

First Year Student Newsletter

Volume 9.2

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Greetings from the Dean

POLICY-PALOOZA

It's that time of the year when the air is crisp and clear, the scent of burning leaves is in the air, there's talk of snow and...students are filled with academic policy questions!

- Can I get an overload?
- When do I register?
- How do I register?
- Can I pass/no pass my class?
- When is the last day I can withdraw from classes?

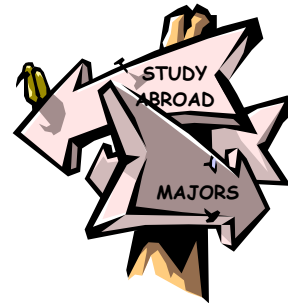
Sound familiar? Well, this edition of the First Year Student Newsletter is rather dense with policy issues that impact your academic decision making. Most answers to your questions can be found in your *2004-2005 Handbook for Undergraduate Students* that you received during Orientation. (You can also access this on-line at

<http://www.cwru.edu/provost/ugstudies/handbook2004.pdf>)

You should also consult with your first year advisor for answers to these common questions. I encourage you to take the time to review these policies, and hang onto this newsletter as a quick reference guide to many common questions that you will encounter as you reach the end of your first semester.

I have enjoyed getting to know many of you throughout the fall and for those of you that I have not met, please consider stopping by Sears 357 or calling 368-2928 to set up an appointment so I can get to know you. You can also drop me an email at deanamon@case.edu.

I truly hope that you have enjoyed your educational experiences this fall and that you now feel a part of the Case community. A first year tradition - the **Choices Fair** - is just around the corner. This is not only another way to engage the Case community, but also is part of the process of exploration that is a hallmark of the first year experience at Case. At the Choices Fair, you will meet and greet faculty and upper class students, gather detailed information about majors, minors, programs, and opportunities, and have a **FREE LUNCH ON ME!!** This is a mandatory event that precedes the declaration of your major, so I am looking forward to seeing you next week and helping you to explore the possibilities!



Choices 2004: Exploring Academic & Experiential Opportunities Fair

Friday, November 5th, 2004
12:30 - 2:00 p.m. - Community Hour
Veale Center

**** MANDATORY FIRST YEAR STUDENT EVENT ****

- Learn about Case major, minor, and sequence offerings
- Talk to faculty and student representatives from academic departments
- Find out about opportunities to participate in department sponsored events
- Gather information to make an informed decision about declaring a major or minor
- Visit with student organization representatives at the Student Organization Expo and find out about how to get involved
- Learn about opportunities to participate in Junior Year Abroad, Co-Op, research and more ...

HAVE A FREE LUNCH ON UNDERGRADUATE STUDIES!!!

Sponsored by the Office of Undergraduate Studies and the Career Center

Preparing for Spring Registration

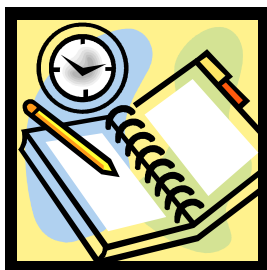
The first day that first year students can register for spring classes is **November 18, 2004**. In order to register, all students are required to meet with an advisor each semester to discuss their progress and plans for the upcoming semester. Each semester the advising period begins two weeks prior to senior priority registration. Additionally, students only receive their PIN after having met with their advisor. By now, you should be developing questions about and plans for the spring semester, as well making arrangements to meet with your advisor to discuss your spring semester schedule. In preparing to register for your class via SOLAR, bare in mind that there is a limit to how many people can use SOLAR at any given time, so if you are unable to connect on your first try, just log-on again a little bit later. Also, registration continues through January 21, 2005 - - the second week of classes.

Students have a responsibility to prepare for their advising appointments. Prior to your advising appointment, you should consider the following issues:

- Thoughts on academic major(s), minor(s) - changes, questions and requirements
- If applicable, completed or intended course withdrawals and implications of the withdrawal
- Progress toward completion of General Education/Core/SAGES Requirements (including AP/IB/transfer credit if applicable)
- How the semester has gone so far - grades, use of support resources, favorite class, time management, etc.
- Overall feelings about Case thus far - acclimation, connection, engagement - - any questions that you have
- Courses that you are considering for next semester (and alternates in the event that first choice courses are not available)

Students should bring the following to the advising appointment:

- *2004 - 2005 Handbook for Undergraduate Students*
- Your Degree Progress Report (DPR)
- List of courses that you are considering for the next semester - - make sure to check course availability, course prerequisites and course descriptions by using the Searchable Schedule of Classes at <http://www.cwru.edu/courses/catalog>
- Questions
- Open mind



Midterm Grade Reports

By now you should have both reviewed your midterm grades on-line at

http://www.cwru.edu/provost/registrar/stuinfo_reg.html

and also spoken with your first year advisor about your midterm progress. Perhaps as a result of your midterm grades you have tried some new study strategies and used some support resources. If you feel that you still might need to withdraw from a course, please review the information in this newsletter on course withdrawals, talk to your first year advisor, and make sure to get the withdrawal processed before **5:00 PM on December 3, 2004**.

ENGL 150

The English Composition Requirement - ENGL 150 - **must be completed by the end of the first year with a grade of C or higher**. The following students must register for ENGL 150 in the spring semester:

1. **All students currently enrolled in ENGL 148**, unless advised by your instructor to register again for ENGL 148. Students who register for ENGL 148 Spring 2005 will be expected to complete ENGL 150 during Summer or Fall 2005. Students who are enrolled in ESL sections of ENGL 148 should register for ESL sections of ENGL 150.
2. **All students who have not yet taken ENGL 150**, unless exempted by an AP exam score or transfer credit. Remember, AP credit for ENGL 150 was awarded only to those students receiving a 4 or 5 on the AP Language and Composition exam. Students with transfer credit for ENGL 150 must have also successfully completed the English Placement Exam. If the English Placement Exam was not passed, students must register for ENGL 180.

Physical Education in the Spring Semester

All first year students should plan on registering for Physical Education Activity course(s) in the spring semester. You may include one or two $\frac{1}{2}$ semester courses, a full semester course, or a Varsity Sport.

Registering for Courses Requiring a Permit

Some courses require instructor permission to register. There are two ways in which an instructor can grant permission to enroll to a student: (1) a paper form that is presented to the Registrar's Office with the accompanying drop/add form; or (2) an electronic permit used in concert with SOLAR registration. It is important to remember that the issuing of a permit does not mean that a student is registered for the course. The permit must be accompanied by a registration action - either on paper/in-person or on-line through SOLAR.

<http://www.cwru.edu/provost/registrar/online/permitfaq.html>

Withdrawing from a Course (Handbook p.87)

As a first year student subject to the First Year Student Grading Policies, you may withdraw from a course(s) up until the last day of classes -- this fall, that is **December 3, 2004**. In order to withdraw from a course you must get the approval of your first year advisor and a Dean in the Office of Undergraduate Studies. Once approved, you may then take your signed drop/add form to the Registrar's Office for processing. Before you seek approval for a withdrawal, please take the time to reflect and review the following issues:

- Why are you withdrawing from this course? How are the rest of your courses going this semester? How do you feel about the withdrawal?
- Have you talked to your professor about your progress/success in the course?
- Have you reviewed the syllabus? Do you know what your chances for improved success are in the course?
- Have you taken advantage of support resources: professor office hours, TUBA and on-going tutoring through ESS, SI's, etc.
- Have you thought about how this withdrawal will impact your plans for next semester? Will this withdrawal have an impact on your degree completion?

First Year Student Grading Policy a.k.a. "Freshman Forgiveness" (Handbook p. 88)

This policy is applicable to first time first year students in their first two semesters of full-time enrollment. It is not applicable for students taking summer classes at Case or for transfer students. Simply put, the First Year Student Grading Policy specifies that F's, NP's and W's received in the first two semesters of full time attendance will not appear on the official transcript and will not be included in the computation of cumulative GPA. However, F's will be calculated into the Scholarship GPA (see Scholarship Retention).

Pass/No Pass (Handbook p. 89)

If you are a full-time student in good academic standing, you have the option of electing to have one course graded on a Pass/No Pass basis. **In order to do this, the course must NOT:**

- Be a course required for your General Education/Core/SAGES Requirements including Humanities or Social Science Sequences
- Be a course required for an intended major or minor

i.e. The Pass/No Pass option may only be used for Open Electives.

The Pass/No Pass option may be exercised by filing a form in the Office of Undergraduate Studies, Sears 357 during the last 3 days of classes - December 1, 2 or 3, 2004.

Instructors are not notified of a student's use of this option. They are required to submit evaluative grades for all students and these are converted to Pass/No Pass in the Registrar's Office. Grades of P earn credit but are not calculated into the cumulative GPA. Grades of NP do not earn credit and are not calculated into the cumulative GPA.



Overloads (Handbook p. 85)

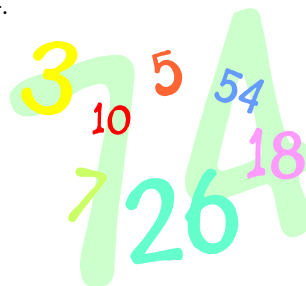
The normal full-time load is 14-18 semester hours. Continuing students may carry 19-21 hours if they have a cumulative GPA ≥ 3.20 . To register for 22 or 23 hours a minimum GPA of 3.50 is required. Any schedule of more than 18 hours requires dean's approval. Graduating seniors will be approved for overloads if they need such a schedule in order to graduate at the end of the semester in question.

So, if you are interested in taking an overload in the spring, you will need to wait until you have returned in January when we can look at your cumulative GPA. For now, you should plan on registering for a maximum of 18 hours. Make sure to include courses in your schedule as you register this November that you think might be difficult to schedule around or that might fill up. If you earn at least a 3.20 GPA this fall, you can come into the Office of Undergraduate Studies once you return in January and seek a Dean's approval to add a course to your schedule.

Calculus Course Information

MATH 122 is open to students who pass MATH 121 or to students who either pass MATH 125 with a grade of A or B, or pass a MATH 121 proficiency examination to be given by the Department of Mathematics on **Friday, January 7th**. MATH 125 students who wish to enter MATH 122 *must* take the MATH 121 proficiency exam (see Chris Butler in Yost 317 for a MATH 121 syllabus). Students who wish to take the MATH 121 proficiency examination must request permission to do so; permission forms are available in Sears 357. MATH 122 is the second semester of a four-semester sequence in calculus and differential equations for engineering, mathematics, and physical science majors.

MATH 126 is open to students who pass either MATH 125 or MATH 121. MATH 126 is the second semester of a two semester sequence in calculus for students in the social sciences, life sciences, management, or humanities, who plan to complete a B.A. degree, or a B.S. in management or biology, and who wish to take only one year of calculus. MATH 126 introduces students to topics from MATH 122, 223, and 224.





Application Deadline Around the Corner for the College Scholars Program (CSP)!

<http://www.cwru.edu/artsci/scholars/>

CSP is a special opportunity. It is a three-year program that emphasizes *academic excellence, community involvement and the development of leadership skills*. It has a special focus on student-directed learning; unlike most academic programs, where the curriculum is designed exclusively by the faculty; in CSP students take an active role in shaping the content.

Students admitted to CSP form a cohort with the rest of their class, and work and learn together for 3 years. Other program benefits include meetings with the eminent speakers the program brings to campus, and the opportunity to live in Scholars House, a renovated Victorian house on south side.

Applications will be mailed to all 1st year students in December. Interested students may sit in on classes before applying. To arrange a visit, or to learn more about the program, contact Professor Jonathan Sadowsky at jas34@case.edu.

Scholarship Retention (Handbook p. 93)

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.

* The Scholarship GPA includes all courses posted for grades including F grades earned through the First Year Student Grading Policy and both grades earned through the use of the Repeat Option. Therefore, the statement 'I'll just take an F because freshman forgiveness saves 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.

Degree Progress Reports (DPR's)

Degree Progress Reports are generated by the Office of Undergraduate Studies for all students. The reports document progress toward degree completion. The DPR lists completed courses in addition to remaining courses. This will become an even more important tool after you declare your major. **As a first semester student, you should check your DPR especially if you anticipate earning AP, IB or transfer credit.** Credit for those courses should be posted on your DPR. You can access your DPR through the following website: <http://www.cwru.edu/provost/ugstudies/DPR.htm>.

Maintaining Academic Good Standing

(Handbook pp. 91 - 92)

Academic standing comprises two factors: credit hours earned and GPA. To maintain good academic standing at the end of the first semester, a first year student must earn at least 9 credit hours with a 1.70 GPA. By the end of the first year, students must earn a total of 21 credit hours with a 1.75 GPA. A student who does not meet these minimum requirements will be placed on academic probation.

Incompletes (Handbook p. 88)

An Incomplete (I) can only be assigned by the professor if there has been a previous conversation with the student outlining extenuating circumstances, explained *before* the assignment of the grade, which clearly justifies an extension of time beyond the requirements established for and met by other students in the class. Additionally, an Incomplete can only be assigned if the student is passing the course and only one small segment of the course remains to be completed. An Incomplete cannot be assigned because a student is absent from a final exam unless the Dean of Undergraduate Studies has authorized the absence in advance.

Fall Final Exams Schedules (Handbook pp. 84 -85)

It is important that you consult your syllabus and the final exam schedule. Final exams dates *will not* be altered to accommodate travel plans. You can find the Final Exam Schedule on the Registrar's website at <http://www.cwru.edu/provost/registrar/exams/exam041.html>. Make sure you confirm your exam schedule and make your travel plans accordingly.

12/3	Last Day of Classes
12/6 - 12/7	Reading Days
12/8	Final Exams Begin
12/15	Final Exams End

* 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 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.

General Education/Core/SAGES Requirements

The General Education/Core/SAGES Requirements represent the foundation of all degree programs at Case. As such, they are a vital part of your educational experience, impart essential skills and expose you to a breadth of knowledge. Each school and college has its own requirements in these areas. Make sure that you understand your requirements by looking in your *2004-2005 Handbook for Undergraduate Students* and by picking up General Education/Core/SAGES Requirement check sheets in the Office of Undergraduate Studies in Sears 357, in Wade or on the on the Office of Undergraduate Studies website at <http://www.cwru.edu/provost/ugstudies/resources.htm>.