

Master of Science in Social Administration (MSSA)

Full and Part-time Students

Advanced Standing

Intensive Weekend

MSSA

WELCOME PACKAGE



JACK, JOSEPH AND MORTON MANDEL
SCHOOL OF APPLIED SOCIAL SCIENCES

CASE WESTERN RESERVE
UNIVERSITY

LETTER FROM THE DEAN



On behalf of the entire faculty and staff of the Mandel School, I am honored to welcome you to our Master of Science in Social Administration (MSSA) program. All of us are committed to helping you achieve success within the program and reach your goals as a professional social worker.

Besides us, you also have the support of your fellow students in the Mandel School community. Time after time, we hear from graduates that one of the most rewarding aspects of studying at the Mandel School was the camaraderie of their peers. I encourage you to embrace that collaboration, which will enhance your education as a student and provide a network of social work colleagues as a future graduate.

You also now have available to you a world-renowned faculty who conduct groundbreaking research, educate in small classes devoted to the student experience, and serve the school's mission to promote social justice and community empowerment. They will stimulate your critical thinking, challenge your professional growth, and expand your real-world skills.

You have made an exceptional choice to pursue your MSSA degree at the Mandel School. One hundred years ago, Case Western Reserve University created one of the first master's degrees in the nation in social work, providing the best advanced professional graduate education.

Today, you are joining us to continue that legacy and build upon it in new and wonderful ways. I am excited for what you will bring to our school, what we can provide to you, and how together we can make this world a better place.

Grover C. Gilmore, PhD
Dean, Jack, Joseph and Morton Mandel
School of Applied Social Sciences

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IMPORTANT CONTACT INFORMATION

The following phone numbers and email addresses may be used frequently throughout the program. We encourage you to save this information somewhere safe and easily accessible.

Contact	Phone Number	Email or Website
Richard Sigg, Admissions	216-368-3862	ras300@case.edu
Matthew Colver, Financial Aid	216-368-1108	mfc43@case.edu
Kristina Soja, Orientation	216-368-2270	kas284@case.edu
Debra Fields, Registrar	216-368-2101	daf3@case.edu
Amy Korsch-Williams, Field Education	216-368-4383	axk130@case.edu
Andrea Porter, Student Services	216-368-8529	agp8@case.edu
Rick Jennings, Student Support	216-368-3605	rmj61@case.edu
Kimberly McFarlin, International Affairs	216-368-5879	kms46@case.edu
Jerry Strom, Intensive Weekend	216-368-5880	gas4@case.edu
CWRU Bookstore	216-368-2650	http://case.bncollege.com
Harris Library	1-800-944-2290	Reference – harrisref@case.edu
	216-368-2302	Circulation - harriscirc@case.edu

SOCIAL MEDIA

Connect with us!



Twitter: @MandelSchool is our handle; link is www.twitter.com/MandelSchool



Facebook: www.facebook.com/MandelSchool



Youtube: <http://bit.ly/MandelYouTube>



Linked In: <http://bit.ly/MandelLinkedIn>

DATES TO REMEMBER

For your reference, we've compiled a list of important dates to remember while you're getting ready to start the MSSA, MNO and MSSA/MNO Dual Degree program.

- Orientation for all entering Traditional and Part-time MSSA and MNO Students will be held on the following days:
 - **Saturday, August 18th (9:00am – 5:00pm)**
- Orientation for entering Advanced Standing MSSA Students and MSSA/MNO Dual Degree Students will be held on the following days:
 - **Saturday, August 18th (9:00am – 5:00pm)**
- Orientation for entering all Intensive Weekend Students will be held on the following days:
 - **Saturday, August 18th (9:00am – 5:00pm)**



- Additional orientation events for International Students – Pre-orientation activities on August 7, 8, 9, 13, 14, 15 and full day International Student Orientation on **Friday, August 24, 2018**

INTERNATIONAL STUDENTS

Please click on the following link: [International Student Services](#) and read information you will need before and after you arrive at the Mandel School. We encourage all international students to arrive in the U.S. no later than August 1, 2018. Beginning the week of August 6, 2018, each international student will participate in a series of pre-orientation activities. Each international student will complete a Language Assessment in preparation for a required English and International Student Support Seminar held on Saturday for seven weeks. The seminar will have two instructors; one is an ESL instructor and the other a Social Work instructor who has experience working with professional and graduate students.

MSSA CURRICULUM

The curriculum is divided into two levels, Generalist and Specialized. Students entering without prior preparation in social work complete the generalist and specialized curriculum; students entering with a BSW may go directly into the specialized curriculum

Generalist Curriculum

The generalist curriculum includes the knowledge, values, and skills essential for the general practice of social work and it is completed prior to beginning advanced courses. It consists of courses in social work methods, socio-behavioral theory, social policy, discrimination and inequality, research methods, and two semesters of field education and outcomes-based learning. Most generalist courses are pre-requisites for concentration-required courses and specialized electives. To learn more about our concentrations, go to:

<http://msass.case.edu/academic/masters/> and click on the drop down menu titled; Concentrations and Specializations.

Specialized Curriculum

The specialized curriculum builds on the generalist courses and provides advanced knowledge and practice skills in the concentration/specialization chosen by the student. Specialized courses are taken in research, policy, socio-behavioral theory, and practice methods. When integrated with an advanced field education experience, students begin to gain an in-depth understanding of their area of concentration.



Concentrations

Students in the **TRADITIONAL FULL TIME (2 YEAR) OR PART TIME (3-4 YEARS) PROGRAM** may choose to pursue one of two concentrations: Community Practice for Social Change or Direct Practice. Specializations within Direct Practice include Aging; Health; Mental Health (Child or Adult); Substance Use Disorders and Recovery; Children, Youth, and Families; and School Social Work. Students choose one primary concentration but may also choose a focus area in another concentration/specialization area.

Current descriptions for all MSASS required and elective courses can be found at the following link: [Mandel School Course Descriptions](#)

Students meeting BSW criteria are admitted with **ADVANCED STANDING**. Both concentrations and all specializations are available to students with advanced standing. Students who earned B- or below in any undergraduate required course must retake the course at the Mandel School.

Students enrolling in **INTENSIVE WEEKEND** may choose to pursue Children, Youth and Families; Adult Mental Health; or Substance Use Disorders and Recovery.

Students planning to complete a **DUAL DEGREE PROGRAM** are required to be admitted to both degree programs (public health, bioethics, law, or management). Traditional students may apply to the second degree program during the first year at the Mandel School. Please reach out to Andrea Hess (andrea.hess@case.edu) to discuss your options.

Field Education

Field education is an integral component of our degree curriculum at the Mandel School. Students collaborate with a wide range of organizations to complete field education requirements while simultaneously completing degree coursework. We refer to field education as the “bridge” between classroom and practice—the context in which students actively apply classroom knowledge and theory to social work practice.

Field education provides a forum for students to integrate the knowledge, skills and values that comprise the core of the social work profession. The field placement setting provides students with opportunities develop competency and skills in a supportive learning environment while also gaining a deeper understanding of a variety of areas of social work practice. Year after year; Mandel School students also make significant contributions to field placement organizations; bringing enthusiasm, knowledge and ideas that contribute to shared learning experiences and enriched practice environments.

Students in the On-Campus, (weekly) format are eligible for a field award each semester. Students must be registered for field education (SASS 601, 602, 603, 604, or their equivalents),



and fulfill all related course requirements. Students enrolled in the Intensive Weekend format are not eligible for the stipend.

Obtaining a Field Placement

Over the summer, incoming students will engage in the field placement interview process. This multistep process must be completed prior to the start of classes in order for each student to be fully prepared to begin field education at the start of the fall semester. It is important for all On-Campus students to actively engage in all aspects of the field placement process throughout the summer. The field placement process for students in the Intensive Weekend format varies, depending on individual needs. Intensive Weekend students frequently complete field education requirements within their place of employment. All students will work with an assigned Field Faculty Placement Advisor throughout each step of the process.

- At the beginning of the summer, each student will be assigned to a Mandel School Field Placement Advisor. As the summer approaches, you will receive an email from the Field Education Department that will provide additional details regarding the field placement process. Please make sure to activate and routinely monitor your Case Western Reserve University email account.
- You will meet directly with your Field Placement Advisor to discuss your areas of interest, experience, and educational & professional objectives. These meetings help to determine options for potential field placement sites and to facilitate the placement process. If you reside outside of the Cleveland area, meetings can be facilitated virtually or via phone.
- With the guidance of your Field Placement Advisor, you will identify several potential placement sites to contact for interviews and begin the interview process. Your Field Placement Advisor will serve as a resource and support to you as you complete your interviews, and will finalize your placement once you have completed the process. The Mandel School utilizes a mutual placement model, in which the student and field placement setting both agree to be matched.
- The Field Education Department will make every effort to assist each student in securing the best possible placement match to support your educational objectives. Some placement sites require that students complete one year of the MSSA program before being considered for placement opportunities.
- All field placement interviews must be coordinated through your Field Placement Advisor and placement organizations must be vetted and approved by the Field Education Department.
- Students in the On-Campus format typically complete field education requirements in two placement settings; a first year (generalist) and second year (specialized). The second year placement will be selected during the spring of 2019. Students with Advanced Standing also have the option of pursuing a second placement which is completed during the third semester of the program. Intensive Weekend students typically complete field education requirements in one placement setting.
- Intensive Weekend Students with Advanced Standing begin completing field placement requirements at the beginning of the fall semester. Intensive Weekend students without



Advanced Standing begin field placement in the spring semester, and have until October 1st to obtain an approved placement setting.

- Please note that some field placement sites may require certain health and/or criminal background screenings prior to the start of placement. If required, these screenings are completed at the student's expense. Please be sure to inquire about this with the site during the placement process. Many placement sites also require students to obtain a Social Work Trainee (SWT) credential through the Ohio Counselor, Social Worker and Marriage & Family Therapist (CSWMFT) Board. There is no fee for this training credential but BCI and FBI background checks are required as part of the process. Students are also required to submit verification of enrollment in field education. More information about the SWT can be found on the Ohio CSWMFT website at: <http://cswmft.ohio.gov/Social-Workers/Social-Work-Trainee>. Your Field Placement Advisor can assist you determining if an SWT may be required by your placement site.

Prior to the beginning of classes, it will be important to have completed all of the following:

- Complete required health and/or criminal background screening requirements of your field placement site.
- Complete application for Social Work Trainee (SWT) credential if required by field placement site.
- Confirm plans for your orientation to the field placement agency and/or department.
- Confirm the name of the individual that will serve as your agency-based Field Instructor. The Field Instructor is a social worker with an MSSA or MSW degree and a minimum of two years post graduate professional experience. The Field Instructor will provide your required weekly supervision within the field placement setting, and will play a critical role in your learning and ongoing professional development.
- Confirm the date and time of your first day at your field placement site.
- Confirm the days and times that you will complete your field hours each week.

During the SASS 601 field period you will complete 150 field practicum hours. On average, each student will complete 10-12 field hours each week to complete this requirement over the first semester in placement. Advanced Standing On-Campus students begin with the SASS 602 field period and complete 300 field practicum hours (averaging 20-24 hours per week). Intensive Weekend students complete field practicum hours at a modified pace of approximately 10-12 hours per week throughout the program to accommodate the responsibilities of full time employment. Please refer to the Field Education Manual for additional information at: [Field Education Resources](#).

Field education orientation is provided to all students prior to the beginning of classes. Students without Advanced Standing also enroll in the Field Seminar (SASS 495) during the fall semester. The seminar is designed to help acclimate students to the expectations and requirements of field education, as well as to provide the support and guidance in beginning to integrate professional experiences as a developing generalist practitioner. The Field Seminar is taught by Mandel School Field Faculty Advisors.



Intern Placement Tracking System (IPT)

The Intern Placement Tracking System (IPT) is a web-based data management system that contains student, Field Instructor and agency data. IPT allows students, Field Faculty Advisors and Field Instructors to access, view and complete the required Learning Contract and student time sheets for each field education course. Every student will receive IPT access instructions via email prior to the start of classes. The instructions will explain in detail the process for accessing and using the IPT system. For more information and a tutorial for IPT, please click on the following link: [Intern Placement Tracking Information](#).

COURSE REGISTRATION

New students are sent course registration information in **late June** via email, and enroll themselves for fall semester. If entering students are advanced standing and have an elective to choose for fall semester, you will receive a list of open electives from the Registrar. An advisor will meet with you no later than orientation to secure your choice. Students receive registration confirmations by email detailing specific information about the courses.

Students are responsible for registering themselves for all future courses. Registration information is sent via Case email and outlines the upcoming course schedule as well as detailed instructions on how to register for courses.

ACADEMIC AND FIELD ADVISORS/PATTERN OF ENROLLMENT

Each student is assigned an **academic advisor** responsible for assisting students in planning their academic program with the Pattern of Enrollment. The Pattern of Enrollment (POE) includes a semester-by-semester layout of coursework required for the MSSA as approved by the faculty in the student's concentration/specialization. Each student is also assigned a **field faculty advisor** responsible for assisting with field placement. The names of both advisors are found in the lower right corner of your Student Information System (SIS) page.

The POE is prepared with the assistance of the academic advisor early in the first semester. At this time, students review the generalist curriculum and courses and tentatively reviews the selection of courses offered in the specialized curriculum. Student need not declare their concentration or specialization at this time. At the start of the student's second year, students will again meet with their academic advisor to officially declare a concentration/specialization and select their schedule of courses. **The initial POE is submitted to Student Services, Suite 140 or emailed to mandelpoes@case.edu by Friday, October 5, 2018.**

PROFICIENCY EXAMINATIONS

Students without a BSW degree are eligible to take the proficiency examinations for the following Generalist courses:

- SASS 426 Research Methods in Social Work
- SASS 440 Human Development in Context I, Child and Adolescent
- SASS 441 Human Development in Context II, Adult
- SASS 470 Social Policy
- SASS 484 Theories of Oppression and Social Justice

Credit hours are not granted for passing proficiency exams, but passing exempts the student from completing the course. Elective courses may be substituted in order to earn the credits needed for graduation. There is no fee or penalty associated with taking the exams; however, each exam may only be taken once. Students must complete and submit the Proficiency Examinations Registration Form to take one or more exams no later than 14 days prior to the beginning of the semester when the course is offered. To access the registration form, please click on the link below.

[Proficiency Examination Registration Form](#)



SAMPLE FORM

PROFICIENCY EXAMINATION REGISTRATION FORM for Full-time, Part-time, Intensive Weekend, Online NON-Advanced Standing Students

I want to schedule time to take the following proficiency exam(s): Select all that apply and indicate date and time preferred. **NOTE:** Exams must be completed 14 days prior to the beginning of semester in which class is offered.

- SASS 426 Research Methods @ _____
- SASS 440 Human Development: Child/Adolescent @ _____
- SASS 441 Human Development: Adult @ _____
- SASS 470 Social Policy @ _____
- SASS 484 Theories of Oppression & Social Justice @ _____

Please allow approximately 2-3 hours per exam. Study guide materials are available on the Mandel School Registrar's webpage.

I understand that if I pass the exam(s), I must substitute an advanced elective in order to earn credit hours needed for graduation.

Student Name (please print) _____
Email Address: _____ Telephone Number _____



LEARNING MANAGEMENT SYSTEM – CANVAS

All courses in the campus-based MSSA program will be housed on the Canvas Learning Management System <Canvas.case.edu>. Please bookmark or set this site as a favorite link on your web browser for easy access.

To log into “Canvas, follow the instructions below:

1. Go to <Canvas.case.edu>.
2. This opens the Single Sign-On page.
3. Enter your CWRU Network ID and Password.
4. Upon successful login, you will be taken to the Canvas homepage.

From there you will be able to access syllabi and readings for each of your courses. Instructors post course materials on Canvas several weeks in advance of the start of the course.

TUITION

Tuition for the 2018-2019 academic year is calculated at \$1,484 per credit hour plus a \$50 activity fee per semester. Tuition is \$21,250/semester for 13 to 16 credits.

Payment Deadlines

All tuition is due by Friday, September 7, 2018. Students will be unable to register for future semesters if terms of payment are not met.

Viewing Your Bill

Once you have been registered for your first semester, you will receive an email to your CWRU email account stating that you have new billing information. You will be able to access the bill following these instructions.

1. Log into your SIS account using your CWRU Network ID described below.
2. Under the finance section, select *View/Pay Bills*.
3. This will open a new window; confirm that you wish to continue.
4. Select *View Accounts*. This action will display the current invoice summary.
5. Under the *Select Action* field, you may then choose to view current statement, statement history or make a payment.

Financial Statements

Students may receive financial statements in the form of a receipted bill. To request a receipted bill, send an email to studentaccounts@case.edu. The receipted bill will include all <http://socialwork.case>.



transactions on your account as of the day that we process the request.

Payment Options

- Online through SIS via eCheck, savings account deduction, MasterCard, American Express, or Discover Card. Please note that credit card payments will incur a convenience fee of 2.7%
- Checks and money orders. Make payment using the PDF version of the bill. To ensure proper credit, the student should include his or her student ID number on the check and make check/money order payable to Case Western Reserve University.
- Students may also authorize third-party payers (i.e., agencies, sponsors, etc.) to submit payments on their behalf. Please submit the paperwork for these requests by the first day of class.
- E-Z Payment Plan: spread tuition over 8 months with this option.
 - ☐ The plan is an automatic deduction from the payee's checking or savings account. The plan runs from June to January.
 - ☐ This arrangement must be made at the beginning of the academic year.

FINANCIAL AID PROCESS

To help students meet educational costs, students in the MSSA program are eligible for Federal Financial Aid. Further information regarding Federal Financial Aid and the application process can be found at <http://financialaid.case.edu>. If you have not begun the financial aid application process, you can get started by completing online the **Free Application for Federal Student Aid**. On your FAFSA, enter our school code, E00084, and we will automatically receive a copy from the Department of Education with a week.

Important: Students must be in a minimum of 3.5 credits in the fall/spring semesters or 3 credits in the summer semester to qualify for federal loans. Loan deferment forms should be submitted to the University Registrar: registrar@case.edu or 216.368.4310.

My Financial Aid

For further information regarding your FAFSA application, missing documents and award, log into **My Financial Aid** using your CWRU Network ID and password.

Award Letter

Once the financial aid application has been completed, you will receive an award letter that specifies your gross loan amount. This award letter will be emailed to your CWRU email account.



Loan Acceptance

To accept the loan amount offered in your award letter, log into My Financial Aid using your CWRU Network ID and password. All students must accept their loans on My Financial Aid, complete entrance counseling, and sign promissory notes at <http://www.studentloans.gov>. Student loans will not be processed or disbursed until these necessary steps have been completed.

Employer Reimbursement

Many organizations and employers offer tuition assistance to employees and even cover 100% of tuition costs in some cases. Programs and policies vary among employers. Consult your Human Resources Office to learn more about tuition assistance at your organization. The University's policy states that you must submit verification that you are eligible for your company's reimbursement plan. This allows you to function as a paid student (obtain transcripts and pre-register for courses), but you will be responsible for any late fees assessed to the account.

VETERANS AFFAIRS

All students planning to receive veterans education assistance from the Department of Veterans Affairs (VA) must provide the Veterans Questionnaire Form and provide enrollment information to the Veterans Certifying Official, 135 Yost Hall, phone 216.368.4310, email rvabenefits@case.edu. To be certified for benefits, veterans must be officially registered for classes. Veterans must notify the University Veterans Certifying Official immediately when changing hours, grade options, withdrawing from a class, or withdrawing from the University. It is important to note the following:

- The VA will not pay for repetition of courses previously taken for credit, unless repetition of that particular course is required for continuation in the approved program. However, the VA will pay for repetition of a course required for graduation if the course was failed or if a minimum acceptable grade was not achieved.
- Students enrolled in Intensive Semester Programs should be aware that benefits are paid based on actual dates of enrollment – not on the amount of tuition charged.
- The law requires that the VA must collect all benefits paid to a beneficiary for a course from which the beneficiary withdraws (this means from the start of the term, not merely from the date the course was dropped) unless there are mitigating circumstances. Other actions that may result in overpayment include receiving a grade which does not count toward graduation requirements and failure to have an incomplete grade changed to a grade which counts toward graduation. The VA will vigorously pursue repayment of these overpayments.
- Current information regarding VA Benefits can be found

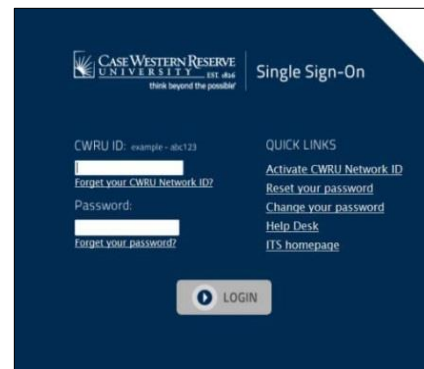
<http://socialwork.case>.

at: <http://www.case.edu/registrar/veterans.html>

Further information regarding VA benefits can be found at www.GIBILL.va.gov and www.todaysgibill.org or by calling 1.888.442.4551.

CWRU NETWORK ID

Your CWRU technology account gives you access to dozens of resources. The CWRU Network ID (also known as your account, username, or login) is used to access secure resources. Anytime you need to use services such as the Student Information System (SIS), My Financial Aid, email, the eStore, Software Center, and Launchpad Portal, the system will prompt you for your CWRU Network ID and password. Your ID will never change and will remain yours for the rest of your life.



Activating Your CWRU Network ID

Your CWRU Network ID is created for you as soon as you are accepted to CWRU. To activate your Network ID, follow the instructions below:

1. Start by visiting <https://its-services.case.edu/my-case-identity/activate/>
2. Enter your last name (also sometimes called your family name).
3. Enter your 7-digit PeopleSoft ID number (included in the body of your Welcome email).
4. Enter your date of birth.
5. Click the “Activate Account” button at the bottom of the page.

During the activation process, you will create your password and supply a security question and answer. Once complete, the system will show you your Network ID and email address, which will be ready to use within an hour.

Password Requirements

Your Network ID password must be changed at least once every 365 days (one year). You will receive email notifications prior to its expiration date. Your password can be changed at any time by going to the help.case.edu and clicking on the “Change Password” link.

CWRU ITS will never ask you for your password or any other restricted information. Never give it out!

CWRU passwords must contain three of the four characteristics:

<http://socialwork.case.edu>



-
- Lower case character (abc)
 - Upper case character (ABC)
 - Numerical character (123)
 - Punctuation character (!&%\$)

Additionally, your password

- Cannot be a dictionary word of more than four characters
- Must be 8-12 characters in length

EMAIL

Your CWRU email address is your first name.last name@case.edu (e.g., john.doe@case.edu) unless you share the same name with someone else on campus; in which case, your email address will contain a middle initial and/or number. Alternatively, email can also be sent to yournetworkid@case.edu (e.g., abc123@case.edu).

To access your email, go to webmail.com.edu and sign in with your CWRU Network ID and password. Your email is accessible from any computer or mobile device in the world.

Important: All email communication from Case Western Reserve will be sent to your CWRU email address. Please check on a regular basis to ensure you do not miss any important correspondence.

VIRTUAL PRIVATE NETWORK

CWRU provides remote users with secure access to the network over the CISCO AnyConnect VPN client. VPN is a point-to-point connection between a personal computer and CWRU servers. CWRU has incorporated two-factor authentication into the VPN. Two-factor authentication provides added security by prompting you for a unique code in addition to your password. The unique code is usable only once, and it is accessible from the device of your choosing (typically your cell phone). Each time you log in, you are issued a new code. Video Instruction on Duo Authentication: <https://www.case.edu/its/information-security/duo/videos/>

Users must first download the VPN client for their respective operating system. Once they are connected through VPN, users can utilize a web browser to access various tools within CWRU such as the Software Center and library databases. Follow these directions to download, install, and run the VPN client.

1. Open your internet browser and go to vpnsetup.case.edu.
2. Download the Cisco™ AnyConnect client for your operating system.
3. Install the software according to your operating system's directions.

4. Open AnyConnect and enter vpn.case.edu in the Connect To field. Click select.
5. Enter your CWRU Network Id and password. Click Connect.

In the event that you forget to log out of VPN, you will be disconnected after a period of inactivity. You may also be prompted to log in after a couple of hours.

CWRU NETWORK ID – HELP!

If you have any questions or concerns while activating your CWRU Network ID, contact the Help Desk at 216.368.4357, or by completing a web form here: <http://help.case.edu>. Be sure to include your CWRU Network ID and any explanation of the issue you are experiencing. The Help Desk is available 24 hours a day, 7 days a week.

BARNES AND NOBLE UNIVERSITY BOOKSTORE



[Barnes & Noble University Bookstore](#) is CWRU's exclusive buyer and seller of required and/or recommended course materials and supplies including books, coursepacks and university educational materials published, distributed electronically or sold over the Internet. As the official Case Western Reserve University bookstore, Barnes & Noble offers an array of textbook options at different price points—used, new and digital—as well as a flexible pricing rental program.

Students also can purchase snacks and beverages; laptops and other technology-related products; trade books; school supplies; and reference and other educational materials to enhance and aid student learning. There also is a full-service cafe on site.

Prospective graduates will find caps and gowns and commencement invitations for rent/sale there as well. In addition, there is an expansive assortment of CWRU-branded merchandise, such as apparel, class rings and gift items.

Visit the Case Western Reserve University Bookstore at 11451 Euclid Avenue, Cleveland, or [online](#). For more information, contact the bookstore at 216.368.2650 or email Ann Rossi-Smerglia at: sm364@bncollege.com

[Visit the university bookstore's website at case.bncollege.com >](http://case.bncollege.com)



DISABILITY RESOURCES

Office of Disability Resources
Educational Services for Students (ESS)
470 Sears Building (216.368.5230)
<http://studentaffairs.case.edu/education/disability/>

Case Western Reserve University is committed to providing all students with opportunities to take full advantage of the University's educational programs. We recognize that students with documented disabilities may need assistance or accommodations in order to achieve this objective.

Click on the above link for the Case Disability Services Handbook. This document outlines the policies and procedures used in determining a student's eligibility for disability services. These procedures are applicable to MSASS students.

STUDENT HANDBOOK

In depth information regarding the policies and procedures at the Mandel School of Applied Social Sciences can be found here in the Student Handbook at:
[Mandel School Student and Faculty Handbook](#)

IMPORTANT! All students are responsible for reading the Student Handbook prior to class start. It is imperative to your success in the program that you understand the policies and procedures associated with the MSSA program.

HOUSING INFORMATION

Please go to Case Western Reserve housing information
<http://students.case.edu/living/services/aloha/> and the closed Facebook group – The Mandel School Student Housing
<http://www.facebook.com/groups/mandelschoolstudenthousing/>

STUDENT ORGANIZATIONS

The Mandel Council is an officially recognized student organization with membership open to any interested student; it is the primary channel through which students participate in the affairs of the School. The Council identifies students to serve on five standing School committees.

Student-run organizations include the following:

- Mandel Council

<http://socialwork.case.>



- Collective Action Towards Social Justice
- Local InterNational Konnections (LINK)
- Black Student Association (BSA)
- Student Leaders Advocating for Mental Health (SLAM)
- Mandel ALLIES (Gay, Lesbian, Bisexual, Transgender and Straight Alliance)
- CWRU Graduate Student Council
- Student Association for Field Engagement (S.A.F.E. Circle)
- Student Run Health Clinic (interdisciplinary)
- Unifying to Heal (Student Advocacy Interest Group)
- Hotspotting (interdisciplinary)

TECHNICAL REQUIREMENTS

Hardware Requirements

General recommendations for computer hardware can be found here <http://case.edu/utech/estore/>

Mandel School Specific Recommendations

Webcam
Headset and microphone
Internet access at home with Ethernet cable connection

Please note that while these items often come imbedded in your laptop or desktop computer, we do recommend that you purchase a separate headset with headphones and a microphone. These can be purchased at vendors such as Best Buy, Amazon, Case Western's Barnes and Noble Bookstore.

Software Requirements

Minimum requirements for PC users:

- Browser: preferred Mozilla Firefox 51, Google Chrome
- Operating system: Windows 7/10
- Modem: High-speed Broadband Connection
- Audio: Sound card and speakers
- Adobe Flash 24 required for some courses

Minimum requirements for MAC users:

- Browser: preferred Mozilla Firefox 4.0+, or Safari 5.1.7+
- Operating System: MAC OS x 10.12
- Modem: High-speed Broadband Connection
- Audio: Sound card and speakers

<http://socialwork.case.>



- Adobe Flash 24 required for some courses

STUDENT ID – CASEONECARD

The CWRU “CaseOneCard” provides students with access to the library, the eStore (hardware and software), and other student-centered information. To obtain the card, please follow the instructions below:

1. Access the following link <http://www.case.edu/accessservices/>
2. Under *IDs & Access* from the menu bar across the top, select *Submit my CWRU Photo*
3. You will be directed to a new page where you can select *New Graduate/Professional Students*
4. Follow the instructions as outlined. You will be required to provide your 7-digit student ID number. This can be found on your official acceptance letter or by contacting the Mandel School Office of Admissions at mandelschool@case.edu.

CASE WESTERN RESERVE UNIVERSITY – HARRIS LIBRARY

Founded in 1916, the Lillian & Milford Harris Library is one of only a few professional social work libraries administered by a school of social work. The collection of the Harris Library supports the curriculum and research interests within the Mandel School.

Students can access the online library resources, including the library catalog, research databases, e-books and e-journals, through the Harris Library website:

- <http://msass.case.edu/harrislibrary/>

Off-campus access to the research databases, e-journals, e-books, and links in Canvas to on-line journal articles requires connecting to the CWRU network through Virtual Private Networking (VPN). For more information on VPN, please refer to:

<https://case.edu/utech/services/vpn/>

During the regular academic year, the Harris Library is open:

- Monday through Thursday – 8 am to 7 pm ET
- Friday – 8 am to 5 pm ET
- Saturday and Sunday – 11 am to 5:00 pm ET

Research/reference help is available:

- Monday through Thursday – 8 am to 5 pm ET
- Saturday – 11 am to 5 pm ET (on most Intensive Weekend Saturdays)



Hours are subject to change during on-campus breaks, national holidays, and during the summer months of May through August, and are listed on the Harris Library website. Students are also welcome to use the other CWRU libraries: <http://case.edu/libraries/>

<http://socialwork.case.edu>



Do you have a research question or an inquiry about the Harris Library policies and your library account? Please contact us by phone at 216.368.2302 or toll free at 800.944.2290, ext. 2302. You may also email for research help at harrisref@case.edu. If you have questions about your library account or library policies, please email harriscirc@case.edu.

