



MANDEL SCHOOL OF
APPLIED SOCIAL SCIENCES

CASE WESTERN RESERVE
UNIVERSITY

To: Full-Time and Part-Time Students

From: Andrea G. Porter, Assistant Dean Student Services

Re: Taking courses in an Intensive Weekend format

Some courses are offered to Full and Part Time students in the Intensive Weekend format. In this instance, these courses will be listed on the course schedule and do not require prior approval.

Required courses offered in Intensive Weekend are open to Intensive Weekend students only. Exceptions may occur due to extenuating circumstances **with prior approval** from the Assistant Dean of Student Services. Please email your request with the rationale to Andrea Porter at agp8@case.edu.

Full-Time and Part Time students who may need to enroll in a course which is held in an Intensive Weekend format must be aware of the following requirements for this type of instruction:

1. **The course starts four weeks before the actual meeting dates.** Preparatory notes, syllabi, bibliographies, textbook requirements and first assignments are available on Blackboard approximately five weeks prior to the first day of class. Students should contact the Office of Student Services if the information is not posted by the fourth week prior to class meeting dates.
2. Classes in the Intensive Weekend program are held one weekend per month and meet from 9:00 am until 5:00 pm each class on Friday, Saturday, and Sunday the first month and Saturday and Sunday of the next month. Note: some classes meet on Thursdays.
3. Your attendance and participation is required for all class days. In the event of an emergency, instructors may excuse one day of absence if it does not compromise the academic integrity of the course. (Please see your course syllabus for instructor's policy on attendance). Students who must miss more than one day of class will be withdrawn at full tuition cost.
4. Because of the nature of the full-day instruction, it is assumed that all assigned material will be read and all written assignments completed (as noted in the syllabus) prior to class meeting days.
5. It is likely that a final assignment will be due 3-4 weeks after the last class session. You will need to set aside time to complete this final assignment on time.

If you have questions, please contact me (216- 368-8529) or the Intensive Weekend Director, Gerald Strom (216-368- 5880).