

CRSP 401 - Introduction to Clinical Research Summer Series for Non-Degree Option

Visit <http://casemed.case.edu/CRSP/401.cfm>

CRSP 401 "Introduction to Clinical Research" summer course will open for online registration in the Student Information System (SIS) on **March 31, 2014**. This course can be taken for credit or as a Non-CRF for no credit. This document outlines the guidelines for the Non-Degree application, enrolling in CRSP 401, and parking.

The Non-Degree Option is available to individuals who hold MD, DO, DPM, ND, DDS, or PhD and are involved with Case affiliate institutions (e.g. University Hospitals, MetroHealth, Cleveland Clinic, Louis Stokes VA, etc).

Registration deadlines will follow the University Academic Calendar located at <https://www.case.edu/registrar/calendars/5year.html>.

CRSP courses are available to individuals who are **NOT** pursuing a degree.

The following steps are necessary to register as a non-degree student:

- a. Please note prior to completing the application:
 - Most all individuals who are at an affiliated institution have a CWRU ID#. Prior to creating a new account, if you are unsure whether you have an ID# or what your ID # is, please visit <https://its-services.case.edu/my-case-identity/activate/>, and the 'information technology services' screen (Figure 3) will appear. Click on 'Activation Wizard' or you can call the ITS Service Desk at 216-368-HELP (4357).
 - Please provide a valid e-mail address that you check regularly. After your application is accepted and processed by the School of Graduate Studies, instructions on how to register online will be e-mailed to the address you provide.
 - International students **must** provide a foreign permanent address; the form will not be processed without this information.
 - In the 'Institutional Affiliation' field, please indicate whether you are at UH, RBC, CCF, MHMC, VA, etc.
 - Upon receipt of your application, course details, parking, and tuition billing information will be e-mailed to you.
 - **Important Note: You will be officially registered for the course only after you complete the online registration through the CWRU Student Information System (SIS)!**
- b. All non-degree applicants (except for Case employees) must submit a final official transcript with the baccalaureate (or higher) degree posted. Send official transcripts to the School of Graduate Studies at:
School of Graduate Studies,
Case Western Reserve University
Tomlinson Hall, Room 203
10900 Euclid Ave
Cleveland, OH 44106-7027
- c. To complete a non-degree application online, click on 'Application for Admission' at https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=case-gr.
- d. After clicking on 'Application for Admission', the screen for 'Online Application Login' (Figure 1) appears. If you do not have an account you will need to create one. To create an account, click on the tab labeled 'Create Account'. The 'Account Profile' screen (Figure 2) appears. Please remember that most all of the scholars at an affiliated institution already have a CWRU ID#. You will be asked your ID# later. So, prior to creating a new account, to verify whether an ID # is already in place, please visit <https://its-services.case.edu/my-case-identity/activate/>, and the 'information technology services' screen (Figure 3)

will appear. Click on **'Activation Wizard'**, or you can call the ITS Service Desk at 216-368-HELP (4357). Once you have completed the **'Account Profile'** screen, click **'save & continue'** at the bottom of the screen.

SCHOOL OF GRADUATE STUDIES
CASE WESTERN RESERVE UNIVERSITY

[Create Account](#) [User Login](#)

For Internet Explorer users, please be sure to turn off compatibility mode for optimal viewing.

Please input your login information below to open your application.

User Name:

Password:

login

[Forgot your User Name or Password?](#)

Thank you for your interest in the School of Graduate Studies at Case Western Reserve University. This application is part of the ApplyYourself Application Network. You will use the User Name and Password that you create so that you can return to work on your application over several sessions. Your information is transmitted through a secured server and is kept confidential until you submit your application. Only after you submit your application will it be available for review by our admissions staff.

Please carefully read the instructions that appear throughout the application pages. You can only submit your application one time. If you have updates to any information you have submitted, please notify the admissions office at once at 216-368-4390 or email: gradadmit@case.edu. To get started on your application, create an account to the right.

Best of luck. We look forward to reviewing your application.

Figure 1

SCHOOL OF GRADUATE STUDIES
CASE WESTERN RESERVE UNIVERSITY

[Create Account](#) [User Login](#)

Welcome to our online application. We are pleased that you are considering graduate study at Case Western Reserve University.

Already have a User Name but cannot remember it? Please use the automated search >> to locate it.

Account Profile

* indicates a required question

First or Given Name * (e.g., David)

Last or Family Name * (e.g., Smith)

Email Address *

Confirm Email Address *

Birth Date * mm/dd/yyyy

ZIP/Postal Code *
enter 00000 if you do not have a ZIP/Postal Code

Figure 2

CASE WESTERN RESERVE UNIVERSITY EST. 1826

Home Apply Give Visit Find

[new to cwrw](#) [our services](#) [i need help](#) [service status](#)

information technology services

Activating your CWRU Network ID

If you need assistance determining if your CWRU Network ID has been activated, or whether one has been assigned to you, please use the activation wizard.

If you are actively affiliated with Case or have received confirmation that your Affiliate ID has been created, you may start activating your CWRU Network ID now.

CWRU Network ID accounts and associated services are only provided to users actively affiliated with the University (student, faculty, staff, alumnus, or emeritus.) Individuals who are not actively affiliated with the University, but require a CWRU Network ID for collaboration purposes, may be sponsored for an account through an active CWRU faculty or staff member via the **Affiliate ID Request Form**. CWRU students may not sponsor individuals for accounts.

NAVIGATE

- Students
- Faculty
- Staff
- ITS Home
- About ITS
- Current Projects
- Operational Excellence
- [help.case.edu Home](#)

Figure 3

- e. Once you have created an account, you will receive a message (Figure 4) stating an e-mail (Figure 5) has been sent confirming your new online application account for Case Western Reserve University, including the user name and password you will need for registration.

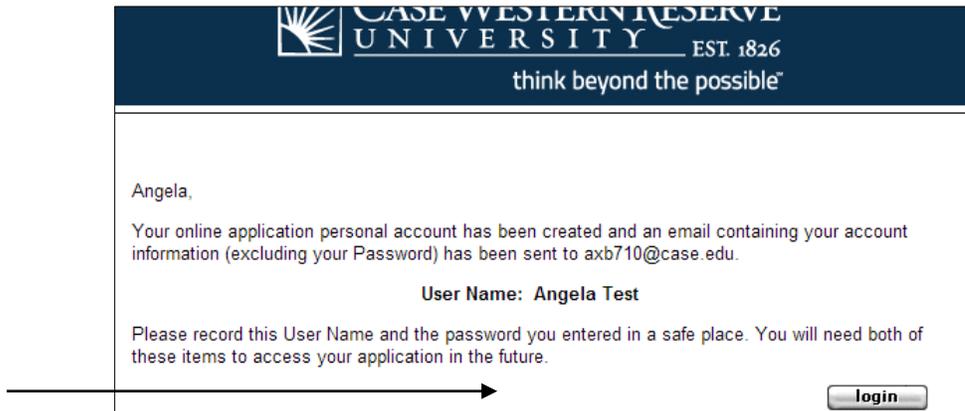


Figure 4

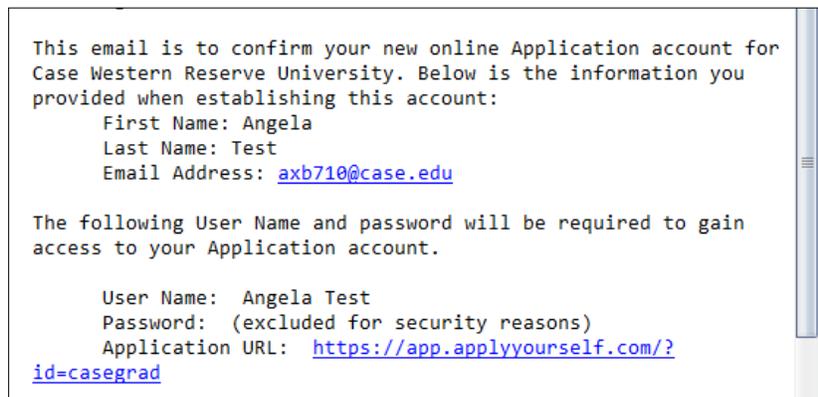


Figure 5

- f. Having received your email, click on the 'login' button shown in Figure 4. The 'Term of Use' screen (Figure 6) will appear. Carefully read through the terms and conditions agreement. Then check both boxes, 'I agree' and 'I have read the above notice'. Then click on 'continue and create new account'.

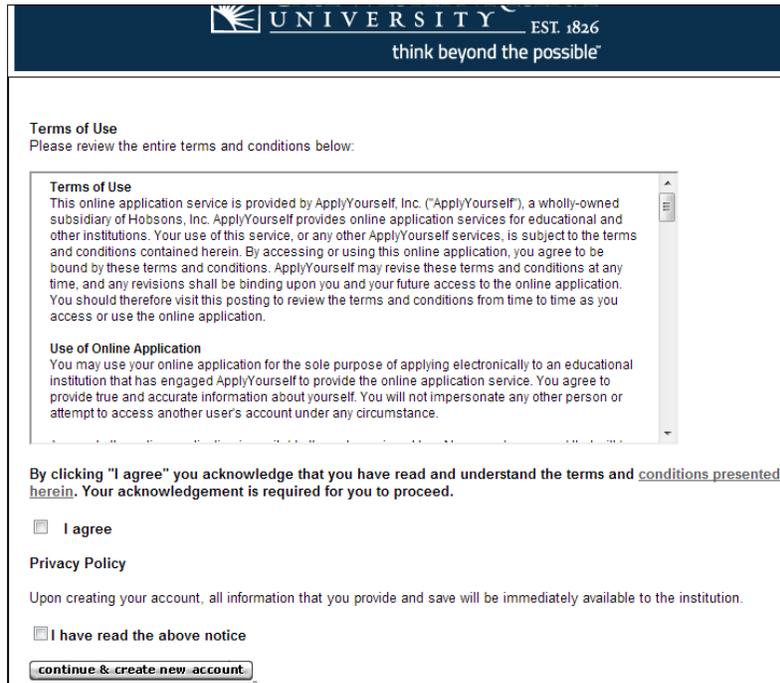


Figure 6

- g. The **'Welcome'** screen (figure 7) will appear. At this point, you may **'START APPLICATION'** or review the **'APPLICATION INSTRUCTIONS'**. To begin the application, click on **'START APPLICATION'**. You may at any time save your progress and return at a later time. Should you save and exit the application, or your screen times out, you will need to log back in. The status of your application will be shown under **'Application for Admission'** (Figure 8). In Figure 8, the submission status is **'Not Submitted'**. To continue your application click on **'EDIT APPLICATION'**.

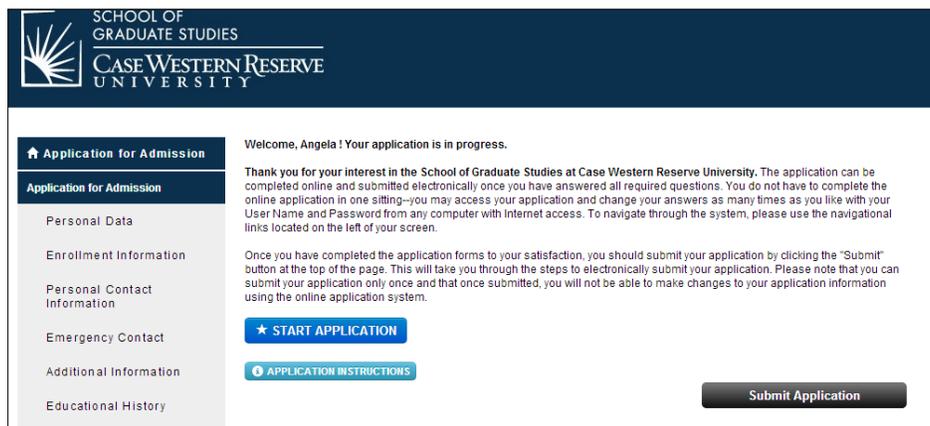


Figure 7

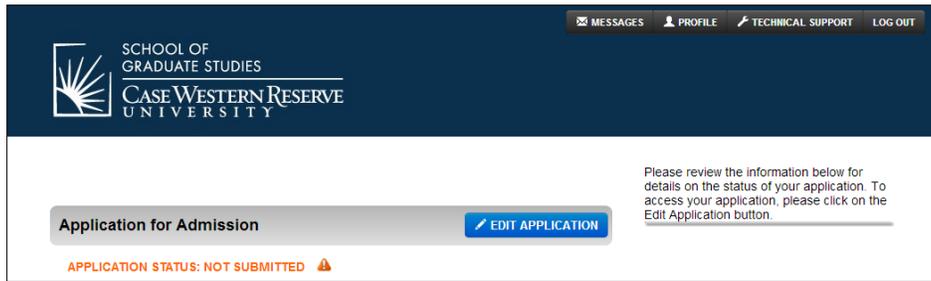


Figure 8

- h. The first page, **'Personal Data'** section (Figure 9), of the application appears. For the **'Applicant type*'** select **'Non-Degree'**, and then complete the remainder of the information on this screen. Remember, at any time you may leave the application process and return at a later time. Just remember to save your data using the **'Save'** option. Red asterisks fields are required. If any of these fields are left blank, you will either not be able to save and continue, or you will receive a message (Figure 10) at the end of the application process requesting that you complete the required field(s). Please complete as much of the application as possible as it makes the internal application process quicker and easier. Once you have completed this section, click the **'Save & Continue'** box located both on the top and bottom of the page.
- Note, on the left hand side, under **'Application for Admission'**, are the sections of the application. If you need to update a section, choose that section and make any necessary updates and then save those changes.

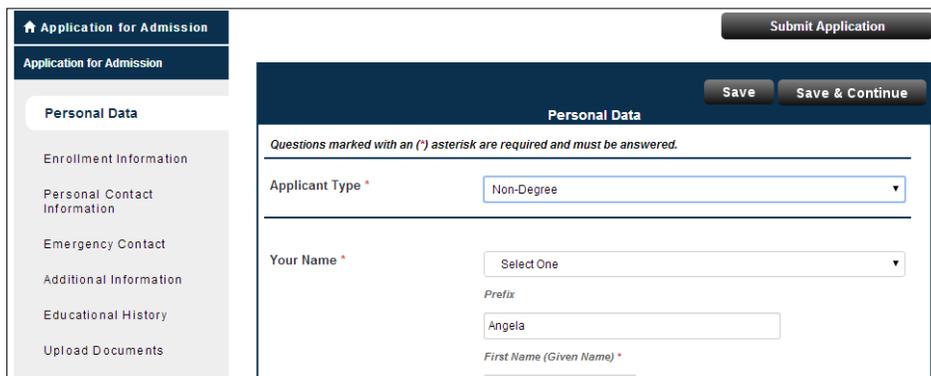


Figure 9

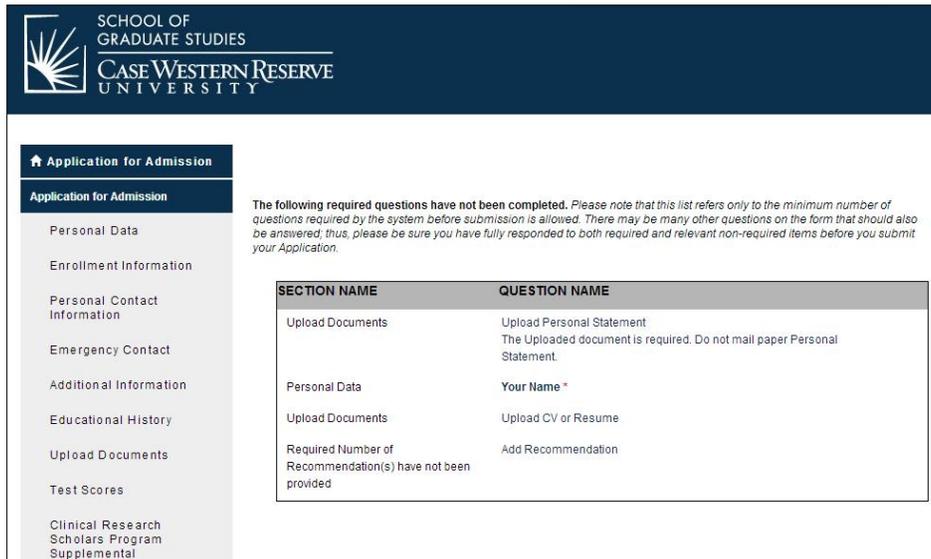


Figure 10

- i. The **'Non-degree Application Form'** screen (Figure 11) will appear. **'Applicant Type*'** select **'CRSP'**. For CRSP 401, select **'Summer 2014'** for the **'Term*'**. You will need your CWRU ID #. Remember, most University Hospital, VA, MetroHealth, and Cleveland Clinic employees already have one. Once you have completed this screen, click **'save & continue'**.

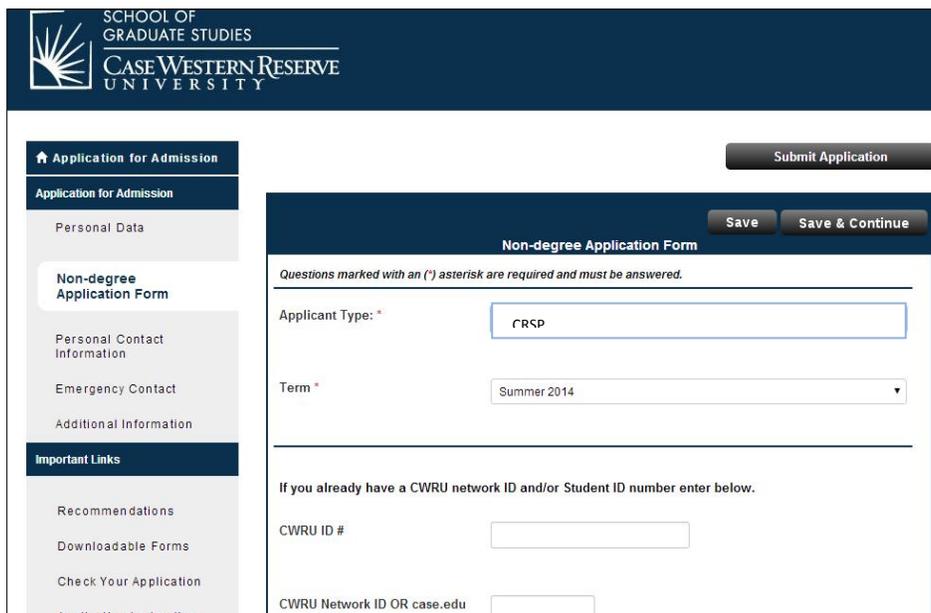


Figure 11

- j. The **'Personal Contact Information'** screen (Figure 12) will appear. If you are an international student, under **'Permanent Address'**, you **must** provide a foreign permanent address. The form will not be processed without this information. Complete this section and click **'Save & Continue'**.

SCHOOL OF GRADUATE STUDIES
CASE WESTERN RESERVE UNIVERSITY

Application for Admission

Submit Application

Your answers were saved successfully to the database.

Personal Contact Information

Save Save & Continue

Questions marked with an (*) asterisk are required and must be answered.

Address valid until

MM/DD/YYYY

Current Mailing Address *

Number & Street Name *

Figure 12

- k. The 'Emergency Contact' screen (Figure 13) will appear. Again, complete this section, then click 'save & continue'.

SCHOOL OF GRADUATE STUDIES
CASE WESTERN RESERVE UNIVERSITY

Application for Admission

Submit Application

Emergency Contact

Save Save & Continue

Questions marked with an (*) asterisk are required and must be answered.

Full Name *

First Name (Given Name) *

Last Name (Family Name) *

Figure 13

- l. The next screen of the application is the 'Additional Information' screen (Figure 14). Complete and either 'Save' or 'Save & Continue'.

SCHOOL OF GRADUATE STUDIES
CASE WESTERN RESERVE UNIVERSITY

Application for Admission

Submit Application

Additional Information

Save Save & Continue

Questions marked with an (*) asterisk are required and must be answered.

Do you consider yourself Hispanic or Latino? * Yes No

In addition, please select one or more of the following categories to describe yourself:

American Indian/Alaska Native

Figure 14

- m. After saving the 'Additional Information', the 'Educational History' screen (Figure 15) will appear. Enter the requested information. If you do not know an Institution's code, click on 'Look up' and the 'LookUp' screen (Figure 16) will appear. Once completed, click 'Save' or 'Save & Continue'.

The screenshot shows the 'Educational History' section of the application form. On the left is a navigation menu with options like 'Application for Admission', 'Personal Data', 'Non-degree Application Form', 'Personal Contact Information', 'Emergency Contact', 'Additional Information', 'Important Links', 'Recommendations', and 'Downloadable Forms'. The main content area is titled 'Educational History' and includes a 'Submit Application' button at the top right. Below the title are 'Save' and 'Save & Continue' buttons. A note states: 'Questions marked with an (*) asterisk are required and must be answered.' The 'Education 1' section contains instructions: 'Please click on the Look up button to search for the college/university you are or have attended. When the search results are selected, you will be returned to this form. If the School Name is Unknown U.S. or International University, please enter/type the full name of your institution in the College/University Name field.' It also says: 'Enter your most recently attended institution first; enter remaining information in reverse chronological order.' There are two input fields: 'Institution Code *' with a 'Look up' button next to it, and 'College/University Name *' with the text 'unknown university' inside the field.

Figure 15

The 'LookUp' screen provides instructions for searching for a school. It says: 'Please enter EITHER the School Name OR one or more Location fields (city, state, or country) below to look up the code for your school. The Code Look up uses keywords to search for a university. DO NOT SEARCH using University, College, Mt (or Mount), St (or Saint), CC or Community College as the institution's name may have been abbreviated.' It further explains: 'For schools located in the U.S., if you do not locate your school name in the list after searching, try again by entering only the city and/or state of your school and scroll through the results. If you are still unable to locate your school, enter Unknown in the School Name field and click the Search button. When the value of 3222250 | Unknown U.S. University and 3000000 | Unknown International University appears, select the appropriate code and to return to the application. Once on the application, enter/type your School name and Location information.' Below the text are four input fields: 'School Name (use keywords):', 'City:', 'State or Province (use two-letter abbreviation):', and 'Country (use two-letter abbreviation):'. A 'search' button is located at the bottom.

Figure 16

- n. For additional information, check out the 'Application instructions' link listed under 'IMPORTANT LINKS'. Click on 'Non-Degree Seeking Students' (Figure 17).

SCHOOL OF GRADUATE STUDIES
CASE WESTERN RESERVE UNIVERSITY

Application for Admission | Degree Seeking Students | Non-Degree Seeking Students | Application Procedure

Application for Admission | Non-Degree Seeking Students

Personal Data
Enrollment Information
Personal Contact Information
Emergency Contact
Additional Information
Educational History
Upload Documents
Test Scores
Clinical Research Scholars Program Supplemental
Program Addresses

Important Links

Non-degree Students

Students who possess an undergraduate degree and would like to enroll in classes for personal enrichment or to satisfy prerequisite graduate course requirements for future admission may enroll as a non-degree student through the School of Graduate Studies. The Dean is the advisor for all non-degree students and approves all registrations, drop/adds and withdrawals.

Requirements

All non-degree applicants must submit a final official transcript with the baccalaureate degree posted. Send transcripts to the School of Graduate Studies. Case graduates and employees do not need to submit degree verification.

For courses that have Permission Required listed in the course catalog or the searchable schedule of classes, permission must be completed online through the instructor or department. Permissions must be done before registering on-line. All permissions are to be requested through the Student Information System.

Calendar

Visit the [Graduate Studies calendar](#) for dates and deadlines.

(Figure 17)

- o. When you are ready to submit your application, click on ‘**Submit Application**’. The ‘**Application Status: Ready for Submission**’ screen (Figure 18) will appear. Please read the screen carefully. It is highly recommended that you review your application prior to final submission. Once you have reviewed your application, mark the box ‘**I have read and ...**’ and click ‘**continue**’ on the bottom of this screen.

SCHOOL OF GRADUATE STUDIES
CASE WESTERN RESERVE UNIVERSITY

Application for Admission | Application for Admission

Personal Data
Non-degree Application Form
Personal Contact Information
Emergency Contact
Additional Information

Important Links

Recommendations
Downloadable Forms
Check Your Application
Application Instructions

PRINT FORMS

Congratulations, Angela! All required questions have been completed. *Please note that this refers only to the minimum number of questions required by the system before submission is allowed. There may be many other questions on the form that should also be answered; thus, please be sure you have fully responded to both required and relevant non-required items before you submit your Application.*

Please review the print version of your Application before you submit by clicking on the link below. If you experience difficulty viewing the document, please contact technical support. (Adobe Acrobat Reader is required to view this file. [Download Reader](#))

PREVIEW APPLICATION IN PDF FORMAT

Step 1: Confirmation

Be sure that you have carefully reviewed your responses and that you have answered all of the questions accurately. Your responses will become the official property of our institution and your admission will be based on the answers you have provided. You cannot change your answers through this form once they are submitted. Please contact the admissions office if you need to update your application record.

To pay your application fee and begin the submission process, check the box below and click the Continue button. (The application fee is \$50.00, please have your credit card available.)

I have read and understand the above information and wish to submit this Application at this time. Please note: The Application is not submitted until you see the words "Submission Complete!"

Continue

Figure 18

- p. The ‘**Application Fee Payment**’ screen (Figure 19) will appear. Please read carefully and note that the application will not be processed without the \$50 nonrefundable application fee. It is an administrative fee

issued by the School of Graduate Studies. Click on 'Credit Card' in the 'Select Payment Method' area. Click 'Pay and Continue'.

The screenshot shows the 'Application for Admission' page for Case Western Reserve University. The page is divided into a left sidebar and a main content area. The sidebar contains navigation links: 'Application for Admission' (selected), 'Personal Data', 'Non-degree Application Form', 'Personal Contact Information', 'Emergency Contact', 'Additional Information', 'Important Links', 'Recommendations', 'Downloadable Forms', 'Check Your Application', and 'Application Instructions'. At the bottom of the sidebar are 'PRINT FORMS' and 'Pay and Continue' buttons. The main content area displays the following information:

- Application for Admission**: Your application will not be processed until your application fee has been paid. Application fees are non-refundable and must be received by the stated application deadlines.
- Personal Data**: Your application will not be processed until your application fee has been paid. Application fees are non-refundable and must be received by the stated application deadlines.
- Non-degree Application Form**: Your application will not be processed until your application fee has been paid. Application fees are non-refundable and must be received by the stated application deadlines.
- Personal Contact Information**: You may pay your application fee online here with your credit card. Visa, Mastercard and Discover cards are accepted and processed using a secure online payment system. To use your credit card, select the Credit Card payment option and click on the pay & continue button below. You will be directed to a separate, secure website where you will be prompted to enter your credit card information. If the payment is successful, you will be returned to your application to continue the submission process.
- Emergency Contact**: **Review Application Fee**
- Additional Information**: \$50
- Important Links**: **Select Payment Method**
- Recommendations**: Credit Card
- Downloadable Forms**: Click below to confirm the payment method indicated above and continue with the process of submitting your Application. Please note that paying your Application fee DOES NOT submit your Application. You must complete and submit the information on the signature page to fully submit your Application.
- Check Your Application**: **Pay and Continue**
- Application Instructions**: **Pay and Continue**

Figure 19

- q. The credit card screen will appear, complete the information and submit.
- r. Prior to submission, please print a hard copy of the application. Keep this copy for your records. For our records, please scan all pages of your application and e-mail it to the Center for Clinical Investigation at axb710@case.edu or fax it to 216-368-0207, attention Angela Bowling. Once completed, the application will be electronically delivered to the School for Graduate Studies.
- s. The School of Graduate Studies will process these applications in batches, not every day. As the time for enrollment draws near they do try to attempt to process them daily. In order to give the School of Graduate Studies time to process your application, we ask that you submit your application as soon as possible.
- t. The SIS system will not recognize you until the application is processed. Thus, you'll need to wait until the application is processed before trying to enroll in the class. Once the application is processed, the School of Graduate Studies will issue you an acceptance letter/email (Figure 20). Click on the hyperlink, 'Click here to accept or decline our offer of admission' and complete the required steps. This action will create your SIS record and a 'release/hold' will be placed on your record. This 'release/hold' is automatically placed on all records. You will need to email Lynmarie Hamel, Associate Dean of Graduate Studies at lnmarie.hamel@case.edu, to process the 'release/hold'. Once this process is completed, you will receive instructions for course registration via email from the School of Graduate Studies (also contained below).



SCHOOL OF
GRADUATE STUDIES

CASE WESTERN RESERVE
UNIVERSITY

4/29/2014

I am pleased to inform you that you have been admitted to the Non-Degree program offered through the School of Graduate Studies for the term beginning June 2, 2014. Registration for classes begins March 31, 2014. Please be advised that you must register for at least nine credit hours to be considered full-time.

Only graduate-level course work (400 level and above) taken as a non-degree student which is recommended in writing by the department and approved by the School of Graduate Studies, may be applied towards fulfillment of degree requirements. Such a course must have been taken within five years of admission to full standing status and passed with a grade of B or better. Please note that in order to meet the minimum requirements to obtain a graduate degree, you must complete two semesters and six credit hours of course work through the degree program. Please click the link below to accept or decline our offer of admission.

[Click here to accept or decline our offer of admission.](#)

Sincerely,

A handwritten signature in cursive script that reads "Charles E. Rozek".

Charles E. Rozek, Ph.D.
Vice Provost and Dean, School of Graduate Studies

Please note: To further our continuing effort to reduce our impact on the environment, this letter is being provided to you electronically and should be considered official; a hard copy will not be sent.

Figure 20

- u. Once the 'release/hold' is processed, and an e-mail has been issued from the School of Graduate Studies you may enter SIS and register (☺).

The following are step-by-step guides on how to register for CRSP 401, Health Fee Waiver, Opt out of One to One Fitness, and purchase a parking permit.

How to Enroll in CRSP 401

1. Begin by logging in to the SIS at case.edu/sis with your CWRU Network ID and password.



2. The Student Center appears.

Click the **Enroll** link. 

3. The Enroll tab appears.

If more than one term is open for enrollment or enrollment changes, you will be offered a choice of terms.

Click the radio button () next to the appropriate term – Summer 2014.

4. Click the **Continue** button. 

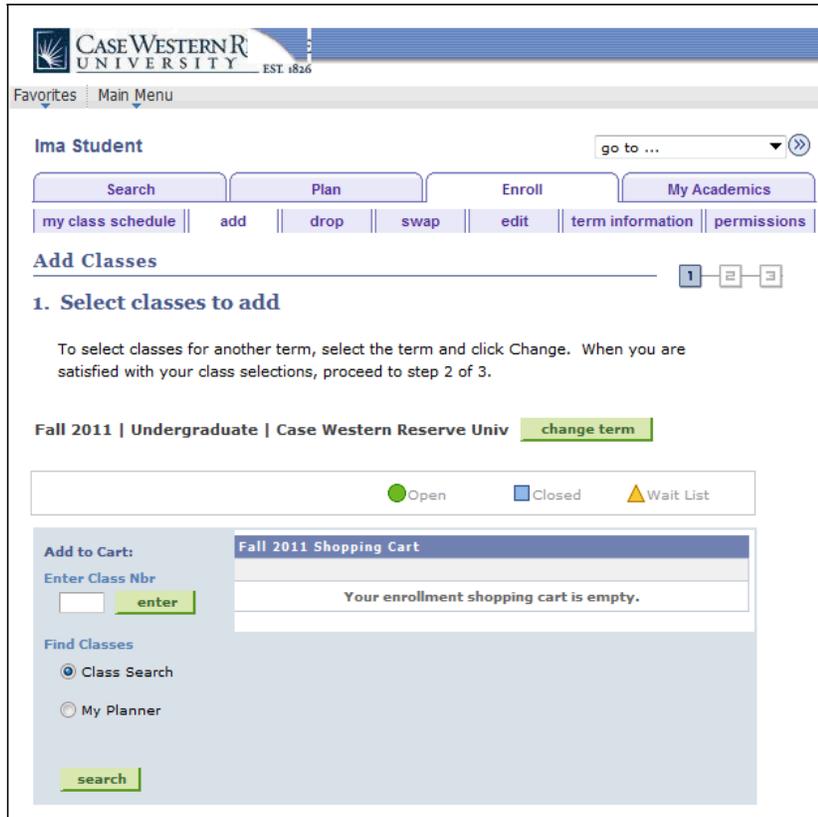
5. The **Add Classes** screen appears.

This screen contains the **Shopping Cart**, which will hold the classes selected from the schedule until you can enroll in them.

The Shopping Cart is open prior to and during registration, including before an individual's registration hold has been lifted.

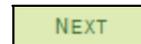
6. Add CRSP 401 to your Shopping Cart by using its Class Number (**2405**). Enter the class number into the **Enter Class Nbr** field.

7. Click the **Enter** button. 



8. The **Enrollment Preferences** screen appears.

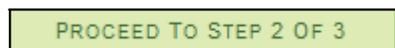
Click the **Next** button to add the class to your Shopping Cart.



9. A confirmation message appears and the class appears in your Shopping Cart.

If you make a mistake and want to remove the class from your Shopping Cart, click on the "trash can" icon to its left.

10. To continue, click the **Proceed to Step 2 of 3** button.



11. The **Confirm Classes** screen appears. To continue registering, click the **Finish Enrolling** button.



12. The **View Results** screen appears. Displayed next to each class is an indicator that tells you if you have been successfully enrolled in it.

A green checkmark means that you were successfully enrolled in the class.

A red **X** means that there is an error and the class cannot be added to your schedule. Read the message to determine why the class was not added.

Class	Message	Status	Request Permission
ACCT 202	Success: This class has been added to your schedule.	✓	<input type="checkbox"/>
ECON 103	Success: This class has been added to your schedule.	✓	<input type="checkbox"/>
MATH 201	Error: Unable to add this class - requisites have not been met. Check the class description for a list of enrollment requirements.	✗	<input type="checkbox"/>

MY CLASS SCHEDULE ADD ANOTHER CLASS PROCEED TO PERMISSION PAGE

13. To request permission to enroll in a class for which you received an error, select the class's **Request Permission** checkbox and click the **Proceed to Permission Page** button.

Classes that aren't successfully added to your schedule remain in your Shopping Cart.

Classes that are successfully added to your schedule are listed in the My Class Schedule section below the Shopping Cart

To get a printable page of your class schedule, click on the My Class Schedule button.

*****PLEASE NOTE: For CRSP 401, or any other summer course you do not need to waive the healthcare fee. However, fall and spring courses you do need to waive the healthcare plan fee. The following is the step-by-step procedure to waive the health plan. *****



**Student Information System Process Document
Health Fee Waiver**

Health Fee Waiver

Concept

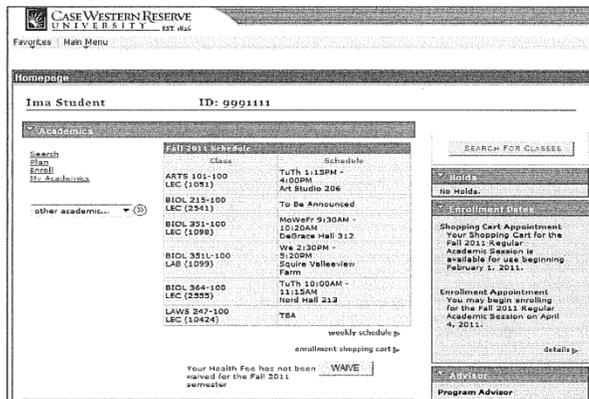
This topic demonstrates how to waive the student health insurance fee.

You must be enrolled in a class in order to be charged the health insurance fee. It is charged in the Fall and Spring terms only. If you are covered by a health insurance policy, you may waive the university health insurance fee from the time you register until the second week of class. After that time, you must file an appeal with Health Services to have the fee removed.

Procedure

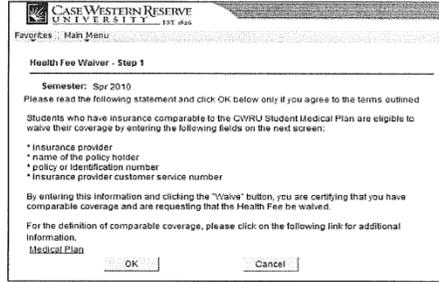
Begin by logging in to the SIS at *case.edu/sis* with your CWRU Network ID and password.

Step	Action
1.	The Student Center appears. If you are not yet enrolled in classes, please see the Enrolling in Classes document for directions.

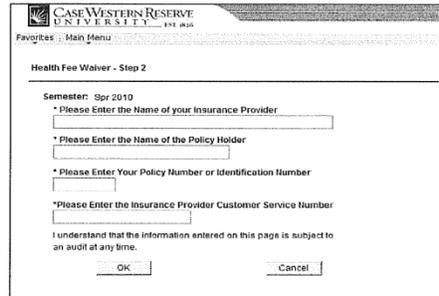


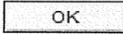
Student Information System Process Document
Health Fee Waiver

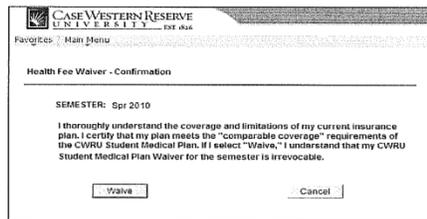
Step	Action
2.	<p>Once you have registered for classes, the Health Insurance Waiver button will appear under your class schedule.</p> <p>Click the WAIVE button to waive your University Health Insurance coverage.</p> <p><input type="button" value="WAIVE"/></p>

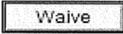
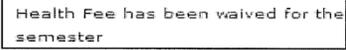


Step	Action
3.	<p>The Health Fee Waiver - Step 1 screen appears.</p> <p>Read the statement. For an explanation of the University Medical Plan, click the Medical Plan link.</p> <p><input type="button" value="Medical Plan"/></p>
4.	<p>Click OK to agree to the terms outlined and to continue the process of waiving University Health Insurance.</p> <p>Click Cancel if you do not agree to the statement and wish to cancel the process.</p> <p><input type="button" value="OK"/></p>



Step	Action
5.	The Health Fee Waiver - Step 2 screen appears. Enter the name of your health care insurance provider into the field labeled Please Enter the Name of your Insurance Provider.
6.	Enter the name of the person who holds the policy into the field labeled Please Enter the Name of the Policy Holder.
7.	Enter the policy number of your health insurance policy into the field labelled Please Enter Your Policy Number or Identification Number.
8.	Enter the phone number of the insurance provider's customer service line into the field labeled Please Enter the Insurance Provider Customer Service Number field.
9.	Click the OK button. 



Step	Action
10.	The Health Fee Waiver - Confirmation screen appears. Read the statement. Click the Waive button to waive University Health Insurance coverage. Click the Cancel button if you choose not to waive the University Health Plan. 
11.	The Student Center homepage will now display the message "Health Fee has been waived for the semester." 
12.	This completes the process of waiving the University Health Insurance Plan. End of Procedure.

OPTING OUT OF ONE-TO-ONE FITNESS CHARGE

Starting Fall 2014 all graduate students will have an automatic One to One Fitness charge added to their student account. Fall 2014 fee is \$116. If you do not want to use One to One Fitness you must opt-out (see instructions below) and you will not be charged the semester fee. **Opting-out is semester specific and must be completed each semester for which you do not want to use One to One Fitness.** If you do wish to take part in the discounted program and you intend to use your federal financial aid, you must grant permission for those funds to be used (as this is not normally a fee that is covered by aid unless specific permission is granted). Instructions to do that are below.

The last day to opt-out of One to One Fitness for Fall 2014 is September 5, 2014 (last day of drop/add).

If you have questions about the program, please contact Bryn Mota, Director of One to One Fitness, at bryn.mota@case.edu or [216-368-1121](tel:216-368-1121).

To opt-out of One to One Fitness:

At the end of the registration process, you will see an announcement of the One to One Membership fee below the Health Waiver button. Instructions to waive the One to One Membership Fee or keep the membership and use any Financial Aid funding in excess of your standard costs to cover the fee are outlined below.

You Can Waive the Fee From Two Places

1. If you are still on **the Registration Results screen** after you have registered:

- Select the **“Click HERE to Waive the 1-2-1 Membership Fee”**
- **Click the WAIVE** check box and then
- **select “Save One to One Membership Fee.”**
- You have successfully waived the One to One fee when you see “Optional Fee has been updated” with the WAIVE check box selected. You do not need to go any further.

2. If you forgot to waive it immediately after registering, **you can do it from your Student Center Screen under Finances:**

- Select the **“Waive One to One Fee”**
- **Click the WAIVE** check box and then
- **select “Save One to One Membership Fee.”**
- You have successfully waived the One to One fee when you see “Optional Fee has been updated” with the WAIVE check box selected. You do not need to go any further.

If you wish to KEEP the One to One Membership and wish to use federal aid:

1. If you are on the Registration Results screen after you have registered:

- Select **“Click HERE to grant Financial Aid Permission to pay this fee**
- Click the **“Account Services” tab.**
- Click the **“Student Permission” tab.** (If you have not allowed excess Financial Aid to pay for the One to One Membership fee, you will see a message stating “No student permission information on file”).
- Click the **green “Grant Permissions” button.**
- Read the agreement carefully and then **select the green “Next” button.**
- Read the final page carefully. If you agree, **click the check box for “Yes, I have read the agreement”.**
- Finally, **click the green “Submit” button.** You have successfully granted consent when you see “Your permission form has been accepted”.

2. If you did not give permission to use financial aid after you enrolled, you can do it from the Student Center Screen under Finances

- Click the **“Account Inquiry” link** in the Finances section
- Click the **“Account Services” tab.**
- Click the **“Student Permission” tab.** (If you have not allowed excess Financial Aid to pay for the One to One Membership fee, you will see a message stating “No student permission information on file”).
- Click the **green “Grant Permissions” button.**

- Read the agreement carefully and then **select the green “Next” button.**
- Read the final page carefully. If you agree, **click the check box for “Yes, I have read the agreement”.**
- Finally, **click the green “Submit” button.** You have successfully granted consent when you see “Your permission form has been accepted”.

If your tuition and fees are covered by your department or other sources, please contact them directly to find out if they will be covering this fee. If not, you will be responsible for it unless you waive it.

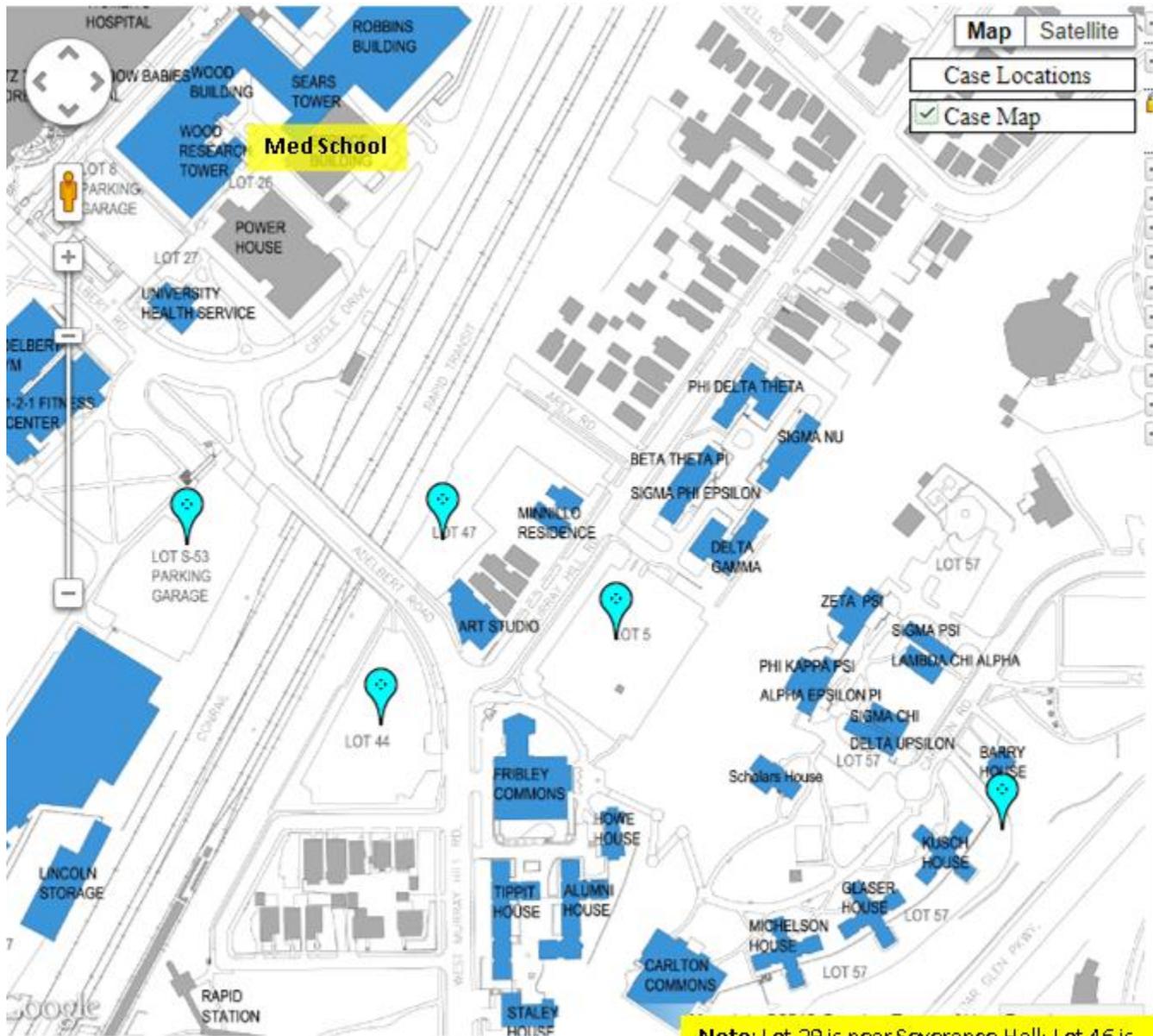
GENERAL PARKING INFORMATION

If you choose to park on campus you must purchase a hangtag parking permit and display it on the rearview mirror of your vehicle(s). All commuter students are eligible for permits upon enrollment.

- 1.) To obtain a parking permit:
 - a. **WHERE** - Go to Crawford Hall (across from Severance Hall), Room 18 in the lower level. Office hours are Monday – Friday, 9:00 a.m. – 4:00 p.m.
 - b. **WHAT YOU WILL NEED** - Bring Case ID, your license, and auto information (make, model, state vehicle is licensed, and license plate number). Please note that if you have a license from another country you are still eligible to get a permit.
 - c. **TYPE OF PERMITS** – For summer you must determine the type of permit – part-time vs. full-time and weekly vs. monthly.
 - i. Part-time permits are issued to Master’s students taking less than 9 credit hours; whereas, full-time students are taking 9 credits or more during a semester. The difference being that part-time students must leave the assigned lot before 10:00 p.m., while, full time students do not have this restriction.
 - ii. During the summer, permits may be purchased on a weekly or monthly basis. The schedule for the weekly permits is Monday through Friday. Monthly permits run on a calendar schedule and begin on the date you purchase the permit and ends 30 days later.
 - d. **RATES** –
 - i. Rates are based on type of permit (weekly or monthly) and which lot you wish to park.
 - ii. Rates for summer are determined in late April or early May and at that time can be found at http://www.case.edu/accessservices/parking_rates.html.
 - e. **LOTS** –
 - i. For summer, permits are available for lots 5, 44, 47, 53, 29, 46, and 57 (see map).
 - ii. Lots with gate arms require the use of a gate card or a university ID card for access. Case ID cards are automatically programmed upon permit issuance for access to the assigned lot.
 - iii. If you need to park in an area other than your assigned area you may request a courtesy pass for closer parking from Education Support Services (ESS) at 216-368-5230, request Susan Sampson. The courtesy pass is a temporary permit in the lot that will best serve your needs for the duration of the disability.
- 2.) Things you need to know about the permit.
 - a. Your permit must be placed on your rearview mirror so it may be clearly viewed from the front of the vehicle.
 - b. If a hangtag is lost or misplaced, a replacement can be issued at Access Services, at a replacement fee.
 - c. Tampering with a hangtag may result in towing, a \$100 fine, and loss of parking privileges.
 - d. Permits are transferable only to other vehicles owned by the permit holder or to rental cars.
 - e. Permit holders may not sell their hangtags to other individuals.
 - f. To update your new vehicle information, e-mail the new vehicle's license plate number, state of registration, year, make, model, and color of the vehicle) to access@case.edu.

Other questions or concerns?

- Contact access@case.edu



Note: Lot 29 is near Severance Hall; Lot 46 is near the football stadium (far away)

CRSP Courses

<http://casemed.case.edu/CRSP/courses.cfm>

View [Course Descriptions](#) for a complete list of courses and additional details.

REQUIRED (CORE) COURSES

Course # and Title	Credits	Semester offered
CRSP 401 - Introduction to Clinical Research	3	Summer
CRSP 402 - Study Design and Epidemiologic Methods	3	Fall
NURS 630 - Advanced Statistics: Linear Models	3	Fall
CRSP 413 - Communication in Clinical Research Seminar, Part 2	1	Fall
CRSP 412 - Communication in Clinical Research Seminar, Part 1	1	Spring
CRSP 603 - Research Ethics and Regulation	2	Fall
CRSP 651 - Thesis Research (9 credit hours are required)	9	Summer, Fall and Spring

RECOMMENDED COURSES

Course # and Title	Credits	Semester offered
CRSP 406 - Introduction to R Programming	2	Summer
CRSP 407 - Logistic Regression and Survival Analysis	3	Spring
CRSP 500 - Design & Analysis of Observational Studies	3	Spring

ELECTIVES

CRSP 410 - Independent Study in Clinical Research	1-3	Summer, Fall and Spring
CRSP 501 - Working in Interdisciplinary Research Teams	1	Fall
CRSP 502 - Leadership Development	2	Spring
CRSP 503 - Innovation and Entrepreneurship	1	Summer
CRSP 504 - Managing Research Records - A System's Approach	2-3	Spring
CRSP 505 - Investigating Social Determinants of Health	2-3	Spring
CRSP 510 - Health Disparities	3	Fall
EPBI 411 - Introduction to Health Behavior	3	Spring
EPBI 450 - Clinical Trials and Intervention Studies	3	Spring
EPBI 467 - Cost-Effectiveness Analysis in Health Care	3	Summer

*For the current course offerings/class schedules, please refer to the searchable "Schedule of Classes" at <http://www.case.edu/provost/registrar/soc.html> and enter "CRSP" in the appropriate field.

If you have any other questions, or concerns, please feel free to contact ccieducation@case.edu or 216-368-2601.