

New Member Scholarship Program Manual



Provided by the Greek Community Educational Consultants

Table of Contents

I. Welcome	2
II. Academics in Recruitment	3- 4
III. The Letter Home	5-6
IV. Helping New Members Succeed.....	7-8
V. Individual Meetings with New Members	9
VI. Resources for New Members	10-20

Smooth Sailing with Scholarship!

Though academics is the main reason most people attend college, it is often neglected in many organizations. For first-year students, the transition from high school to college can be extremely difficult and often very stressful. Not only are they worried about performing academically, but they also worried about settling into a new routine with new friends and new responsibilities. For many, college is the first time students will be away from home and therefore have to adjust to the freedoms that come with living on your own. This includes performing day-to-day activities and exploring new organizations and opportunities on campus. For many freshmen, this new life includes initiation into a new fraternity or sorority. The bond inherent to any Greek organization can be an extremely helpful mechanism for providing support to chapter members. This support does not just have to be social; it can also be academic.

For all Greek organizations, academics are an important requirement for membership. Members are expected to perform academically just as much as they are expected to attend events and pay their financial obligations. However, often academics take a back seat to other aspects of the Greek experience. As scholarship chairs, part of your role is to make academics a priority in your individual chapters. One way to do this is to stress the importance of academics to new members. Scholarship is a common principle upon which each of our fraternities/sororities was founded and should not be ignored when recruiting new members. Therefore, it is essential to stress early that academics is something your chapter takes seriously and is an important part of the recruitment process and being a good brother/sister. After you have recruited these new members, it is important to emphasize academic success by implementing a scholarship aspect to the new member education programs.

This manual, compiled by the Greek Community Educational Consultants, provides tips and recommendations for Scholarship Chairs to use in order to provide academic support to the newest members of our chapters. The scholarship needs of a new member extend beyond those of our current members. This manual will serve as a resource to help you create a specialized New Member Scholarship Program for your chapter. We hope some of the material contained in this packet will help you to achieve and surpass your scholarship goals!

Academics in Recruitment

Impress the importance of scholarship during recruitment, and your chapter will attract members who will contribute to chapter academic success! The chapter will face fewer scholastic issues with individuals, and academically-oriented new members will provide great future leadership. Here are some talking points to share with your chapter for use in meeting new men and women:

- **Chapter and Overall Sorority/Fraternity GPA**

Share that the All-Fraternity and All-Sorority average GPAs are higher than All-Men's and All-Women's on campus (Spring 2006)! Many potential new members secretly worry about Greek life affecting their academic success—let them know that your chapter holds scholarship as one of its founding principles, and they will only be encouraged in the Greek community.

- **Individual Member Successes**

After a chapter member discovers a potential new member's academic or career interests, share exciting information about a brother or sister to which the PNM can relate.

Example Conversation:

PNM Josh: Yeah, I'm considering a major in finance because I like numbers, but I'm still trying to figure out what I can do with it.

Chapter Member Kyle: That's cool—always impressed by someone who can do math. One of our brothers, Steve, is a finance major as well, and he just had a great internship this summer with an investment banking firm! I'll introduce you to him later tonight.

- **Faculty/Scholarship Dinners**

Share the opportunities that membership in your chapter allows for faculty interaction outside the classroom. It's a great feature of Greek life that PNM's may not expect. Describe a scholarship dinner and a chance it gave you to get to know a professor for a class in which you were struggling. Also, you can note that it was a perfect opportunity to get to know a professor that you later asked for a recommendation letter.

- **Mentors**

Describe the opportunity that membership in your chapter allows for interaction with older students in similar majors or career paths. We often take this for granted, but the Greek community is a remarkable and unique opportunity for

academic guidance. This can be very appealing to PNMs who are still uncertain about their paths and who are looking for advice from someone who has “been there, done that.”

- **Interviews**

If your chapter holds individual interviews with potential new members before giving out a bid, discuss academic ideals during this time. This is a great time to really find out the scholastic ambitions of the PNM, as well as to emphasize the value that your chapter places on academics.

- **Academic requirements**

Discuss the academic requirements of your chapter even before a PNM joins. Let him/her know the minimum GPA requirement for your chapter, and stress that members strive to go above and beyond that.

- **Recruitment event with an academic twist!**

What better way to emphasize the importance you place on academics than with a social event that highlights this! One example is a faculty reception to which you invite both faculty and PNMs. Also, try inviting your faculty advisor or another favorite faculty member to an event.

- **Alumnae/Alumni Connections**

Let motivated PNMs know about the great alumnae/alumni connections within our Greek community. Internship opportunities and lifelong career connections exist through becoming Greek, and describe that opportunity to the PNM.

The Letter Home

One of the biggest reasons that new members are hesitant to join a fraternity/sorority is the fear of the negative impact the organization will have on their grades. Often this problem is not only rooted in students' minds but in parents as well. However, one of the easiest ways to put parents' minds at ease is by a writing a letter to them which explains the scholarship program that your chapter has in place. This letter should be written by the scholarship chair and should explain the scholarship program in its entirety. Below we have outlined what each paragraph should include and have attached an example letter for you to reference.

Paragraph 1 – The first paragraph should be an introduction of the scholarship chair. This should include things like your name, major, a description of your role, and your responsibilities within the chapter. By introducing yourself as the scholarship chair, you are helping to reinforce the idea that Greek organizations care about scholastic achievement.

Paragraph 2 – This paragraph should explain the role academics play in the chapter. You can outline the requirements of members, any rewards that the chapter has received, and any individual achievements of the current members. Again, this can be used as a tool to promote the importance of academics within your chapter.

Paragraph 3 – This paragraph should focus on explaining your actual scholarship program. It should include a breakdown of the different aspects of the program, the requirements of each member, rewards/recognition, actions taken for struggling members, and any other information that you feel is important.

Paragraph 4 – Finally, give the parents your contact information. Make sure to include a number and e-mail address where you can be reached if they have any questions.

February 10, 2005

Dear Parents,

I would like to take this time to reassure you about your son's/daughter's decision to pledge Kappa Rho. My name is Gary/Greta Greek and I am the Scholarship Director for the Beta Zeta Chapter of Kappa Rho. It is my responsibility to assist your son/daughter in maintaining high academic excellence throughout the semester. The Scholarship Committee stresses to each man/woman the importance of hard work and dedication to schoolwork; it is each member's responsibility to maintain a minimum 2.2 grade point average in order to be initiated, and a 2.5 to hold office in our chapter. This is certainly a minimum that our brothers/sisters consistently exceed.

Scholarship is a very important ideal in our brotherhood/sisterhood. We work hard to ensure that our brothers/sisters are experiencing a healthy balance between their schoolwork and activities, and we take pride in our academic achievements. Last semester our chapter had the highest GPA of any campus organization. We also placed far above the campus-wide GPA. We are even proud to note that we have maintained this status for the past three consecutive semesters.

Throughout the year, the Scholarship Director along with the aid of his/her committee compiles a series of activities, programs, and special aids in order to bring about incentive for each member to work hard. For example, rewards in the form of coupons to local area establishments are given for exemplary test and assignment scores as well as for perfect attendance during the week. There is also a semester-long award recognizing the "Most Improved Brother/Sister". As the Scholarship Director, I also pair each new member with a "Study Buddy". These pairs are made up of the new member and an upperclassman brother/sister who are majoring or interested in the same field of study. The upperclassman's purpose is personally to assist the new member with any academic concerns he/she may have during his/her first semesters here.

I believe that with the help of the Scholarship Committee, the support network of our fraternity/sorority, and your support as parents, your son/daughter will advance and excel as a student here at Case Western Reserve University. Please feel free to contact me at any time during the semester. I look forward to working with your son/daughter and supporting his/her academic and career goals.

Sincerely,

Gary/Greta Greek
Kappa Rho Scholarship Director
1800 Adelbert Road
Cleveland, Ohio 44106
(216) 754-0000
Email: ggg@case.edu

Rev. August 2006

Helping New Members Succeed

As mentioned earlier, it is important to emphasize the importance of academics from the very beginning. Below we have outlined a number of different programs you could implement as part of your new member program to help your new (and current) members succeed. The key is to find something that works not something that sounds

Semester Calendar

One of the easiest things you can do for your new members is to set up and distribute a calendar. This calendar should include all the important dates for your chapter that are coming up in the next semester. It should also include other things like chapter meetings, new member education meetings, study tables, and any other requirements your chapter has of its new members. When planning this calendar, try to avoid the busy times of the semester like finals, midterms, and other “busy” parts of the month. By preparing this calendar, you are allowing your new members to be more efficient by giving them time to organize their own schedule so that they can get their studying done and still attend the required events without sacrificing “study time.”

Study Tables

Study tables are a great way to get a large number of members together to study. However, the biggest flaw is making sure that these members actually study when they are together. If run correctly, study tables are extremely beneficial to chapters who utilize them. When putting together a study table schedule, realize that different people have different needs. Some people study better at night while others study better during the day. Try to accommodate the schedule for as many members as possible by varying the times of the study tables throughout the week/semester.

Study Buddies/Mentors

Another effective program is the “study buddy” program. This program involves pairing a new member with an older member in the same major or with the same interests. Then host study tables and other events where these groups can come together and study. You might even consider implementing contests amongst the different pairings including best GPA, most improved GPA, and rewards from groups that meet specific combined GPAs. These rewards can be something as extravagant as monetary compensation/gift cards or something as simple as printed certificates. The most important aspect of this program is motivating both young and old members to participate.

Pledge Class Awards

Implement an award/recognition for new members. Often chapter recognize members on a large scale, but an easy way to motivate new members is offering them awards for their own academic accomplishments. This gives them the opportunity to receive recognition from their pledge class and the entire chapter. You might even

offer to take all the members who receive a 4.0 to a dinner. Again, this depends on the budget you have available. The key is finding something that motivates the new members and can get them excited about academics.

Weekly Incentives

A weekly incentive can be a great short-term motivator. Example incentives include weekly stickers displayed on a board for attending every class, paper awards or a small gift certificate to a nominated “Smarty-Pants”, or candy awarded at chapter to each member who attended a professor’s office hours or who received an A on a test or paper. Sharing members’ academic achievements with the chapter can be a great tool for encouraging a supportive academic environment in your fraternity or sorority.

Class Listings

At the very beginning of the semester, a compiled list of classes followed by each brother/sister in the course can be useful in several ways. Younger members can use this list to find older members with similar academic interests, and the list can be used for forming study groups. During scheduling, the list and especially a list from the prior semester can be useful when members want to ask about a particular course or professor, and they can quickly see to whom to turn for advice!

Grade Releases

Pass out grade releases to all of your new and current members.

<http://studentaffairs.case.edu/greek/resources/forms/>

Explain that only you, as Scholarship Chair, and the chapter president will see the grades. This is to assure that minimum academic requirements are being met, as well as to allow you to meet with and encourage members who are struggling.

Wake-Up Calls

Members who may need that extra nudge to wake up in the mornings may well appreciate a program like this. Have members who live in the chapter house or in suites post their schedule on their door, and members with similar schedules can buddy up to assure that each are awake.

Tutors

A great part of being Greek is the connection to older members who have been-there, done-that—academically speaking. Your members can get paid for their tutoring abilities, too! Have them check out the ESS website listed below—hours are flexible and peer tutors can choose the subjects in which they would like to offer their expertise. Members who would like to take advantage of tutoring can receive up to five hours a week for free.

<http://studentaffairs.case.edu/education/resources/tutoring/>

Individual Meetings with New Members

Many new members put forth a great deal of effort when they first join a Greek organization. They want to prove that they are worthy of being considered a brother/sister and this often means not asking for help when they need it. As a scholarship chair, it is important that you inform new members that you are a great resource if they are struggling or if they just need someone to talk to. It is also important to emphasize that some of the members who are struggling academically will not be the ones that come to you for help. To open the lines of communication quickly, each scholarship chair should meet with each new member twice during their first semester.

The first meeting should take place at a general new member education meeting.

At this meeting:

- Introduce yourself and explain your role in the chapter
- Introduce your faculty advisor and explain their role
- Introduce the scholarship program
 - Cover the different programs and resources (faculty dinner, study buddies...)
 - Goals of the chapter
 - Requirements for each member
 - Actions taken for members who fall below the minimum grade point average
- Resources available on campus (ESS, SI sessions...)
- Experiential learning opportunities available (co-ops, study abroad, internships)
- Ask each new member to sign a grade release form
- Use a sign-up sheet to set up a time to meet with them individually

The individual meetings should focus on each individual member's goals. In the next section, we have created a packet that you can distribute and discuss when you meet with your new members.

At this meeting:

- Discuss plans for the next four years
- Set goals for the semester (see page 13)
- Plans for the future (college and beyond)
- Academic opportunities (summer classes, the College Scholars Program...)
- Questions they may have about classes
- Scholarships
- Any other general concerns they express

If available, you may also want to go over their grades from last semester and talk about any problems or areas of concern they have.

The idea is to make them feel comfortable enough to come to you if they have any concerns, before any issues they have turn into problems.

Resources for New Members



Update pages that are chapter specific, and put these resources together as a handout to go over with and give to your new members.

Alpha Beta Chi Fraternity Academic Information and Requirements

Contact Information

Scholarship Chair: Gary Greek
E-mail: ggg@case.edu

Faculty Advisor: Professor Bill Shakespeare
E-mail: bxs123@case.edu

Chapter Grade Information

Chapter GPA last semester: 3.35
All Fraternity Average: 3.26
All Men Average: 3.25

Chapter Goal Fall 2006: 3.4

GPA Requirements

Initiation GPA: 2.5
Active GPA: 2.5
Officer GPA: 2.75

Rewards/Recognition

4.0 – Lamp of Knowledge
Above a 3.5 – Dean's Award
Above a 3.0 – Accomplished Brother Award

Academic Probation

Below a 2.5 – Social Probation and Biweekly Meetings with the Scholarship Chair
Two consecutive semesters below a 2.5 GPA results in Honor Board sanctions and possible suspension or expulsion

Semester Calendar

September

- 15 Induction 7 pm
- 16 Leadership Conference 10:30 am
- 17 Chapter 7 pm
- 18 Pledge Education 8pm
- 24 Chapter 7 pm
- 25 Pledge Education 8pm

October

- 1 Formal Chapter – Do not attend
- 2 Pledge Education 8 pm
- 8 Chapter 7 pm
- 9 Pledge Education 8 pm
- 13-14 24-hour Event
- 15 Chapter 7 pm
- 16 Pledge Education 8 pm
- 18 Big Brother Night
- 22 Chapter 7 pm
- 23 Pledge Education 8 pm
- 29 Chapter 7 pm
- 29 SMARRT Program 8 pm (All new members)
- 30 Pledge Education 8 pm

November

- 5 Greek III 3:30 pm
- 5 Chapter 7 pm
- 6 Pledge Education 8 pm
- 10 Greek Movie Night
- 11 Initiation 5 pm
- 15 Greek Spot Night
- 18 Date Party – Fat Fish Blues
- 19 Chapter 7 pm
- 27 Chapter 7 pm

December

- 3 Chapter 7 pm
- 10 Chapter 7 pm
- 17 Chapter 7 pm (Last of Semester)

Goal Setting

Goal setting is the foundation for being successful in achieving a specific task. Though we are not always aware of it, we each set goals when we undertake any type of project. Though some goals are as simple as finishing your homework before midnight, many goals are as complex as increasing your GPA by one whole point. For new members, helping them set their own academic (and personal) goals will allow them and the entire chapter to achieve academic successes. Below are some guidelines and instructions on how to set goals and monitor them once they have been determined.

Why Set Goals?

1. Goals describe success
2. Goals provide challenge
3. Goals create common tasks and processes
4. Goals set expectation levels
5. Goals give a direction and purpose

Good Goals Follow the SMARTER System

1. **Specific**

- * Does it describe exactly what you want to accomplish?

Good Goal: I want to make the varsity football team.

Bad Goal: I want to do well.

2. **Measurable**

- * Are you able to evaluate when it is achieved and how will the results be measured?

Good Goal: I want to get an A on my midterm.

Bad Goal: I want to do well on my midterm.

3. **Achievable**

- * Can you achieve it? How?

Good Goal: I want to turn in all of my homework on time.

Bad Goal: I want to accomplish all of my homework a week in advance.

4. **Realistic**

- * Though you want your goals to push your limitations, can you obtain your goal given your time and resources?

Good Goal: I want to increase my GPA by 0.5 this semester.

Bad Goal: I want to increase my GPA from a 2.0 to a 4.0 this semester.

5. **Time phased**

* When will you have the goal achieved by? This semester? This year?

Good Goal: I want to travel to Australia by the summer of 2006.

Bad Goal: I want to travel to Australia.

6. **Exciting**

* Is this goal something about which you can get motivated? Is this something about which you can get your chapter motivated?

7. **Recorded**

* Is this goal written down somewhere you will see it? Studies have shown that people who write down their goals and see them regularly are more likely to achieve them.

Other Tips to Remember When Setting Goals

1. Identify what is needed to succeed
 - Create a list of resources that you will need
 - Understand how much outside help, training, time, money, etc. is needed to accomplish the goal
2. Prioritize your goals
 - What goal is most important right now to accomplish?
3. Define expectations of the others involved
4. Frame your goal in a positive manner
5. Re-evaluate goals periodically and make any necessary modifications

Action Plan

Once your goals have met the SMARTER criteria, it is important to create steps (at least 3) that will help accomplish the goal.

1. Identify the tasks that will need to be achieved to accomplish the goal
2. Determine who will be responsible for tasks
3. Determine by when the task has to be accomplished

Study Tips

Study for the sake of assimilating and applying knowledge

This is much easier than forcing yourself to memorize.

Set aside time to study

Try to set up a weekly schedule for studying and do your best to follow it.

Don't be afraid to ask!

If there is a topic or idea that you don't understand, ask your friends, family, or teachers for help and stay on top of the material. ESS also offers free tutoring.

Form study groups

Studying in groups will help you cover more material in a shorter amount of time and confirm any questions you may have (Caution: Avoid distracting people)

Be positive!

Treat each disappointment as a learning experience and use the information in the future to avoid the same setbacks.

Stay on top of the material

Go to class (even if it is posted online) and turn in your homework on time. Learning the material on time will prevent you from cramming before an exam.

Attend review sessions

Attend sessions offered by professors, TAs, and SI leaders as a way to prepare for exams and stay on top of material in between tests.

Create a calendar

Create a calendar that has all important dates for the upcoming semester.

Go to different places to study

Get out of your room and study in a different environment with fewer distractions (See a list of places to study on page 14)

Set aside "play" time

Take breaks while studying and do something fun.

Eat before an exam

Eating protein and avoiding excessive carbohydrates will help your brain function at its peak before a final.

Avoid Cramming!

Places to Study

Health Center Library 368-4540

Monday-Thursday 8am-10:30 pm

Friday 8am-8pm

Saturday 9am-7pm

Sunday Noon- 10pm

*Same hours during finals***Kelvin Smith Library 368-6596**

Monday-Thursday 8am-midnight

Friday 8am-8:30pm

Saturday 9am-5:30pm

Sunday noon-midnight

*Same hours during finals***MSASS Library 368-2302**

Monday, Wednesday, Friday

8:30am-8pm

Tuesday & Thursday 8:30am-7pm

Saturday 10am-6pm

Sunday 12noon-7pm

*Same hours during finals***Study Rooms in Thwing 368-2660**

Monday-Thursday 7:30am-11pm

Friday 7:30am-12mid

Saturday 10am-4pm

Sunday 2pm-9:30pm

*Same hours during finals***Yost Hall Classrooms**

Monday-Friday 8am-8pm

*Same hours during finals***Rock Bottom Lounge 368-3295****(below Thwing West)**

Monday-Friday 7:30am-12am

Saturday 10am-12am

Sunday 12pm-12am

*Card access required. See the ESS Department Assistant for card access.***Fribley Fireside Lounge 368-1011**

24-hour access during the school semester

*Same hours during finals**CWRU ID required for access.***Wade Fireside Lounge 368-1010**

24-hour access during the school semester

*Same hours during finals**CWRU ID required for access.***Atrium at University Hospital**

(quiet late evenings)

open 24 hours

*Same hours during finals***M.L.King, Jr. Library 623-7018**

1962 Stokes Blvd

Monday, Tuesday, Thursday Noon-8pm

Wednesday, Friday 9:30am-6pm

Closed Saturday, Sunday

* ESS website

** Times may vary

FINDING THE TIME TO STUDY!

Have you been telling yourself that you need to study harder? Instead, maybe you need to study smarter by making better use of your time!

According to research, college students who manage their time well have the following profile:

- they set short-term goals,
- they use planners and to-do lists,
- they tolerate some level of disorganization, and
- they feel in control of their time

SET SHORT-TERM GOALS

While you will have some semester-long projects, most of your time is spent handling weekly assignments and commitments. Set goals for projects due in a few days and in a few months.



CREATE A PERSONALIZED TIME MANAGEMENT SYSTEM

Write down everything that you must accomplish including semester projects and weekly assignments, appointments, and errands. Writing a list forces you to prioritize your goals and commitments.

TOLERATE THE WEEKLY CHAOS WHILE FEELING IN CONTROL

Use a planner or a PDA to keep track of your goals and commitments. You may think you can't possibly use a planner because your life is so unpredictable. Life may not be predictable, but it can be manageable if you use a planner to maximize your time. Then when life hands you a crisis, you will have time to respond to it.

Control your time by learning to say "no thanks" to activities that interfere with your studying. Make a decision that your studies come first. When you feel in control of your time, you can focus on your course work. And you will find that you will have more time for other activities.

Use [Form A](#) to organize a weekly study schedule. Post your schedule above your desk.

- Use the color code to block off class time, your work schedule, SI sessions, study group time, tutor appointments, meetings, and exercise.
- Plan for at least two to three hours of study time for every class hour.
- Use early morning hours to organize your day and to preview lecture material.
- Use time between classes to review your class notes, edit papers, and see professors or teaching assistants.
- If you live off campus, listen to tape recordings of class lectures while commuting. If you ride the bus, use your travel time to review terms, brainstorm for a paper topic, or memorize formulas.

Use copies of [Form B](#) to set priorities each week.

- Select a day each week to pencil in your weekly academic and personal goals on the top half of the form. Many students set their weekly goals Sunday night or Monday morning.
- Use the bottom half of the form to list what you need to accomplish each day as well as any appointments or meetings you've made.

PLANNERS OR PDAs

Select a planner or PDA that suits your personal style and budget. You'll have a variety to select from; however, the best academic planners offer you a week at a glance. Check out the ESS planners sold in the college bookstore!

EXPERT HELP

The ESS staff members are time management experts. Drop by Sears 470, or call 368-5230 to arrange an appointment.

*ESS website

What ESS has to offer!

(Ess.case.edu)

As a new student on this campus, often you are not familiar with all the opportunities available to you on campus. Educational Student Services (ESS) is a place students can go for academic assistance or questions. ESS is an office dedicated to helping students succeed here at Case. They offer a number of programs and resources for students. Below is a brief description of the number of different programs that ESS has to offer you and your chapter.

Academic Resources

External Resources - ESS provides a number of frequently visited on-line learning resources already compiled for students. You will find resources both relating to general learning and to specific content areas.

One-Pagers – ESS has compiled one-page sheets that offer hints and tips to make learning a more valuable experience. Below is a list of the different one-pagers currently available.

- [How do I make sense of my notes?](#)
- [How do I sharpen my critical reading strategies?](#)
- [How can I do better on my exams?](#)
- [Get serious about finals!](#)
- [What's your learning style?](#)
- [How can I set and reach my goals?](#)
- [Finding the right place to study](#)
- [How can ESS help faculty?](#)
- [How can I reduce my test anxiety?](#)
- [How do I stay motivated?](#)
- [Finding the time to study - Time Management](#)
- [How do I prepare for finals?](#)
- [How can I read more efficiently and effectively?](#)
- [Tell me more about the Supplemental Instruction \(SI\) Program](#)
- [How useful are study groups, supplemental instruction, and tutoring sessions?](#)

Peer tutoring – Through ESS, students can schedule for tutors in a variety of subjects. All tutoring sessions occur on weekday nights and students can schedule up to five one-hour appointments per week, free of charge. To set up a time visit <http://ess.case.edu>, and select the tutoring link.

Sages Writing Crew – The sages writing crew consists of talented undergraduate writers, who are also members of the sages program. These students are available to offer general writing suggestions or to help critique a final draft. To make an

appointment, students should go to <http://tutortrac.case.edu/TutorTrac/Default.html> twenty-four hours before the desired appointment time.

Supplemental Instruction (SI) – This program provides regularly schedule, student facilitated, study groups for traditionally challenging classes at Case. These sessions allow students to ask questions, review notes, go over homework problems or prepare for exams. For more information, contact the class professor or ESS.

Additional Services

Disability Services – This office is available to help accommodate students with either permanent or temporary disabilities, which inhibits them from fully participating in their chosen program or activities. For students who have individual needs, contact Susan Sampson or visit <http://ess.case.edu/disabilities>

Commuter Services – The commuter service office is in place for commuters who have specific questions about commuting to Case. This website also offers additional resources including a calendar of events and a resource guide specific for commuters. For additional information please contact James Eller or visit <http://studentaffairs.case.edu/education/commuter>.

Testing Services – The testing services department is responsible for administering several professional computer based tests including the GRE, NBPTS, PRAXIS I PPST, and TOEFL. The testing center also administers the FSWE, LSAT, MAT, NBPME and MCAT exams at select times throughout the year. For additional information or times please visit <http://studentaffairs.case.edu/education/testing>.

The Plain Dealer Electronic Learning Center (PDELC) – The PDECL is a computer lab located in Sears Building. The lab offers printing and computer services targeting undergraduate student commuters, students with disabilities, and students from multicultural backgrounds. For computer lab hours or additional information, please visit <http://ess.case.edu/pdelc>.