summer Session, learning to work in a team, networking opportunities, making a positive difference on campus, and resume building opportunities!

Applications will be available in mid-January. To apply or to learn more about this opportunity and position visit <http://studentaffairs.case.edu/orientation/staff/leaders/>. Specific questions should be directed to Kate Kraus at cjp18@case.edu or 216.368.8827.

International Students' Welcome/Welcome Back Party
Friday, January 18th
7:00 p.m. Nord Hall Atrium

This is a long-standing tradition among international students at Case Western Reserve University. We always celebrate each semester's beginning with a Welcome/Welcome Back Party. We look forward to seeing everybody at the Spring Semester Welcome/Welcome Back Party. For those of you who like to plan ahead, the party will be held on the evening of **Friday, January 18, 2008** in the Nord Atrium. The fun will begin at 7:00 p.m.

Fraternity and Sorority Recruitment
Spring 2008

January 14

Fraternity Recruitment Begins

January 17

IFC and Panhel Spring recruitment info event. 5:00-7:00 p.m. in the lobbies of the first year halls.

January 26

Sorority Recruitment Begins- Noon at Thwing Center Atrium. Women can pre-register at <http://studentaffairs.case.edu/greek/news/2623.newx>
 A semester GPA of at least 2.00 required to register.

January 27, February 2-3

Sorority Recruitment Continues in Thwing

University Circle

As a Case student you have FREE access to many University Circle Institutions. Have you visited yet? If not, make the time to explore the incredible resources, collections, and opportunities right outside your door. http://www.universitycircle.org/uc_about.asp