

# First Year Student Newsletter

Volume 13.3

November/December 2008

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

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## Greetings from the Dean

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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. Be sure to look for the next edition of the First-Year Student Newsletter in early January.

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## Fall 2008 Registration Rave!

**Advising, Registration, Major Exploration Questions  
Wednesday, November 19, 7:00 – 9:00 p.m., Fireside Lounge**

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On Wednesday, November 19, Dean Julie Amon and Steven Scherger will be visiting the First-Year Residential Colleges to meet with students in anticipation of Spring Semester Registration, which begins on Friday, November 21 for all First-Year Students. Come join us for a festive and informative time at the Fireside Lounge in the Wade Commons from 7:00 – 9:00 p.m.

We will be available to answer your questions regarding registration, but also advising, major exploration, and academic policies. In addition to answering these questions, we look forward to spending some time with you to learn more about your interests and to hear about your experiences as a first-year student.

We look forward to seeing you there!

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## 2009 Spring Semester Registration

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In order to register for Spring Semester courses you must meet with your faculty advisor to have your Advising Hold removed. Although you will need to wait for your registration appointment before you can schedule your courses, you may place courses in your SIS Shopping Cart before the date.

All first year students will begin to register courses for their 2009 Spring Semester on **Friday, November 21**, *regardless of how many hours of earned credit an individual might have*. Registration will continue through the end of the drop/add period, which is Friday of the second week of classes, January 23, 2009.

## F.A.C.T. (First-Year Academic Campus Tours)



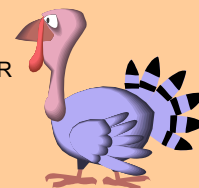
Have a **FREE Drink** on your First-Year friends from Undergraduate Studies. Steven Scherger and Julie Amon would enjoy chatting with you about how things are going, answer your questions, and find out how we can help you achieve a better first-year experience. Come Visit Soon!

We will be available at the following times and locations over the next month.

November 12	12:30 – 1:45 p.m.	Thwing Atrium
November 18	5:00 – 6:00 p.m.	Starbucks-Northside
November 21	12:30 – 1:45 p.m.	Nord Atrium
November 24	5:00 – 6:00 p.m.	Starbucks-Northside
December 2	11:30 a.m. – 1:00 p.m.	SAGES Café

## Inside this Issue

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# Spring 2009 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 2009. 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.

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 will only have their Advising Hold lifted *after* meeting 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:

- *Handbook for Undergraduate Students*
- Your Academic Advisement Report (AAR)
- 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 <http://www.case.edu/provost/registrar/soc.html>

## Course Prerequisites/Corequisites

If you would like to take a course next semester that requires a prerequisite or corequisite that you have not completed, SIS will not allow you to register for the course. Typically, departments set course requisites because the knowledge in previous coursework is essential to success in the course; however, if you feel past courses and/or experiences have provided you the necessary foundation to be successful in a course, you can seek a permit to override course requisites.

To obtain permission to register for a course in which you have not met its prerequisites or corequisites, the instructor of the course will have to grant a permit through SIS. 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 by the student through SIS.

## 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 were able to do so beginning November 3<sup>rd</sup>.** 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 one. 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 Wade and Fribley Commons), and take the form to the department representative in your intended major for his/her signature and assignment of a major advisor.
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.



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**Overloads**


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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 representative 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 to the Office of Undergraduate Studies once you return to talk to a representative 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>. Overload requests must be finalized by the end of the drop/add period – January 23, 2009.

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**Calculus Course Information**


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**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 9th**. 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 register for Mathematics Proficiency Exam in advance by contacting Professor Chris Butler. Email: [Chris@case.edu](mailto:Chris@case.edu). 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.

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**Proficiency Exams**


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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 9, 2009, 9:00 a.m. – 12:00 p.m. (Clapp 201).

**PHYS 115, 116, 121, 122, 221** -- Saturday, January 10, 2009, 9:00 a.m. - 12:00 p.m. (Rockefeller 301). Register for the Physics Proficiency Exam in advance by contacting Prof. Gary Chottiner. Email: [gsc2@case.edu](mailto:gsc2@case.edu) or call 216-368-4024. More information about, including formula sheets and sample exams, can be found at <http://www.phys.cwru.edu/undergrad/Proficiency%20Exams/>

**ENGR 131** -- Saturday, January 10, 2009, 1:00 - 4:00 p.m. (Olin 313). *The exam will be given in Java. Students wishing to take the exam must sign up for it at least 48 hours in advance. Link to the registration form, as well as extensive exam details appear at <http://dora.case.edu/msb/131/proficiency.html>.*

**MATH 121, 122, 125, 126, 223, 224** -- Friday, January 9, 2009, 1:00 - 4:00 p.m. (Yost 300). Register in advance for the Mathematics Proficiency Exam by contacting Prof. Christ Butler ([chris@case.edu](mailto:chris@case.edu)).

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**Physical Education in the Spring Semester**


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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.

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**University Seminars in Spring 2009**


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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.

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**Off-Campus Study Request Process**


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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, 2009**. 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*.

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**May Term and Summer Session 2009**


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Look for May Term (i.e. three-week intensive courses offered between Spring Semester and Summer Sessions) and Summer 2009 course information beginning in December at <http://www.cwru.edu/academics/summer/>

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**R.U.S.S Walk-In Hours  
Wade and Fribley Commons**


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The Residential Undergraduate Studies Satellite (R.U.S.S.) offices are located in the Wade and Fribley Commons. As an extension of the Office of Undergraduate Studies, you can stop by R.U.S.S. 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 Undergraduate Studies' web site for more 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.

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### Withdrawing from a Course

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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 5, 2008**. In order to withdraw from a class, you must complete a Drop/Add Form (available in Sears 357; Wade or Fribley Commons; 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.

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### Pass/No Pass

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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 submitting the Pass/No Pass Ballot on-line by 5:00 p.m. on Friday, December 5 at <http://www.case.edu/provost/ugstudies/undstud.htm>**

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.

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### Incompletes

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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.

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### Maintaining Academic Good Standing

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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.

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### Fall Final Exams Schedule

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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/exam2088.html>

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

12/5	Last Day of Classes
12/8, 12/12	Reading Days
12/9	Final Exams Begin
12/17	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, Jeffrey Wolcowitz, 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 Wolcowitz in arranging to have the time of one examination changed.

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### Academic Advisement Reports (AAR's) and AP, IB & Transfer Credit

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Academic Advisement Reports (AAR's) are available on SIS for all students. The AAR 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 AAR 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 AAR through the SIS drop-down menu on the student center homepage. If you feel that you are missing earned credit, please contact Steven Scherger or Dean Julie Amon so we can check into it.

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### Your Grade Report at Case

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Please note that your cumulative grade report will be available on SIS under the Enroll tab, Term Information sub-tab. Like many other universities, Case does not send a "paper" grade report to you in the mail. 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.

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**Physics Course for First Year Students  
PHYS 166—Physics Today and Tomorrow**

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The physics department is offering a course next semester that is designed to help first year students determine if a major in Physics is the right choice. **PHYS 166** is scheduled for Mondays from 3:00 - 3:50 p.m.

Course Description

Course will provide students with an opportunity to learn about the most exciting and timely research areas in physics, as well as other topics germane to being a professional physicist. These discussions will cover fields such as nanoscience, ultrafast optics, exotic materials, biophysics, cosmology, string theory and the role of physicists in developing new technologies. Each week a member of the faculty will meet with students to discuss a topic of current interest, how a physicist approaches the problem, and how physicists interact with others to find a solution. Other topics germane to being a professional physicist also will be discussed, including the relationship among academic, industrial, and governmental laboratories; ethics; and non-traditional careers for students trained in physics. (PHYS 166 is graded on a PASS/NOPASS basis.)

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**Classics Department  
November Events**

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**Thursday, November 13, 6:00 p.m.**

*Clark 206*

Michael Bennett, curator at the Cleveland Museum of Art, will talk about the Apollo Sauroktonos, a rare bronze sculpture believed to be by the famous 4th century B.C. Athenian sculptor Praxiteles. The sculpture is in the C.M.A.'s permanent collection.

**Wednesday, November 19, 5:30 p.m.**

*Mather House 100*

Rene Nunlist of Brown University will give a talk on the importance of papyri and how new, exciting discoveries are being found all the time. He will emphasize his work on some new papyri for the play *Epilepentes* by the comic playwright Menander.

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**Case Film Initiative  
Screening of the Original King Kong**

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The Case Film Initiative will present a screening of KING KONG, the original 1933 version, at an event to celebrate the new film minor at Case Western Reserve. The screening will be on Tuesday, November 18, at 6:30 p.m., in Mather Memorial 125.




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**News from the Career Center**

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**Consulting Hours**

Consulting Hours provide brief sessions with a career counselor. These sessions are intended for quick questions, and/or resume and cover letter critiques. Consulting Hours are held Monday through Thursday from 11:00 a.m. – 2:00 p.m. in Sears 206.

**Making the Most of the 2009 Get Experienced Internship and Career Fair**

Location: Nord 410

Date: Thursday, December 4

Time: 11:30 a.m. to 12:30 p.m.

Presenter: Experiential Learning Specialist

This workshop will cover: how to plan a strategy for the most effective and efficient use of time at a fair, the introduction - making the first impression a good one, and follow-up after the fair.

Learning Objectives: Learn how to engage employers and to plan a strategy for the most effective and efficient use of time at a career fair. To register, go to:

<http://studentaffairs.case.edu/careers/student/events/13383.calx>

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**Beginning Survey of Student Engagement  
Class of 2012 Results**

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Are you interested in knowing more about your peers? Do you view yourself as an average Case student or one that sits more than two standard deviations from the mean? Would you like to learn more about the Class of 2012's past experiences and future expectations?

This past summer, before you started at Case, you were asked to fill out a survey called the **Beginning Survey of Student Engagement**. During orientation, a representative from Institutional Research gave a brief talk about the survey and promised to make the results available to you before holiday break. Well, the results are in! Follow the link below describing results can be found here:

<http://www.cwr.edu/president/cir/BCSSE08.pdf>

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**University Community Hour  
Fridays, 12:30 – 1:45 p.m.**

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**November 14**

**Working Legally in the U.S. (November 14)**

Location: 310 Nord Hall

Sponsor: Career Center and International Student Services

The discussion will feature David Leopold, a local immigration attorney who will speak on working legally in the United States

**Greek Faculty Forum**

Location: 301 Rockefeller Physics Building

Sponsor: IFC and Panhel

Come enjoy a discussion on academics with faculty, administration, and students

**IMPROVement**

Location: Strosacker Auditorium

Join the fun with improvisational comedy by our favorite campus comedy troupe!

**November 21**

**Next Steps: Women in the Workplace Panel Discussion**

Location: 1914 Lounge, Thwing Center

(See information on next page 6 for more details.)

**December 5**

**A Cappella Concert**

Location: 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.

**Women in Leadership Week  
November 17-23  
Schedule of Events**

**Finding your Voice**

November 17, 4:30 – 6:00 p.m.  
Nord 310

**Presenters:** Denise Douglas, Associate Dean Graduate Studies

**Work Place Survivor Skills**

November 18, 6:00 – 8:00 p.m.  
Rough Rider Room

Students will rotate through three 30-minute small group discussions on topics that will aid in entering the workforce. Positive confrontation, the art of small talk, and email and meeting etiquette.

**“Individually Unique, Together Complete”**

November 19, 7:00 – 9:00 p.m.  
Spartan Room

**Presenters:** Christina Mastrangelo, Adam Evans, Tracy Krebs, & Anthony Saar

This session will be an interactive investigation of our misconceptions of difference. Explore the concept of diversity and how diversity breathes life into relationships and organizations. This is bound to be unlike any other “diversity presentation” you have ever experienced.

**Increase Your Financial Literacy**

November 20, 5:00 – 6:30 p.m.  
The Spot

**Presenters:** Gina Beim and Sophie Romack

Come learn how to negotiate for a higher salary, free money at work, the best budgeting for you, and other ways to make the most of your money.

**Next Steps: Women in the Workplace Panel Discussion**

November 21, 12:00 – 2:00 p.m.  
1914 Lounge, Thwing Center

Join this moderated and interactive panel discussion driven by questions provided by the audience of students, faculty, and staff. A diverse group of women panelists from various backgrounds, occupations, and generations will share their perspectives.

**The Power of Networking\***

November 23, 2:00 – 4:00 p.m.  
Thwing ballroom

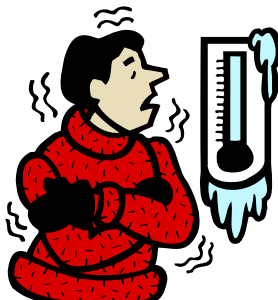
**Presenter: President Snyder**

This light afternoon reception will provide women of the CWRU community the opportunity to network with alumni, faculty, and staff who serve as leaders in business, engineering, law, politics, medicine, and non-profit organizations.

\*RSVP only

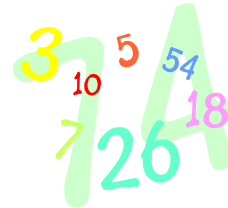
**Student Flu Shots**

University Health Service will be giving flu shots for students. The cost is \$15 (cash, check, or credit card) at the time you receive the injection. Please call 216.368.4539 to schedule an appointment or go to <http://myhealthconnect.case.edu>.



**What Happens at the Gala Stays at the Gala  
Monday, December 8, 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.



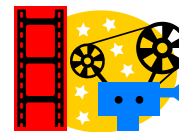
**Thwing Study Over  
Monday, December 8, 8:00 p.m. – 12:00 a.m.  
Thwing Student Center**

One of our most popular events on campus, the Thwing Study Over offers students a chance to break away from all the books, papers and last-minute assignments. Held just before finals week, students converge on Thwing Center for free food, massages, entertainment, giveaways, and group study sessions.

**Late Night Breakfast  
Thursday, December 11, 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/>

- 11/14 **Hairspray**  
7:00 p.m., 9:30 p.m., 12:00 a.m.
- 11/15 **Singin' in the Rain**  
7:00 p.m., 10:00 p.m.
- 11/21 **Sex and the City**  
7:00 p.m., 10 p.m.
- 11/22 **Some Like it Hot**  
7:00 p.m., 9:30 p.m.
- 12/1 **Kids (Free Showing)**  
7:00 p.m.
- 12/5 **The Bank Job**  
7:00 p.m., 9:30 p.m., 12:00 a.m.
- 12/6 **Wasabi**  
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, Tippit House and upperclass students living in Staley and Cutler Houses will close on Thursday, December 18, 2008 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 8, 2009 at 9:00 a.m.

**Dining and Retail Operations**

The last meal at the dining halls will be lunch on Wednesday, December 17, 2008. Both Leutner and Fribley dining commons will close at 2:30 p.m. The first meal after Winter break will be on Sunday, January 11, 2009 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 18, 2008, you may wait in either Wade or Fribley Commons.

**24 Hour Quiet Hours**

24-hour quiet hours will begin on **Saturday, December 6, 2008 at 8:00 a.m. and will continue until the halls close on Thursday, December 18, 2008 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 3 at 8:00 p.m. The offices in Wade and Fribley will reopen on Monday, January 12, 2009.

**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 2009-2010 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.

\*\*In addition, we are seeking to fill 2 open RA positions for the January-Mary 2009 term. Separate applications for this position are available at <http://housing.case.edu/jobs>.

The Resident Assistant position offers the opportunity to develop leadership and peer counseling skills and is a great ways to get involved in student life at Case Western Reserve University. **Applications are now available at <http://housing.case.edu/jobs>. Applications are due January 14, 2009.** If you have any questions about the RA positions or the selection process please contact Jamie Elwell, Manager of Staff Development at [jak76@case.edu](mailto:jak76@case.edu) or 368-3403.

