

***WELCOME TO DREXEL UNIVERSITY'S  
COLLEGE OF COMPUTING &  
INFORMATICS  
2018-2019***



## COLLEGE ADMINISTRATION



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### **Advisor Walk-in Hours**

Monday, Thursday and Friday 1:00 - 3:00 pm

Tuesday and Wednesday 9:00 - 11:00 am

### **Advisor Appointments**

If you need to meet with an advisor in person and are not able to come during walk-in hours, please contact your advisor directly via email to make an appointment. You must be on time due to tightly booked appointments; if you are more than 5 minutes late, your appointment may be canceled.

## 2018-2019 ACADEMIC YEAR AT A GLANCE



## RECURRING TERM DEADLINES

Week 1: Friday is last day to **add/drop** a course with academic advisor assistance

Week 5: Review midterm grades and meet with advisors to discuss options

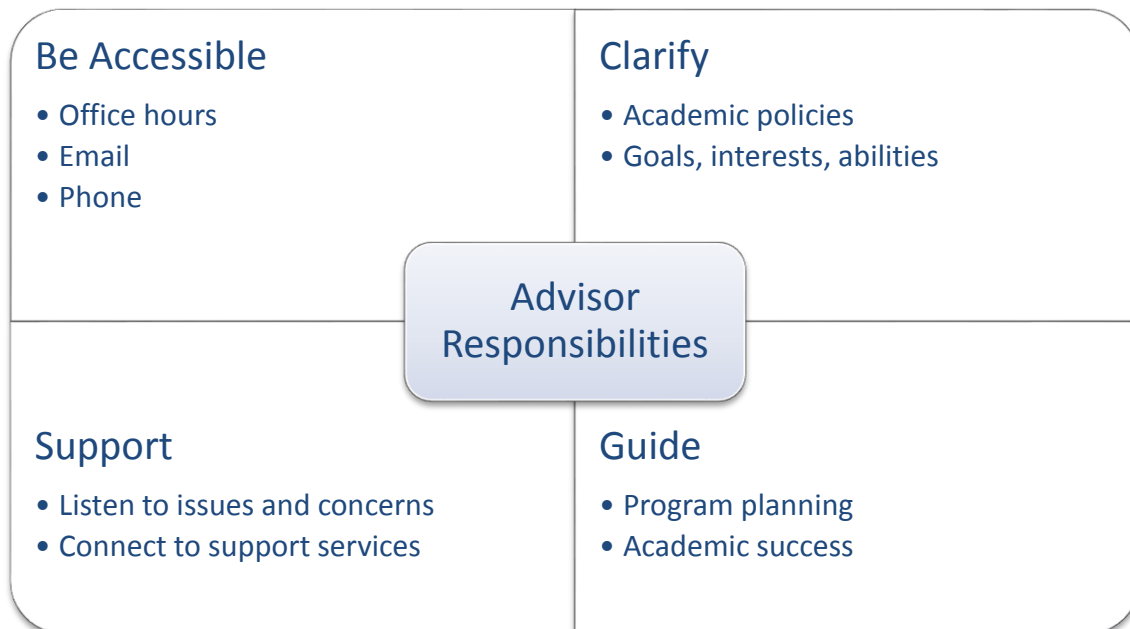
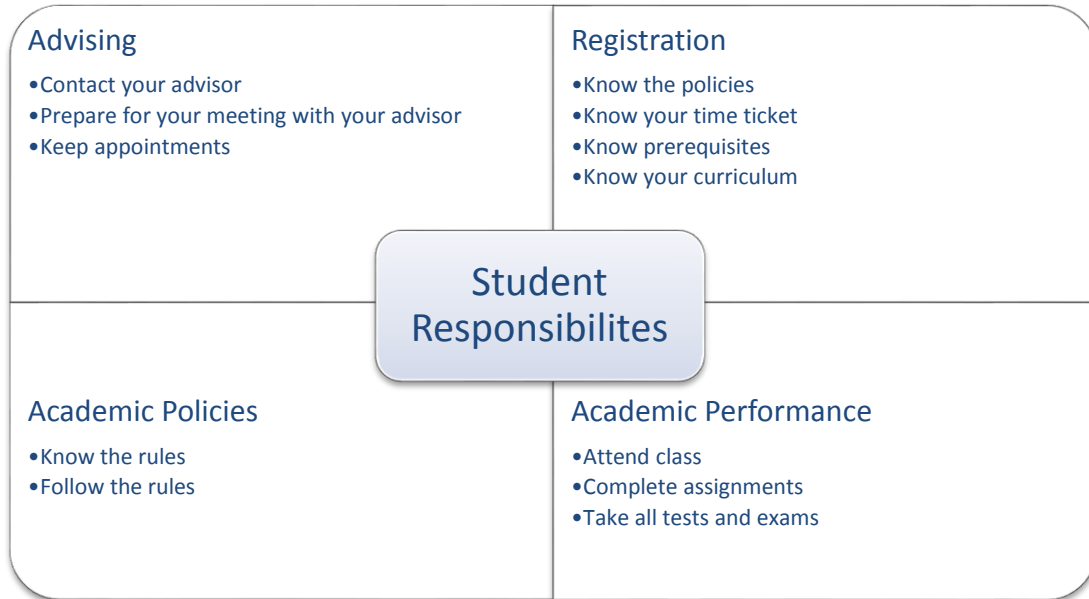
Week 6: **Registration** opens for next term

Week 7: Friday is last day to **withdraw** from a course.

Week 10: Last week of classes

For full 2018-2019 Academic Calendar go to <http://drexel.edu/provost/calendars/academic-calendars/quarter-2018-2019/>

# ADVISING RESPONSIBILITIES



## FAQ'S

### **Do I have to use my Drexel email?**

YES! Email is an important tool at the University. Faculty and staff at Drexel rely on email to communicate important information about academics and university events. All students are required to use their official **Drexel email account**.

### **What is "The Family Education Rights and Privacy Act (FERPA)"?**

FERPA is a Federal law that protects the privacy of students' education records. University faculty and staff cannot share student records (such as grades) with anyone, not even parents, unless the student grants authorization. To learn more, visit:

<http://drexel.edu/drexelcentral/records/ferpa/>

## FAQ'S ABOUT MATH PLACEMENT

### **How am I placed into my first MATH course?**

*Computer Science and Software Engineering majors take the Calculus Placement Exam. Computing and Security Technology, Data Science, and Information Systems majors take the University Math Analysis Placement Exam.*

## FAQ'S ABOUT COOP

### **How do I find out more information about co-op?**

Please visit the Steinbright Career Development Center (SCDC) website [www.drexel.edu/scdc](http://www.drexel.edu/scdc) or call their office (215) 895-2185. Indicate your major, that you are an incoming student, and that you would like further information.

### **If I'm unsure whether the four year or five year co-op program is right for me, how can I decide?**

This is an individual decision. The amount of co-ops you complete may depend on your transfer credit. In general, the four year co-op program will give you six months work experience (one co-op) and the five year program will give you eighteen months of work experience (three co-ops). Having significant work experience upon graduation helps give you direction in what you ultimately would like to do and adds greatly to your competitiveness in finding your first job. For more information about how to decide, you can visit the Steinbright Career Development Center website [www.drexel.edu/scdc](http://www.drexel.edu/scdc) or call their office (215) 895-2185. Indicate your major, that you are an incoming new student, and that you would like further information about the four vs. five year programs for your major.

### **If I wanted to change from a four year to a five year program or vice versa, by when would I need to make my decision?**

Ideally you need to make your decision BEFORE you arrive at Drexel and, if not then, before the end of the second week. Otherwise, there can

be significant billing implications for making a change.

Any changes made after you arrive at Drexel should be discussed with your academic advisor.

## FAQ'S ABOUT REGISTRATION

### How do I register for courses?

Your advisor will register you, during your advising meeting, for your first term only. Students are required to register for courses each subsequent term using *Drexel One*.

Online registration begins in the middle of each term for the following term.

Academic Advisors will also be instructing students in their University CI101 course on how to register themselves, as well as, providing students support and assistance if they encounter any problems during the course registration process.

### How does transfer credit work?

Students may transfer in coursework taken at another university or college. Coursework completed before the start of the first year will be evaluated by the College of Computing & Informatics Advising Office. It is the student's responsibility to have official transcripts forwarded to their Academic Advisor upon completion of coursework. Coursework completed at another university at any time after entering Drexel University must be pre-approved by the student's Academic Advisor. Pre-approval is required in order to assure that the student is taking the appropriate courses needed to progress within the curriculum.

## FAQ'S ABOUT GRADES

### How are grades determined and who has access to them?

Each faculty member shares his/her grading policies and procedures with students at the beginning of the term. Students who have questions about a grade in a particular course should speak with the instructor of that course. Should an issue persist, students should see their Advisor for guidance. End of term grades are posted in each student's record at the end of the quarter. Grades are not mailed home to parents. Academic Advisors and/or individual faculty are not permitted to discuss student grades with a parent without FERPA authorization. See FAQ above on the Family Educational Rights and Privacy Act (FERPA).

### What does an "Incomplete Grade (INC)" mean?

An incomplete grade (INC) is assigned when a student and the instructor of a given course have agreed that requirements for a course are not complete and can be reasonably made up without retaking the course. Incompletes may not be granted unless a student has already completed 70% of the work for the class.

The INC grade may be changed upon completion of the coursework at any time. The needed requirements must be completed within one year or it will automatically become a grade of F on your official transcript.

### What does a "No Grade Reported (NGR)" mean?

An NGR is recorded when an instructor does not report a grade in time, or when a student registered but never attended class. This is not a grade, but a temporary indicator that requires

prompt resolution. If a final grade is not reported by the end of the following term, an administrative grade of F will be reported and recorded on the student's transcript.

### **Can grades ever be changed?**

All grade changes are made at the discretion of the instructor of record. If a student disagrees with a particular grade, the student should speak with the instructor of the course.

### **What is Drexel's overall grading system?**

All grades are due within 48 hours of the final examination. Grade point average (GPA) is computed from the following letter grade equivalencies:

A+	4.00
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00

The grade point average (GPA) is determined by multiplying the grade points for each course by the number of credits for the course and dividing the sum of those products by the sum of the credits they represent.

## **MORE FAQ'S ABOUT GRADES**

### **What if I fail a course?**

In many courses, students may not move forward in the course sequencing until all pre-

requisite and co-requisite courses are completed. Students who fail a course should be in immediate contact with their academic advisor in order to understand how failure in a particular course affects academic progress.

### **What if I need to repeat a course because I failed it the first time?**

Students may repeat courses at Drexel University. The University calculates a single, unified grade point average (GPA) for all courses taken at the University. All grades from original and repeated course enrollments are averaged into the cumulative GPA unless the petition for a GPA adjustment for repeat courses for undergraduate students is approved.

## **FAQ'S ABOUT DROPPING OR WITHDRAWING FROM A CLASS**

### **Can I "drop" a class?**

Please note that "dropping" a course and "withdrawing" from a course are distinct actions and are governed by different rules. Courses may only be "dropped" during the "drop period" lasting from the beginning of the enrollment period through the end of the first week of the quarter. "Dropping" a course results in the course being removed from the student's academic record **without** a "W" appearing on the transcript. Neither the course nor the grade of "W" appears on the student's transcript.

New first-term students must meet with their Academic Advisor to "drop" courses during the first quarter. All other undergraduate students

may use *DrexelOne* to “drop” a course (no approvals from the instructor or Academic Advisor are required).

### Can I “withdraw” from a class?

Students who are doing poorly in a course may elect to withdraw from the course (after the second week of the term). When a student withdraws from a course a “W” will appear on their official transcript - the “W” has no numeric value and does not affect the student's grade point average (GPA). Students who wish to withdraw from a course **MUST DO SO** by 5:00 p.m. of the **Friday of the 7th week** in any term. Students may NOT withdraw from a course after this date. Prior to withdrawing from any course, students should meet with the instructor of that course and with an Academic Advisor in the College of Computing & Informatics. You must understand the repercussions of withdrawing from a course. Most courses particularly in the first year serve as a pre-requisite or co-requisite for other courses; withdrawing from a course may prevent you from progressing towards graduation in a timely fashion. **Dropping or withdrawing from courses can have serious financial and academic implications, possibly affecting billing, financial aid, VA benefits, eligibility to participate in NCAA athletic events and, for foreign students, immigration status. Students are strongly encouraged to consult with their academic advisor and Drexel Central counselor before withdrawing. Students are considered the responsible parties for any/all transactions processed against their academic records.**

## FAQ'S ABOUT ACADEMIC STANDING

### Who is eligible for the Dean's list?

Students earning a term grade point average (GPA) of 3.6 or higher are placed on the Dean's List for the term. Placement on the Dean's List becomes part of the student's permanent record and the student receives a letter of commendation from the Dean of the College of Computing & Informatics.

### What happens if I am not doing well academically?

Should a student perform poorly, he or she may be placed on academic **probation** (term or cumulative GPA falls below 2.0) or **dismissed** (term GPA falls below the 2.0 standard for three (3) consecutive terms or current term GPA falls below 1.0) from the College of Computing & Informatics.

**Probation requires that a student meet with his or her Academic Advisor** to discuss the difficulties that are occurring. The Advisor and student will explore strategies for improvement. A student who is **dismissed** has his/her record put on academic hold which prevents future term course registration. **In order to have the academic hold removed, the student must meet with the College of Computing & Informatics Academic Standing Committee.**

Academic Standing policies are listed at:  
[http://www.drexel.edu/provost/policies/academic\\_standing.asp](http://www.drexel.edu/provost/policies/academic_standing.asp)

## OTHER IMPORTANT UNIVERSITY OFFICES AND NUMBERS

### **University Bookstore - 215/895-2860**

Information on textbooks

<https://drexel.bncollege.com>

### **Office of Campus Activities – 215/895-1328**

Information about student organizations  
and on-campus events

<http://www.drexel.edu/oca>

### **Drexel Central – 215/895-1600**

Financial/registration administrative  
services to students and their families

<http://drexel.edu/drexelcentral/>

### **Commuter Student Resources – 215/895-2168**

Information and activities for commuter  
students

[http://drexel.edu/studentlife/get\\_involved/commuter-resources/](http://drexel.edu/studentlife/get_involved/commuter-resources/)

### **Information Resources and Technology (IRT) - 215/895-2020**

Computer related questions

<http://www.drexel.edu/IRT>

### **Office of Counseling Center & Health Services – 215/895-1415**

Offers free, confidential counseling services  
provided by mental health professionals

<http://www.drexel.edu/healthservices/counseling-center/overview/>

### **Office of Equality & Diversity (OED) – 215/895-1405**

Advocates and provides services for  
students with disabilities

<http://drexel.edu/oed>

### **Center for Learning & Academic Success Services – 215/895-1241**

Provides tutoring and other learning  
resources

[http://drexel.edu/studentlife/student\\_family\\_resources/class/](http://drexel.edu/studentlife/student_family_resources/class/)

### **International Students and Scholars Services (ISSS)– 215/895-2502**

Offers programs and services to  
international students, scholars, faculty and  
staff

<http://www.drexel.edu/iss/>

### **The Hagerty Library - 215/895-1500**

<http://www.library.drexel.edu>

### **The Office of Residential Living - 215/895-6155**

Information and questions about residential  
living <http://www.drexel.edu/rlo>

### **Student Health Center – 215/220-4700**

Staffed with faculty physicians to provide a  
range of health services in a confidential  
environment

<http://www.drexel.edu/healthservices/student-health-center/overview/>

### **Weather & Closing Information – 215/895-MELT (6358) <http://www.drexel.edu/news>**

## Academic Support Services 2017-2018

Program	Support available for:	Website	Other Info
<b>Statistics Tutoring</b> Advising Center, 3rd Floor GHALL	Introductory STAT courses	Click <a href="#">here</a>	Walk-in and appointments available. Call 215-895-2110 for appointments or check schedule on website
<b>Biology Resource Center</b> PISB 121	Select 100 level BIO classes	Click <a href="#">here</a>	Check schedule posted in PISB 121  Walk-in schedule provided to students in eligible classes
<b>General Chemistry Tutoring</b> Stratton 106	CHEM 100-200 levels	N/A	Walk-in schedule is posted on the course website and on the door of Stratton 106
<b>Career Counseling</b> Steinbright Career Development Center 215-895-2185	Career counseling assists students with selecting majors and setting appropriate educational and career goals. Career assessments are also available.	Click <a href="#">here</a>	Appointment only  Available to all students and alumni
<b>Cyber Learning Center</b> University Crossing 152	CS, CI and SE	Click <a href="#">here</a>	Walk-in during available hours  Check schedule on website
<b>Decision Sciences Tutoring (STAT LAB)</b> Advising Center, 3rd Floor GHALL	All undergraduate and master's-level STAT and OPM classes	Click <a href="#">here</a>	Walk-in and appointments available. Call 215-895-2110 for appointments or check schedule on website
<b>Economics Tutoring</b> Advising Center, 3rd Floor GHALL	ECON 201 & 202 levels	Click <a href="#">here</a>	Walk-in and appointments available. Call 215-895-2110 for appointments or check schedule on website
<b>English Language Center</b> 229N 33rd St 215-895-2022 elctutoring@drexel.edu	The ELC offers all international students one-on-one tutoring, consultations and diagnostic services.	Click <a href="#">here</a>  To schedule an appointment, click <a href="#">here</a>	Check schedule on website
<b>Academic Center for Engineers (ACE)</b> Main 005 215-895-1237 ace@coe.drexel.edu	Select College of Engineering undergraduate courses (ENGR, ET, CHE, CMGT, MEM, ECE, CIVE, MATE)	Click <a href="#">here</a>  To schedule an appointment, click <a href="#">here</a>	Walk-in and appointments available  Check schedule on website