

QUICK-START GUIDE TO ONLINE RESOURCES AT DREXEL UNIVERSITY



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[Introduction]



We recognize that there is more to being a student than taking courses – engagement within and outside the classroom is important to learning. Today’s educational landscape is constantly changing with the introduction of web-based courseware, tools and experiences. These tools extend the reach of the classroom and carry with them new expectations and responsibilities with regard to the student’s command of a tool or technology.

The opportunity for electronic engagement at Drexel is great - students can join discussion boards to meet with other students in the DrexelOne portal; engage with faculty members through Bb Vista – the online platform through which students access course material – and familiarize themselves with their programs of study and degree requirements using rich information available in the University’s Catalog and on the web pages of the colleges/schools. Drexel students are also plugged into the Philadelphia community through the Center for Civic Engagement and if participating in Co-operative Education, pursue their job searches through a web-based placement service.

This dynamic, electronic environment anticipates that entering students will have spent some time exploring and learning how to use the tools available to them. For many students the placement examination may have been the first online course taken, introducing new kinds of connectivity and participation demands.

Among the multiple modes of connectivity, the DrexelOne portal is a student’s principal resource in managing his/her administrative and academic profiles. As you may know, a portal is designed to be a single window through which information is distributed and engagement is encouraged – DrexelOne serves in this capacity at the University. As you continue to read, you will learn more about the multiple services that are accessible via DrexelOne.

We encourage you as a new student to take time out to review this short booklet. Understanding how to navigate your electronic experience at Drexel will surely have an impact on your success while at Drexel University. We expect that you will have learned how to access and use the resources contained within this booklet prior to your arrival on campus in the fall.

Finally, we would like to thank the Dean of Students, the staff at Information Resources & Technology (IRT), and other key University stakeholders for their guidance and support of the creation of this document.

Kind regards and again, welcome!

A handwritten signature in black ink, which appears to read 'Antoinette Torres'.

Antoinette Torres
Assistant Vice Provost

[What is DrexelOne?]



The DrexelOne Portal provides students single sign-on access to virtually all academic and administrative functions at the University, including registration, financial aid/eBill payment, course services and more. The Portal also features access to library resources, services of the Steinbright Career Development Center (co-op) and other important offices on campus. Students are strongly encouraged to familiarize themselves with the tools available within DrexelOne prior to arriving on campus in the fall.

DrexelOne is divided into three sections or “tabs”: **Welcome**, **Drexel** and **Students**. Each section includes information that is organized by “channel” or box on each page. We have provided an overview of each section along with the important functions that are available in DrexelOne.

The **Welcome** tab is an introductory page and includes features such as important dates, personal announcements (i.e. - final grade postings), campus announcements, directory assistance, and more. Because this is an introductory page, it is a great location to add new channels based on your preferences. Students often add the Triangle (Drexel’s student-run newspaper) channel to their Welcome pages to stay current on local news and events. You can also add a preview of your Drexel email inbox by subscribing to the email channel.

The **Drexel** tab provides a gateway to University library and technology services, eFolio and personal information details. The library channel provides easy access to electronic resources including the library catalog, course reserves and the library record (more information regarding how to use these resources is available in the section entitled Using Library Resources). The technology services channel includes a link for students to register their wireless card(s) so that they can access the on-campus wireless network, DragonFly.

The **Students** section is considered the heart of the Portal providing academic and administrative information. For instance, students will find critical resources such as billing and financial aid, registration, course services, Steinbright Career Development Center (co-op) services, and more. Students can utilize quick links to review their financial aid packages, pay their eBills, review/edit course registration, view/print schedules, etc. Residential students can also access housing applications, room assignments and can even submit maintenance requests. A detailed description of these transactions are available in the following pages.



After logging in to the portal (<http://one.drexel.edu>), you will be greeted with the Welcome tab. As you’ll learn in later sections, you can customize the content of this and other pages.

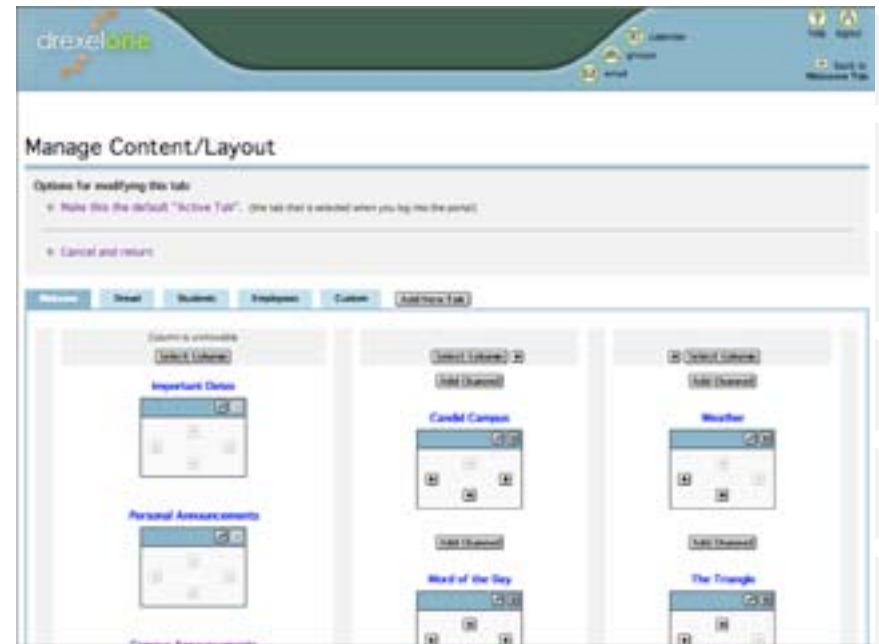
[Customize Content/Layout]



Students may customize their layouts on each specific section or “tab” of DrexelOne. Students have the ability to add/remove and rearrange channels; however, some channels feature critical information for students and may not be removed (e.g. - Course Services, which provides access to course materials).

Students may learn more regarding customization in the “DrexelOne” channel, in the “Welcome” section or “tab.” Information about customization, available channel listings, frequently asked questions, as well as the opportunity to report a problem or provide feedback is available by clicking on the “content/layout” link on the top right of the page, directly underneath the student’s name.

The DrexelOne Portal is managed by Information Resources and Technology (IRT). For more information, please visit www.drexel.edu/irt/web/drexelOne



The Manage Content/Layout screen in the DrexelOne Portal.

[Drexel Alert - Emergency Notification System]



In 2007, Drexel University became one of the first universities to implement an emergency mobile notification system to notify students, faculty and staff immediately via text messaging in the event of a campus-wide emergency.

In September 2008, the Department of Public Safety introduced a new and more dynamic emergency notification system called Drexel Alert. Students, faculty and staff will be required to provide a mobile phone number and an alternate land line phone number for Drexel University emergency notification alerts and emergency closings via text message and voice mail. The Drexel Alert system will also utilize the University's email system for emergency notifications.

When logging into DrexelOne to register for classes or to access various features, students, faculty and staff will be prompted to provide their mobile phone number and an alternate land line phone number as part of DrexelOne's quarterly personal contact verification requirement.



Students, faculty and staff will be prompted to provide their contact information upon logging in to DrexelOne.

[Review Financial Aid]



All student billing and financial aid information is accessible via the Portal. Students will find convenient links to this information listed on the “Students” section or “tab,” located in the “Billing & Financial Aid” channel. From this location, students are able to review eBills, account summaries, the overall status of financial aid (including scholarships, grants, or loan information) and more.

Overall Status of Financial Aid

This link connects students to important information regarding the status of their financial aid packages. The Overall Status provides award information (including the types of awards that have been offered) as well as any outstanding student requirements (i.e. - performing the necessary steps to secure a grant, loan or scholarship) that may prevent award(s) from posting to the student’s account.

Students are advised to review the overall status of their financial aid at the beginning of each academic year to ensure that the proper package has been applied and that any unsatisfied requirements are resolved in a timely manner. Unresolved requirements may result in the delay of financial aid application to the student’s account or result in the cancellation of offered financial aid. Students are responsible for regularly checking their financial aid information and are asked to contact the Student Resource Center – www.drexel.edu/src – for more information.

More Information

The “More BannerWeb Financial Aid” option links students to the general Financial Aid page. There are three options available on this page: overall status of financial aid, eligibility and award information.

For more information regarding financial aid, please contact the Student Resource Center at www.drexel.edu/src



It is important to review your financial aid package regularly. To get there, click on the “Students” tab, then locate the “Billing & Financial Aid” channel and click “More BannerWeb Financial Aid.”

[View and Pay eBill]



The “Review eBill” feature links students directly to the electronic billing system. This billing system provides students a detailed summary of their University charges, payments and financial aid. It also includes the option to pay the bill online by credit card (MasterCard, American Express, and Discover). An email is sent to the student’s Drexel e-mail account when new statements are available.

eRefunds

Students have the option of enrolling in the eRefund system which enables the University to deposit any student account refund into a personal account at the financial institution of choice. To enroll in eRefund students should click on the “My Profiles” link at the top of the eBill main screen and follow the on-screen instructions.

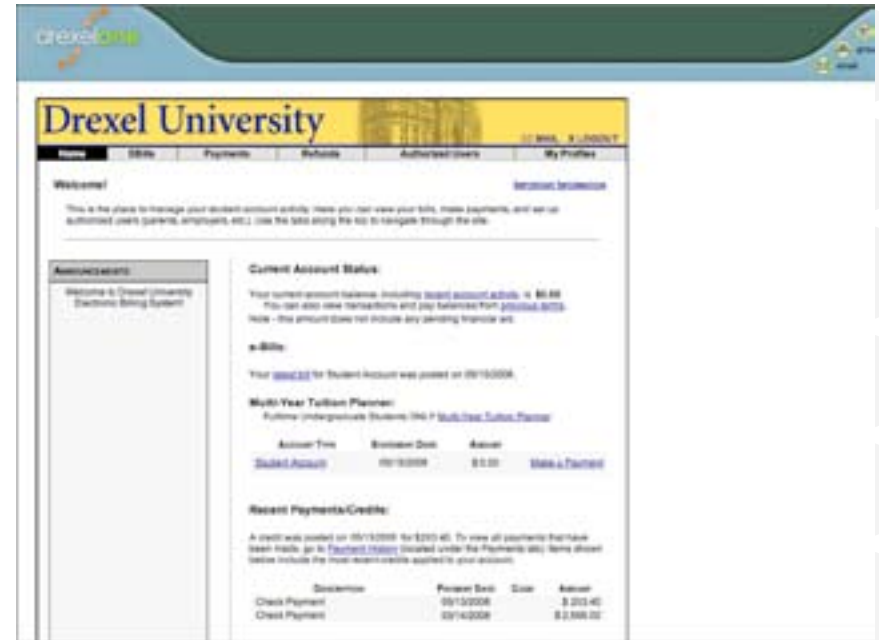
Students who are enrolled in the eRefund system may also make electronic check payments at no additional cost.

Providing eBill Access to Parents/Guardians

Students may identify “Authorized Users,” to review and pay eBills on their behalf. Students typically authorize their parents/guardians. An e-mail will be sent to registered authorized users when a new statement is available. To use this feature (while in the electronic billing system) students should click on the “Authorized Users” link at the top of their screens and follow the on-screen instructions.

Past Due Balances

Students are asked to be diligent in reviewing their accounts via eBill as a financial hold may be placed on those accounts that are not resolved within one month of a bill’s due date. Students are advised to avoid hold placement as holds prevent students from adding or dropping courses and completing virtually all transactions with the University.



The eBill is the centerpiece of Drexel’s Paperless Billing System. To access the eBill, click to the “Student Tab” and select “Review eBill” from the “Billing & Financial Aid” channel.

[Review Major Requirements/Plan of Study]



All students are expected to develop a schedule of classes on a quarterly basis. All students (with the exception of first-time Drexel students who are registered by their academic advisors) may register for classes via the DrexelOne portal. Time tickets indicate the specific days that students may register for classes and are assigned based on class year (i.e. - sophomore, pre-junior) or in some instances, on the need to avoid scheduling conflicts (student athletes, etc.). Time tickets are produced by the Office of the University Registrar.

Students should reference their Academic Plan of Study to help inform decisions about course selection. This resource provides a term-by-term recommendation for student registration based on major. The Academic Plan of Study resource is made available to students to facilitate their progress towards the degree.

To access the Recommended Plan of Study, navigate to the “Students” tab. In the “Registration” channel find and click the link “Course Catalog.” A new window will appear with the University’s Catalog loaded. Select “Undergraduate Catalog” and find the specific major by clicking “List of all majors” or the respective college/school (i.e. - the College of Arts and Sciences). Once a major is loaded, click on the “Recommended Plan of Study” link found on the right navigation.

For More Information

University Course Catalog

www.drexel.edu/provost/catalog



To access a Plan of Study for a specific major, click on “Undergraduate Catalog” followed by “List of All Majors.” Choose your major and select “Recommended Plan of Study.”

[Course Registration]



The “Registration” channel includes several links to important registration information and transactions. By clicking the “Check Your Registration Information” link, students may review the dates (time ticket) for which they are eligible to register for the upcoming term. Students are encouraged to view their Recommended Plan of Study to develop a class schedule.

The “Look-up Classes to Add” link is an important resource for students who are determining which courses to register for the upcoming term. Students may search by a number of criteria to find a desired course(s).

The “Add/Drop Classes” link directs students to the actual add/drop transaction page. If a student is eligible to register, he or she may input the Course Record Number (CRN) for the corresponding course(s) for which he or she seeks to enroll. Once confirmed, the student will view on-screen that the course(s) has been “*Web*added.”

For More Information

Quick-Start Guide to Course Registration

www.drexel.edu/blueline/courseregistration



The “Registration” channel is located on the top left of the “Students” tab. It features the most frequently used services.

[View and Print Schedule]



Students may view and print their schedules via the “Student Schedule by Day & Time” link on the “Students” tab in the “Registration” channel. A detailed view of the schedule can be accessed by selecting “Student Detail Schedule.” Students are encouraged to review the locations of their classrooms up to and including the day before the start of the term as classroom assignments are subject to change. Students may print their schedules from their personal printers or in the Korman Center (for a fee).

To enable the printed schedule to fit on a single 8.5” x 11” piece of paper, navigate to the browser’s “View” menu and decrease the font size.



Students will also find convenient schedule templates available for download on Blue Line if they wish to create their own more personalized schedule printout.

[Access Course Material]

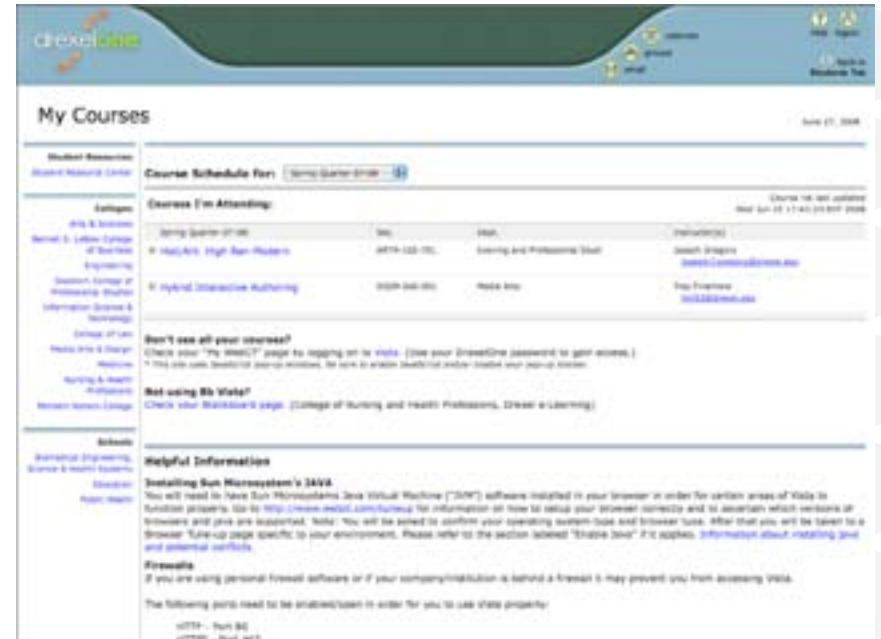


The Portal provides access to Bb Vista, an online learning tool where course material, notes/examinations, discussion boards and an array of other services are offered.

Students can access Bb Vista through the “Course Services” channel, which is located on the “Students” tab. By clicking on the “My Courses” link, students are directed to a page that lists all of the courses for which they are registered. Students simply click the title of the course to access information for that specific course. After selecting a course, the student is directed to the course page within Bb Vista.

Note: online instructional support is a common component in courses at the University. Students are strongly encouraged to familiarize themselves with the tools available within Bb Vista prior to arriving on campus in the fall as faculty will anticipate student familiarity with this learning environment.

For more information regarding Bb Vista, including tutorials and support, please visit the Information Resources and Technology (IRT) website at www.drexel.edu/irt/coursestools/toolList/bbvista



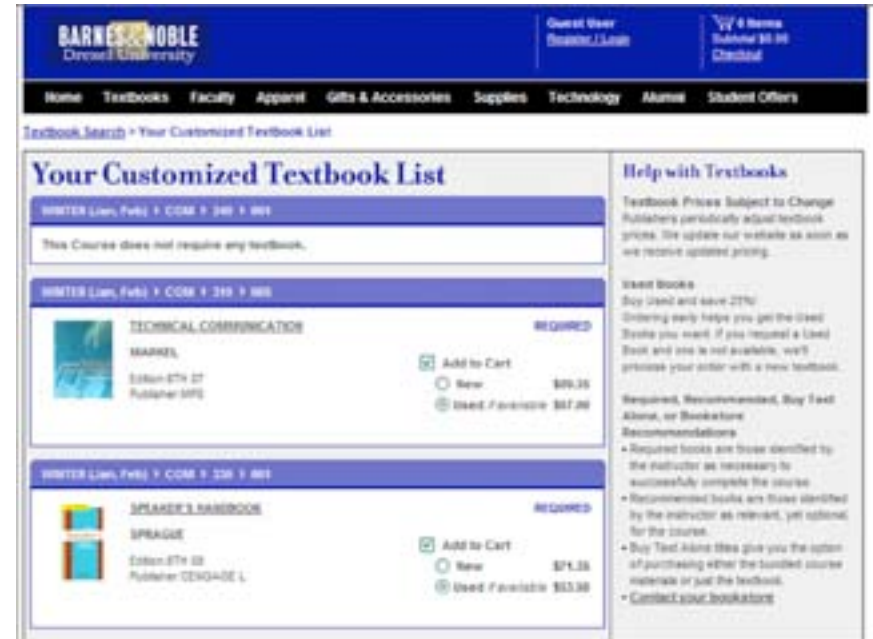
To access Bb Vista, navigate to the “Students” tab and click on “My Courses” in the “Course Services” channel.

[Order Textbooks Online Based on Course Schedule]



Upon successfully registering for the coming term's courses, students will be able to purchase the textbooks for those classes via DrexelOne's new system. A customized shopping list is automatically populated with the textbooks required for courses in which the student is registered. Students will then have the option of selecting a new or used copy of each book, depending on availability. Note that not all classes require a textbook.

After adding the books to their cart and selecting checkout, payment can be made by credit or debit card or Barnes & Noble gift card. The student will then have the choice of picking up their books at the Drexel Bookstore or having them delivered to their residence.



Students now have the ability to purchase textbooks directly through DrexelOne, using a shopping list automatically populated based on courses in which the student is registered.

[SCDCOnline/Finding a Co-op Position]



A majority of Drexel students are enrolled in a cooperative education program. The Steinbright Career Development Center provides students assistance with finding and securing co-op employment in addition to other career services such as career counseling and pre-professional advising.

Part of the co-op job search process is performed online via the SCDCOnline system. Students can access SCDCOnline via the “Co-op/Steinbright Career Development Center” channel, which is located on the “Students” tab. The “Search for Jobs” link connects students to the online search tool to identify and apply for job postings. Students are required to meet all eligibility requirements for co-op before they are able to search for jobs which include participation in a pre-registration meeting with their co-op coordinators. Job postings are only available during set times, and are related to a student’s co-op cycle.

Students can access reviews written by former co-op employees in the Employment Summary & Planner Archives at any time online. These anonymous reviews describe the companies with which students completed their co-ops along with ratings based on the student’s experience. To access the reviews, click on “More BannerWeb SCDC Services”, then “ES&P Form Selection.” The reviews are located on the bottom of the page under the heading “Search ES&P Archives.”

Note: students enrolled in a cooperative education program will learn more about how to use SCDCOnline in COOP 101, a required course designed to teach critical skills and approaches for achieving success in finding and mastering co-op. More information is available in advance of COOP 101 at www.drexel.edu/scdc/coop/COOP101



To access an array of co-op and career services provided by the Steinbright Career Development Center, navigate to the “Students” tab and click on “More BannerWeb SCDC Services” in the “Coop / Steinbright Career Development Center” channel.

[Dragon Jobs Board for Off-Campus Employment]



Drexel's Dragon Jobs Posting Board enables students to search online for off-campus employment opportunities. Dragon Jobs features regularly updated full-time and part-time temporary and permanent positions as well as freelance, volunteer and research work. Students may also research companies participating in career fairs, information sessions, and other on-campus recruiting activities through Drexel Dragon Jobs. *Co-op positions are not available through the Direct Apply system, rather they are searchable through the SCDCOnline system.*

To access the Dragon Jobs system, visit:
www.drexel.edu/scdc/dragonjobs

For More Information

Steinbright Career Development Center
www.drexel.edu/scdc



DragonJobs enables students to search for off-campus employment opportunities.

[Office of the Provost]



The Provost is the chief academic officer of the University and has responsibility for all of the University's academic functions.

The Office oversees all academic programs of study. In addition, the University Libraries, the Steinbright Career Development Center, the Office of Research, the Student Resource Center and Academic Advising are also supervised by the Office of the Provost. The Deans of colleges and Directors of schools as well as the Director of the University Library report to the Provost.

Students seeking clarification on academic questions and concerns should reference the resources offered on the Provost's website, including the academic calendar, academic policies, as well as links to the multiple departments that report to the Provost.

The Provost's website may be accessed at www.drexel.edu/provost



The Provost's website contains important features including the academic calendar and academic policies.

[Academic Advising]



An academic advisor is a student's principal point of contact for academic issues that impact his or her ability to graduate. An academic advisor assists students with course planning, registration, academic counseling and a number of other capacities. An advisor is also able to direct students to University resources when administrative changes or needs are sought.

The Academic Advising Website features important academic resources for students. A comprehensive list of academic advisors for each college/school as well as transactional forms (i.e. - Add/Drop/Withdraw) and links to academic support are a few of the tools available. A link to academic policies via the Provost's website is also available.

The Academic Advising website may be accessed at www.drexel.edu/provost/advising



Students will find a complete directory of academic advisors from across the University along with a number of important transactional forms on the website. Links to academic support are also easily accessible.

[Using Library Resources]



The University's Library Resources provide students with the academic and scholarly resources and research skills necessary to become independent researchers and learners in a connected world. Academic libraries today provide students with more than a collection of books. Drexel University's main library, W.W. Hagerty Library, and the Health Sciences Libraries have a large volume of physical material, but are also at the forefront in the provision of e-books, e-journals, databases, and other e-resources. Librarians work in partnership with faculty and students to assist them in deploying, accessing and interpreting information.

The library's website – www.library.drexel.edu – is a student's access point for printed materials, online databases, electronic journals, and worldwide information resources. The libraries provide access to over 50,000 e-books and 17,000 e-journals. Over 350 online databases provide bibliographic information, abstracts, and often the full text of articles from many disciplines. Students can connect through the University network, from library computers, and remotely from off-campus locations. Additionally, the Bookmark Café, a newly-renovated study lounge with café-style seating and a coffee bar is open 24 hours a day.

Students may access the Library by using the link above or through DrexelOne. The "Library" channel can be found on the "Drexel" tab. This channel includes quick links to the library catalog, course reserves and the library record.

The Library produces an electronic New Student Guide for first-time freshmen students. The goal of the Guide is to familiarize new students with all of the resources (including electronic) available to them.

To access the New Student's Library Guide, navigate to www.library.drexel.edu/about/studentguide.html

You can also contact the library via email, instant messaging (IM), or telephone for help with questions. For contact information details, please visit www.library.drexel.edu/about/askaquestion.html

For More Information
Hagerty Library
www.library.drexel.edu



The Hagerty Library provides free DVD rentals on over 1,400 titles including newly released and other popular films. Students can search through available movies on the library's website.

[Center for Civic Engagement]



The Center for Civic Engagement provides high quality community-based learning programs and services to students, faculty members, and the local and global communities. These programs and services promote student learning in the areas of personal and social responsibility, civic knowledge and engagement, intercultural awareness and competence, and more.

The Center for Civic Engagement is responsible for coordinating and supporting University-wide elements of UNIV 101, including a required civic engagement project (community service).

Students may search electronically for civic engagement opportunities via the ServiceLink available on the Center for Civic Engagement website. To access the ServiceLink, navigate to www.drexel.edu/cce and then click on the "ServiceLink" option on the left navigation menu.

For More Information

Center for Civic Engagement

www.drexel.edu/cce



The front door of the Center for Civic Engagement website.

[Setting Up Your Computer on Campus]



The Office of Information Resources & Technology (IRT) manages the central communications and information plant of the University. Thus, IRT is viewed as the main resource for technological instruction, management and support at Drexel.

IRT has created an online resource for students seeking additional information about purchasing a computer and setting it up on campus. To learn more, please visit www.drexel.edu/irt/services/computers/qa.html

Additionally, students may visit the Korman Computer Center HelpDesk for assistance with setting up their DragonFly wireless connection and for other basic troubleshooting needs regarding email, DrexelOne, accounts and University-licensed software.

For More Information

Office of Information Resources & Technology
www.drexel.edu/irt/computers



[Blue Line - Virtually All Electronic Resources in One Location]



Blue Line is a new University website created to give students a one-stop shop for important information regarding every aspect of their Drexel University experience. The site is updated several times a week with new information and tips for making the most of a student's time in college. It's a great resource for students that can be used on a daily basis to navigate the Drexel web and learn more about the exciting cultural and recreational opportunities available in Philadelphia.

The site was developed by students and continued student participation is highly encouraged. Email blueline@drexel.edu with ways the site could be improved – with the frequent updates, quality suggestions can be implemented so that all students can access useful information quickly.

To access Blue Line, visit www.drexel.edu/blueline



Blue Line was accessed over 12,000 unique times during its first academic year and continues to be regularly visited by Drexel students both in the Philadelphia area and those studying or co-opting abroad all over the globe.

[For More Information]



Students seeking more information are encouraged to contact the department for which the electronic resource is offered (i.e. - if the question is about the Direct Apply Job Board, students are asked to contact the Steinbright Career Development Center).

For questions that are of a technical nature, including the DrexelOne Portal, students are asked to view the “Support” web page which is hosted by the Office of Information Resources and Technology at www.drexel.edu/irt/support

The Support web page features links to HelpCentral, a comprehensive system that provides information for virtually all of Drexel’s electronic offerings. Additional links include support for e-mail, system status (network operations), networking, web/media support, security and virus updates.

Bookmark These Resources

We recommend bookmarking the following resources because students use them frequently and they are critical to successful engagement at the University:

Drexel One
one.drexel.edu

Student Resource Center
www.drexel.edu/src

Student Life
www.drexel.edu/studentlife

Steinbright Career Development Center
www.drexel.edu/scdc

Office of the Provost
www.drexel.edu/provost

Office of Academic Advising, Retention and Diversity
www.drexel.edu/provost/advising

Hagerty Library
www.library.drexel.edu

Center for Civic Engagement
www.drexel.edu/cce

Office of Information Resources and Technology
www.drexel.edu/irt



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Office of Academic Advising, Retention and Diversity

