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Important Upcoming Dates (Click the date to add it to your calendar)

- [Jan. 19: Fall 2017 Degrees Conferred](#)
- [Jan. 22: Drop/Add Deadline for First-half Courses](#)
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- [Feb. 1: Spring 2018 Graduation Application Deadline](#)
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- [April 1: May 2018 Commencement Registration Deadline](#)

Jan. 26 is the Drop/Add Deadline

Friday, Jan. 26 is the deadline to drop or add a full-semester course. You may continue to make schedule adjustments in SIS until 11:59 p.m. Friday. However, staff will not be available in the University Registrar's Office or the Office of Undergraduate Studies to assist you, so you may be stuck if you wait until after 5 p.m. The last day to drop or add first-half courses is Monday, Jan. 22, and Friday, March 23, for second-half courses.

Things to review:

1. Verify that you are registered for all the classes you think you are in. Make any drop/add changes.
2. Make sure you are registered for the right section number when there are multiple sections.
3. If you are on a waitlist or waiting for permission for a class, all changes must be completed by 11:59 p.m. Jan. 26. Remember: Once you receive permission for a class, you must still register. 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 you to follow the instructions on the permission approval email or a visit to the University Registrar (Yost 135) by Jan. 26.
4. Make sure to register for physical education (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).

Definition of a Credit-hour

What to keep in mind as you finalize your spring registrations:

To help you better understand the academic commitment and course workload that you are taking on as you are finalizing your spring enrollments, please consider the following:

1. For courses in lecture format, one credit-hour represents the subject content that can be delivered in one academic hour of contact time each week for the full duration of one academic semester, typically fourteen weeks along with a final examination period. For undergraduate courses, one credit-hour also includes associated work that can be completed by a typical student in 2-3 hours of effort outside the classroom. For graduate and professional courses taught in lecture format, 3-4 hours of outside work is expected for each academic hour of contact time.
2. For courses taught in other than lecture format (e.g., seminars, laboratories, independent study, clinical work, research, etc.), one credit-hour represents an amount of content and/or student effort that in aggregate is no less than that described in (1) above.

Please use this information to think carefully about how much you can manage comfortably along with your various extracurricular and other commitments – and don't forget that you also need time to eat meals, sleep, and relax.

In particular, the Office of Undergraduate Studies continues to suggest a course load that falls in the range of 14 to 17 credit-hours.

How did UGS come up with this range? Our various degree programs range in requirements from 120 to a bit over 130 credit-hours, but the range of 14-17 recognizes that there is flexibility from semester to semester. This range usually translates to a full-time load of about 4 or 5 courses and is supported by evidence that course loads in this range promote academic success while providing balance for your co-curricular, extracurricular and other activities.

Review Previous Course Evaluations as You Finalize Your Spring Schedule

Course evaluation results from previous semesters, including fall 2017, can be found [here](#). You may find them helpful as you finalize your course selections for the spring semester. Students can also search for evaluations by instructor, semester, and course. The [Schedule of Classes](#) is a convenient way to view course evaluations for specific courses by clicking the "Course Evaluations" link.

Search for Classes

Class Detail

CHEM 105 - 100 Principles of Chemistry I

Case Western Reserve Univ | Fall 2017 | Lecture

[Course Evaluations](#)

[Textbook](#)

Seniors: Apply for Graduation by Feb. 1

Planning to graduate in May? Applying for graduation should take no more than five minutes, but it is an important process. 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 Thursday, Feb. 1.**

Double check your Academic Requirements Report to make sure everything is "Satisfied." 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.

Reminder: If you are 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.

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

If your plans have changed and you no longer plan to graduate in May, contact the [Office of Undergraduate Studies](#) so your SIS record can be updated to ensure that you can register for summer and fall 2018 courses.

Commencement Participation for Those not Graduating in May

Students may participate in commencement activities provided they have completed all degree requirements during that spring semester or the immediately preceding summer session or fall semester, or plan to complete their degree requirements in the upcoming summer session or fall semester.

Students planning to participate in commencement must [register online](#) between March 1 and April 1. Those who are planning to participate in commencement but will not graduate until fall 2018 must contact [their dean in Undergraduate Studies](#) to request permission to be added to the list of commencement participants.



COMMENCEMENT 2018

COMMENCEMENT CONVOCATION

Sunday, May 20, 2018

Veale Convocation Center

Cleveland, Ohio

Registration will be open

March 1-April 1, 2018.

Visit case.edu/commencement
for more information.

Latin Honors for 2017-2018

Latin honors are awarded to the top 35 percent of the graduating class. These cutoffs are applied to degrees awarded in 2018 (January, May, and August):

- Top 10 percent: *summa cum laude* = 3.915 – 4.000
- Next 10 percent: *magna cum laude* = 3.806 – 3.914
- Next 15 percent: *cum laude* = 3.645 – 3.805

To be eligible for Latin honors, candidates must have:

1. Earned a minimum of 54 credit hours of 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.

March 30 is the Class Withdrawal Deadline

After Jan. 26, the last day to withdraw from a class is Friday, March 30. You can withdraw from a class through SIS if you are in good academic standing and will not fall below 12 hours by withdrawing from a class. To withdraw from a class in SIS, go to the "other academic" drop-down menu from your student page and select "Enrollment: drop." This is the same process that you use for drop/add, but you will receive a message reminding you that you will receive a "W" grade.

Students may continue to withdraw from classes until 11:59 p.m. Keep in mind though that the University Registrar and Undergraduate Studies close at 5 p.m. Those who need assistance should stop by Undergraduate Studies before then.

If you are not in good standing, will fall below 12 hours if you withdraw from a course, or want to talk to someone in the Office of Undergraduate Studies before withdrawing from a class, please stop by Sears Building 357. You can find your dean's walk-in hours [here](#), or you can call 216.368.2928 to make an appointment.

March 30 is the Pass/No Pass Deadline

If you plan to use the pass/no pass option for a class this semester, you must complete the P/NP ballot in SIS. To select P/NP, go to the "other academic" drop-down menu from your student page and select "Pass/No Pass Request." The deadline to apply for the P/NP option is Friday, March 30, at 11:59 p.m.

You may use P/NP for only one class other than those regularly graded P/NP, and you must remain enrolled in at least three semester hours for an evaluative grade. 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. You will need to take the class again for an evaluative grade or another applicable class to fulfill the requirement.

Students in a Weatherhead School of Management major (accounting or management) may not use the P/NP option for any Weatherhead courses (ACCT, BAFI, BLAW, ENTP, LHRP, MGMT, MIDS, MKMR, OPMT, ORBH, OPRE, PLCY), either required or elective.

Attention Transfer Students Who Entered CWRU in Fall 2017

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

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

[Steven Scherger](#) – Assistant Dean (students whose last names begin with C-Gn)

[Amanda McCarthy](#) – Assistant Dean (students whose last names begin with Go-K)

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

[Sylvia Marrero](#) – Assistant Dean (students whose last names begin with P-St)

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

Seniors: Participate in the National Survey of Student Engagement

During the week of February 12, first-year students and seniors will receive an invitation to participate in the National Survey of Student Engagement. The survey is being given to undergraduates at schools across the country and asks students about their educational and interpersonal experiences. Results will help in evaluation of services and programs. The e-mail will come from Provost Bud Baeslack with the subject line, "Case Western Reserve University Wants Your Feedback." Questions about the survey can be directed to CWRU's [Office of Institutional Research](#).

National Fellowship and Scholarship Deadlines

Interested in applying for a fellowship or scholarship? Review the [webpage](#) and complete this [questionnaire](#) in order for Dean McCarthy to begin advising you. Your responses will allow for a more productive advising session. For upcoming scholarship info sessions and workshops, see pages 11, 14, and 15.

Award	Eligibility	Deadline
Oak Ridge Institute for Science and Education Fellowship	Undergraduate/Graduate Students	Jan. 19
*Dr. Jennie S. Hwang Award	Sophomore/Junior Women	Jan. 29
Woodrow Wilson Teaching Fellowships	Seniors	Jan. 31
Charles B. Rangel International Affairs Program	Undergraduate/Graduate Students	UG: Feb. 1
NIST Summer Undergraduate Research Fellowship	Undergraduates	Feb. 12
American Society of Civil Engineers' Scholarships and Fellowships	Undergraduate/Graduate Students	Feb. 12
Society of Women Engineers' Scholarships	Undergraduate/Graduate Students	Feb. 15
College of Arts and Sciences Experiential Learning Fellowships	CAS Undergraduates	Anthropology: Feb. 28 Rocks & Traub: March 9
Ohio EPA Scholarship	Seniors	April 15

*Requires institutional endorsement. The deadline listed is an earlier CWRU deadline.

EVA L. PANCOAST MEMORIAL FELLOWSHIP

In June 1985, the Board of Trustees of Case Western Reserve University approved the establishment of the Eva L. Pancoast Memorial Fund by which women graduates of The College of Arts and Sciences and women students in The School of Graduate Studies might be assisted in extending their education by foreign study or foreign travel, or both, at any time during the 12 months following their graduation.

The amount of the fellowship varies, but generally ranges from \$1,000-\$3,500 per recipient. Those who receive awards will be required to submit a brief report of the project after its completion with reasonable documentary evidence of major expenditures. Funds are not disbursed until expenses are incurred and original receipts are submitted.

Eligibility: Seniors and Graduate Students in the College of Arts and Sciences

Deadline: March 1, 2018

For more information, click [here](#).

PETER WITT SCHOLARSHIP

The Peter Witt Scholarship Fund was established in 1960 to provide financial assistance to deserving students 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 varies, but depending on need and other factors it may be as much as \$5,000.

Eligibility: Sophomores and Juniors in the College of Arts and Sciences

Deadline: March 1, 2018

For more information, click [here](#).

Updates and Reminders from International Student Services

International Student Success Series Topics

Case Western Reserve University and the Center for International Affairs help to provide the tools for international student success on campus through a series of programs, workshops, meetings, and events. This series is an extension of orientation programming and was developed to help international students transition and better understand the social and academic culture at CWRU. Each event in the series enhances important life skills and incorporates knowledgeable trainers from across campus.

All events are free and open to the campus though some will require registration. They run from 12 to 1 p.m. in Tomlinson Hall, room 135.

Thursday, Feb. 1: What You Need to Know about H-1B

Are you interested in working in the U.S. after graduation? Learn from an attorney about the basics of applying for an H-1B visa, your responsibilities as an applicant, reasonable expectations to have of your employer, and more.

Thursday, Feb. 15: Dating on Campus and in the U.S.

Do you have questions about dating in the U.S? Learn about cultural differences in dating, consent, and more!

Graduating at the End of the Semester? Think About Optional Practical Training!

Being well informed about Optional Practical Training before applying is a must. ISS requires all students to complete a workshop. ISS will offer OPT workshops to review the application process, student responsibilities, and other considerations.

A complete OPT Workshop schedule will be available on [Orgsync](#) as soon as room reservations are confirmed. Students should register to attend a session or access the online training module when it is available.

Completing a workshop—either in-person or online—during the semester the student intends to apply for OPT is required as part of the application process. Students do not need to have a job offer or any definitive employment plans to complete a workshop or apply for OPT.

Students who have questions should stop by ISS during [walk-in hours](#). Remember, only ISS staff can advise you about the procedures for OPT.

Be You.
Be CWRU.
Be an RA.

Information Sessions:

10/18 @ 4 PM

OMA, Sears Rm 450

10/26 @ 6 PM

Fribley Fireside Room

11/20 @ 6 PM

LGBT Center

12/1 @ 1 PM

Hillel Rm 001

12/5 @ 6 PM

STJ, Multipurpose Room

1/17 @ 6 PM

KSL Rm LL06 B/C

1/19 @ 1 PM

Tomlinson Hall Rm135

Resident Assistant
Applications Open
**October 9th,
2017**

Deadline to Apply for...
Spring 2018 Positions:

November 1st, 2017

Summer 2018 or Academic Year 2018-19
Positions: ***January 22nd, 2018***



Apply Online @ <http://bit.ly/cwru-raapplication>
Questions? Email ra-selection-committee@case.edu

Start the semester off right— **Enroll in UNIV 100!**



UNIV 100: ESSential Academic Strategies is a non-credit, pass/no-pass interactive 5-week seminar that can help students enhance their time management and study skills.

Week 1	Time Management
Week 2	Note-taking and Efficient Reading
Week 3	Test-taking Strategies
Week 4	Understanding Learning Styles
Week 5	Fighting Procrastination and Student Suggested Topics

The seminar begins during weeks two (1/25) and ten (3/22).

Thursdays from 4:15-5:15 p.m. in Sears 480.

Students can register through SIS.

"The seminar was relaxed and involved a lot of talking and group work. The lack of pressure made it easier to look at what I did well and poorly in my school life."

"The sessions were informative and each one explored a new topic pertaining to time management."

"I learned what type of learner I am."

"THIS SEMINAR WAS AWESOME!"

"Learning how to take notes & tackle readings for different subjects—very helpful!"

"Very good atmosphere to promote the learning of learning."

Educational Services for Students (ESS) * 470 Sears * 216-368-5230 * ess.case.edu * essinfo@case.edu



#udall20

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NATIONAL FELLOWSHIP & SCHOLARSHIP INFORMATION SESSION

Are you interested in learning about national fellowships and scholarships? This session will cover eligibility requirements and application processes for the Boren, Fulbright, Goldwater, Marshall, Rhodes, and Truman scholarships, as well as many others. Learn what it takes to win one of these prestigious awards. For more information about fellowships and scholarships, visit case.edu/ugstudies.

Tuesday, Jan. 30 | 4 - 5 P.M. | Nord Hall 356


 FULBRIGHT
 freedom to innovate

 UNIVERSITY OF
 CAMBRIDGE

NIH Oxford-Cambridge Scholars Program

 AMERICAN-
 SCANDINAVIAN
 FOUNDATION

 PAUL & DAISY
 CODD

 CASE WESTERN RESERVE
 UNIVERSITY

Office of Undergraduate Studies

DAAD

 Deutscher Akademischer Austauschdienst
 German Academic Exchange Service

Apply to be an Orientation Leader

Energetic and enthusiastic undergraduate students are invited to share their excitement and knowledge about Case Western Reserve University with new students and their families as 2018 orientation leaders. Orientation leaders support new members of the university community in their transition to Case Western Reserve during the new student orientation period, Aug. 16 to 26.

Interested students must attend an information session to learn more about the position, including expectations, time commitments, payment, PHED credit, and how to apply. To attend an information session, visit <https://case.edu/enrollmentmanagement/orientation-leaders/>. Application information will be shared during the informational session.

Build your resume

Meet new students

**Show your love for
CWRU**

**BE AN
ORIENTATION
LEADER**

**Start with an
info session**

bit.ly/OL2018

Adversaries Near and Far: What is America's future?

A discussion with Professor David Forte of Cleveland-Marshall College of Law

Friday, Feb. 2 ■ 12:45 – 2 p.m. ■ Sears 356

To RSVP please email Terri Mester at terri.mester@case.edu. Lunch will be provided, and all are welcome to attend.

This event is sponsored by the Office of Undergraduate Studies.

DAVID F. FORTE is Professor of Law at Cleveland State University. He writes and speaks nationally on constitutional law, religious liberty, Islamic law, the rights of families, and international affairs.



Office of Undergraduate Studies

THE FULBRIGHT U.S. STUDENT PROGRAM: INFORMATION SESSION

ENGAGING WITH THE WORLD.



Are you an undergraduate student considering the Fulbright U.S. Student Program? Interested students should attend this information session to learn more about opportunities with the Fulbright U.S. Student Program, campus processes and deadlines, and application support and guidance. For more information about fellowships and scholarships, visit case.edu/ugstudies.

Friday, Feb. 9
1 – 2 pm
Wickenden 328



Office of Undergraduate Studies

NATIONAL FELLOWSHIP & SCHOLARSHIP WORKSHOPS

Which Opportunity is Right for You?

Tuesday, Feb. 13, at 3:30 p.m., Tomlinson 135
Have you considered applying for a competitive national fellowship or scholarship but don't know where to start? This workshop will provide students with information on a variety of prestigious awards and aid them in determining the best opportunities to meet their interests.

Writing Your Application

Tuesday, Feb. 20, at 3:30 p.m., Bellflower 102
The Writing Resource Center and the Office of Undergraduate Studies are co-hosting a writing workshop for students applying for fellowships and scholarships. Learn about the types of writing associated with these prestigious opportunities and how to craft your best work.

Developing a Plan

Tuesday, Feb. 27, at 3:30 p.m., Tomlinson 135
Fellowship and scholarship applications require time, effort, and devotion. Join the Office of Undergraduate Studies for this workshop that will give you the necessary tools for the organization and planning to ultimately lead to a competitive submission.

Selecting and Working with References

Tuesday, March 20, at 3:30 p.m., Tomlinson 135
Asking for a letter of recommendation seems like a relatively simple task until you are confronted with who and how to ask. Learn how to best to select and support your reference writers through the development of a letter.

Please email Dean Amanda McCarthy in the Office of Undergraduate Studies at aam83@case.edu to RSVP for a workshop.



Office of Undergraduate Studies

