



# RESOURCE GUIDE

FOR ADJUNCT FACULTY

OFFICE OF FACULTY AFFAIRS



OFFICE *of the*  
**PROVOST**

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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 faculty teaching undergraduate courses.*

# GETTING STARTED

## Introduce Yourself to the Professional Staff in Your Department

One of your top priorities should be to meet the departmental professional staff that work with Adjunct faculty. 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

Once your department has processed your hiring paperwork, you will receive an email from your Human Resources Talent Acquisition Specialist providing detailed instructions, which will include the Adjunct New Hire Packet, details on the I-9 completion process, and information for the background check process. 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/>.

All offers of employment at Drexel, including this offer, are contingent upon satisfactory completion of the required background investigation. Employment may not begin until the University accepts the results of the background investigation.

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. Please note that the documents you present must be original documents. Copies cannot be accepted by law. Employment will be contingent upon meeting this requirement. A list of acceptable documents can be found at <http://www.drexel.edu/~media/Files/hr/forms/acceptable.ashx>, and your Human Resources Talent Acquisition Specialist will provide you with details on the submission process.

## Conflict of Interest Program / Compliance Trainings

As an adjunct faculty member, you are required to complete Drexel University's Conflict of Interest program and mandatory Institution-wide compliance trainings. An email will be sent to your "Drexel.edu" email account from [HRLearn@drexel.edu](mailto:HRLearn@drexel.edu) with instructions on how to access the mandatory institution-wide compliance trainings and the Conflict of Interest program. As a condition of employment, these items must be completed within 30 days of the start date of your contract. Completion of these items is required once per Academic Year.

## 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://drexel.edu/comptroller/payroll/overview/>.

## Drexel Email Account

When officially hired, all Drexel University employees receive a Drexel email account. To pick up your Drexel email account, go to <https://accounts.drexel.edu> and click on the link under “New to Drexel”. If you experience any difficulty, please call the Drexel Information Technology Help Desk at 215-895-2020. Once your accounts have been picked up, you can go to <https://portal.office.com> to access your email account. Our practice, as faculty at Drexel, is to communicate with students and others in the Drexel community via the official Drexel University email address. Please note that all email correspondence from Drexel administrative offices will also be sent only to your Drexel email address. Please take a moment to review the University email policy: <http://www.drexel.edu/it/about/policies/policies/07-Email>.

## DrexelOne Portal

Once you have picked up your email account, you can sign into the DrexelOne Portal, where you can access 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 sign into 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. If you are able to access DrexelOne but do not see information on the courses assigned to you 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 and other University facilities). There is a DragonCard Office on each Philadelphia campus. For office locations and operating hours, visit <http://drexel.edu/campusservices/dragonCard/about/Hours/>; hours will vary. Call 215-895-6095 to reach any office location.

## Dragonfly Wireless Internet

Drexel provides wireless internet access on its campuses and in its buildings, including DrexelMed. For information on connecting to the DragonFly3 wireless internet service, visit <http://drexel.edu/it/connect/wireless>.

## Office Space / Campus Meeting Spaces

Adjuncts have various needs for office space depending on the individual programs. Please check with your department for information on office space needs and availability. Additional campus meeting spaces are available to meet with students and colleagues, many with no need for a prior reservation. A complete listing of these spaces is available at: <http://www.drexel.edu/facultyaffairs/adjunct-faculty/resources>.

## 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 19-22 of this guide.

## The Office of Faculty Affairs

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

- Faculty Affairs Website: <http://www.drexel.edu/facultyaffairs>
- Resources for Adjunct Faculty: <http://drexel.edu/facultyaffairs/adjunct-faculty>
- Contact Information: Tel: 215-895-2141, Email: [facultyaffairs@drexel.edu](mailto:facultyaffairs@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.

- College of Medicine Faculty Affairs Website: <http://www.drexel.edu/medicine/Faculty-and-Staff/Faculty-Affairs>
- College of Medicine Educational Affairs Website: <http://www.drexel.edu/medicine/About/Departments/Educational-Affairs>

# TEACHING RESOURCES

## Special Classroom Requests

If you have a special classroom request (ex. classroom with computers), please contact the relevant professional staff member in your department as early as possible so that they can try to accommodate you. Further information about classroom scheduling is available at <http://drexel.edu/registrar/scheduling/overview/room-scheduling/>.

## Audio-Visual and Graphics Services

All classrooms on campus are equipped with projectors or monitors for instructional display. Many classrooms are also equipped with computers. To see a description of the A/V equipment in your classroom, visit <http://drexel.edu/it/help/a-z/ims/> and click on the “Classroom Information” link. For more information on Instructional Media Services (IMS) and Graphics, go to <http://drexel.edu/it/help/a-z/ims/> or call 215-895-2925 for University City, 215-762-8687 for Center City, or 215-895-2926 for Graphics services such as poster printing and design work. If you teach in the College of Medicine, please check with the Office of Educational Affairs (215-991-8561) regarding audiovisual and graphics services.

## Drexel University Libraries / Copyright Law

Drexel University Libraries are a partner in faculty teaching and research, working closely with faculty on their own research or collaborating to help students build information literacy skills. Discipline focused liaison librarians are your connection to resources, collections, and services.

A large collection of electronic and print materials are available through the Libraries’ website and physical locations. In addition, materials not owned or licensed by the Libraries can be provided through interlibrary loan and document delivery services:

<https://www.library.drexel.edu/borrow-other-libraries>.

In support of teaching, the Libraries can directly integrate course materials into Blackboard Learn: <https://www.library.drexel.edu/course-reserves>. This course reserve service also provides expertise regarding Fair Use interpretations of copyright law. As a part of the academic community, adjunct faculty members 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 professional staff at [reserves@drexel.edu](mailto:reserves@drexel.edu).

For general information on access and services, visit the Libraries' website (<https://www.library.drexel.edu/>) or connect directly to the Libraries faculty services: <https://www.library.drexel.edu/faculty>. The Libraries also provide a room reservation system for group study and collaborative workspaces as well as a designated faculty workspace, Research Connections.

## Online Learning

Drexel University offers a variety of resources to support online learning. For information on available resources, contact the Instructional Technology Group (ITG) at 215-895-1224 or send an email to [itg@drexel.edu](mailto:itg@drexel.edu). You can also stop by the office, room 109 in the Korman Center (15 S. 33rd Street) from 8 a.m. to 5 p.m., Monday through Friday. You should also visit <http://www.drexel.edu/it/help/a-z/learn> for more information about the Learning Management System, Drexel Learn, where you can post course materials and communicate with students. If you teach in the College of Medicine, check with the College of Medicine Office of Educational Affairs: <http://www.drexel.edu/medicine/About/Departments/Educational-Affairs>.

## 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 on your syllabus. Virtual office hours are a convenient and practical way to meet with students using Drexel Learn (<http://learn.drexel.edu>). For assistance, please contact the Instructional Technology Group at 215-895-1224 or send an email to [itg@drexel.edu](mailto:itg@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. 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. A syllabus checklist to be used for all courses taught at Drexel is posted on the Office of Faculty Affairs website: <http://drexel.edu/facultyaffairs/teaching-learning/overview/>

## 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 Disability Resources (DR). For additional information, visit the DR website at <http://www.drexel.edu/oed/disabilityResources>, or contact DR for more information by phone at 215.895.1401, or by email at [disability@drexel.edu](mailto:disability@drexel.edu).

The statement should be the same format as other information provided on the syllabus, i.e. font size. For additional information on working with students with disabilities, faculty and professional staff may visit: <http://drexel.edu/oed/disabilityResources/instructors-supervisors/>.

## 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 Code of Conduct section of the Student Handbook: [http://drexel.edu/studentlife/community\\_standards/studentHandbook/](http://drexel.edu/studentlife/community_standards/studentHandbook/). Questions about academic integrity violations and reporting should be directed to the Office of Residential Living and Student Conduct at 215-895-6074 or [SCCS@drexel.edu](mailto: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: <http://drexel.edu/provost/policies/academic-integrity/>):

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: <http://drexel.edu/provost/policies/academic-integrity/>):

### 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 members are discouraged from allowing “strategic cuts.” The 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 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 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 Graduate College advisor website for Graduate Level students (<http://drexel.edu/graduatecollege/academics/advisors/>), or the undergraduate advisor website for Undergraduate Level students (<http://drexel.edu/drexelcentral/registration/advising/advisors/>)
- PhD students should reach out to their PhD supervisor or the Graduate College (<http://www.drexel.edu/graduatecollege/>) 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 first 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, students should be encouraged to review registration adjustment information on the Drexel Central website: <http://drexel.edu/drexelcentral/registration/courses/> and contact an academic advisor to officially update their registration. 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/overview/#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 form. This process will be changing in academic year 18/19, where students will have the ability to withdrawal from courses online. Once the process is implemented an instructor’s signature will no longer be required.

## 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:

|           |      |           |      |           |      |           |      |
|-----------|------|-----------|------|-----------|------|-----------|------|
| <b>A+</b> | 4.0  | <b>B+</b> | 3.33 | <b>C+</b> | 2.33 | <b>D+</b> | 1.33 |
| <b>A</b>  | 4.0  | <b>B</b>  | 3.0  | <b>C</b>  | 2.0  | <b>D</b>  | 1.0  |
| <b>A-</b> | 3.67 | <b>B-</b> | 2.67 | <b>C-</b> | 1.67 | <b>F</b>  | 0.0  |

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/overview/#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

The assignment of the grade of Incomplete (INC) is a limited privilege. The decision to honor a student request for an Incomplete grade is generally at the discretion of the course instructor at the time the grade of Incomplete is requested.

The student and the instructor must enter into an Incomplete Contract. Students are required to make up the outstanding course material as negotiated per the incomplete contract but not to exceed two quarters or one semester. If a final grade is not submitted by the date established with the course instructor in the Incomplete Grade Contract, the INC grade will become a failing grade (I/F) on the student's academic record; this grade will be reflected in the student's GPA and will be considered as the final grade without the possibility to change. Key requirements to qualify for a grade of Incomplete include a legitimate reason, a completed contract issued between week seven and the last day of classes for the term, and the student having already completed of a minimum of 70% of the required coursework with a grade of C or higher. The complete procedure and contact template are available at:

[http://drexel.edu/provost/policies/incomplete\\_grades/](http://drexel.edu/provost/policies/incomplete_grades/) .

## 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 (<https://drexel.edu/~media/Files/drexelCentral/pdfs/final-exam-conflict.ashx?la=en>) and turning in a completed copy to the Office of the University Registrar.

## 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/pdf/examinations\\_grading\\_options\\_v1.pdf](http://www.drexel.edu/provost/policies/pdf/examinations_grading_options_v1.pdf).

## 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.

# UNIVERSITY/DEPARTMENT RESOURCES

## Work Requests

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

## Photocopying / Scanning

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

## Dining Options at Drexel University

*Drexel Campus Dining Locations on the University City Campus:*

The University Club, located on the 6th floor of MacAlister Hall (3250 Chestnut Street), offers a boutique, all-you-care-to-eat dining experience for its members and guests. Lunch is served Monday – Friday, 11:30am – 2:00pm.

The Handschumacher Dining Center, located on the lower level of the Creese Student Center (3210 Chestnut Street), offers all-you-care-to-eat with a salad bar, made-to-order deli, vegan/vegetarian station, Chobani Creation Station, Comfort Zone, and a hydration station featuring a variety of flavored water. Plus, international and regional favorites that are part of an expansive 4-week rotating menu.

The Urban Eatery (located at 34th and Lancaster) offers seven dining experiences including all-you-care-to-eat breakfast, a full deli, grill, salad station, coffee and smoothie stand, and build your own individual pizza.

The Northside Dining Terrace (located at 34th and Race Streets), features a Chick-fil-A, Subway, Sushi station and convenience market.

Starbucks (located in Gerri C. LeBow Hall) offers coffee and a variety of bakery and grab-to-go options.

ThirtyOne41 (located in Main Building) serves Peet's coffee and teas along with bottled beverages, grab-and-go breakfast and lunch sandwiches, salads and snacks.

### *Other Dining Options on the University City Campus:*

Drexel's University City Campus has a variety of dining options to satisfy every taste. Chestnut Square (located on Chestnut Street between 32nd and 33rd Streets) features Fuel, Shake Shack, Zavino and Joe Coffee. To view a retail and dining directory, including merchants who accept DragonDollars, visit: <http://drexel.edu/campuservices/dining-retail/directory/>.

### *Dining Options 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).

### *Dining Options on the Queen Lane Campus:*

The Café Queen Lane offers made-to-order salads and flatbread pizzas along with bagels and breakfast specials with a rotation of soups and weekly features. Ecogrounds coffee by Java City, snacks and grab-and-go salads and sandwiches are also available convenience items like chips, drinkable yogurts and both bottled and fountain beverages.

### *Additional Resources:*

For more information regarding the DragonDollars program, visit <http://drexel.edu/campuservices/dragonCard/dragonDollars/> or call 215.895.6095 Monday-Friday 8:00am-5:00pm. To register for a Drexel Campus Dining Plan, or for more information including locations, menus and hours, visit <https://drexelcampusdining.com/> or call 215-895-6095.

## 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, and seven international squash courts. For further information call the Recreation Center 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>. Additionally, public transportation options are available on a high speed train line between Southern New Jersey and Philadelphia called PATCO (Port Authority Transit Corporation). For more information on PATCO please visit <http://www.ridepatco.org/index.asp>.

For further information about parking at Drexel's campuses please visit <http://drexel.edu/campusservices/parkingServices/overview/>, call 215-895-2813 or email [parking@drexel.edu](mailto:parking@drexel.edu).

## Drexel Campus Bus Service

University Facilities provides a Campus Bus Service - a safe and secure way to travel between locations on and off campus. The bus service includes fixed routes across its three campuses - University City campus, Center City campus and the Queen Lane campus. Students, staff, and faculty are permitted unlimited use of this service at no charge.

Upon boarding the bus, all students, staff and faculty are required to present a valid Drexel University ID to the driver. There is no bus service during University holidays, and limited service during the Winter Break. All Drexel University shuttle buses run on biodiesel fuel and are eco-friendly. 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 or 215-895-2222. For the Center City campus call 215-762-7110 to arrange a walking escort. As a result of our partnership with the University City District, escorts are also provided by University City District Ambassadors from 10:00 am to 3:00 am between 30th Street and 42nd Street from Wallace Street to Woodland Avenue and between 42nd Street and 50th Street from Market Street to Woodland Avenue.

To receive critical safety information via text message, phone, and email, please enroll in DrexelALERT, an emergency notification system. To learn more, visit: <http://drexel.edu/publicsafety/communications-operations/drexel-alert/>. Drexel's Department of Public Safety has also released a free smartphone application, Drexel Guardian, which allows community members to turn their cell phone into a personalized safety device. For more information on Drexel Guardian, please visit: <https://drexel.edu/publicsafety/communications-operations/drexel-guardian/>.

The emergency line for the University City campus is 215-895-2222. 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 can always call 911 if you are unsure of which campus line to use. You may also want to review the Public Safety website, <http://www.drexel.edu/publicsafety/>. In the event of an emergency in which the Philadelphia Police is needed, please dial 911. 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, <http://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/>

**Center for Learning and Academic Success Services (CLASS)** -

[http://drexel.edu/studentlife/student\\_family\\_resources/class/](http://drexel.edu/studentlife/student_family_resources/class/)

**Drexel Central** - <http://drexel.edu/drexelcentral/>

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

**Drexel Writing Center** - <http://drexel.edu/coas/academics/departments-centers/english-philosophy/university-writing-program/drexel-writing-center/>

**Family Educational Rights and Privacy Act (FERPA) Information** -

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

**Drexel IT Help and Training** - <http://drexel.edu/it/help/support/>

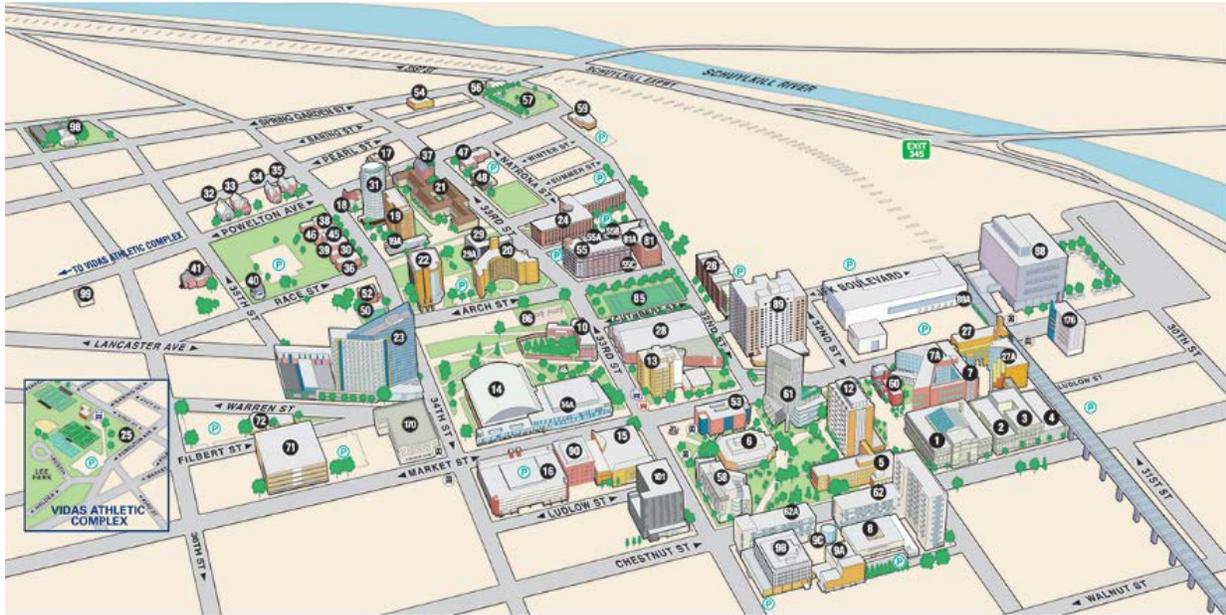
**Drexel IT Resources for Faculty** - <http://drexel.edu/it/faculty/>

**Student Counseling Center** - [http://www.drexel.edu/studentaffairs/support\\_health\\_services/cc\\_ucmc/](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/>

**55**  
 Academic Building  
 Marks Intercultural Center

**4**  
 Alumni Engineering Labs

**28**  
 Armory (Buckley Courts)

**7 & 7A**  
 Bossone Research Enterprise Center  
 School of Biomedical Engineering, Science,  
 and Health Systems

**86**  
 Buckley Green

**85**  
 Buckley Recreational Field

**50**  
 Buckley Tennis Courts

**27A**  
 Center for Automation Technology

**62 & 62A**  
 Chestnut Square

**8**  
 Creese Student Center

**3**  
 Curtis Hall

**14**  
 Daskalakis Athletic Center

**55A**  
 Design Arts Annex

**12**  
 Disque Hall

**98**  
 Dornsife Center for Neighborhood  
 Partnerships

**57**  
 Drexel Park

**55C**  
 Drexel Police Station

**14A**  
 Drexel Recreation Center

**40**  
 Drexel Smart House

## Fraternity Houses

- **30**  
Alpha Chi Rho
- **30**  
Alpha Epsilon Pi
- **37**  
Alpha Pi Lambda
- **45**  
Delta Sigma Phi
- **35**  
Lambda Chi Alpha
- **39**  
Pi Kappa Alpha
- **34**  
Pi Kappa Phi

**36**  
Sigma Phi Epsilon  
**38**  
Theta Chi

**16**  
General Services Building

**15**  
Hagerty Library

**9C**  
Handschumacher Dining Center

|   |   |  |
|---|---|--|
| <b>90</b><br>Kline Law Building and Library<br><i>Kline School of Law</i>                                     | <b>60</b><br>Peck Alumni Center   | <b>101</b><br>The Study at University City (Hotel)                             |
| <b>6</b><br>Korman Center   | <b>52</b><br>Perelman Center for Jewish Life                                | <b>23</b><br>The Summit  |
| <b>48</b><br>Language and Communication Center  | <b>47</b><br>PSA Building   | <b>89</b><br>University Crossings  |
| <b>27</b><br>LeBow Engineering Center<br><i>College of Engineering</i>  | <b>2</b><br>Randell Hall  | <b>71</b><br>URBN Center<br><i>Westphal College of Media Arts &amp; Design</i> |
| <b>61</b><br>LeBow Hall<br><i>Goodwin College of Professional Studies</i><br><i>LeBow College of Business</i> | <b>Residence Halls</b>  | <b>72</b><br>URBN Center Annex   |
| <b>29A</b><br>Library Learning Terrace  | • <b>20</b><br>Calhoun Hall   | <b>25</b><br>Vidas Athletic Complex  |
| <b>9B</b><br>MacAlister Hall<br><i>College of Arts and Sciences</i><br><i>Pennoni Honors College</i>          | • <b>26</b><br>Caneris Hall   | <b>41</b><br>208 N. 35th Street  |
| <b>1</b><br>Main Building (Admissions Visit Center)   | • <b>19</b><br>Kelly Hall   | <b>59</b><br>225 N. 32nd Street  |
| <b>9A</b><br>Mandell Theater  | • <b>31</b><br>Millennium Hall  | <b>56</b><br>400 N. 31st Street  |
| <b>13</b><br>Nesbitt Hall<br><i>Dornsife School of Public Health</i>  | • <b>21</b><br>Myers Hall   | <b>176</b><br>3020 Market Street   |
| <b>19A</b><br>Northside Dining Terrace  | • <b>24</b><br>North Hall   | <b>88A</b><br>3101 Market Street   |
| <b>88</b><br>One Drexel Plaza<br><i>School of Education</i>   | • <b>29</b><br>Race Hall  | <b>81</b><br>3201 Arch Street  |
| <b>58</b><br>Papadakis Integrated Sciences Building   | • <b>22</b><br>Towers Hall  | <b>81A</b><br>3201 Arch Annex  |
| <b>16</b><br>Parking Garage   | • <b>17</b><br>Van Rensselaer Hall  | <b>55B</b><br>3210 Cherry Street   |
| <b>53</b><br>Pearlstein Business Learning Center<br><i>Close School of Entrepreneurship</i>                   | <b>18</b><br>Ross Commons   | <b>54</b><br>3210 Spring Garden Street   |
|   | <b>10</b><br>Rush Building<br><i>College of Computing &amp; Informatics</i> | <b>170</b><br>3401 Market Street   |
|   | <b>Sorority Houses</b>  | <b>99</b><br>3608 Powelton Avenue  |
|   | • <b>39</b><br>Alpha Sigma Alpha  |  |
|   | • <b>46</b><br>Delta Phi Epsilon  |  |
|   | • <b>36</b><br>Delta Zeta   |  |
|   | • <b>33</b><br>Phi Mu   |  |
|   | • <b>33</b><br>Phi Sigma Sigma  |  |
|   | <b>5</b><br>Stratton Hall   |  |

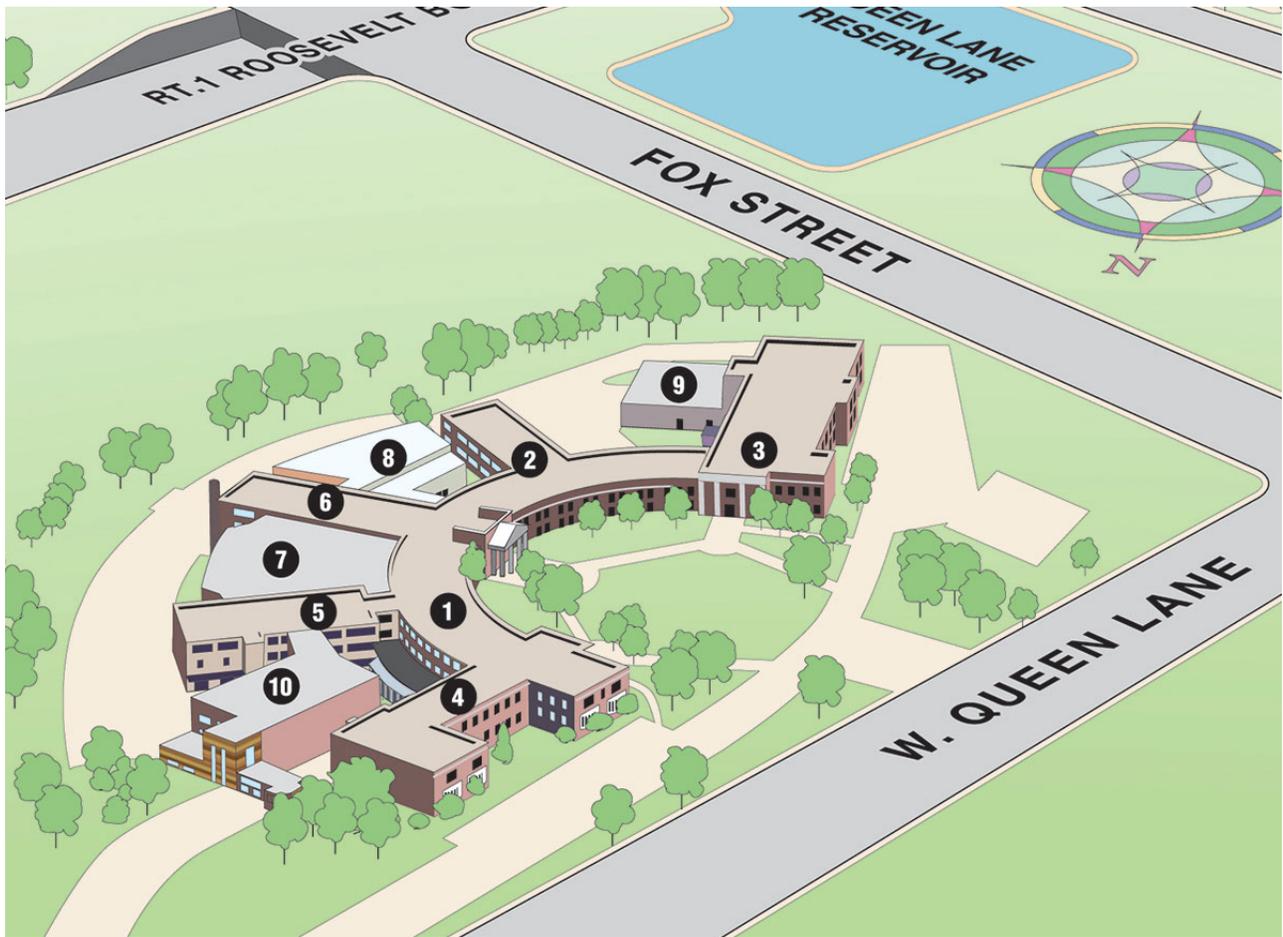
# Center City Campus Map



For directions to the Center City Campus, including public transportation options, please visit: <http://drexel.edu/about/directions/>

- |                                       |  |  |
|---------------------------------------|--|--|
| <b>9</b><br>Bellet Building           | <b>3</b><br>North Tower<br>(Main Hospital Entrance)              | <b>12</b><br>207 N. Broad St.                        |
| <b>2</b><br>Bobst Building            | <b>14</b><br>Philadelphia Gateway Parking Garage                 | <b>11</b><br>219 N. Broad St.                        |
| <b>7</b><br>Franklin Office Center    | <b>6</b><br>School of Health Sciences and Humanities<br>Building | <b>10</b><br>221 N. Broad St.                        |
| <b>13</b><br>Hahnemann Garage         | <b>4</b><br>South Tower  | <b>15</b><br>Three Parkway Building & Friends Select |
| <b>1</b><br>Myer Feinstein Polyclinic | <b>8</b><br>Stiles Alumni Hall                                   |  |

# Queen Lane Campus Map



For directions to the Queen Lane Campus, including public transportation options, please visit:  
<http://drexel.edu/about/directions/>

**5**  
 Archives and Special Collections  
 on Women in Medicine

**7**  
 Betty A. and D. Walter Cohen  
 Auditoriums

**5**  
 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

**3**  
 Neurobiology and Anatomy

**9**  
 Research Addition

**8**  
 Student Activity Center

**1**  
 Student Affairs

