COURSE REGISTRATION PROCESS

STEP 1
- Determine what classes you need (Major Requirement) and then identify classes that you want (electives).
- Your course requirements are identified on DEGREE WORKS which you can access via your Drexel One account.
- View your 4 year recommended course sequence in DegreeWorks and select Planner

STEP 2
- Search the Term Master Schedule to find the days, times and restrictions of each course.
- Map out your planned schedule and write down the 5 digit CRN for each course that you want to add

STEP 3
- Enter the CRN for each course via DrexelOne registration system

IMPORTANT NOTES

- Making changes to your recommended plan could change your graduation year. If you are considering deviating from your recommended plan, speak to your Academic Advisor in the Office of Student Services to discuss the possible implications of your changes.
- Be sure to re-print your course schedule on the first day of the term. All schedules are subject to changes prior to the beginning of a term.

FREQUENTLY ASKED QUESTIONS ABOUT REGISTRATION

When should I register for classes?

Go to	DrexelOne and log in
Open	Registration
Open	Check Your Registration Information
Open	Select term (not semester) to view day & time you can register

Does the University consider me to a freshman or sophomore….?

Freshman	0-39.5 credits earned
Sophomore	40-70 credits earned
Pre-Junior	70.5-96 credits earned
Junior	96.5-129.5 credits earned
Senior	130 or more credits earned

How do I know what classes I need to take?

Drexel One	Select Student tab
Scroll down to	Student Records
Select	More Banner Web Student Records
Select	DegreeWorks
If you are not in	Remove pop-up blocker from your computer

Where is the Term Master Schedule?
1. You may enter from a tab on DegreeWorks
2. You may enter from the Drexel Central website

Drexel Central	http://drexel.edu/drexelcentral/
Select	Courses and Registration
Select	Registration Information
Select	Course Term Master Schedule
Select	Course Term Master Schedule again for new window

How do I register for a course on Drexel One?

Drexel One	http://one.drexel.edu
Select	Registration
Select	Add/Drop classes
Select	Term
Enter	CRN (5 digit code) for the courses you want

How do I proceed if a course or section I want is CLOSED?
- If the course is a major requirement contact your department office or the Office of Student Services.
- If the course is an elective (general, arts & humanities, social science), try to register again in the next few days in the event that someone has dropped the course. Always have a back up course in case you are not able to enter the course you want and always register for at least 12 credits.
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What is EXAM and where do I find it?
- Some courses require students to register for a time to take their exams outside of lecture time. You will only go to the exam when the instructor tells you to proceed to your exam.
- You will find the exam CRN on the Term Master Schedule under Miscellaneous.

IMPORTANT SITES
Westphal College Office of Student Services:
- http://www.drexel.edu/westphal l/students/services/
  URBN Center 103; (215) 895-2396

IRT (Information Resource Technology)
- www.drexel.edu/irt; Korman Center, Room 100; (215) 895-2698

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