

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

- ♦ [General Bulletin](#)
- ♦ [UGS Forms](#)
- ♦ [Course Evaluations](#)
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and Procedures](#)
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Advising](#)
- ♦ [Experiential
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- ♦ [The Daily](#)
- ♦ [The Observer](#)

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resources:*

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- ♦ [UCS](#)
- ♦ [UHS](#)
- ♦ [Res Life & Services](#)
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Important Upcoming Dates (To add to your calendar use this [link](#))

- [March 7-11: Spring Break](#)
- [March 14: Dean's Study Break, 4 - 5 p.m., Hovorka Atrium](#)
- [March 18: Drop/Add Deadline for Second-half Courses](#)
- [March 25: Deadline for Class Withdrawal and Election of P/NP Option](#)
- [March 25: Deadline to Resolve Incomplete Grades](#)
- [March 28: Course Registration for Summer 2016 Begins](#)
- [April 1: Deadline to Register for Commencement](#)
- [April 1: Deadline for Summer Off-campus Study Requests](#)
- [April 4: Course Registration for Fall 2016 Begins](#)
- [April 11: Dean's Study Break](#)

Provost's Commission on the Undergraduate Experience: Share Your Thoughts!

On Feb. 4, Provost Baeslack announced the launch of a two-year effort to assess undergraduate education at Case Western Reserve University and to identify ways to enhance future students' overall campus experience. The initiative, known formally as the [Provost's Commission on the Undergraduate Experience \(CUE\)](#), builds on the goals articulated in the university's strategic planning processes and considers steps we can take to offer an even stronger experience for future undergraduates.

The views of current students will be important inputs to the Commission. As a first step, the Commission invites students and other members of the CWRU community to respond to its [initial input survey](#), designed to capture a broad range of insights and concerns about the undergraduate experience at CWRU. Your initial ideas will be most helpful if you respond by Tuesday, March 15.

In addition, the Commission will hold two open forums for members of the community to share their views about the strengths and weaknesses of the current CWRU undergraduate experience. The first of these forums will be held Tuesday, March 29, 9 - 10 a.m. in Peter B. Lewis 203. The second will be held Wednesday, March 30, 6:30 - 7:30 p.m. in Ballroom B of the Tinkham Veale University Center.

The Commission looks forward to broad student participation in these first steps and as the work progresses in the coming years.

Important Information for Spring 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.

Are you considering a class withdrawal or the Pass/No Pass option? If so, do not withdraw or select P/NP for a course that is required without first checking with [your dean](#) to make sure you have another course that can be used as 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.

May 2016 Commencement Preparation and Registration

Students are eligible to participate in the May 2016 Commencement activities provided that they have completed all degree requirements during the spring 2016 semester or the preceding fall 2015 semester or summer 2015 session, or have an appropriate plan to complete their degree requirements in the upcoming summer 2016 session or fall 2016 semester. Students planning to participate in the May 2016 Commencement must [register online](#) before 5 p.m. on April 1. If you are planning to participate in the May 2016 Commencement, but will not graduate until fall 2016, then you must contact [your dean in Undergraduate Studies](#) to request permission to be added to the list of May Commencement participants. **May 2016 Commencement participants must register by April 1 to receive tickets to Convocation.**

Commencement Honors for 2015-2016

Latin Commencement Honors are awarded to the top 35 percent of the graduating class. These are the cutoffs to be applied to degrees awarded in 2016 (January, May, and August):

1. Top 10 percent: summa cum laude (3.900 - 4.000)
2. Next 10 percent: magna cum laude (3.788 - 3.899)
3. Next 15 percent: cum laude (3.633 - 3.787)

To be eligible for [commencement honors](#), you must have:

- Earned a minimum of 54 credit hours of evaluative grades (A, B, C, D) in residence at the University.
- 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.

Drop/Add Deadline for Second-half Courses

Second-half PHED and other courses for the spring semester may be added until 5 p.m. Friday, March 18 (in-person). Note that you may continue to add these courses in SIS until 11:59 p.m. Friday, but staff will not be available in the Registrar's Office or the Office of Undergraduate Studies, so you will need to add the courses carefully if you wait until after 5 p.m.

Class Withdrawal Deadline

The last day to withdraw from a class is Friday, March 25. You can withdraw from a class through SIS if you are in good academic standing and will not fall below 12 hours. To withdraw from a class in SIS, go to the "other academic" drop-down box from your student page and select "Enrollment: drop." This is the same process for drop/add, but you will receive a message reminding you that you will receive a "W" grade.

You may continue to withdraw from classes in SIS until 11:59 p.m., Friday, March 25, if you qualify for using the online 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 p.m.

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 UGS office before withdrawing from a class, please stop by Sears 357. You can find your dean's walk-in hours [here](#) or you can call 216.368.2928 to make an appointment.

Pass/No Pass Option Deadline

If you are planning to use the Pass/No Pass option for a class this semester, please complete the [online P/NP ballot](#). The deadline to apply for the P/NP option is Friday, March 25, at 11:59 p.m.

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

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

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.

Beyond that point, 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.

Information about Summer 2016 Courses

Click the "Carpe Summer" banner below for more information about Summer 2016 courses!



Use Schedule Planner for Summer and Fall 2016 Courses

Try the Schedule Planner feature in SIS for help with course registrations! You can now add summer and fall 2016 courses to your "Shopping Cart." The Schedule Planner tool can help you plan your courses for registration purposes. Schedule Planner takes your planned courses and maps out the meeting days and times to show you how they fit together. This tool is helpful to look at various course options and schedule configurations. Click the following images for more information and instructions.

Plan your optimal schedule!

What is Schedule Planner?

It's a tool to help you organize your classes by combining the courses you need from SIS's Schedule of Classes, with your preferred breaks, giving you multiple schedules to compare side-by-side and allowing you to choose your optimal class schedule. The Schedule Planner will show your courses and their meeting times on a color-coded weekly view, making it simple to see when your classes meet and compare different schedule options. This is a nice way to try several options, browse through courses and see how they fit together.

The screenshot shows the Case Western Reserve University Schedule Planner interface. At the top, there's a navigation bar with "Schedule Planner" and "Text Only" tabs, along with "Help" and "Sign out" links. Below this is the university logo and name. The main area contains several filter sections: "Course Status" (Open Classes Only), "Campuses" (All Campuses Selected), "Sessions" (All Sessions Selected), "Term" (Spring 2016), "Academic Groups" (All Academic Groups Selected), "Instruction Modes" (All Instruction Modes Selected), "Academic Careers" (All Academic Careers Selected), and "Locations" (All Locations Selected). Each section has a "Change" button. Below these filters is an instruction box: "Instructions: Add desired courses and breaks and click Generate Schedules button!". Underneath, there are two main sections: "Courses" with a "+ Add Course" button and a description "Add the courses you wish to take for the upcoming term.", and "Breaks" with a "+ Add Break" button and a description "Add times during the day you do not wish to take classes.". At the bottom, there's a "Schedules" section with a "Generate Schedules" button.

How do I use Schedule Planner?

From your Student Center in SIS, you will find the link to Schedule Planner in the Academics section. You will also find a button to Schedule Planner in your shopping cart.

First, you will be prompted to choose the term you'd like to plan. Then you may set criteria such as "Course Status = Open Classes Only" and "Academic Career = Undergraduate." You can begin adding your courses by clicking "+Add Course" and choosing from the list. You can also add courses that already exist in your My Planner in SIS. If a class has more than one section, you can choose "Options" and select the section you'd like to include.

If there is a time during the day or week when you do not wish to take classes, you can add a break to your schedule by clicking "+Add Break" and setting your designated free time. Once you've scheduled your classes and breaks, click "Generate Schedules" to see the list of possible schedules. After you generate possible schedules, you can hover over the magnifying glass icon and preview the schedule in a calendar-like format.

Once you choose a schedule, click "Send to Shopping Cart" at the top of the page. This will send your course selections to SIS. (Don't forget to verify you schedule in your cart to be sure you have any permissions required. You can verify prior to your enrollment appointment.) In SIS, visit the Enrollment page. There you will have a schedule pending and an option to "Import Cart" to continue with enrollment. Clicking "Import Cart" will allow you to add these courses to your shopping cart. From there, you will continue with the normal registration steps to enroll in your classes through SIS.

Need help? Schedule Planner has several instructional videos available. Choose "Help" from the top menu to view them.

Attend the Next Dean's Study Break March 14

Dean Wolcowitz invites all undergraduate students to attend a study break Monday, March 14, from 4 - 5 p.m. in Hovorka Atrium. 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.

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. Upcoming application deadlines include:

[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, rather than living expenses in the Cleveland area. Costs of supplies and equipment related to the research, travel expenses, and fees to attend a conference would be examples. For more information on the Phi Beta Kappa Research Grants, see the flyer on the next page.

[April 15 – Ohio EPA Scholarship](#) – Rising 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. Scholarships may be used for tuition, fees, books, personal protection equipment, tools, instruments and field equipment but not housing.

[May 1 – Society of Plastic Engineers' Scholarships](#) – Undergraduates – The Society of Plastic Engineers is the largest plastics professional society in the world and is the "home" for nearly 16,000 plastics professionals around the globe. The SPE Foundation funds programs and projects that support worldwide education related to plastics and polymers. The Foundation offers numerous scholarships to students who have demonstrated or expressed an interest in the plastics industry. Scholarship amounts vary between \$1,000-\$6,000.

Undergraduate and Graduate students
in the College of Arts and Sciences
are invited to apply for
PHI BETA KAPPA



RESEARCH GRANTS
APPLICATION DEADLINE: April 15

The Case Western Reserve University Alpha of Ohio chapter of the Phi Beta Kappa national honor society sponsors research grants ranging up to a few hundred dollars intended to provide *supplementary* funds for student research projects.

Eligibility:

- Actively enrolled undergraduate or graduate student in the College of Arts and Sciences
- Research proposal must be related to a student's academic work
- Research may be done at Case Western Reserve University or elsewhere
- Funds must be used for a well-defined aspect of a student's project including specialized equipment, supplies, travel, etc.

Application:

- Statement of the proposed use of funding
- Brief description of the research project
- Itemized budget for the amount requested
- Letter of support from a faculty sponsor

For further information and application:

<http://case.edu/ugstudies/honors-fellowships-awards/local/phi-beta-kappa.html>

The Office of Undergraduate Studies presents:

Judge Joan Synenberg

Cuyahoga County

Court of Common Pleas



The Honorable Judge Synenberg will discuss Cuyahoga County's Recovery Court and women in the legal profession today.

Lunch will be provided. Those interested in attending should RSVP to Pre-law Advisor Terri Mester at terri.mester@case.edu.

Friday, April 1

12:30 - 1:45 p.m.

Sears 356

Information from SOURCE

Congratulations to the following students who earned the Certificate of Completion for the four-part Responsible Conduct of Research series:

Christopher Chen
Marian Chu
Chang Doh
Sae Kim
James Lavacot
Sydney Lindner
Jodie Makara
Alexander McMillen
Sai Supriya Vuda
Cindy Wang

The RCR sessions are offered each semester, so students can attend missed sessions from the previous semester to complete the series. See the flyer on [page 12](#) for a list of upcoming sessions.

Friday, March 18

- *Intersections registration deadline for poster and oral presentations at Research ShowCase. Click [here](#) to register.*
- *All About Finding STEM Research, 4pm, Sears 480*

How to Make a Poster

- *Thursday, March 31, 4 p.m. in Sears 480*

For information on upcoming SOURCE seminars, visit case.edu/provost/source/opportunities/seminar.html.

International Seniors: Start Thinking About Optional Practical Training

Being well informed about [Optional Practical Training](#) before you apply is a must. International Student Services requires all international students to complete a workshop. ISS will offer OPT workshops to go over the application process, student responsibilities, and other considerations. A complete OPT workshop schedule will be available on ISS's website throughout the semester. Be sure to visit students.case.edu/international for detailed information, updates, and to either register to attend your preferred in-person session or access the online training module.

Completing a workshop 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 until later in the semester to complete your OPT workshop might not provide enough time for processing. Make every effort to attend a workshop as early as possible. You do not need to have a job offer or definitive employment plans to complete a workshop or apply for OPT. If you have questions, stop by ISS during walk-in hours. Remember, only ISS staff can advise you about the procedures for OPT.

Enter the 2016 Study Abroad Photo Contest

The fifth annual study abroad photo contest is open! Anyone who studied abroad between summer break (starting in May) of 2015 and spring break (March) of 2016 is welcome to participate. Students may have participated in a short-term, long-term, or summer program. International internship, research, and CWRU service-learning experience participants are allowed to compete as long as the programs they participated in were CWRU registered and approved.

Students can enter photos in four categories: 1) Cultural Selfie; 2) Landscapes, Bridges & Buildings; 3) The World is Your Classroom; and 4) General. Each category winner will receive \$50 - \$75. In addition, the Office of Education Abroad will award \$50 to the photo that receives the most likes on its [Facebook page](#) and \$75 to the overall contest winner. One lucky entrant could win as much as \$300! Entries are due March 18.

Look through your old photos or plan on taking a new one if you're still abroad. Photos should encourage CWRU students to take advantage of study abroad programs and celebrate the international experience of students who have done so. In all categories, pictures of students (and especially students in CWRU gear!) are encouraged. For more information and to submit your photos, visit the [contest website](#).

think: study abroad

<http://case.edu/studyabroad/>

5th ANNUAL 2016 PHOTO CONTEST

SUBMISSIONS
DUE March 18th
abroadphotos@case.edu

WIN UP TO
\$300

CENTER FOR
INTERNATIONAL AFFAIRS

SPRING 2016 SEMINAR SERIES

February 18: Lab Safety

Rewards involves inherent risks to those working in the laboratory. If you plan to work with viruses, radiation, or other potentially harmful substances, learn how to protect yourself and understand what training you should have before you start.

March 3: Communication and Collaboration

What you should expect from the relationships you have with the principal investigator, the graduate students, the post-docs and the staff in the research setting.

March 17: Data Management

Data management encompasses many topics including acquisitions, analysis, security, confidentiality, sharing, custody, and retention of data. This seminar will introduce the standards available for managing research data and provide guidelines for best practices.

April 7: Human and Animals

When performing research involving human or animals, it is important to understand your responsibilities. This session will cover how to protect human subjects in research as well as outline the practices employed by the university to ensure humane care and use of animals in research.

RESPONSIBLE CONDUCT OF RESEARCH FOR UNDERGRADUATES

**ALL SEMINARS ON THURSDAYS @ 4:15PM
SEARS LIBRARY, ROOM 670**

Upon Completion of the seminar series students will receive the Undergraduate Responsible Conduct of Research Certificate

RSVP AT: SOURCE@CASE.EDU

RESEARCH ADMINISTRATION
&
SOURCE
SUPPORT OF UNDERGRADUATE RESEARCH & CREATIVE ENDEAVORS



CASE WESTERN RESERVE
UNIVERSITY
EST. 1826

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Support of Undergraduate Research & Creative Endeavors

Sears Library, Room 451

source@case.edu



www.facebook.com / cwrusource

CASE WESTERN RESERVE
UNIVERSITY

EST. 1826

ALL ABOUT FINDING SUMMER RESEARCH IN THE STEM FIELDS

01/29/16

4:00PM

SEARS 480

02/05/16

4:00PM

SEARS 480

02/11/16

5:30PM

SEARS 480

02/19/16

4:00PM

SEARS 480

02/25/16

5:30PM

SEARS 480

03/18/16

4:00PM

SEARS 480

03/24/16

5:30PM

SEARS 480

04/01/16

4:00PM

SEARS 480

04/07/16

5:30PM

SEARS 480

04/15/16

4:00PM

SEARS 480

04/21/16

5:30PM

SEARS 480

WEATHERHEAD **OPEN** **HOUSE**

FRIDAY, MARCH 18TH
NOON-1:30PM

PETER B. LEWIS 208

**LEARN ABOUT OUR UG
ACADEMIC PROGRAMS,
MEET WITH FACULTY AND
STAFF, AND GET FREE
TREATS AND GIVEAWAYS
INCLUDING T-SHIRTS
AND WATER BOTTLES!**



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Email: ugstudies@case.edu

March 2016

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		