HIGH SCHOOL SCHOLARS
Welcome Packet
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 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. This must be completed at least two weeks prior to the start of the term.

- **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. You will have the opportunity to obtain a DragonCard during Orientation. If you do not attend an orientation session, you will be responsible for obtaining a DragonCard prior to beginning courses.

- **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 section of this packet.

All new High School Scholars are required to attend one of the following two in-person orientation options:

- **High School Scholar Orientation.** Orientation will take place a week before the beginning of your first term. During this time, you will receive information about the program’s policies and expectations, academic expectations of a college classroom, a campus tour, be given the opportunity to pick up your DragonCard,

  OR

- **One-on-one meeting on campus.** If you are unable to attend Orientation, you will be required to meet with Emily Kashka, the Program Manager in the Office of Undergraduate Research, to obtain an in-person, one-on-one orientation session. At this meeting, you will be oriented to the academic expectations of a college classroom and program expectations and policies.
Course Enrollment & Registration

Registration

How to Register:

1. Review course listings on Term Master Schedule within any of the following colleges:
   • College of Arts and Sciences
   • LeBow College of Business
   • Close School of Entrepreneurship
2. Select three (3) potential courses that meet the following criteria:
   • No prerequisites
   • No restrictions
   • No online courses (must be face-to-face or hybrid)
   • No co-requisites (see General Policies for more information)
   • Introductory level (100- or 200-level)
   • Space available
3. Submit three (3) course choice via the Request a Course form on the High School Scholars website by the course choice submission deadline:
   • August 15: Deadline to submit for the Fall Term
   • November 15: Deadline to submit for the Winter Term
   • February 15: Deadline to submit for the Spring Term
   • May 15: Deadline to submit for the Summer Term
4. High School Scholars will receive information about their enrollment within two weeks after the course choice submission deadline. Enrollment information will be sent via email to the address provided on the Request a Course form.

General Policies

- High School Scholars should NEVER register themselves for courses via DrexelOne. Students who register themselves for Drexel courses will be removed from their course and not permitted to re-enroll that term.
- The High School Scholars Program is unable to guarantee enrollment in any course. The High School Scholars Program is not a dual enrollment program as such, students should not use Drexel courses to fulfill requirements for high school graduation.
High School Seniors may not register for courses the summer following their graduation from high school, unless they are attending Drexel University as a freshman in the Fall.

Courses with co-requisites (e.g. labs, recitation/discussion, etc.) are only open to seniors on a case-by-case application basis. For more information, please contact the High School Scholars staff.

Students must be in good academic standing to be eligible to enroll.

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 one month 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. Please see the Dates & Deadlines page for the enrollment finalization deadlines.

All students are required to complete an "End of Term" survey following the completion of a course in any given term. Students who fail to complete this survey will not be eligible to enroll in future terms.

Course Levels

High School Scholars may only choose introductory classes. The course level is generally indicated by a course number in the 100s or 200s.

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.

Academic Standing

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.

   o After this waiting period and upon re-enrolling, students who earn a C or lower will be required to meet with the High School Scholars Program by Week 5 of the quarter to check in regarding their course.

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.

A High School Scholar who earns an “F” in a course will be dismissed from the program.
Dropping or Withdrawing from a Course

- Drops must be completed by the end of Week one (1). High School Scholars who wish to drop their course must notify the High School Scholars via email by 5PM.
- 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 withdraw from a course must notify the High School Scholars Program. Then, students must pick up a withdraw form from the High School Scholars Program (3035 MacAlister Hall), obtain the instructor’s signature, sign the form, and return the form (3035 MacAlister Hall) to the High School Scholars Program no later than 12:00 noon on the Wednesday of Week seven (7). The University-wide Drop/Withdraw form can be found here and policies can be found here.
- Students withdrawing from a course will need to wait two (2) full terms before registering for another course through the High School Scholars 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).

Textbooks

- While the High School Scholars program covers the cost of tuition for your course, you will be responsible for textbooks.
  - The High School Scholars Program offers a limited number of textbook awards to students who qualify for our application fee waiver. For more information, visit the High School Scholars website: [drexel.edu/ highschoolscholars](http://drexel.edu/highschoolscholars).
- Information about textbooks can be accessed via the Term Master Schedule under the “Textbooks” section on the course description page for your course. You can also look up your course textbooks on the Drexel University bookstore website [website](http://drexel.edu/highschoolscholars).

General Program Policies & Procedures

Communication

- Students are expected to check their email (both Drexel and personal emails) regularly and read all communications from the High School Scholars staff thoroughly.
The High School Scholars Program sends out a quarterly newsletter with announcements, reminders, and other relevant information. All students will receive this email and should read it thoroughly to familiarize themselves with upcoming dates, deadlines, and any changes to the program’s policies or procedures.

**Student Accounts**

- Students are responsible for activating their accounts upon acceptance to the program. You will receive instructions on how to pick up your accounts via email.
  - If you are having trouble activating/picking your accounts, please contact the High School Scholars program (hss@drexel.edu).
- Once you've picked up your online accounts, you can access your Drexel account (including your Drexel email) at one.drexel.edu.
- Once your accounts are picked up, you must contact the Drexel IT department if you are having trouble accessing your accounts. It is recommended that you contact the IT department via telephone at 215-895-2020.

If you have any questions about your participation in the High School Scholars Program, please contact us:

Email: hss@drexel.edu

Phone: 215-571-4208
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/](http://drexel.edu/provost/calendars/academic-calendars/)

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).

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, until they graduate from high school.
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.

Can students take placement tests to bypass courses?
The only departments that allow High School Scholars to take placement exams to bypass pre-requisites are the Modern Languages and Mathematics departments. Otherwise, High School Scholars are not permitted to take placement tests or bypass courses that they may have already completed outside of Drexel.

Please email the High School Scholars Program staff (hss@drexel.edu) if you are interested in taking a placement exam.

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 obtain my grades and/or transcript?
To obtain an unofficial transcript:
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/dreixelone.html.

If you have not logged into DrexelOne before, you will first need to set up your student account:
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: outlook.office.com. Use your full Drexel email (abc123@drexel.edu) and password to login.

You can also access your email by logging into DrexelOne (one.drexel.edu) and clicking “Email” in the top right corner of the portal.

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 High School Scholars office at (215) 571-4208. Additionally, you can contact the High School Scholars Program staff (hss@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.