

*Office of
Undergraduate
Studies**Additional links of
interest:*

- ♦ [General Bulletin](#)
- ♦ [UGS Forms](#)
- ♦ [Course Evaluations](#)
- ♦ [Academic Policies and Procedures](#)
- ♦ [Programs and Requirements](#)
- ♦ [Honors, Fellowships, & Awards](#)
- ♦ [Pre-professional Advising](#)
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*Additional
resources:*

- ♦ [ESS](#)
- ♦ [UCS](#)
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April 2016

UGS - CWRU

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Important Upcoming Dates (To add to your calendar use this [link](#))

- [April 11: Dean's Study Break](#)
- [April 22: Academic Awards Assembly \(first-years through juniors\)](#)
- [April 25: Last Day of Classes](#)
- [April 25: Deadline for Complete Term Withdrawals](#)
- [April 26-27: Reading Days](#)
- [April 28: Final Exams Begin](#)
- [May 5: Final Exams End](#)
- [May 7: Final Grades Due by 11 a.m.](#)
- [May 9: May Term Begins](#)
- [May 14: Commencement Rehearsal at 10 a.m.](#)
- [May 14: Senior Academic Awards Assembly](#)
- [May 15: Commencement](#)

Important Information for May 2016 Graduates

Planning to graduate in May 2016? Please double check your Academic Requirements Report to make sure everything is "Satisfied." If you're repeating a class for which you already have credit, make sure you will have earned enough hours to graduate. When you repeat a class, the hours for both courses appear in your total hours until course repeats are processed after grades are posted. Once the repeat process is run and the first iteration of the course is no longer bearing credit, your total hours will decrease. Make sure you have sufficient hours once that credit is removed.

Students who haven't applied for graduation must come to the Office of Undergraduate Studies in Sears 357 to complete a paper application. Even if your AR report is not all "Satisfied" you can and should apply for graduation. Once your application is in, we can work on making sure all requirements are met.

Reasons your AR report may not indicate everything is "Satisfied" include:

1. **Missing writing portfolio.** Information on what you need to do to hand in your portfolio can be found [here](#).
2. **You have a class exception or substitution and you are currently in that class.** The exception will not appear in SIS until you have a final grade in the class. If you have not already done so, you must submit an [Advisement Report Correction form](#) for a substitution.

If you no longer plan to graduate in May, contact the UGS office so your SIS record can be updated to ensure you can register for the summer and fall 2016 semesters.

Information About Commencement

If you did not register to participate in Commencement by the April 1 deadline, you must come to the Office of Undergraduate Studies and meet with a dean. Convocation tickets will not be available for students who register late to participate in Commencement.

Commencement rehearsal is Saturday, May 14, 10 a.m. - 12 p.m. in Horsburgh Gymnasium. This event is mandatory for students planning to participate in Commencement. Although we will discuss everything you need to know to be prepared for the big day during rehearsal, here are a couple of things that are best known sooner rather than later:

1. As shopping for attire is no doubt part of your Commencement preparations, please note that there is a lot of standing and walking, so excessively high heels are not recommended. Stylish yet comfortable shoes are best, particularly since you will be exiting the stage via very steep stairs.
2. If you have an outstanding balance with the university, you will not receive your diploma at Commencement. The envelope you receive will contain a letter instead. To make sure you receive your diploma, clear up all outstanding balances now. To find out if you have an balance, contact Student Financial Services at studentaccounts@case.edu or 216.368.2226.

For more information about Commencement, visit case.edu/events/commencement.

Final Exams Begin April 28: Important Information

Verify your final exam schedule

Make sure all of your travel plans are after your final exams. You can find your final exam schedule on your SIS academics page. You should also consult your syllabi for all of your classes. Students are not required to take more than two final exams in one day. A student who has three final exams scheduled for a single day or two exams scheduled at the same time, as listed in SIS, should expect have heard from Dean Wolcowitz. If you have two final exams at the same time or three exams in one day, but they are not listed in SIS, contact Dean Wolcowitz in Undergraduate Studies at jxw215@case.edu or 216.368.2928.

Too sick to take a final exam?

If you find that you are too sick to take a final exam at the scheduled time, you should report to the University Health Services to receive appropriate care. UHS will provide documentation of your illness that you can bring to Undergraduate Studies. Your [dean](#) will then write to your instructor to explain that your absence was due to documented medical reasons and to ask that he or she work with you in accordance with the course procedures. You should also be in touch with your instructor directly to make appropriate arrangements.

Keep in mind that simply not feeling that you are at 100 percent good health or having been ill and not able to prepare as fully as you hoped are not the same as being too sick to take a final exam. The standard for being too sick is that you need medical care on the day of the exam. All of us regularly need to meet our obligations at times when we do not feel that we are in perfect health or that we are fully prepared.

Missing a final exam for any other reason?

Be sure to contact your [dean](#) in Undergraduate Studies immediately. If the reason for missing the exam is acceptable, Undergraduate Studies will authorize a make-up opportunity. Not knowing the time or place of an exam or oversleeping are not ordinarily adequate explanations. Be sure to know your exam schedule and to set your alarm clock properly.

Information about the assignment of Incomplete grades

The [Incomplete grade \(I\)](#) is assigned by and at the discretion of the instructor when a) there are extenuating circumstances, explained to the instructor before the assignment of the grade, which clearly justify an extension of time beyond the requirements established for and met by other students in the class, and b) the student has been passing the course and only a small segment of the course, such as the term paper, remains to be completed. It is the student's responsibility to notify the instructor of the circumstances preventing completion of all assigned work.

In the absence of notification or adequate justification, the instructor has the authority to assign the student a final grade that assumes a failing grade for missing work. An Incomplete grade should not be assigned a) when a student has been absent for much of the semester and/or has done little of the work required for a course, or b) because a student is absent from a final examination, unless Undergraduate Studies has authorized the grade.

The amount of additional time allowed the student to make up incomplete work should serve to accommodate the student while being fair to other students in the course. It should be proportional to the duration of a student's illness or absence and might be no more than a few days or weeks. At the extreme, it should not extend past the 11th week of the fall semester (Nov. 11).

Be sure to review the [academic standing regulations](#) pertaining to Probation (Incomplete) and Ineligible to Register for the implications of any Incompletes or spring semester enrollment.

Haven't Declared a Major?

Upperclass students are expected to declare a major before registering for classes for their fifth semester of enrollment. This means that students who entered as first-year students in August 2014 or earlier must declare a major prior to registering for fall 2016 courses. Transfer students are expected to declare a major before registering for their third semester at CWRU. This means that transfer students who entered in August 2015 or earlier must declare a major prior to registering for fall 2016 courses. A choice or change of major or minor is not recorded for any student until the declaration form has been completed and submitted to the [Office of Undergraduate Studies](#) in Sears Building 357.

Students who have not declared a major will have a major declaration hold placed on their accounts until they have done so. Students may later change their majors should their academic interests change. If you have a major declaration hold but will have earned fewer than 60 credit hours (including transfer, AP, IB, and proficiency credit) by the end of the semester, you may request that your dean in Undergraduate Studies lift the registration hold.

Click [here](#) for a list of academic representatives by department.

CAS BA Students: Are You Aware of the 42-hour Rule?

If you are a College of Arts and Sciences student pursuing a Bachelor of Arts degree, please keep in mind that the BA is designed to provide you with a breadth of academic experiences. For this reason, the College of Arts and Sciences has the "42-hour" rule for BA candidates. The rule is: No more than 42 credit hours beyond the 100-level in any one department may be applied to the 120 credit hour total.

If you have any questions about the rule, be sure to discuss it with your academic advisor or your dean in the Office of Undergraduate Studies: [Dean Dilulio](#) (students with last names A-D), [Dean McCarthy](#) (E-K), [Dean Harris](#) (L-R), or [Dean Butler](#) (S-Z).

What Does "REQ TERM" on Your Academic Requirements Report Mean?

Have you ever noticed the "REQ TERM" notation at the top of your academic requirements report in SIS? Do you know what it means?

Departments and academic programs periodically update the requirements for their various majors and minors. In addition, the schools occasionally make modifications to their general education requirements. The req term on your AR report is telling you the set of requirement you need to meet to complete your degree. Your degree requirements are those that were in place at the time that you matriculated at CWRU, so the req term is set automatically for the fall term of the year you entered CWRU. (Even if you matriculated as a transfer student in the spring semester, it is coded as the fall of that academic year because we update degree requirements and the General Bulletin only once a year.) When a program changes its requirements, those are coded in SIS with a new req term and are binding on students who matriculate the following August or after.

If you find that, since you matriculated, requirements have changed in a way that is favorable to you, you can have your req term updated to a more recent academic year. Your advisor can help you navigate the specific requirements of a major or minor, but whenever you have questions about what appears on your AR report or if you wish to update the req term, you should see your dean in Undergraduate Studies.

Information about Summer 2016 Course Registration

Course registration for summer 2016 began March 28. For more information about summer 2016 courses, visit summer.case.edu.

Information About Fall 2016 Course Registration and Overloads

Please review your enrollment appointment in SIS to find out your course registration date. You can also click [here](#) for more information. Be sure that no time conflicts have arisen since placing courses in your shopping cart.

While the normal course load for students is 14-17 hours, you are able to enroll in up to 19 hours. However, before you start enrolling in that many hours, we would urge you to ask yourself, "Do I really need that extra course? Could I be spending time doing community service, volunteer work, research, etc. that I will not have time to do if I am taking 19 hours?":

Any schedule of more than 19 hours requires dean's approval. To register for 20-21 hours, you must have at least a 3.2 cumulative GPA. To register for 22 or 23 hours, a minimum cumulative GPA of 3.5 is required. If you meet the requirements to overload and you want to add a class, you can email your request to [Dean Dilulio](#) (students with last names A-D), [Dean McCarthy](#) (E-K), [Dean Harris](#) (L-R), or [Dean Butler](#) (S-Z). First-semester transfer students should contact [Dean Anderson](#) about course overloads and registration for the next semester. Please include how many hours you are requesting, the class that you want to add, and why. We may be able to approve your request online.

As is often the case, additional classes may be added between now and the start of the semester, so check back and see if you want to make any adjustments to your schedule.

Attend the Next Dean's Study Break

Dean Wolcowitz invites all undergraduate students to attend a study break Monday, April 11, from 4 - 5 p.m. in Tinkham Veale University Center. Food and beverages will be provided.

Study breaks are casual occasions providing an opportunity for students to chat informally with Dean Wolcowitz, guests, and one another. Study breaks give students the opportunity to learn more about the Office of Undergraduate Studies and express appreciation and/or concern about CWRU, especially related to the academic experience.

Students are encouraged to attend for any period of time during the event.

Take a STUDY BREAK.



April 11 // 4 - 5 PM

Tinkham Veale University Center

THE FULBRIGHT U.S. STUDENT PROGRAM

ENGAGING WITH THE WORLD.



Considering The Fulbright U.S. Student Program?

Attend the information session to learn more about the on-campus and national process.

FRIDAY, APRIL 15
1 - 2 PM ■ SEARS 356

Hosted by the Office of Undergraduate Studies.

us.fulbrightonline.org

Go to page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#)

Upcoming Scholarship and Fellowship Deadlines

Searching for fellowship and scholarship opportunities? Visit the Office of Undergraduate Studies' [Fellowships and Scholarships page](#) and schedule an appointment with Dean Amanda McCarthy.

[April 15 – Phi Beta Kappa Research Grants](#) – Undergraduates in The College of Arts and Sciences – The University's chapter of the Phi Beta Kappa honor society sponsors research grants for undergraduate students in The College of Arts and Sciences. The grants range up to a few hundred dollars. The funds are intended to support research itself (i.e. supplies and equipment, travel expenses, and conference fees).

[April 15 – Ohio EPA Scholarship](#) – Seniors – These merit-based, nonrenewable, scholarships will be given to undergraduate students admitted to Ohio state or private colleges and universities who can demonstrate their knowledge and commitment to careers in environmental sciences or environmental engineering. Up to \$2,500 is available for students entering their final year in four- and five-year programs.

[May 1 – Society of Plastic Engineers' Scholarships](#) – Undergraduates – SPE offers scholarships to students who have demonstrated or expressed an interest in the plastics industry. They must be majoring in or taking courses that would be beneficial to a career in the plastics industry (i.e. polymer science, chemistry, physics, chemical engineering and mechanical engineering). Scholarships vary between \$1,000-\$6,000.

Save the Date: International Student Graduation

Are you planning to participate in May Commencement? Mark your calendars for International Student Graduation Wednesday, May 11, 3 - 5:30 p.m. in the TVUC ballroom. All international students participating in May Commencement are invited (with their families or a guest) to join a special celebration hosted by the [Office of International Student Services](#) and the [Center for International Affairs](#). Provost William A. "Bud" Baeslack III and David Fleshler, Associate Provost for International Affairs will be speaking. Invitations will be available soon in the ISS office (143 Tomlinson), and RSVPs will be required.

International Student Success Series — April Topics

The International Student Success Series helps international students transition and better understand the social and academic culture at CWRU. All events take place Wednesdays from 12:30 - 1:30 p.m. in Sears 464. They are free, open to the campus, and include lunch; some will require registration. For more information and a complete schedule, visit case.edu/international/SuccessSeries.

April 13: Being Out: Talk About LGBTQ On Campus

Learn about gender identity, beliefs, and expectations about sexual orientation and gender in the U.S. Find out more about the LGBTQ community on campus and the resources it provides.

April 20: Leadership (Student Activities)

Learn about the many student organizations on campus and the best ways to get involved in this part of campus life. They can be a great way to meet people, learn new skills, and enrich your American university experience. They can also teach you skills that can help with interviews or your future career.

International Seniors: Sign up for Optional Practical Training

Are you an international student graduating this spring or summer? Now's the time to apply for [Optional Practical Training](#). Being well informed about OPT before you apply is a must. International Student Services requires all international students to complete a workshop.

ISS offers OPT workshops to go over the application process, student responsibilities, and other considerations. A list of upcoming workshops can be found [here](#). Completing a workshop (either in-person or online) is required as part of the application process. ISS will not accept OPT applications from students who have not completed a workshop.

Please note that waiting any longer to complete an OPT workshop might not provide enough time for processing. Make every effort to attend a workshop as soon as possible. You do not need definitive employment plans to complete a workshop or apply for OPT. If you have questions, stop by ISS during walk-in hours.

End-of-semester Reminders from International Student Services

Do you need to extend your I-20 or DS-2019?

If you're not graduating in May but you have a May 2016 expiration date on your immigration document (either I-20 or DS-2019), you need to extend the validity of the document before it expires to properly maintain your visa status. Visit International Student Services during walk-in hours to discuss this simple process.

It's best to submit your extension request by mid-April to ensure that everything is processed before your document expires. If your document expires, that's a violation of your visa status and there's no way for ISS to help you resolve it. You'll need to exit the U.S. immediately and make arrangements from abroad to obtain a new immigration document from ISS and possibly a new visa stamp in your passport. To ensure a smooth process, please work with ISS as soon as possible to obtain an extended immigration document.

Leaving the U.S. during summer break?

If you plan to travel outside of the U.S. during the break, be sure to check your I-20 (if you are in F-1 status) or your DS-2019 (if you are in J-1 status) to see when your document was last signed. A travel signature, which is required for reentry to the U.S., is valid for one year with just two exceptions: 1.) If you will be traveling to Canada, you should have a travel signature that is no more than six months old. 2.) If you are currently approved for post-completion OPT, a travel signature is valid for only six months. Please visit ISS during walk-in hours for a travel signature.

Traveling within the United States?

Many students think their passports and visa documents are needed only when traveling abroad. Wrong! If you are planning a trip within the U.S., it is essential that you have your passport and visa documents with you. In recent years, there has been heightened security not only at all border crossings, but also at bus and train terminals and airports throughout the U.S. International students may be stopped and questioned randomly. Therefore, students should have their passport, visa documents (I-94 printout and properly signed SEVIS I-20 or DS-2019), and CWRU student ID card with them for all distance travel. A person without valid travel documents can be arrested, threatened with deportation, and taken into Department of Homeland Security custody.

Planning to take a cruise?

Before sailing off on vacation, be sure to refer to this [very important information](#). There are many things to consider as an international student when it comes to taking a cruise.

Apply for the Baker-Nord Center for the Humanities Prize

The [Baker-Nord Center for the Humanities](#) will offer a \$500 prize recognizing exceptional achievement in a capstone project or senior paper in conjunction with a humanities course in the following departments: art history, classics, English, history, modern languages, music, philosophy, religious studies, or theater. The prize is awarded annually at the end of spring semester. The deadline is Monday, April 25, at 5 p.m. Submissions should be emailed to bakernord@case.edu, and must include a copy of the project and/or paper with the student's name or other identifying information deleted, a letter of endorsement from the student's capstone or senior paper advisor, and the [application cover sheet](#).

There's Still Time to Find a Summer Internship

Now is the time in the semester when many students start to believe it's too late to find a summer internship. However, new opportunities arise daily as both the direction and strategy of employers change. New projects come up, managers underestimate staffing needs, and people that accept internships back out for various reasons. Could it be possible that it's too early to give up on your internship search? If so, how should you go about it now? The following simple tips may be helpful:

1. Use job aggregator sites like [Indeed](#) and [CareerShift](#) that allow you to perform an advanced search by job type and posting date.
2. Be more flexible when searching positions by job titles and key words. Companies come up with some funny names for positions that many times do not match the search words you are using. Don't be afraid to use broader search criteria.
3. Use [LinkedIn](#)'s alumni search tool to find out which companies are hiring Case Western Reserve students and graduates. These companies may be worth approaching about internship possibilities as they've hired CWRU students for internships and recent graduates for entry level positions.
4. Don't forget to use [CWRULink for students](#) that allows you to perform an advanced search to identify different types of internships by major and job function. It also provides an option to save your search criteria and have matching positions sent to you via email alert.
5. Use your network! How many people know you are looking for an internship including advisors, faculty, other students, and extended family members? Your internship search should not be a secret.

Dave DiBiase
Assistant Director, Undergraduate Career Development
Case Western Reserve University Career Center

Updates from the SOURCE Office

Looking for research for summer or fall? Attend one of the April information sessions:

- Thursday, April 7, 5:30 p.m., Sears 480
- Friday, April 15, 4 p.m., Sears 480
- Thursday, April 21, 5:30 p.m., Sears 480

Thursday, April 7, 4 p.m., Sears 670

The last of the four-part Responsible Conduct of Research Sessions: Working with Animals and Humans.

Intersections: SOURCE Symposium and Poster Session

Friday, April 15, 9 a.m. - 3 p.m., 12 - 3 p.m., Veale Convocation Center

Intersections is where undergraduates present their research and creative projects. Intersections is an opportunity for the University community and others to see the broad and diverse work that is being done across campus by our outstanding undergraduates. Intersections is a fun and informative celebration featuring bright creative students and supportive faculty mentors.



DISCOVERY, COLLABORATION + COMMUNITY

Friday, April 15, 2016

9 am – 3 pm

Veale Convocation Center

Case Western Reserve University

Free and open to the public

Visit showCASE.case.edu





BAKER-NORD
CENTER FOR
THE HUMANITIES

A Panel Discussion for Undergraduates: **Humanities@Work: Entrepreneurs**

6:00 pm ■ Clark Hall Room 206 ■ 11130 Bellflower Road



Panelists discuss how studying the humanities influenced their careers. Panelists include:

Kathleen Barrie (Boston College/Newton College '72) majored in art history and studio art, and Dennis Barrie (Oberlin '70) majored in history and art history. They are principals at Barrie Projects, a museum and cultural planning firm that specializes in developing unusual and often surprising exhibits and visitor destinations.

Rebecca Braun (Harvard '92) majored in linguistics and Russian. An entrepreneur, venture development consultant, and author, she is president of The Braun Group, producer of executive memoirs and biographies in a variety of formats.

Baiju Shah (Yale '93) majored in history. An entrepreneur in the biomedical field, he is currently CEO of BioMotiv, a biotech company focused on accelerating research discoveries into medicines.

Mike Mitchell (Ohio State '98) majored in philosophy. With his brother Pete, he founded Mitchell's Ice Cream in 1999.

Refreshments will be served. Registration requested at case.edu/humanities.

MONDAY 18 APRIL

case.edu/humanities

216.368.2242

Center for International Affairs to Host first campus-wide Holi event

CWRU Holi is just around the corner. Join us on Freiburger Field Sunday, April 17, from 1 - 4 p.m. for our first campus-wide Holi event. All student, staff, faculty, and community members are invited to join this COLORFUL, fun, and educational dance party featuring authentic Indian street food, lots of colored powder, water guns, cricket, and traditions associated with Holi and Basant.

Want more than a colorful dance celebration? Student and community booths will offer games and activities to keep everyone—including children—entertained. The first 100 CWRU guests (with CWRU ID) will receive a free kite. The first 400 CWRU guests (with CWRU ID) will receive a free T-shirt.

For more information about the event and to learn about Holi and Basant, visit the event's [Facebook page](#) and [website](#).

The Festival of Colors!

HOLI

2016

#CWRUHoli

SUNDAY - 1 PM
APRIL 17

FREIBERGER
FIELD

CASE WESTERN RESERVE UNIVERSITY
CENTER FOR INTERNATIONAL AFFAIRS

CASE WESTERN RESERVE UNIVERSITY EST. 1826
Office of the Provost

CASE WESTERN RESERVE UNIVERSITY EST. 1826
First Year Experience

OMA
Office of Multicultural Affairs

In collaboration with the Undergraduate Indian Students Association, SATRANG, and other student groups. For more info visit: case.edu/international/holi/

Office of Undergraduate Studies

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Cleveland, OH 44106-7028

Phone: 216.368.2928

Fax: 216.368.4718

Email: ugstudies@case.edu

April 2016

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