

First Year Student Newsletter

Volume 12.3

November/December 2007

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



Greetings from the Dean

Can you believe that Fall Break has already come and gone and Thanksgiving is only weeks away? I hope that your first semester has gone well thus far. 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 are ready to declare a major can do so on November 5th.** To declare, 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.

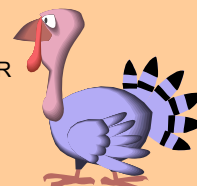
Carefully review the procedures listed below in order to complete the declaration process. Students who declare a major within the first week of November will likely be able to meet with their new departmental advisor prior to spring semester registration.

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 available at <http://www.case.edu/provost/ugstudies/resources.htm>, 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.

Inside this Issue

- First Year Student Major Declaration
- Spring Semester Advising & Registration Information
- University Seminars in the Spring
- Overloads
- Calculus Course Information
- Spring Proficiency Exams
- Registering for a Course with a Permit
- How to Withdraw from a Class
- Pass/No Pass Option
- Final Exam Schedule and Activities
- AP, IB and Transfer Credit and Your DPR
- Residence Hall Closing Information & RA Application Information
- Final Grades



Spring 2008 Advising & Course Registration

Advising Appointments

Your SAGES Professor/First Year Advisor should be speaking to you in the very near future (or might have done so already) about setting up advising appointments to discuss your midterm grades and also your plans for Spring 2008. If you haven't heard about this, contact your advisor, and ask to set up an appointment to discuss advising and registration issues TODAY. Those of you that have declared your major(s) will need to speak to your *new advisor* about your academic interests and course registration.

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.

Prepare

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 SAGES General Education/Core Curricula 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)

Use Your Resources

You should review the following resources and bring them to the advising appointment:

- *2007 - 2008 Handbook for Undergraduate Students*
- Your Degree Progress Report (DPR)
- List of courses that you are considering for the next semester - - be sure to check course availability, course prerequisites and course descriptions by using the **Searchable Schedule of Classes** at <https://my.case.edu/portal/page/portal/ssoc>
- Questions
- Open mind

How to Register

Once you have met with your advisor, you will receive your PIN for Spring 2008 registration. On your appointed registration day, take your list of preferred courses and alternates along with corresponding days, times, and CRNs and **log onto SOLAR** <http://www.case.edu/provost/registrar/onlinereg.html>. I suggest that you also keep open a **Searchable Schedule of Classes** window so you can easily refer to that as needed throughout the registration process.

In preparing to register for your classes via SOLAR, bear 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 25, 2008 - - the second week of classes.

When to Register

All first year students will begin to register on one of two days as listed below *regardless of how many hours of earned credit an individual might have*.

Wednesday, November 28 **Last Names M – Z**
Friday, November 30 **Last Names A – L**

Still Have Questions?

Departmental Reps/1st Year Specialists/Academic Major Info

Have you reviewed major, minor and General Education Requirements associated with your academic area of interest(s) by reviewing departmental websites and making an appointment with a First Year Specialist/Departmental Representative? Faculty serving as departmental representatives can offer you insight on specific courses within a major, research interests of the faculty and undergraduate research opportunities, and general information about the discipline, associated careers, and connections to graduate and professional schools.

RUSS Walk-in Hours

The Residential Undergraduate Studies Satellite (RUSS) offices are located in Wade and Fribley. As an extension of the Office of Undergraduate Studies, you can stop by RUSS for quick advising information and academic resources. Walk-in advising is available Monday – Wednesday from 6:00 – 8:00 p.m. in both locations. Visit the Office of Undergraduate Studies' web site for more information regarding appointment and walk-in availability: <http://www.case.edu/provost/ugstudies/undstud.htm>. Generally, Steven and I will be in Wade on Monday and Tuesday evenings.

Registration Raves

Advising, Registration, Major Exploration Questions

Steven and I will be visiting first year residence halls in November to offer assistance for first year students with advising, registration, and major exploration questions. Please stop by and to get your questions answered!

Nov. 14	Cedar	Tyler	7:00 – 8:00 p.m.
	Juniper	Raymond	7:00 – 8:00 p.m.
	Juniper	Sherman	8:00 – 9:00 p.m.
	Mistletoe	Cutler	8:00 – 9:00 p.m.
Nov. 20	Cedar	Taft	7:00 – 8:00 p.m.
	Cedar	Smith	8:00 – 9:00 p.m.
	Mistletoe	Storrs	8:00 – 9:00 p.m.
Nov. 26	Juniper	Norton	7:00 – 8:00 p.m.
	Mistletoe	Hitchcock	8:00 – 9:00 p.m.
	Mistletoe	Pierce	8:00 – 9:00 p.m.

University Seminars in Spring 2008

First year students should make an effort to include a University Seminar in their spring semester schedule. You are required to complete two University Seminars from two different thematic areas by the end of your fourth semester. University Seminars are offered in three themes: *Thinking about the Natural World (USNA 2xx)*, *Thinking about the Social World (USSO 2xx)*, and *Thinking about the Symbolic World (USSY 2xx)*. **Those enrolled in a topical First Seminar need to take two University Seminars from each of the remaining themes (i.e. If you are enrolled in FSNA 103, you need to select Social World and Symbolic World University Seminars).** University Seminars are still being added to the spring schedule so make sure to keep checking the *Searchable Schedule of Classes* for new offerings.

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-in times are posted at <http://www.case.edu/provost/ugstudies/walkinhours.htm>. The RUSS satellite offices in Wade and Fribley have walk-in times on Monday – Wednesday from 6:00 – 8:00 p.m. Overload requests must be finalized by the end of the drop/add period – January 25, 2008.

Calculus Course Information

MATH 122 is open to students who pass MATH 121 or MATH 125, or pass a MATH 121 proficiency examination to be given by the Department of Mathematics on **Friday, January 11th**. MATH 125 students who wish to enter MATH 122 must see Chris Butler in Yost 317. 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 11, 2008, 9:00 a.m. – 12:00 p.m. (Clapp 201).

PHYS 115, 116, 121, 122, 221 -- Saturday, January 12, 2008, 9:00 a.m. - 12:00 p.m. (Rockefeller 301). *Register for Physics Proficiency Exam in advance by contacting Professor Gary Chottiner. Email: gsc2@case.edu or call 216-368-4024.*

ENGR 131 -- Saturday, January 12, 2008, 1:00 - 4:00 p.m. (Olin 313). *The exam will be given in Java. Students wishing to take the exam must contact Prof. Branicky by email (mb@case.edu) to sign up for it at least 48 hours in advance. Extensive exam details appear at <http://dora.case.edu/msb/131/proficiency.html>.*

MATH 121, 122, 125, 126, 223, 224 -- Friday, January 11, 2008, 1:00 - 4:00 p.m. (Yost 300). *Request form (available in Sears 357) signed by Dean in Undergraduate Studies and Professor Butler (cx10@case.edu or call 216-368-2881) required.*

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/permiffaq.html>

Off-Campus Study Request Process and Summer Session

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*.

New!! May Term!! Case's summer session will have a new three-week May Term that will meet May 12-30. There are six new courses in the term, most of which are experiential in nature, and will take advantage of the longer meeting times of the intensive session to take students into community institutions. Classes will meet daily from 9:30-12 noon. GEOL 101 Field Introduction to Geology will take students on multi-day field trips to "see firsthand how geologists interpret the landscape." Visit the summer website <http://www.case.edu/academics/summer> for preliminary information on the new May Term and other sessions for Summer 2008.

Other new courses in the regular summer session include CHIN 101 and 102, HSTY 259, *Rebuilding the Campus Landscape - A Research Experience*, a research course based at the Western Reserve Historical Society for both majors and non-majors, ANTH 319 Introduction to Statistical Analysis in Social Sciences, ANTH 379 Native American Literature, COSI 280 Organization Communication, ENGL 217B Writing for the Health Professions, ENGL 217S American Speech, HSTY 243 Age of Prozac, and PHIL 204 Natural Selection II. The usual array of courses will be offered, including PHYS 115/116; CHEM 105/106, and CHEM 223/224; 233/234 and all five ENGR courses. For more information, students can email summer@case.edu.

Withdrawing from a Course and “Freshman Forgiveness”

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 7, 2007**. In order to withdraw from a class, **you must complete a Drop/Add Form** (available in Sears 357; 24–Hour Study Room in Wade or 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

Courses elected on a Pass/No Pass basis and completed with a grade of D or higher will be entered with a grade of P on a student’s transcript. Courses taken Pass/No Pass and for which a grade of F is earned will be entered on the transcript with the letter grade NP. Courses completed with letter grade P under this option will be counted for credit toward the baccalaureate. Courses completed with the grade NP do not earn credit. Courses completed with Grades P and NP are not included in computing the grade point average. The Pass/No Pass option is subject to the following regulations:

1. The Pass/No Pass option is exercised by 5:00 p.m. on the last day on which classes are scheduled.
2. It is available only during regular fall and spring semesters to full-time students who are in good standing.
3. It can be exercised for only one course during any semester.
4. It cannot be used for courses taken for satisfaction of core requirements.
5. It cannot be used for courses taken for the satisfaction of requirements of a major or minor concentration.
6. Courses offered only on a Pass/No Pass basis with the approval of the curriculum committee do not affect the student’s use of the Pass/No Pass option.
7. 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. The meaning of the grades P and NP will be noted on the transcript.

The exercise this option and submit a Pass/No Pass ballot, visit <http://www.case.edu/provost/ugstudies/forms.htm>

Maintaining Academic Good Standing

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

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

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 at <http://www.case.edu/provost/registrar/exams/exam081.html>

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

12/7	Last Day of Classes
12/10, 12/14	Reading Days
12/11	Final Exams Begin
12/19	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.

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.

Pre-Law Advising

Students who may be interested in going on to law school after college are encouraged to contact the Prelaw Advisor, Prof. JoAnne Urban Jackson (joanne.jackson@case.edu). Prof. Jackson is a graduate of Northwestern University School of Law and has been teaching and practicing law for many years. Her office hours for Prelaw Advising this semester are on Thursdays from 8:30 AM to 2:00 PM at Sears 357 (Office of Undergraduate Studies). Please call 368-2928 to make an appointment.

Mind-Body Connection



Be sure to check out the November edition of The Mind-Body Connection, the monthly newsletter published by University Counseling Services, which provides information and advice regarding students' well-being. Just in time for end of the semester, the November edition includes information on dealing with stress and making the most of your study time. To view the newsletter, visit: <http://studentaffairs.case.edu/counseling/mindbody/newsletter/1107/>

Look for future editions for more information pertaining to mental and physical well-being!

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

Friday, November 16

Improv

Strosacker Auditorium

Join the fun with improvisational comedy by our favorite campus comedy troop.

Friday, November 30

Dance Performance

Mather Dance Studio

The Case Dance Department showcases choreography and current works.

Friday, December 7

A Capella Musical Event

Amasa Stone Chapel

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

Student Flu Shots

University Health Service will be giving flu shots for students. The cost is \$15 (cash or check) at the time you receive the injection. Please call 216.368.4539 to schedule an appointment.

For more information, visit:

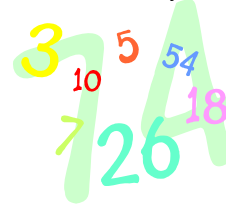
<http://studentaffairs.case.edu/health/medical/flushots.html>

**Chemistry 105/111 Fiesta
Sunday, December 9, 9:30 a.m. – 8:00 p.m.
Schmitt Auditorium**

Don't miss out on the chemistry exam review to rival all exam reviews. This semi-annual event provides an opportunity to prepare for your Chemistry finals while participating in a variety of activities and bonding with your peers.

**The Legendary Annual Math Gala Is Coming...
Monday, December 10, 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 10, 9:00 p.m. – 3:00 a.m.
Thwing Student Center**

Save the Date! Watch for more information and ask your USG representatives about this semi-annual tradition.

**Late Night Breakfast
Thursday, December 13, 9:00 – 11:00 p.m.
Leutner and Fribley**

A semi-annual event on the first Thursday of finals week each semester; administrators, deans, faculty members, and student services staff prepare and serve food to students at the Late Night Breakfast.

Movies



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

- 11/9 **The Simpsons Movie**
7:00 p.m., 9:00 p.m., 11:00 p.m.
- 11/10 **M*A*S*H***
7:00 p.m., 9:30 p.m.
- 11/16 **Stomp the Yard**
7:00 p.m., 9:30 p.m., 12:00 a.m.
- 11/17 **Run Lola Run**
7:00 p.m., 9:00 p.m.
- 11/30 **Harry Potter and the Order of the Phoenix**
7:00 p.m., 9:30 p.m., 12:00 a.m.
- 12/1 **The Fly**
7:00 p.m., 9:00 p.m.
- 12/7 **Beerfest**
7:00 p.m., 9:30 p.m., 12:00 a.m.
- 12/8 **Butch Cassidy and the Sundance Kid**
7:00 p.m., 9:30 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, Staley House and Tippit House (upperclass students only) will close on Thursday, December 20, 2007 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 10, 2008 at 9:00 a.m.

Dining and Retail Operations

The last meal at the dining halls will be lunch on Wednesday, December 19, 2007. Both Leutner and Fribley dining commons will close at 2:30 p.m. The first meal after Winter break will be on Sunday, January 13, 2008 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
- On departure, your room and suite/apartment door is locked
- 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.
- 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 20, 2007, you may wait in either Wade or Fribley Commons.

24 Hour Quiet Hours

24-hour quiet hours will begin on **Saturday, December 8, 2007 at 8:00 a.m. and will continue until the halls close on Thursday, December 20, 2007 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.

RUSS Office Closings

RUSS (Residential Undergraduate Studies Satellite) Offices will close for the fall semester on Wednesday, December 5 at 8:00 p.m. The offices in Wade and Fribley will reopen on Monday, January 14, 2008.

**Be a Resident Assistant!!
Applications are due by 5:00 p.m. on Thursday, December 20, 2007**

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 2008-2009 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 is a great way to get involved in student life at Case Western Reserve University. **Beginning on October 29, applications are available at <http://housing.case.edu/jobs>.** If you have any questions about the RA position or the selection process, please contact housing@case.edu.

