



DEGREE PLAN

Westphal College, Office of Student Services

NAME _____ STUDENT ID _____
 MAJOR _____ MINOR _____
 PHONE NUMBER _____ EMAIL _____

To help you to ensure that you will earn your degree by the term that you desire, it is required that you file your degree plan with the Office of Student Services (OSS) **IN YOUR JUNIOR YEAR.**

1. Obtain your Major Sheet from OSS - for the year that you entered your major.
2. Post all grades on the blank line (not the gray box) provided –use your transcript from Drexel One as your guide
3. Plan the remainder of your courses on the planning workspace below. Use the SRC- Term Master Schedule and your Sequence Sheet as your guide to planning the remaining courses
4. OSS will review your plan and make suggestions to help guide you through your plan of study

JUNIOR YEAR PLAN

FALL	WINTER	SPRING	SUMMER
# CREDITS	# CREDITS	# CREDITS	# CREDITS

SENIOR YEAR PLAN

FALL	WINTER	SPRING	SUMMER
# CREDITS	# CREDITS	# CREDITS	# CREDITS

----- DO NOT WRITE BELOW -----

CREDIT REVIEW	OUTSTANDING ISSUES TO RESOLVE
CREDITS EARNED	

FREQUENTLY ASKED QUESTIONS ABOUT YOUR DEGREE PLAN

Now that I have completed my Degree Plan, how do I register for my degree?

All students must go to the SRC website to file for their degree.

http://www.drexel.edu/src/application_for_degree.asp

I have questions and would like to meet with my academic advisor.

Turn in your plan and give us an opportunity to review what you have so far. Your academic advisor will contact you after he/she has had a preliminary look at your plan.

How do I note transfer credits on my major sheet?

If you earned transfer credits, place a T on the appropriate line of the course that has been approved for transfer.

What are Arts & Humanities and Social Science courses?

Please refer to the complete list of courses identified on the *Curriculum Guide*. You can download the guide from the Office of Student Services website <http://www.drexel.edu/westphal/students/services> or pick one up in OSS.

I have an INC or NGR on my transcript.

All grades of INC and NGR must be resolved as part of your degree requirement. Contact your course instructor to discuss the resolution to this issue.

I have a NCU for my co-op experience.

If you have NCU (no credit) for co-op, contact your co-op advisor to resolve this required portion of your degree. The co-op office is located at 3201 Arch Street and their phone number is 215-895-2185.

What if I took another course for my natural science other than Physics?

You may take any courses identified on the Curriculum Guide under the category of natural science except those courses specifically excluded on the guide.

How will I know what will be offered in my senior year?

You should refer to two items when planning your senior year:

1. Your sequence sheet identifies courses taught in specific terms and accounts for their prerequisites.
2. The Term Master Schedule on the SRC website identifies courses offered this year. Although we can't guarantee that a course offered this year will be offered next year, this serves as a guide to planning your year.

Do I have to decide now what electives and arts & humanities courses I will take next year?

You may write the word elective or arts & humanities without specifically naming the course you plan on taking next year. The goal is to ensure that you take all of the credits in each category to earn your degree.

What if I want to make changes to my degree plan?

If you plan on making changes to your previously filed degree plan, you may want to stop in to discuss these changes with your Academic Advisor to be sure that these changes will not cause you delay in earning your degree.

Can I be part-time in my last term at the University?

Students can be part-time in their senior year by completing a "change of status form" with their academic advisor.

I may not complete my degree by the end of spring term. Can I participate in commencement?

Students who are within the final 20 credits of their degree may participate in the annual spring commencement. Ask the staff in the Office of Student Services for the "Application to Participate in Commencement" form.