

*Office of  
Undergraduate  
Studies*

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*WELCOME BACK!*

Watch as May 2014 graduate, Caroline Wang, illustrates the evolution of her education and experiences at CWRU.



## *From Dean of Undergraduate Studies Jeffrey Wolcowitz...*

### *So what do the Undergraduate Studies deans do anyway?*

*Welcome to our new transfer students and welcome back to continuing students! All of us in Undergraduate Studies hope that you had a summer that struck a good balance between productivity and relaxation before the start of the new academic year.*

*As we start the new year, I thought it would be helpful to address a question that I often hear from students: What does a dean in the Office of Undergraduate Studies do? The short answer is that we do many things, both direct and indirect, to help you have an outstanding academic experience at CWRU.*

*First, a question for you: Do you know who your Undergraduate Studies dean is?*

*Answer:*  
New transfer students during your first semester: Claudia Anderson  
Last names beginning A through D: Nancy Dilulio  
Last names beginning E through K: Scott Hardy  
Last names beginning L through R: Greg Harris  
Last names beginning S through Z: Denise Butler

*Undergraduate Studies is responsible for the academic side of the student experience here. We work with all undergraduates, regardless of whether you choose a major in Arts & Sciences, Engineering, Nursing, or Management. While the faculty and academic departments in the separate schools offer classes, majors, minors, and degree programs, Undergraduate Studies sits across the schools, providing a common experience as you make decisions about which academic path to pursue. We are the constant in your life, with responsibility for registration and enrollment issues (your comings and goings from the University and individual courses, if you will) and for monitoring your academic progress, both at mid-semester and at the end of the semester. If you are unable to attend class because of illness or another documented emergency, your dean can write to your faculty. If you wish to enroll in more than 19 credit-hours (though 14-17 credit-hours is the normal enrollment level!), you should discuss it with your dean. You should also discuss other special requests related to enrollment and deadlines with your dean. We may need to point you elsewhere for certain issues or for documentation, but we are always a good place to start.*

*Your dean will also be the person monitoring your overall academic progress, reaching out to you if your mid-semester grades raise concern or if you fail to meet the University's academic standards at the end of the semester. Don't wait for your dean to contact you. Reach out to him or her if you are not satisfied with your performance. He or she can help you with strategies for improvement and help you connect with appropriate campus resources. Or your dean can simply provide a good sounding board as you try to sort things out. Your dean will also be the person to certify your completion of requirements for graduation. Work with your dean to make sure that your Academic Requirements report is accurate and reflects any course substitutions approved by your advisor. Don't assume that AR discrepancies are "SIS errors" that will somehow be corrected when you are ready to graduate. Plan ahead and work with your dean.*

*Each of the deans also has other functional responsibilities for the office that take up a good chunk of their time, but their most important role is to help you make the most of your academic experience at CWRU. In reviewing the description that I provided above, I realize that it tends to focus on transactions and problems. It is important to remember that, like your advisor, your dean wants to help you thrive here and become prepared for a productive life after college. I often say that the Undergraduate Studies deans can be your advisors of first and last resort: the first place to turn when you and your academic advisor are not sure how to pursue a particular matter, and then the place where you return, having exhausted all options, for help thinking about how best to re-group and move forward. Come in just to chat. They want to get to know you, and the more that they know about you, the more they can help connect you with appropriate opportunities.*

## Drop/Add Deadline

*Friday, September 5 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 September 5. Remember: once you receive permission for a class, you must still register. Obtaining permission does not automatically enroll you in the class!*
- 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

*Remember the last day to withdraw from a class is Friday, November 7 at 5pm. 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."*

*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.*

*Remember that it is better to make adjustments to your schedule sooner rather than later. Do not try to spread yourself across too many courses since this will impede your performance in all of your courses. If you have decided to withdraw from a course, be sure to complete the transaction right away so you don't forget.*

## 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 online P/NP ballot will be available soon! The deadline to apply for the P/NP option is Friday, November 7 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. 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 the class again 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.*

## Case Western Reserve University Study Abroad Fair

Friday, September 5th, 10:30am to 2:00pm on The Quad



*think: studyabroad*

*Join us for the 4th annual Study Abroad Fair!*

- *Browse: With so many programs to choose from, the fair can be overwhelming. We suggest that you take your time walking around, looking at the different programs, photos, and displays. If you see a program that catches your eye, pick up some brochures and information! There will be year-long, semester, and short-term program options represented.*
- *Ask Questions: Find out more about programs, financial aid and living abroad by asking questions of the many program representatives and study abroad alumni. Representatives and Study Abroad Alumni would love to talk to you!*
- *Talk to a Study Abroad Advisor and set up an appointment: Learn about the first steps in studying abroad and how to make the dream come true for you!*
- *Meet with financial aid for study abroad: Financial Aid representatives will be on hand to answer all your questions about funding your study abroad experience. Make sure you stop by their table to discuss different ways to locate financial assistance.*
- *Meet CWRU students that have studied abroad: Study Abroad Alumni will be on hand to discuss their personal study abroad experience.*
- *Browse photos from study abroad: The Study Abroad Photo Contest entries will be on display on the Tomlinson Atrium television. Be inspired!*
- *Eat and listen to music: The Center for International Affairs has provided ice cream and popcorn for the afternoon. Also, a wonderful steel-drum band will help set the mood!*

Can't make it to the fair? Then start your journey in the Center for International Affairs in Tomlinson 143 or email us at [studyabroad@case.edu](mailto:studyabroad@case.edu) to set up an appointment with your study abroad advisor. To explore all your options for study abroad, visit our website at [www.case.edu/studyabroad](http://www.case.edu/studyabroad) and start your program search today. *The deadline to apply for Spring 2015 Study Abroad is September 24!*



## Attention: International Students

### News from International Student Services!

*We hope you enjoyed your summer and are glad to welcome you back to CWRU!*

*As F-1 or J-1 student visa holders, please be sure to do the following to properly maintain your visa status:*

- *Access your [I-94 information](#) in the US Customs and Border Protection system to verify that your arrival into the US was properly logged. Be sure to print a copy of the electronic I-94 to keep in a safe place along with your other important immigration documents. It's very important that you take these steps each time you return to the US while you have your student visa.*
- *Check SIS to ensure that your current address is listed properly. ISS relies on the information in SIS to update your record with the US government. If you're not properly reporting your address information in SIS, you're not properly maintaining your visa status.*
- *Get registered for class. International students must be registered for at least 12 credit hours every semester. There are very few exceptions to this rule and only ISS can determine if you qualify for such an exception. Please visit our office as soon as possible if you need to discuss a registration concern that will impact your visa status.*

*Walk-in hours are 10am - 4pm on Monday, Tuesday, Thursday, and Friday; 10am to 3pm on Wednesday. Please come see us if you have any questions, concerns, or just want to say "Hi!" Appointments are available on request.*

*ISS is excited to announce our new **International Student Success Series!** Join in on **Wednesdays, 12:30 - 1:30pm, in Sears 470.** The series is designed to ease international students' transition to CWRU and the US in general as well as be informative about the social and academic culture of CWRU. Experts from CWRU and the community will discuss topics on cultural differences, career services, homesickness, and more.*

*Every week, it's a different topic!*

*All events are free. Some will require registration.*

### SEPTEMBER EVENTS

*SEPT 3: How to Make Friends in the US*

*SEPT 10: Resumes, CVs, and Cover Letters*

*SEPT 17: Tips for Pronunciation and Fluency*

*SEPT 24: Social Media, Networking and Your Job Search*

*For more information please visit: <http://students.case.edu/international/events/studentssuccess.html>*

## National Fellowships and Scholarships Opportunities

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

### September 15

- [Fulbright](#) - Graduating Seniors/Graduate Students - The Fulbright Program is sponsored by the [US Department of State](#). It is the largest U.S. international exchange program offering opportunities for students, scholars, and professionals to undertake international graduate study, advanced research, university teaching, and teaching in elementary and secondary schools worldwide.
- [Marshall](#) - Graduating Seniors - The Marshall Scholarship provides tuition and living expenses for young Americans of high ability to study for a degree in the United Kingdom in a system of higher education recognized for its excellence.
- [Mitchell](#) - Graduating Seniors/Graduate Students - The Mitchell Scholarship provides tuition and living expenses for a year of study at a university in Ireland or Northern Ireland.
- [Rhodes](#) - Graduating Seniors/Graduate Students - The Rhodes Scholarship provides tuition and living expenses and brings outstanding students from around the world to the University of Oxford.

## Important Info Sessions, Events and Deadlines from SOURCE

SOURCE will begin offering its info session, "All About Finding Undergraduate Research Opportunities" on **Friday, September 19 at 8:30am**. The location will be identified after drop/add and noted on our website ([www.case.edu/source](http://www.case.edu/source)).

### SOURCE Academic Year Dates & Deadlines to Note on Your Calendars

SAGES Capstone Resource Grant - **Friday, September 19**

Fall Intersections Registration Deadline - **Wednesday, November 5**

Fall Intersections - **Friday, December 5**

P-SURG Summer Application Deadline - **Sunday, February 15**

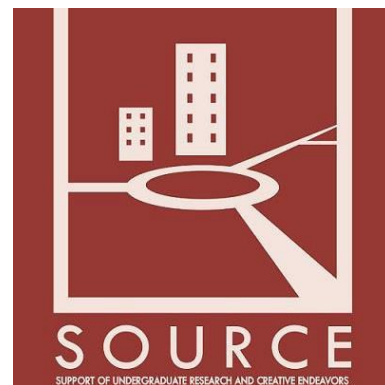
SOURCE Summer Funding Application Deadline for Science and Engineering Projects - **Sunday, February 15**

SOURCE Summer Funding Application Deadline for Humanities, Fine Arts, and Social Science Projects - **Friday, March 6**

SURES Application Deadline - **Friday, March 6**

Spring Intersections Registration Deadline - **Friday, March 20**

Spring Intersections - **Friday, April 17**



**EVENT: Innovative & Business Plan Student Competition Kick-Off**

## Innovation & Business Plan Student Competition Kick-Off

Idea, Design and Business Plan competitions provide firsthand experience in every aspect of a business – research, manufacturing, marketing & finance - and winning teams can earn up to \$100,000 to grow their business! Meet the experts and find out more about the competitions supported on campus.



We'll share information about

- ♦ Clean Energy Challenge
- ♦ Erony Spartan Challenge
- ♦ Idea Labs
- ♦ Innovation Fund
- ♦ WISER Light Bulb Drop Competition
- ♦ Saint-Gobain Competition...and more!

Join us for Refreshments  
September 11, 2014  
5:30 to 7:00pm  
Tinkham Veale  
University Center Ballroom



## New Course Repetition Policy

When you repeat a course that you have already taken in order to improve mastery of the course material, you will earn credit for the course only once, but both the original grade and the grade for the repeated course will be included in the grade point average for the appropriate semester and both grades will be included in the cumulative grade point average, each weighted by the credit-hours for the course.

Also, you may now to use the Pass/No Pass option for a course that is being repeated.

Please contact your dean in [Undergraduate Studies](#) if you have any questions about the implementation of the new policy. You can also review the entire course repetition policy [here](#).

## New Academic Programs as of Fall 2014

[Minor in Leadership](#) - provides students an in-depth knowledge of the fundamental skills to lead people in organizations through a combination of theory, introspection, self-development, experiential learning, teamwork and practice. **Required courses** for this minor include: Leading People and Leading Organizations. **Elective courses** include: Leading Teams, Women in Organizations, Managing Negotiations, and Leadership in Diversity and Inclusion.

[Minor in Creative Writing](#) - Students will take courses in 2 genres - poetry and fiction - and will be required to have an intro/intermediate sequence in one of those genres (eg., ENGL 213 and ENGL 303).

**Requirements:**

- 15 total credit hours
- 9 credit hours in creative writing courses (at least 6 credit hours in one genre)
- 6 credit hours in literature classes
- A creative writing portfolio

## Upcoming Events Sponsored by the Office of Undergraduate Studies

**Attention Second-Year Students...**Please join Undergraduate Studies on Friday, September 12, from 11:30am - 1:00pm at Fibley Commons for the Second-Year Kick-Off BBQ!

At this event, you will have the opportunity to meet your classmates, get information from your upperclass dean and learn more about UGS. There will be food, music, giveaways and a chance to win prizes.

Jeffrey Wolcowitz, Dean of Undergraduate Studies, invites all undergraduate students to a study break with food and beverage from 4:00pm - 5:30pm on Monday, September 15, 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.



## Office of Undergraduate Studies

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### September 2014

| 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  |     |     |     |     |

### Writing Workshop: Tips for Writing Personal Statements for Law School & Panel Discussion: Crime Control vs. Due Process

Dr. Terri Mester, Pre-Law Advisor, announces the following events:

On Friday, September 19 at 12:30pm in Sears 356, Dr. Mester will be conducting a workshop on writing personal statements for law school.

On Friday, October 3 at 12:30pm in Sears 356, please plan to attend a panel composed of a Cuyahoga County Common Pleas judge, County prosecutor and public defender. They will be discussing crime control versus due process. This topic should be of interest to everyone.

Lunch will be served. Please RSVP to [terri.mester@case.edu](mailto:terri.mester@case.edu).

### Notice to students interested in health science professions

The Office of Undergraduate Studies maintains a **Pre-Health Professions Blackboard** page for current CWRU undergraduate students interested in the health science professions. The Blackboard page provides helpful pre-health resources and is used to communicate information about group advising sessions, application preparation and workshops, clinical and research opportunities, and guest speakers on campus. Students may request access to the Pre-Health Professions Blackboard page by sending an email to [steven.scherger@case.edu](mailto:steven.scherger@case.edu).