

First Year Student Newsletter

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Produced by
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and the Office of Undergraduate Studies

Greetings from the Dean

I realize that many of you are in the midst of a rigorous week of midterm exams prior to Spring Break. Best wishes on all of your academic endeavors this week, and I hope that you all have a relaxing break from your studies.

It's hard to believe that half of the semester has almost passed us by. The second half of the Spring Semester is always a busy time with many activities happening around campus, and many decisions to make about the upcoming summer and fall semester. March is an excellent time for reflection. You've learned a lot by now—about yourself, your relationships, and about Case, Cleveland, and the opportunities that are available to you. It's time to reflect on what you have learned and make plans for your future. What major(s) and minor(s) will you declare? How will you spend your summer? What activities will you explore in the upcoming year? Will you get involved in research or other creative endeavors? How can you enhance and enrich your collegiate experience? How can you make a difference? This newsletter contains a lot of information to assist you in this continued exploration and reflection process. Please take time to read through all the information provided. As always, if you have questions, feel free to contact me at julie.amon@case.edu or Steven Scherger at steven.scherger@case.edu.

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Summer School, Off-Campus Study Request, And May Term

Many of you have asked about taking summer classes at institutions other than Case. Can you do this? Yes!

As with most processes, there are policies, procedures and paperwork. Read the information in the handbook, <http://www.case.edu/provost/ugstudies/resources.htm>, and then if you are still interested, come in to Sears 357 to pick up the **Off-Campus Study Request Form**. 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, Director of Advising and Evaluation of Off-Campus Study.

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 need to submit the form when you have actual course offerings to review. However, the sooner you complete the form, the sooner you will be notified if the course 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 them. You can check out the courses currently planned for the Summer at <http://www.case.edu/academics/summer/index.html>

Case is also offering a new three-week intensive term called **May Term**. The term follows the end of Spring Semester Finals and concludes before the regular summer session begins. Most of the courses are not offered during the academic year and are opportunities for students to go into the community, neighboring states, and beyond to Italy and France. For more information regarding May Term courses visit: http://www.case.edu/academics/summer/may_term.html

Summer Information Fair March 25 and 26, 10:00 a.m. – 2:30 p.m., SAGES Cafe

The third annual SUMMER INFORMATION FAIR will be held on Tuesday and Wednesday, March 25 and 26, 10:00 a.m. – 2:30 p.m. in the SAGES Cafe. Information about the summer session and the new May Term will be provided. There will be a number of giveaways and a raffle to win a \$100 gift card to Barnes & Noble. Hope to see you there!

MAJOR DECLARATION

At this point, many of you have declared, many more have a major in mind but have not completed the declaration process, and finally a smaller number of you are unsure of your academic interests. For those who have decided upon a major, it is to your advantage to have completed and submitted the paperwork for officially declaring your major with Undergraduate Studies before the end of March in order to meet with your new advisor for Summer and Fall Semester registration.

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.

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, <http://studentaffairs.case.edu/careers/>). Steven Scherger and I would also be happy to discuss your interests and this process. 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.

Those of you who have not declared yet, but are ready to do so should follow the steps listed below as soon as possible.

1. Obtain the Major Declaration Form* in the Office of Undergraduate Studies, Sears 357 (also available in the 24-Hour Study Rooms in Wade and Fribley). 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 posted outside of Sears 357 and may be found at <http://www.case.edu/provost/ugstudies/resources.htm>.
2. Students interested in Pre-Medicine/Pre-Dentistry and/or Pre-Law should be sure to mark the respective boxes on the declaration form.
3. 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.



Financial Aid Application Deadline May 15, 2008 You Must Apply Each Year!

In order to receive need-based financial aid (grants and/or loans), you must apply for financial aid each year. If you are currently receiving need-based financial aid, or if you would like to be considered for need-based financial aid for academic year 2008-2009, you must apply for financial aid by May 15th, 2008 in order to receive the best possible Case Western Reserve University financial aid package. The application process can be reviewed at the Office of University Financial Aid website <http://finaid.case.edu/>. Please be certain to apply for financial aid by May 15th, 2008. Help us provide the best financial assistance possible.

You will be expected to submit the following document:

1. Renewal Free Application for Federal Student Aid (FAFSA) online
2. Copies of the student's and parent's 2007 Federal Income Tax Returns and W-2's
3. Complete the Case Financial Aid Form online

Merit-Based Scholarship Opportunity Application Deadline—April 28, 2008

Case Western Reserve University will award a limited number of scholarships for the 2008-2009 and subsequent years to students who are currently enrolled at Case and who have compiled a record of achievement, participation, and leadership that distinguishes them from their peers.

The following scholarships will be available for the 2008-2009 academic year: One Trustees Scholarship, Two President's Scholarships, and Four Provost's Scholarships. The deadline to apply for these scholarships is **April 28, 2008**. Recipients will be selected in June by the University Undergraduate Faculty Committee on Academic Standing. For additional information regarding these merit-based scholarships, the application process, and other scholarship opportunities for current students go to <http://www.case.edu/provost/ugstudies/scholarships/S-caselist.htm>

Scholarship Retention

Case merit-based scholarship (Full-tuition, Trustees', President's and Provost's) renewal is based on two requirements: a minimum number of hours earned after enrolling at Case and a minimum cumulative scholarship grade point average**. The cumulative scholarship GPA requirement is **2.50 at the end of the first year** and 3.00 at the end of each succeeding year. Scholarship recipients will be required to have earned **at least 24 semester hours at Case in the first year**, 54 semester hours by the end of the second year, and 84 semester hours by the end of the third year. Recipients of **Provost's Special** Scholarships must maintain academic good standing to be eligible for continuation of their scholarships.

****Scholarship Grade Point Average:** All courses completed for an evaluative grade at Case are included in the computation of the "scholarship g.p.a." The "**scholarship g.p.a.**" matches the student's cumulative g.p.a., unless the student has used the Repeat Option. If a scholarship recipient has used the Repeat Option for any courses, the original grades in courses for which the final grade has been replaced by RPT will be included in the computation of the cumulative average for the purpose of determining eligibility for scholarship continuation.

Course Repeat Option

If you are dissatisfied with a grade that you received, you may choose to repeat that course; however, you must notify the Office of Undergraduate Studies of your intention to do so by completing the **Course Repetition Form** found at <http://www.case.edu/provost/ugstudies/forms.htm>

Upon completion of the repeated course at Case for an evaluative grade (A, B, C, D or F), the first grade will remain visible on the transcript, but will be removed from the calculation of the cumulative grade point average and the original semester in which the grade was earned. The second grade will then be used for calculation into the cumulative grade point average, even if it is not the better grade. If the Course Repeat Option is applied, the student's transcript will show the comment "GRADE NOT COUNTED. COURSE REPEATED." directly below the course.

The Course Repeat Option may be exercised subject to the following conditions:

1. A student may not use the Pass/No Pass option in a course that is being repeated.
2. The Course Repeat Option Form must be submitted by 5:00 p.m. on the last day of classes in the term in which the course is being repeated.
3. An academic action that occurred under the earlier grade is neither reversed nor removed from the record as a result of a change in the semester or cumulative averages that results from the repetition of one or more courses.
4. All grades earned at Case Western Reserve University, including those grades removed as a result of the application of the Course Repeat Option Policy, will be applied to the Scholarship GPA that is reviewed in order to determine Case Western Reserve University merit-based scholarship retention.

Incomplete Deadline for Fall 2007 Semester March 28, 2008

If you received a grade of "I" (Incomplete) for the Fall Semester, it is your responsibility to meet with your professor and make arrangements to complete the unfinished work as soon as possible. All incomplete work must be completed and a grade change submitted to the Office of Undergraduate Studies **no later than March 28, 2008**. Any "I" not made up by this date will be converted to a grade of "F." Any request for an extension must be submitted well in advance for review by the Dean's Committee. A request for extension should be submitted to Dean Jeffrey Wolcowitz in Sears 357 and must be accompanied by a supporting note from the professor in the course involved.

Withdrawing from a Course

As a first year student you may withdraw from a course(s) up until the last day of classes—**April 28**. In order to withdraw from a class, you must complete a Drop/Add Form (available in Sears 357, 24-Hour Study Rooms in Wade and 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 or the R.U.S.S Hours in Wade or Fribley, 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.

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.

Maintaining Good Academic Standing

Academic standing comprises two elements: credit hours earned at Case and grade point average (GPA). In order to achieve good academic standing by the end of the spring semester, first year students must earn a **total of 21 credit hours and a cumulative grade point average (GPA) of at least 1.75**.

Spring Midterm Grades

Professors are expected to have submitted your midterm grades to the Registrar by Monday, March 10. Therefore, during Spring Break you will have the opportunity to log on to the Case Portal at <http://my.case.edu> to view your midterm grades.

Your faculty advisor will be able to view your midterm grades on-line during the week of March 10. Therefore, you should feel free to contact your advisor for an appointment to discuss your progress thus far in the semester once you return from Spring Break on March 17. Remember, this is a good time to pause and reflect on your academic progress and decide if you need to make any changes to your study strategies. At this point in the semester, you definitely still have time to affect some positive changes. Please review the following list of tips to see if any might be appropriate for you.

- Talk to your professors regularly during office hours to ask questions and to get to know him/her. If you are not happy with your performance on an assignment, ASK HIM/HER WHAT HAPPENED!
- Use SI Sessions and Free Tutoring Sessions offered through Educational Services for Students (ESS).
- Meet with ESS staff members to assess your individual time management and study strategies. ESS can be contacted at 368-5230 or in Sears 470.
- Reflect on the amount of time you are spending "studying." Is it enough? Are you studying during the time of day at which you are most alert? Could you use your study time more efficiently and effectively?
- Consider forming a study group with your peers.

For more tips check out Educational Service for Students' one-page SuccESS Strategies designed to improve academic performance: <http://studentaffairs.case.edu/education/resources/onepaggers/>

Summer and Fall 2008 Course Registration

Once you return from Spring Break, you should plan to meet with your faculty advisor to begin selecting your courses for the Summer Session and Fall Semester. It is important that you begin this process as registration starts on March 31, and continues throughout the month of April. For students who have a selected a major, but not officially declared it (see page 2 for instructions) you should complete the paperwork sometime over the next couple of weeks in order to be assigned a faculty advisor who can provide you with the most knowledgeable advice regarding your major.

Registration for Summer Session courses will begin on Monday, March 31, which will be followed by Fall Semester registration in April. Due to the retirement of SOLAR and the implementation of the new Student Information System, the exact dates and procedures have not been finalized. **It will be important for you to look for updates and information regarding the new system over the next month in order to stay informed.**

Spring Final Exams Schedules

By now you should have reviewed your spring final exam schedule. It is important that you consult your course syllabi and the on-line 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.case.edu/provost/registrar/exams/exam082.html>. Make sure you confirm your exam schedule and make your travel, work or school plans accordingly.

4/28	Last Day of Classes
4/29 – 4/30	Reading Days
5/1	Final Exams Begin
5/8	Final Exams End

NOTE: 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, Jeffrey Wolcowitz in arranging to have the time of one examination changed.

R.U.S.S. (Residential Undergraduate Studies Satellite) Monday—Wednesday; 6:00—8:00 p.m.; Wade and Fribley

Have a quick question? Need to withdraw from a class? Wondering about how to get connected to academic opportunities? Come visit the Deans from the Office of Undergraduate Studies at RUSS Offices in Wade and Fribley, Mondays – Wednesday from 6:00 – 8:00 p.m.

RUSS Offices will be closed during the week of Spring Break from March 10 – 12. Normal R.U.S.S. hours will resume the following week on March 17.

Contact the main Office of Undergraduate Studies at 368-2928 or <http://www.case.edu/provost/ugstudies/walkinhours.htm> to check about weekly walk-in availability.

Support of Undergraduate Research and Creative Endeavors Presentations and Additional Opportunities!

Have you participated in undergraduate research, a creative project, and/or a capstone experience during the past 12 months? We want you to present your work at Intersections: SOURCE Symposium & Poster session on **April 18**. The deadline to register and submit your abstract is **March 21st**. You are eligible to present (in fact we encourage you to) if your work was completed off campus (another REU site, etc.). To register: <http://www.case.edu/provost/source/symposium/index.htm>

SOURCE has GREAT news for all procrastinators or those of you who only yesterday decided that you want to work on an undergraduate research project this summer. The Center for Stem Cell and Regenerative Medicine has a new outstanding undergraduate research program! The deadline to apply is **March 31, 2008**. Check it out:

<http://www.case.edu/provost/source/opp/oncampus.htm>
(scroll down to Formal Summer Programs)

SAGES Writing Portfolio

It is never too early to begin preparing your SAGES Writing Portfolio. Students who fail to plan properly will find it difficult to meet the requirements of the Writing Portfolio as you will be required to submit past work from each of your seminars: an essay from your First Seminar, an essay from a University Seminar, and a research essay from a University Seminar. For further instructions regarding the SAGES Writing Portfolio visit <http://www.case.edu/sages/portfolio0607.htm>

One of the best preparations you can take now for the Writing Portfolio is to secure your papers. It is highly recommended that you save copies of your papers in the file folders at filer.case.edu. Each student is given 500MB of free space through the service, which should be more than enough for you to store all of your SAGES papers, as well as essays and assignments from other courses you may want to keep for further applications to professional and graduate schools.

News from the Career Center



Introducing Career Peer Coffee Hours!

During Career Peer Coffee Hours, **Career Peers** can give you a basic overview of the Credential Files System, review the "look" of your resume, show you how to navigate the Career Center's resources, and answer questions about upcoming programs and Career Center services.

The Coffee Hour is held in the **Thwing Atrium, Monday through Friday from 12:00-1:00 p.m.**

Sign-Up for the Career Peer Newsletter

In order to keep you informed of programs, job opportunities, and employment news, our Career Peers maintain e-mail distribution lists. We are very careful to title our subject lines carefully so that you can delete any mail that is not relevant to your needs. Go to <http://studentaffairs.case.edu/careers/student> to sign-up!

Become a Career Peer! Applications Due March 7

Career Peers are advisors who education Case students about career opportunities and services. Career Peers work 8-10 hours per week assisting students with accessing resources, planning and presenting Career Center programs, and promoting the Career Center via student outreach. Career peers also advise Career Center staff about student needs and expectations.

For more information on becoming a Career Peer and to apply, go to <http://studentaffairs.case.edu/careers/student/careerpeer/>. The deadline for applications is **March 7**.



Dr. Dorothy Pijan Student Leadership Awards
<http://studentaffairs.case.edu/aswards/leadership/>

The Student Leadership Awards were created by Dr. Dorothy Pijan in 1982 to recognize and honor Case's outstanding undergraduate student leaders. Dr. Pijan had worked at Case as the director of Thwing Center and Student Activities from 1982-2003. Dr. Pijan was a well-respected and nationally known student union professional. She had an incredible passion, drive and dedication to student leadership. After her death in 2003, the awards were named in her honor to recognize her many contributions to student life at Case Western Reserve University.

Over 20 different student leadership awards are presented during an awards ceremony in the spring. Nominations are solicited from across the campus and are selected by an anonymous committee. The deadline to nominate is **Tuesday, March 18th**. Nominate someone online at:
<http://studentaffairs.case.edu/awards/leadership/nominate.aspx>

For more information, please contact Joe Gutowski at 216-368-2679.

Apply to be a Member of the Academic Integrity Board
Make a Difference. Be a Leader!

Are you committed to upholding standards of academic integrity? Would you like to work with other students in designing and presenting programs to students and faculty to encourage academic integrity? Do you want to help students understand their academic and ethical obligations as college students? If so, please consider applying for membership on the Academic Integrity Board. For more information please visit the AIB website at:
<http://studentaffairs.case.edu/groups/aiboard/>

Applications are due by **March 19, 2008 at 5:00 p.m.**, and are available online at <http://studentaffairs.case.edu/groups/aiboard/>. They will also be available in the office of Undergraduate Studies (Sears 357), the Office of Student Affairs (Adelbert 110), Leutner and Fribley, and the residence halls starting on Monday, March 3.

For more information, please contact any of the following board members:

Joe Pieri, Assistant Dean for Undergraduate Studies
joseph.pieri@case.edu,
 Stephanie Ash, Student Chair of the AI Board
stepanie.ash@case.edu
 Perry Evangelista, Student Member of the AI Board
perry.evangelista@case.edu

2008 – 2009 Room Selection Process

Information regarding the 2008-2009 Room Selection Process, which is currently underway, can be found at
<http://studentaffairs.case.edu/living/housing/selection/>

Housing applications must be completed online, making it easier for groups of students to sign up together, and for students currently residing off campus to participate. We are also providing most forms online for you to download. Finally, we have provided a room selection flowchart to guide you through the process and determine what option is right for you!

If you have any questions, contact the residence life staff in your building for assistance. You can also send an email to housing@case.edu.

Writing Center Workshop on Research and Documentation
 Friday, March 25, 12:30—1:45 p.m., Nord 410

Do you need some practical tips for writing your research papers? The Writing Resource Center will offer a writing workshop, titled "Research and Documentation," on Friday, March 25 from 12:30 to 1:45. The workshop will be held in Nord 410. No reservations are necessary - all are welcome to attend!

For more information about the Writing Resource Center, please visit our website at
<http://www.case.edu/artsci/engl/writing/writingcenter.html>.

Orientation Leader Information Sessions and Application

If you are interested in learning more about the Orientation Leader position or Case Venture Leader position, please join us at one of the Information Sessions:

Thursday, March 6, 11:30 a.m. – 12:30 p.m., Sears 372
 Thursday, March 20, 11:30 a.m. – 12:30 p.m., Sears 372
 Thursday, March 27, 11:30 a.m. – 12:30 p.m., Sears 372

You are not required to attend an information session to apply. However, you will learn more about the position, interview process, and resources to be successful in a group interview! There is no registration for an information session, just show up!

Applications for new and returning Orientation Leaders are currently available at <http://studentaffairs.case.edu/orientation/>. The deadline to apply is **March 31, 2008**. If you have any questions, contact Kate Kraus at kate.krauss@case.edu or 216-368-8827.

Case Students for Case Students
ESS Seeking Your Input!

Educational Services for Students (ESS) is collecting submissions for an e-book of study tips FOR Case students BY Case students. The book, entitled Just InCASE: Study Tips for Students by Students, will be posted on the ESS website. We would like to hear how you have been successful, what difficulties you have overcome, and what tips you may have for other students.

Please submit your entry (200-500 words) describing your best study strategy--whether it's about taking study breaks, studying in groups, or getting a good night's sleep--ANYTHING! This is your chance to share what has worked for you! Your submission should be written in either first or second person.

You can submit your idea at the following site:
<http://studentaffairs.case.edu/education/resources/incase/submit.fbx>

When you submit your entry, we would like an electronic copy of a picture of you to post along with your entry. If you don't have a picture, we will arrange to take one. Also, the submission form asks if we can take a video clip of you explaining your entry. These videotapes clips would run on our ESS website.

PRIZES--ranging from Starbucks Gift Cards to Free Qdoba Burritos--will be given out in a lottery to those who submit an entry. Please consider offering your time for the creation of this e-book. **The deadline is Tuesday, April 8.**

If you have any questions or concerns please contact Judith Olson-Fallon (jko2@case.edu) or Jordan Foley (jif30@case.edu).

Greek Life News

Faculty Forum

Location: Rockefeller 310
 Date: Friday, March 21
 Time: 12:00 – 2:00 p.m.
 Topic: TBD

Faculty Forum is an opportunity for students and a faculty panel to meet during Community Hour to discuss a current, relevant, and at times controversial topic pertaining to Case Western Reserve University. A variety of perspectives are touched upon from both student and faculty perspectives, allowing for better communication and understanding.

The event is open to all students, faculty, staff, and administrators. Please contact the GCEC if you have any questions at lisa.voigt@case.edu or christopher.coy@case.edu.

Greek Week

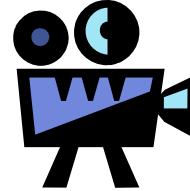
March 30 through April 6

Each spring, the Office of Greek Life sponsors a week of competitive, philanthropic, and social events called "Greek Week." Coordinated and planned by undergraduate student leaders, it is a time to celebrate being Greek and show chapter pride with the entire Case fraternal community. Events include the "Can Castle" food drive, Pyramid, Banner competition, and Obstacle Course. The largest and most competitive event is the Rope Pull. For more information regarding Greek Week and corresponding events, visit <http://studentaffairs.case.edu/greek/ritual/greekweek>

Humanities Week 2008: Cityscapes
March 24-29, 2008

The Baker-Nord Center for the Humanities will be facilitating Humanities Week 2008 from March 24 – 29. This year's theme is Cityscapes. Planned events for the week include a film festival and a series of lectures, seminars, and presentations. For more information about the events related to Humanities Week, visit: http://artsci.case.edu/bakernord/doku.php?id=humanities_week:humanities_week_2008

Movies



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|-------------|--|
| 3/21 | Sweeny Todd: The Demon Barber of Fleet Street
7:00 p.m., 9:30 p.m., 12:00 a.m. |
| 3/22 | Beetlejuice
7:00 p.m., 9:00 p.m. |
| 3/28 | The Last Mimzy
7:00 p.m., 9:00 p.m., 11:00 p.m. |
| 3/29 | Jaws
7:00 p.m., 9:30 p.m. |

**Have A Great
Spring Break!**