



Your Guide to Enrolling at Drexel University

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 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, 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. If you have problems registering, call the Student Resource Center (SRC) at 215-895-2300 Monday through Friday, 8:00 a.m. to 5:00 p.m. EST.

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

Center City Campus
New College Building, Room 1608

Drexel Resource Fair

At the start of each quarter, representatives from the Office of Student Accounts/Bursar, the Student Resource Center/Financial Aid, and the University Registrar are available on Main Campus in the Great Court of the Main Building, and in the New College Building on the Center City Campus. This allows new and returning students to get answers to many of their questions in one convenient location. See www.drexel.edu/src/resourcefair for dates and times.

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

The Office of Student Accounts/Bursar 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.

Main Campus
MacAlister Hall, 1st Floor
http://drexel.bkstore.com
215-895-2860

Center City Campus
Bellet Building
http://drexelcchc.bkstore.com
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

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

Financial Aid

Call 1-877-DREXEL-5 to speak with a representative from EdFinancial Services. This company provides a call center with trained staff employed by EdFinancial Services. They are required to give all students independent, expert advice about paying for a college education.

Note: Merit-based aid in the form of teaching, research, and graduate assistantships is awarded by the graduate departments based on need and availability of funds. Questions should be directed to the graduate advisor.

www.drexel.edu/financialaid

International Students
www.drexel.edu/financialaid/international

Main Campus
Main Building, Room 222

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

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 from Guaranteed Trust Life. 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 Health History 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

Center City Campus housing is available in Stiles Hall 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

325 N. 15th Street, Room 110

www.drexel.edu/housing/halls/stiles

stileshall@drexel.edu

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)

215-895-1500

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.

3201 Arch Street, Suite 350

www.drexel.edu/publicsafety

dps@drexel.edu

215-895-1550

Student Services

The Student Resource Center (SRC) handles course registration for students after their first term. SRC also handles changes to/withdrawals from courses, academic transcripts, and mailing address updates. They also oversee schedule/grade viewing, issuing of transcripts, all course listings, and all graduation and commencement activities. Most SRC information is available online.

www.drexel.edu/src

215-895-2300

Main Campus

Main Building, Room 222

Center City Campus

New College Building, 1st Floor, Room 1142

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 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

Drexel University

Graduate Admissions

Main Building, Room 215c

3141 Chestnut Street

Philadelphia, PA 19104-2876

1-800-2-DREXEL or 215-895-6700

215-895-1285 (fax)

Office Hours

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