

First Year Student Newsletter

Volume 11.3

November/December 2006

Produced by
**Julie L. Amon, Assistant Dean for First Year Students
and the Office of Undergraduate Studies**



Greetings from the Dean

Happy Day-Before-Turkey Day! Can you believe that there are only a few short weeks remaining in the semester?! I hope that your first semester has gone well thusfar. I know that as we approach the end of the semester tension levels and stress often rise as you face deadlines, finals projects and examinations. I hope that that you will remember to take care of yourselves and your peers, and find some time to relax in the midst of your studying. Don't forget your parents' advice - 'get good sleep and eat healthy meals' – it really is good advice. ☺

Many of you have asked me about academic policies, procedures, deadlines, and opportunities. Please take some time to review the November/December edition to familiarize yourself with this important information.

Finally, I wish you all the very best of luck with your final exams and wish you a relaxing and enjoyable winter break. I look forward to seeing you again in January.

Major Declaration

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. **First year students who were ready to declare a major began doing so on November 3rd.** *If you want to declare but have not yet completed the paperwork, it is not too late. Just pick up the form as outlined below.*

YOUR MAJOR CAN BE CHANGED IF YOU CHANGE YOUR MIND LATER. If you change majors later on, that's fine -- many students do change (or add) majors as they discover new interests. It's also OK to change your mind later and "undeclare." **IF YOU'RE TRULY UNDECIDED**, continue to explore, to talk with your advisor and other faculty members, and to use the resources of the Career Center (Sears 206, 368-4446). So long as you are actively engaged in exploring your interests and in making a decision, you can declare your major in the future. You should not be concerned about making a "wrong" decision about declaring a major. However, the best decision to make is an informed decision, so be intentional about talking to people, reviewing information, and understanding requirements before you make a decision. The advantage of declaring a major is the close and formal connection that is established between students and academic departments.

That being said, all students are encouraged to seek advice from faculty in departments for which they have an interest regardless of major declaration status.

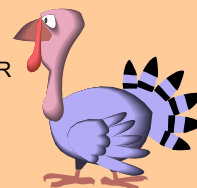
Carefully review the procedures listed below in order to complete the declaration process. Students who declare a major by within the first week of November will likely be able to meet with their new departmental advisor prior to spring semester registration.

1. Obtain the Major Declaration Form* in the Office of Undergraduate Studies, Sears 357 (also available in the 24- Hour Study Room in Wade and in Fribley), and take the form to the department representative in your intended major for his/her signature and assignment of a major advisor. A list of representatives is in your *2006 – 2007 Handbook for Undergraduate Students*, and is posted outside of Sears 357.
2. All students must select which General Education/Core Requirements they are following. Your matriculation year must also be entered.
3. Students interested in Pre-Medicine/Pre-Dentistry and/or Pre-Law should be sure to mark the respective boxes on the declaration form.
4. Once completed, bring the yellow form to the Office of Undergraduate Studies, Sears 357. *The declaration of major is not official unless it is submitted to the Office of Undergraduate Studies.*

* A separate form must be completed for each major that you declare.

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Overloads

The Case faculty determined the full time course load for students to be between 12 and 19 credit hours in the fall and spring semesters. Any student wishing to enroll in more than 19 hours must seek permission from a Dean in the Office of Undergraduate Studies. Additionally, students must have a **minimum 3.20 cumulative grade point average (GPA)** and a compelling reason as to why s/he wants to enroll in more than 19 credit hours.

Since students have to have a minimum GPA to inquire about an overload, no first year student can register for more than 19 hours prior to his/her return to campus in January. If you do earn at least a 3.20 GPA this fall, you can come into the Office of Undergraduate Studies once you return to talk to a Dean 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 between 11:00 a.m. and 2:00 p.m. Monday – Friday, and in RUSS satellite offices in the Wade and Fribley on Monday – Wednesday from 6:00 – 8:00 p.m. Overload requests must be finalized by the end of the drop/add period – January 26, 2007.

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 **Monday, January 15th**. 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.

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 12, 2007, 1:00 - 4:00 p.m. (Clapp 201)

PHYS 115, 116, 121, 122, 221 -- Saturday, January 13, 2007, 9:00 a.m. - 12:00 p.m. (Rockefeller 301) **

ENGR 131 -- Saturday, January 13, 2007, 1:00 - 4:00 p.m. (Olin 313)
Tests will be given in both Java and C++.

MATH 121, 122, 125, 126, 223, 224 -- Monday, January 15, 2007, 1:00 - 4:00 p.m. (Yost 300) *

* Request form (available in Sears 357) signed by Dean in Undergraduate Studies and Professor Butler (cxb10@case.edu) or call 216-368-2881 required.

** Register for Physics Proficiency Exam in advance by contacting Professor Gary Chottiner. Email: gsc2@case.edu or call 216-368-4024.

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 ½ 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>

Summer School and the Off-Campus Study Request Process (Handbook p. 76)

Many of you have asked questions about taking summer classes at institutions other than Case. Can you do this? Yes. As with most processes at a university, there are policies, procedures, and paperwork. Read the information in your handbook and then if you are still interested, come in to Sears 357, Wade, or Fribley to pick up the **Off-Campus Study Request Form** <http://www.case.edu/provost/ugstudies/2006offcampus.pdf>. 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 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 do need to wait to submit the form until you have actual course offerings to review. However, the sooner you complete the form, the sooner you will be notified if the course that 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 in the *Handbook*.

Don't forget that Case also offers summer courses and the tuition is half-price for these courses. The summer website <http://www.case.edu/academics/summer> will be updated with Summer 2007 information on December 15 and updated continually thereafter. Courses for Summer 2007 include BIOL 214 and, for the first time, BIOL 215. Other new courses include Arabic 101 and 102, HBRW 202, COSI 260 - Multicultural Communication, ANTH 379 - Old Order Amish, ENGL/WLIT 368C - Asian Cinema, and study abroad trips to Spain and Italy. The usual array of courses will be offered, including PHYS 115/116; CHEM 105/106, and CHEM 223/224; 233/234 and many ENGR courses. For more information, students can email summer@case.edu.



**Withdrawing from a Course and "Freshman Forgiveness"
(Handbook, p. 77)**

As a first year student subject to the First Year Student Withdrawal Policy, you may withdraw from a course(s) up until the last day of classes - - this fall, that is **December 8, 2006**. In order to withdraw from a class, you must complete a Drop/Add Form (available in Sears 357, 24-Hour Study Room in Wade, Fribley, or Yost 110) and get the signature of your advisor. Once that is complete, come to the Office of Undergraduate Studies in Sears 357 for a Dean's signature. After you secure a Dean's signature, you must take the form to the Registrar's Office in Yost 110 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: professors' office hours, 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?
- Have you considered if Pass/No Pass is an appropriate option? (See below.)

First year students who withdraw from a course in their first two semesters of full time enrollment will not have the withdrawn course listed on their official transcript. However, the transcript will indicate all attempted hours, including those representing a course(s) that was withdrawn.

This policy unique to first year students is at times referred to as "freshman forgiveness" although there is no real policy known by this name. In previous years, grades of F were removed from the transcripts of first year students and those Fs were not calculated into cumulative GPA. That policy is no longer in existence. *Grades of F are calculated into cumulative GPA and are listed on the transcripts of all students.*

Pass/No Pass (Handbook p. 79)

If you are a full-time student (enrolled in 12 credit hours) 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 SAGES General Education/Core Requirements
- 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 before 5:00 p.m. on last day of classes – December 8, 2006.

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.

Your Grade Report at Case

Please note that your cumulative grade report will be available on-line from the student tab on the Case portal at <http://my.case.edu>. Like many other universities, Case does not send a "paper" grade report to you in the mail. The portal has a fully printable grade report, but if you would prefer that the university also mail a copy of your grades, there will be a way for you to make a request from the registrar's web site at <http://www.cwru.edu/provost/registrar/>. The on-line grade report is available soon after your final exams end and is updated regularly. The paper grade report is available only once per term and is mailed during the week following the last day of exams.

**Maintaining Academic Good Standing
(Handbook p. 81)**

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. 78)

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 Schedule (Handbook p. 74)

It is important that you consult your syllabus and the final exam schedule. Final exam dates will not be altered to accommodate travel plans. You can find the Final Exam Schedule on the Registrar's website at <http://www.case.edu/provost/registrar/exams/exam071.html>

Make sure you confirm your exam schedule and make your travel plans accordingly.

12/8	Last Day of Classes
12/11, 12/15	Reading Days
12/12	Final Exams Begin
12/20	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 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.

Degree Progress Reports (DPR's) and AP, IB & Transfer Credit

DPRs are generated by the Office of Undergraduate Studies for all students. The DPR documents progress toward degree completion. It lists completed courses in addition to remaining courses. This document will become an even more important resource 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.** Undergraduate Studies has posted all AP, IB, and transfer credit that has been received/evaluated. You can access your DPR through the following website: <http://my.case.edu>. If you feel that you are missing earned credit, please send me an e-mail so I can check into it.



Finals Fun

MaDaCol

November 30-December 1, 2006, 8:00 p.m.
 December 2, 2006, 7:00pm and 8:30 p.m.
 Mather Dance Center

Case's lively dance ensemble featuring undergraduate dancers and members of the community. New Works by directors Heather Koniz, Mingming Liu, Sheau-Feng Luo.

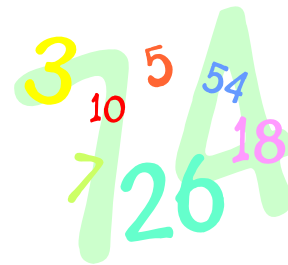
Windi and Jazz XVII "Lord of the Rings" - Symphonic Winds and Jazz Ensembles

Friday, December 1, 2006 at 7:30 p.m.
 Thwing Ballroom

Windi & Jazzi" is the annual Symphonic Winds and Jazz Ensembles end of the first semester "Pops Concert" held in the Thwing Student Center Ballroom. It is an evening of fun, featuring guest soloists and door prizes, with music picked around the "theme" of the year. Audience members sit at decorated tables filled with food in a relaxed setting as over 150 Case students perform a variety of show tunes, jazz classics, and traditional band favorites. tickets are \$8.00 each or \$56.00 for a table of 8, and can be purchased by calling 216-368-2400, or in person from the Music Department Office, Haydn Hall, rm. 201.

**The Legendary 57^{3/4} Annual Math Gala Is Coming...
 Monday, December 11, 1:00 – 6:00 p.m.
 Thwing Ballroom**

Math, food, Chris Butler, math, music, fun, and much, much, more....don't miss it, and don't take your math final without it.



**Thwing Study Over
 Monday, December 11, 8:00 p.m. – 12:00 a.m.
 Thwing Student Center**

Come to study, and also relax with free massages, eat food from all over the world, participate in the apple pie eating contest, the X-Box competition, and more!

Sponsored by: UPB, USG, Housing/Residence Life and Greek Life, Alumni & Student Programs, IFC/Panhel, Media Board, Thwing Center, Alpha Phi Omega.

**Community Hour Programming in November
 Fridays, 12:30 – 1:45 p.m.**

Friday, December 1

Improv

Strosacker Auditorium

Improvisational comedy by our favorite campus comedy troop.

Friday, December 8

A Capella Musical Event

Amasa Stone Chapel

Come enjoy music from Case's most talented A Cappella Choir Groups! From Pop and Rock, to old school and classics, the musical spectrum is sure to please each listener.

14th Annual Happy Hour – Your Suggestions Needed

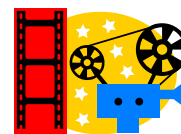
The 14th Annual Academic Happy Hour (AHH) will take place on Friday, February 2, 2007 from 12:30 p.m. to 1:50 p.m., in the Thwing Center Ballroom. Join Interim President Dr. Gregory L. Eastwood and Case students, faculty, and staff for lunch and a conversation on a topic of interest to the university community.

Give Us Your Topic Suggestions

Do you have a topic that you feel is important to the Case community that you would like to discuss at the Academic Happy Hour (AHH)? Send the AHH planning committee your [topic suggestions](#).

**Late Night Breakfast
 Thursday, December 14, 9:00 – 11:00 p.m.
 Leutner and Fribley**

Come enjoy yummy breakfast food while you take a break from your studying. Don't miss out on this annual tradition of food, fun, and prizes.



Movies

All movies listed below will be shown at Strosacker Auditorium. For more information, go to <http://films.cwru.edu/>

- 12/1 Thank You for Smoking**
7:00 p.m., 9:00 p.m., 11:00 p.m.
- 12/2 This Is Spinal Tap**
7:00 p.m., 9:00 p.m.
- 12/8 Clerks II**
7:00 p.m., 9:00 p.m., 11:00 p.m.
- 12/9 Galaxy Quest**
7:00 p.m., 9:00 p.m.



**Moving Out and Moving Back
Housing & Residence Life Winter Memo**

Closing Dates and Times

All university-operated undergraduate housing, other than The Village at 115, the University-Owned Apartments, and Tippit House (upperclass students only) will close on Thursday, December 21, 2006 at 3:00 p.m. At this time, the doors will be secured and everyone must be out of the buildings. The buildings will reopen on Thursday, January 11, 2007 at 9:00 a.m.

Dining and Retail Operations

The last meal at the dining halls will be lunch on Wednesday, December 20, 2006. Both Leutner and Fribley dining commons will close at 2:30 p.m. The first meal after Winter break will be on Monday, January 15, 2007 with dinner. Leutner, Fribley and the L3 will open at 4:30 p.m. that day.

Before Departing

Please check your room/suite/apartment to be sure that:

- All windows are closed, securely locked and blinds are closed
- Nothing is blocking the heating units
- Alarms on alarm clocks have been turned off
- All holiday decorations are removed and properly stored or discarded
- All room lights have been turned off
- All trash has been removed
- All valuables have been taken home
- All refrigerators are unplugged and cleaned out
- In buildings that will be closed during winter break, the building's temperature will be reduced to approximately 55 degrees in order to conserve energy. Please take your fish and other pets with you.
- On departure, your room and suite/apartment door is locked
- Students in double rooms who do not have roommates must be prepared for a new roommate (ie. one side of the room should be cleaned and ready for occupancy).

Following this checklist will help ensure the maximum safety and security for your room and property during your absence. Security will do walk-throughs during this time.

Housing & Residence Life Information Continued

Late Departures

If your travel arrangements necessitate departure past 3:00 p.m. on Thursday, December 21, 2006, you may wait in either Wade or Fribley Commons. If you need to stay overnight on December 21, 2006 due to travel arrangements, you need to sign up to live in the winter break housing in Smith House.

24 Hour Quiet Hours

24-hour quiet hours will begin on **Saturday, December 9, 2006 at 8:00 a.m. and will continue until the halls close on Thursday, December 21, 2006 at 3:00 p.m.** Each building staff has the option of planning a half-hour study break during the days when 24-hour quiet hours are in effect. Please contact your Coordinator for more information.

Winter Break Housing

Winter Break Housing will be available to Case students December 20, 2006 through January 11, 2007 in Smith House. This housing option allows those students, who live in the residence halls that will be closed over the break, an opportunity to stay on campus for. The daily rate to stay in Smith House is \$15.00/double, \$16.00/single, or \$17.00/large single. Please complete the Guest Housing application which can be found online at <http://housing.case.edu/guest>. The deadline to sign-up for winter break housing is Wednesday, December 20, 2006.

RUSS Office Closings

RUSS (Residential Undergraduate Studies Satellite) Offices will close for the fall semester on Wednesday, December 6 at 8:00 p.m. The offices in Wade and Fribley will reopen on Tuesday, January 16, 2007.

Campus Events – University Program Board (UPB) Calendar
<http://upb.case.edu/>

- 11/29 Concert: Tony Mary;** Location: The Spot; Time: 9:30 p.m.
- 11/30 Cultural Development: Media Bias Debate;** Location: Strosacker Auditorium; Time: 7:00 p.m.
- 12/6 Concert: Dirty On Purpose & Trouble Books;** Location: The Spot; Time: 9:30 p.m.
- 12/8 Traditions: Laser Tag;** Location Strosacker Auditorium; Time: 6:00 p.m.

Be a Future RA!!

Applications are due by 5:00 p.m. on Friday, December 15, 2006

The Office of Housing, Residence Life, & Greek Life is currently seeking to recruit a qualified and diverse pool of undergraduate students for several unique positions for the 2007-2008 Residence Life Staff. Residence Life staff members are the backbone of our residential program and help provide a positive, inclusive community environment for students at Case Western Reserve University.

Resident Assistants are undergraduate students who assist students living in the community by serving as a resource and peer counselor. They are responsible for developing and implementing a comprehensive, inclusive community program plan, monitoring and documenting student behavior, and reporting and monitoring building operation concerns within an assigned residential college or complex.

The Resident Assistant position offers the opportunity to develop leadership and peer counseling skills and are great ways to get involved in student life at Case Western Reserve University. **Applications are available at <http://housing.case.edu/jobs> and in the NRV & SRV Area Offices.** If you have any questions about the RA position or the selection process please contact Jamie Kuniyara Ewell, Manager of Staff Development at jak76@case.edu or 368-3403.