Dear CWRU Student:

Welcome to our campus – or welcome back – for the 2018 fall semester! The Division of Student Affairs is ready to serve and support you in your pursuit of a healthy and productive semester at CWRU.

The Division of Student Affairs goal is to create and foster a sense of greater unity among the members of the CWRU community; to support, value and actively champion well-being in mind, body and spirit, to help students achieve a state of preparedness for life and career after college. Our core values embody the work that we do in student affairs and are an integral part of CWRU’s values, goals, and mission.

**Dean of Students of Office**

Within the University Office of Student Affairs is the Dean of Students Office, which serves in an advocacy role for all students, and assists students, parents, faculty, and staff with matters related to student life for academic success. The staff provide support for students from the day they first become a part of the CWRU community by helping students holistically navigate their academic and personal journey. Whatever questions or concerns a student may have, our office is here to assist them.

If you have a concern about an undergraduate, graduate or professional student, please submit a Case Assessment, Referral and Engagement - CARE Reports. Your concern will be reviewed by the Dean of Students Office staff Monday through Friday from 8:30 a.m. until 5:00 p.m. CARE Reports submitted after hours, weekends or holidays will be reviewed on the next business day.
Other programs and services provided by the Dean of Students Office include, but are not limited to:

- **deanofstudents@case.edu** email address for questions or requesting additional information.

- **Community Concerns Reporting System (CCRS)** – a reporting system entirely for students to report perceived mistreatment stemming from one’s ethnic identity, gender identity/expression, skin color, religion, national origin, age, disability, or sexual orientation.

- **Emergency Withdrawal and Return to Campus Life Policy**

- **Missing Person Policy** - Resident students have the option of identifying an individual to be contacted by the Associate Vice President and Dean of Students or designee not later than 24 hours after the time that the student is deemed to be missing. Students can register this confidential contact information through My Housing or CWRU Police. Registration is voluntary. However, if the resident student is under 18 years of age, and not an emancipated individual, the Associate Vice President and Dean of Students or designee is required to notify a custodial parent or guardian when a student who is the subject of a missing person report has been missing for more than 24 hours and has not been located.

- **Personal Emergencies.** For support and to notify faculty of a death in the family or an illness that requires hospitalization or absence from class, contact the Dean of Students Office at 216.368.1527 and the appropriate undergraduate, graduate, or professional school.

To learn more about programs and services go to the [Dean of Students Office](mailto:deanofstudents@case.edu) website, email us at [deanofstudents@case.edu](mailto:deanofstudents@case.edu), or call us at 216.368.1527.

Please stop by the Office of Student Affairs and the Dean of Students Office in 110 Adelbert Hall, Monday through Friday from 8:30 a.m. until 5:00 p.m. You can also contact us at [studentaffairs@case.edu](mailto:studentaffairs@case.edu), [deanofstudents@case.edu](mailto:deanofstudents@case.edu) or call 216.368.2020. To learn more about the Division of Student Affairs go to [The Division of Student Affairs](http://www.case.edu/students). We look forward to seeing you!

We hope this letter will encourage you to actively participate in a variety of university student activities, events, programs and services, all of which are available to help enhance your overall well-being, personal growth, development, and academic success.

Listed below are some important resources:
Be in the “Know” in an Emergency

Public Safety. The CWRU Division of Public Safety comprises police, security, emergency management, and all of our emergency communication systems. Public Safety’s focus is to ensuring your safety and that of the entire campus community. When you or another member of the campus community feels their safety may be in danger, it’s critical to respond immediately.

Whether the situation is a serious emergency or a potentially dangerous situation, here are the numbers to call:

- Emergency at 216.368.3333
- Non-Emergency at 216.368.3300

The Division of Public Safety’s website offers a number of important safety prevention services, such as:

- Safe Ride
- Walking escorts
- On-campus shuttles
- Bike registration
- Fingerprinting
- Lost and found services

In addition, the university sends emergency text, voice and email messages through Rave alerts for any individual who signs up to receive them with a CWRU network ID. We also encourage the use of the free CWRU Shield smartphone app to report an emergency and help police and other first responders find you quickly. This can be downloaded through your phone’s app store.

Annual Security Report. As part of the university’s commitment to maintaining a healthy and safe living, learning, and working environment, we encourage you to read our Annual Security Report. It contains valuable information about safety, both on and off campus. This report has been prepared in compliance with the requirements of the Campus Security Act. Please read it carefully, and pay special attention to the safety tips, which may reduce the chances you and other community members who could become the victim of crime.
**Hospitalizations.** When a student is faced with a serious emergency or required to be admitted to the hospital, either the hospital or someone from the Dean of Students Office will contact the students’ parents, or designated responsible adult emergency contact. We always encourage our students to contact their parent or responsible adult emergency contact when hospitalized, or faced with an emergency.

**Severe Weather.** Every effort will be made to keep the university open during difficult weather conditions to allow for regularly scheduled classes, food service, residence hall support, ongoing research activities, and normal office and business hours. The university will remain open unless official information to the contrary is disseminated. For up-to-date closing information, tune into Cleveland radio and television stations or go to the university homepage.

**Emergency Contact Information.** When you access our Student Information System (SIS) you will be asked to provide or update your local address, cell phone number and emergency contacts. Please do so promptly and remember to keep it updated over your time at CWRU. **The University requires you to provide information for at least one emergency contact** who can respond on your behalf in case of an emergency. It will need to be a parent, guardian, partner, or other responsible adult.

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**Embracing an inclusive community through programs and services**

**Career Center** offers individualized assistance to students and alumni who want to develop lifelong career management skills and work experience that will help them meet their academic and career goals. In addition to general career fairs, resume assistance and workshops, office staff can assist in scheduling mock interviews with employers and provide access to specialized job postings. Click Career Center to learn about internships, leadership programs, graduate school planning, and other services and programs.

**Center for Civic Engagement and Learning (CCEL)** works to create an engaged campus by providing and supporting opportunities for community service and collective action while promoting civic awareness and leadership. CCEL offers a variety of programs and services to accommodate different student interests and schedules, including one-time service events, programs that require a semester or academic year commitment, and educational trainings about community issues, responsible engagement, and active citizenship. To learn more
about social justice teach-in, summer opportunities, and other programs and services, click Center for Civic Engagement and Learning.

Disability Resources is committed to assisting all CWRU students with disabilities by creating opportunities to take full advantage of the University’s educational, academic, and residential programs through the provision of accommodations. Students can register with Disability Resources by completing the New Student Application at Online Services.

Accommodated Testing & Services (OATS) was recently established to provide accommodations as determined by Disability Resources for undergraduate, graduate, and professional students. These service include testing accommodation, note-taking services, and assistive technology.

Flora Stone Mather Center for Women empowers all women and promotes gender equity and inclusion throughout the CWRU community. The Center for Women is an inclusive and welcoming space that supports the diverse experiences and aspirations of all women. As a catalyst for positive social change, the Center integrates research and advocacy to engage and inspire people of all gender identities to advance gender equity and inclusion. The Center provides resources and educational programming to enrich the academic, professional, and personal lives of women in the CWRU community, promoting their success and well-being. To contact the center and learn more about programs and resources, click Flora Stone Mather Center for Women.

Greek Life Office strives to foster the positive development of our member fraternities and of each individual member by upholding the values of citizenship, scholarship, ritual and leadership. Click Greek Life to learn more about programs and services.

International Student Services is the first space on campus designed to provide a “home” for international students and activities, and a central location where the university engages the business, government, foundation and civic communities around global issues. The center houses three offices: Office of Global Strategy, Office of International Student Services, and Office of Education Abroad. For more information about how International Student Services can assist you with immigration matters, intercultural exchange opportunities, leadership resources and programs, and understanding the social and academic culture at CWRU and in the U.S., click International Student Services.

Interreligious Council (IRC) is comprised of the staffs of the five campus ministries serving the institutions of higher education in University Circle. The IRC sponsors programs and events throughout the year including Interfaith dialogue series, panel discussions, Seder
Meals, Lenten services, spiritual retreats, community service projects, and programs unique to their own organizations. The IRC operates out of The InterFaith Plaza, located on the right of the Church of the Covenant, 11205 Euclid Ave., and out of the Cleveland Hillel Foundation, located at 11291 Euclid Ave. Both locations are on the walkway between Euclid and Bellflower across from Cornell Road. To learn more about the mission, programs, and services, click Interreligious Council.

**LGBT (Lesbian Gay Bisexual Transgender) Center** exemplifies CWRU’s commitment to serving its diverse student, staff, and faculty populations. The space provides an inviting home to members of the LGBT and allied community interested in exploring and celebrating LGBTQIA identities. Beyond the student base, the LGBT Center also welcomes alumni, prospective students, faculty and staff. To learn more about the LGBT trainings, resources, and scholarships, click Lesbian Gay Bisexual Transgender Center.

**Multicultural Affairs** works to develop an inclusive CWRU community, one that supports all students, respects and celebrates their identities, and facilitates their success. To learn more about their programs and services, click Office of Multicultural Affairs (OMA).

**Physical Education and Athletics** helps students develop fitness and lifetime sports skills. The activities in intramural, open recreation, wellness and sport club programs are designed to enhance the quality of life for students of all levels. Participants may compete in athletics and demonstrate leadership while involved in team activities. Click Physical Education and Athletics to learn more about athletic events, sports medicine and other programs.

**Student Activities and Leadership** provides a variety of programs, events, organizations, and leadership opportunities. Students can participate in a number of traditional programs or join any number of groups, including the University Program Board, Undergraduate Student Government, and Graduate Student Council, and over two hundred recognized student clubs and organizations. The Office of Student Activities and Leadership empowers all Spartans to be present and actively engaged in contributing to campus life which leads to personal exploration, leadership development and school pride. To learn more about how to get involved, click Student Activities and Leadership.

**Student Conduct and Community Standards** is responsible for the student conduct process for the entire university. This includes conduct policy issues with all students (undergraduate, graduate and professional). Additionally, the office works with faculty and the Office of Undergraduate Studies to support the Academic Integrity Process for undergraduate students. Our office strives to take an educational approach with all students. Our goal is to help students make good decisions while maintaining accountability and community
standards for the university. Click Student Conduct and Community Standards to learn more about the student conduct process overview and other services and programs.

**Thwing Center** has been a central gathering place for students, faculty, and staff at Case Western Reserve University for many years. Today, it houses several student and staff organizations, outside community institutions, and space for campus and community events in our various meeting rooms or the beautiful Thwing Ballroom. From the staff at the Office of Thwing Center Engagement & Operations, we welcome you! Click Thwing Center to learn more about programs and services.

**Title IX** at Case Western Reserve University responds to, investigates, and supports individuals through reports of sexual misconduct. The office is a resource for students, faculty, and staff on issues related to Title IX and sexual misconduct. To obtain more information, click Title IX.

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**Staying Healthy and Safe**

**Sexual harassment, misconduct, and interpersonal violence.** The university has a designated Title IX Coordinator to oversee all aspects of sexual misconduct, investigations, as well as prevention and education programs. The university encourages anyone (students, staff, faculty, and visitors) who experience sexual misconduct to report it to the Office of Title IX or one of the Designated Reporting Representatives. Please note that the Designated Reporting Representatives are not confidential resources. To learn more about your rights, the university’s process and resources, go to Sexual Misconduct and Title IX.

**Covenant Food Pantry.** The Covenant Food Pantry provides free food items to undergraduate and graduate students in University Circle who are facing food insecurity. The Covenant Food Pantry is a welcoming and supportive project of Covenant Student Ministries and Church of the Covenant. All currently enrolled undergraduate, graduate, and professional students (and their families) are eligible to use the Covenant Food Pantry. Premade food bags are available for distribution on Thursdays between noon and 5:00 p.m. at the Connection Center at the Church of the Covenant, at 11205 Euclid Avenue. The Pantry is eager to make accommodations for dietary and religious restrictions. For more information about the Covenant Food Pantry contact Kevin Lowry, Chaplain for Students at 330.988.0490 or klowry@covenantweb.org.
**Physical/Mental Health.** University Health & Counseling Services (UH&CS) provides students with confidential comprehensive short-term physical and mental health services using an integrated care delivery model. The interdisciplinary team of health professionals includes: physicians, psychiatrists, psychologists, nurse practitioners, social workers, counselors, nurses, and medical assistants. UH&CS also provides care management, referral coordination, wellness, and prevention services. Visits are no cost to enrolled students. **University Counseling Services** is located in 220 Sears Library Building, Monday – Friday, 8:30 a.m. to 5:00 p.m. Phone: 216.368.5872 or counseling@case.edu. **University Health Services** is located at 2145 Adelbert Road, Monday – Friday, 8:30 a.m. to 5:00 p.m. Phone: 216.368.2450, or healthservice@case.edu. In the event of a life-threatening emergency after hours, on weekends, or during holidays contact CWRU Police at 216.368.3333 or the Counselor-On-Call at 216.368.5872, then select Emergency Care.

**Alcohol.** Students, guests and other campus visitors must adhere to federal and state regulations regarding the use of alcohol. It is illegal in Ohio for alcoholic beverages to be made available by sale or otherwise to anyone under the age of 21. Campus community members are encouraged to report any students who are incapacitated in any way due to alcohol consumption to a university official such as a member residence life or CWRU Police. If medical attention is necessary, our police will arrange for the transport of the affected student to the appropriate location. For additional information on Alcohol Use Guidelines read the **Alcohol Policy.**

**Alcohol and Drug Services.** University Health & Counseling Services offers a variety of services for students concerning alcohol use, drug abuse, and dependency. Alcohol and drug abuse can affect people in a variety of ways and can impact individuals, friends, family members, and our campus community. According to the U.S. Department of Health and Human Services, approximately 14 million Americans (7.4 percent of the population) meet the diagnostic criteria for alcohol abuse or alcoholism. More than one-half of American adults have a close family member who is an alcoholic, and approximately one in four children younger than 18 years in the United States is exposed to alcohol abuse or alcohol dependence in their family. There are two Alcoholics Anonymous (AA) self-help groups held on campus. For more information about AA or other recovery meetings, please contact counseling@case.edu.

**Medical Amnesty Policy.** CWRU seeks to promote a community of care through providing Medical Amnesty for individuals and organizations who call to seek medical attention for a student medical emergency for alcohol and drugs. To ensure that a student obtains the help
they need for these potentially life-threatening emergencies, CWRU seeks to reduce barriers to seeking assistance. In most cases, CWRU will not take disciplinary action when medical amnesty is appropriate. To learn more click Medical Amnesty Policy.

If you see a student who is in need of medical attention related to alcohol or drugs, step up and do the following:

- Don’t just let them “sleep it off.”
- Call for help at 216.368.3333 for the CWRU Police Department.
- Stay with the person until help arrives.
- Turn the person on their side to prevent choking should the person vomit.
- Be prepared to give emergency medical personnel as much information as possible, including amount and type of alcohol consumption, and any drugs or medications taken.

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**Living On and Off Campus**

**Residence Life** builds community, provides resources, and invests in collaborative relationships with students and staff. By partnering with students, Residence Life staff support them academically, socially, and personally as they learn, explore, and define their identity. It is important to know and abide by the community standards established by your residential community. Residence hall doors automatically lock. As a reminder, doors should not be propped open and never provide entry to someone you don’t know. It takes all of us to help keep our community safe, so please report unknown persons to someone in authority. To learn more about programs and services, click Residence Life.

**Off-Campus Housing** provides off-campus housing listing services for the convenience of its students, faculty, and staff. CWRU is simply a resource center, providing information on available proprieties for rent. Please check out ALOHA, The Off-Campus Housing Listing Service before entering into a rental agreement. The Office of University Housing is located in the Thwing Center, Room 24, Monday – Friday, 8:30 a.m. – 5 p.m., Phone: 216. 368.3780 or housing@case.edu.
In closing, I strongly encourage you to use these and other university resources during your experience at CWRU. For more specific information about Graduate and Professional Programs and Schools, please contact them directly.

We want both you and your family to be aware of the many resources available to you at CWRU. Best wishes for a successful, healthy and safe semester!

Sincerely,

G. Dean Patterson, Jr.
Associate Vice President and Dean of Students

Shirley Mosley
Associate Dean of Students
Special Assistant to the Vice President for Student Affairs

Kimberly Scott
Assistant Dean of Students and Case Manager

Jill Kent
Department Assistant