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### Greetings from Julie

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I hope the semester has gotten off to a good start. I have decided to start this newsletter as a means of communicating issues, events, deadlines, policies, etc. relevant to first year advising. Please let me know if you find the information useful and timely; and, I certainly welcome feedback and recommendations – [julie.amon@case.edu](mailto:julie.amon@case.edu) or x4525.

Now that drop/add is over and classes are underway, I encourage you to take some time to check in with your advisees. Research suggests that the first six weeks of the first semester of college is a critical time of transition for first year students. Student success, satisfaction and persistence are often determined by the experiences that students have with their peers, their advisers and their professors in this critical time. Right now, first year students are trying to settle in to study habits, get along with their roommates, deal with being away from home (including friends, family and significant others), and find their niche at Case. So, if you can, check in with them and ask them how they are doing.

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**Fall First Year Adviser Meeting**  
**Tuesday, October 28<sup>th</sup>**  
**8:30 – 10:00 AM**  
**1914 Lounge, Thwing Center**

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Please make sure to come to this important meeting to discuss and *receive your advisees' midterm grades*. We will also discuss the spring and summer semester advising and registration process, the residential colleges, and other topics, policies, deadlines of interest to first year students and first year advisers. Continental breakfast will be served.

Topics you would like to discuss or questions that you have?? Send me an email or give me a call and I will put your issue on the agenda.  
[julie.amon@case.edu](mailto:julie.amon@case.edu) or x4525.




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### Funding for Adviser-Advisee Activities

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In an effort to support the first year advising program and help facilitate strong relationships between first year advisers and their advisees, once again the Office of Undergraduate Studies is offering financial support for adviser-advisee outings and activities. I will be able to provide up to \$5 per advisee reimbursement for your activities\*. Some advisers have taken advantage of this program in the past and have really enjoyed not only the time spent with their advisees, but also the positive effect it had on their individual relationships with their advisees.

Examples of activities:

- Lunch, dinner, dessert at an off-campus restaurant
- Dinner at the adviser's house
- Attendance at a museum, play, sporting event, etc.

Some additional ideas:

- Attend a campus event/speaker/seminar together as a group and then go for food afterwards to discuss and socialize
- Attend a Case sporting event together
- Visit a University Circle museum/event

NOTE: Most University Circle Institutions now offer FREE admission to Case students!

\* See page 4 for a reimbursement form.

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**First Year Residential Colleges**


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Over 800 first year students live on campus in one of three Residential Colleges (RC). A full-time, live-in Coordinator of First Year Residence Education (FYC) oversees the programmatic efforts of each Residential College as well as supervising the staff and serving as a First Year Adviser. In addition, the FYCs offices are located within the residence halls.

The FYCs are a resource to all First Year Advisers. If you have a concern about a student (i.e. a student has not been responding to emails, or has not been attending classes) feel free to contact the FYC of the Residential College in which the student lives.

**Juniper Residential College** (Norton, Raymond and Sherman Houses)  
Sean Fochtman, FYC  
Email: scf13  
Office: 754-4383

**Magnolia Residential College** (Smith, Taft and Tyler Houses)  
Michelle Cohenour, FYC  
Email: mmc25  
Office: 754-4381

**Mistletoe Residential College** (Hitchcock and Pierce Houses)  
April Sue McAndrews, FYC  
Email: asm15  
Office: 754-4355

Look for information coming to you shortly about ways to become connected to the Residential Colleges.

**Reservable Space in the North  
Residential Village**

There are many locations within the North Residential Village that faculty and staff can reserve for meetings, academic review sessions, social events, etc. We hope that you will take advantage of these locations, close to where the students live, to better meet the academic advising needs of the first year students.

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**First Year Residential Colleges cont...**


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Now that the semester is underway, consider contacting your advisees for an informal question/answer or for a social gathering and utilize our space for your activity.

Visit the Office of Housing, Residence Life & Greek Life at <http://housing.case.edu> and then click on Commons Facility Reservations to find out what spaces are available. Reservations should be made at least 3 business days before the event. A more detailed brochure is forthcoming.

The FYCs will be hosting tours of these spaces as well as tours of the Residential Colleges in the near future. More information to come.

If you have any questions about Residential Colleges or reservable space, please contact Loretta Sexton, Assistant Director of Residence Life at [lmh12@case.edu](mailto:lmh12@case.edu) or x4468.

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**Undergraduate Studies is Moving to  
SEARS 357**

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Our office is scheduled to be closed from October 16 – October 21. We will reopen for business on Wednesday, October 22<sup>nd</sup>. These dates are tentative. I will contact you ASAP if a change occurs.

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**2<sup>nd</sup> Annual Halloween at Squire Valley  
View Farm  
Sponsored by the 1<sup>st</sup> and 2<sup>nd</sup> Year Class  
Officers and the First Year Cohort  
Saturday, November 1, 6PM – 12AM**

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Bring your families and have a great time at the farm!

**Pumpkin Carving, Hayrides  
Bonfire, S'mores, Subs, Pies and more**



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### Course Withdrawal for First Year Students

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Once the drop/add period ends, students are required to have *adviser and Dean's approval* to withdraw from a course. In order to do a withdrawal, students must attain this approval on a drop/add form. Since students are instructed to seek adviser approval first for their withdrawals, it might be a good idea to keep a supply of drop/add forms in your office. You can pick up drop/add forms in our office or in the Registrar's Office in Yost 110. FYI – in order to see a Dean for course withdrawal approval, students can come to Undergraduate Studies and sign in as a walk-in; they do not have to make an appointment.

When students inquire about a withdrawal, make sure to do some inquiring of your own:

- Why does s/he want to withdraw?
- How many hours will this leave the student with for the semester? How might that impact academic standing and scholarship retention?
- Is the student an international student or student athlete? If so, students should not drop below 12 credit hours without consulting with International Student Services or the Athletics Departments respectively.

#### *First Year Student Withdrawal Policy*

First year students are able to withdraw from a course up until the last day of classes (this fall – December 5<sup>th</sup>). Encourage students encountering difficulty in a course to seek assistance and see if they can improve their standing in the course with some assistance from their professors or through the use of support resources (i.e. SI's, tutors or study groups). However, students should not be encouraged to stay in a course to the detriment of all of their other courses.

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### Advanced Placement (AP), International Baccalaureate (IB) and Transfer Credit Posting

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AP, IB and Transfer credit for first year students has been posted on the student information system. Students should be advised to go on-line to our website to view their Degree Progress Reports (DPR's) [http://www.cwru.edu/provost/ugstudies/DP\\_R.htm](http://www.cwru.edu/provost/ugstudies/DP_R.htm) starting on Sept. 22nd. By that time, all of the credit that we can post will have been posted. If a student feels that s/he should have credit for a class that is not listed on his/her DPR, please advise him/her to contact me so we can determine what the difficulty is. In answering questions with regard to AP and IB credit, please refer to pages 68 – 70 of the *FYI Guide*. NOTE: Provisional AP credit will not be posted at this point. For example, students with a 4 on the PHYS C Mechanical will not earn credit for PHYS 121 until they have successfully completed PHYS 122.




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### Orientation Retrospective September 19, 2003 6 – 8 PM – THE SPOT

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Mayo Bulloch and the student Orientation Coordinators and Director would like to invite all First Year Advisers to join in the Orientation Retrospective celebration. This is an opportunity to mix and mingle informally with your students, advisees, other first year students as well as each other.

FOOD, FUN, PRIZES and MUSIC!



**First Year Student Adviser Reimbursement Form**  
Office of Undergraduate Studies

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Dept: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Type of Activity/Event: \_\_\_\_\_

Number of Advisees participating in your event: \_\_\_\_\_

Total Cost of the Event: \_\_\_\_\_ Amount Reimbursed: \_\_\_\_\_

Return this form with your receipt to the Office of Undergraduate Studies.

**Large Class Test Dates for First Year Students – Fall 2003**

**BIOL 114 (11:30 AM – 12:20 PM)**

Sept. 15                      Nov. 10  
Oct. 13

**BIOL 346 (11:30 AM – 12:45 PM – Provost Hour)**

Sept. 25                      Nov. 20  
Oct. 23

**BIOL 346 Lab**

Sept. 26 (2:30 – 4:30 PM)  
Oct. 28 (6:00 – 9:00 PM)  
Nov. 25 (6:00 – 9:00 PM)

**CHEM 105 (11:30 AM – 1:00 PM – Provost Hour)**

Sept. 18                      Nov. 20  
Oct. 9  
Oct. 30

**CHEM 111**

**(11:30 AM – 1:00 PM – Provost Hour)**

Sept. 11                      Oct. 23  
Oct. 2                          Nov. 13

**ENGR 131 – Regular (2:45 – 4:00 PM)**

Oct. 2  
Nov. 6

**ENGR 131 – Enhanced (2:45 – 4:00)**

Sept. 30  
Nov. 11

**ENGR 145 (1:30 – 2:20 PM)**

Sept. 19                      Nov. 7  
Oct. 17                      Dec. 3

**MATH 120 (in class - 8:30 or 9:30 AM)**

Sept. 26                      Nov. 7  
Oct. 17

**MATH 121 (11:35 AM – 12:25 PM)**

Sept. 16                      Nov. 18  
Oct. 14

**MATH 122 (11:35 AM – 12:25 PM)**

Sept. 16                      Nov. 11  
Oct. 14

**MATH 125 (11:35 AM – 12:25 PM)**

Sept. 23                      Nov. 25  
Oct. 28

**MATH 126 (11:35 AM – 12:25 PM)**

Sept. 16                      Nov. 11  
Oct. 14

**PHYS 121 (12:30 – 1:20 PM)**

Sept. 17                      Nov. 19  
Oct. 15

**PHYS 122**

**(11:30 AM – 1:00 PM – Provost Hour)**

Sept. 18                      Nov. 20  
Oct. 16

**PHYS 123 (9:30 – 10:20 AM)**

Sept. 26                      Dec. 5  
Oct. 31