

# First Year Student Newsletter

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Produced by

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## Greetings from the Dean

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Happy New Year! I hope your break has been relaxing and rejuvenating and that you are ready to start the spring semester with energy and enthusiasm.



As you start a new semester I challenge you to do two things: *reflect* and *explore*. First, I encourage you to reflect upon your experiences from the first semester. What did you do? Whom did you meet? What did you learn both inside and outside of your classes? What experiences and activities did you participate in, and what did you gain from those experiences? And, what did you learn about yourself – your interests, your preferences, and even your assumptions? Upon reflection, are there things that you would like to change, to participate in, or to explore? I challenge you to make the goal of your second semester to be not only about solidifying your connection to CWRU, but also exploring more fully the opportunities that the university community has to offer you. You will see a variety of opportunities presented to you for engagement in academics, organizations, research and other opportunities.

Last semester, the Choices Fair afforded you an opportunity to explore your academic interests and get connected to academic departments. The reason that first year students do not declare a major until November of your first semester is because CWRU wants you to make an informed decision about your academic interests. While many of you still have the same academic aspirations that you had upon matriculation, many of you do not. This semester is a time for ALL students to fully test and explore their academic interests and opportunities. Look for occasions to explore your interests not only through the classroom, but also through connections made to upper class students, advisors, faculty, and other members of the university community.

The extent to which you take this advice is entirely up to you. However, I can say from experience, that the students who engage in the classroom, form relationships with their faculty, ask questions of their advisors, and who avail themselves of the experiences and opportunities afforded by membership in an academic community, are the students who are most satisfied with their college experience. As always, your advisors, Steven Scherger, and I are here to help you in this process of exploration and reflection.

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## IMPORTANT CHANGES THAT IMPACT YOU!!

### New Academic Standing Rules

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Over Winter Break, you should have received an email from Jeffrey Wolcowitz, Dean of Undergraduate Studies, notifying you of the Faculty Senate's adoption of a new set of Academic Standing Regulations. As stated in Dean Wolcowitz's message, although the new regulations will not go into effect until Fall 2010, they will be applied this academic year in those cases where they are more favorable to the student than the current regulations.

You can view the current policy, the new regulations, and the differences between the two sets of rules at <http://www.case.edu/provost/ugstudies/NewAcademicStandingRegulationsFall2010.pdf>

Since these new regulations will be used this academic year in cases where they benefit the student it is important for you to understand the impact they have on you as a first year student. For first year students who are in good academic standing to retain their standing, and for first year students who are on academic probation to return to good academic standing, you must achieve **one** of the following for Spring Semester, 2010:

1. Earn at least 12 credit hours and a semester GPA of 2.000 for Spring Semester, 2010.
2. Earn at least 21 total credit hours and a cumulative GPA of 1.750 over your first two semesters.

### Inside this Issue

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Spring Semester, 2010 Academic Calendar – HIGHLIGHTS

Late Registration – Drop/add Ends	January 22
Deadline to declare a course as an Audit	January 22
Midterm Grades Available	March 8
Spring Break – No Classes – Offices Open (Except Friday)	March 8 – 12
Deadline for removal of Fall 2009 Incompletes (I)	March 26
Registration for Summer 2010 begins for undergraduates	March 29
Deadline to Submit Off-Campus Study Request for Summer Term	April 1
Registration for Fall 2010 begins for undergraduates	April 5
Pass/No Pass Form Submission to Undergraduate Studies at 5:00 p.m.	April 26
Deadline for Course Withdrawal ( <b>FIRST YEAR STUDENTS ONLY</b> )	April 26
Last Day of Classes	April 26
Reading Days	April 27 & 28
Final Exams Begin	April 29
Final Exams End	May 6
Final Grades Available	May 8
Commencement	May 16

**Spring Semester Course Registration & Schedule Changes**

- If you have pre-registered for any spring semester courses for which you failed to complete the prerequisites, be sure to make necessary adjustments to your schedule no later than the first week of courses (January 11-15). *Students may be dropped from courses if they do not meet course prerequisites.*
- Only faculty can provide on-line permits for permitted courses or overrides.
- Permission to enroll in a closed course can only be given by the instructor of that course.
- Schedule changes can be made through the end of the 2<sup>nd</sup> week of classes – **January 22, 2010**. Please check your schedule for accuracy before that time.

**Spring Final Exams Schedules**

It's never too early to review 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 at [www.case.edu/provost/registrar/exams/exam2101.html](http://www.case.edu/provost/registrar/exams/exam2101.html).

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

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 Jeffrey Wolcowitz, Dean of Undergraduate Studies, in arranging to take one of the 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.

**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 8, 2010, 9:00 a.m. – 12:00 p.m. (Clapp 201).

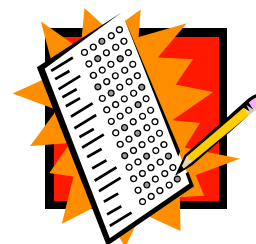
**ENGR 131** - - Saturday, January 9, 2010, 1:00 - 4:00 p.m. (Olin 313). *The exam will be given in Java. Students wishing to take the exam must sign up for it at least 48 hours in advance. Link to the registration form, as well as extensive exam details appear at*

<http://dora.case.edu/msb/131/proficiency.html>

(NOTE: Ignore date listed on the link for the exam. All information relates to the exam on January 9, 2010).

**MATH 121, 122, 125, 126, 223, 224** - - Friday, January 8, 2010, 1:00 - 4:00 p.m. (Yost 300). *Register in advance for the Mathematics Proficiency Exam by contacting Prof. Chris Butler ([chris@case.edu](mailto:chris@case.edu)).*

**PHYS 115, 116, 121, 122, 221** - - Saturday, January 9, 2010, 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](mailto:gsc2@case.edu). More information, including formula sheets and sample exams, can be found at <http://www.phys.cwru.edu/undergrad/Proficiency%20Exams/>*



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**SAGES Writing Portfolio**

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Although you just finished your First Year Seminar and still need to complete two University Seminars over the next three semesters 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/portfolio.htm>

One of the best preparations you can take now for the Writing Portfolio is to secure your papers. In the past, a number of students have had difficulties submitting their essays because the electronic copies of them were lost due to computer malfunctions and lost computer drives. To prevent these losses, it is highly recommended that you save copies of your papers in the filer folders at [filer.case.edu](http://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 future applications to professional and graduate schools.

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**Academic Success Resources**

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Once again I'd like to remind you about all the resources that Case offers to support your academic success. Educational Services for Students (ESS) is the place to contact to enhance your own study strategies, learn new ones, or find instructional support.

Services offered by ESS include the Academic Inventory that allows you to review time management, study, and test preparation skills; SuccESS Strategies; Peer Tutoring, Supplemental Instruction (SI) Sessions; and a SAGES Writing Guide. Appointments with the SAGES Peer Writing Crew may be made through a link at the following site: [studentaffairs.case.edu/education/resources/writingcrew/](http://studentaffairs.case.edu/education/resources/writingcrew/)

The Educational Services for Students office is located in Sears 470. Additional information regarding programs can be found at <http://studentaffairs.case.edu/education/>

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**Writing Resource Center**

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The Writing Resource Center (WRC) will open to students on Tuesday, January 19, for the Spring Semester. WRC consultants will work with students at any stage of the writing process, from brainstorming ideas and interpreting the assignment prompt to drafting, revising, and polishing.

The WRC has four locations on campus, including Bellflower Hall, Kelvin Smith Library, SAGES Café, and Nord Hall. For more information or to make an appointment, visit [www.caseonline.com](http://www.caseonline.com) or call 216-368-3798.

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**Residential Undergraduate Studies Satellite Office Re-Opens for Spring 2010**

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The R.U.S.S. (Residential Undergraduate Studies Satellite) Offices in Wade will reopen for the Spring Semester on Monday, January 11, 2010.

The R.U.S.S. Office provide students the opportunity to meet with Dean Julie Amon and Steven Scherger regarding academic concerns, adding and withdrawing from classes, getting connected with academic opportunities at Case, and other brief questions.

During the spring semester, the R.U.S.S. Office will be closed on Monday, January 18, for MLK Day, and on Monday and Tuesday, March 8 and 9, for Spring Break.

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**FAFSA Renewal for 2010-2011  
You Must Apply for Financial Aid Each Year!**

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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 2010-2011, you must apply for financial aid by May 15th, 2010 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, 2010. 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. Complete the Case Financial Aid Form online

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**Wittke Award for Excellence in Undergraduate Teaching  
Jackson Award for Excellence in Undergraduate Mentoring**

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Do you have a favorite professor who deserves to be recognized for outstanding teaching? Has a faculty member or staff member mentored you during your time at Case? Nominations for the 2010 Wittke Award for Excellence in Undergraduate Teaching and the 2010 Jackson Award for Excellence in Undergraduate Mentoring are now being accepted.

For more information on these awards and to make an on-line nomination by March 10, 2010, go to <http://studentaffairs.case.edu/awards/wittke/> <http://studentaffairs.case.edu/awards/jackson/>

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### Making Up Incompletes from the Fall Semester

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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 26, 2010***. Any "I" not made up by this date will be converted to a grade of "F."

A 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 ([jeffrey.wolcowitz@case.edu](mailto:jeffrey.wolcowitz@case.edu)) in Sears 357 and must be accompanied by a supporting note from the professor in the course involved.

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### Course Repetition

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If you are dissatisfied with a grade that you received, you may choose to repeat that course. 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. 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.
3. 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.

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### Scholarship Retention

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At the end of each academic year, the records of all scholarship recipients will be reviewed. To have a scholarship renewed for the following academic year, a recipient is expected to satisfy two requirements: a minimum number of hours earned after enrolling at Case and a minimum cumulative GPA. In order to retain your Trustee's, President's, Provost's, Dean's, Faculty Honors, or Faculty Scholarship you must have earned at least 24 credit hours with a cumulative scholarship GPA\* of 2.500. To retain your Provost's Special Scholarship you must maintain good academic standing\*\* (i.e. earned at least 12 hours and a GPA of 2.000 for the Spring semester; or earn 21 credit hours with a cumulative GPA of 1.750 during the first two semesters).

\* The Scholarship GPA includes all courses posted for grades including both grades earned through the use of the Course Repeat Option. Therefore, the statement 'I'll just take an F because the Course Repeat will save me' represents a very ill-advised strategy. If you are facing a possible D or F in a course, it makes more sense to withdraw than it does to risk the impact on your GPA and the possible loss of your scholarship.

\*\* See information on page 1 of this newsletter regarding the application of changes to the standards for good academic standing.

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### Overloads

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A normal course load for full-time students is considered to be between 12 and 19 credit hours during the fall and spring semesters. Any student wishing to enroll in more than 19 hours must seek permission from the Office of Undergraduate Studies. Students must have a **minimum 3.20 cumulative grade point average and a compelling reason to enroll in more than 19 credit hours** (a minimum 3.50 cumulative GPA is required to register for 22-23 hours).

If you earned at least a 3.20 GPA this fall, you can come into the Office of Undergraduate Studies once you return in January to talk about the possibility of overloading your spring semester schedule. These discussions are handled on a *walk-in basis*. Walk-ins will be available in our main office in Sears 357 and in the R.U.S.S. office in Wade. The weekly schedule for walk-in hours is available at: <http://www.case.edu/provost/ugstudies/walkinhours.htm>

# SPRING SEMESTER DROP/ADD PERIOD

## JANUARY 11 - 22

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### Major Declaration

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As a first year student, you have had the opportunity to declare your major since November 2. At this point, some of you have declared, a large portion of you 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. 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.

If you have not yet declared your major, but have one in mind, you are strongly encouraged to declare it when you return to Case. Even if you are not absolutely certain you have selected the correct major, it is okay to declare now. **YOUR MAJOR CAN BE CHANGED IF YOU CHANGE YOUR MIND LATER.** If you are truly undecided, continue to explore, talk with your advisor and other faculty members, and use the resources of the Career Center (Sears 206, 368-4446). In addition, both Steven Scherger and I are happy to discuss your interests.

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) or the R.U.S.S. Office in Wade. Take the form to the department representative in your intended major for her/his signature and assignment of a major advisor. The list of department representatives can be found at [http://www.case.edu/provost/ugstudies/Academic\\_Representatives.pdf](http://www.case.edu/provost/ugstudies/Academic_Representatives.pdf)
2. Once completed, bring the yellow form to the Office of Undergraduate Studies (Sears 357). **The declaration of the major is not official unless it is submitted to the Office of Undergraduate Studies.**

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### Summer Common Reading Call for Recommendations for Orientation 2011

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As I am sure you recall, your class was assigned Greg Mortenson's *Three Cups of Tea* for your Common Reading this past summer. Based on your experience with this program, what would you recommend for the Common Reading for Orientation 2011? The Common Reading Selection Committee seeks suggestions, works of fiction or non-fiction, which will appeal to new students, encourage reflection and discussion, and deal with issues of enduring human concern. Works by contemporary authors are preferred so that the author may be invited to speak on campus during Fall Convocation.

To make recommendations, go to [studentaffairs.case.edu/orientation/reading/recommend.fbsx](http://studentaffairs.case.edu/orientation/reading/recommend.fbsx).

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### Summer Courses Off-Campus and Summer Courses at Case

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Many of you have asked about taking summer classes at institutions other than Case. If you are one of these students and want to determine how you can take advantage of this option, read the information on the [Off-Campus Study Request Form](#). Once you have read the form and verified you can use the option, come in to Sears 357 to have any additional questions. 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 Assistant Dean Claudia Anderson.

The deadline for submission of the request is **April 1, 2010**. 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 on the Off-Campus Study Request Form)

#### **Don't forget that Case also offers summer courses!**

The preliminary Summer 2010 schedule is available at <http://www.case.edu/academics/summer/index.html>. The Summer term features a three-week intensive May Term, a fully year of physics, and organic and introductory chemistry, the biology core courses, SAGES university seminars and 70 other great classes. **Summer tuition for courses numbered 1-399 is 50% of regular tuition.**

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### Martin Luther King Jr. Celebration January 15 – 23, 2010

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The week-long celebration will include a variety of activities such as workshops, films, discussions, and speakers sponsored by various academic departments and schools, centers, offices, and student organizations. For a full list of all related events, including the **MLK Day Student Retreat on January 18, 2010**, go to <http://case.edu/events/mlk/about/events.html>.

#### **Annual MLK Convocation**

**Friday, January 22, 2010, 12:30 – 1:45 p.m.  
Amasa Stone Chapel**

The annual MLK Convocation will be held in conjunction with the Martin Luther King Celebration Week. This year's speaker is Donna Brazile, who will give a speech entitled: *Where Do We Go From Here? Building on the Legacy of Dr. King*. Brazile is a veteran Democratic political strategist, adjunct professor, author, syndicated columnist, television political commentator, vice chair of voter registration and participation at the Democratic National Committee, and former chair of the DNC's Voting Rights Institute.

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**Spring 2010 News from the Career Center**


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**2010 Get Experienced Internship and Career Fair  
Looking for Volunteers**

The Career Center will host a "Get Experienced Internship and Career Fair" on Thursday, February 11, in Adelbert Gym. The Career Center will also have a week of events to accompany the Fair, which focus on internships, practicum opportunities, and other career-related topics. If you would like to volunteer at the Fair, come to an information session on Tuesday, February 9, from 5:30 – 6:00 p.m. The location is TBA. Keep an eye on the Career Center website for more information: <http://careercenter.case.edu/>.

**Shadowing Alumni Over Spring Break**

First year students interested in shadowing an alumnus in the workplace over Spring Break to learn more about career paths should contact Career Center Assistant Director, Laura Papcum at [laura.papcum@case.edu](mailto:laura.papcum@case.edu).

**Career Center Career Peers**

Would you like to learn more about careers services from fellow students? The Career Center Career Peers can come to your student organization or residence hall to talk with you. Find out more about the Career Peers at <http://studentaffairs.case.edu/careers/student/careerpeer/meet.html>.

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**SOURCE Summer Research Seminar  
Tuesday, January 26, 4:00 p.m., Nord 310A**


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The Support of Undergraduate Research & Creative Endeavors (SOURCE) Office will be hosting a Summer Research Seminar on Tuesday, January 26, at 4:00 p.m. in Nord 310A. This session will address students' questions regarding summer undergraduate research opportunities and the application process.

To register for the seminar, follow the link at <http://www.case.edu/provost/source/>. For more information, visit the SOURCE Office in Sears 451.

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**University Circle**


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As a Case student you have FREE access to many University Circle Institutions. Have you visited yet? If not, make the time to explore the incredible resources, collections, and opportunities right outside your door. [http://www.universitycircle.org/uc\\_about.asp](http://www.universitycircle.org/uc_about.asp)

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**First Year International Student  
Welcome Back Celebration  
Monday, January 18, 4:30 – 6:00 p.m.  
Wade Fireside Lounge**


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All first year international students are invited to attend a Welcome Back Celebration on Monday, January 18, from 4:30 – 6:00 p.m., in the Wade Fireside Lounge. This event will celebrate the completion of the students' first semester at CWRU and help them prepare for the Spring Semester.

Both academic and student affairs officials will be in attendance, including ESL SAGES instructors, Dean Julie Amon and Steven Scherger, and other university administrators who are excited to discuss with international students about their achievements and who will be available to answer any questions or concerns they have.

More information about this event will be given to international students during the first week of classes by their ESL SAGES instructors.

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**Thinking about Becoming an Orientation Leader?**


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Remember all of those helpful students last summer when you came to campus during Orientation? The one's who answered all of your questions and helped you find your way around campus. Now you have the opportunity to do the same for the Class of 2014 by becoming an Orientation Leader!

Orientation Leader applications are available online at [www.case.edu/orientation](http://www.case.edu/orientation). Be sure to submit your application by **Monday, February 8**.

If you have questions, contact [orientation@case.edu](mailto:orientation@case.edu) or 216-368-8827.

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**Fraternity and Sorority Recruitment  
Spring 2010**


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**January 11**

Fraternity Recruitment Begins

**January 23**

Sorority Recruitment Begins—Women can pre-register at <http://studentaffairs.case.edu/greek/news/3280.newx>.

**January 24, 30, and 31**

Sorority Recruitment Continues in Thwing

If you would like more information about Greek Life at CWRU or if you have questions about recruitment, be sure to visit <http://studentaffairs.case.edu/greek/>.