DREXEL UNIVERSITY

High School Scholars

Pennoni Honors College

Welcome Packet

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Student Expectations

As a new High School Scholar, you are *required* to do the following:

- **Read through the "welcome packet" in its entirety.** You will be responsible for knowing all of the policies and procedures in the packet, including the requirements for maintaining your status in the program.
- **Pick up your Drexel accounts online.** Doing so will ensure that you have access to DrexelOne, your Drexel student email, and other online student resources that you may need throughout their tenure as High School Scholars.
- **Obtain a DragonCard.** The Drexel Student ID, also known as a DragonCard, is required for High School Scholars and must be obtained on campus through the DragonCard office.
- **Submit top three course preferences.** These course preferences need to be submitted on the High School Scholars Website by the term-specific deadline. Information on eligible classes and deadlines for registration can be found in the High School Scholars Policies and Procedures.

As a new High School Scholar, you are also *advised* to do the following:

- Orientation
- **Schedule a one-on-one meeting on campus.** This meeting will be with Emily Kashka, the Program Coordinator in the Office of Undergraduate Research. At this meeting, you will be oriented to the academic expectations of a college classroom; will be shown the Drexel bookstore and the DragonCard office and, if possible, assisted in obtaining your DragonCard; and will be walked through picking up your accounts, accessing DrexelOne, and checking your Drexel email.

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Policies & Procedures

New or Current High School Scholars

- Students will receive an email regarding their acceptance into the High School Scholars Program.
- Upon acceptance, High School Scholars will be assigned a Drexel student identification number and Drexel student username. This information **must be memorized** as it will be required for certain courses, exams, and forms.
- High School Scholars are responsible for obtaining their Drexel DragonCard (student ID card) from the DragonCard office located on campus. For more information, visit the DragonCard website at http://www.drexel.edu/dragoncard.
    - Once acquired, High School Scholars must carry their DragonCard with them at all times while on campus.
- High School Scholars will have access to the Drexel library, computers, and lounges on campus **only** during the terms during which they are registered for a course.
- High School Scholars are responsible for setting up and accessing their DrexelOne and email accounts.

Courses

General Policies

- High School Seniors <u>may not</u> register for courses the summer following their graduation from high school, *unless* they are attending Drexel University as a freshman in the Fall.
- Students are expected to abide by all Drexel University policies, student code of conduct, and course registration guidelines and procedures unless otherwise noted below.
- All course enrollment will be finalized **three** weeks before the first day of the term. After this point, students may only drop their course. **No student will be allowed to enroll in a new course after this point**.

Approved Colleges/Schools Offering Courses

- High School Scholars may only choose courses from the following colleges:
    - College of Arts and Sciences
    - Goodwin College of Professional Studies
    - LeBow College of Business

Course Levels

- High School Scholars may only choose introductory classes. The course level is generally indicated by a “100” or “101” course number. These courses may not have any prerequisites or restrictions.
- High School Scholars will not be enrolled into a secondary level course without first completing the course prerequisites at Drexel University. High school, AP, or other non-Drexel college credit cannot serve as a course prerequisite.

Registration

- High School Scholars in good standing may take one (1) course per term at Drexel University.

- High School Scholars will only be eligible to take classes in which space is available and placement has been approved by the instructor.
- High School Scholars can search through available courses using the Term Master Schedule available online: https://duapp2.drexel.edu/webtms_du/app
- High School Scholars will be required to select three (3) potential courses per term, as registration into any class is not guaranteed by the High School Scholars Program.
- High School Scholars are responsible for contacting their course professors prior to the start of class with any questions regarding the course.
- Once three potential courses have been identified, High School Scholars are responsible for sending that information to High School Scholars Program staff (our@drexel.edu) prior to the deadlines (specific to each term). Staff will then contact High School Scholars with the details pertaining to the course for which they have been registered.
- Student course enrollment must be finalized no later than three weeks before the term. At that point, students may drop courses but are not eligible to enroll in a new course.

Grading

- High School Scholars are able to access their unofficial transcripts and grades online using the DrexelOne portal at https://one.drexel.edu.
- High School Scholars are expected to earn a grade of “B” or higher in each Drexel course to remain in good standing.
- If a High School Scholar earns a “B-“ or “C+” in a course, he or she is not permitted to register for the following term and must wait one (1) full term before registering for another class.
- If a High School Scholar earns a “C” grade or lower in a course or withdraws from the course, resulting in a “W,” the student must wait two (2) full terms before he or she is eligible to register for another course at Drexel.
- A High School Scholar who earns two grades of a “C” or lower, withdraws from two courses, OR has any combination of two low grades or withdrawals will be dismissed from the program.

Missed Classes/Excused Absences

- High School Scholars must abide by the rules set forth by their professors regarding missed classes and absences as outlined in the syllabus or discussed in class.
- High School Scholars are responsible for contacting their class professors to obtain missed information or assignments (prior to the missed class, if possible).

Dropping or Withdrawing from a Course

- The University-wide Drop/Withdraw form and policies can be found online at http://www.drexel.edu/src/academics/forms/~/media/Files/src/academicforms/Add_Drop_Withdraw_UCMAIN.ashx.
- Drops must be completed by the end of Week two (2) in a given term.
- Withdraws must be completed before Week seven (7) and will result in a permanent “W” on the High School Scholar’s official transcript.
- Students wishing to add, drop, or withdraw from a course must print the proper form, obtain the instructor’s signature, sign the form, and either hand deliver (3019 MacAlister Hall) to the High School Scholars Program no later than 12:00 noon on the Thursday of the deadline period (Thursday of Week two [2] of the term for adding or dropping classes; Thursday of Week seven [7] for withdrawing from a class).
- Students withdrawing from a course will need to wait two (2) full terms before registering for another course through the High School Scholars program.

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Frequently Asked Questions

Can I earn high school credit for taking Drexel courses?
Drexel University only offers college credit, as the High School Scholars program is NOT a dual enrollment program. Some high schools do offer credit for completed college courses, but this would be done at the discretion of your high school. Check with your high school advisor or counselor for details.

Are college credits earned through the High School Scholars program transferable to other colleges or universities?

Drexel University cannot guarantee that any course credits earned are fully transferable to other colleges or universities. If you intend to transfer Drexel credits, you will need to contact the Admissions Office of the college or university in question to find out information about their policies regarding transfer of credits.

When do classes start and end?

Drexel University adheres to a quarter schedule. There are four (4) ten-week quarters in an academic year:

Fall: Late September through mid-December
Winter: Early January through late March
Spring: Early April through mid-June
Summer: Late June through early September

Each term is ten (10) weeks in length, with finals administered during the eleventh (11th) week. High School Scholars will need to confirm the class schedule with their instructors.

A full academic calendar is available online: http://drexel.edu/provost/calendars/academic-calendars/

How do I find and choose a course?

Consult the Term Master Schedule, which is available online:
https://duapp2.drexel.edu/webtms_du/app

High School Scholars may choose courses being offered by the following Colleges:

- The College of Arts and Sciences
- LeBow College of Business
- Goodwin College of Professional Studies

Look for introductory courses (usually indicated by the course number—100 or 101). Also check to make sure the course meets the following conditions:

- The course does not have any prerequisites or restrictions.
- The course has available seats. (If seats are not available, classes will be listed as “closed.”)

Please Note: High School Scholars may not choose online classes, as students must be able to attend classes on the main campus.

Please contact the High School Scholars Program staff with any questions about your eligibility for specific courses or sections.

Can I take a course listed under a different college or school?

No. High School Scholars are only eligible to take classes from the colleges listed above (Arts and Sciences, Business, and Goodwin).

How many courses can I take?

High School Scholars are permitted to take one (1) course per term and up to four (4) courses per academic year.

Please Note: High school seniors *may not* register for courses during the summer following their graduation from high school, *unless* they will enter Drexel University in the fall as part of the incoming freshman class.

How to I register for a course?

Submit your top three (3) course choices to the High School Scholars Program staff at http://drexel.edu/undergraduate-research/high-school-scholars/course-request/ . The deadlines for these course selections are as follows:

FALL TERM	August 15
WINTER TERM	November 15
SPRING TERM	February 15
SUMMER TERM	May 15

You will then be notified of the course you have been placed in, according to your preferences and class availability. **Do not register yourself for a class online; if you do so, you may be charged tuition.**

Can students take placement tests to bypass courses?

The only department that allows High School Scholars to take placement exams to bypass pre-requisites is the Modern Languages department. Otherwise, High School Scholars are *not* permitted to take placement tests or bypass courses that they may have already completed outside of Drexel.

For foreign language courses, High School Scholars may take foreign language placement tests. Visit the following website for more information on the foreign language placement test: http://www.drexel.edu/coas/culturecomm/lang/placement.asp.

Can credit from advanced placement (AP) classes be used to fulfill prerequisites for upper level courses?

No. High School Scholars are not permitted to use any AP credits or credits from other universities to fulfill prerequisites. High School Scholars can only use successfully completed Drexel courses to fulfill prerequisites for other courses.

How do I drop or withdraw from a course?

Drops must be completed by the end of Week 2 in a given term (and will not appear on your Drexel University transcript). Withdrawals must be completed before the end of Week 7 in a given term (and will result in a permanent “W” on your Drexel University transcript).

Complete the following steps to drop or withdraw from a course:

1. Contact the High School Scholars Program staff (our@drexel.edu) to indicate that you are preparing to drop or withdraw from your current class.
2. Print and complete the Drexel Add/Drop/Withdraw Form: http://drexel.edu/src/academics/forms/~/media/Files/src/academicforms/Add_Drop_Withdraw_UCMAIN.ashx.

3. Obtain the appropriate signatures. The form will need to be signed by the High School Scholar and the instructor of the course being dropped or withdrawn from; obtaining these signatures is the responsibility of the High School Scholar.
4. Deliver a signed copy of the form to the High School Scholars Program in person (3019 MacAlister Hall, 3141 Chestnut St.).
5. *Please Note*: No drop/withdrawal forms will be accepted after 12:00 noon on the Thursday of Week 2/Week 7 in any given term.

Please Note: If you must drop or withdraw from a course, you will need to wait two (2) terms before you are permitted to register again for another course through this program.

Please Note: Two course withdrawals will result in removal from the program.

How do I obtain my grades and/or transcript?

To obtain an unofficial transcript:
1. Go to the DrexelOne website: https://www.one.drexel.edu.
2. Use your Drexel username and password to log into your student information page.

To obtain an official transcript, follow directions provided online by the Office of the University Registrar: http://www.drexel.edu/registrar/transcripts.asp

I am having trouble logging into the DrexelOne portal. What do I do?

If you have logged into DrexelOne before and are now experiencing problems, refer to the help webpage at http://www.drexel.edu/irt/support/drexelone.html.

If you have not logged into DrexelOne before, you will first need to set up your student account:
1. Go to https://accounts.drexel.edu.
2. Follow the link to set up new accounts.
3. Enter the requested information.

These steps will enable you to create a password and set up your Drexel email. WRITE DOWN YOUR LOGIN INFORMATION, as you will use the same username and password to log into DrexelOne to retrieve grades and access your course information and details throughout your time in the High School Scholars Program.

Please Note: We do not keep track of students' passwords, so please be sure that you write down the password you select for your Drexel account information. If you forget your password, you will have to contact the Accounts Office (accounts@drexel.edu) to reset your password.

How do I check my Drexel email?

Drexel email can be accessed at the following URL: https://webmail.drexel.edu. Use your Drexel username and password to login.

Please Note: Your Drexel email address will be your username [at] drexel [dot] edu. This is the email address that your professors and instructors will use to contact you with any information while you are registered for a Drexel course as a High School Scholar.

I received a tuition bill or collection notice. What do I do?

If you are a student in the High School Scholars Program and you received a tuition bill or collection notice, please contact the Honors College main office immediately at (215) 895-1609 and ask to be directed to the High School Scholars Program Staff. Additionally, you can contact the High School Scholars Program staff (our@drexel.edu) with this information. Please **do not** pay any tuition notice you receive without first contacting the High School Scholars Program staff.

How do I obtain a Drexel ID card?

Drexel ID cards (called “DragonCards”) can be obtained through the DragonCard office, located in the Creese Student Center (3210 Chestnut Street). To obtain your card, you will need the following:

1. Your Drexel Student ID number (found in your High School Scholars acceptance letter)
2. A valid photo driver’s license, passport, or state-issued photo ID, which will have to be presented to the DragonCard representative.

You will not be able to obtain a DragonCard until **one week** prior to the start of the term during which you are registered for a course. For more information on the DragonCard, including the DragonCard office hours, visit the DragonCard Office website: http://www.drexel.edu/dragoncard.