



Office of  
Undergraduate Studies

**Additional links of  
interest:**

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- ◆ [UGS Forms](#)
- ◆ [Academic Policies and Procedures](#)
- ◆ [Programs and Requirements](#)
- ◆ [Honors, Fellowships & Awards](#)
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- ◆ [The Daily](#)
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**Additional resources:**

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- Oct 29 is the add/drop deadline for second-half courses (PHED) that begin on October 23.
- **Nov 8 - Deadline to complete Incomplete grades from the Spring 2013 semester and the deadline to withdraw from Fall 2013 courses with a W grade or to elect the PASS/NO PASS (P/NP) option.**

*Upcoming Campus Events*

- University Community Hour- **Every Friday 12:30pm-2:00pm**
- Oct 11 - Choices Fair 2013
- Oct 21-22 - Fall Break
- Oct 26 - Halloween @ Home

**Information for January 2014 Graduates**

Planning to graduate in January 2014? Please double check your Academic Requirements Report to make sure that everything is "Satisfied."

Reasons your AR report may not indicate everything is "Satisfied" include:  
**Missing writing portfolio-** Information on what you need to do to hand in your portfolio can be found [here](#).  
**You have a class exception/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.

**IMPORTANT:** 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 will appear in your total hours until a final grade is 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.

If your plans have changed and you are no longer planning to graduate in January, please contact the [UGS office](#) so your SIS record can be updated to ensure that you can register for the Spring 2014 semester.

**Students who have not yet applied for graduation should come to the Office of Undergraduate Studies to complete a paper application.**

## Take a Break to attend the Dean's Study Break

Jeffrey Wolcowitz, Dean of Undergraduate Studies, invites all undergraduate students to a study break with food and beverage on **Monday, November 4 from 4:00pm to 5:30pm 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.



Dean Jeffrey Wolcowitz



Click the image above to view the *Fall 2013 Schedule for SI - Supported Courses*

## Educational Services - Supplemental Instruction

Need additional assistance with those difficult courses?

Educational Services for Students (ESS) offers Supplemental Instruction opportunities that are regularly scheduled, student-facilitated study sessions to allow students to ask questions, review notes, practice problems and prepare for exams. SI sessions are free and

voluntary.

Sessions are led by SI leaders—students who have successfully completed the courses, are recommended by professors, and trained by ESS. During the sessions, SI leaders will facilitate an activity related to recent material covered in lectures. The goal is to involve students with material and introduce good study skills

and habits.

If you have successfully completed an SI - Supported Course and are interested in becoming an SI Leader, then click [here](#) to get more information.

ESS will be accepting Spring 2014 SI leader applications throughout the month of October!

## National Fellowship and Scholarship Opportunities

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

- October 8 - [Churchill](#)
- October 15 – [Gates, Whitaker](#)
- November 1 - [Goldwater, Truman](#)



## Choices Fair 2013

Choices Fair 2013 will be held on **Friday, October 11 from 12:30pm-1:45pm in the Veale Center**. The Choices Fair is mandatory for all first-year students. **If you are an Upperclass or Transfer student who has not declared a major or you are considering changing your major, this event will help you explore your options.**

## Declaring a Major

**Upperclass students** are expected to declare a major before registering for classes for their fifth semester of enrollment. **Transfer students** are expected to declare a major before registering for their third semester at CWRU. Beyond that point, students who have not declared a major will have a registration hold placed on their accounts until they have done so.

Those who will have earned fewer than 60 credit-hours (including transfer, AP, IB, and proficiency credit) by the end of the fourth semester for students who started as first-year students, or by the end of their second semester for transfer students, may request that a dean in Undergraduate Studies allow them to register for the next semester by lifting the registration hold. Students may later change their majors should their academic interests change.

A choice or change of major or minor is not recorded for any student until the major or minor declaration form has been completed and submitted to the [Office of Undergraduate Studies, 357 Sears Building](#).

## Course Overloads

Remember students can take up to 19 hours without needing an overload. While the normal course load for students is still 15-18 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?"

**To register for 20-21 hours, you must have at least a 3.200 cumulative GPA. To register for 22 or 23 hours, a minimum cumulative GPA of 3.50 is required. Any schedule of more than 19 hours requires dean's approval.**

If you meet the requirements to overload and you want to add a class, you can email your request to [Dean Dilulio](#) (students A-D), [Dean Hardy](#) (students E-K), [Dean Harris](#) (students L-R) or [Dean Butler](#) (students S-Z) . 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.

## CHOICES 2013: EXPLORING ACADEMIC & EXPERIENTIAL OPPORTUNITIES FAIR



**FRIDAY, OCTOBER 11, 2013**  
**12:30\* –1:45 p.m.**  
**Veale Center**

Undeclared Upperclass Students Are Strongly Encouraged to Attend

- Meet faculty and student representatives from academic departments.
- Learn about opportunities to participate in department sponsored events throughout October and early November.
- Discover opportunities in Study Abroad, Co-Op, Research and more!

Event Sponsored by the Office of Undergraduate Studies and Bon Appétit.

## Upcoming SOURCE Events

**Online registration for Intersections: SOURCE Poster Session:**

<http://www.case.edu/provost/source/intersections/intersections.html>

**Registration Deadline:** Thursday, Nov 7, 2013

**Event Date:** Friday, December 6, 2013 12:00pm-2:45pm  
Adelbert Gym

**Click flyers below to enlarge for more upcoming SOURCE event information:**

**SOURCE Fall Info Sessions**

Learn tips for how to land research positions around campus during the academic year and for scoring summer research positions on or away from campus.

**All About Finding Undergraduate Research Positions**

Thursday, September 19, 4:00 pm, Nord 410  
Friday, September 27, 8:30 am, Nord 410  
Thursday, October 3, 4:00 pm, Nord 400  
Monday, October 7, 4:00 pm, Nord 410  
Monday, October 21, 8:30 am, Nord 410  
Friday, November 8, 8:30 am, Nord 410

**All About Finding Summer Research Positions**  
Students are encouraged to attend one summer info session prior to winter break due to deadlines beginning in January.

Thursday, November 1, 8:00 am, Nord 410  
Tuesday, November 19, 4:00 pm, Nord 410  
Monday, November 25, 8:30 am, Nord 410

**All About Finding Undergraduate Research Positions at the Cleveland Clinic**

Monday, November 4, 4:00 pm, Nord 410

**How to Make a Poster**

Monday, November 18, 4:00 pm, Sears 480

**Communicate and Collaborate - working with a research team**

September 25, Room Sears 356  
12:30 pm - 1:30 pm

What should you expect from the relationships you have with the principal investigator, the graduate students, the post-docs and the staff in the research setting in which you work? What is expected of you? How do you know if something is wrong?

**Protect Yourself - being safe in the laboratory**

October 23, Room Sears 356  
12:30pm - 1:30 pm

Some of the most promising research done on our campus involves interacting with live human beings, their data or specimens brings concern that no harm should come to the individual as a result of his or her participation in research. Learn more about how to protect the subjects who have entrusted you with their private information.

**Don't Forget, That's a Person - performing research with human subjects**

November 20, Room Sears 356 12:30 pm - 1:30 pm

Research that involves interacting with live human beings, their data or specimens brings concern that no harm should come to the individual as a result of his or her participation in research. Learn more about how to protect the subjects who have entrusted you with their private information.

Register at [www.case.edu/SOURCE](http://www.case.edu/SOURCE)

SOURCE and The Office of Research Administration present:  
**Responsible Conduct of Research For Undergraduates**  
Fall 2013 Seminar Series  
Lunch provided!

Like us on Facebook at [www.facebook.com/CWRUSOURCE](http://www.facebook.com/CWRUSOURCE)

## Final Exams: Verify Your Schedule Now

Make sure that all of your travel plans are after your final exams. You can find the Final Exam dates [here](#). You should also consult your syllabi for all of your classes. **Students are not required to take more than two final examinations on a single day.** A student who has three final exams scheduled for a single day or two exams scheduled at the same time should expect to hear from Dean Wolcowitz after the class withdrawal deadline. If you have two final exams at the same time or three on the same day, but they are not listed in SIS, then contact [Dean Wolcowitz](#) in Undergraduate Studies, Sears 357 or 368-2928 for assistance now.

## Office of Undergraduate Studies

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10900 Euclid Ave  
Cleveland, OH 44106-7028

Phone: 216-368-2928  
Fax: 216-368-4718  
[Email: ug-studies@case.edu](mailto:ug-studies@case.edu)

### THINK BEYOND THE POSSIBLE

Oct 11 - Choices Fair  
Oct 21-22 - Fall Break  
Oct 26 - Halloween @ Home 2013

#### REMINDER:

Mid-term grades are due on October 21 and October 29 is the add/drop deadline for second-half courses (PHED) that begin on October 23.

**November 8 - Deadline to complete Incomplete grades from the Spring 2013 semester and the deadline to withdraw from Fall 2013 courses with a W grade or to elect the PASS/NO PASS (P/NP) option.**

## October 2013

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		

#### Oct 29 - Power of Diversity Lecture Series

Oct 29 - Add/Drop Deadline for second-half courses (PHED)  
Nov 4 - Dean's Study Break

## Pass/No Pass Option and Deadline

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 deadline to apply for the P/NP option is **Friday, November 8 at 5:00pm**.

1. You need to be enrolled in at least 3 semester hours for an evaluative grade (in addition to the class you are taking P/NP).
2. The course cannot be required for your major, minor, or SAGES requirement, with the following caveat: If it is a required course, you can use the P/NP option, but you will not be able to use that class to fulfill a requirement and will need to take the class again for an evaluative grade.
3. It cannot be used for a class that you are already taking as a repeated course.

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.

## University Community Hour

The University Community Hour is scheduled every Friday during the fall and spring semesters from 12:30 to 2:00 p.m. No required academic activities of any type may be scheduled during this period. The University Community Hour facilitates student and faculty attendance at campus-wide gatherings and special events, especially those that foster community building at Case Western Reserve University. See the [schedule](#) for more information on topics and locations.

Remember to stop by Choices Fair 2013 on **Friday, October 11 to be held from 12:30pm - 1:45pm at the Veale Center**. See the event information on page 3 of this newsletter!

## Class Withdrawal Deadline

**Remember the last day to withdraw from a class is Friday, November 8 at 5pm.** As you may already know, **you can drop a class through SIS** if you are in good academic standing and you will not fall below 12 hours if you drop a class. To withdraw from a class in SIS, from your student page go to the "other academic" drop-down box, and select **"Enrollment: drop."**

If you are not in good standing, will fall below 12 hours if you drop 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 **walk-in hours** [here](#).

