

YOUR GUIDE TO ENROLLING AT DREXEL UNIVERSITY



The Enrollment Process

Please follow the instructions listed below to successfully complete the enrollment process.

Confirm Your Attendance

New students must submit the following to the Office of Admissions before registration:

- Tuition deposit
- Enrollment form
- Dean's Fellowship or Dean's Award Agreement (if applicable)
- Final transcripts or any required documentation (if applicable)

Note: Official final transcripts must be submitted prior to the first day of classes. Students who are unable to meet this deadline must contact Graduate Admissions at 1-800-2-DREXEL to provide information on when transcripts will be released.

Note: International students must contact the International Students and Scholars Services office (www.drexel.edu/iss) as well as their academic advisors.

Activate Your Computer Accounts

Visit <http://accounts.drexel.edu> and follow the instructions provided to activate your accounts.

Accessing DrexelOne

DrexelOne is the University's portal for online resources, both internal and external. With DrexelOne you can check email or your calendar, update your personal information, use BannerWeb, register for classes, visit course websites, and view transcripts and eBills. Log into DrexelOne with your computer account user ID (ex., abc34) and your password at <http://one.drexel.edu>.

Viewing the Academic Calendar

The Office of the Provost maintains a website with the most current academic calendar. View it at www.drexel.edu/provost/calendars.

Advising

Once you have confirmed your attendance with Admissions, contact your academic advisor to discuss first-term courses. Advisor listings can be found at www.drexel.edu/src/advisors.

Registering for Classes

After discussion with your advisor you can register for your courses via DrexelOne. For registration information, refer to www.drexel.edu/src/registration.

When to Register

Registration for new students typically begins in the sixth week of the term before they enter. Registration for continuing students begins four weeks into the previous term. For example, registration for the winter term begins four weeks into the fall term.

DragonCard

The DragonCard is your University identification card. Students should obtain a DragonCard prior to the start of classes. To receive your DragonCard, take a current class schedule and valid photo ID to the DragonCard Office.

www.drexel.edu/dragoncard

Main Campus
Creese Student Center, Room 124
215-895-6095

Center City Campus
New College Building, Room 1603
215-762-6680

Funding Your Graduate Education

Financial aid is available to graduate students primarily through student loans, assistantships, tuition remission, and incentive programs. For example, you may qualify for a teaching, graduate, or research assistantship. Internships, traineeships, and special fellowships are also available in some programs.

Please keep in mind that, to be eligible for need-based Drexel financial aid, you must be enrolled as a full-time student. However, you can be considered for some aid as a part-time student.

Drexel-Specific Funding Resources

In this section, you'll find information about general fellowships and grants open to qualified graduate students. For additional information on these programs, please call Admissions at 1-800-2-DREXEL or visit us online at www.drexel.edu/financialaid/scholarships.

The Drexel Dean's Fellowship and Dean's Award: A Merit-Based Award

The Drexel Dean's Fellowship and Dean's Award are non-need-based awards for academic achievement. The Office of Graduate Admissions awards Dean's Fellowships; applicants who receive a Dean's Fellowship will be notified by mail. They come with no assigned duties, thus enabling you to concentrate on your studies.

The Dean's Fellowship and Dean's Award are renewable provided you maintain continuous full-time status (nine credits/quarter). You can find additional information at www.drexel.edu/financialaid.

The Drexel Grad Grant: A Special Opportunity Just for Alumni

If you are a Drexel alumnus or alumna, and you are considering graduate study at Drexel, we will support your choice with the Drexel Grad Grant. The program provides you with a \$100 grant on each graduate credit hour you earn during your first year of studies at Drexel.

Drexel-Kaplan Graduate Degree Advantage Program

Any student who enrolls in a Drexel graduate school program after taking a Kaplan preparation course for the GRE or GMAT will receive tuition credit equal to the amount paid to Kaplan for the preparation course. Those who have participated in Kaplan's private tutoring session in preparation for the GRE or GMAT are eligible to receive a tuition credit of up to \$1,200. Students will need to present the original Kaplan course receipt to the Admissions Office prior to enrollment.

Graduate Co-op: Earn While You Learn

Graduate Co-op is modeled on Drexel's renowned experiential learning program, Drexel Co-op. With Graduate Co-op, you can gain up to six months of full-time professional experience while earning academic credit. If you are studying part-time and working during the day, you can earn and learn on your current job. To read more, visit www.drexel.edu/scdc.

Employer-Deferred Payment Plan: Learn Now, Pay Later

Worried about the cost of a master's degree? Remember, employers often pay part of the cost of graduate school. And with Drexel's Employer-Deferred Payment Plan, you can wait to pay until after you've completed the course while demonstrating to your employer the skills and abilities you have learned. Questions should be directed to Student Financial Services at 215-895-1445 or www.drexel.edu/bursar.

Teaching, Research, and Graduate Assistantships

Drexel awards highly qualified students with financial assistance in the form of teaching, research, or graduate assistantships. Students are required to perform specific work assignments within the University in return for the assistance. Both U.S. and non-U.S. citizens are eligible and must be enrolled as full-time graduate students. Most Drexel graduate programs require the GRE for these positions. You must complete your application by January 1 to be considered. Not all programs offer assistantships. While most departments offer these assistantships to PhD students, a few offer them to master's students as well. Contact the Office of Graduate Admissions at 215-895-6700 for more information.

College-Specific Financial Aid

You may qualify for additional funding through your college or school. For more information visit www.drexel.edu/financialaid/scholarships to find out about the full range of available opportunities.

Terms of Drexel-Specific Funding Resources

Terms for graduate incentive programs are as follows:

- Incentives will not be applied to undergraduate or prerequisite courses.
- No combination of incentive programs (excluding assistantships) in any given term may exceed half the cost of tuition for that term.
- Incentive program eligibility may not be carried forward to future terms due to periods of inactivity or ineligibility after the first term of enrollment.
- Dean's Fellowship and Dean's Award eligibility require that you maintain full-time status on a continuous basis and that you consistently meet requirements.
- Dean's Fellowship and Dean's Award recipients are not eligible for the Grad Grant.
- Assistantships supersede all other types of incentive programs and may not be combined with any other type of incentive program.
- Drexel University Online discounts and scholarship eligibility vary by college. Online students should visit www.drexel.com or call 1-877-215-0009 to confirm eligibility.
- The Alumni-Trustee Endorsement Grant is no longer available.

Loan Programs

For all federal need-based aid programs please complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov (list Drexel school code – 003256).

Graduate students are also required to file an institutional financial aid application, which can be found at www.drexel.edu/financialaid/apply.

Stafford Student Loan (Subsidized)

- May borrow up to \$8,500 per year; requires needs analysis to determine expected family contribution.
- No interest accrues until repayment or during authorized periods of deferment.

Stafford Student Loan (Unsubsidized)

- For students who fail to meet income and financial need standards.
- May borrow up to \$12,000 (can supplement subsidized loans); may borrow up to \$8,500 additional if not qualified for subsidized loan.
- Interest begins to accrue from the time the loan is disbursed.

- Repayment of principal starts six months after termination of studies unless a deferment requested; loan must be repaid within 10 years.

Additional Loan Options

For detailed descriptions of other loans available to Drexel students, please visit the Financial Aid website at www.drexel.edu/financialaid/loans.

Additional Funding Sources

GI Bill for Veterans

- For veterans who served on continuous active duty for at least 181 days beginning January 31, 1955 or later.
- For dependents of veterans who died or are permanently disabled as a result of service in the armed forces.
- Contact your local Department of Veteran Affairs for details.

VA students must certify their GI Bill benefits by completing the certification form found at www.drexel.edu/src/veterans.

Yellow Ribbon Program

Through this program, a partnership between the federal government and Drexel, the University matches the government's contribution to the cost of an education, allowing eligible veterans to attend Drexel with no out-of-pocket expenses. To determine eligibility, visit www.gibill.va.gov. For more information about Drexel's participation in the program, go to www.drexel.edu/src/yellowribbon.

Federal College Work-Study Program

The Federal College Work-Study program at Drexel is designed to promote the part-time employment of students who have demonstrated financial need. Employment under the Federal College Work-Study program is awarded as part of the financial aid package. The amount earned will not be applied to tuition but will be paid to students through a paycheck. Students who are selected for the Federal College Work-Study program will be provided with a copy of the program guidelines. The availability of funds from this program is limited.

Outside Scholarships and Grants

You may be eligible for a specialized scholarship or grant from an outside agency. Some sources to explore include employers, unions, professional organizations, and community and special-interest groups. You can also use FastWeb, a free scholarship search engine providing access to more than 600,000 scholarships as well as information on financial aid, money management, and career planning. Visit the site at www.fastweb.com. You can find more outside funding opportunities at www.collegeboard.org and www.finaid.org.

General Campus Information

As a new student you may come into contact with some or all of the following offices and organizations. A brief description of each, along with contact information, is included for easy reference.

Athletic Facilities

The Daskalakis Athletic Center boasts basketball, squash, badminton, and volleyball courts; a collegiate-sized, six-lane swimming pool and three-board diving well; and state-of-the-art weight rooms, including the Independence Blue Cross Wellness Center. Lockers are available. Use of the Athletic Center is free to all students.

33rd and Market Streets
www.drexeldragons.com
215-895-1999

Billing

Student Financial Services handles general billing questions, inquiries concerning tuition refunds and credits, tuition remission, and authorized direct company billing.

www.drexel.edu/bursar
<http://ask.drexel.edu>
215-895-1445

Main Campus
Main Building, 1st Floor

Center City Campus
New College Building, 1st Floor, Room 1142

Books

The University Bookstore, operated by Barnes & Noble, sells required textbooks, Drexel gifts and apparel, snacks, and magazines. Students may also buy and reserve books online through the bookstore website. Textbooks are generally available one week before classes start.
<http://drexel.bncollege.com>

Main Campus
MacAlister Hall, 1st Floor
215-895-2860

Center City Campus
Bellet Building, 1st Floor
215-762-7629

Counseling

The Student Counseling Center offers a variety of therapeutic and academic counseling services free of charge to Drexel students. The center's staff members provide confidential assistance in a supportive atmosphere. Both individual and group counseling are offered for help with a range of personal issues. Short- and long-term treatments are available, depending on the needs and goals of the student.

www.drexel.edu/ch

Main Campus
Creese Student Center, Room 201
counseling@drexel.edu
215-895-1415 (confidential message line)

Center City Campus
Bellet Building, 3rd Floor
scc.cchc@drexel.edu
215-762-7625 (confidential message line)

Disability Services

The University makes every effort to accommodate students with disabilities. Available services include: accessible classroom/location/furniture, accessible housing in certain residence halls, assistive computer technology, large-print computer screens, document conversion (Braille, large-print, taped, and alternative print formats), test accommodations (extended time, use of basic four calculator, etc.), copies of overhead materials or enlarged handouts, and handicapped parking spaces.

3201 Arch Street, Suite 210
www.drexel.edu/disability
215-895-1401
TTY 215-895-2299

English Language Center

The English Language Center offers intensive English programs throughout the year, including the Special Language Enhancement Program (SLEP), for students who have good academic qualifications but whose TOEFL scores are below the minimum required by their departments.

229 North 33rd Street
www.drexel.edu/elc
elc@drexel.edu
215-895-2022

Graduate Studies Office

The Graduate Studies Office coordinates a fall term orientation for new graduate students, monitors academic progress, and oversees transfers to other graduate programs. The office also approves course additions, withdrawals, and grade modifications, and handles the readmission process for students who have not enrolled in coursework for more than one year.

Randell Hall, Room 240
www.drexel.edu/graduatestudies
215-895-2498

Health Insurance and Immunization

Drexel offers a low-cost group health insurance plan for students through Aetna. In addition, the University requires all entering full-time undergraduate and graduate students and all international students to provide evidence of immunization by completing the Immunization form.

www.drexel.edu/ch/ii_main.html

Main Campus
Creese Student Center, Room 201
215-895-2507

Center City Campus
New College Building, Suite 1106
215-762-4478

Housing

Graduate housing is available in Van Rensselaer Hall on Main Campus and in Stiles Hall on our Center City Campus (for students in the College of Nursing and Health Professions and the School of Public Health). Drexel's Office of Campus Activities provides information on off-campus living.

On Campus
www.drexel.edu/housing

Van Rensselaer Hall
3320 Powelton Avenue
215-553-7401

Stiles Hall
325 N. 15th Street
215-553-7400

Off Campus
Creese Student Center, Room 215 (Main Campus)
New College Building, Suite 1106 (Center City Campus)
www.drexel.edu/oca/och
215-895-1328

Information Resource Technology

Information Resource Technology (IRT) maintains a help desk to assist students with software questions and provide handouts and training seminars for various software packages in use at Drexel.

www.drexel.edu/irt

Main Campus
Korman Computing Center
215-895-2698

Center City Campus
New College Building, 1st Floor
215-762-7264

International Students and Scholars Services (ISSS)

International Students and Scholars Services advises students on immigration regulations, cross-cultural adjustment issues, and academic concerns. The office also organizes the International Student Orientation and other special programs. Advisors are available to assist continuing international students.

Creese Student Center, Room 210
www.drexel.edu/iss
intlprog@drexel.edu
1-215-895-2502
1-215-895-6617 (fax)

Library

The W.W. Hagerty Library provides services including laptops for checkout, printer access, a scanning center, thesis archives, and a rare book collection. It also offers courses in information literacy. Graduate students are permitted to borrow books and other circulating materials from the University of Pennsylvania's libraries as well.

www.library.drexel.edu

Main Campus
W.W. Hagerty Library (33rd and Market Streets)
215-895-2755

Center City Campus
Health Sciences Library (New College Building)
215-762-7631

Parking

On-campus parking for graduate students is available on a limited basis. Drexel maintains several metered lots, a garage at 34th and Ludlow Streets, and permit lots. Term permits are required for both the permit lots and the garage. Permits for lots are granted on a first-come, first-served basis. Permits for the garage are granted by lottery. There is metered parking on Market Street, Chestnut Street, and some surrounding side streets. In Center City, parking is available in public lots and garages. Metered street parking is also available.

34th and Market Streets
www.drexel.edu/parking
parking@drexel.edu
215-895-2813

Public Safety

The Department of Public Safety operates campus shuttle and walking security escort services.

Drexel also operates a police department composed of full-time sworn municipal police officers with law enforcement authority at Drexel University's three campuses (University City Main Campus, Center City Hahnemann Campus, and Queen Lane Medical Campus).

3201 Arch Street, Suite 350
www.drexel.edu/publicsafety
dps@drexel.edu
215-895-1550

Transportation

Drexel is easily accessible from all major highways in the Philadelphia region. Amtrak's 30th Street Station is only a few blocks from Main Campus and services both national and regional rail lines. SEPTA schedules are available at the Creese Student Center information desk.

www.septa.com
215-580-7800

Weather-Related Emergencies

In the event of a weather-related emergency, University closing, or delayed opening, information will be posted on Drexel's website. Students, faculty, and staff may also call for delay/closing information.

Main Campus
215-895-MELT (6358)

Queen Lane and Center City Campuses
215-762-UNIV (8648)

KYW 1060AM (www.kyw1060.com) announces closings and delayed openings by code. The codes for Drexel University's campuses are:

- Main Campus (Day): 103
- Main Campus (Evening): 2103
- Center City Campus (Day): 185
- Center City Campus (Evening): 2185
- Queen Lane Campus: 213

Students in clinical settings or the Graduate Co-op program should always contact their supervisors/instructors to determine if they should report.

For More Information

Graduate Admissions

Drexel University
Graduate Admissions
Main Building
3141 Chestnut Street
Philadelphia, PA 19104-2876
1-800-2-DREXEL or 215-895-6700
215-895-5939 (fax)

Office Hours
Monday-Friday: 8:00 a.m. to 5:00 p.m. EST

Free Application for Federal Student Aid (FAFSA)
1-800-4-FED-AID (1-800-433-3243)
www.fafsa.gov

U.S. Department of Education
1-800-4-FED-AID (1-800-433-3243)
www.studentaid.ed.gov

Financial Aid

Drexel University
Student Resource Center/Financial Aid
3141 Chestnut Street
Philadelphia, PA 19104
<http://ask.drexel.edu>
www.drexel.edu/financialaid

EdFinancial Services
1-877-DREXEL-5

Student Financial Services
215-895-1445
<http://ask.drexel.edu>
www.drexel.edu/bursar



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www.drexel.edu/grad

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Philadelphia, PA 19104
1.800.2.DREXEL

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