



RESOURCE GUIDE

FOR ADJUNCT FACULTY

OFFICE OF FACULTY DEVELOPMENT & EQUITY



OFFICE *of the*
PROVOST

A Note from Dr. Janet Fleetwood

Vice Provost for Strategic Initiatives

Director, Office of Faculty Development & Equity

The Office of Faculty Development & Equity provides resources for Drexel faculty members to create careers that reflect their talents, interests, and values. In particular, this office strives to foster a supportive academic climate that promotes outstanding teaching, innovative research and scholarship, inspired creative endeavors, and superlative patient care. Whether you work at Drexel full-time, part-time, or occasionally, we hope to support your goals and nurture your ambitions in whatever way they include Drexel.

Drexel's founding principle - the principle of "learning both to know and to do" - demands that our students be prepared to assume key roles in our diverse global environment. Our faculty members play an essential role in preparing our students to take their place in society. Students must be prepared with nothing less than the best education from innovative and talented teachers and mentors, whose varied experiences, perspectives, and backgrounds reflect our global community. Integral to these objectives are the valuable knowledge, expertise, and enthusiasm that our adjunct faculty members contribute to the Drexel community. Through you, Drexel students gain from the rich diversity, varied experiences, and range of perspectives that make Drexel what it is today, as we collectively strive towards attaining the goals outlined in Drexel's 2012-2017 Strategic Plan: Transforming the Modern Urban University (<http://www.drexel.edu/strategicplan>).

On behalf of the Office of Faculty Development & Equity it is my pleasure to welcome you to Drexel University. I encourage you to contact the Office of Faculty Development & Equity with your thoughts and suggestions, and to make use of the many resources our office provides.

Janet Fleetwood, Ph.D.

Tel: 215-895-2141

Email: fde@drexel.edu

TABLE OF CONTENTS

GETTING STARTED

Introduce Yourself to the Staff at Your Department	4
New Employee Paperwork	4
Payroll Basics	4
Drexel Email Account.....	5
DrexelOne Portal	5
Drexel ID	5
Dragonfly Wireless Internet	6
Office Space.....	6
Academic Calendars, Campus Maps.....	6
The Office of Faculty Development & Equity.....	7

TEACHING RESOURCES

Special Classroom Requests.....	8
Audio/Visual and Graphic Services.....	8
University Libraries/Copyright Law.....	8
Online Learning.....	9
Book Orders.....	9
Office Hours.....	9
Syllabi.....	9
Accessibility (Disabilities) Statement.....	10
Academic Integrity/Honesty/Plagiarism.....	10
Attendance Policy.....	12
Students Adding Courses.....	12
Students Dropping/Withdrawing from Courses.....	13
Grading.....	14
Incompletes.....	15
Final Exams.....	15
Graduating Undergraduate Seniors.....	16
Course Evaluations.....	16
The Drexel Center for Academic Excellence.....	16

UNIVERSITY/DEPARTMENT RESOURCES

Work Requests.....	17
Photocopying/Scanning.....	17
Dining Options at Drexel University.....	17
Recreation.....	18
Parking.....	18
Drexel Shuttle Service.....	19
Public Safety.....	19
School Closing Information.....	19
Additional Useful Weblinks.....	20
Important Notes.....	20
University City Campus Map.....	21
Center City Campus Map.....	23
Queen Lane Campus Map.....	24

Please note that although many of the services mentioned are available to all faculty, this Resource Guide is primarily targeted at adjunct faculty teaching undergraduate courses.

GETTING STARTED

Introduce Yourself to the Staff at Your Department

One of your top priorities should be to meet the departmental office staff that work with Adjunct/Part-Time faculty in your department. These key members of your department can help you complete required hiring forms and can also assist with any other questions you may have throughout your time at Drexel.

New Employee Paperwork

All new employee paperwork must be completed and submitted either directly to Human Resources or your department before the beginning of the term – please check with your department regarding this procedure. You may download the forms by going to <http://www.drexel.edu/hr/atDrexel/new/newforms>. Submission of your new hire paperwork prior to the start of the term will ensure your access to Drexel email and systems such as BlackBoard Learn, and will eliminate any delays in your paycheck. For information on HR office locations please visit <http://www.drexel.edu/hr/about/contact/>.

I-9 Employment Eligibility Verification: Either prior to, or on the first day of employment at the University, new employees must present to Human Resources acceptable documentation of their identity as well as proof of U.S. citizenship or alien status authorized to work in the United States. Employment will be contingent upon meeting this requirement. The I-9 form can be completed at any HR office location. A list of acceptable documents can be found at <http://www.drexel.edu/~media/Files/hr/forms/acceptable.ashx>. If you will be teaching remotely, you may use the following instructions to have your I-9 done by a Notary: <http://www.drexel.edu/hr/resources/forms/i9notary>. Please be sure that the original, notarized I-9 form (copies cannot be accepted by law) is sent back to your department along with photocopies of your acceptable forms of identification.

Payroll Basics

Unless you sign up for Direct Deposit, paychecks will be mailed to your employee home address. Every effort is made to mail your pay to you in sufficient time for you to receive it by pay day; however, we strongly encourage you to sign up for direct deposit to avoid any mail-related delay in the receipt of your pay. Additional details pertaining to payroll procedures, including the direct deposit form, can be found at: <http://www.drexel.edu/depts/compt/payroll>.

Drexel Email Account

Once officially hired, all Drexel University employees must obtain a Drexel email account. To obtain a Drexel email account, log onto <https://accounts.drexel.edu>. If you have problems obtaining an email account, please call Drexel's Information Resources and Technology helpdesk at 215-895-2020. Our practice, as faculty at Drexel, is to communicate with students and others in the Drexel community via the official Drexel University email address system. Please note that all email correspondence from Drexel administrative offices will also be sent only to your Drexel email address. For the College of Medicine, please contact the COM-IT helpdesk at 215-762-1999 (x9) to pick up your account.

DrexelOne Portal

Once you have picked up your e-mail account, you will be able to access the DrexelOne Portal, where you can get class lists and later in the term submit your grades. DrexelOne also provides you with access to employee data such as copies of pay stubs and tax forms. It is a good idea to log onto DrexelOne at <https://one.drexel.edu> at your earliest convenience to familiarize yourself with its many resources. You will want to pay special attention to the "Faculty" and "Employee" tabs when logging in. If you are able to access DrexelOne but do not see information on the courses assigned to you while using the options in the "Faculty" tab, please contact your department. Further information on how to submit grades and obtain class lists is contained in the grading section of this handbook.

Drexel ID

Once you have been put into the Banner academic computing system, you will need a Drexel I.D. (DragonCard) for various reasons (e.g., to use the library, computer facilities, the recreation center, and other University facilities). There is a DragonCard Office on each Philadelphia campus. For office locations and operating hours, visit www.drexel.edu/dragonCard; hours will vary. Call 215-895-6095 to reach any office location. If you are a Sacramento faculty member, please speak with the Director of Operations at One Capitol Mall, Suite 260 (916-325-4615) to have your photo taken.

Dragonfly Wireless Internet

Drexel has wireless internet access on its campuses and in its buildings. For information on connecting to Drexel's Dragonfly3 wireless internet service please visit <http://www.drexel.edu/dragonfly>. If you teach in the College of Medicine, DRACO wireless internet is also available (please contact the COM-IT helpdesk at 215-762-1999 (x9) for the access code).

Office Space

Adjuncts have various needs for space depending on the individual programs. Please check with your department for information on office space needs and availability.

Library Spaces for Adjunct Faculty

Group Study Rooms

The Libraries maintains a total of 37 group study rooms on the University City, Center City and Queen Lane campuses. Any Drexel faculty, student or staff member may use a group study room on a drop-in basis or may reserve one online for small group or one-on-one interactions. These interactions often include meetings between faculty and students. Group study rooms can be reserved online at <http://www.library.drexel.edu/spaces>.

Research Connections Room [W. W. Hagerty Library, Room 210]

Research Connections is a designated conference room within W. W. Hagerty Library providing a quiet space for Drexel faculty to retreat for individual work in proximity to others or for scheduled collaborative sessions. It offers a dozen movable and comfortable seats, a white board, a projector and screen, power outlets and a speakerphone. Access to the room is through the Administrative Office suite, Mondays-Fridays 8 a.m.-5 p.m. Drop-in use is welcome, scheduled sessions may be requested by contacting the Libraries Administrative Office at 215-895-2750.

Academic Calendars, Campus Maps

You may access the following online:

- Academic Calendars - <http://www.drexel.edu/provost/calendars>
- Campus Maps - <http://drexel.edu/about/directions/>

Copies of the University City, Queen Lane and Center City campus maps can also be found on pages 21-24 of this guide.

The Office of Faculty Development & Equity

The Office of Faculty Development & Equity (FDE) strives to create an academic climate that fosters excellence in teaching, research, and professional activity, and that supports diverse faculty members at every stage of their careers. The Office provides a variety of resources for Adjunct Faculty, including this resource guide, all of which are posted on the FDE website.

- FDE Website: <http://www.drexel.edu/provost/fde>
- FDE Website – Resources for Adjunct Faculty:
<http://drexel.edu/fde/resources/adjunct-faculty/>
- FDE Contact Information: Tel: 215-895-2141, E-mail: fde@drexel.edu

In addition, the Office of Faculty Affairs at the College of Medicine provides administrative support and develops programs to help its faculty achieve their professional goals, and the College of Medicine Office of Educational Affairs facilitates and coordinates the development, implementation, and assessment of the four-year medical school curriculum.

- Faculty Affairs Website: (<https://www.drexelmed.edu/Home/FacultyAffairs.aspx>)
- Educational Affairs Website:
(<https://www.drexelmed.edu/Home/AbouttheCollege/DepartmentsCentersandInstitutes/>)

TEACHING RESOURCES

Special Classroom Requests

If you have a special classroom request (ex. classroom with computers), please contact the relevant staff member in your department as early as possible so that they can try to accommodate you.

Audio-Visual and Graphics Services

Computer projectors and overhead projectors (for transparencies) have been installed in most classrooms. To see a description of the A/V equipment in your classroom, visit <http://www.drexel.edu/ims>. For further information regarding University City campus services, call Instructional Media Services (IMS) at 215-895-2925. For Center City campus call 215-762-8687. For Graphics services such as poster printing and design work, call the IMS Graphics lab at 215-895-2926. If you teach in the College of Medicine, please check with the Office of Educational Affairs (215-991-8561) regarding audio-visual and graphics services.

University Libraries/Copyright Law

The Libraries is a partner in faculty teaching and research – working closely with faculty on their own research or collaborating to help students build information literacy skills. Well versed in working with distance and online students and faculty, library staff can provide in-person or online instruction and guidance. In addition to the large collection of electronic and print materials available through the collection, the Libraries additionally provides access to information that is not owned or licensed via our Interlibrary loan and document delivery services. See <http://library.drexel.edu/services/borrowfromotherlibraries>).

The Libraries can directly integrate course materials into Blackboard Learn courses. This course reserves service also provides expertise regarding Fair Use interpretations of copyright law. As a part of the academic community, adjunct faculty are responsible for the decisions they make when photocopying and scanning materials for course use. For more information on Fair Use, or to inquire into how the Libraries can assist you with your course reserves, email our staff at reserves@drexel.edu.

For general information on information access and services, visit the Libraries' website at drexel.edu/library or connect directly to the faculty services page at <http://library.drexel.edu/services/faculty>.

Online Learning

Drexel University offers a variety of resources to support online learning. For information on available resources contact the Online Learning Team (OLT) at 215-895-1224 or send an email to olt@drexel.edu. You can also stop by the office, room 109 in the Korman Center (15 S. 33rd Street) from 8:00am to 6:00pm Monday through Friday. You should also visit <http://www.drexel.edu/irt/help/a-z/learn/> for more information about the Learning Management System where you can post course materials and communicate with students. If you teach in the College of Medicine, please check with the Office of Educational Affairs: <https://www.drexelmed.edu/Home/AbouttheCollege/DepartmentsCentersandInstitutes/>.

Book Orders

Please check with your department to find out the due dates for book orders, including e-books. You will need to provide the title, author, publisher, edition and ISBN of the book. Although a deadline may be set, it is highly recommended that you submit your book orders as soon as possible. Please check with your department to find out the preferred method of book order submissions.

Office Hours

Please give information concerning your office hours to your department before the beginning of the term. You should include your office hours and office location on your syllabus. Virtual office hours are a convenient and practical way to meet with students using Blackboard Collaborate (<http://learn.drexel.edu>). For assistance, please contact the Online Learning Team (OLT) at 215-895-1224 or send an email to olt@drexel.edu

Syllabi

A syllabus is one of the most important tools you will need to manage your course. Check with your department for guidelines and format for your syllabus. You may also find information on syllabus guidelines on the DCAE website at: <http://www.drexel.edu/dcae/teaching/syllabus-guidelines/>.

Please check with your department for policies on submitting copies of your syllabus and exams for the department files. (Please make sure your name, course number/section, term/year, department and college/school appear on all documents.) Your department may request an electronic copy of your syllabus before the beginning of the term, and certain departments may choose to post your syllabus on their website. Please note that there are several sections of the syllabus where you need to use policy language verbatim, e.g. disability statement, plagiarism statement. Please take the time to construct a high quality syllabus which should help manage your course.

Accessibility (Disabilities) Statement

Instructors need to place the following statement regarding accommodations for disabilities verbatim on the syllabus:

Students requesting accommodations due to a disability at Drexel University need to present a current Accommodation Verification Letter (AVL) to faculty before accommodations can be made. AVL's are issued by the Office of Disability Resources (ODR). For additional information, visit the ODR website at <http://www.drexel.edu/oed/disabilityResources>, or contact the Office for more information: 215-895-1401 (V), or disability@drexel.edu.

The statement should be the same format as other information provided on the syllabus, i.e. font size.

Academic Integrity/Honesty/Plagiarism

Faculty should include the University's plagiarism and cheating statement on their syllabus. Failure to include this could rebound on the instructor. Faculty can find complete information about all University student conduct policies and related procedures, including Academic Integrity and Disruption (Classroom), within the Student Conduct and Community Standards section of the Drexel University Student Handbook: <http://www.drexel.edu/sccs>. Questions about

Academic Integrity violations and reporting should be directed to the Office of Student Conduct and Community Standards at 215-895-6074 or SCCS@drexel.edu. For College of Medicine information on Academic Misconduct, please refer to the Drexel University College of Medicine Student Handbook: <http://webcampus.drexelmed.edu/handbook/>.

Plagiarism Statement (Source: Student Code of Conduct):

Drexel University Policy on Plagiarism

Plagiarism is the inclusion of someone's previously documented words, ideas, or data in one's own new and original work. When a student submits work for credit that includes the words, ideas, or data of others, including one's own previously submitted work, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. A student must obtain permission from the current instructor, prior to submission, to use his or her previously submitted work in a new and original work.

Plagiarism covers unpublished as well as published sources. Examples of plagiarism include, but are not limited to:

- Quoting another person's actual words, complete sentences or paragraphs, or an entire piece of written work without acknowledgment of the source
- Using another person's ideas, opinions, or theory, even if it is completely paraphrased in one's own words without acknowledgment of the source.
- Borrowing facts, statistics, or other illustrative materials that are not clearly common knowledge without acknowledgment of the source.
- Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own.
- Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work.

Students are urged to consult with individual faculty members, academic departments, or recognized handbooks in their field if in doubt regarding issues of plagiarism.

Cheating Statement (Source: Student Code of Conduct):

Drexel University Policy on Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise that he or she has not mastered.

Examples include, but are not limited to:

- Copying from another student's test, exam, quiz, and/ or paper.
- Allowing another student to copy from a test, exam, quiz, and/or paper.
- Unauthorized use of course textbook or other materials, such as a notebook to complete a test or other assignment.
- Collaborating on a test, exam, quiz, or other project with any other person(s) without authorization.
- Using or processing specifically prepared materials during a test such as notes, formula lists, notes written on the students clothing, etc. that are not authorized
- Taking a test for someone else or permitting someone else to take a test for you.

Attendance Policy

Drexel encourages students to attend all class meetings and activities to contribute to a healthy teaching/learning experience. Faculty are discouraged from allowing "strategic cuts." Course attendance policy needs to be clearly stated on the syllabus with a note on how lack of participation and absences affect the final course grade.

Students Adding Courses

The last day for students to add a course that has not reached capacity with the help of their advisor is Friday of the second week of the term. The last day for students to add a course that has reached enrollment capacity (also known as a "closed course") is Thursday of the second week of the term. The department offering the course and the College Advisor/Dean's Office must authorize adding a student to a section that has reached maximum enrollment (such authorization presupposes that the room occupancy limit has not been reached). In such cases, students are still required to abide by your syllabus, even if this means that they have exceeded the quota of absences. If you feel that such a late add would not enable the student to complete the course, advise the student to take the course at another time. Feel free to contact your department if this situation arises.

If a student wants to add your class, DO NOT sign the course Add/Drop slip. Instead, tell the student to go to an advisor in their major with the request. If the advisor supports the add request, the advisor then needs to contact your department.

- Students should contact their academic advisors in order to be registered for the course. Students can find their advisor details in their DrexelOne accounts or by visiting the Office of Graduate Studies advisor website for Graduate Level students (<http://www.drexel.edu/provost/graduatestudies/services/advisors.html>) or the Academic Advising, Retention & Diversity advisor website for Undergraduate Level students (<http://drexel.edu/provost/aard/advising/undergraduate-advisors/>).
- PhD students should reach out to their PhD supervisor or the Office of Graduate Studies (<http://www.drexel.edu/provost/graduatestudies/>) to be registered for their courses.

Students are not permitted to attend a course unless they are officially registered. A student who has not registered for a course by the deadline will not be permitted to attend any classes after the end of the second week. You should check attendance against an updated class list and inform students who are not on your class list that they will not get a grade for the class. Accordingly, students must resolve all “holds” on their accounts by the deadline; this includes financial, immunological, insurance and academic holds.

Students Dropping/Withdrawing from Courses

Once students register for courses, it is their responsibility to attend the course, drop the course, or withdraw from the course. Dropping and withdrawing are distinct actions that affect their course enrollment status. In either case, instructions and required forms are available via Drexel Central: <http://drexel.edu/drexelcentral/courses/adjustments/>. There are billing, financial aid, and academic record effects incurred for changes to enrollment status; therefore, they must attend to the proper procedure when dropping or withdrawing from a course.

Please refer students to the University’s drop/add/withdrawal policies and timelines on the Provost’s website (<http://www.drexel.edu/provost/policies/default.asp#C>) and Drexel Central, or have them contact their academic advisor.

Undergraduate students may withdraw from a course up to the last day of the seventh week of the term in which the course is taken. In light of this timeline, it is important that every instructor ensures that all of his/her students know where they stand in the course by the end of the sixth week. Please structure your courses accordingly – graded quizzes, exams, lab work, essays, etc. should be returned to students by the end of the fifth week and should provide a sufficient basis from which they can usefully gauge their standing in the course. Students must obtain the professor’s signature on the course withdrawal slip.

Grading

Making an assessment of a student’s academic performance is a serious and major responsibility of a faculty member, and is an integral part of academic integrity in the teaching/learning process. For undergraduate courses, Drexel uses a letter grade system (A, B, C, D, E, F) with pluses and minuses (+, -) to designate student performance. Individual colleges and programs set their numerical grade ranges.

Contact your department for the official numerical grade ranges used in your program and place them on your syllabus, showing letter grades and numerical grade equivalencies.

The plus/minus grading scale, in terms of GPA points, is as follows:

A+	4.00	B+	3.33	C+	2.33	D+	1.33
A	4.0	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	F	0.00

Other grades without quality points may be given for special situations; consult the Provost’s website on academic policies for these grades: <http://www.drexel.edu/provost/policies/#G>.

If a student never attended, please check with your department.

Final grades are submitted through DrexelOne, via the internet, at <https://one.drexel.edu>. For instructions on submitting final grades please visit: <http://drexel.edu/registrar/grades/overview/>. At the end of the term, your department may request copies of your grade sheets along with a copy of your grade worksheet to file in the office. Please check with your department to find out if this is required as well as what method of delivery (electronic or hard copy) is preferred.

Incompletes

If a student has not completed all the required work for the class, he/she may petition the Instructor for an Incomplete (INC) grade. The student must include in the petition the reason for not being able to complete the coursework (e.g. illness or family emergency) and a detailed proposal outlining steps for course completion and deadlines. It is up to the Instructor to make the final determination if an Incomplete is warranted. Check with your department as some chairs/program directors ask for approval before a student can take an Incomplete. If the Instructor feels an Incomplete is justified, a grade of INC (Incomplete) can be entered into the system. If the grade is not submitted within one year, the INC will turn into an F on the student's record and will be reflected in the student's GPA. We recommend that the Instructor include firm deadlines for student completion of work. After a student completes the work and final assessments are made, the Instructor completes the official Change of Grade procedure online. For instructions on the online Change of Grade procedure please visit <http://drexel.edu/registrar/grades/overview/>.

Final Exams

The final exam schedule for many courses is posted each term at <http://drexel.edu/drexelcentral/courses/exams/>. College of Medicine final exams are posted in the Webcampus system. Except for laboratory classes, a final exam during exam week is required in all courses. Take-home exams, approved in advance by the department head, may be used and are due at the officially scheduled examination time. No final examination may be given in the tenth week of the quarter. Courses with four or more sections may be grouped for a common exam if the department so wishes. There are several common exam periods during the week, and one will be assigned for a particular course. Students may occasionally have three or more exams in one day. If this is the case, students may request relief by having special examinations assigned according to the following policy. This request may be made to the Provost's Office at least three days before the examination date.

- In the Fall and Spring terms, the courses with higher course numbers will be asked to give a special exam (MKTG 346 is higher than ACCT 111)
- In the Winter and Summer terms, the courses with lower course numbers will be asked to give the special exam (ACCT 111 is lower than MKTG346)

Students can complete a request for a special final examination due to the circumstances mentioned above by downloading the Final Examination Conflict Form (http://drexel.edu/~media/Files/provost/aard/policies/Conflict_Final_Exam.ashx) and turning in a completed copy to the Provost's Office in Main Building 308.

Graduating Undergraduate Seniors

In the Spring Quarter ONLY, senior undergraduate students in their last quarter of academic work who have applied for a degree may arrange to be exempted from a final examination if the student's estimated grade for the entire term, as indicated by the instructor on the last day of the term, is passing and is sufficiently high to ensure his/her cumulative average will meet the grade point average required for graduation. (This is 2.0.)

NOTE: Under this policy the only reasons for not granting the exemption from a final examination are:

1. The student's final grade is not passing
2. The course normally does not require a final examination

If a Final Exam is given for a graduating senior, it will be given during the normal final examination period. This is not the same as Senior Privilege, which relates only to students who are failing the class. For more information, please go to:

http://www.drexel.edu/provost/policies/final_examinations_senior_privilege.asp.

Course Evaluations

It is University policy that course evaluations be completed by students in all courses each term. Please check with your department to find out the delivery method for your particular course evaluations. Please note that in the case of evaluations being distributed in class, the professor must not be present during the completion of the forms.

The Drexel Center for Academic Excellence

The Drexel Center for Academic Excellence (DCAE) offers a variety of activities related to the teaching and learning process. Prior to the start of the term, take some time to look over the information contained on the DCAE website, making sure to take note of any activities that might interest you:

- DCAE Website: <http://www.drexel.edu/provost/dcae>
- DCAE Contact Information: Tel: 215-895-4973, E-mail: dcae@drexel.edu
- DCAE Calendar of Events: <http://drexel.edu/dcae/workshops/schedule/>

The Drexel Center for Academic Excellence is located on the University City campus in Room 291 of the Korman Center Building (15 S. 33rd Street).

UNIVERSITY/DEPARTMENT RESOURCES

Work Requests

Please check with your department for information on procedures for submitting clerical work requests.

Photocopying/Scanning

Please check with your department to find out if there are any guidelines for use of the departmental copy machine.

Dining Options at Drexel University

Drexel Campus Dining offers a variety of dining locations for full and part-time personnel.

On the University City Campus:

The University Club, 6th floor of MacAlister Hall (3250-60 Chestnut Street), offers gourmet, all you care to eat dining. Lunch is served Monday – Friday, 11:30 am – 2:00 pm, and you can pay in cash or through the Drexel dining plan service. The Handschumacher Dining Center, located on the lower level of the Creese Student Center (3200-08 Chestnut Street), offers all you care to eat dining with themed food stations. The 3200 block of Chestnut Street offers a variety of additional non-University dining options. Seasons, a custom restaurant concept located in the Papadakis Integrated Sciences Building (3245 Chestnut Street) offers breakfast, sandwiches, salads, and more, showcasing seasonally available local products. The Northside Dining Terrace, located at 34th and Race Streets, features a Chick-fil-A, Currito, Subway, Sushi station and Market. A Starbucks is located on the ground level of the Gerri C. LeBow Hall (3220 Market Street) and a Taco Bell Express is available at the Hagerty Library (3300 Market Street). ThirtyOne41 serves espresso drinks, gourmet sandwiches and salads and is located on the ground level of the Main Building (3141 Chestnut Street). Sabrina's Café and Spencer ΣTA Burger, both located at Ross Commons (227-29 N. 34th Street), offer dining options closer to the north end of the University City campus.

In addition to these Campus Dining facilities, the Landmark Americana Tap and Grill is located at 3333 Market Street and St. Declan's Well is located at 3131 Walnut Street.

On the Center City Campus:

A full size cafeteria is located on the second floor of the Hahnemann University Hospital (216 N. Broad Street), and a Jazzman's Café is located on the first floor of the New College Building (245 N. 15th Street).

On the Queen Lane Campus:

For information on services available at the Queen Lane Campus please visit:

<http://www.drexel.edu/facilities/hSCO/eventServices/Catering/>.

To sign up for a Dining Plan, or for more information about Campus Dining, visit

<http://www.drexel.edu/dining> or call 215-895-2866.

Recreation

The Drexel Recreation Center at the University City campus offers state-of-the-art health and recreational offerings that promote and encourage personal fitness and lifelong health.

Memberships for Drexel employees are set at \$300 per year and payroll deduction is an option.

The Center includes a 240,000-square-foot recreational complex, 18,000 square feet of exercise equipment space with 120 pieces of cardiovascular equipment, over 300 total pieces of strength equipment including benches, racks, rowers, barbells, and dumbbells. There is a 13,000-square-foot Maplewood gymnasium, three-lane elevated indoor Mondo Track, two aerobic and dance studios, climbing wall, six-lane, 25-yard swimming pool, two international squash courts, and a virtual golf simulator. For further information call the Athletic Department at 215-571-3777 or visit <http://www.drexel.edu/RecCenter/>. For College of Medicine faculty, a comprehensive fitness center is located at the Queen Lane campus .

Parking

There are a number of parking and transportation options close to Drexel's University City, Center City, and Queen Lane campuses.

Several mass transit options exist, including the SEPTA Regional Rail lines and the Market-Frankford subway-surface line moving through 30th Street and Suburban Stations, as well as trolleys and buses moving between Center City and University City. Public Transportation information may be found at <http://www.septa.org>.

For further information about parking at the University City campus please visit

<http://www.drexel.edu/dbs/parkingservices/>, call 215-895-2813 or e-mail parking@drexel.edu.

For information on parking at the Center City campus please visit

<http://www.drexel.edu/facilities/hSCO/eventServices/CC/>. For information on parking options at the Queen Lane campus please visit <http://www.drexel.edu/facilities/hSCO/eventServices/QL/>.

Drexel Shuttle Service

Drexel University offers free shuttle service between the University City, Center City, and Queen Lane campuses for all students, staff, and faculty members with a valid University ID. For schedule information visit: <http://www.drexel.edu/facilities/transportation/busServiceSchedules/>.

Public Safety

Upon request, Drexel Public Safety security officers provide walking escorts for Drexel students, faculty, and staff within the University City campus patrol boundaries of 30th to 36th Streets and Chestnut to Spring Garden Streets. This service is available 24 hours a day, 7 days a week. For more information, or to request a walking escort, call 215-895-2822. The emergency line for the University City campus is 215-895-2222. For the Center City campus call 215-762-7110 to arrange a walking escort. The emergency line for the Center City campus is 215-762-7111, and the emergency line for the Queen Lane campus is 215-991-8102. You may also want to check out the Public Safety website, <http://www.drexel.edu/publicsafety/>. Public Safety reminds you never to leave your valuables unattended. When leaving your office or classroom, please lock your door and place all valuables out of sight.

School Closing Information

To receive school closing information please call 215-895-MELT (6358). Drexel closing or delayed opening information is posted on the University's main page, www.drexel.edu, and you can also listen to KYW News Radio for the school closing numbers listed below:

- University City Campus (Day): #103
- Center City Campus (Day): #185
- Queen Lane Campus (Day): #213
- University City Campus (Evening): #2103
- Center City Campus (Evening): #2185
- Queen Lane Campus (Evening): n/a

You should find out who to contact in your department if Drexel is closed and there is an emergency.

Additional Useful Weblinks

Drexel Policy Directory - <http://www.drexel.edu/policies/>

Drexel Learning Center- <http://www.drexel.edu/provost/dlc/>

Drexel Central – <http://drexel.edu/drexelcentral/>

Drexel University Online Directory – <http://www.drexel.edu/search>

Drexel Writing Center - <http://www.drexel.edu/engphil/writingcenter/>

Family Educational Rights and Privacy Act (FERPA) Information –

<http://www.drexel.edu/provost/policies/ferpa.asp>

IRT Help and Training – <http://www.drexel.edu/irt/help>

IRT Resources for Faculty – <http://www.drexel.edu/irt/faculty/>

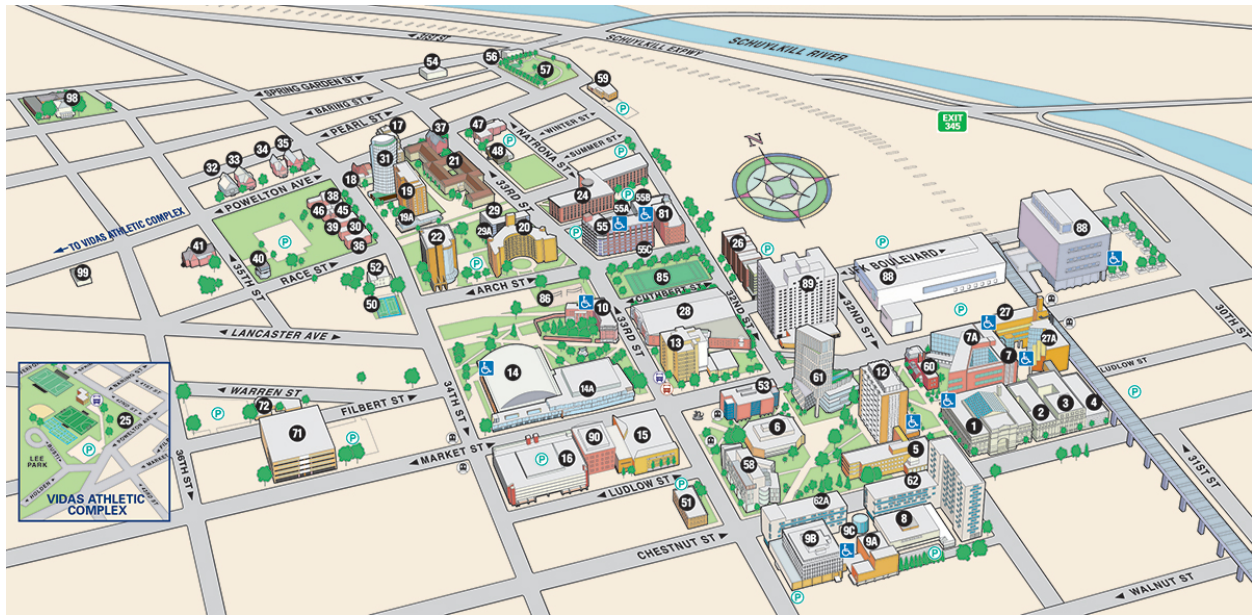
Student Counseling Center - http://www.drexel.edu/studentaffairs/support_health_services/cc_ucmc/

PLEASE NOTE: Because of last-minute changes in enrollment and scheduling, departments cannot guarantee adjunct or part-time appointments. For more information on course cancellations please visit the policies section of the website of the Office of the Provost:

<http://www.drexel.edu/provost/policies>

Information covered in this booklet does not substitute for any official policy statements by Departments, Colleges, or the University as a whole.

University City Campus Map



For directions to the University City Campus, including public transportation options, please visit:

<http://drexel.edu/about/directions/>

- | | | |
|--|--|--|
| 4
Alumni Engineering Labs | 57
Drexel Park | • 38
Theta Chi |
| 28
Armory (Buckley Courts) | 55C
Drexel Police Station | 16
General Services Building |
| 7 & 7A
Bossone Research Enterprise Center | 14A
Drexel Recreation Center | 15
Hagerty Library |
| <i>School of Biomedical Engineering, Science, and Health Systems</i> | 98
Dornsife Center for Neighborhood Partnerships | 9C
Handschumacher Dining Center |
| 86
Buckley Green | 99
3608 Powelton Avenue | 23
Korman Center School of Education |
| 85
Buckley Recreational Field | Fraternity Houses | 48
Language and Communication Center |
| 50
Buckley Tennis Courts | • 30
Alpha Chi Rho | 90
Law Building and Library |
| 27A
Center for Automation Technology | • 30
Alpha Epsilon Pi | <i>School of Law</i> |
| 62 & 62A
Chestnut Square | • 37
Alpha Pi Lambda | 27
LeBow Engineering Center |
| 8
Creese Student Center | • 35
Lambda Chi Alpha | <i>College of Engineering</i> |
| 3
Curtis Hall | • 39
Pi Kappa Alpha | 61
LeBow Hall |
| 14
Daskalakis Athletic Center | • 34
Pi Kappa Phi | <i>LeBow College of Business</i> |
| 55A
Design Arts Annex | • 36
Sigma Phi Epsilon | 29A
Library Learning Terrace |
| 12
Disque Hall | • 32
Tau Kappa Epsilon | 9B
MacAlister Hall |
| | | <i>College of Arts and Sciences</i> |
| | | <i>Pennoni Honors College</i> |

1
 Main Building Admissions Visit Center
9A
 Mandell Theater
51
 Marks Intercultural Center
13
 School of Public Health
19A
 Northside Dining Terrace
88
 One Drexel Plaza
Goodwin College of Professional Studies
58
 Papadakis Integrated Sciences Building
16
 Parking Garage
53
 Pearlstein Business Learning Center
Close School of Entrepreneurship
55
 Peck Problem Solving & Research Center
60
 Peck Alumni Center
47
 PSA Building
2
 Randell Hall
Residence Halls

- **20**
Calhoun Hall
- **26**
Caneris Hall
- **19**
Kelly Hall
- **31**
Millennium Hall
- **21**
Myers Hall
- **24**
North Hall

- **29**
Race Street Hall
- **22**
Towers Hall
- **17**
Van Rensselaer Hall

18
 Ross Commons
10
 Rush Building
 College of Computing & Informatics
Sorority Houses

- **39**
Alpha Sigma Alpha
- **46**
Delta Phi Epsilon
- **36**
Delta Zeta
- **33**
Phi Mu
- **33**
Phi Sigma Sigma

81
 Steinbright Career Development Center
5
 Stratton Hall
89
 University Crossings
71
 URBN Center
Westphal College of Media Arts & Design
72
 URBN Center Annex
25
 Vidas Athletic Complex
52
 118 N. 34th Street
40
 Drexel Smart House
41
 208 N. 35th Street
59
 225 N. 32nd Street

56
 400 N. 31st Street
81
 3201 Arch Street
55B
 3210 Cherry Street
54
 3210 Spring Garden Street

Center City Campus Map

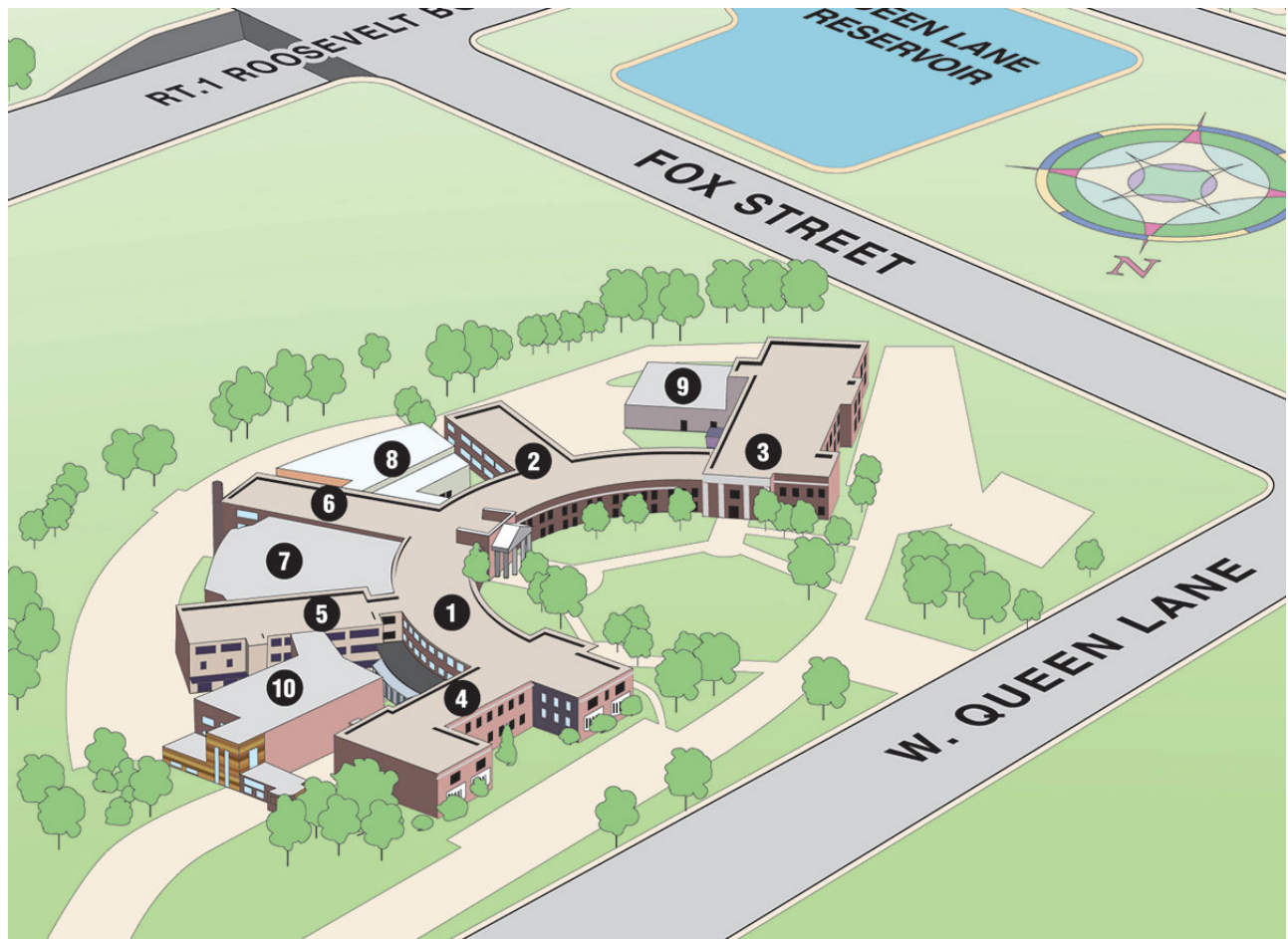


For directions to the Center City Campus, including public transportation options, please visit:

<http://drexel.edu/about/directions/>

- | | |
|------------------------------|----------------------------------|
| 9 | 12 |
| Bellet Building | 207 N. Broad St. |
| 2 | 11 |
| Bobst Building | 219 N. Broad St. |
| 7 | 10 |
| Franklin Office Center | 221 N. Broad St. |
| 13 | 15 |
| Hahnemann Garage | Three Parkway Building & Friends |
| 1 | Select |
| Myer Feinstein Polyclinic | |
| 5 | |
| New College Building | |
| 3 | |
| North Tower | |
| (Main Hospital Entrance) | |
| 14 | |
| Philadelphia Gateway Parking | |
| Garage | |
| 6 | |
| SHSH Building | |
| 4 | |
| South Tower | |
| 8 | |
| Stiles Alumni Hall | |

Queen Lane Campus Map



For directions to the Center City Campus, including public transportation options, please visit:

<http://drexel.edu/about/directions/>

- | | |
|--------------------------------|--------------------------|
| 5 | 3 |
| Archives and Special | Neurobiology and Anatomy |
| Collections on Women in | 9 |
| Medicine | Research Addition |
| 7 | 8 |
| Betty A. and D. Walter Cohen | Student Activity Center |
| Auditoriums | 1 |
| 5 | Student Affairs |
| Cafeteria | |
| 10 | |
| Independence Blue Cross | |
| Medical Simulation Center | |
| 10 | |
| Institute for Women's Health & | |
| Leadership | |
| 4 & 5 | |
| Instruction Classrooms | |
| 6 | |
| Library | |
| 2 | |
| Microbiology and Immunology | |

