



RESOURCE GUIDE

FOR ADJUNCT/PART-TIME FACULTY

OFFICE OF FACULTY DEVELOPMENT & EQUITY
DREXEL CENTER FOR ACADEMIC EXCELLENCE



OFFICE *of the*
PROVOST

A Note from Dr. Janet Fleetwood

Vice Provost for Strategic Development and Initiatives

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 scholarship of discovery, best practice, research and teaching across the university. 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 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 faculty, whose varied experiences, perspectives and backgrounds reflect our global community. Integral to these objectives are the valuable knowledge, expertise and enthusiasm that our adjunct and part-time faculty members contribute to the Drexel community. With you, our campus ensures the rich diversity and range of perspectives that make Drexel what it is today.

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 invite you to attend our upcoming events that support your work.

Janet Fleetwood, Ph.D.

Office of Faculty Development & Equity

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A Note from Dr. Barbara Hornum

Director of the Drexel Center for Academic Excellence

Launched in 2005, the Drexel Center for Academic Excellence (DCAE) is committed to providing a variety of services to all Drexel University faculty to enhance, augment and improve their academic and professional experiences. We are committed to the premise that student learning is inextricably linked to effective teaching, and our Adjunct/Part-Time faculty members are a vital component of this relationship.

We offer a wide variety of programs that meet the needs of faculty at various stages in their careers and on a wide range of topics related to meeting those needs. Among the services we offer are topical workshops, confidential individual consultations on teaching, customized workshops for departments and colleges, and opportunities to meet and interact with colleagues across the university in formal and informal interactions. In addition, we offer opportunities to meet and learn from nationally known experts. We also offer a variety of services specifically addressing the unique needs of Adjunct/Part-Time faculty. While reviewing this handbook you will find a weblink to our website, and I hope that you will take a moment to familiarize yourself with the resources and programs we have to offer you. Welcome to Drexel!

Barbara Hornum, Ph.D.

Drexel Center for Academic Excellence

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Please Note that Although Many of the Services Mentioned are Available to All Faculty, this Resource Guide is Primarily Targeted at Adjunct and Part-Time Faculty Teaching Undergraduate Courses on the University City and Center City Campuses.

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.

Drexel Email Account

Once you have been put into the Banner academic computing system, 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 Computer Accounts 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.

DrexelOne

Once you have picked up your e-mail account you will be able to access DrexelOne, 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. 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). The DragonCard Office for the University City campus is located in Room 124 Creese Student Union Complex (215-895-6095). The Creese Student Union Complex is located at 3200-08 Chestnut Street. The hours of operation are Monday-Thursday 8:00am-7:00pm and Friday 8:00am-5:00pm. Their website is <http://www.drexel.edu/dragoncard>. For the Center City campus, call 215-762-6680 or stop by the Center City DragonCard Office located on the 1st floor of the New College Building. If you are a Sacramento faculty member, please visit John Morris’ office 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 Dragonfly wireless internet service please visit <http://www.drexel.edu/dragonfly>.

Get to Know the Office of Faculty Development and Equity and the Drexel Center for Academic Excellence

The Office of Faculty Development & Equity (FDE) and the Drexel Center for Academic Excellence (DCAE) offer a variety of faculty development activities, many specifically geared towards Adjunct/Part-Time faculty needs. Prior to the start of the term, take some time to look over the information contained on the FDE and DCAE websites, making sure to take note of any activities that might interest you:

- FDE Website: <http://www.drexel.edu/provost/fde>
- FDE Contact Information: Tel: 215-895-2141, E-mail: fde@drexel.edu
- 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://www.drexel.edu/provost/dcae/events.html>
- DCAE Information for Adjunct/Part-Time Faculty: <http://www.drexel.edu/provost/dcae/Part%20Time%20Faculty.html>

The Office of Faculty Development & Equity and the Drexel Center for Academic Excellence are both located on the University City campus in the Korman Center Building (15 S. 33rd Street). The FDE is located in room 294 and the DCAE is located in room 293.

Adjunct 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.

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.

A wealth of services is also offered by the IRT Video Conferencing team Instructional Technology Center, part of the Office of Information Resources and Technology (IRT). To schedule an event, such as a webcast, class recording or video conference, contact the VCAV team at vcav@drexel.edu.

- For information on the services offered by the Instructional Technology Center please visit www.drexel.edu/irt/video
- For information on more of the services offered by IRT please visit <http://www.drexel.edu/irt>

University Libraries

The Libraries offer a home for print and electronic course reserves, including streaming media hosted on the Libraries' systems. Library staff can visit your classes to provide instruction and support for student learning and research. Staff members are also well-versed in working with distance faculty and students, and welcome collaboration in face-to-face, hybrid, and online classes. Visit the Libraries' website at <http://www.library.drexel.edu>, or connect directly to faculty services at <http://www.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/CourseWebTools/> for more information about the Learning Management System where you can post course materials and communicate with students. Please note that if you are teaching a course using Blackboard classic you should check with your department to find out what support services are available.

Book Orders

Please check with your department to find out the due dates for book orders. 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.

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://www.drexel.edu/registrar/grade_submission.asp
- For instructions on how to obtain class lists, please visit: http://www.drexel.edu/registrar/class_list.asp
- For instructions on submitting a change of grade online, please visit: <http://www.drexel.edu/provost/registrar/FacultyGuidetoSubmittingaGradeChangeOnline.pdf>.

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 Form available from the department, thus finalizing the grade. Effective Fall Quarter grading cycle, instructors will be able to submit grade changes within one academic year via DrexelOne.

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.

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 first 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 first 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, however, 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.

- For undergraduate day classes: Send students to an advisor in their college. They will have to explain to the advisor why they need to be added. If the advisor feels that they have a legitimate reason to be added to a closed class, then the advisor needs to contact your department directly and coordinate the override with the department scheduler.
- For many undergraduate night classes: Send students to the Goodwin College of Professional Studies. Please check with your department to see if this applies to your specific course.
- For graduate classes: Tell students to contact your department directly or coordinate with Graduate Studies.

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, a form from the Student Resource Center, (<http://www.drexel.edu/src/academics/forms/>) with signatures is required to change course enrollment status. 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>) 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. For this reason, make sure that students have completed some graded assignments/exams prior to week seven. Students must obtain the professor's signature on the course withdrawal slip.

In light of Drexel's policy about withdrawing from a course, it is important that every instructor make certain that all of his or her students know where they stand in the course by the end of the fifth 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.

Academic Integrity/Honesty/Plagiarism

We urge faculty to have a plagiarism and cheating statement on their syllabus. Failure to include one 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.

Plagiarism Statement (Source: Student Code of Conduct):

Please place this statement on your syllabus verbatim.

Drexel University Policy on Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, 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. 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):

Please place this statement on your syllabus verbatim.

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 paper
- Allowing another student to copy from a test paper
- Unauthorized use of course textbook or other materials, such as a notebook to complete a test or other assignment from the faculty member
- Collaborating on a test, 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 student's clothing, etc. that are not authorized
- Taking a test for someone else or permitting someone else to take a test for you

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/odr>, 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.

Attendance Policy

Drexel encourages students to attend all class meetings and activities to contribute to a healthy teaching/learning experience. You are discouraged from allowing “strategic cuts.” Your 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.

Final Exams

The final exam schedule for many courses is posted each term at <http://www.drexel.edu/src/academics/finals/>. 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://www.drexel.edu/provost/forms/final_exam_conflict_pub.pdf and turning in a completed copy to the Provost's Office in Main Building 308.

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/provost/dcae/teaching/Syllabi.html>.

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. All syllabi should indicate that undergraduate students may withdraw from a course up to the last day of the sixth week of the term in which the course is taken. 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.

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.

Office Hours

Please give information concerning your office hours to your department before the beginning of the term. You should also include your office hours and office location on your syllabus.

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.

Faculty should limit photocopying/scanning to “fair use”: under the 1976 Copyright Law, photocopying (and scanning) of materials under certain circumstances might infringe upon the rights of the copyright holders. Academic publishers have become increasingly aggressive (i.e., litigious) in protecting their copyrights. According to the Chicago Manual of Style (13th ed. [Chicago: Univ. of Chicago Press, 1982]):

The 1976 law does not include [specific] guidelines pertaining to machine copying by teachers for classroom use. But it is clear from congressional reports published at the time the law was being written that a certain very limited amount of copying was thought to constitute fair use of copyrighted material. Selections were to be brief and include a notice of copyright. Multiple copies were not to exceed the number of pupils in the class. They were not to substitute for anthologies or regular school purchases. The same items were not to be copied from year to year or semester to semester. Workbooks and other consumable materials were not to be copied, and the pupils could not be charged more than the actual copying cost. Furthermore, in every case copying was to be “spontaneous”—that is, at the instance of a particular teacher for immediate use in the classroom. (pp. 115-16)

Our ability to teach students to use copyrighted materials in an ethical manner can only be as good as the example we set. Consequently, we should be attentive to the propriety of our use of copyrighted materials in class handouts.

Academic Calendars, Campus Maps

You may access the following online:

- Academic Calendars - <http://www.drexel.edu/provost/calendars>
- Campus Maps - <http://www.drexel.edu/campusmaps/DrexelCampusMap.html>

A copy of the University City and Center City campus maps can also be found on pages 13-19 of this guide.

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. 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 and a variety of themed food stations. Creese Café, also located in the Creese Student Center, offers a selection of paninis, grab-and-go sandwiches, salads, wraps, sushi, casual bakery items and fruit smoothies. 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 Pearlstein Business Learning Center (3218 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 (3141-51 Chestnut Street). Take3! Featuring Freschetta, located at Ross Commons (227-29 N. 34th Street), offers full pizza pies and slices.

In addition to these Campus Dining facilities, the Landmark Americana Tap and Grill is located at 3333 Market Street and Mikey's American Grill & Sports Bar is located at 3180 Chestnut 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).

Starting as low as \$150, dining plans are affordable and accessible to everyone. To sign up for a Dining Plan, or for more information about Campus Dining, visit <http://www.drexel.edu/dining> or call 215-895-6934.

Recreation

The Drexel Recreation Center offers state-of-the-art health and recreational offerings that promote and encourage personal fitness and lifelong health. Memberships for all employees of Drexel 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/>.

Salary

Salary checks can be picked up at the Cashier's Office in the Main Building (3141-51 Chestnut Street, 1st floor). You will need to present appropriate identification. You can also arrange to have your salary check deposited by completing the direct deposit form found in the new hire packet link below. Salary payments are made in 3 monthly increments each term. On the University City campus, there is an ATM machine available on the first floor of MacAlister Hall and on the first floor of Ross Commons. A PNC Bank ATM machine is available on the first floor of the New College Building on the Center City campus.

All paperwork in Human Resources must be completed before the beginning of the term. Download the forms by going to: <http://www.drexel.edu/hr/atDrexel/new/newforms>. Take forms to the Human Resources Department at 3201 Arch Street, Suite 430. Human Resources will also have these forms available in their office. For the Center City campus, completed forms can be dropped off at the Center City Human Resources Office located on the first floor of the Bellet Building, 1505 Race Street, phone number 215-762-6880. For the Sacramento campus please visit <http://www.drexel.edu/hr/about/contact/taconsultants>.

Parking

There are a number of parking and transportation options close to Drexel's University City and Center City 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/>. Compass information for discounted SEPTA monthly passes may be found at <http://www.drexel.edu/hr/benefits/voluntary/compass/>

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/>.

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 please 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. 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), check the Drexel Weather/Emergency Closing Information website (<http://www.drexel.edu/weather/>), or listen to KYW News Radio for the school closing numbers listed below:

University City Main Campus (Day):	#103	Center City Hahnemann Campus (Day)	#185
University City Main Campus (Evening)	#2103	Center City Hahnemann Campus (Evening)	#2185

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

Additional Useful Weblinks

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

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

Drexel University Catalog – <http://www.drexel.edu/src/academics/catalog/>

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/help/resourcesFaculty>

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

PLEASE NOTE: Because of last-minute changes in enrollment and scheduling, departments cannot guarantee adjunct or part-time appointments. It is University policy to inform all adjunct or part-time staff members that schedules may be changed and that classes may be canceled through the second or third class meeting.

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

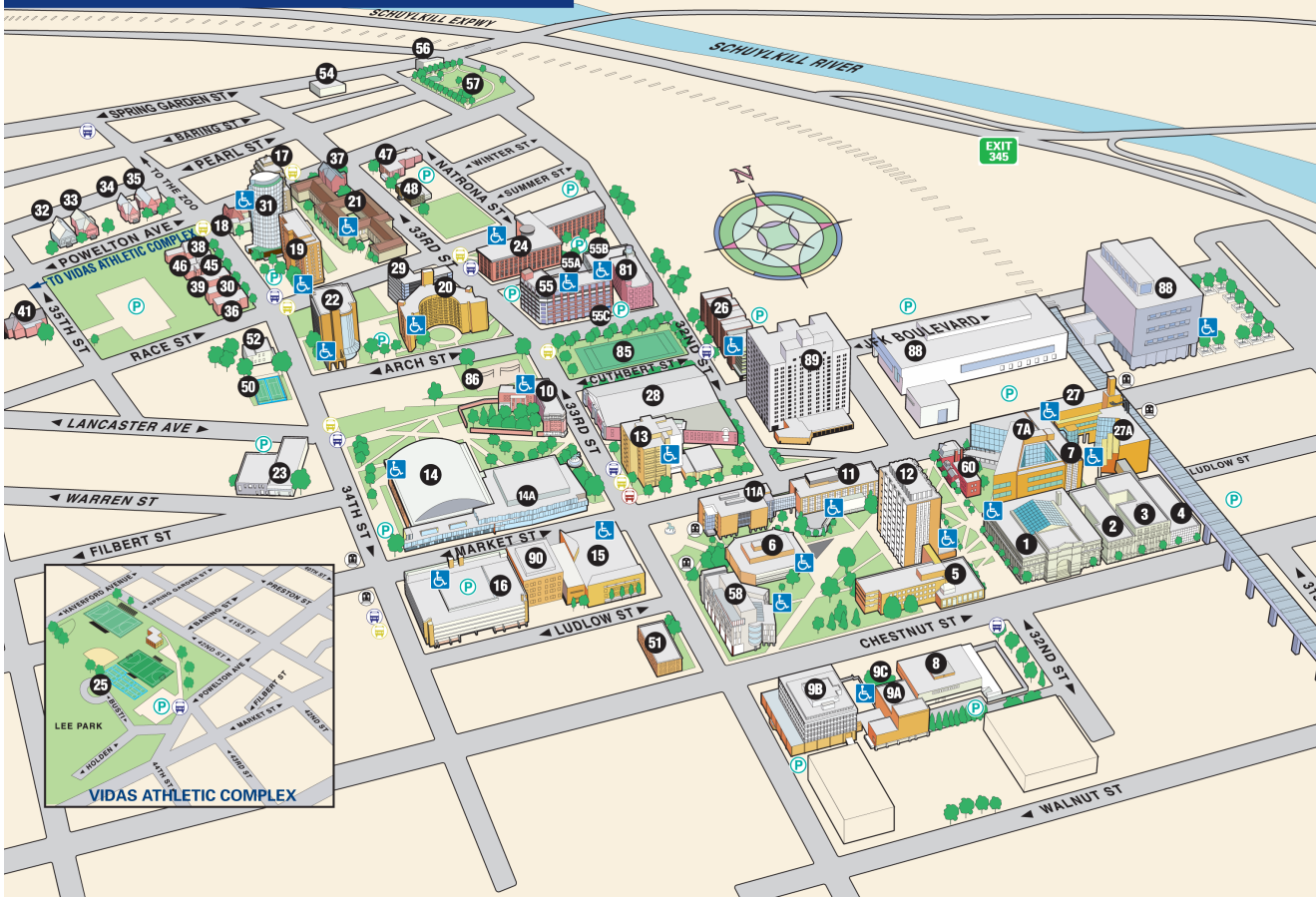


University City Main Campus

3141 Chestnut Street • Philadelphia, PA 19104-2876
1-800-2-DREXEL • www.drexel.edu

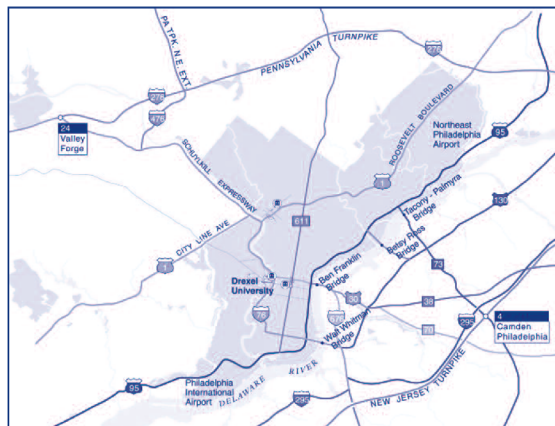
Parking
Accessible Entrance
SEPTA Subway

Blue Shuttle
Gold Shuttle
Dragon Shuttle



Directions from University City Main Campus

Thank you for visiting Drexel! We hope you enjoyed your campus experience. We've provided these directions to local interstates to help you get home safely.



To New York and New Jersey University City Main Campus to the New Jersey Turnpike

- FROM CHESTNUT STREET:
- Go east on Chestnut Street
 - Turn right onto Schuylkill Avenue toward I-95/Sports Complex
 - Take I-76 East (I-95/Airport/Sports Complex) exit
 - Follow signs for the Walt Whitman Bridge — take the Whitman Bridge into New Jersey
 - Once over the bridge, follow signs for I-295 North (exit will be on the far right)
 - Take I-295 North exit on the right
 - Take the first exit, Exit 28 (Rt. 168/New Jersey Turnpike/Bellmawr/Runnemede/Mt. Ephraim)
 - Bear right off the ramp onto Rt. 168 South
 - Follow Rt. 168 South for several miles
 - The entrance to the New Jersey Turnpike will be on the right

To Princeton, Trenton, and Points North

From University City Main Campus to I-95 Northbound

FROM CHESTNUT STREET:

- Go east on Chestnut Street
- Turn left onto Schuylkill Avenue
- Merge onto I-676 East/Vine Street Expressway/US 30 East toward Central Philadelphia
- Follow I-676 East for 1.7 miles
- Take the I-95 North exit on the left

To Western Pennsylvania

From University City Main Campus to the Pennsylvania Turnpike

FROM CHESTNUT STREET

- Go east on Chestnut Street
- Turn left on onto Schuylkill Avenue, following for .1 mile
- Take the I-76 West (I-676) ramp on the right
- Follow I-76 West (Valley Forge) for 17 miles
- The exit for Harrisburg (Exits 312-2) will be on the left

To Northeastern Pennsylvania

From University City Main Campus to the Northeast Extension

FROM CHESTNUT STREET

- Go east on Chestnut Street
- Turn left onto Schuylkill Avenue
- Take the I-76 West (I-676) ramp on the right
- Take the I-76 West ramp on the left toward Valley Forge
- Follow I-76 West for 12.4 miles
- Take Exit 331B (I-476 N, Plymouth Meeting) on the right

To the Airport and Points South

From University City Main Campus to I-95 Southbound

FROM CHESTNUT STREET

- Go east on Chestnut Street
- Turn right onto Schuylkill Avenue
- Take the exit for I-76 East (I-95, Sports Complex, Philadelphia International Airport)
- Take Exit 349 (I-95, PA-611, Broad Street, Sports Complex) on the right
- Bear right onto PA-611 (South Broad Street)
- Take the I-95 South (Philadelphia International Airport) ramp

Alphabetical Listing

Building Name	Building Number	Building Name	Building Number
Academic Building	55	Nesbitt Hall	13
Admissions Offices	1	– Westphal College of Media Arts & Design	
Alumni Engineering Labs	4	Northside Dining Terrace	19A
Armory	28	One Drexel Plaza	88
Bossone Research Enterprise Center	7 & 7A	– Goodwin College of Professional Studies	
– School of Biomedical Engineering, Science, and Health Systems		Papadakis Integrated Sciences Building	58
Buckley Green	86	Pearlstein Business Learning Center	11A
Buckley Recreational Field	85	Peck Alumni Center	60
Center for Automation Technology	27A	PSA Building	47
Creese Student Center	8	Randell Hall	2
Curtis Hall	3	Recreation Center	14A
Daskalakis Athletic Center	14	Residence Halls	
Design Arts Annex	55A	Calhoun Hall	20
Disque Hall	12	Caneris Hall	26
Drexel Park	57	Kelly Hall	19
Drexel Police Station	55C	Millennium Hall	31
Drexel World House	41	Myers Hall	21
Fraternity Houses		North Hall	24
Alpha Chi Rho	30	Race Street Hall	29
Alpha Epsilon Pi	30	Towers Hall	22
Alpha Pi Lambda	37	Van Rensselaer Hall	17
Pi Kappa Alpha	39	Ross Commons	18
Pi Kappa Phi	34	Rush Building	10
Sigma Phi Epsilon	36	– College of Information Science and Technology (iSchool)	
Tau Kappa Epsilon	32	Security Building	52
Theta Chi	38	Sorority Houses	
General Services and Parking Facility	16	Alpha Sigma Alpha	39
Hagerty Library	15	Delta Phi Epsilon	46
Handschumacher Dining Center	9C	Delta Zeta	36
Hess Engineering Research Laboratories	23	Phi Mu	33
Intercultural Center	51	Phi Sigma Sigma	33
Korman Center	6	Steinbright Career Development Center	81
– School of Education		Stratton Hall	5
Language and Communication Center	48	Tennis Courts	50
Law Building and Library	90	URBN Center	71
– Earle Mack School of Law		URBN Center Annex	72
LeBow Engineering Center	27	University Crossings	89
– College of Engineering		Vidas Athletic Complex	25
MacAlister Hall	9B	3201 Arch Street	81
– College of Arts and Sciences		3210 Cherry Street	55B
– Pennoni Honors College		3210 Spring Garden Street	54
Main Building	1	400 N. 31st Street	56
Mandell Theater	9A		
Matheson Hall	11		
– LeBow College of Business			

Numerical Listing

Building Number	Building Name	Building Number	Building Name
1	Admissions Offices	29	Race Street Hall
1	Main Building	30	Alpha Chi Rho
2	Randell Hall	30	Alpha Epsilon Pi
3	Curtis Hall	31	Millennium Hall
4	Alumni Engineering Labs	32	Tau Kappa Epsilon
5	Stratton Hall	33	Phi Mu
6	Korman Center – <i>School of Education</i>	33	Phi Sigma Sigma
7 & 7A	Bossone Research Enterprise Center – <i>School of Biomedical Engineering, Science, and Health Systems</i>	34	Pi Kappa Phi
8	Creese Student Center	36	Delta Zeta
9A	Mandell Theater	36	Sigma Phi Epsilon
9B	MacAlister Hall – <i>College of Arts and Sciences</i> – <i>Pennoni Honors College</i>	37	Alpha Pi Lambda
9C	Handschumacher Dining Center	38	Theta Chi
10	Rush Building – <i>College of Information Science and Technology (iSchool)</i>	39	Alpha Sigma Alpha
11	Matheson Hall – <i>LeBow College of Business</i>	39	Pi Kappa Alpha
11A	Pearlstein Business Learning Center	41	Drexel World House
12	Disque Hall	46	Delta Phi Epsilon
13	Nesbitt Hall – <i>Westphal College of Media Arts & Design</i>	47	PSA Building
14	Daskalakis Athletic Center	48	Language and Communication Center
14A	Recreation Center	50	Tennis Courts
15	Hagerty Library	51	Intercultural Center
16	General Services and Parking Facility	52	Security Building
17	Van Rensselaer Hall	54	3210 Spring Garden Street
18	Ross Commons	55	Academic Building
19	Kelly Hall	55A	Design Arts Annex
19A	Northside Dining Terrace	55B	3210 Cherry Street
20	Calhoun Hall	55C	Drexel Police Station
21	Myers Hall	56	400 N. 31st Street
22	Towers Hall	57	Drexel Park
23	Hess Engineering Research Laboratories	58	Papadakis Integrated Sciences Building
24	North Hall	60	Peck Alumni Center
25	Vidas Athletic Complex	71	URBN Center
26	Caneris Hall	72	URBN Center Annex
27	LeBow Engineering Center – <i>College of Engineering</i>	81	Steinbright Career Development Center
27A	Center for Automation Technology	81	3201 Arch Street
28	Armory	85	Buckley Recreational Field
		86	Buckley Green
		88	One Drexel Plaza – <i>Goodwin College of Professional Studies</i>
		89	University Crossings
		90	Law Building and Library – <i>Earle Mack School of Law</i>

Directions to University City Main Campus

3141 Chestnut Street • Philadelphia, PA 19104-2876

1-800-2-DREXEL

From New York and Northern New Jersey

New Jersey Turnpike to University City Main Campus

- Take the New Jersey Turnpike South to Exit 4 (NJ-73).
- Take NJ-73 North to Betsy Ross Bridge/NJ-90, which is a left-hand exit.
- Cross the Betsy Ross Bridge and follow signs for I-95 South.
- Follow I-95 South to I-676 West.
- Follow I-676 West to the I-76 East exit (Philadelphia Int'l Airport).
- Follow I-76 East to Exit 345 (University City/30th Street Station). Merge right and continue up the ramp.

From Princeton, Trenton, and Points North

I-95 Southbound to University City Main Campus

- Take I-95 South to I-676 West.
- Follow I-676 West to I-76 East Exit (Philadelphia Int'l. Airport).
- Follow I-76 East to Exit 345 (University City/30th Street Station). Merge right and continue up the ramp.

From Western Pennsylvania

Pennsylvania Turnpike to University City Main Campus

- Take the Pennsylvania Turnpike to Exit 326 (I-76/Valley Forge/Philadelphia).
- Follow I-76 East to Exit 345 (University City/30th Street Station). Merge right and continue up the ramp.

From Northeastern Pennsylvania

Northeast Extension to University City Main Campus

- Take I-476 South to Exit 16 (I-76/Valley Forge/Philadelphia).
- Follow I-76 East to Exit 345 (University City/30th Street Station). Merge right and continue up the ramp.

From Airport and Points South

- Take I-95 North to I-676 West (Exit 22 – on the left-hand side).
- Follow I-676 West to I-76 East exit (Philadelphia Int'l Airport).
- Follow I-76 East to Exit 345 (University City/30th Street Station). Merge right and continue up the ramp.

Parking Options

There are several options available to you. Please note that parking expenses are not reimbursable.

- **5-Star Parking, 3051 JFK Blvd, Philadelphia, PA 19104, 215-222-9877** – After taking Exit 345, continue up the ramp and turn right at the traffic light. Continue to the 2nd traffic light, which has a green sign for "West 3" and turn right. On your right is 5-Star Parking. ** Best availability.
- **Park America, 3101 Market Street, Philadelphia, PA 19104, 215-222-3005** – After taking Exit 345, continue up the ramp and turn right at the traffic light. Continue to the 3rd traffic light (Market Street) and turn right onto Market Street. Park America is on the right side of Market Street just past the light at 31st Street.
- **University City Sheraton, 17 South 36th Street, Philadelphia, PA 19104, 215-387-8000** – If you do not find parking at Park America, continue down Market Street and turn left onto 36th Street. The University City Sheraton offers public parking.
- **Metered parking** is also available on many of the surrounding streets. If you choose this option, come prepared with quarters for the meters. Please be mindful of signs that detail parking and meter regulations.

Public Transportation

SEPTA - Southeastern Pennsylvania Transportation Authority

- Amtrak
- New Jersey Transit
- PATCO – Port Authority Transit Corporation

From Philadelphia International Airport

- Take SEPTA's R1 train to 30th Street Station (30th and Market Streets), which is two blocks from Drexel's University City Main Campus.

Directions from 30th Street Station (Amtrak)

- Amtrak trains stop at 30th Street Station (30th and Market Streets), which is two blocks from Drexel's University City Main Campus.

From SEPTA Regional Rail

- All Regional Rail trains stop at 30th Street Station (30th and Market Streets), which is two blocks from Drexel's University City Main Campus.

SEPTA Subways and Trolleys

- The Market-Frankford Line (the Blue Line) stops at 30th and 34th Streets and all trolley trains (the Green Lines) stop at 30th and 33rd Streets. Directions to the Main Building are below.

From 30th Street Station

- Walk one block south to Chestnut Street.
- Follow Chestnut Street west, passing under a train bridge, to the Main Building, located on the northeast corner of 32nd and Chestnut Streets.

From 33rd or 34th Street and Market Street

- Walk one block south to Chestnut Street.
- Proceed east on Chestnut Street. The Main Building is located on the northeast corner of 32nd and Chestnut Streets.

Center City Hahnemann Campus

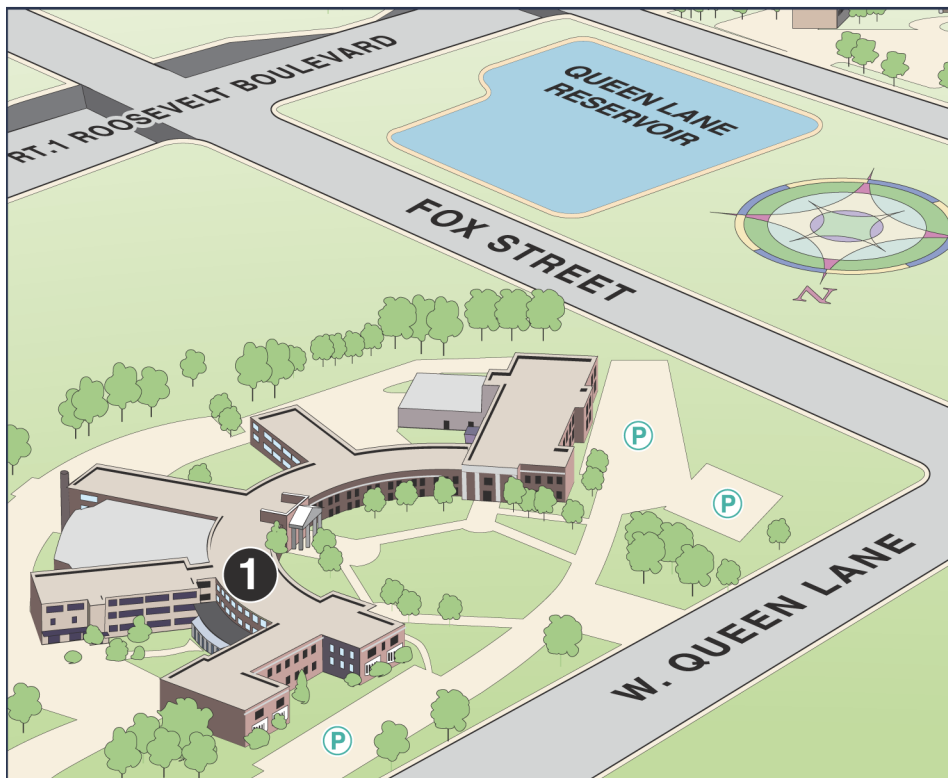
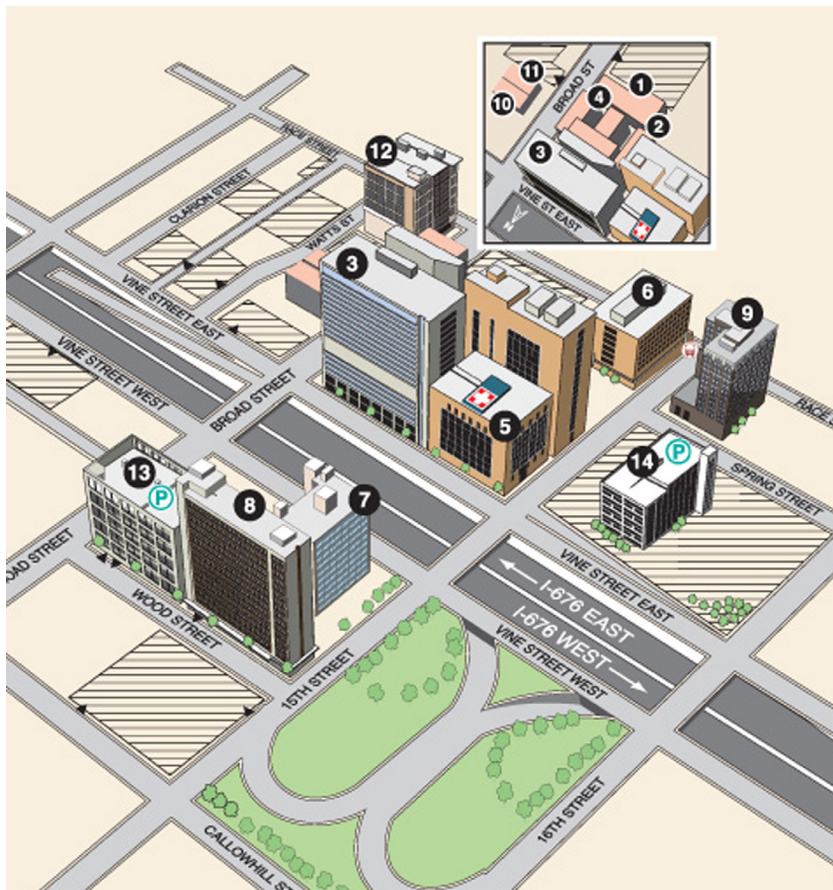
Bellet Building

245 North 15th Street
Philadelphia, PA 19102
1-800-2-DREXEL

New College Building

245 N. 15th Street
Philadelphia, PA 19102
1-800-2-DREXEL

Bellet Building	9
Bobst Building	2
Franklin Office Center	7
Hahnemann Garage	13
Myer Feinstein Polyclinic	1
New College Building	5
North Tower	
(Main Hospital Entrance).....	3
Philadelphia Gateway	
Parking Garage	14
School of Health Sciences and	
Humanities Building	6
South Tower	4
Stiles Alumni Hall	8
207 N. Broad St.....	12
219 N. Broad St.....	11
221 N. Broad St.....	10



Queen Lane Medical Campus

2900 Queen Lane
Philadelphia, PA 19129
1-866-6-BIOMED

2900 Queen Lane.....	1
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Campus Shuttle Information - Drexel University provides three shuttle services connecting the three campuses. Shuttle buses depart every 15 minutes. A valid University ID or visitor pass is required to board the bus.

Directions to Center City Hahnemann Campus

From New York and the Northeast Corridor

- Take the New Jersey Turnpike south to Exit 4 (Camden/Philadelphia).
- Take NJ-73 North to NJ-38 West and follow signs to Philadelphia and the Ben Franklin Bridge.
- Cross the Ben Franklin Bridge, and stay in the left lane, following signs for I-676 West.
- Proceed on I-676 West to the Broad Street exit.
- Take the Broad Street exit and proceed south on 15th Street to Race Street. The Bellet Building is located on the northwest corner of 15th and Race Streets. The New College Building is located on the corner of 15th and Vine Streets.

From the North

- Take I-95 South to the I-676/Central Philadelphia exit.
- Proceed on I-676 West to the Broad Street exit.
- Take the Broad Street exit and proceed south on 15th Street to Race Street. The Bellet Building is located on the northwest corner of 15th and Race Streets. The New College Building is located on the corner of 15th and Vine Streets.

From the West

- Take the Pennsylvania Turnpike to Exit 326 (Valley Forge).
- Proceed on I-76 East to I-676 East.
- Take the Broad Street exit and proceed south on 15th Street to Race Street. The Bellet Building is located on the northwest corner of 15th and Race Streets. The New College Building is located on the corner of 15th and Vine Streets.

From the Airport and Point South

- Take I-95 North to I-676 West (left-hand exit).
- Take the Broad Street exit and proceed south on 15th Street to Race Street. The Bellet Building is located on the northwest corner of 15th and Race Streets. The New College Building is located on the corner of 15th and Vine Streets.

Public Transportation

From Philadelphia International Airport

- Take SEPTA's R1 train to Suburban Station (16th and JFK Boulevard), which is four blocks from Drexel's Center City Hahnemann Campus.

Directions from 30th Street Station (Amtrak)

- Amtrak trains stop at 30th Street Station (30th and Market Streets). From there take SEPTA's Market-Frankford Line (the Blue Line) one stop to 15th and Market Streets. Then walk three blocks north to Drexel's Center City Hahnemann Campus.

SEPTA Subways and Trolleys

- The Market-Frankford Line (the Blue Line) and all trolley trains (the Green Lines) stop at 15th and Market Streets. From there, walk three blocks north to Drexel's Center City Hahnemann Campus. Alternatively, take the Broad Street Line to the Race-Vine stop.

Directions to Queen Lane Medical Campus

From New York and the Northeast Corridor

- Take the New Jersey Turnpike to Exit 6 (Pennsylvania Turnpike).
- Follow the Pennsylvania Turnpike to Exit 351 (Philadelphia).
- Turn on US-1 South (Roosevelt Boulevard).
- Get into middle lane and proceed to Fox Street exit.
- Turn right at light onto Fox Street.
- Turn right onto Queen Lane. The College of Medicine is on the right.

From the North

- Take I-95 south to I-676 West.
- Proceed on I-676 West to I-76 West.
- Proceed on I-76 West to Exit 340B (US-1 Northeast Philadelphia).
- Follow US-1 to the SECOND Wissahickon Avenue Exit (Wissahickon Avenue North).
- Bear right off the exit.
- Turn right at first cross street onto Wissahickon Avenue.
- Turn left at third light onto Queen Lane. The College of Medicine is on the left.

From the West

- Take the Pennsylvania Turnpike to Exit 326 (Valley Forge).
- Proceed on I-76 East to Exit 340B (US-1 Northeast Philadelphia).
- Follow US-1 to the SECOND Wissahickon Avenue Exit (Wissahickon Avenue North).
- Bear right off exit.
- Turn right at first cross street onto Wissahickon Avenue.
- Turn left at third light onto Queen Lane. The College of Medicine is on the left.

From the South

- Take I-95 North to I-676 West (left-hand exit).
- Proceed on I-676 West to I-76 West.
- Proceed on I-76 West to Exit 340B (US-1 Northeast Philadelphia).
- Follow US-1 to the SECOND Wissahickon Avenue Exit (Wissahickon Avenue North).
- Bear right off the exit.
- Turn right at first cross street onto Wissahickon Avenue.
- Turn left at third light onto Queen Lane. The College of Medicine is on the left.

Public Transportation

AmTrak

- Amtrak trains stop at 30th Street Station (30th and Market Streets). From there take SEPTA Regional Rail.

Septa Regional Rail: From Philadelphia International Airport

- Take SEPTA's R1 train from the airport to 30th Street Station.
- Use your R1 ticket to transfer to R8 Chestnut Hill West train.
- Get off at the Queen Lane station.
- Cross Wissahickon Avenue and walk down Queen Lane (only half a block) to the College of Medicine on the left side of the street.

Septa Regional Rail: From Center City Philadelphia

- Take SEPTA's R8 Chestnut Hill West train.
- Get off at the Queen Lane station.
- Cross Wissahickon Avenue and walk down Queen Lane (only half a block) to the College of Medicine on the left side of the street.

