

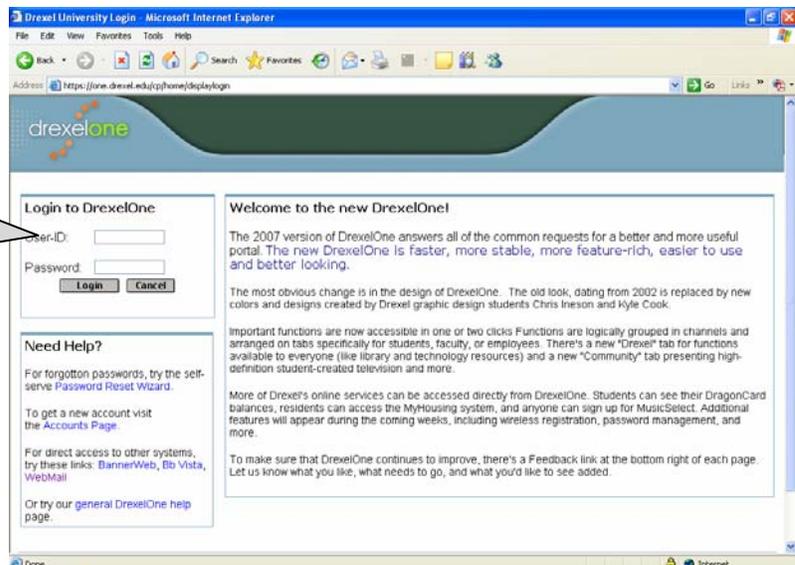
Registration (Add/Drop) Instructions

Upper-level (3L, 2L) students are able to self-register online via DrexelOne. Illustrated registration instructions are provided below.

1. Click on the DrexelOne Portal



2. Log into Drexel One using your User ID and Password



NOTE: Your User ID and Password for DrexelOne are the same ones used to log into your Drexel University e-mail account.

The screenshot shows the DrexelOne homepage with the 'students' tab selected in the navigation bar. A callout box points to the 'Students' tab with the text: **3. Select the "Students" tab**. The main content area includes sections for 'Important Dates' (listing June 9-15), 'Personal Announcements' (none currently), 'Campus Announcements' (listing various events), 'Candid Campus' (with a photo of a student), and 'DrexelOne' (with links for customization, FAQs, and feedback).

The screenshot shows the DrexelOne homepage with the 'students' tab selected. A callout box points to the 'Registration' section with the text: **4. To register, select "Add/Drop Classes"**. The 'Registration' section lists options like 'Check Your Registration Information', 'Look-up Classes to Add', and 'Add/Drop Classes'. Other sections include 'Course Services', 'Billing & Financial Aid', 'DragonCard Balances', and 'Housing'.

The screenshot shows the 'Select Term' registration form. A callout box points to the 'Submit' button with the text: **5. Select the appropriate term and submit**. The form includes a navigation bar with 'Personal Information', 'Student Services & Financial Aid', 'Faculty Services', 'Employee Services', and 'SCDC Services'. The 'Select Term' section has a dropdown menu set to 'Summer Quarter 06-07' and a 'Submit' button. A note below the form states: 'Note: Quarters and Semesters now exist in the database (e.g. Fall Quarter or Fall Semester). Please make the appropriate selection.'

There are two ways to register for courses in Banner: (A) entering the CRN (Course Registration Number) of all courses for which you intend to register; or, (B) doing a “Class Search” and selecting courses from the resulting list. Both methods are illustrated below. Course Registration Numbers are found on the “Course List” document for this Quarter.

METHOD A: Entering CRNs

- A1. Enter the CRN for each course you wish to add
- A2. Select “Submit Changes”

The screenshot shows the Banner 'Add/Drop Classes' interface. At the top, there is a navigation bar with 'drexelone' logo and links for 'calendar', 'groups', and 'email'. Below the navigation bar, there are tabs for 'Personal Information', 'Student Services & Financial Aid', 'Faculty Services', 'Employee Services', and 'SCDC Services'. The main heading is 'Add/Drop Classes:'. Below this, there is a paragraph of instructions: 'Use this interface to add or drop classes for the selected term. If you have already enrolled for the term, those classes will appear in the Current Sc classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. You may drop classes available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drop is complete click Submit Changes. If you are unsure of which classes to add, click Class Search to review the class schedule. For Recommended Program Plans of Study Click Here. Please confirm all additional information related to course sections (i.e linked parts of courses, course restrictions, course comments and off campus Change Credits for a variable credit course(s) Here. For Registration Error Explanations Click Here'. Below the instructions is the 'Add Classes Worksheet' section, which contains a row of ten empty input boxes for CRNs and three buttons: 'Submit Changes', 'Class Search', and 'Reset'. At the bottom, there is a 'RELEASE: 6.2' label and a link '[View Holds | Change Variable Course Credits | Fee Assessment]'.

METHOD B: Class Search

- B1. Select “Class Search”

The screenshot shows the Banner 'Add/Drop Classes' interface, identical to the one above. The main heading is 'Add/Drop Classes:'. Below this, there is a paragraph of instructions: 'Use this interface to add or drop classes for the selected term. If you have already enrolled for the term, those classes will appear in the Current Sc classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. You may drop classes available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drop is complete click Submit Changes. If you are unsure of which classes to add, click Class Search to review the class schedule. For Recommended Program Plans of Study Click Here. Please confirm all additional information related to course sections (i.e linked parts of courses, course restrictions, course comments and off campus Change Credits for a variable credit course(s) Here. For Registration Error Explanations Click Here'. Below the instructions is the 'Add Classes Worksheet' section, which contains a row of ten empty input boxes for CRNs and three buttons: 'Submit Changes', 'Class Search', and 'Reset'. At the bottom, there is a 'RELEASE: 6.2' label and a link '[View Holds | Change Variable Course Credits | Fee Assessment]'.

B2. Enter appropriate term information

B3. Select "Class Search"

The screenshot shows the DrexelOne registration interface. It features a search form with the following fields: Course Number, Title, Schedule Type (dropdown), Credit Range (hours to hours), Course Level (dropdown), Part of Term (dropdown), Non-date based classes only (dropdown), Instructor (dropdown), Session (dropdown), Attribute Type (dropdown), Start Time (Hour, Minute, am/pm), End Time (Hour, Minute, am/pm), and Days (checkboxes for Mon-Sun). At the bottom of the form are 'Class Search' and 'Reset' buttons.

NOTE: Use a broad filter (fewer qualifiers) to search for a larger number of courses, i.e., all courses offered during the Winter term, or a narrow filter (more qualifiers) to find a smaller number of courses.

B4. Place a check next to courses you want to take

B5. Select "Register"

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

Sections Found																						
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute	
<input type="checkbox"/>	13038	LAW	601	01A	UC	3.000	Legal Methods I	M	02:00 pm-03:35 pm	35	0	35	5	0	5	0	0	0	TBA	08/15-11/18	TBA	
<input type="checkbox"/>	13311	LAW	601	01B	UC	3.000	Legal Methods I	W	02:00 pm-03:35 pm	35	0	35	0	0	0	0	0	0	TBA	08/15-11/18	TBA	
<input type="checkbox"/>	13039	LAW	601	02A	UC	3.000	Legal Methods I	W	02:00 pm-03:35 pm	35	1	34	0	0	0	0	0	0	TBA	08/15-11/18	TBA	
<input type="checkbox"/>	13312	LAW	601	02B	UC	3.000	Legal Methods I	T	02:00 pm-03:35 pm	35	0	35	0	0	0	0	0	0	TBA	08/15-11/18	TBA	
<input type="checkbox"/>	13040	LAW	601	03A	UC	3.000	Legal Methods I	T	02:00 pm-03:35 pm	35	0	35	0	0	0	0	0	0	TBA	08/15-11/18	TBA	
<input type="checkbox"/>	13313	LAW	601	03B	UC	3.000	Legal Methods I	F	09:00 am-10:35 am	35	1	34	5	0	5	0	0	0	TBA	08/15-11/18	TBA	

Register Add to Worksheet Class Search

RELEASE: 7.3.1.D [Student Schedule by Day & Time | Student Detail Schedule | View Fee Assessment] powered by SUNGARD SCT HIGHER EDUCATION

NOTE: Be sure to register for a sufficient number of credit hours to qualify for full-time status (9 - 16 hrs.). Registering for less than 9 credits may affect a student's scholarship award and/or financial aid.

During the two registration periods ("priority" and "open"), students may make adjustments to their schedule by dropping one or more courses and selecting new ones. The process to drop a course is similar to the add process described above. Illustrated drop instructions are provided below.

Waitlist Process update

If a course is full, students can put themselves on a waitlist for that particular course by selecting the waitlist option in Banner. If a course is already closed and has a waitlist, it will have a message telling you how many people are waitlisted ahead of you, but you are NOT on the waitlist at this point. **To add yourself to the waitlist** of a course that has been returned as closed, choose "Waitlist" from the drop-down menu that says "Action" next to the CRN, and resubmit the course. Note that courses that are already closed will not come up in the Class Search method described above, and you will have to enter the CRN directly.

If a seat in the course becomes available, the first student on the waitlist will be notified by automated email from the University Registrar that he or she is eligible to be enrolled in the course, and will have **24 hours** to self-register. These notifications will be sent only to your Drexel email account. As the School of Law does not oversee this process, exceptions cannot be made to it.

If you encounter any problems with waitlist registration, please contact Theresa Gallo - do not reply to the automated email. Please do not attempt to register yourself for open seats without notification as you will lose your place on the waitlist. The last day for waitlist placements will be **Friday, November 20, 2009**. Students who are added to a waitlist are not guaranteed to be registered for that course. We cannot make any assurances that you will be removed from a waitlist, so you should sign up for other courses to complete your course schedule. Waitlist eligibility does not override other registration restrictions.

Registration Errors

If you encounter any errors during registration, a notice will appear at the bottom of the registration screen with an explanation of the error. Below are some of the types of errors you may encounter and the actions you will need to take to resolve them:

<u>Status Message</u>	<u>Action</u>
Closed Section	Section is full. Select " Drop " to remove the course, or add yourself to the waitlist and resubmit.
Exceeded Maximum Hours	You have attempted to register for more than 16 credits. (Students must receive approval from Dean Filler to register for more than 16 credits).
Time Conflict	There is a time conflict between two or more courses. You cannot register for two courses that meet on the same day and time. You must choose one.
Duplicate CRN	You have entered the same course twice.
Permission Required / Restriction	Permission is needed to register for the course. Contact the professor or department specified in the registration materials for permission.

Detailed information about registration errors/restrictions is available at the Office of the University Registrar's website: http://www.drexel.edu/provost/src/registration_restrictions.asp.

Account Holds

If there is a Hold on your Drexel account, you will not be able to participate in the registration process until it is resolved. There are three types of Hold that may be placed on your account indicating a past negligence, i.e., Financial Hold, Immunization Hold, and Academic/Dean's Hold. All three will require you to satisfy some required action before the hold will be removed. Follow the steps below to check your account status:

1. Go to DrexelOne and enter your user id and password
2. Select the "Student" tab
3. Under "Student Records" click on "View Holds"

Contact the appropriate office if you have a hold on your account:

- **Financial Hold:**
Office of Student Accounts
Drexel University
Main Building, 1st floor
(215) 895-1445
<http://www.drexel.edu/bursar/>
- **Immunization Hold:**
Office of Health Insurance & Immunization
Drexel University
201 Creese Student Center
(215) 895-2507
http://www.drexel.edu/studentlife/ch/II_Main.html
- **Academic Hold:**
Theresa Gallo, Assistant Director of Academic Services
Drexel University Earle Mack School of Law
3320 Market Street, Suite 450
(215) 571-4716
theresa.gallo@drexel.edu

Contact Information

Students are responsible for maintaining their current address and phone information in Banner. Before completing the registration process, please make sure all personal information is accurate and up to date on DrexelOne.

Tuition Refund and Credit Policy

Students who choose to withdraw from all courses for the term are subject to the following Tuition Refund and Credit Policy:

1 st week of term	100%
2 nd week of term	100%
3 rd week of term	50%
4 th week of term	25%
5 th week of term	25%
6 th week of term	0%

Employment Affidavit

All full-time students are required to fill out and submit an Employment Affidavit once a year, by the last day of open registration in the academic year's Fall term. The [Employment Affidavit form](#) can be submitted online or printed and delivered to OSA in person. If you did not submit this form, you have a hold on your account and must submit the form to OSA before you will be permitted to register.

Exam Conflict Policy

Students are required to take all examinations at the day and time scheduled. An exception is made when an examination conflict occurs. An "examination conflict" is defined as two or more in-class examinations scheduled to occur on the same calendar day. Students who have an examination conflict may request to have the conflict resolved by the Assistant Dean for Student Services. Exams may also be deferred in exceptional circumstances, with documentation (see [Final Exams & Papers Policy](#)). No examination will be rescheduled to a date prior to the originally scheduled examination.

Registration Questions

Responses to a variety of questions are included on the OSA FAQ page (<http://www.drexel.edu/law/osa-FAQs.asp>) on the Law School Web site. Please consult this page first for general information or instructions on more common procedures. If you cannot find what you need or would like assistance with registration, contact the Office of Student Affairs by phone at (215) 571-4756, via email at lawstuaf@drexel.edu, or in person in Room 450 during normal business hours, Monday through Friday, 8:00 a.m.–5:30 p.m.