

LIVE IT.<sup>®</sup>  
Drexel University

# On-Campus Part-Time Study

## Adult Education Opportunities

Drexel University offers a number of flexible degree and certificate options for adults and part-time students.

### *Part-Time Undergraduate Programs*

For students who require flexibility, Drexel offers several undergraduate degrees on a part-time basis, including evening programs. Some programs require day courses in order to complete the degree. Part-time students are limited to a maximum of 11.5 credits per academic quarter (term).

### *Saturday Scholars® Accelerated Programs*

Students can finish a college degree in as little as two years with a Saturday-only program. The Saturday Scholars® program is designed for transfer students with a minimum of 24 credits.

In most cases, students who graduated from high school more than two years ago with no college experience are unable to apply for a part-time or Saturday Scholars® program.

### *Non-Degree Option*

An applicant who wishes to enroll in a degree program and is transferring credits from a regionally accredited institution may be accepted as a matriculated student provided he or she meets the course requirements and GPA standards. Applicants not meeting these requirements may be admitted as non-degree students. For other non-degree opportunities, please see below.

## Who Should Use This Application

This application serves the following types of Drexel applicants:

- **Part-Time Undergraduate Students:** Applicants applying to part-time undergraduate study programs (refer to page 2).
- **Part-Time Accelerated Undergraduate Students (Saturday Scholars®):** Applicants for a Saturday Scholars® program (refer to page 2).
- **Non-Degree Students:** Applicants are considered part-time and are permitted to schedule a maximum of 11.5 credits per term.

Applicants who are considered non-degree students include:

1. Applicants with prior non-Drexel college experience seeking a Drexel degree. Applicants must earn 24 Drexel credits before being evaluated for acceptance to a degree program.
2. Applicants currently enrolled at another college or university wishing to complete courses at Drexel for credit, which may be transferred back to their “home” school.
3. Applicants who have already earned a bachelor’s degree and wish to enroll in an undergraduate prerequisite course for graduate study at Drexel. To ensure credits are transferable, students are responsible for checking with their intended graduate program department.
4. Applicants with no prior college experience, taking courses with the intent of ultimately receiving a degree. Applicants must earn 24 Drexel credits before being evaluated for acceptance to a degree program.
5. Applicants without any college experience who have special academic needs and ultimately may apply for undergraduate study at Drexel.

*Note: Non-degree students are required to have a high school diploma. International students must provide a copy of their I-20 from their current institution to enroll as a non-degree student.*

## Returning Drexel Students

### *Returning Students and Readmission*

Undergraduate students who have completed courses at Drexel University in the past and are returning to Drexel for undergraduate coursework do not need to complete an application for admission. For information on readmission procedures, students should contact an academic advisor in the college through which they wish to enroll.

Visit [www.drexel.edu/src/academic/advisors](http://www.drexel.edu/src/academic/advisors) for a list of academic advisors.

### **Tuition and Financial Aid**

For information on tuition and financing options, visit [www.drexel.edu/em/goodwin/financialaid](http://www.drexel.edu/em/goodwin/financialaid).

## Other Opportunities at Drexel

### *Drexel at BCC*

This unique partnership with Burlington County College enables students to earn a bachelor’s degree from Drexel University while remaining on BCC’s Mount Laurel campus. Visit [www.drexel.edu/bcc](http://www.drexel.edu/bcc) for more information on these programs or to apply.

### *Full-Time Undergraduate Programs*

For students who are able to follow a traditional schedule, Drexel offers programs during the day to full-time undergraduate students. To apply to one of these programs, complete the Undergraduate Admissions Application available online at [www.drexel.edu/apply](http://www.drexel.edu/apply).

### *Graduate Programs*

Further enhance your education and career with a graduate degree. To apply to a graduate program, complete the Graduate Admissions Application available online at [www.drexel.edu/apply](http://www.drexel.edu/apply).

### *Non-credit and credit certificate programs*

Students can choose from a variety of non-degree courses and programs including credit and non-credit courses that enhance an individual’s professional expertise and career opportunities. For more information, please call Drexel’s Goodwin College at 215-895-2159.

### *Online Programs through Drexel University Online*

Drexel University Online programs are designed for professionals who want to complete their education online without compromising quality. Online programs offer the same accredited curricula as their on-campus equivalents. For more information, visit [www.drexel.com](http://www.drexel.com).

# Application Checklist

## ❑ Application for Part-Time Study

We prefer that you submit your application online at [www.drexel.edu/apply](http://www.drexel.edu/apply). Alternatively, you may submit the paper application.

## ❑ Application Fee, \$75

Waived for students who apply online or submit the paper application during a campus visit.

## ❑ Transcripts

Official transcripts must be sent directly from all colleges attended prior to Drexel. Transfer applicants with fewer than 24 semester hours or 36 quarter hours of academic work must submit GED scores or an official high school transcript. In most circumstances, the high school transcript can be considered if the graduation date is no more than two years from the date of enrollment at Drexel.

**International applicants** are required to submit an official academic record (with notarized English translation) from every secondary or postsecondary school attended. A transcript is official only when it is sent directly from an institution to Admissions, or when it is officially signed, stamped in color, and sealed.

You may use the transcript request form on the back cover of this application. You are required to submit transcripts from all colleges attended. Transcripts should include all courses in progress.

**Non-degree students** are not required to submit transcripts.

## ❑ Standardized Test Scores (SAT, ACT, TOEFL)

You must take either the SAT or ACT and request that the results be forwarded to Admissions. Test scores are not required for transfer applicants who have completed 24 semester or 36 quarter college credits. Applicants whose native language is not English are required to take the TOEFL or IELTS. Test scores are valid up to two years from the test date.

All students should use the following codes to send score reports to Drexel: SAT 2194, TOEFL 2194, or ACT 3556.

**Non-degree and certificate students** are not required to submit test scores.

## ❑ Additional Requirements

**Dance applicants (BS and Certificate)** are required to submit a copy of their résumé or CV outlining professional experience. This program is only open to applicants with significant professional experience in the field. Applicants not meeting this criterion may be eligible for our full-time program of study.

## Application Deadline

Applications and all transcripts should be received at least six weeks prior to the start of the desired term of enrollment. Refer to the academic calendar online at [www.drexel.edu/provost/calendars](http://www.drexel.edu/provost/calendars) for term dates.

## By Postal Mail:

Drexel University  
Application Processing  
PO Box 34789  
Philadelphia, PA 19101

## For More Information

Office of Admissions  
Drexel University  
3141 Chestnut Street  
Philadelphia, PA 19104-2876  
1-800-2-DREXEL  
215-895-2400  
[enroll@drexel.edu](mailto:enroll@drexel.edu)  
[www.drexel.edu/undergrad](http://www.drexel.edu/undergrad)

## By Express Courier (DHL, FedEx, UPS, etc):

Drexel University  
Application Processing  
3141 Chestnut Street  
Philadelphia, PA 19104-2876

## Public Law 93-380: Family Educational Rights and Privacy Act

Drexel University abides by the provisions of Public Law 93-380, which grants the student the right to examine admission files that are part of the student's permanent "Educational Record." Please note that "Applicants for Admission" are not granted rights under this legislation. Once an "Applicant for Admission" becomes a "Student" by enrolling and attending Drexel, any admission file which becomes a part of the student's permanent "Educational Record" becomes available to the student for review. Applicants should understand that only the transcripts, CEEB, SAT, Achievement Test Score Reports, and those portions of the application generated by the student will become part of the student's permanent "Educational Record" upon enrollment.

No other information or material gathered or submitted in the admission process will be retained as part of the student's permanent "Educational Record." Statements or evaluations provided by any individual do not become part of the student's permanent "Educational Record" and will not be available for the student's review.

## Access Privileges and Property Rights

All documents that you submit, or are submitted on your behalf, in support of this application for undergraduate admission to Drexel University become the property of the University and will under no circumstances be released to you or any other party. In accordance with the provisions of the Family Educational Rights and Privacy Act, all admission decisions are given to the applicant only. No decisions on applications are revealed over the telephone.

## Clery Act

In compliance with the Clery Act and the College and University Security Act of 1988, Drexel's annual security reports are available online at [www.drexel.edu/publicsafety](http://www.drexel.edu/publicsafety).

## Equal Opportunity Policy

It is the policy of Drexel University to provide a working and learning environment in which employees and students may realize their full potential as productive members of the Drexel community. Drexel University affirms its commitment to equal opportunity and nondiscrimination in employment and education for all qualified individuals regardless of race, religion, color, national origin, sex, age, sexual preference, disability, or applicable veteran status. Further, Drexel University pledges to act affirmatively in providing access to employment, benefits, facilities, and other University-administered programs to women and members of racial and ethnic minorities in recognition of the many benefits that accrue to the University as a result of their diverse experiences, cultural heritage, and perspectives that enrich the University learning experience. All Drexel University employees, administrators, faculty, and staff, as well as students, are expected to cooperate fully in meeting these legal and ethical obligations.

Inquiries regarding this policy may be directed to the Office of Equality and Disability, Drexel University, 3201 Arch Street, Suite 210, Philadelphia, PA 19104.

## Accommodations for Campus Guests With Disabilities

People with disabilities who need an accommodation or service in order to fully participate in the admission process at Drexel University must contact the Office of Disability Services (ODS) to make a formal request. ODS can be contacted at 215-895-1401, 215-895-2299 (TTY), or via email at [disability@drexel.edu](mailto:disability@drexel.edu). For additional information about the admission process and disability services, visit the Office of Disability Services website at [www.drexel.edu/disability](http://www.drexel.edu/disability).

# Part-Time Programs

## Part-Time Programs

These programs offer students the opportunity to complete their bachelor's degree or certificate program during the evening.

Program	Degrees Available	Program Code
Architecture <sup>1</sup>	BArch	ARCH
Chemical Engineering	BS	CHE
Civil Engineering	BS	CIVE
Communications and Applied Technology	BS	CAT
Computer Science	BS	CS
Construction Management	BS	CMGT
Culinary Arts <sup>1</sup>	BS	CULA
Culinary Science <sup>1</sup>	BS	CLSC
Dance <sup>1</sup>	BS Cert.	DANC DANS
Elementary Education <sup>1</sup> – Pre-Kindergarten to Grade 4 – Pre-Kindergarten to Grade 4 and Special Education – Middle Level (Grades 4 to 8) Math and English – Middle Level (Grades 4 to 8) Science and English – Middle Level (Grades 4 to 8) Science and Math	BS	ELE
Engineering Technology	BS	ET
Electrical Engineering	BS	EE
General Studies	BS	GSTD
Health Services Administration	BS	HSAD
Hospitality Management <sup>1</sup>	BS	HRM
Information Systems <sup>2</sup>	BS	ISYS
Mechanical Engineering	BS	MECH
Non-Degree/Non-Matriculated	N/A	NONM
Nutrition and Foods <sup>1</sup>	BS	NFSC
Professional Studies	BS	PS
Secondary Education – Biology – Chemistry – Earth and Space Science – English – Environmental Education – General Science – Mathematics – Physics – Social Studies	BS	EDUC
Sport Management <sup>1</sup>	BS	SMT

## Saturday Scholars® Programs

These programs offer students the opportunity to complete their bachelor's degree or certificate program in as little as two years.

Program	Degrees Available	Program Code
Affordable Housing Administration	Cert.	AFFD-SAT
Behavioral Health Counseling <sup>2</sup>	BS	BHC-SAT
Commercial Property Management	Cert.	CPM-SAT
Communications and Applied Technology	BS	CAT-SAT
Computing and Security Technology	BS	CT-SAT
Computing Security	PBC	CE-CT-SAT
Creativity Studies	Cert.	CRS-SAT
Elementary Education – Pre-Kindergarten to Grade 4 – Pre-Kindergarten to Grade 4 and Special Education	BS	ELEM-SAT
Emergency Management	Cert.	EMG-SAT
General Studies	BS	GSTD-SAT
Health Services Administration <sup>2</sup>	BS	HSAD-SAT
Housing for Aging Population	Cert.	AGNG-SAT
Non-Degree/Non-Matriculated	N/A	NONM-SAT
Professional Studies	BS	PS-SAT
Property Management	BS	PRMT-SAT
Residential Property Management	Cert.	RES-SAT

1 – Day classes required.

2 – For fall or winter term entry only.

# Application for Part-Time Study

Start the admission process by filling out our application for part-time undergraduate study.

## The application for part-time admission may be mailed by:

Postal Mail: Drexel University • Application Processing • PO Box 34789 • Philadelphia, PA 19101

Express Courier (DHL, FedEx, UPS, etc.): Drexel University • Application Processing • 3141 Chestnut Street • Philadelphia, PA 19104-2876

## Contact Information

1. Applicant's Full Legal Name: \_\_\_\_\_  
Last First MI

2. Permanent/Legal Address:

Address Line 1

Address Line 2

City

State

ZIP/Postal Code

Country

3. Mailing Address:  Check if same as your Permanent/Legal Address

Address Line 1

Address Line 2

City

State

ZIP/Postal Code

Country

4. Preferred Phone Number:

( )

City/Area Code

Phone Number

5. Alternate Phone Number:

( )

City/Area Code

Phone Number

6. Student Email Address: \_\_\_\_\_

## Application Status

7. Type of Applicant:  New Student – No previous college experience  Transfer – Previous college experience

8. Term I plan to enroll:  Fall (September)  Winter (January)  Spring (late March/early April)  Summer (June)

9. Year I plan to enroll:  2012  2013  2014

## Personal Information

10. Gender:  Male  Female

11. Other names you may have: \_\_\_\_\_  
e.g., maiden names or nicknames

12. Date of Birth: \_\_\_\_\_  
(Required) Month/Day/Year

13. Social Security Number: \_\_\_\_\_  
Required for financial aid processing. (U.S. applicants only)

## Admission Information

Refer to the list of programs and codes in the **Application Materials** booklet and select your preferred choice (please indicate only one). Applications cannot be processed without this information.

14. Program Choice: \_\_\_\_\_  
Program Code Program Name

15. If you do not meet the criteria for admission, do you wish to be considered for non-matriculated study?  Yes  No

16. Have you previously applied for admission to Drexel University?  Yes  No If yes, when \_\_\_\_\_  
Month/Year

17. Which of the following led you to consider Drexel in your educational search?

- Advertising  Family, friend, or colleague  Internet search  Online advertising  Teacher, guidance counselor, or advisor  
 Email from Drexel  General college guide or website (e.g., *Fiske's*, *U.S. News*, College Board)  Mail from Drexel  Other

18. Citizenship (Check only one):

U.S. citizen/dual U.S. citizen. If dual, other country of citizenship \_\_\_\_\_

Permanent resident (Green Card Holder). Citizen of \_\_\_\_\_ with alien registration number \_\_\_\_\_

Other citizenship. Citizen of \_\_\_\_\_

Do you currently have a visa?  Yes  No If yes, please provide visa type \_\_\_\_\_

If not a U.S. citizen, and you live in the U.S., please indicate the year you came to the U.S. \_\_\_\_\_

# Application for Part-Time Study

19. Is English your native language?  Yes  No If "No," please indicate your primary language \_\_\_\_\_  
Please indicate the number of years you have studied English \_\_\_\_\_

20. What is your country of birth? \_\_\_\_\_

21. What is your ethnicity?  Hispanic or Latino  Not Hispanic or Latino

22. Drexel University seeks to draw students from all ethnic groups. Please indicate your predominant ethnic background (*optional*):

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Chinese                       | <input type="checkbox"/> African                        | <input type="checkbox"/> Central/South American | <input type="checkbox"/> White Caucasian                   |
| <input type="checkbox"/> Indian                        | <input type="checkbox"/> African American               | <input type="checkbox"/> Mexican/Chicano        | <input type="checkbox"/> Native American (Please Specify): |
| <input type="checkbox"/> Japanese                      | <input type="checkbox"/> Caribbean/West Indian          | <input type="checkbox"/> Puerto Rican           |  |
| <input type="checkbox"/> Korean                        | <input type="checkbox"/> Other Black (Please Specify):  | <input type="checkbox"/> Cuban American         | _____  |
| <input type="checkbox"/> Other Asian (Please Specify): | <input type="checkbox"/> Other Latino (Please Specify): |   | _____  |

23. Are you currently serving or have you served in the U.S. Armed Forces?  Yes  No

## Employer Information

24. If you are currently employed, please enter your employer information:

_____ Employer Name	_____ Your Position Title		
_____ Employer Address	_____ City	_____ State	_____ ZIP/Postal Code

## College/High School Information

25. List the **most recent** college/university or high school you have attended. **You must request official transcripts for all colleges you have attended as described in the Application Materials booklet.**

_____ Name of Institution	_____ Location of Institution	
_____ Dates of Attendance (Month/Year – Month/Year)	_____ Certificate, Diploma, or Degree	_____ Date Received/Expected

26. How many colleges/universities have you attended? \_\_\_\_\_

27. Have you ever attended Drexel University or MCP Hahnemann?  Yes  No

If yes, indicate years of attendance: from \_\_\_\_\_ to \_\_\_\_\_

28. Have you ever been the subject of a disciplinary action or investigation including, but not limited to: suspension, dismissal, expulsion, or denial of readmission at any high school, post-high school educational institution, college or university? Or, do you have any of these disciplinary or judicial actions pending or unresolved against you at any high school, post-high school educational institution, college or university?  Yes  No If yes, you must submit a statement on a separate piece of paper that gives the approximate date of each incident and describes the circumstances and outcome of the disciplinary action taken against you.

29. Have you ever been convicted\* of a crime (including, without limitation, any crime involving violence, alcohol, or drugs), felony, or misdemeanor or do you currently have any criminal charges pending or unresolved against you in any court?  Yes  No If yes, you must submit a statement on a separate piece of paper that gives the approximate date of each incident, the specific charge, whether each incident was a felony or misdemeanor, and describe the circumstances and outcome of each charge filed against you.

\*Note: Conviction includes judgment, found guilty by a judge or jury, pleaded guilty or nolo contendere, received probation without verdict, disposition in lieu of trial, or ARD.

## Verify Application

30. Read carefully and sign: I certify that I have read the instructions in the **Application Materials** booklet and the information on this application is complete and correct. I understand that the submission of false information is grounds for denial of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action. I authorize the University to verify the information I have provided with all of the schools that I have attended. I agree to notify the proper officials of the institution of any changes in the information provided.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# Transcript Request Form

## Applicant Instructions

Please complete this form and forward to either the counselor or registrar of your college or high school. Please be sure to send this form early enough so your transcript can be received before the deadline. **Please duplicate this form and submit to all institutions attended.**

Applicant's Name: \_\_\_\_\_  
Last First MI

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(Required) Month/Day/Year

Dates of Enrollment: \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

Degree (*transfer applicants only*): \_\_\_\_\_ Date: \_\_\_\_\_  
Month/Year

**I hereby authorize the release of this transcript/mark sheet of my academic record to Drexel University.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Registrar or High School Counselor:

The above-named person is applying for admission to Drexel University. Please enclose this form with an official transcript in a sealed envelope.

**Please send the transcript directly to:**

**By Postal Mail :**

Drexel University  
Application Processing  
PO Box 34789  
Philadelphia, PA 19101

**By Express Courier (DHL, FedEx, UPS, etc.):**

Drexel University  
Application Processing  
3141 Chestnut Street  
Philadelphia, PA 19104-2876



Admissions  
Drexel University  
3141 Chestnut Street  
Philadelphia, PA 19104-2876  
215-895-2400  
[www.drexel.edu/undergrad](http://www.drexel.edu/undergrad)