First Year Advising Syllabus

The Undergraduate Advising Center (UAC) provides academic support and assistance primarily to undergraduate freshman and sophomore students in the College of Engineering. Our staff can help you in areas such as academic advising, scheduling of classes, transferring credits to Drexel, personal support and explanation of University policies and procedures. Our advising staff also specializes in aiding new freshman and transfer students in their adjustment to the University.

Your Summer At a Glance

Summer before your first year (June – September)

- ❑ Activate your Drexel email account and check it regularly
- ❑ Take placement tests for Chemistry and Math
- ❑ Submit Advanced Placement scores and/or college transcripts (if applicable)
- ❑ Attend New Student Orientation session
- ❑ Submit all health insurance and immunization paperwork before August 15th
- ❑ Review your fall term schedule (available around Labor Day)
- ❑ Contact advisor if you have questions or concerns for upcoming term
- ❑ Join Drexel Engineering new student pages on Facebook and Twitter
- ❑ Look for weekly advisor newsletters in your Drexel email (around August 1st)
- ❑ Submit and vote for your favorite new student t-shirt design on Facebook
- ❑ Attend New Student Welcome Party – Friday, September 21st 11:30 am-2pm

Meet the Undergraduate Advising Staff

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Fall Advisor Walk-in Availability: Monday-Thursday 10am-12pm & 1pm-4pm; Friday 10am-12pm

An advisor is always available during the hours above. No appointment necessary. Check your email to find your advisor's specific weekly walk-in schedule. To schedule an appointment with your advisor for a different time, stop by the front desk in University Crossings Room 155 or call215-895-2211.

First Year Advising Syllabus

Recurring Term Deadlines	
Friday Week 1	▪ Last day to add/drop a course
Week 5	▪ Check midterm grades. Meet with advisor if necessary
Friday Week 7	▪ Last day to withdraw from a course
Week 9	▪ Registration opens for next term
Weeks 10 & 11	▪ Last week of classes

Your First Year At a Glance

Fall (Sept – Dec)	**Prior to Week 1**	❑ Double check fall term schedule. ❑ Attend New Student Days and New Student Welcome Party. ❑ Purchase textbooks.
	Week 5	❑ Advisors teach web registration process.
	Week 7	❑ Co-op cycles assigned by SCDC. Check with co-op coordinator regarding the co-op cycle swap process and deadlines.
Winter (Jan – March)	Prior to Week 1	❑ Review your fall term grades. ❑ Double check your winter schedule. ❑ Make sure you're registered for Coop 101 (if 5 yr. fall/winter cycle). ❑ Purchase textbooks.
	Week 7	❑ Refer to UAC registration website for information on web registration process and your plan of study.
	Weeks 8 & 9	❑ Meet with your academic advisor to begin discussing long-term academic planning.
Spring (April – June)	Prior to Week 1	❑ Review your winter term grades. ❑ Double check your spring schedule. ❑ Make sure you're registered for Coop 101 (if 5 yr. spring/summer cycle). ❑ Purchase textbooks.
	Weeks 2-4	❑ Review your plan of study and explore short- and long-term options with advisor. ❑ Review scholarship requirements and contact Student Resource Center with questions.
	Weeks 9 &10	❑ Declare your major if you're "Still Deciding".

Recommended Advising Resources

- UAC website: http://www.drexel.edu/coe/uac
- Tutoring Resources: http://www.drexel.edu/provost/dlc/tutoring.html
- College of Engineering Departments and Programs: http://www.drexel.edu/coe/departments
- Undergraduate Course Catalog: http://drexel.edu/catalog - Follow the catalog for your entering academic year.
- University Policies: http://www.drexel.edu/policies
- Student Resource Center Academic Resources: http://www.drexel.edu/src/academics

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