

**LIVE IT.**  
**Drexel University**

# On-Campus Part-Time Study

## PART-TIME STUDY OPPORTUNITIES

Drexel University offers a number of flexible degree and certificate options for adults and part-time students.

### *Part-Time Undergraduate Programs\**

For students who require flexibility, Drexel offers several undergraduate degrees on a part-time basis, including evening programs. Many programs require day courses in order to complete the degree. Part-time students are limited to a maximum of 11.5 credits per academic quarter (term).

### *Saturday Scholars® Accelerated Programs\**

Students can finish a college degree in as little as two years with a Saturday-only program. The Saturday Scholars® program is designed for transfer students with a minimum of 24 credits.

### *Non-Degree Option*

Applicants not meeting the requirements for a degree-seeking program may be admitted as non-degree students. For other non-degree opportunities, please see below.

*\*Note: In most cases, students who graduated from high school more than two years ago with no college experience are unable to apply for any part-time or Saturday Scholars® programs.*

## Who Should Use This Application

This application serves the following types of Drexel applicants:

- **Part-Time Undergraduate Students:** Applicants applying to part-time undergraduate study programs (refer to page 2).
- **Part-Time Accelerated Undergraduate Students (Saturday Scholars®):** Applicants for a Saturday Scholars® program (refer to page 2).
- **Non-Degree Students:** Applicants are considered part-time and are permitted to schedule a maximum of 11.5 credits per term.

Applicants who are considered non-degree students include:

1. Applicants with prior non-Drexel college experience seeking a Drexel degree. Applicants must earn 24 Drexel credits before being evaluated for full matriculation.
2. Applicants currently enrolled at another college or university wishing to complete courses at Drexel for credit, which may be transferred back to their “home” school.
3. Applicants who have already earned a bachelor’s degree and wish to enroll in an undergraduate prerequisite course for graduate study at Drexel. To ensure credits are transferable, students are responsible for checking with their intended graduate program department.
4. Applicants with no prior college experience who have graduated from high school more than two years ago. Applicants must earn 24 Drexel credits before being evaluated for full matriculation.

*Note: Non-degree students are required to have a high school diploma or GED equivalency. International students must provide a copy of their I-20 from their current U.S. institution to enroll as a non-degree student.*

## Returning Drexel Students

### *Returning Students and Readmission*

Undergraduate students who have completed courses or enrolled in courses that they did not complete at Drexel University in the past and are returning to Drexel for undergraduate coursework do not need to complete an application for admission. For information on readmission procedures, students should contact an academic advisor in the college through which they wish to enroll.

Visit [www.drexel.edu/drexelcentral/advising](http://www.drexel.edu/drexelcentral/advising) for a list of academic advisors.

## Tuition and Financial Aid

For information on tuition and financing options, visit [www.drexel.edu/part-time/financing](http://www.drexel.edu/part-time/financing).

## OTHER OPPORTUNITIES AT DREXEL

### *Drexel at BCC*

This unique partnership with Burlington County College enables students to earn a bachelor’s degree from Drexel University while remaining on BCC’s Mount Laurel campus. Visit [www.drexel.edu/bcc](http://www.drexel.edu/bcc) for more information on these programs or to apply.

### *Full-Time Undergraduate Programs*

For students who are able to follow a traditional schedule, Drexel offers programs during the day to full-time undergraduate students. To apply to one of these programs, complete the Undergraduate Admissions Application available online at [www.drexel.edu/apply](http://www.drexel.edu/apply).

### *Online Programs through Drexel University Online*

Drexel University Online programs are designed for professionals who want to complete their education online without compromising quality. Online programs offer the same accredited curricula as their on-campus equivalents. For more information, visit [www.drexel.com](http://www.drexel.com).

# Application Checklist

## Application for Part-Time Study

We prefer that you submit your application online at [www.drexel.edu/part-time/apply](http://www.drexel.edu/part-time/apply). Alternatively, you may submit the paper application.

## Application fee, \$75 (waived for students who apply online or submit the paper application during a campus visit.)

## Transcripts

Official transcripts are required and must be sent directly to Drexel from all colleges and universities you have attended. Transfer applicants with fewer than 24 semester credits of academic work may be required to submit official high school transcripts and standardized test scores. In most circumstances, the high school transcript can be considered if the graduation date is no more than two years from the date of enrollment at Drexel.

**Applicants with international coursework** are required to submit an official academic record (with notarized English translation) from every secondary or postsecondary school attended. A transcript is official only when it is sent directly from an institution to Admissions, or when it is officially signed, stamped in color, and sealed.

You may use the transcript request form included in this application. You are required to submit transcripts from all colleges attended. Transcripts should include all courses in progress.

**Non-degree students** are not required to submit transcripts.

## Standardized Test Scores (SAT, ACT, TOEFL)

If you have taken fewer than 24 semester credits at another institution, you may take either the SAT or ACT and request that the results be forwarded to Drexel Admissions. Test scores are not required for applicants who have completed 24 semester credits. Applicants whose first language is not English are required to take the TOEFL or IELTS. Test scores are valid up to two years from the test date. All students should use the following codes to send score reports to Drexel: SAT 2194, TOEFL 2194, or ACT 3556.

**Non-degree and certificate students** are not required to submit test scores.

## Additional Requirements

**Dance applicants (BS and Certificate)** are required to submit a copy of their résumé or CV outlining professional experience. This program is only open to applicants with significant professional experience in the field. Applicants not meeting this criterion may be eligible for our full-time program of study.

## APPLICATION DEADLINE

Applications and all transcripts should be received at least six weeks prior to the start of the desired term of enrollment. Admission is on a rolling basis. Refer to the academic calendar online at [www.drexel.edu/provost/calendars](http://www.drexel.edu/provost/calendars) for term dates.

### By Postal Mail:

Drexel University  
Application Processing  
PO Box 34789  
Philadelphia, PA 19101

### By Express Courier (DHL, FedEx, UPS, etc):

Drexel University  
Application Processing  
PO Box 34789  
Philadelphia, PA 19101

### For More Information:

Office of Admissions  
Drexel University  
3141 Chestnut Street  
Philadelphia, PA 19104-2876  
1-800-2-DREXEL  
215-895-2400  
[enroll@drexel.edu](mailto:enroll@drexel.edu)  
[www.drexel.edu/part-time](http://www.drexel.edu/part-time)

## UNIVERSITY POLICIES

### Public Law 93-380: Family Educational Rights and Privacy Act

Drexel University abides by the provisions of Public Law 93-380, which grants the student the right to examine admission files that are part of the student's permanent "Educational Record." Please note that "Applicants for Admission" are not granted rights under this legislation. Once an "Applicant for Admission" becomes a "Student" by enrolling and attending Drexel, any admission file which becomes a part of the student's permanent "Educational Record" becomes available to the student for review. Applicants should understand that only the transcripts, CEEB, SAT, Achievement Test Score Reports, and those portions of the application generated by the student will become part of the student's permanent "Educational Record" upon enrollment.

No other information or material gathered or submitted in the admission process will be retained as part of the student's permanent "Educational Record." Statements or evaluations provided by any individual do not become part of the student's permanent "Educational Record" and will not be available for the student's review.

### Access Privileges and Property Rights

All documents that you submit, or are submitted on your behalf, in support of this application for admission to Drexel University become the property of the University and will under no circumstances be released to you or any other party. In accordance with the provisions of the Family Educational Rights and Privacy Act, all admission decisions are given to the applicant only, in the form of a decision letter from the Office of Admissions. No decisions on applications are revealed over the telephone.

### Clery Act

In compliance with the Clery Act and the College and University Security Act of 1988, Drexel's annual security reports are available online at [www.drexel.edu/publicsafety](http://www.drexel.edu/publicsafety).

### Equal Opportunity Policy

It is the policy of Drexel University to provide a working and learning environment in which employees and students may realize their full potential as productive members of the Drexel community. Drexel University affirms its commitment to equal opportunity and nondiscrimination in employment and education for all qualified individuals regardless of race, religion, color, national origin, sex, age, sexual preference, disability, or applicable veteran status. Further, Drexel University pledges to act affirmatively in providing access to employment, benefits, facilities, and other University-administered programs to women and members of racial and ethnic minorities in recognition of the many benefits that accrue to the University as a result of their diverse experiences, cultural heritage, and perspectives that enrich the University learning experience. All Drexel University employees, administrators, faculty, and staff, as well as students, are expected to cooperate fully in meeting these legal and ethical obligations.

Inquiries regarding this policy may be directed to the Office of Equal Opportunity Programs, Drexel University, 3201 Arch Street, Suite 210, Philadelphia, PA 19104.

### Accommodations for Campus Guests With Disabilities

People with disabilities who need an accommodation or service in order to fully participate in the admission process at Drexel University must contact the Office of Disability Resources (ODR) to make a formal request. ODR can be contacted at 215-895-1401, 215-895-2299 (TTY), or via email at [disability@drexel.edu](mailto:disability@drexel.edu). For additional information about the admission process and disability resources visit the Office of Disability Resources at [www.drexel.edu/odr](http://www.drexel.edu/odr).

# Part-Time Programs

## PART-TIME PROGRAMS

These programs offer students the opportunity to complete their bachelor's degree or certificate program during the evening; some programs require daytime coursework.

Program	Degrees Available	Program Code
Architecture <sup>1</sup>	BArch	ARCH
Commercial Property Management <sup>2</sup>	Cert.	CPM
Communications and Applied Technology	BS	CAT
Computing and Security Technology	BS	CT
Construction Management	BS	CMGT
Creativity and Innovation	Cert.	CRS
Culinary Arts <sup>1</sup>	BS	CULA
Culinary Science <sup>1</sup>	BS	CLSC
Dance <sup>1</sup>	BS Cert.	DANC DANS
Elementary Education <sup>1</sup> – Pre-Kindergarten to Grade 4 – Pre-Kindergarten to Grade 4 and Special Education – Middle Level (Grades 4 to 8) Math and English – Middle Level (Grades 4 to 8) Science and English – Middle Level (Grades 4 to 8) Science and Math	BS	ELE
Emergency Management	Cert.	EMG
Engineering Technology	BS	ET
Fundamentals of Property Management <sup>2</sup>	Cert.	FPRT
General Studies	BS	GSTD
Health Services Administration	BS	HSAD
Hospitality Management <sup>1</sup>	BS	HRM
Non-Degree/Non-Matriculated	N/A	NONM
Nutrition and Foods <sup>1</sup>	BS	NFSC
Professional Studies	BS	PS
Property Management	BS	PRMT
Public Health <sup>1</sup>	BS	PH
Residential Property Management <sup>2</sup>	Cert.	RPM
Retail Leadership	Cert.	RTL
Secondary Education <sup>1</sup> – Biology – Chemistry – Earth and Space Science – English – Environmental Education – General Science – Mathematics – Physics – Social Studies	BS	EDUC
Sport Management <sup>1</sup>	BS	SMT

1 - Day classes required; 2 - For fall, winter, or spring term entry only

## SATURDAY SCHOLARS® PROGRAMS

These programs offer students the opportunity to complete their bachelor's degree or certificate program in as little as two years.

Program	Degrees Available	Program Code
Behavioral Health Counseling <sup>1</sup>	BS	BHC-SAT
Communications and Applied Technology	BS	CAT-SAT
Computing and Security Technology	BS	CT-SAT
Computing Security	PBC	CE-CT-SAT
Creativity and Innovation	Cert.	CRS-SAT
Elementary Education <sup>1</sup> – Pre-Kindergarten to Grade 4 – Pre-Kindergarten to Grade 4 and Special Education	BS	ELEM-SAT
Emergency Management	Cert.	EMG-SAT
Fundamentals of Property Management	Cert.	FPRT-SAT
General Studies	BS	GSTD-SAT
Health Services Administration <sup>2</sup>	BS	HSAD-SAT
Non-Degree/Non-Matriculated	N/A	NONM-SAT
Professional Studies	BS	PS-SAT
Property Management	BS	PRMT-SAT
Residential Property Management	Cert.	RPM-SAT

1 - For fall or winter term entry only; 2 - For fall or spring term entry only

# Application for Part-Time Study

Start the admission process by filling out our application for part-time undergraduate study.

## The application for part-time admission may be mailed by:

Postal Mail: Drexel University • Application Processing • PO Box 34789 • Philadelphia, PA 19101  
Express Courier (DHL, FedEx, UPS, etc.): Drexel University • Application Processing • 3141 Chestnut Street • Philadelphia, PA 19104-2876

## CONTACT INFORMATION

1. Applicant's Full Legal Name: \_\_\_\_\_  
Last First MI
2. Permanent/Legal Address: \_\_\_\_\_  
Address Line 1  
Address Line 2  
City  
State ZIP Code Country
3. Mailing Address:  Check if same as Permanent/Legal Address  
Address Line 1  
Address Line 2  
City  
State ZIP Code Country
4. Preferred Phone Number:  Home  Cell  Other  
( )  
Area Code Phone Number
5. Alternate Phone Number:  Home  Cell  Other  
( )  
Area Code Phone Number
6. Applicant Email Address: \_\_\_\_\_

## APPLICATION STATUS

7. Type of Applicant:  New Student – No previous college experience  Transfer – Previous college experience
8. Term I plan to enroll:  Fall (September)  Winter (January)  Spring (late March/early April)  Summer (June)
9. Entering Year:  2014  2015

## PERSONAL INFORMATION

10. Gender:  Male  Female
11. Other names you may have: \_\_\_\_\_  
e.g., nicknames, maiden name
12. Date of Birth: \_\_\_\_\_  
**Required** Month/Day/Year
13. Social Security Number: \_\_\_\_\_  
**Required for financial aid processing**

## ADMISSION INFORMATION

Refer to the list of programs and codes in the **Admission Materials** booklet and select your preferred choice (please indicate only one). Applications cannot be processed without this information.

14. Program Choice: \_\_\_\_\_  
Program Code Program Name
15. If you do not meet the criteria for admission, do you wish to be considered for non-matriculated study?  Yes  No
16. Have you previously applied for admission to Drexel University?  Yes  No  
If yes, when \_\_\_\_\_  
Month/Year
17. Which of the following led you to consider Drexel in your educational search?  
 Advertising  Family, friend, or colleague  Internet search  Online advertising  Teacher, guidance counselor, or advisor  
 Email from Drexel  General college guide or website (e.g., Fiske's, U.S. News, College Board)  Mail from Drexel  Other
18. Citizenship (Check only one):  
 U.S. citizen/dual U.S. citizen. If dual, other country of citizenship \_\_\_\_\_  
 Permanent resident (Green Card holder). Citizen of \_\_\_\_\_ with Alien Registration Number \_\_\_\_\_  
 Other citizenship. Citizen of \_\_\_\_\_  
Do you currently have a visa?  Yes  No *If yes, please list visa type* \_\_\_\_\_  
*If not a U.S. citizen, and you live in the U.S., please indicate the year you came to the U.S.* \_\_\_\_\_

## Application for Part-Time Study

19. Is English your first language?  Yes  No

If no, please indicate your first language \_\_\_\_\_

Please indicate the number of years you have studied English \_\_\_\_\_ 20. What is your country of birth? \_\_\_\_\_

21. Drexel University seeks to draw students from all ethnic groups. (Your responses are optional.)

- Are you Hispanic/Latino (including Spain)?  Yes  No
- Regardless of your answer to the prior question, please indicate how you identify yourself.

(Check one or more that describes your background.)

- American Indian or Alaska Native (including all Original Peoples of the Americas)  Asian (including Indian subcontinent and Philippines)
- Black or African American (including Africa and Caribbean)  Native Hawaiian or Other Pacific Islander (Original Peoples)
- White (including Middle Eastern)

22. Are you currently serving or have you served in the United States armed forces?  Yes  No

If yes, indicate dates of service: from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

## EMPLOYER INFORMATION

23. If you are currently employed, please enter your employer information:

Employer Name \_\_\_\_\_ Your Position Title \_\_\_\_\_  
Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

## COLLEGE/HIGH SCHOOL INFORMATION

24. List the **most recent** college/university or high school that you have attended. **You must request official transcripts for all colleges you have attended as described in the Application Materials booklet.**

Name of Institution \_\_\_\_\_ Location of Institution \_\_\_\_\_  
Dates of Attendance (month/year to month/year) \_\_\_\_\_ Certificate, Diploma, or Degree \_\_\_\_\_ Date Received/Expected \_\_\_\_\_

25. If you are applying for winter, spring, or summer term, did you receive federal or Pennsylvania state aid at another institution during the fall term of this academic year?  Yes  No  N/A (applying for fall term)

26. How many colleges/universities have you attended? \_\_\_\_\_

27. Have you been awarded a high school diploma or GED equivalency?  Yes  No If yes, date awarded: \_\_\_\_\_

28. Have you ever attended undergraduate courses at Drexel University or MCP Hahnemann?  Yes  No

If yes, indicate years of attendance: from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

29. Have you ever been the subject of a disciplinary action or investigation including, but not limited to: suspension, dismissal, expulsion, or denial of readmission at any high school, post-high school educational institution, college, or university? Or, do you have any of these disciplinary or judicial actions pending or unresolved against you at any high school, post-high school educational institution, college, or university?

Yes  No

If yes, you must submit a statement on a separate piece of paper that gives the approximate date of each incident and describes the circumstances and the outcome of disciplinary action taken against you.

30. Have you ever been convicted\* of a crime (including, without limitation, any crime involving violence, alcohol, or drugs), felony, or misdemeanor or do you currently have any criminal charges pending or unresolved against you in any court?

Yes  No

If yes, you must submit a statement on a separate piece of paper that gives the approximate date of each incident, the specific charge, whether each incident was a felony or misdemeanor, and describe the circumstances and outcome of each charge filed against you.

\*Note: Conviction includes judgment, found guilty by a judge or jury, pleaded guilty or nolo contendere, received probation without verdict, disposition in lieu of trial, or ARD.

## VERIFY APPLICATION

31. **Read carefully and sign:** I certify that I have read the instructions in the **Application Materials** booklet and the information on this application is complete and correct. I understand that the submission of false information is grounds for denial of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action. I authorize the University to verify the information I have provided with all of the schools that I have attended. I agree to notify the proper officials of the institution of any changes in the information provided.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Transcript Request Form

## OFFICIAL TRANSCRIPTS MAY BE MAILED TO:

**By Postal Mail:** Drexel University • Application Processing • PO Box 34789 • Philadelphia, PA 19101

**By Express Courier (DHL, FedEx, UPS, etc):** Drexel University • Application Processing • 3141 Chestnut Street • Philadelphia, PA 19104-2876

## APPLICANT INSTRUCTIONS

Please complete this form and forward to either the counselor or registrar of your college or high school. Please be sure to send this form early enough so your transcript can be received before the deadline. **Please duplicate this form and submit to all institutions attended.**

Applicant's Name: \_\_\_\_\_  
Last First MI

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
**Required** Month/Day/Year

Date of Enrollment: \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

**I hereby authorize the release of this transcript/mark sheet of my academic record to Drexel University.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Admissions**

Drexel University

3141 Chestnut Street

Philadelphia, PA 19104-2876

215-895-2400

[www.drexel.edu/part-time](http://www.drexel.edu/part-time)