



How to Help Your Student Make the Most of the First Year Experience at Case Western Reserve University

1. Reinforce a Passion for Intellectual Inquiry and the Myriad Possibilities Awaiting Your Student.
2. Stress the Value of Being Engaged Both Inside and Outside of the Classroom.
3. Encourage Your Student to Explore.
4. Encourage Your Student to Make Connections.
5. Become Familiar with Campus Resources, Services, and Opportunities.
6. Celebrate the Transition.
7. Prepare for a Communication Transformation.
8. Embrace the Shift of Responsibility.
9. Reflect on Your Own Collegiate and Life Experiences.
10. Congratulate Yourself on a Job Well Done!

Campus Resources

Unless otherwise noted, all phone numbers listed have a (216) area code.

Access Services – Crawford Hall 18 – 368-2724

<http://www.cwru.edu/finadmin/security/access/access.htm>

<http://www.cwru.edu/finadmin/security/secmain.htm>

Visit this office to get your official University identification card – CaseOneCard. Access Services assists with lost, replacement and inoperative cards and also distributes keys on campus. Students, faculty and staff can visit Access Services for discounted Entertainment tickets (movie theatres, amusement parks, zoo, etc.).

Alumni Affairs – Baker Building 331 – 368-6280

<http://www.case.edu/alumni/>

The goal of Alumni Affairs is to provide graduates with the information they need to more fully participate in Case's alumni community.

Bookstore – Thwing Student Center, 1st floor – 368-2650

<http://cwru.bkstore.com/>

Located in the Thwing Center, the bookstore provides textbooks, leisure reading, study supplies and other materials for the campus community. The bookstore also houses a computer repair service and gift shop.

Career Center – Sears Building 206 – 368-4446

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

The Career Center offers individualized assistance, programs and technologically advanced resources to educate students in the development of lifelong career management skills, the attainment of work experience and the integration of academic and career plans.

Center for Women – Thwing Center 309 – 368-0985

<http://www.cwru.edu/provost/centerforwomen/index.html>

The Case Center for Women strives to improve the educational, professional, and social climate and to increase opportunities for women within the University and community through education, advocacy, and research.

Disability Services – Kelvin Smith Library (KSL), Room 105 – 368-5230

<http://ess.case.edu/disabsrv/>

The Disability Services office assists students with disabilities (temporary or permanent) to fully participate in their chosen programs and activities. Upon receipt of a Disability Disclosure Form and the accompanying documentation, the Disability Services Coordinator will contact the student for an individual appointment to discuss his/her personal situation. Accommodations are individually determined based on student needs, the information within the

documentation and the information from the individual interview.

Educational Services for Students (ESS) – Kelvin Smith Library (KSL), Room 105 – 368-5230

<http://ess.cwru.edu/>

Educational Services for Students (ESS) provides assistance for students wishing to enhance their educational experience through individual academic mentoring and tutoring. ESS is also the home for disability services and commuter services as well as the Plain Dealer Electronic Learning Center, an open computer laboratory.

Financial Aid – Yost Hall 417A – 368-4530

<http://financial.cwru.edu/>

This office is committed to make college education as affordable as possible. The office will make every effort to assist the student to realize his or her educational goals and objectives within the framework of the University's available resources or those of other agencies and organizations which we are able to identify.

Health Services – 2145 Adelbert Rd. (Old Law School Building) – 368-2450

<http://www.cwru.edu/stuaff/UHS/main.html>

University Health Service's goal is to help all registered students stay healthy and productive so that each student may receive the most from their education and fully enjoy their college experience. Students are seen on an APPOINTMENT BASIS ONLY, except in case of emergency. UHS offers specialty clinics such as Skin, Dermatology, Allergy and Women's Health. Appointments for the General or Specialty Clinics, except for Women's Health, may be made by calling 368-4539. Appointments for Women's Health may be made by calling 368-2453.

Housing and Residence Life – Yost Hall 4 – 368-3780

<http://housing.case.edu/>

The Office of Housing and Residence Life strives to enhance, create and maintain diverse living and learning communities where students, staff and others maximize their personal and educational development through outstanding programs and services in safe and comfortable facilities.

**International Student Services –
Sears Building 210 – 368-2517**

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

International Student Services (ISS) provides services to foreign students as well as to American students with an international perspective. The office assists international students with immigration documentation and registration. ISS also works closely with other administrative and academic departments.

**Office of Multicultural Affairs –
Sears Building 450 – 368-2904**

<http://www.cwru.edu/stuaff/MSP/index.html>

The Office of Multicultural Affairs (OMA) services are available to all students, faculty, and staff of Case Western Reserve University. OMA provides guidance to the University to ensure that Case is a culturally sensitive environment that values and celebrates diversity.

**Office of Student Community Service (OSCS) –
Thwing, Lower Level – 368-6960**

The mission of the Office of Student Community Service (OSCS) is to promote, provide, and support learning opportunities for Case students in the form of service that is beneficial to the community. As a campus-wide clearinghouse, OSCS facilitates curricular, co-curricular, work-study, and national service opportunities for Case's undergraduate, graduate, and professional school students.

**Orientation Information – Kelvin Smith Library,
Room 105 – 368-5230**

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

All new undergraduates will attend an Orientation Summer Session (July 11-13, July 18-20, or August 16-18) and will participate in Welcome Days from August 18 through August 22. Orientation is necessary for advising and scheduling. Orientation activities are designed to welcome students to Case and to the community and to ease the transition to university life.

**Office of Parking and Transportation – Crawford
Hall 18 – 368-2273**

<http://parking.cwru.edu/>

Provides and collects all requests for parking permits and handles all aspects of parking services.

**Parent Information – Kelvin Smith Library, Room
105 – 368-5230**

<http://www.case.edu/parents>

A Parents' Web Page has information about Orientation, Family Weekend, upcoming events, and various useful links.

**PerceptIS – Kelvin Smith Library, Room 105 –
368-4357**

http://www.case.edu/its/estore/epartners_perceptis/
For help: <http://help.case.edu>

In conjunction with Case Information Technology Services, PerceptIS provides world class IT support services to the Case community. Introduced this year, PerceptIS is committed to delivering consistent, high quality and timely customer support and service to enable students to maximize the use and productivity of the rich technology resources at Case. Services are available 24 hours a day, 7 days week by phone, email, or via the World Wide Web. Students can also visit our walk-in center and satellite offices across campus for assistance.

**Physical Education and Athletics – Veale
Recreation Center - (216) 368-2420/2867**

<http://www.case.edu/dir/athletics.htm>

The mission of the Department of Physical Education and Athletics is to contribute to the educational development of the University student and enhance the quality of the leisure life of the students, faculty, and staff. Students may participate in Division III Varsity Athletics, intramural activities, personal physical fitness and may also take a variety of courses offered through the department.

**Protective Services – 1725 East 115th St. –
368-6811**

<http://www.cwru.edu/finadmin/security/protserv/protse rv.htm>

Protective Services provides a variety of security and safety programs to help ensure a safe educational environment. Information is also available with regard to bike locks, ID engraving and personal safety devices.

For Security Emergency call 368-3333.

Registrar's Office – Yost 110 – 368-4310

<http://www.case.edu/provost/registrar/registrar.html>

The Registrar's Office is the official source for student academic records, and is the office that handles course registration and drop/add functions for undergraduate students. Enrollment verifications, degree verifications, and transcript requests are processed in this office. Other centralized functions handled by the University Registrar's Office include distribution, collection and data entry of grade sheets, grade change processing for past semesters, collection and dissemination of semester course offerings, classroom scheduling, ad hoc reporting and fulfilling many types of requests for student information.

Religious Advisors:

Hallinan Center (Catholic) – 11303 Euclid Ave. – 421-1522

<http://home.cwru.edu/ncsa/>

The mission of Newman Catholic Campus Ministry is to gather students attending non-Catholic colleges and universities in the Diocese of Cleveland in order to strengthen their faith and Catholic identity.

Hillel Foundation (Jewish) – 11291 Euclid Ave. – 231-0040

<http://www.clevelandhillel.org/>

Hillel Center is the heart of the Jewish Community on Case's campus. The Hillel Jewish Student Center is located adjacent to the Hallinan Center off Euclid Avenue.

Muslim Campus Ministry – 321-7906

<http://home.cwru.edu/msa/>

The Muslim Campus Ministry of Cleveland, which operates as part of the Uqbah Mosque Foundation, provides prayer services, sports programs, counseling, lectures and dietary needs to Muslims on campus.

United Protestant Campus Ministries – 11205 Euclid Ave. – 231-2260

<http://www.cwru.edu/orgs/UPCaM/home.htm>

United Protestant Campus Ministries (UPCaM) is the protestant interdenominational campus ministry at Case. UPCaM offices are located in the Church of the Covenant near the heart of campus.

Student Accounts Receivable – Yost Hall 115 – 368-1929

http://www.cwru.edu/finadmin/controller/st_ar.htm

Student Accounts Receivable provides all information regarding payment of tuition and fees including the Tuition Stabilization Plan, E-Z Pay Tuition and Tuition Management Systems.

Student Activities Office – Thwing Center (across from Charlie's Place) – 368-2679

<http://thwing.cwru.edu/activities.htm>

Student Activities serves as the primary resource on campus for program planning and advisement for undergraduate student groups and for administrative offices seeking program-planning assistance. The office also coordinates leadership development opportunities and training programs for undergraduates here at Case.

Student Employment – Yost Hall 410A – 368-4533

<http://finaid.cwru.edu/StudentEmployment.aspx?Home>

The Office of Student Employment serves students seeking part time employment on and off campus during the academic year and summer term. The University has made a commitment to utilize student employees whenever possible.

Student Loans – Yost Hall 406 – 368-4300

http://www.cwru.edu/finadmin/controller/st_loans.htm

The Office of Student Loans can answer questions regarding E-Z Pay, student loan forms, deferments and cancellations of loans, as well as loan consolidation.

Undergraduate Studies – Sears Building 357 – 368-2928 and The Resource Center at Wade, Wade Commons – 368-6922 (Monday – Wednesday, 5:30 – 8:00 p.m. only)

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

The Office of Undergraduate Studies serves the academic needs of undergraduate students from matriculation to graduation. Services include pre-professional advising, Junior Year Abroad advising and coordination, advising for fellowships and scholarships, coordination of the academic advising through collaboration with academic departments, and the connection of students to a wealth of educational opportunities.

University Counseling Services – Sears Building 201 – 368-5872

<http://www.cwru.edu/stuaff/ucs/index.htm>

University Counseling Services (UCS), a division of student affairs, offers help to students who experience a variety of difficult personal and interpersonal challenges. Services are free and confidential for registered students. The office is staffed with psychologists, psychiatrists, social workers, counselors, and doctoral level counseling trainees who specialize in helping students adjust to these changes and to college life in general. *For emergencies that arise after regular office hours, please call 844-8892 and ask to speak with the University Counselor On-Call. This counselor can be reached 24 hours/day, 7 days/week.*

University Office for Student Affairs – 110 Adelbert Hall – 368-2020

<http://studentaffairs.case.edu>

The Office of Student Affairs provides leadership in the development of services and programs that enrich student life, extend and enhance the academic experience, and contribute to an environment that encourages personal growth and development. The Vice President and staff administer all departments within Student Affairs and act as a liaison with other administrative offices and the faculty. The Office of Student Affairs serves as a central source of information about the University policies and

procedures that affect students and about co-curricular services and programs. The staff welcomes questions and suggestions from students.

**University Library – Kelvin Smith Library Building
– 368-6500**

<http://www.cwru.edu/UL/>

For complete listing of all libraries go to:

<http://www.case.edu/dir/libraries.html>

University Library is comprised of the Kelvin Smith Library, Kulas Music Library, the Astronomy Library, and the University Library Storage facility, with a combined collection strength of 1.5 million items. The library houses collections and offers services to Case faculty, staff, and students of the College of Arts and Sciences, Case School of Engineering, and the Weatherhead School of Management.

University Library users enjoy a variety of study spaces, services, and collections that include:

- over 1,290,000 monographs, 7,363 serial titles, U.S. Government publications, company annual reports, newspapers, CDs, technical reports, and more.
- over 200 databases on a powerful fiber-optic network that brings information to every campus desktop and library workstation
- study tables and carrels on the 1st and 2nd floor allow researchers to connect their laptops to the network
- varied seating styles for 900, varied study tables and carrels with electrical capability in the ports
- a Digital Lab (learning & consultation services)
- a wireless network with the option to check out wireless cards so personal laptops can be connected to CWRUnet throughout the Library, or to use wireless cards in personal laptops
- Wireless iBook laptops available at the Main Service Desk, for circulation within the Library.

University Operator – 368-2000

For numbers not listed here one can contact the University Operator for help.