CASE WESTERN RESERVE UNIVERSITY EST. 1826
think beyond the possible℠

Upperclass Newsletter

October 2015 UGS - CWRU

Office of Undergraduate Studies

Additional links of interest:

- General Bulletin
- UGS Forms
- Academic Policies and Procedures
- Programs and Requirements
- Honors, Fellowships & Awards
- Pre-Professional Advising
- Experiential Learning
- The Daily
- The Observer

Additional resources:

- ESS
- UCS
- UHS
- Res Life & Services
- Career Center
- Student Affairs
- Registrar
- Financial Aid
- Student Financial Services

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

- **October 8-11:** Homecoming Weekend
- **October 19:** Mid-Semester Grades Due
- **October 19-20:** Fall Break
- **October 23:** Choices Fair
- **October 27:** Drop/Add Deadline for Second-Half Courses (e.g. PHED)
- **November 6:** Class Withdrawal and P/NP Deadline
- **November 9:** Course Registration for Spring 2016 Begins (use this link to view your Spring 2016 appointment/registration date)
- **November 26-27:** Thanksgiving Break

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 January 2014 or earlier must declare a major prior to registering for Spring 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 January 2015 or earlier must declare a major prior to registering for Spring 2016 courses. 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.

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. 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.

Attend the 2015 Choices Fair (see page 4) for the opportunity to learn about major, minor and degree offerings by speaking with faculty and student representatives from academic departments and programs.

Click here for a list of the 2015-2016 Academic Representatives and contact information.

Final Exams: Verify Your Schedule Now

Make sure that all of your travel plans are after your final exams. The final exam period ends on Tuesday, December 15, at 7pm. You can find the Final Exam dates here and in SIS. 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, as listed in SIS, should expect to hear from Dean Wolcowitz **after** the class withdrawal deadline (November 6). If you have two final exams at the same time or three on the same day, but they are not listed in SIS, contact Dean Wolcowitz in Undergraduate Studies, Sears 357 or 216.368.2928 for assistance.

Too Sick to Take an Exam?

If you find that you are too sick to take an 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 instructors to explain that your absence was due to documented medical reasons and to ask that they work with you in accordance with the course procedures. You should also be in touch with your instructors directly to make appropriate arrangements.

Keep in mind that simply not feeling that you are at 100% 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 an 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.

Take a Break to Attend the Dean's Study Break on October 26

Dean Wolcowitz invites all undergraduate students to the October study break with food and beverage from 4:00pm - 5:00pm on ***Monday, October 26.*** *The event will be held 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.

Class Withdrawal Deadline *(To add to your calendar use this link)*

Remember the last day to withdraw from a class is Friday, November 6. *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 is now available! The deadline to apply for the P/NP option is ***Friday, November 6 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.

2015 Choices Fair

Explore academic opportunities

FRIDAY
October 23, 2015
12:30 - 1:45 p.m.
Veale Gymnasium

THE OFFICE OF UNDERGRADUATE STUDIES | 357 Sears Building
216-368-2928 | ugstudies@case.edu | case.edu/ugstudies

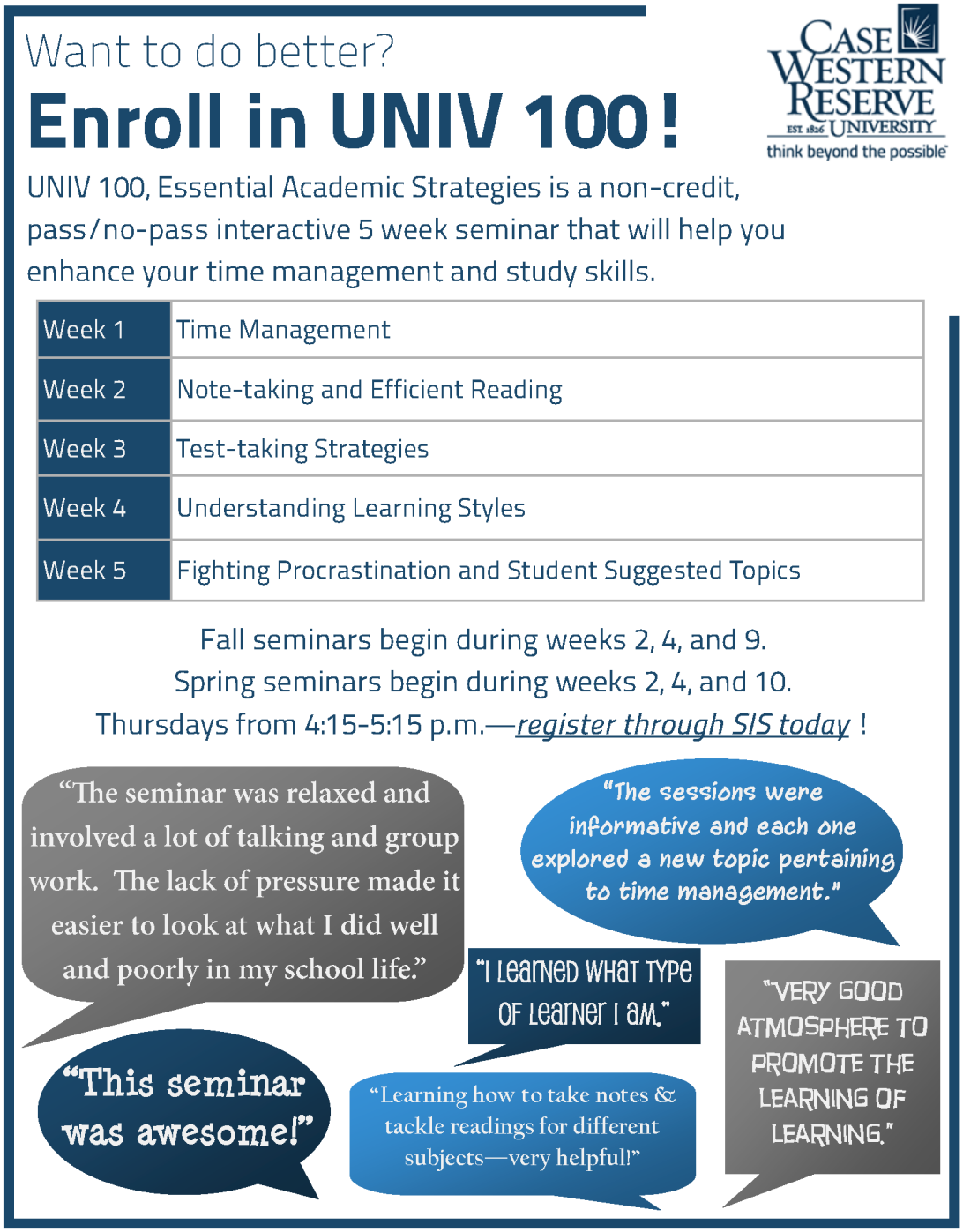
Explore Academic Opportunities!

The 2015 Choices Fair provides students the opportunity to learn about major, minor and degree offerings by speaking with faculty and student representatives from academic departments and programs. ***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.*** *The Choices Fair also kicks off a number of information sessions and events hosted by academic departments throughout October and early November.*

Interested in Learning Academic Strategies? Register for UNIV 100

The final five-week seminar session of UNIV 100 for Fall 2015 runs from October 22 - November 19. Facilitated by Educational Services for Students (ESS), UNIV 100 will help you develop effective strategies for managing your schedule, preparing for quizzes and exams, enhancing your study skills , and taking helpful notes.

As a dynamically-dated course, you must register for UNIV 100 (11775) via SIS by Wednesday, October 21.



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

National Fellowships and Scholarships Opportunities

Start thinking about national fellowship and scholarship opportunities early by visiting the Office of Undergraduate Studies National Fellowships and Scholarships website and schedule an appointment to speak with Dean Amanda McCarthy. Upcoming application deadlines include:

October 9*

- *Churchill - Graduating Seniors - The Churchill Scholarship enables students to do graduate work in engineering, mathematics and science at Churchill College of the University of Cambridge in England.*

October 14

- *Gates Cambridge - Graduating Seniors/Graduate Students - The Gates Cambridge Scholarship enables graduate students from outside the United Kingdom to study at the University of Cambridge. The scholarship is awarded on the basis of a person's intellectual ability, leadership capacity and desire to use their knowledge to contribute to society throughout the world by providing service to their communities and applying their talents and knowledge to improve the lives of others.*

November 1

- *Paul and Daisy Soros - Graduating Seniors/Graduate Students - This fellowship program is designed for New Americans who wish to pursue graduate school. The Program is established in recognition of the contributions New Americans have made to American life. To learn more about New American status and eligibility, visit http://www.pdsoros.org/competition/eligible.cfm.*

November 2*

- *Goldwater - Sophomores/Juniors - The Goldwater Scholarship is designed to attract students into careers in mathematics, the natural sciences, and engineering. The scholarship is awarded on the basis of merit to students who are sophomores or juniors during the current academic year with excellent academic records.*

- *Truman - Juniors - Merit-based scholarships to college students planning to attend graduate school in preparation for careers in public service. The scholarship provides up to $30,000 for a student's graduate study. There is no restriction as to major field. The scholarship competition is open only to US citizens. The University is permitted to nominate no more than four students.*

December 1

- *NIH Oxford/Cambridge - Graduating Seniors/Graduate Students - For students interested in pursuing a collaborative Doctoral program in Biomedical Engineering at the National Institutes of Health (NIH), the University of Oxford, and the University of Cambridge.*

Indicates the CWRU on-campus review deadline which is earlier than the national deadline.

Dean Michael Scharf
of the Case Western Reserve University
School of Law
will address:

ISIS, Syria and International Law

and...

The Changing Face of Law School

Friday, October 9
12:30 - 1:45 p.m.
Sears 356

Lunch will be provided. Please RSVP to Terri Mester at terri.mester@case.edu.

Sponsored by the Office of Undergraduate Studies

Information for January (Fall 2015) Degree Candidates

Planning on a Fall 2015 graduation? 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.

Students who did not complete the online application for graduation by October 1, must come to the Office of Undergraduate Studies to complete a paper application.

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 January, please contact the UGS office so your SIS record can be updated to ensure that you can register for the Spring 2016 semester.

Innovation Summit Call for Student Proposals

You have the opportunity to showcase a project you are working on at the **Innovation Summit on October 26th!**

Mary Rose Tichar, the director of the co-op program, is organizing **Innovation Stations**, a 1-hour event for students to showcase their technology. This is a great opportunity to connect with professionals including industry leaders, increase your visibility and publicize your projects!

On Monday October 26th, Thwing will be set up for the **Innovation Stations** event to showcase the many innovations and translational projects coming from CWRU faculty labs, teaching labs, students, student competitions, student projects, University Centers and Institutes.

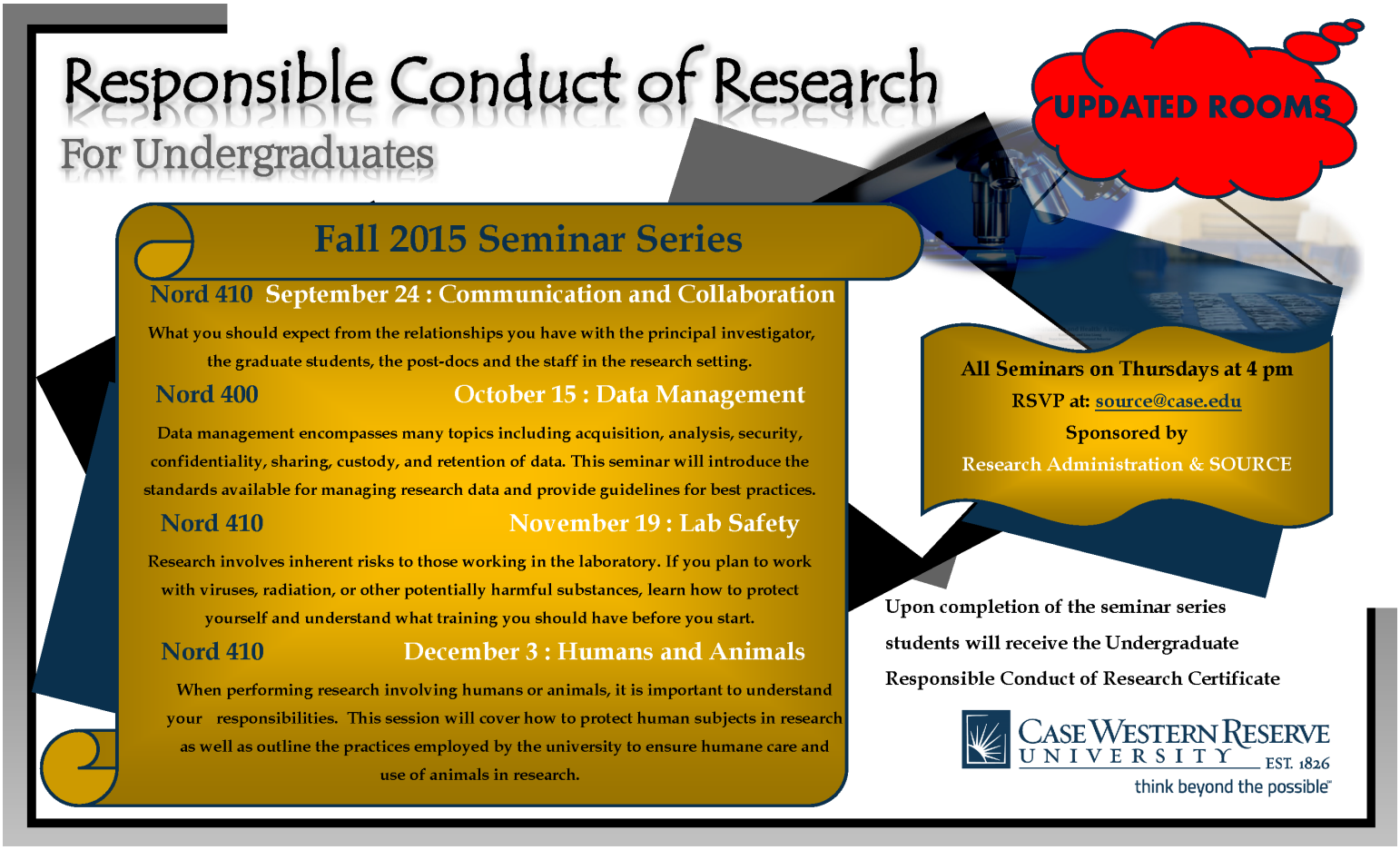
This event is designated to showcase materials/devices (not research posters). Additional ways to show your innovation are: videos, printed information, computer simulations. Use your creativity to show your work!
If you are interested in participating, please complete the following Google Form to reserve your space: http://goo.gl/forms/lOzo244tCi. You will be contacted by the Summit committee with additional details and information.

To learn more about the Innovation Summit, visit http://www.case.edu/innovationsummit/.

If you have any questions, please contact Mary Rose Tichar at mrt2@case.edu.

Important Info Sessions, Events and Deadlines from SOURCE

Responsible Conduct of Research - Fall Semester Seminars
Please register at RCR Registration (preferably) or email source@case.edu.



SOURCE Info Sessions - for students looking for research opportunities (on campus, summer, research abroad)
See: SOURCE Fall RCR Seminars and Info Sessions
SOURCE reminds STEM students who want to become involved in research to do so before the senior year. Attend an info session. If you already have attended an info session and want additional assistance please contact source@case.edu for an appointment. SOURCE wants to help you!
Research and Scholarship in the arts and humanities info session coming...stay tuned to your November Upperclass Newsletter!

Intersections Poster Session Registration Deadline: Wednesday, Nov 4
See: SOURCE Intersections

Intersections Poster Session: Friday, December 4
See: SOURCE Intersections

SOURCE
SUPPORT OF UNDERGRADUATE RESEARCH AND CREATIVE ENDEAVORS

Important Information from International Student Services

Graduating in January? Time to start thinking about OPTIONAL PRACTICAL TRAINING!

ISS will be offering Optional Practical Training (OPT) Workshops for Fall 2015 graduates and going over the application process, student responsibilities, and other considerations in detail. ***OPT Workshop dates are listed below. Registration will be required and available soon on the ISS calendar by clicking on your preferred session.*** *Be sure to click view calendar to see all 7 workshops once the information is available. We ask that you register so that we are well prepared with material for everyone present.* ***Attendance at a workshop is required as part of the application process. ISS will not accept OPT applications from students who have not attended a workshop.***

If you see a blank calendar, that means that you need to log in (using your CWRU network ID and password) to OrgSync. Once logged in, click on My Memberships and select International Student Services. All international students should already have ISS listed there, but if you don't, do a search and ISS will pop right up. Click on Events to see all OPT Workshops and finally click on the session for which you wish to register.

Being well informed about OPT before you apply is a must. ISS feels very strongly about this, which is why we require all students to attend a workshop. All workshops are scheduled for 90 minutes. Please plan on arriving early and staying for the entire 90 minutes. If you do not stay for the entire workshop or arrive more than 5 minutes late, you're not considered to have attended. ***Be sure to bring your CWRU ID card to the session to complete the registration process and receive credit for having attended the session.***

Students who are unable to attend a workshop will have the opportunity to complete an online training module. The online training module will be available in November on our website only for a limited time. More information about the training module will be available later in the semester and we'll inform you through ISSNews. ***Please note that waiting until November to prepare your OPT might not provide enough time for government processing; every effort to attend a workshop in-person should be made.***

Please keep in mind that ISS will only accept complete applications from students who have attended a workshop (either in-person or online). Be sure to read all of the information carefully and prepare everything that's required for processing.

Future workshops will be scheduled for Spring and Summer graduates and advertised through the website, ISSNews, and From the Director's Desk. If you complete a workshop now, but don't intend to graduate until after Fall 2015, you will have to complete a workshop at a more appropriate time in the future.

If you have questions, stop by ISS during walk-in hours. Remember, only ISS staff can advise you about the procedures for OPT!

Thursday, October 8, 2015

Thursday, October 15, 2015

Wednesday, October 21, 2015

Tuesday, October 27, 2015

IMPORTANT: Working On Campus

Found a job on campus? Wondering what to do now?
ISS wants to remind all international students that ***you must be properly authorized to work by our office before you begin working!*** *Completing the required steps with our office is critical! The process is very simple:*

- *Visit ISS during walk-in hours (Monday, Tuesday, Thursday, Friday- 11 a.m. to 3 p.m.) and ask for Permission to Work On Campus paperwork*
- *Submit the completed paperwork to ISS*
- *Return to ISS after 2 business days to collect the Permission to Work On Campus paperwork that an advisor has processed for you*
- *Take the Permission to Work On Campus paperwork to Student Employment for them to finalize your employment*

It is very important that you follow these steps and do so in a timely manner. Failure to complete the required paperwork can result in you not being paid for work you've done, loss of work permission privileges, or even the termination of your visa status!

If you have questions about working on campus, be sure to consult with an ISS advisor!

International Student Success Series- October Topics

Case Western Reserve University and the Center for International Affairs, helps 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 programing and is designed to help international students transition and better understand the social and academic culture at CWRU. Each part of the series is designed to enhance important life skills that it incorporates knowledgeable trainers from across campus.

All events are free, are open to the campus, include lunch, and some will require registration.

OCT 7: TACKLING JOB INTERVIEWS IN THE USA (Career)

According to a Society of Human Resource Management survey, the Interview is the #1 thing to make or break a candidate's chances of getting a job. A review of common interview structures within the USA will be provided. Please RSVP through CWRULink.

OCT 14: DRIVERS LICENSES (CLE Hts Driving School)

Are you new to driving in the United States? Driving conditions and customs may be different from what you are used to. Prepare for driving in the U.S. including tips, etiquette, and important skills to keep you safe on the roads in both good and bad weather. Learn what documentation you need to get your own license.

OCT 21:TIPS FOR PRONUNCIATION AND FLUENCY (ESS)

Help improve your language skills including the nuances of the English language. Learn to converse fluidly and easily and feel more comfortable speaking in class and social functions.

OCT 28: SPEAKING IN CLASS: PRESENTATIONS AND GROUP DISCUSSIONS IN A SECOND LANGUAGE (ESS)

Want to feel more comfortable and confident speaking and presenting in class? This presentation will provide tips for making successful presentations and for participating in class discussions. Learn about audience expectations, how to best organize presentations, and how to improve confidence in speaking along with spoken English fluency and vocabulary skills.

More information and schedule: http://www.case.edu/international/SuccessSeries/

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

October 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

Spring 2016 Schedule of Classes is Now Available

You will find that the SIS Schedule of Classes now includes course offerings for the Spring 2016 semester The listings are not yet complete, but you can begin to see some of the courses that departments expect to offer. The University Registrar and Undergraduate Studies will work with departments that do not yet have their courses posted.

Keep in mind that this is a preliminary list at this stage. Additional courses will become available and the meeting times of courses may change. ***While you can begin placing courses in your shopping cart for Spring 2016, it will be important to review and validate your cart just prior to course registration, which begins November 9, to be sure that no time conflicts have arisen.***