

ESL STUDENT GUIDE

Quick Numbers

Advisor: Dr. Paulette Goll 368-8905 [psg3@case.edu]

Campus Security: 368-3333

Career Planning and Placement 368-4446

Counseling Services 368-2510 or 368-5872; emergency after hours 844-8892

Dental Services 368-3200

Disabilities 368-5230

Educational Services for Students 368-5230

Financial Aid Office: 368-3666

International Student Services 368-2517

Legal Services 368-2766

Medical Services 368-4539

Undergraduate Office: 368-2928 [Sears, Room 357]

U.S. Immigration 216-522-4764

Writing Center 368-3798

INTERNATIONAL STUDENT SERVICES [368-2517]

The office of International Student Services (ISS) helps graduate and undergraduate international students with all non-academic concerns. The office helps students with immigration procedures as well as housing and legal, financial, social and cultural adjustments. Activities planned through the office include an International Club, cross-cultural workshops and field trips. Student lounge and study areas are also provided. The office is located the **Sears Building, Room 210**. The telephone number is 368-2517.

Before traveling outside the US you must contact ISS at least one week before departure. The WHO Collaborating Center, located on the 1st floor of the School of Nursing, serves as the resource for all international students and post doctoral scholars. The International programs sponsor orientation for new students and a variety of social and cultural programs.

US Immigration/Naturalization (216) 522-4764

1240 E 9th St # 1917

Cleveland, OH 44199

STUDENT SERVICES

CAREER PLANNING AND PLACEMENT [368-4446]

All Case students are eligible to access the services provided by the Career Center. The office provides individualized assistance and technologically advanced resources to enable students and alumni to develop lifelong career management skills, obtain work experience and integrate academic and career plans. Services include job search counseling, videotaped mock interviews and specific career information. The Career Center is located in 206 Sears.

**COUNSELING SERVICES [368-2510 Adelbert Office; 368-5872 Sears Office;
EMERGENCY after hours 844-8892]**

College years mark a time when students face new challenges and undergo significant personal and social changes that can affect their academic performance, career plans, personal lives or their relationships. Understanding and adjusting to these challenges and changes is not always easy, and students often seek help from others. University Counseling Services offers help to students who experience a variety of difficult personal and interpersonal challenges.

The University Counseling Services provides individual and group counseling and referrals for all full-time undergraduate, graduate and professional school students and their spouses at no charge. There are two locations – the Mental Health Services at 2145 Adelbert Road, Second Floor (368-2510) or the Counseling Services in Room 201 Sears (368-5872). Confidentiality is absolutely adhered to. Counselors will not disclose information to any other person, e.g., faculty, parents, or employers without the student's written consent. The release of information without the written consent of the student would occur only in cases of imminent danger to oneself or another person. Counseling Services provide free workshops, seminars and groups on topics such as test anxiety management, drug/alcohol education, women's issues, stress reduction, couples enrichment, students with children, overcoming shyness and eating disorders. Emergencies and after hours services are provided for students in crisis who do not have an upcoming appointment or feel the need to speak with a counselor as soon as possible. Walk-in hours are Monday through Friday, 3:00 – 4:30 at the Sears location. For emergencies that arise after regular office hours, call 844-8892 and ask to speak with the University Counselor on call. This counselor can be reached 24 hours a day, 7 days a week.

DENTAL SERVICES [368-3200]

The Case School of Dentistry maintains a clinic that offers complete dental services. The cost is significantly lower than services elsewhere. Call 368-3200 for an appointment or information.

DISABILITIES [368-5230]

Students with documented physical or mental disabilities are eligible for individualized services and arrangements. Students should identify themselves to the Educational Services for Students. This applies to students who are temporarily disabled by short-term medical problems. A disability is a physical or mental impairment that substantially limits one or more major life activities. This includes specific learning disabilities as well. In order to proceed with a determination of eligibility for special services contact ESS at 216-368-5230. All information is strictly confidential.

EDUCATIONAL SERVICES FOR STUDENTS [368-5230]

Educational Services for Students (ESS) assists students from the beginning of their academic careers through graduation. ESS provides students with opportunities to improve their study habits and learning strategies by providing multiple services such as individual consultations to improve test taking, time management and study strategies, tutoring, and supplemental instruction. For more information contact ESS at 216-368-5230.

HOUSING [housing@case.edu]

For a complete list of updated available off-campus housing or list of temporary housing, visit our Case's website at <http://housing.case.edu>. A section of the Ground Floor Bulletin Board is also dedicated to finding roommates.

LEGAL SERVICES [368-2766]

LEGAL CLINIC lawclinic@case.edu

The University Law Clinic makes available legal counseling and representation. Case law students under the supervision of attorneys staff the center. There is an extensive waiting list. They can be reached at 1901 Ford Drive, telephone: 368-2766. Hours: Monday - Friday from 8:30 a.m. - 5:00 p.m.

MEDICAL SERVICES [368-4539]

EMERGENCIES after-hours/weekends/holidays [368-2450]

STUDENT HEALTH CENTER

All students who are registered for one or more credit hours are eligible to make use of the services offered within the **University Health Service**, located at **2145 Adelbert Road**. Students are seen on an appointment basis only, except in case of emergency. They maintain records of student immunizations and TB testing and offer specialty clinics such as Dermatology, Allergy, and Women's Health.

Appointments can be made by calling 368-4539.

Appointments for Women's Health may be made by calling 368-2453.

For medical or mental health **emergencies** after business hours, weekends or holidays, a nurse, physician and member of the staff are always available by calling 368-2450. This service assists students and resident advisors in making decisions about illnesses, injuries and the use of emergency services.

Medical Plan Website: <http://studentaffairs.case.edu/medicalplan/student/enrollment.html>

Case students enrolled in one or more credit hours are automatically enrolled in the Case Student Medical Plan. You do not need to take any action to be enrolled in the plan.

WRITING TUTORIAL SESSIONS [368-3798]

WRITING CENTER

The Writing Center located at **104 Bellflower Hall** offers pre-scheduled tutoring sessions to all Case undergraduates. Appointments are available through the online scheduling site ([TutorTrac](#)) at least 24 hours in advance. Appointments last from 30 minutes to an hour and focus on developing writing skills.

The SAGES Peer Writing Crew Has Gone Online!

Now, Crew members can offer you writing help in a variety of ways:

- **AOL Instant Messenger.** Sunday-Thursday from 9pm to 11pm a member of the Crew will be available on AIM, screen name SAGESWritingCrew. For grammatical questions, writing advice, thesis help, anything, send a message and get immediate feedback!
- **Email Dropbox.** If you need help with a paper and are unable to make an appointment, you can now submit drafts online. To have a Crew member review your papers, send them as email attachments to sageswritingcrew@gmail.com (please use your first and last names as the subject line, and include your name in the attachment as well). As always, we won't do your work for you, but we will offer advice as soon as we can.
- **One-on-One Appointments.** In addition to our new services, Crew members are of course still available for one-on-one appointments. Go to [TutorTrac](#) to schedule one today!