

# First Year Student Newsletter

Volume 13.4

January 2009

Produced by  
**Julie L. Amon, Assistant Dean for First Year Students**  
**Steven P. Scherger, Coordinator for First Year Student Academic Affairs**  
**and the Office of Undergraduate Studies**

---

## Greetings from the Dean

---



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 in SIS.
- Only faculty can provide on-line permits for permitted courses or overrides.
- 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 2<sup>nd</sup> week of classes – **January 23, 2009**. Please check your schedule for accuracy before that time.

---

## R.U.S.S. Offices Re-Open Spring 2009

---

R.U.S.S. (Residential Undergraduate Studies Satellite) Offices in Wade and Fribley will reopen for the Spring Semester on Monday, January 12, 2009.

The R.U.S.S. 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.

---

## Re-Opening of Dining Halls

---

The first meal after Winter break will be on Sunday, January 11, 2009 with dinner. Leutner, Fribley and the L3 will open at 4:30pm that day.





**Spring Semester, 2009 Academic Calendar – HIGHLIGHTS**

Late Registration – Drop/add Ends	January 23
Deadline to declare a course as an Audit	January 23
Midterm Grades Due	March 9
Spring Break – No Classes – Offices Open (Except Friday)	March 9 – 13
Deadline for removal of Fall 2008 Incompletes (I)	March 27
Deadline for Course Withdrawal ( <b>non-first year students</b> )	March 27
Registration for Summer 2009 begins for undergraduates	March 30
Registration for Fall 2009 begins for undergraduates	April 6
Deadline to Submit Off-Campus Study Request for Summer Term	April 15
Pass/No Pass Form Submission to Undergraduate Studies	April 27
Deadline for Course Withdrawal ( <b>FIRST YEAR STUDENTS ONLY</b> )	April 27
Last Day of Classes	April 27
Reading Days	April 28 & 29
Final Exams Begin	April 30
Final Exams End	May 7
Final Grades Due	May 9
Commencement	May 17

**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 9, 2009, 9:00 a.m. – 12:00 p.m. (Clapp 201).

**PHYS 115, 116, 121, 122, 221** - - Saturday, January 10, 2009, 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](mailto:gsc2@case.edu) or call 216-368-4024. More information, including formula sheets and sample exams, can be found at <http://www.phys.cwru.edu/undergrad/Proficiency%20Exams/>*

**ENGR 131** - - Saturday, January 10, 2009, 1:00 - 4:00 p.m. (Olin 313). *The exam will be given in Java. Students wishing to take the exam must sign up for it at least 48 hours in advance. Link to the registration form, as well as extensive exam details appear at <http://dora.case.edu/msb/131/proficiency.html>.*

**MATH 121, 122, 125, 126, 223, 224** - - Friday, January 9, 2009, 1:00 - 4:00 p.m. (Yost 300). *Register in advance for the Mathematics Proficiency Exam by contacting Prof. Chris Butler ([chris@case.edu](mailto:chris@case.edu)).*

**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; Just InCASE Study Guide, Peer Tutoring, Supplemental Instruction (SI) Sessions; and a SAGES Writing Guide. Appointments with the SAGES Peer Writing Crew may be made through a link at the following site: <http://www.case.edu/artsci/engl/writing/writingcenter.html>

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

**Writing Resource Center**

The Writing Resource Center (WRC) will open to students on Tuesday, January 20, at 9:00 a.m. WRC consultants will work with students at any stage of the writing process, from brainstorming ideas and interpreting the assignment prompt to drafting, revising, and polishing. The WRC has four locations on campus, including Bellflower Hall, Kelvin Smith Library, SAGES Café, and Nord Hall. For more information and to make an appointment, visit [www.casewconline.com](http://www.casewconline.com) or call 216-368-3799.

---

**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/portfolio.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](http://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 – 1:45 p.m.  
Various Events and Locations**

---

The University Community Hour facilitates student and faculty attendance at campus-wide gatherings and 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 2009 Wittke Award for Excellence in Undergraduate Teaching and the 2009 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/>

---

**New Undergraduate Film Minor**

---

In case you missed it at the Choices Fair during Fall Semester, Case Western Reserve University now offers an undergraduate minor in Film. The minor is flexible and designed to accommodate both busy student schedules and a wide range of possible interests in the cinema. In you would like to learn more about the Film Minor at Case, visit <http://case.edu/film>.

---

**FAFSA Renewal for 2009-2010  
You Must Apply for Financial Aid Each Year!**

---

In order to receive need-based financial aid (grants and/or loans), you must apply for financial aid each year. If you are currently receiving need-based financial aid, or if you would like to be considered for need-based financial aid for academic year 2009-2010, you must apply for financial aid by May 15th, 2009 in order to receive the best possible Case Western Reserve University financial aid package.

The application process can be reviewed at the Office of University Financial Aid website <http://finaid.case.edu/>. Please be certain to apply for financial aid by May 15th, 2009. Help us provide the best financial assistance possible.

You will be expected to submit the following document:

1. Renewal Free Application for Federal Student Aid (FAFSA) online
2. Copies of the student's and parent's 2008 Federal Income Tax Returns and W-2's
3. Complete the Case Financial Aid Form online

---

**Martin Luther King Jr. Celebration  
January 16 – 23, 2009**

---

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. For a list of events related to the MLK celebration visit <http://www.case.edu/events/mlk/history/>

**MLK Day Student Retreat  
Monday, January 19, 2009, 12:00 – 4:00 p.m.  
Thwing Ballroom**

A luncheon program that includes a viewing of the documentary "The Untold Story of Emmet Louis Till" to be followed by break-out sessions on a variety of topics, including Voting Justice, Economic Justice, Legal Justice, Restorative Justice, and the Ethics of Justice. The event is sponsored by the Share the Vision Committee and Bon Appetit. Students may register in advance at <http://www.case.edu/events/mlk/history/lunch.html>

**Annual MLK Convocation  
Friday, January 23, 2009, 12:30 p.m.  
Amasa Stone Chapel**

The annual MLK Convocation will be held in conjunction with the Martin Luther King Celebration Week. This year's speaker is filmmaker Keith Beauchamp, who will speak about Emmett Louis Till, a fourteen year old murdered in 1955 for whistling at a white-woman in Mississippi.

---

### 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 27, 2009*. 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](mailto: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. 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. 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.
3. 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.

---

### New SIS Feature! Ordering Your Books for the Semester

---

Book orders for your courses can now be made by a few simple clicks in SIS.

From the Student Center, select "Class Schedule" from the drop-down menu next to your weekly schedule. At the bottom of the "My Class Schedule" page, a link will exist that, when clicked, will automatically fill out a Barnes and Noble shopping cart with the books associated with each of your registered courses.

---

### 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.

---

### 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 Provost's, or Dean'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.



---



---

### Overloads

---

A normal course load for full-time students is considered to be between 12 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 R.U.S.S. 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 3. 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.
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/exam2091.html>. Make sure you confirm your exam schedule and make your travel, work or school plans accordingly.

4/27	Last Day of Classes
4/28 – 4/29	Reading Days
4/30	Final Exams Begin
5/7	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 Jeffrey Wolcowitz, 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 at Case

---

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 on the [Off-Campus Study Request Form](#), and then if you are still interested, come in to Sears 357 to have any questions you have answered. 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 Assistant Dean Claudia Anderson.

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 on the Off-Campus Study Request Form)

#### **Don't forget that Case also offers summer courses!**

The preliminary Summer 2009 schedule is available at <http://www.case.edu/academics/summer/index.html>. The Summer term features a three-week intensive May Term, a fully year of physics, and organic and introductory chemistry, the biology core courses, SAGES university seminars and 70 other great classes. Summer tuition for courses numbered 1-399 is 50% of regular tuition. Apply for loans and work study by March 30. Catch up! Get ahead!

**Spring 2009 News from the Career Center**

**2009 Get Experienced! Internship and Career Fair**

The Case Career Center will be holding the Get Experienced Internship and Career Fair on Thursday, February 5, 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 or background. For more information, please contact the Career Center at 216-368-4446 or visit <http://careercenter.case.edu/>.

**Making the Most of the Career Fair Workshop**

Not sure what to expect at the Career Fair? This workshop will cover how to engage employers and to plan a strategy for the most effective and efficient use of time at a fair. Learn why Employer Information Sessions and On-Campus Interviews are so beneficial. This session will be held Monday, February 2, 2009, from 6:00 – 7:00 p.m. Location: TBD.

**International Students' Welcome/Welcome Back Party  
Friday, January 16<sup>th</sup>  
7:00 p.m. Nord 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 16, 2009** in the Nord Atrium. The fun will begin at 7:00 p.m.

**First-Year Academic Campus Tours (F.A.C.T.)  
Starting in February !**

**First-Year Academic Campus Tours (F.A.C.T.)**



**Good for One Free Coffee!!**

Provided by the Office of Undergraduate Studies

*Redeemable When You Visit With Dean Julie Amon or Steven Scherger during Scheduled F.A.C.T. Hours.*

**(Check the First-Year Student Newsletter in February for Times and Locations)**

**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 2013 by becoming an Orientation Leader!

Orientation Leaders serve as a representative of the Case Western University Orientation program. Leaders guide new students in small groups through their transition into the Case community. Review our position descriptions and apply! Position descriptions can be found at <http://studentaffairs.case.edu/orientation/info/staff/leaders/overview.html>.

Applications must be submitted by **Monday, February 9, 2009** and can be found at <http://studentaffairs.case.edu/orientation/info/staff/leaders/apply.fbsx>

Specific questions should be directed to Kate Kraus at [cjp18@case.edu](mailto:cjp18@case.edu) or 216.368.8827.

**Presentation Workshop Series**

Educational Services for Students introduces a presentation workshop series to enhance your skills as a presenter. Learn ways to organize your work, understand your audience, use appropriate visual aids, and speak with confidence. Workshops will be offered on Tuesdays and Thursdays from 4:30 – 5:30 p.m. in Sears 480. The series starts on January 27, with the first workshop focusing on the development of objectives, analyzing your audience, and organizing and structuring your presentation. For more information go to <http://www.case.edu/resources/presentation.html>.

**Fraternity and Sorority Recruitment  
Spring 2009**

**January 12**

Fraternity Recruitment Begins

**January 24**

Sorority Recruitment Begins—Women can pre-register at <http://studentaffairs.case.edu/greek/>.

**January 25 and 31, February 1**

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](http://www.universitycircle.org/uc_about.asp)