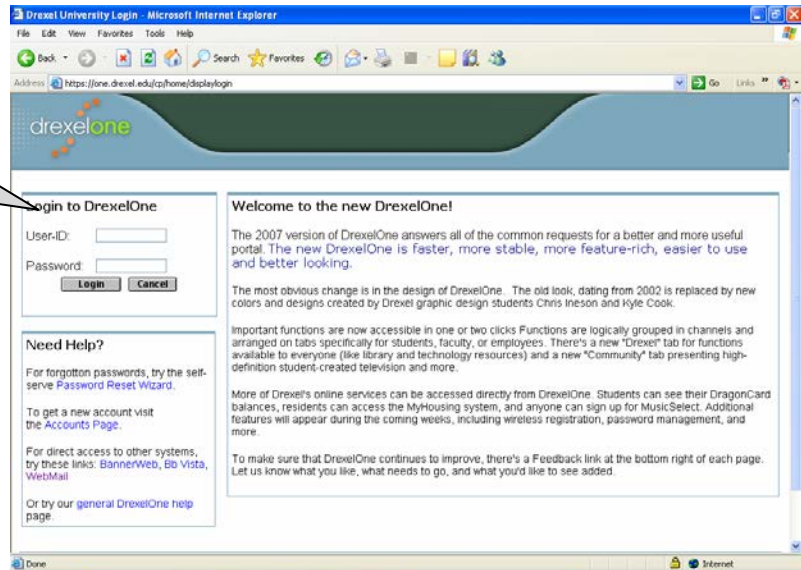


Registration Instructions

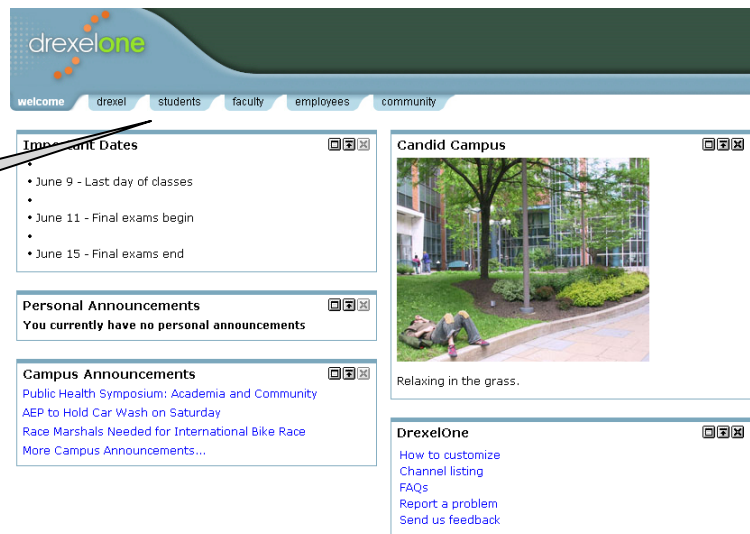
Registration (Add/Drop) Instructions

Upper-level (3L, 2L) students are able to self-register online via [DrexelOne](#) during the times designated for their class. Illustrated registration instructions are provided below.

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

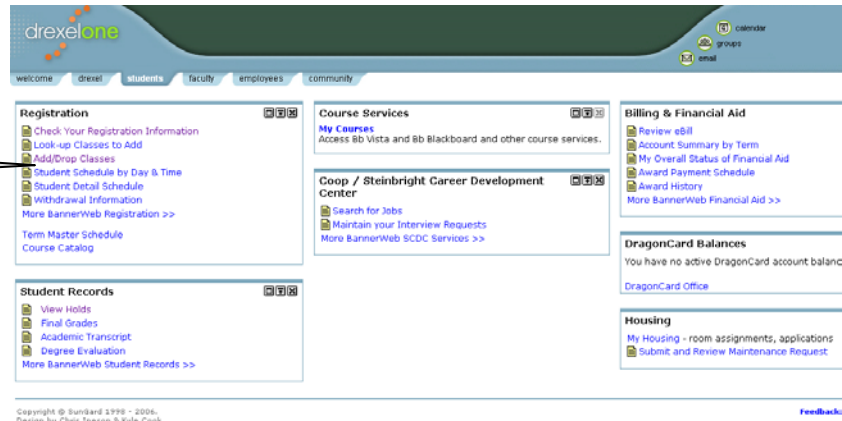


2. Select the "Students" tab

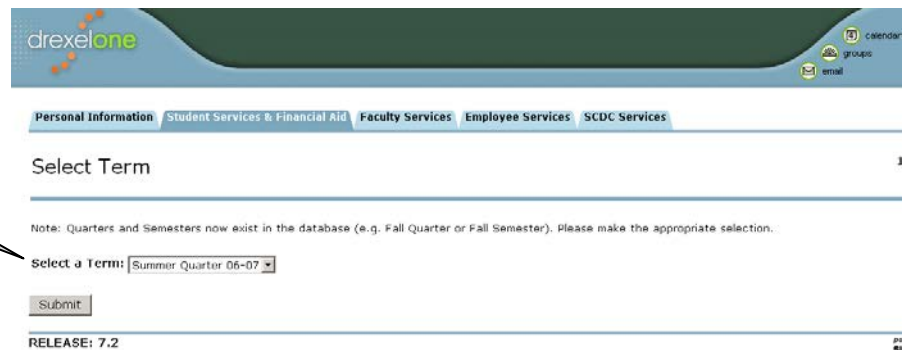


Registration Instructions

4. To register, select "Add/Drop Classes"



5. Select the appropriate term and submit



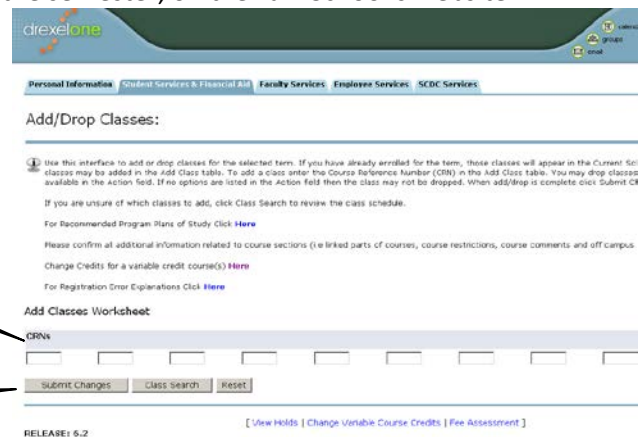
There are two ways to register for courses in Banner: (A) entering the CRN (Course Registration Number) of all courses for which you intend to register; or, (B) doing a "Class Search" and selecting courses from the resulting list. Both methods are illustrated below.

METHOD A: Entering CRNs

CRNs are found on the "Master Schedule" page for the semester, on the Law School's website.

A1. Enter the CRN for each course you wish to add

A2. Select "Submit Changes"



Registration Instructions

METHOD B: Class Search

B1. Select "Look Up Classes to Add"

welcome drexel students faculty employees community

Registration

- Check Your Registration Information
- Look-up Classes to Add
- Add/Drop Classes
- Buy Your Textbooks Now!
- Student Schedule by Day & Time
- Student Detail Schedule
- More BannerWeb Registration >>
- Term Master Schedule
- Course Catalog

My Courses
My Courses
Access Drex
course servi

Coop / St
Center
Search fo
Maintain
More Banne
Going Globa

B2. Enter appropriate term information and Submit

Select Term or Date Range

*****Attention Internet Explorer 7 Users*****
During the week of October 11th, Microsoft released the full
The security changes introduced a bug that prevents combi
As a work around, in some instances you can use the arrow
If that does not work, it is recommended that you upgrade
If you would like more information, please see Microsoft's s

Search by Term:
Fall Semester 12-13 (View only)

Submit Reset

B3. Choose "Law" as the subject and click "Course Search"

Look-Up Classes to Add:

Use the selection options below to search the clas
select at least one Subject. When your selection is:

Subject: Forensic Science
IMS Prog. Interdeptmental Sci.
Interdepartmental
Interdisciplinary Health Sci
Law
MMS Prog.-Masters in Med. Sci.
Master of Lab Animal Science
Medical Science Preparatory
Medicine
Microbiology & Immunology
Molec & Cell Bio & Genetics

Course Search Advanced Search

Registration Instructions

The results screen will appear. Click “View Sections” to see times and details.

Look-Up Classes to Add:

Fall Semester 12-13		
Law		
556S	Property	<input type="button" value="View Sections"/>
608S	Marshall-Brennan	<input type="button" value="View Sections"/>
612S	Sexual Orientation and the Law	<input type="button" value="View Sections"/>
622S	Employment Discrimination	<input type="button" value="View Sections"/>
624S	Environmental Law	<input type="button" value="View Sections"/>

NOTE: If a class is closed (full), when you click “View Sections”, it will say there are none found. You can still waitlist yourself for closed courses by entering the CRN directly and then following the [Waitlist Process](#) instructions.

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

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

Select	CRN	Subj	Crse	Sec	Comp	Cred	Title	Days	Time	Cap	Act	Rem	W/L	W/L	XL	XL	XL	Instructor	Date	Location	Attribute
<input type="checkbox"/>	13038	LAW	601	C1A	LC	3.000	Legal Methods I	M	02:00 pm-03:35 pm	35	0	35	5	0	5	0	0	TBA	08/15-11/18	TBA	
<input type="checkbox"/>	13311	LAW	601	C1B	LC	3.000	Legal Methods I	M	02:00 pm-03:35 pm	35	0	35	0	0	0	0	0	TBA	08/15-11/18	TBA	
<input type="checkbox"/>	13039	LAW	601	C2A	LC	3.000	Legal Methods I	T	02:00 pm-03:35 pm	35	1	34	0	0	0	0	0	TBA	08/15-11/18	TBA	
<input type="checkbox"/>	13312	LAW	601	C2B	LC	3.000	Legal Methods I	T	02:00 pm-03:35 pm	35	0	35	0	0	0	0	0	TBA	08/15-11/18	TBA	
<input type="checkbox"/>	13040	LAW	601	C3A	LC	3.000	Legal Methods I	T	08:10 am-09:45 am	35	0	35	0	0	0	0	0	TBA	08/15-11/18	TBA	
<input type="checkbox"/>	13313	LAW	601	C3B	LC	3.000	Legal Methods I	T	09:00 am-10:35 am	35	1	34	5	0	5	0	0	TBA	08/15-11/18	TBA	

RELEASE: 7.3.1.1.D
 [Student Schedule by Day & Time | Student Detail Schedule | User Fee Assessment]

B5. Select “Register”

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.

Registration Instructions

Dropping a Class

1. From the Student Services and Financial Aid page, select "Registration"

drexelone

Personal Information Student Services & Financial Aid Faculty Services Employee Services SDC Services

Student & Financial Aid Menu

- Admissions
Obtain admissions information.
- Registration**
Check your registration information; Add or drop classes; Change variable credits for variable credit courses; View your class schedule
- Student Records
View your holds; Display your grades and transcripts; Review charges and payments.
- Financial Aid
Review the status of your financial aid award & file; Check status of document requirements; Review loans.
- New Student Orientation Registration
Register for student orientation here!
- Review eBill
View copy of electronic bills, make payments, and manage eBill account
- Submit and Review Maintenance Request
Submit new or Review previous Maintenance requests for your active room assignments only. If you don't have an active room assignment.

RELEASE: 7.3

2. Select "Add/Drop Classes"

drexelone

Personal Information Student Services & Financial Aid Faculty Services Employee Services SDC Services

Registration

- Select Term
- Check Your Registration Information
- Look-up Classes to Add
- Add/Drop Classes**
- Change Variable Course Credits
- Student Schedule by Day & Time
- Student Detail Schedule
- Fee Assessment
- Web Credit Card Payment
- Withdrawal Information

RELEASE: 7.3.1

3. Under the "Action" column select "Web Drop"

drexelone

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 by using the options 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 information) [Here](#)

Change Credits for a variable credit course(s) [Here](#)

For Registration Error Explanations Click [Here](#)

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
** Web** Registered on Jun 01, 2007	Web Drop	41457	AFAS	295	001	Undergraduate Quarter	3.000	Standard	Letter ST	American Slavery

Total Credit Hours: 3.000
Billing Hours: 3.000
Maximum Hours: 20.000
Date: Jun 01, 2007 04:57 pm

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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RELEASE: 7.3

[View Holds | Change Variable Course Credits | Fee Assessment]

powered by SUNBIRD ICT HIGHER EDUCATION

4. Click "Submit Changes"

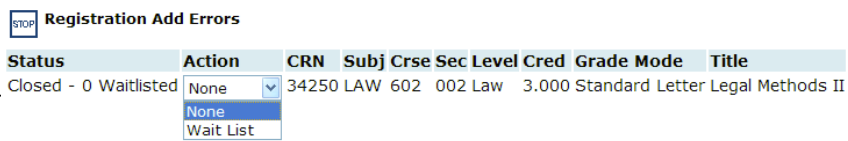
Registration Instructions

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.

When you receive this "Closed" message, you must select "Wait List" from the drop-down menu and click Submit Changes.



Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None None Wait List	34250	LAW	602	002	Law	3.000	Standard	Letter	Legal Methods II

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 "Action" drop-down menu, and click "Submit Changes."

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. If you see a seat open, but did not receive a notification, it is because the seat has been offered to someone ahead of you on the waitlist. 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:

<u>Status Message</u>	<u>Action</u>
Closed Section	Section is full. In the Action menu, select " None " to remove the course, or " Wait List " to add yourself to the waitlist (if available), 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 exceed this limit, up to 16 credits.

Registration Instructions

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. If you get this conflict while trying to waitlist for a conflicting course, please contact the Director of Academic Services .
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/src/registration/restrictions.html> .

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 the Bursar
Drexel University
Main Building, Room 222
(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://drexel.edu/studentlife/support_health_services/support_health_services_health_insurance_immunizations/
- **Academic Hold:**
Theresa Gallo, Director of Academic Services
Earle Mack School of Law, Drexel University
3320 Market Street, Suite 450
(215) 571-4716
theresa.gallo@drexel.edu

Registration Instructions

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 University's "Semester Terms" Tuition Refund and Credit Policy, found at http://www.drexel.edu/depts/bursar/SFS_TuitionRefundandCreditPolicy.html

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.

Examination Conflict Policy

The examination schedule for the term is posted simultaneously with the Registration Materials each term. Students are required to take all their 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 Office of Student Affairs. Exams may also be deferred in exceptional circumstances, with documentation (see current Student Handbook). 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](#). Please consult this page 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 lawosa@drexel.edu, or in person in Room 450 during normal business hours, Monday through Friday, 8:00 a.m.–5:00 p.m.