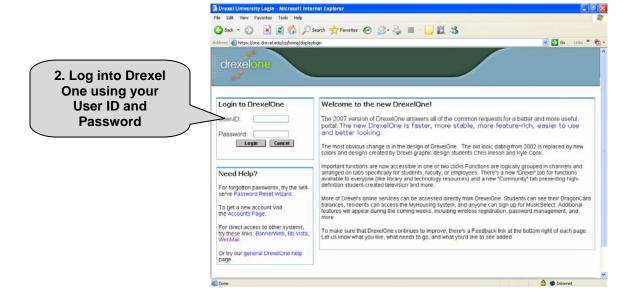
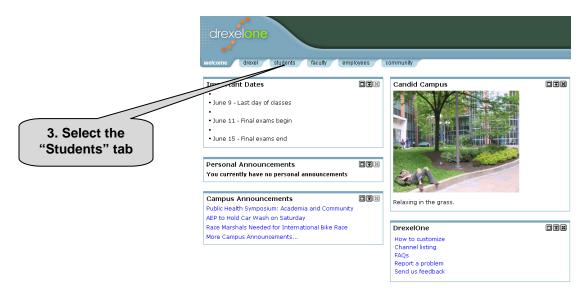
### Registration (Add/Drop) Instructions

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

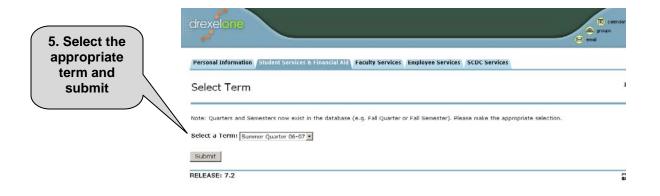




NOTE: Your User ID and Password for DrexelOne are the same ones used to log into your Drexel University e-mail account.





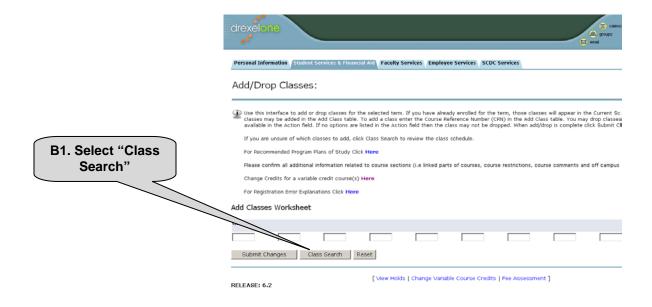


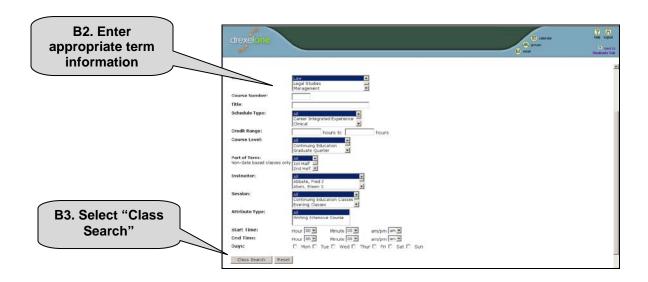
There are two ways to register for courses in Banner: (A) entering the CRN (Course Registration Number) of all courses for which you intend to register; or, (B) doing a "Class Search" and selecting courses from the resulting list. Both methods are illustrated below. Course Registration Numbers are found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

## **METHOD A: Entering CRNs**

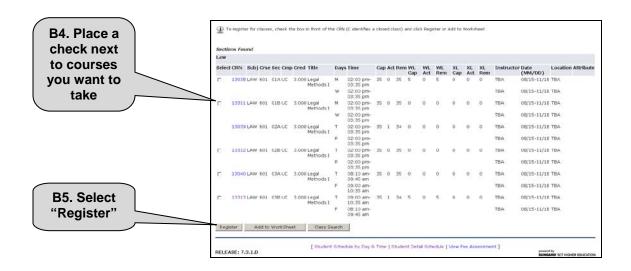


### **METHOD B: Class Search**



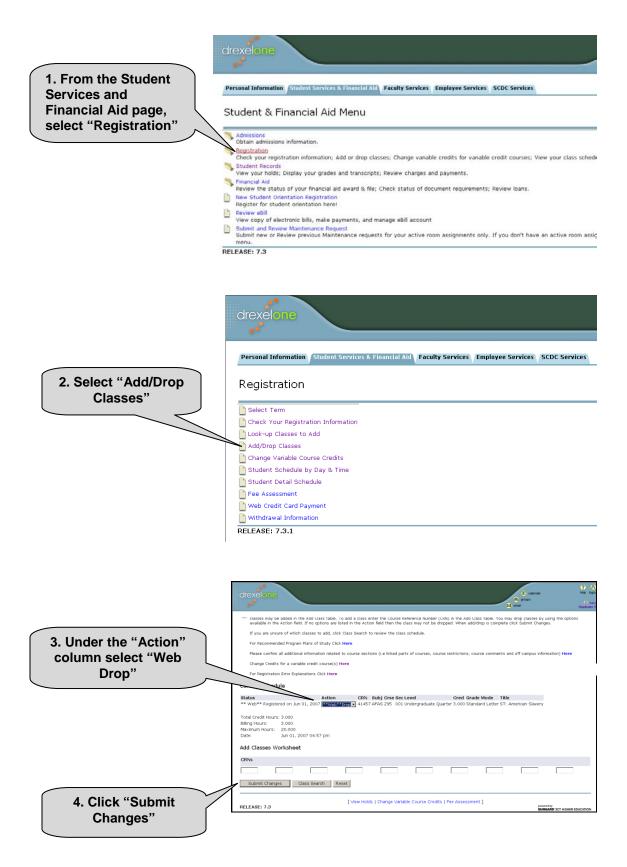


NOTE: Use a broad filter (fewer qualifiers) to search for a larger number of courses, i.e., all courses offered during the Fall term, or a narrow filter (more qualifiers) to find a smaller number of courses.



NOTE: Be sure to register for a sufficient number of credit hours to qualify for full-time status (9 - 15 credits). Registering for less than 9 credits may affect a student's scholarship award and/or financial aid.

During the online registration period, 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**

Courses that allow waitlist registration will have the section comment: "Waitlist available until the end of the first week of class". This does not mean the course is full, only that it has waitlist capabilities.

Students can put themselves on a waitlist for a course that is full 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.

#### **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:

Status Message	<u>Action</u>
Closed Section	Section is full. Select "Drop" to remove the course, or add yourself to the waitlist as described above, and resubmit.
Exceeded Maximum Hours	You have attempted to register for more than 15 credits. You must drop a course or receive approval from Dean Filler to exceed this limit. Any credits over 15 will carry an additional charge.
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: <a href="http://www.drexel.edu/src/registration/restrictions.html">http://www.drexel.edu/src/registration/restrictions.html</a>.

### **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, 1<sup>st</sup> 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

## **Student 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 <sup>st</sup> week of term	100%
2 <sup>nd</sup> week of term	100%
3 <sup>rd</sup> week of term	50%
4 <sup>th</sup> week of term	25%
5 <sup>th</sup> week of term	25%
6 <sup>th</sup> 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 <a href="Employment Affidavit form">Employment Affidavit form</a> 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.

### **Examination 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 <a href="Final Exams & Papers Policy">Final Exams & Papers Policy</a>). 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 (<a href="http://www.earlemacklaw.drexel.edu/osa-FAQs.asp">http://www.earlemacklaw.drexel.edu/osa-FAQs.asp</a>) 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 <a href="mailto:lawstuaf@drexel.edu">lawstuaf@drexel.edu</a>, or in person in Room 450 during normal business hours, Monday through Friday, 8:00 a.m.–5:30 p.m.