



DREXEL UNIVERSITY

**Drexel Central**

Student Financial and  
Registration Services

# **Student Guide:**

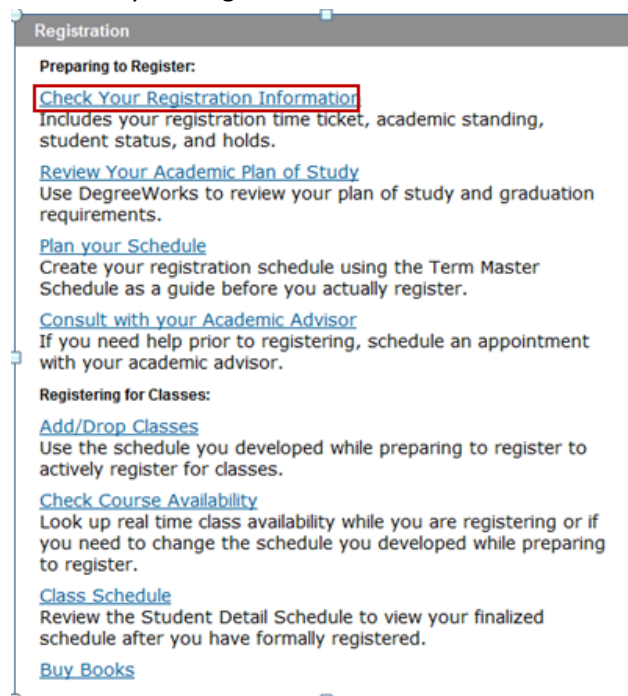
# **Preparing to Register**

## Check your Registration Information

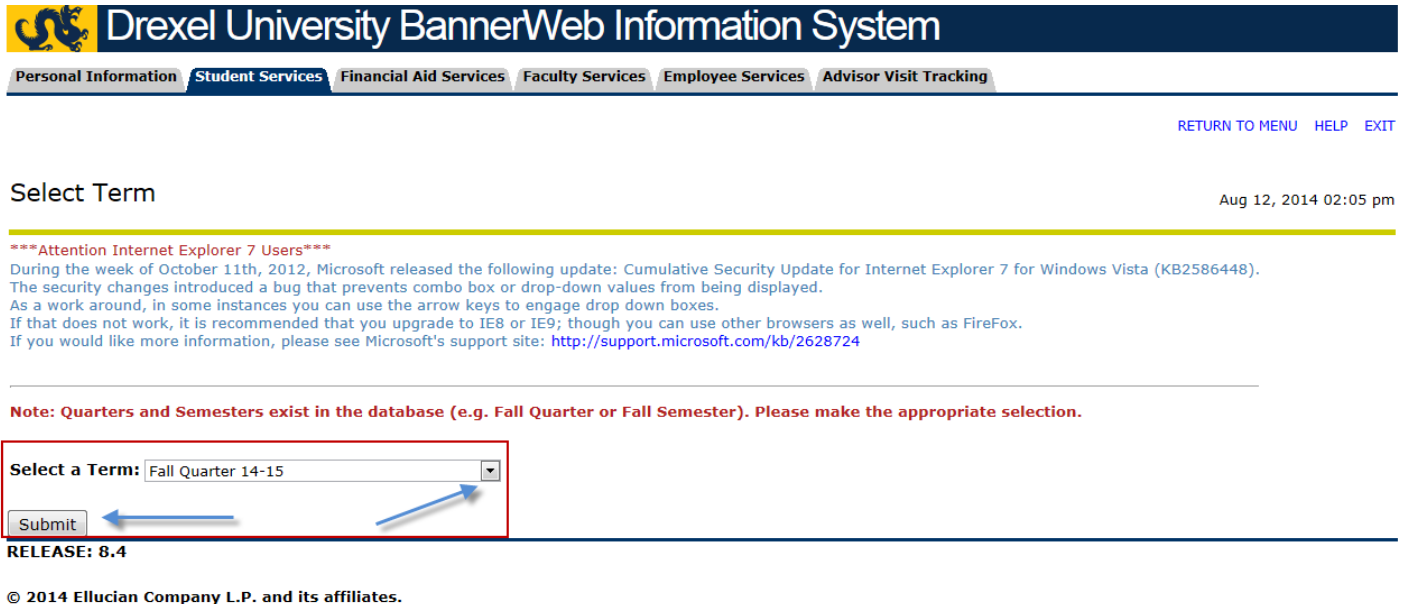
- 1) As an active student of Drexel University you have the ability to register yourself for classes during each open registration term. You will need to login to your [DrexelOne](#) account to check your eligibility to register.
  - a) Special Note: New first time undergraduate students and new first time transfer undergraduate students will not have the capability of register for classes through DrexelOne. Readmit students for their first term of attendance of readmission at Drexel will not be able to register through DrexelOne. These students will need to contact an academic advisor in order to update their registration for their first term of attendance.
- 2) Once you have logged into your DrexelOne account you will need to select the “Academics” tab to access the registration information links.



- 3) After you have selected the “Academics” tab a set of student information channels will appear on your screen. Look for the channel titled “Registration”. In the “Registration” channel there is a link titled “Check Your Registration Information”. Click on the link to access your Registration Information.



- 4) The link will redirect you to the “Term Selection” webpage. Select the term of which you will be registering for classes from the drop down menu button and then press submit to access your time ticket registration information for that term.



**Drexel University BannerWeb Information System**

Personal Information Student Services Financial Aid Services Faculty Services Employee Services Advisor Visit Tracking

RETURN TO MENU HELP EXIT

Select Term Aug 12, 2014 02:05 pm

\*\*\*\*Attention Internet Explorer 7 Users\*\*\*\*

During the week of October 11th, 2012, Microsoft released the following update: Cumulative Security Update for Internet Explorer 7 for Windows Vista (KB2586448). The security changes introduced a bug that prevents combo box or drop-down values from being displayed. As a work around, in some instances you can use the arrow keys to engage drop down boxes. If that does not work, it is recommended that you upgrade to IE8 or IE9; though you can use other browsers as well, such as FireFox. If you would like more information, please see Microsoft's support site: <http://support.microsoft.com/kb/2628724>

Note: Quarters and Semesters exist in the database (e.g. Fall Quarter or Fall Semester). Please make the appropriate selection.

Select a Term: Fall Quarter 14-15

Submit

RELEASE: 8.4


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- 5) The Registration Status webpage will indicate if your eligible to register for classes for the term selected. Any itmes that will prevent you from registering for courses will be presented to you on this webpage.
- If you have a hold on your account you will need to contact the department that controls the hold.
    - Financial, Internal Collector or External Collector holds – Contact [Drexel Central](#)
    - Academic Dean hold – Contact your [College's advising](#) office
    - Athletic hold – Contact the [Athletic Compliance](#) office
    - Parking hold – [Parking Services](#)
    - Immunization hold – [Student Health Services](#) office
    - Leave of Absence hold – Contact your [academic advisor](#)
    - University Withdrawal hold - Contact your [academic advisor](#)
    - Dean of Students hold – Contact the [Dean of Student's](#) office
    - Admissions hold – Contact the [Admissions](#) office
  - If your academic standing does not permit you to register for classes you will need to contact your [academic advisor](#) for information regarding your academic standing at Drexel University.
  - If your student status does not permit you to register for classes you will need to contact an [academic advisor](#) to check your status in our student record system. Your advisor will provide you with information on how to update your status at Drexel University.

Check Your Registration Status:

Fall Quarter 14-15

Aug 12, 2014 02:09 pm

 Displayed below are various items which may affect your registration. Your Time Ticket, Holds, Academic Standing, Student Status, Class, and Curriculum may prevent registration or restrict the courses you will be permitted to select.

If your last term of enrollment was more than one year, contact the Drexel Central at 215-895-1600 to determine what steps are needed BEFORE you can register for classes.

**You may register during the following times**

From	Begin Time To	End Time
Aug 01, 2014 07:30 am	Nov 07, 2014 11:59 pm	

✔ You have no Holds which prevent registration.

✔ Your Academic Standing permits registration.

✔ Your Student Status permits registration.

Your Class for registration purposes is Junior.

## Review Your Academic Plan of Study

Use DegreeWorks to review your plan of study and graduation requirements. DegreeWorks is an important resource that will help you with registering for classes and with making sure you know and complete your degree requirements for graduation. Refer to the DegreeWorks document and tutorial under DegreeWorks

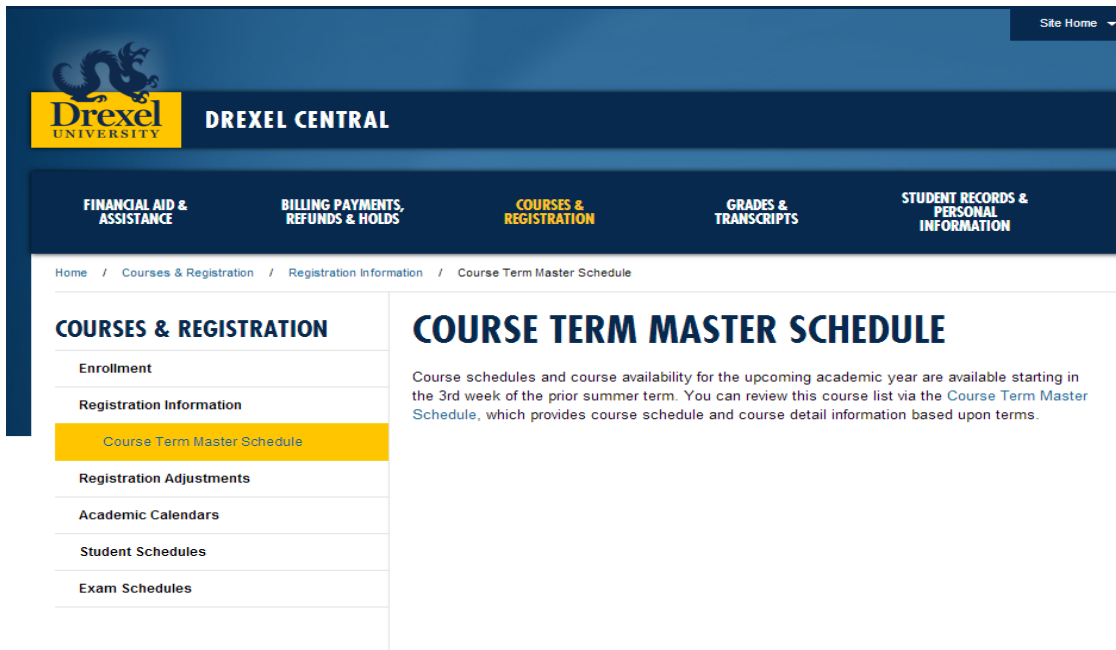
## Plan your Schedule

To plan your schedule before and during registration, you can use the Term Master Schedule. The Term Master Schedule (TMS) is a listing of all active class sections for a particular academic term, including the necessary information for each section needed during registration such as enrollment information, days & times, room assignments and more. All listings for the current and last academic year are displayed to assist with planning.

You can access the Term Master Schedule in two ways. You will need to login to DrexelOne and click the Academic tab, and then click Plan your Schedule in the registration channel. Alternatively, the Term Master Schedule can be accessed from the [Drexel Central website](#) or through the 'Plan your Schedule' link in the registration channel in DrexelOne.

### Planning your Schedule via the Term Master Schedule

1) The Term Master Schedule can be accessed from the [Drexel Central website](#).



The screenshot displays the Drexel Central website interface. At the top, the Drexel University logo is on the left, and "DREXEL CENTRAL" is in the center. A navigation bar below the header contains five categories: "FINANCIAL AID & ASSISTANCE", "BILLING PAYMENTS, REFUNDS & HOLDS", "COURSES & REGISTRATION" (highlighted in yellow), "GRADES & TRANSCRIPTS", and "STUDENT RECORDS & PERSONAL INFORMATION". Below this, a breadcrumb trail reads: "Home / Courses & Registration / Registration Information / Course Term Master Schedule". The main content area is titled "COURSE TERM MASTER SCHEDULE" in large blue letters. To the left of this title is a sidebar menu under the heading "COURSES & REGISTRATION", listing: "Enrollment", "Registration Information", "Course Term Master Schedule" (highlighted in yellow), "Registration Adjustments", "Academic Calendars", "Student Schedules", and "Exam Schedules". The main text area contains a paragraph: "Course schedules and course availability for the upcoming academic year are available starting in the 3rd week of the prior summer term. You can review this course list via the [Course Term Master Schedule](#), which provides course schedule and course detail information based upon terms."

2) After opening the schedule, select the appropriate term from the list of available terms under Browse Courses, or enter particular search criteria under Search Courses. The academic year begins with the Fall term, so in the example below, Fall Quarter 14-15 begins the current academic year, while Fall Quarter 13-14 will display the list of courses from the previous Fall Quarter.

### Browse Courses

Browse courses by terms, colleges, schools, and subjects.

Quarter Term Courses

- ✕ Fall Quarter 13-14
- ✕ Winter Quarter 13-14
- ✕ Spring Quarter 13-14
- ✕ Summer Quarter 13-14
- ✕ Fall Quarter 14-15
- ✕ Winter Quarter 14-15
- ✕ Spring Quarter 14-15
- ✕ Summer Quarter 14-15

Semester Term Courses

- ✕ Fall Semester 13-14
- ✕ Spring Semester 13-14
- ✕ Summer Semester 13-14
- ✕ Fall Semester 14-15
- ✕ Spring Semester 14-15
- ✕ Summer Semester 14-15

### Search Courses

Search courses by terms, course names, and course numbers.

• You must select a Term.

Select a term, and then enter either course name keywords, or course number, or CRN.

★ Term Select a Term:

AND

Course Name

Keywords

OR

Course Number

OR

CRN

➤
Search Courses

3) Select the college offering the course and the subject of the course.

#### Schedule for Fall Quarter 14-15

Antoinette Westphal COMAD
Arts and Sciences
Bennett S. LeBow Coll. of Bus.
Close Sch of Entrepreneurship
College of Engineering
Computing and Informatics
Hospitality & Sport Management
Miscellaneous
Nursing & Health Professions
Pennoni Honors College
Sch. of Biomed Engr, Sci & Hlth
School of Education
School of Public Health
School of Tech & Prof Studies

For courses specific to a college/school, select the college from the left navigation menu, and then select the subject.

Subjects of Arts and Sciences	
✕ Africana Studies	✕ Anthropology
✕ Arabic	✕ Arts & Sciences-Interdisp Stud
✕ Bioscience & Biotechnology	✕ Chemical Engineering Chemistry
✕ Chemistry	✕ Chinese
✕ Communication	✕ Criminal Justice
✕ Criminology & Justice Studies	✕ English
✕ English as a Second Language	✕ Environ Stu & Sustainability
✕ Environmental Science	✕ French
✕ Geoscience	✕ German
✕ Hebrew	✕ History
✕ Humanities, General	✕ International Area Studies
✕ Italian	✕ Japanese
✕ Judaic Studies	✕ Korean
✕ Language	✕ Linguistics
✕ Mathematics	✕ Philosophy
✕ Physics	✕ Physics-Environmental Science
✕ Political Science	✕ Portuguese
✕ Psychology	✕ Public Policy
✕ Publication Management	✕ Russian
✕ Science Technology and Society	✕ Sociology
✕ Spanish	✕ University-Wide Courses
✕ Women's Studies	✕ Writing

## Reading the Term Master Schedule

After selecting the subject of the course, a list of all courses and course sections under that subject code will be displayed in order by course number and section number.

### Schedule for Fall Quarter 14-15

Please note that course schedule information is subject to change at any time.

#### List of courses for Subject Code ENGL

Place cursor over CRN to see enrollment for the section. Click on the CRN to get course description and detailed schedule information.

Subject Code	Course No.	Instr Type	Instr Method	Sec	CRN	Course Title	Days / Time	Instructor
ENGL	101	Lecture	Face To Face	001	<a href="#">12527</a>	Composition and Rhetoric I	MWF 12:00 pm - 12:50 pm	Emilie S Passow
ENGL	101	Lecture	Face To Face	002	<a href="#">11688</a>	Composition and Rhetoric I	MWF 12:00 pm - 12:50 pm	Christopher T Nielson
ENGL	101	Lecture	Face To Face	003	<a href="#">16487</a>	Composition and Rhetoric I	MWF 09:00 am - 09:50 am	STAFF
ENGL	101	Lecture	Face To Face	004	<a href="#">10739</a>	Composition and Rhetoric I	TR 08:00 am - 09:20 am	Charles Louis Haub
ENGL	101	Lecture	Face To Face	005	<a href="#">12977</a>	Composition and Rhetoric I	MWF 09:00 am - 09:50 am	Steven D Kleinman
ENGL	101	Lecture	Face To Face	006	<a href="#">10501</a>	Composition and Rhetoric I	MWF 11:00 am - 11:50 am	STAFF
ENGL	101	Lecture	Face To Face	007	<a href="#">11689</a>	Composition and Rhetoric I	MWF 09:00 am - 09:50 am	Jan Armon
ENGL	101	Lecture	Face To Face	008	<a href="#">10988</a>	Composition and Rhetoric I	MWF 12:00 pm - 12:50 pm	Robert J Wetherill
ENGL	101	Lecture	Face To Face	009	<a href="#">10502</a>	Composition and Rhetoric I	MWF 10:00 am - 10:50 am	STAFF
ENGL	101	Lecture	Face To Face	010	<a href="#">10503</a>	Composition and Rhetoric I	MWF 11:00 am - 11:50 am	Henry P Israeli

The list of courses will display the following information:

**Subject Code** – The abbreviated code of the full subject description. This is the code that will appear in the catalog, on the plan of study and in DegreeWorks.

**Course Number** – Course numbers are generally based on intended level of student as follows:

**100 – 199:** Lower level undergraduate. These courses are generally intended for students with Freshman standing.

**200 – 299:** Lower level undergraduate. These courses are generally intended for students with Sophomore and Pre-Junior standing.

**300 – 399:** Upper level undergraduate. These courses are generally intended for students with Pre-Junior and Junior standing.

**400 – 499:** Upper level undergraduate. These courses are generally intended for students with Senior standing.

**500 – 599:** 1<sup>st</sup> year Master's. These courses are generally intended for Master's degree students in their 1<sup>st</sup> year.

**600-699:** 2<sup>nd</sup> Year Master's. These courses are generally intended for Master's degree students in their 2<sup>nd</sup> year.

**700 – 799:** Upper level graduate. These courses are generally intended for post-Master's and pre-candidacy PhD students.

**800 – 999:** Upper level graduate. These courses are generally intended for post-candidacy PhD students

**Instr Type** – Indicates the type of instruction of the course. This may include lecture, lab, recitation, etc.

**Instr Method** – Indicates how the instruction is being delivered. Instructional Methods include:

**Face to Face** – All instruction is delivered in a face-to-face setting. A Learning Management System, such as Learn, may be used for posting course materials, facilitating discussions and other uses as seen fit by the instructor.

**Hybrid** – Instruction is delivered by a combination of a face-to-face setting and delivery via the internet through the use of a Learning Management System such as Learn.

**Online** –All instruction is delivered via the internet through the use of a Learning Management System, such as Learn. Students are physically separated from the instructor. Some instructional deliver may be in real time, meaning that particular class days and times are required.

**Sec** – The section number of the course.

**Section 900 and above** – Class sections numbered 900 and above are online sections of a course.

**CRN** – Each section of a course is uniquely identified by the CRN, or Course Reference Number. Enrollment information, including the number of seats in the class and the current enrollment, can be seen by hovering the cursor over the CRN.

**Days/Times** – Indicates when the class will meet.

**Instructor** – Indicates who will be teaching the class.

## Viewing Additional Section Information

Click on the hyperlinked CRN to see additional information about a particular section of a course.

### Schedule for Fall Quarter 14-15

CRN	12527
Subject Code	ENGL
Course Number	101
Section	001
Credits	3.00
Title	Composition and Rhetoric I
Campus	University City
Instructor(s)	Emilie S Passow
Instruction Type	Lecture
Instruction Method	Face To Face
Max Enroll	19
Enroll	CLOSED
Section Comments	None
Textbooks	Click on the link below to see textbooks for this course: <a href="#">Drexel University Bookstore</a>

Start Date	End Date	Times	Days	Building	Room
Sep 22, 2014	Dec 13, 2014	12:00 pm - 12:50 pm	MWF	TBD	TBD

Please note that course schedule information is subject to change at any time.

### Course Description

ENGL 101 - Composition and Rhetoric I
Develops students' abilities to use writing as a tool for inquiry as they think through open-ended questions. Introduces them to rhetorical concepts and terms, exigence, audience, context, argument, and appeals, that they will apply in their writing and critical reading. Teaches them how to find, evaluate, integrate, and document sources from a variety of media; and how to engage in the many stages of the research and writing processes, from invention, to review, to final product. Engages them in ongoing reflective analysis about writing and their writing development.
Credits: 3.00
College: Arts and Sciences
Department: English & Philosophy
Restrictions:
May not be enrolled in one of the following Program Level(s):
Co-Requisites:
Pre-Requisites:
Repeat Status: Not repeatable for credit



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In addition to the basic section information located in the listing on the prior screen, this screen includes:

**Credits** – The number of credits earned for successfully completing the course.

**Campus** – The campus on which the course is offered. Drexel has several branch campuses, as well as several off-campus sites. Sections offered at branch campuses are only open to students from those campuses.

**Max Enroll** – This number indicates that total number of seats offered in the section.

**Enroll** – This number indicates the number of students enrolled in the section. If all the seats have been filled, it will state “CLOSED” as in the above example.

**Section Comments** – This field displays comments that give specific directions regarding the section. These may include registration restrictions specific to the section, instructions to register for other components of the course, additional fees associated with the section, etc.

**Textbooks** – Displays a link to the required textbooks for the section on the Drexel University Bookstore website.

**Start Date/End Date** – Indicates the dates when the section starts and ends. Some sections are offered in an accelerated format, so they may have later start dates or earlier end dates.

**Course Description** – This area displays information about the course found in the [Drexel University Catalog](#).

Description – A brief description of the topics covered in the course

College – The college offering the course

Descriptions – The department offering the course

Restrictions – Restrictions that are placed on all sections of the course. Any restrictions on the section as noted in the Section Comments field are in addition to those listed here.

Co-Requisites – Courses that must be taken at the same time as a requirement for registration

Pre-Requisites – Courses that must be taken prior to registration into the course


Repeat Status – Indicates whether the course may be repeated for credit. Some courses, such as Topics and Special Topics may be repeated multiple times for credit if the topics are different. Most other courses cannot be repeated for credit.

## Planning your Schedule through DrexelOne

The other method of accessing the Term Master Schedule is through your DrexelOne account while you are looking up classes. This will allow you to review class links for labs or lectures for multiple section classes. When you are in the “Add/Drop Classes:” webpage in DrexelOne you can use the Term Master Schedule webpage link to view the available sections.

**Add/Drop Classes:** Fall Quarter 14-15  
Aug 12, 2014 02:21 pm

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 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 Schedule section. Additional 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, please refer to Graduation Requirements in DegreeWorks by clicking [Here](#)

Please confirm via the Course Term Master Schedule all additional information related to course sections (i.e. linked parts of courses, course restrictions, course comments, and off campus information) by clicking [Here](#)

Change Credits for variable credit courses [Here](#)

For Registration Error Explanations, click [Here](#)

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
** Web** Registered on Aug 01, 2014	None	12312	MATH	182	900	Undergraduate Quarter	3.000	Standard	Letter	Mathematical Analysis II
** Web** Registered on Aug 01, 2014	None	13318	COM	290	900	Undergraduate Quarter	3.000	Standard	Letter	Sports and the Mass Media
** Web** Registered on Aug 01, 2014	None	12515	COM	330	900	Undergraduate Quarter	3.000	Standard	Letter	Professional Presentations

Total Credit Hours: 9.000  
 Billing Hours: 9.000  
 Minimum Hours: 0.000  
 Maximum Hours: 20.000  
 Date: Aug 12, 2014 02:21 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"/>	<input type="text"/>
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[ [View Holds](#) | [Change Variable Course Credits](#) | [Fee Assessment](#) ]

The link will redirect your web browser to the online Term Master Schedule

Please note that the seats available in each class may not accurately reflect the actual available seats for the registration term. You will need to check the seat availability in DrexelOne class look up webpage to review the actual amount of seats in a class.

## Consult with your Academic Advisor

If you need help prior to registering, schedule an appointment with your academic advisor. Your academic advisor’s contact information will appear in the academic advising channel directly above the registration channel in DrexelOne.