

## **Self-Registration Instructions**

**Step 1:** Go to [www.drexel.edu/src](http://www.drexel.edu/src) to locate the CRN number.  
Click on “Current Students”  
Click on “Schedule of Classes” from the drop down menu  
Choose the term of registration  
Scroll down to the School of Education and Select either your program  
Scroll down to the course listing and take note of the CRN # (this # is used to register for that course via DrexelOne Portal).  
(If you are registering for an **online** course make sure that the section # begins with a 900 and the Instr Type notes Online-DeL-Blackboard)

**Step 2:** Go to [www.drexel.edu](http://www.drexel.edu) homepage and click on DrexelOne Portal (located on bottom left-hand side of the homepage)  
Log in using your Drexel ID (initials and numbers) and Password  
Click on Student Resources  
Click on the Student Menu  
Click on Registration  
Click on Add Classes  
Click on Select Term  
Type in CRN number and press submit.  
To add another course go to the next line and type in a new CRN #, etc.

**If you experience any registration problems or restrictions....**  
**(Major/Level Restrictions, Pre-requisite error, Closed Sections, etc.)**

**Step 1:** Go to SRC website [www.drexel.edu/src/](http://www.drexel.edu/src/)  
Click on current students  
Scroll down and Click on forms  
Select the Add/Drop Form.  
Fill out the top section completely.  
Fill out the Add Portion of the Add/Drop Form  
Indicate the CRN #, Subject/Course ID, Section, and credits.  
*(If you are an online student, the Section must start at 900)*  
Sign and date

**Step 2A:** Fax form to Graduate Advising office at 215-895-5879.  
OR

**Step 2B:** Email the Graduate Advisor using your Drexel account with an official request to register you for the course.

*Once your Graduate Advisor registers you, you will receive a confirmation email.*