

Survival 101: *Drexel University* *SRC/Financial Aid*

HOW TO SURVIVE:
Registration • Financial Aid
Co-op • Campus Life

Survival 101:

Your Guide to Drexel

You've made it to Drexel and you're living on your own, perhaps for the first time. Life is full of surprises — you need to be prepared. This survival guide will help you get through even the toughest of times while you're a student at Drexel. It contains tips and instructions on what to do, what not to do, and where to find essential information. Make sure not to lose this guide; it will come in handy down the road. Enjoy your journey.



Contents

	<i>Anticipate Your Destination</i>2
	<i>Cut the Red Tape</i>4
	<i>Get More Bang for Your Buck</i>5
	<i>The Real World</i>7
	<i>Food and Shelter</i>9
	<i>Know Your Surroundings</i>10
	<i>Survive Illness and Injury</i>11
	<i>Make the Most of Your Education</i>12

Anticipate Your Destination

The ultimate goal in attending college is to earn a degree. In this section are tips to get you to the right classes, fulfill requirements, and graduate.

Identify Your Guide – Academic Advisors

Schedule an appointment with your advisor, who can answer questions about registration, plan of study, change of major, drop/add/withdraw, and academic problems. If you don't know who your advisor is, visit www.drexel.edu/src/advisors.

Choose Your Map – Plan of Study

For each major, the online University Catalog lists a recommended plan of study that provides a guideline of what courses to take each term. If you don't meet with your advisor each term, make sure you refer to the catalog at www.drexel.edu/catalog to stay on track and graduate on time.

Implement Your Plan – Registration

Registration usually begins in week five, six, or seven for the following term. You are assigned a time ticket based on the number of credits you have completed. Don't wait until the morning of registration to discover that you have a problem. Use the following as a to-do-before-registration guide:

- Check if you have any holds on your account through the University's DrexelOne portal at <http://one.drexel.edu>
- Check your time ticket through DrexelOne; log in and select **Check Your Registration Information** under the **students** tab
- Review course offerings and prerequisites

How to Register

- Log in to DrexelOne and select the **students** tab
- Click on **Add/Drop Classes**
- Select the term for which you want to register
- Add classes by entering the course CRN (course reference number)

You can also select **Look up Classes to Add** from the registration menu. Here, select the term and search for classes to add.



Determine Your Limits – Add/Drop/Withdraw

You can add or drop a course during the first two weeks of the term and withdraw from a course in weeks three through six. The Add/Drop form can be submitted online via DrexelOne. The Withdraw form must have the signature of your academic advisor in order to be processed. You can pick up the form in the SRC/FA Office, Main Building, Room 222, or download it at www.drexel.edu/src/forms.

Seek Assistance – Academic Support Services

If you need help with classes, take advantage of the following resources before you wind up on academic probation.

- Writing Center: www.drexel.edu/coas/engphil/writctr.asp
- English Language Center: www.drexel.edu/elc
- Mathematics Resource Center: www.drexel.edu/coas/math/mrc
- Drexel Learning Center: www.drexel.edu/dlc

Avoid the Quicksand – Read Academic Policies

Full-time undergraduate students are expected to make satisfactory academic progress. Students are evaluated at the end of each term; those who do not maintain good academic standing will be placed on academic probation. At any time, Drexel reserves the right to exclude students whose conduct or academic standing is undesirable. View a complete list of policies at www.drexel.edu/provost/policies.

Survive the Rapids – Graduation

It's finally here. You've passed all the classes required for your degree and survived co-op. But there are still some steps you need to take in order to get that special piece of paper. Review graduation information at www.drexel.edu/src/graduation.



READ THIS IF YOU READ NOTHING ELSE

Holds

Holds on your record prevent you from registering for classes, participating in co-op, and receiving your transcript, grades, or diploma. There are different types of holds:

- Registration holds
- Financial holds
- University holds
- Health insurance holds

For information on how to remove a hold, contact the SRC Office at 215-895-2537 or <http://ask.drexel.edu>.

Cut the Red Tape

Avoid waiting in long lines and being passed from office to office. Have the following items in order to help with any complications you might encounter.



Grab Your Passport – Your DragonCard

Your DragonCard grants you access to the library, dining hall, shuttle, your dorm room, and other facilities on campus. You need to update your card every winter term with a new validation sticker. You can get a sticker by showing your current class schedule at the DragonCard Offices, Hagerty Library, Public Safety Department, Daskalakis Athletic Center, and Creese Information Desk.

Keep in Contact – Update Your Personal Information

Don't forget to keep your address and phone number up-to-date on DrexelOne to ensure you receive all communications from Drexel in a timely manner. The accuracy of your information is your responsibility.

Verify Your Whereabouts – Proof of Enrollment

The Student Resource Center now offers services to allow you to access and print the enrollment verification form from any computer. You will need this form to stay on your parent's health and car insurance policies. Visit www.drexel.edu/src/certifications for more information. Contact the SRC with any questions.

Stay on Board – Maintain Visa Status (International Students)

Immigration regulations can change with very little notice. Check in frequently with International Students and Scholars Services to make sure you're current with your visa requirements. For more information visit www.drexel.edu/iss.

Track Your Performance – Requesting Transcripts

Your transcript contains your entire academic history as well as degree conferral information. It's easy and convenient to request your transcript via DrexelOne at <http://one.drexel.edu>.



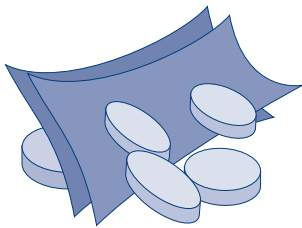
READ THIS IF YOU READ NOTHING ELSE

Maintain Your Status

If you are a full-time student receiving financial aid, make sure you carry the minimum number of credits required to be eligible. You could lose a large portion of your aid even if you're only one credit below the minimum.

Get More Bang for Your Buck

If you're like most college students, you don't have much money to go around. Here are some tips on getting the most financial support possible.



Ease Your Burden – File Your FAFSA

Apply for financial aid. There is only one form that you must complete — the Free Application for Federal Student Financial Aid (FAFSA). The FAFSA can be accessed online at www.fafsa.ed.gov and can be submitted beginning January 1. Returning students should submit the renewal FAFSA by May 1.

To make sure the SRC/FA receives your financial information from the federal government, list Drexel University on the FAFSA. Drexel's Title IV Code is 003256. Review Drexel's step-by-step guide on how to apply for financial aid at www.drexel.edu/financialaid/steps.

Confirm Your Status – Review Your SAR

Carefully review the Student Aid Report (SAR) you receive from the U.S. Department of Education. The SAR may include important information about the status of your application, such as a missing signature, which must be completed.

Report a Change – Appealing Your Financial Aid Package

If there has been a change in your financial circumstances since you filed your FAFSA, contact the SRC/FA Office in writing and provide documentation to support your claim of a change in circumstance. Your situation will be reviewed.

Make Your Mark – Sign Your Promissory Notes

A promissory note is a document signed by a borrower promising to repay a loan. You will not be granted any loans unless you sign this document.

Reinforce the Facts – Complete Entrance/Exit Counseling

Federal regulations require you to complete entrance and exit loan counseling. The interviews will explain your rights and responsibilities of borrowing and remind you of the importance of repaying the funds that have been borrowed. For more information, visit www.drexel.edu/financialaid/interviews.

Check Your Tab – Your Student eBill

Drexel's billing system is completely paperless. All students receive emails when new billing invoices are available online. It is your responsibility to check for your latest eBill and pay it on or before the due date. You can easily register parents, employers, or other payers as authorized users to grant them access to your eBill, which is accessible 24 hours a day, 7 days a week. You can access your eBill through DrexelOne at <http://one.drexel.edu>.

Foot the Bill – Payment Options

Avoid late fees by paying your bill on time. You can pay by mail, in person, online, or through wire transfer. Visit www.drexel.edu/bursar for additional details.

Control Your Payments – Payment Plan

Payment plans allow you to budget all or a portion of your educational expenses in monthly payments. A payment plan is not a loan — you will not be charged interest, only a small annual application fee. Participation does not affect your financial aid eligibility, and you can adjust your budget at any time for changes in curriculum or financial aid. To learn more about this payment plan or to enroll, visit www.drexel.edu/bursar.

Collect the Surplus – eRefunds

Student Financial Services (Student Accounts) will refund amounts received in excess of the current term charges electronically through direct deposit. Excess payments made by third parties or outside organizations will be refunded in accordance with their policies. Visit www.drexel.edu/bursar to learn more about eRefunds.

Get a Job – Work-Study

Employment under the Federal Work-Study program is awarded as part of the financial aid package to students who have demonstrated financial need. The amount earned is paid to the student through a paycheck. If you have been awarded work-study funds, visit www.drexel.edu/financialaid/workstudy for more information.



READ THIS IF YOU READ NOTHING ELSE

Why You Should Apply for Financial Aid

Drexel strongly encourages you to file a FAFSA regardless of what you think your financial needs may be — we can help you consider alternatives you might not have known existed. Remember to reapply every year; the FAFSA is required for you to keep your existing loans, work-study, and University need-based grants and scholarships.

The Real World

You've completed all your classes, but do you have what it takes to work full-time as a professional? Follow these steps to stay afloat.



Prepare For the Journey – Co-op 101

The goal of this course is to prepare you for your co-operative education experiences and to develop career planning/job search skills and techniques that will remain relevant throughout your life. Register for this class before your first co-op cycle. You must pass this course to participate in co-op.

Practice Makes Perfect – Career Development Workshops

Workshops are offered throughout the year through the Steinbright Career Development Center (SCDC) to help you improve your résumé, develop cover letters, and refine your interview skills. Visit www.drexel.edu/scdc/careerservices to access a list of upcoming workshops.

Assess the Terrain – Conduct Your Job Search

You will begin your co-op search approximately six months prior to the start of your co-op. Once you decide what kind of job you want, there are three ways to search SCDC in DrexelOne. You can search by job title, by company or industry, or by region. It's a good idea to use all three search methods when looking for a job.

Plunge Right In – Apply for Co-op Positions

You may apply for up to 20 jobs in the first round. By applying to these jobs, you agree to attend an interview if the employer chooses to meet you.

Look Your Best – Interview for Co-op Jobs

Dress appropriately for your interviews. It is always better to overdress than underdress. Your co-op coordinator can assist you with confirming your interview clothing. Write a thank-you letter after each interview and ask for the interviewer's business card. This will provide you with the correct spelling of the interviewer's name and his or her address.

Choose Your Path – Rank the Jobs

After you have interviewed, rank your jobs. This step is one of the most important in the co-op process. Do not rank a job if you do not want it; keep it open for another student. If you and the employer match rankings, then you can accept the position. If you don't match, then you continue on to round B, repeating the steps on page seven.

Evaluate Your Experience – Complete Your Co-op Evaluation

Within the first academic term of your return from your Drexel Co-op experience, you and your coordinator will meet. You will review your Employer Summary and Planner to ensure that you receive your co-op credit.

Take Matters into Your Own Hands – Career Services

Even if you are not a co-op student, there are many resources available to you. Career Services, located in Hagerty Library, offers help with résumé and cover letter writing and information about your field of interest.

Build Bridges – Career Fairs

Held in April and October every year, Drexel's career fairs attract more than 250 employers. This is a great way to network as you hand out your résumé and get to know different employers.

Exit Successfully – Full-Time Placement for Seniors

Through the on-campus recruiting process, graduating students may receive job interviews from employers who interview on Drexel's campus. On-campus recruiting takes place in November and March of each year. You can review job opportunities, submit your résumé, and schedule interviews online at www.drexel.edu/scdc.

Food and Shelter

Although necessary, food and shelter can come with complications. Follow the advice below to make sure you never go without.



Pitch Your Tent – Housing Lottery System

You are assigned a random lottery number when you submit the housing application in March. Room assignments are assigned in order by lottery number. Priority is given to students who have had prior housing. To learn more about housing options and deadlines visit www.drexel.edu/housing/bydesign.

Pack Your Mess Kit – Meal Plan

If you wish to sign up for a meal plan after your freshman year, you need to complete a meal plan contract. These are available in the DragonCard Office, which is located in Room 124 of the Creese Student Center, or online at www.drexel.edu/dragoncard. Meal plan cancellations may only be granted to resident freshmen upon withdrawal from the University or the residence halls. Upperclass and commuter students have the first two weeks of each term to change or cancel their meal plan selection. You must have your Drexel Student ID, the DragonCard, in order to access the dining center as well as the other Drexel Dining Services locations.

Evacuate the Camp – Term-Break Housing

When you leave for break, you don't have to remove all of your belongings; however, take what you need for the entire break because you won't be let back in. Students on co-op, Division I student athletes in competition, or residents of University Crossings may sign up for housing access during term breaks.

Explore New Territory – Off-Campus Housing

Living off campus can be a great experience, and we're here to help. Visit Drexel's Off-Campus Housing department at www.drexel.edu/oca/och to search a list of classified ads and to get answers to any questions you might have.



READ THIS IF YOU READ NOTHING ELSE

Roommate Issues

If you have a problem with your roommate, room change day will take place the third week of classes. If you wish to move after room change day, you should contact your RA. If two roommates are unable to resolve their differences and both refuse to move, Residential Living and University Housing have the right to relocate both parties. Room changes are only permitted with the written permission of the Assistant Director/Resident Director (AD/RD).

Know Your Surroundings

Before you start exploring campus and Philadelphia, make sure you evaluate your environment and have a plan for transportation.

Stay Safe – Public Safety

Drexel University's Public Safety Department is committed to providing a safe and problem-free environment for all students. To receive text messages from Drexel, students are encouraged to register their cell phones with the DrexelOne mobile security alert system at <http://one.drexel.edu>. Select the **Drexel** tab, and under **Personal Information** choose the **Update DrexelAlert Contact Information** link. Visit www.drexel.edu/publicsafety to learn more about how to prevent crime and what to do if you experience or witness criminal activity.



Take a Wild Ride – The Drexel Shuttle

The Drexel Shuttle provides transportation to and from all of its campuses. Keep in mind that Drexel students are allowed to ride the PennBus east and west routes with a valid Drexel ID. Shuttle schedules can be found at www.drexel.edu/facilities.

Utilize Your Resources – SEPTA

Drexel is within walking distance of Amtrak's 30th Street Station; has a number of bus stops on campus; and has subway and trolley stations at 30th, 33rd, and 34th and Market Streets. Drexel sponsors the ComPass program for currently enrolled full-time students. With ComPass, Drexel students receive a 10 percent discount on all monthly transit passes. Visit www.drexel.edu/creesestudentcenter/infodesk/septacompass.html for more information. Schedules for all SEPTA routes can be found at www.septa.org. Tokens are also sold at the Creese Information Desk. For more information call 215-895-2515.



READ THIS IF YOU READ NOTHING ELSE

Emergency Call Boxes

Emergency call boxes are strategically placed throughout the campus. When activated, the boxes automatically contact the Drexel Public Safety Dispatch Center, notifying the dispatcher of the caller's exact location. It's a good idea to learn the location of the emergency call boxes; you can also dial 215-895-2222 from your cell phone if a situation arises.

Survive Illness and Injury

Accidents happen, but we can lessen the blow. Your health is a priority; we provide students with resources to stay fit and healthy all year long.



Get Covered – Health Insurance and Immunizations

All full-time students are required to have health insurance coverage. You must either provide proof of coverage or purchase insurance from Drexel. You will be automatically enrolled in the Drexel Student Accident and Sickness Insurance Plan if Drexel does not receive proof of coverage. These charges will be reflected in your annual bill. Detailed information is available at www.drexel.edu/ch.

Survive the Storm – Health and Counseling Services

Whether you're sick or stressed out, services are available to help you. The Drexel Student Health Center, located at 3201 Arch Street, provides services such as general medical care, allergy shots, women's health care, sports physicals, and nutrition counseling. The Counseling Center, in Room 201 of the Creese Student Center, offers individual and couples counseling, crisis intervention, assessment and referral, support groups, educational workshops, and free confidential services by professional counselors. For more information visit www.drexel.edu/ch.

Keep Fit – Athletic Facilities

There are plenty of ways to stay healthy at Drexel. The Daskalakis Athletic Center (DAC) houses the University's athletic facilities, including basketball, squash, badminton, and volleyball courts; weight rooms; a swimming and diving facility; dance studios; and the Independence Blue Cross Wellness Center. Drexel also offers a multipurpose turf field, a beach volleyball court, and over 15 acres of athletic fields.



READ THIS IF YOU READ NOTHING ELSE

Peer Counseling

The Peer Counseling Helpline is a confidential, anonymous, and free peer-support line established by and for Drexel students. It is open to all undergraduate and graduate students who wish to share a problem, need information, or just want to talk to an unbiased listener.

If you need advice, peer support, or a referral, call the helpline at 215-895-1523. Student volunteers are available to talk Monday – Thursday, 8:00 p.m. – midnight.

Make the Most of Your Education

The college experience is about more than classes. You also learn from being involved in Drexel organizations and community events. Check out the websites below to find a group or activity that piques your interest.



Join the Hike – Student Life

The Office of Campus Activities provides leadership programs and services to meet your needs. The office supports student leaders and more than 180 student organizations, and offers tutoring opportunities at area schools, Alternative Spring Break, community service, and a special service project each term. Visit www.drexel.edu/oca to find out more.

Challenge Yourself – Pennoni Honors College

The Honors College provides a number of enrichment opportunities to undergraduate students, including the Great Works Symposium; undergraduate research opportunities; Study Abroad; *The Smart Set*, Drexel's online magazine; Center for Civic Engagement; fellowship opportunities; and the University Writing Program. Visit www.drexel.edu/honors for more information on all of these programs.

Become Your Own Boss – The Baiada Center

The Baiada Center helps develop young business leaders by connecting research, coursework, and entrepreneurial thinking with practical guidance. Every year students have the opportunity to participate in the Business Plan Competition, where they can turn their ideas into reality. Learn more about the Baiada Center at www.lebow.drexel.edu/centers/baiada.



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Activities Unlimited

Activities Unlimited, which is usually held on the first Wednesday of the fall and spring terms, allows student organizations to share who they are with the greater campus population by distributing information, talking with prospective members, and displaying pictures and organization artifacts. If you think you might be interested in joining a student group, this is the place to find it.

In Case of Emergency

Drexel Dining Services

Creese Student Center
3210 Chestnut Street
215-895-2865
www.drexel.edu/dining

International Students and Scholars Services

Creese Student Center
Room 210
3210 Chestnut Street
215-895-2502
intlprog@drexel.edu
www.drexel.edu/iss

Student Financial Services (Student Accounts)

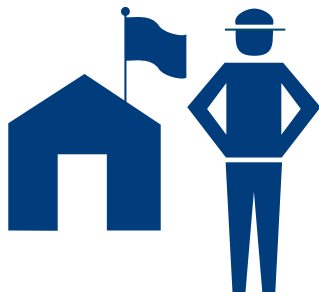
<http://ask.drexel.edu>
www.drexel.edu/bursar

University City Campus
Main Building
First Floor
3141 Chestnut Street
215-895-1445

Center City Hahnemann Campus
New College Building
Room 1142
245 North 15th Street

Public Safety

3201 Arch Street
Room 350
215-895-1550
www.drexel.edu/publicsafety



Residential Living and University Housing

Towers Hall, First Floor
34th and Arch Streets
215-895-6155
askrlo@drexel.edu
www.drexel.edu/housing

Steinbright Career Development Center

3201 Arch Street
Room 250
215-895-2185
scdc@drexel.edu
www.drexel.edu/scdc

Student Resource Center/Financial Aid

<http://ask.drexel.edu>
www.drexel.edu/src

University City Campus
Main Building
Room 222
3141 Chestnut Street
215-895-2537

Center City Hahnemann Campus
New College Building
Room 1142
245 North 15th Street



Student Resource Center/Financial Aid
3141 Chestnut Street
Philadelphia, PA 19104
215-895-2537
www.drexel.edu/src