

Office of
Undergraduate
Studies

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

- [January 12: First Day of Spring 2015 classes](#)
- [January 16: Fall 2014 Degrees Conferred](#)
- [January 19: Martin Luther King Jr. Day](#)
- [January 23: Drop/Add Deadline](#)
- [February 1: May 2015 Graduation Application Deadline](#)
- [February 2: Dean's Study Break in the Hovorka Atrium from 4-5:30pm](#)

From Dean of Undergraduate Studies Jeffrey Wolcowitz...

Setting Academic Goals for Spring 2015

I hope that you had a good break and are ready to take on a new semester.

I am intentionally leaving most of this page blank so that you can use it to write out your academic goals for the semester.

Now that you have done this, why not share your goals with your advisor? He or she can be helpful as you refine your goals and set out specific action items for achieving them.

I wish you a successful spring semester! All of us in Undergraduate Studies stand ready to help in any way we can.

Let me know what you think. You can write to me at jeffrey.wolcowitz@case.edu.

Information for May 2015 Graduates

Planning to graduate in May 2015? Please double check your Academic Requirements Report to make sure that everything is "Satisfied."

REMINDER: If you are repeating a class for which you already have credit, please make sure that 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.

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 [AR correction form](#) for a substitution.

Applying for Graduation should take no more than five minutes,. However, it is an important process as it allows you to indicate how you want your name to appear on your

diploma and to confirm the degree(s) you will be earning. You will see the "Apply for Graduation" option in the academic drop down box in [SIS](#). [The deadline to apply for graduation is February 1.](#)

Please note that even if your AR report is not "all satisfied" you can and should apply for graduation. Once your application is in, we can still work on making sure all requirements are met!

If your plans have changed and you are no longer planning to graduate in May, please contact the [UGS office](#) so your SIS record can be updated to ensure that you can register for the Summer and Fall 2015 semesters.

Commencement Participation even if you are not graduating in May

Students are eligible to participate in May commencement activities provided that they have completed all degree requirements during that spring semester or the immediately preceding fall semester or summer session, or have an appropriate plan to complete their degree requirements in the upcoming summer session or fall semester. **Students planning to participate in the May commencement must [register online](#) before April 1 at 5:00pm. If you are planning to participate in May Commencement, but will not graduate until Fall 2015, then you must contact [your dean in Undergraduate Studies](#) to request permission to be added to the list of May Commencement participants.**

Commencement Honors for 2014–2015

Commencement Honors are awarded to the top 35% of the graduating class. These cutoffs will be applied to degrees awarded in 2015 (January, May, and August):

- Top 10%: *summa cum laude* (3.903–4.000)
- Next 10%: *magna cum laude* (3.795–3.902)
- Next 15%: *cum laude* (3.640–3.794)

To be eligible for commencement honors, candidates must have:

1. Earned a minimum of 54 credit-hours for evaluative grades (A, B, C, D) in residence at the University.
2. Attained the required percentile ranking on the basis of all work for which grades are averaged at the University, including any grades earned before an academic separation.

Information about Undergraduate Honors and Awards

Review the information and guidelines for Undergraduate Honors and Awards [here](#).

Drop/Add Deadline (To add to your calendar use this [link](#))

Friday, January 23 at 5pm is the deadline to drop or add a course. Please make sure to verify that your schedule is correct.

Things to look at:

1. Verify you are registered for all the classes you think you are in. Make any add/drop changes.
2. Make sure you are registered for the right section number when there are multiple sections.
3. If you are on a wait list for a class or waiting for a permission for a class, all changes must be completed by **5pm on January 23. Remember: Once you receive permission for a class, you must still register. Obtaining permission does not automatically enroll you in the class! In most cases, once you have been granted permission, you can register in SIS; the exception is registration after being granted time conflict permission, which requires a visit to the University Registrar during normal business hours (8:30am – 5:00pm) by January 23.**
4. Make sure to register for PHED (including varsity sports) and music ensemble classes.
5. Verify the number of credit hours you are in for courses that have variable hours (including independent study and music ensembles).

Class Withdrawal Deadline (To add to your calendar use this [link](#))

Remember the last day to withdraw from a class is Friday, March 27. As you may already know, **you can withdraw from a class through SIS** if you are in good academic standing and you will not fall below 12 hours if you withdraw from the class. To withdraw from a class in SIS, go to the “other academic” drop-down box from your student page, and select “**Enrollment: drop.**”

Note that you may continue to withdraw from classes in SIS until 11:59pm on Friday if you qualify for using the on-line process, but staff will not be available in the Registrar’s Office or the Office of Undergraduate Studies, so you may be stuck if you wait until after 5:00pm.

If you are not in good standing, will fall below 12 hours if you withdraw from a course, or just want to talk to someone in the UGS office before withdrawing from the class, please stop by Sears 357. You can find your dean’s **walk-in hours [here](#)** or you can call 368-2928 to make an appointment.

Pass/No Pass Option and Deadline (To add to your calendar use this [link](#))

If you are planning to use the Pass/No-Pass (P/NP) option for a class this semester, please complete the online P/NP ballot. The online P/NP ballot will be available in March! The deadline to apply for the P/NP option is **Friday, March 27 at 5:00pm.**

1. You may use P/NP for only one class other than those regularly graded P/NP, but must remain enrolled in at least 3 semester hours for an evaluative grade.
2. If it is a course required for your major, minor, or SAGES requirement, you can use the P/NP option, but you will not be able to use that class to fulfill the requirement and will need to take that class again, or another applicable class to fulfill the requirement, for an evaluative grade.

Students majoring in any Weatherhead School of Management major (accounting or management) may not use the Pass/No Pass option for any Weatherhead School of Management courses (ACCT, BAFI, BLAW, ENTP, LHRP, MGMT, MIDS, MKMR, OPMT, ORBH, OPRE, PLCY), either required or elective.

More Unsolicited Advice from the Dean: Do you care about your GPA?

Many students express concern about their GPAs at the end of the semester. If you are one of those students, now is the time to focus on it. Take a manageable set of courses with no more credit-hours than you can handle comfortably. You will earn your best grades by devoting yourself to a smaller number of credit-hours to which you can devote appropriate attention and perhaps even do some extra reading and exploration. Withdrawing from a course or choosing P/NP on the deadline should be viewed as emergency actions, not as part of a rational plan at the start of the semester (though P/NP can be part of a rational plan from the start when used to take an interesting course outside of your area of expertise). By the time you exercise these options, you will likely have already spread your energy across too many courses and done damage to your performance in all of them. Remember: 14 to 17 credit-hours in a semester will get you to a degree in the appropriate amount of time.

Fellowships and Scholarships Opportunities

Searching for fellowship and scholarship opportunities? Visit the [Office of Undergraduate Studies Fellowships and Scholarships website](#) or schedule an appointment to speak with [Dean Hardy](#). Upcoming application deadlines include:

March 1

- [Pancoast](#) – For women graduates of the College of Arts and Sciences and/or women students in the School of Graduate Studies to assist in extending their education by foreign study or foreign travel, or both, at any time during the twelve months following their graduation, or, in the case of graduate students, in the twelve months following the current academic year.
- [Witt](#) – For juniors and seniors of the College of Arts and Sciences whose interests are in social work, city planning or community involvement. Preference will be given to students living in the Cleveland area. Students applying for this scholarship should have demonstrated leadership and engagement in activities on and off campus. The amount of the scholarship is variable, but depending on need and other factors it may be for as much as \$5,000. The funds may be used for educational endeavors and community advancement.

Attention Transfer Students who entered CWRU in Fall 2014

As you transition from your first to second semester on campus, you should begin working with your upperclass dean according to your last name (see below), as Dean Anderson begins working with a new group of transfer students.

[Nancy Dilulio](#) – Senior Associate Dean (students whose last names begin with A-D)

[Scott Hardy](#) – Assistant Dean (students whose last names begin with E-K)

[Gregory Harris](#) – Assistant Dean (students whose last names begin with L-R)

[Denise Butler](#) – Assistant Dean (students whose last names begin with S-Z)

As per the mission statement of the Office of Undergraduate Studies, we seek to empower undergraduate students to make the most of their academic experience at CWRU. Should you have any questions or concerns regarding university policies or programs, or need guidance and support during your time on campus, we will be happy to provide assistance. You can also contact us by calling (216) 368-2928, emailing ugstudies@case.edu, or just stopping by the office in 357 Sears Building.

Event Announcement: Careers in Intellectual Property

Professor Craig A. Nard, Director of the Spangenberg Center for Law, Technology and the Arts at the Case School of Law, will talk about careers in intellectual property.

The event will take place during Community Hour on Friday, February 4 from 12:30-1:45 PM in Sears 356.

Lunch will be provided so please RSVP to terri.mester@case.edu.

Second-Year Students: Get a Class of 2017 Frisbee from Undergraduate Studies

Undergraduate Studies invites you to stop by the office, located in Sears 357, to pick-up your free "Class of 2017" Frisbee. Get one while they last!

Also, take this opportunity to meet with your upperclass dean:

For upperclass students whose last names begin A through D: Nancy Dilulio
(nancy.dilulio@case.edu)

For upperclass students whose last names begin E through K: Scott Hardy
(scott.hardy@case.edu)

For upperclass students whose last names begin L through R: Gregory Harris
(gregory.j.harris@case.edu)

For upperclass students whose last names begin S through Z: Denise Butler
(denise.butler@case.edu)



Take a Break to Attend the Dean's Study Break on February 2

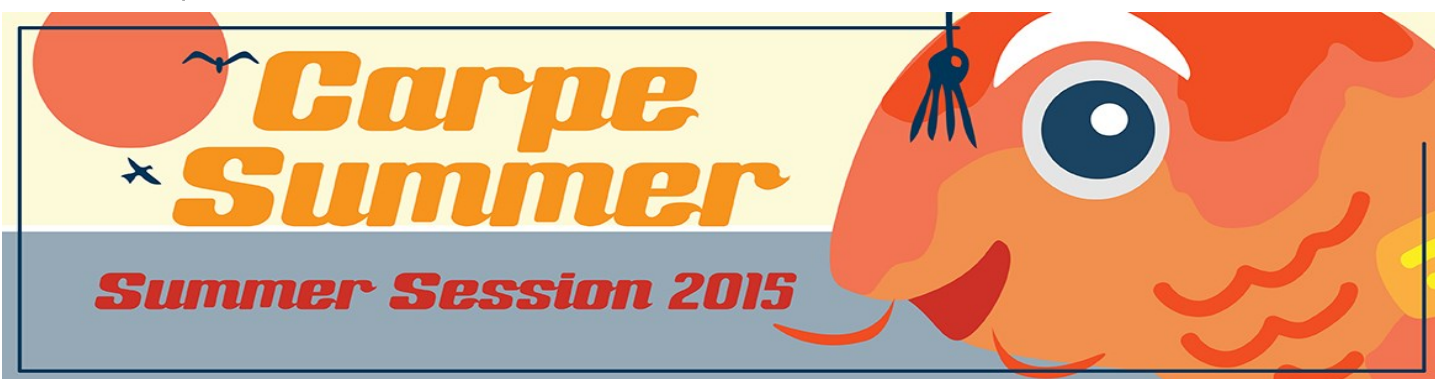


Dean Wolcowitz invites all undergraduate students to a study break with food and beverage from **4:00pm - 5:30pm on Monday, February 2, in the Hovorka Atrium.**

Study breaks are casual occasions providing an opportunity for students to chat informally with Dean Wolcowitz, guests and one another. Also, study breaks allow students an opportunity to learn more about the Office of Undergraduate Studies and express appreciation and/or concerns about CWRU, especially related to the academic experience. Students are encouraged to attend for any period of time during the event.

Information about Summer 2015 Courses

Click the "Carpe Summer" Banner below for more information about Summer 2015 courses!



An abstract graphic of a globe with a network of black lines and dots of varying sizes connected by thin lines, representing a global network or career connections. The globe is tilted and the lines are more dense on the left side.

CAREER CONNECTIONS

An opportunity for **1st and 2nd year undergrad students** to shadow an alumnus in your field over **spring break**.

WORKSHOPS

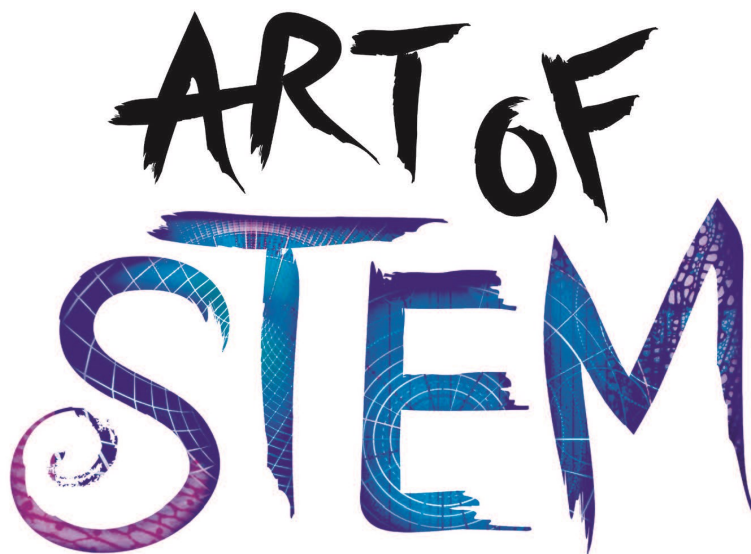
JAN 20: 6-8pm NORD 356

JAN 23: 12:30-2pm NORD 356

You must attend ONE workshop to participate
RSVP via CWRULink

Career Center | 216.368.4446 | careers@case.edu

competition & exhibit
CELEBRATING THE CREATIVITY OF SCIENCE



**Submit your STEM-related digital images
to a juried competition to win cash prizes!**

**Select images will also be featured
in an exhibit at Kelvin Smith Library.**

View official rules, eligibility & submission guidelines at:
library.case.edu/ksl/artofstem

Enter by February 15, 2015

Art of STEM is an art competition and exhibit presented in conjunction with the national "STEM to STEAM" movement that encourages the integration of art and design with science, technology, engineering and math to fuel global innovation for a prosperous future.



12/16/14

KELVIN SMITH LIBRARY
CASE WESTERN RESERVE
UNIVERSITY



Spring 2015 International Success Series

The Spring International Student Success Series will begin on January 14!

This series is hosted every Wednesday, 12:30-1:30pm, in Sears 464 and is designed to help international students transition and better understand the social and academic culture at both CWRU and Cleveland.

All events are free and snacks are provided. Some sessions will require registration. Hope to see you there!

For more information, visit <http://www.case.edu/international/SuccessSeries/> and be sure to read your weekly edition of ISSNews for this and other important updates!

JAN 14: TIME MANAGEMENT (ESS)

Learn the most effective and efficient ways to study and learn. Research-based approaches to learning and memory will be outlined. Organization and time management will be discussed. The goal of this workshop is to identify how to learn efficiently and to make better use of their time.

JAN 21: PLAN AHEAD: H1B AND THE JOB SEARCH (GLOBALCLE)

Learn the basic requirements and time frames for H1B applications as well as important timing challenges. Global Cleveland will provide job search strategies geared towards the H1B process and work authorizations.

JAN 28: GET EXPERIENCED FAIR PREP (CAREER)

Come and learn about how to make a positive impression with employers at the February 9 "Get Experienced" Fair. Tips for crafting a 30 second commercial and ways to identify employers ahead of the fair will be reviewed.

FEB 4: DATING AND RELATIONSHIPS (ASIA, INC.)

Dating on campus can be confusing and difficult due to cultural differences. There are a few things students should know when dating in the US. Find out more with Asian Services in Action.

FEB 11: READING IN A SECOND LANGUAGE-STRATEGIES TO MAKE READING IN ENGLISH EASIER (ESS)

You will be required to do a large amount of reading for each class. One of the main differences between high school writing and college writing is that in college you are required to demonstrate your in-depth understanding of the assigned readings through your writing. Learn some strategies you can use.

FEB 18: WORKING IN THE US (CAREER)

Immigration Lawyer, CWRU alum, and author of internationally-acclaimed book, *Immigrant, Inc.- Why Immigrant Entrepreneurs Are Driving the New Economy*, Richard Herman presents information about work authorization and employment, including information on self-employment. Please RSVP for this session as seats are limited.

[*Event Listings continued on page 10...*](#)

Spring 2015 International Success Series (...continued from page 9)

MAR 3: FINANCIAL WELLNESS (FINANCIAL AID)

Do you have questions about your financials while living in the United States? Join us for an active discussion about money management in the U.S. A representative from the Office of Financial Aid will be discussing a variety of financial topics including: banking, student loans, mortgages, and budgeting.

MAR 18: SPEAKING IN CLASS: PRESENTATIONS AND GROUP DISCUSSIONS IN A SECOND LANGUAGE (ESS)

"The mind is a wonderful thing. It starts working the minute you're born and never stops working until you get up to speak in public." Learn how to prepare, manage your anxiety, organize a dynamic presentation, and learn to improve both presentations and group discussions.

MAR 25: SUGGESTIONS FOR A PRODUCTIVE SUMMER (CAREER)

As the academic year draws to a close, a Career Center representative will share suggestions for career-related tasks that can be accomplished during the summer months.

APR 1: BEING OUT: TALK ABOUT LGBTQ ON CAMPUS (LGBT)

What is it like to be Lesbian, Gay, Bisexual, Transgender at CWRU? Learn about gender identity, beliefs, and expectations about sexual orientation and gender in the US. It may be very different from your home country. Find out more about the LGBTQ community on campus and the resources provided that make it welcoming for students of all identities.

APR 8: STUDY SKILLS: WHAT ARE THE SECRETS OF THE SUCCESSFUL STUDENTS (ESS)

There is more to studying than just opening a book. Learn about how to take great notes, reading techniques, motivation, goal-setting and overcoming procrastination. Students who have attended these workshops develop better organization, time management, preparedness for exams, and feel more confident with their study skills.

APR 15: THE GAMES WE PLAY (STUDY ABROAD)

Let's play a game! What about Hop Scotch or Chutes and Ladders? What about something new like British Conkers, Queenie Queenie, Singaporean Chapteh or Indian Lattu? Join Study Abroad students to discuss and play games from around the world.

APR 22: STUDY BREAK (ESS)

As the semester draws to a close, take a break from your studies and join in for free food and fun!

New Scholarship for CWRU Students to Study in China

Application Process is Now Open

Starting in Fall 2015, the Chinese government will provide two full scholarships to Case Western Reserve University students to study for a semester or academic year in China. The scholarships will include tuition and accommodation fees, living allowances, and medical insurance for an academic year.

Students interested in applying for one of the scholarships should contact the [Office of Education Abroad](mailto:studyabroad@case.edu) at studyabroad@case.edu.



Summer 2015 Study Abroad Courses and New Education Abroad Advising Hours

Join CWRU Faculty on a Summer Study Abroad Course: Deadline is February 1!



CWRU faculty are directing several study abroad courses this summer. From politics to engineering to art history, there is a program perfect for every student. Visit our [website](#) to search the summer options.

Deadline Extended for Faculty Directed Spring Semester Study Abroad Courses over Spring Break or May Abroad

The deadline for the CWRU courses offered in the spring semester that go abroad over spring break or May has been extended for most programs to January 16! [Apply here to register!](#)

New Advising Hours for the Office of Education Abroad

Regular study abroad advising appointments for the spring semester begin on January 7 with new services for students. In addition to our traditional advising sessions, the Office of Education Abroad will add two new services to support students:

1. **Walk-In Hours:** We will have walk-in hours from 12:30 – 2pm every Friday. Both Study Abroad Advisors will be available to answer quick questions during this time. Walk-in hours are ideal for students who have already met with a study abroad advisor or need to schedule an advising appointment.

2. **Group Advising:** Group advising is for those students not sure of where or when they want to study abroad, but who want details and ideas. It's perfect for undeclared majors or someone just seeking more information.

We will offer group advising:

Tuesdays and Thursdays from 5 – 6pm with Autumn

Mondays and Wednesdays from 12:30 – 1:30 pm with Matt

As always, you can email studyabroad@case.edu to make an appointment with an advisor and see what type of advising is best for you. The advisors will be happy to help you start your journey abroad!

Spring 2015 Academic Support Courses offered by ESS

UNIV 100: Essential Academic Strategies ([Use the Schedule of Classes to find more information](#))

This non-credit, 5-week seminar is available for students who are seeking to enhance their time management and study strategies. The enrollment is limited to 10 students per class to ensure time for individualized, full participation. Students will be introduced to strategies that they can apply to their own studies. Students will be asked to purchase a custom-published textbook entitled *Becoming a Master Student* by Dave Ellis.

ENGL 181: Academic Skills Tutorial ([Use the Schedule of Classes to find more information](#))

In this semester-long course, students will complete substantial tutorial work on academic skills such as reading and vocabulary development, academic interactions and resources, critical thinking, time management, and/or study strategies. Students may work individually with instructor or in small groups. The course may be repeated, but only one semester-hour will count towards the degree.

Office of Undergraduate Studies

357 Sears Building

10900 Euclid Ave

Cleveland, OH 44106-7028

Phone: 216-368-2928

Fax: 216-368-4718

Email: ugstudies@case.edu

January 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Class of 2015 Degree Candidates: Pick-up your FREE T-Shirt

Undergraduate Studies wants to mark your approach to completing your degree requirements by giving you a small gift: A T-shirt announcing that you are getting close to graduation!

Please stop by Undergraduate Studies in Sears 357. We have T-shirts for all 2015 degree candidates in a full range of sizes.

Also, plan to meet with your dean if you have any questions about your remaining degree requirements .

Looking for a Volunteer Opportunity?

If you are interested in volunteering to lead science and engineering activities for local youth during the E-Week Engineering Challenges Carnival, then you can sign-up individually or with a group by using this online [form](#).

[The Engineering Challenges Carnival](#) will be held on Saturday, February 14 from 11:00am-3:00pm in the Thwing Ballroom.