PREPARE TO REGISTER FOR NEXT TERM CLASSES

1. **CONFIRM** your Time Ticket through your DrexelOne. Click on the Student Tab, than click Check Your Registration Information, and then select the term. You can also view [time tickets](#) on the SRC webpage.

2. **PLAN** out a schedule of courses for the upcoming term.
   - **A.** Clink on the [Recommended Plan of Study](#) link.
   - **B.** Use Drexel’s Student Resource Center (SRC) [Term Master Schedule](#):
     - Click on the Winter Quarter 11-12 to view the Winter Quarter course options.
     - Click on course subjects to view days and times of courses you wish to take
     - Read course descriptions carefully and be mindful of course restrictions and pre-requisites.
     - Plan your schedule by writing down Course Reference Numbers (CRN’s) for each course section you wish to take. Be sure to plan on taking recitations, labs or Common Exams (if required).

3. **BE READY TO REGISTER** for classes on the day and time your Time Ticket opens, using DrexelOne, register by typing in and submitting CRN’s of course sections you wish to take.
• **Degree Works** will list all classes you need to earn your degree as well let you know what classes you have already completed.

How to use Degree Works:
1. Log onto to [DrexelOne](#).
2. Click on the Student Tab.
3. Scroll down to Student Records.
4. In Student records click onto More BannerWeb Student Records.
5. Click onto Degree Works Audit.

• Shortly after clicking onto Degree Works Audit a screen will come up listing all your current information. When you scroll down on the page it will list the required courses and it will have a box next to each class. Once you complete a class you will see a ✅ in the box. If you are currently taking the class you will see a 🔄 in the box.
<table>
<thead>
<tr>
<th>BSBA Majors</th>
<th>BAE majors</th>
<th>BS Economics</th>
</tr>
</thead>
<tbody>
<tr>
<td>(all concentrations)</td>
<td>• BUSN102 (4) - to be added to your schedule by college, same sections as BUSN101 in Fall</td>
<td>• ECON 202 (4)</td>
</tr>
<tr>
<td></td>
<td>• ENGL102 (3)</td>
<td>• ENGL 102 (3)</td>
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<tr>
<td></td>
<td>• MATH101 OR MATH102 (4) - requires Common Exam 080</td>
<td>• MATH102 (4) or MATH122 (4) - requires Common Exam 080</td>
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<tr>
<td></td>
<td>• HIST162 or HIST163 (3 credits)</td>
<td>• SOC 101 (3)</td>
</tr>
<tr>
<td>Total – 14 credits</td>
<td>• BUSN102 (4) - to be added to your schedule by college, same sections as BUSN101 in Fall</td>
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<tr>
<td></td>
<td>• ENGL102 (3)</td>
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<td></td>
<td>• MATH122 or MATH121 (4) - requires lecture and Common Exam 80</td>
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<td>• CS122 (1) - co-requisite with MATH122 or CS121 (1) - co-requisite with MATH121</td>
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<td>• PHYS101 (4) - if completed MATH121, requires lecture, recitation, lab, Common Exam 080</td>
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<tr>
<td></td>
<td>• CHEM101 (3.5) - requires lecture, recitation, lab, and Common Exam 080</td>
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<tr>
<td>Total – 19.5 – 15.5 credits</td>
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<td>Total – 14 credits</td>
</tr>
</tbody>
</table>
### BSBA Majors (all concentrations)

- **ENGL103** (3)
- **MATH102** (4) - requires Common Exam 080 or General Education elective (3)
- **ACCT115** or **ECON 201** (4) – to be added to schedule by college
- **BIO100, CHEM151, or PHYS151** (3) - requires lecture, lab, and Common Exam 080 or 081
- **Society & Culture elective** (3) - choose a course from AFAS, COM, ENGL, IAS, LING, PHIL, WMST, EDUC, Modern Language

**Total – 16-17 credits**

### BAE majors

- **ENGL103** (3)
- **MATH200** (4) or **MATH122** (4) - requires lecture and Common Exam 080
- **CS123** (1) - co-requisite of MATH123 or **CS122** (1) - co-requisite with MATH122
- **PHYS101** (4) or **PHYS102** (4) - requires lecture, recitation, lab, Common Exam 080
- **CHEM102** (4.5) - requires lecture, recitation, lab, and Common Exam 080

**Total – 16.5 credits**

### BS Econ majors

- **ENGL103** (3)
- **ANTH 101** (3)
- **CS 161** (3)
- **PHIL Elective** (3)
- **1st Science with lab** (3)
- **Common Exam 080 or 081**

**Total – 15 credits**
• All LeBow College freshmen will automatically be registered for a credit/no credit class (COOP101 or BUSN104: Career Management for Non-Coop Students) that will equip them with career development skills.

• Students in COOP concentrations will be registered for COOP101 prior to their COOP experiences; students assigned a Fall/Winter Co-op will take COOP101 Winter Term; students assigned a Spring/Summer Co-op will take COOP101 Spring Term.

• Students in NON COOP concentrations will take BUSN104: Career Management for Non-Coop Students in the winter term of their freshman year.
SCHEDULING TIPS

BE FLEXIBLE!!!

• Be prepared to take courses you need when they are offered, regardless of day and time. Students can avoid scheduling conflicts if they don’t limit themselves due to activities (including work) outside of the classroom. Drexel Athletes and ROTC students must register on the day their Time Tickets open for each term.

• When planning your schedule for the Winter Term, remember to plan around taking BUSN102 on the same day and time as your Fall Term BUSN101 class. When you log on to DrexelOne to register for Winter classes, you will find that BUSN102 will have already been scheduled.
AVOID COMMON REGISTRATION ERRORS

Here is a list of common errors:

- **LINK ERROR, R1 REQUIRED**: you are able to enroll in a course lecture, but you have not registered for a recitation or a lab, or you have chosen a recitation or lab that is unavailable to you.
- **LINK ERROR, L1 REQUIRED**: you are able to enroll in a course’s recitation or lab, but you have not registered for the lecture, or the lecture you have chosen is unavailable to you.
- **PRE-REQUISITE & TEST SCORE**: a specific course or courses must be completed prior to registering for the course. (review course description)
- **CO-REQUISITE REQUIRED**: you are trying to take a course that requires you to be enrolled in another course this same term, a co-requisite. (review course description). This most often occurs in the case of needing to enroll in a Common Exam with a Math or Science course.
- **CLOSED SECTION**: you are attempting to enroll in a section of a course that has already enrolled the maximum number of students that the classroom may seat. Choose another section of this course which is open. If no sections of this course are open, plan to take this course another term and choose a different required course.
- **TIME CONFLICT**: you are attempting to enroll in a section of a course whose date and time conflicts with a course section in which you are already enrolled.
- **COLLEGE or MAJOR RESTRICTION**: you are attempting to register in a course that is not offered by the LeBow College of Business and that is restricted only to students who are enrolled in the college that offers the course. (Note – some business courses that are offered in the evening are restricted to students of the Goodwin College.)
- **CLASS RESTRICTION**: you are attempting to enroll in a course that is not available to students with your class standing (i.e. freshman).
• Students are invited to confirm their academic progress, or ask any questions they may have, with their academic advisor on a regular basis.

• Students who have questions about their scheduling options for an upcoming term are encouraged to meet with their advisor before their Time Ticket opens.

LeBow Advising Center Staff

- Brian Ellis - Director
- Ryan Ciolli- IT Support Specialist

Advisors
- Peggy Savidge A
- Sherriann Steadman B-F
- Tony Grangel G, ECON & BAE
- Caitlin McCormick H-L
- Evan Danziger M-N
- Barbara Lane O-R
- Linda Carlin S-Z (BLC)

Career Services
- Lisa DeLuca - Associate Director
- Rita DeCarlo –Assistant Director
- Sarafina Shima- Career Advisor

Please call our Undergraduate Advising Center at 215-895-2110 to make an appointment
Walk-in hours: MWF 2pm-4pm, TR 9am-11am
ADD/DROP

• Prior to the start of every academic term, and including the first two weeks of the term, students may Add or Drop a course from their schedule. If a student Adds a course to their schedule after the first class is held, the student is responsible for making up the class work they missed. If a student Drops a course from their schedule, all reference to this course and its credits is eliminated from the student’s transcript.

• The last day to Add/Drop a class (with the assistance from an advisor) is Friday of the second week of the term. For the Winter, the last day is Friday, January 20, 2012.

The last day to Add/Drop a class (on your own using DrexelOne) is Sunday of the second week of the term. For Winter 201025, the last day is Sunday, January 22, 2012 no later than 11PM.

• The advising center advises not to wait until the last day to add or drop a course.

LEARN HERE, LEAD ANYWHERE®
COURSE ADJUSTMENT PERIOD

COURSE WITHDRAWALS

• The only reason a student should consider withdrawing from a class is if there is a danger of failing the course, based on the student’s mid-term grade.

• The last day to withdraw from a course in any term is the Friday of the sixth week of the term.

• To withdraw, the student will:
  - Obtain an Add/Drop/Withdrawal form from the SRC website.
  - The student will get a signature from their course instructor and an academic advisor.
  - When all necessary signatures on the form are obtained, the student must bring this form to the Student Resource Center (Main Bldg., 2nd floor) to be processed no later than the afternoon of Friday of the sixth week of the term.

The student is responsible for being aware of the impact this course withdrawal will have on their financial aid and any other status (such as Co-Op eligibility, visa for international students, etc.). A W will remain permanently on the student’s academic record for this course in this term, but this does not impact on the Grade Point Average (GPA). If the course is a requirement for degree completion, the student must register for the course in another term and pass.
FULL-TIME STATUS
• To be considered a full-time student with Drexel University, a student must be enrolled in at least 12 credits as of the end of the second week of the academic term.

MAKING THE DEAN’S LIST
• A student will be recognized as achieving the high academic honor of the Dean’s List for a specific term by completing at least 12 credits with a Grade Point Average of at least 3.60 for that term.

AVOID ACADEMIC PROBATION
• Your GPA in your freshman year is very important!
• Students are responsible to make every effort in each term to earn quality grades and avoid being placed on academic probation. Please review the Drexel University policies on grades, GPA, and Undergraduate Academic Standing and Probation Policy, on the Offices of the Provost website:

• GRADES:
  http://www.drexel.edu/provost/policies/grades.asp

• UNDERGRADUATE ACADEMIC STANDING & PROBATION POLICY:
  http://www.drexel.edu/provost/policies/academic_standing.asp
GOOD TO KNOW

AVOID HOLDS

• If a Hold is placed against your records (see your account in DrexelOne) you will not be able to register for any future classes, nor will you be able to change your current schedule. Please be sure to keep track of your status with all Drexel University departments to prevent having a Hold. If a Hold is enacted, please resolve the problem as soon as possible through the department that levied the Hold:

• **FINANCIAL HOLD**
  – Bursar’s Office, Main Bldg., 1st floor, [http://www.drexel.edu/bursar/](http://www.drexel.edu/bursar/)

• **HEALTH INSURANCE & IMMUNIZATION HOLDS**
  – Creese Bldg., 2nd floor, [http://www.drexel.edu/studentlife/ch/II_Main.html](http://www.drexel.edu/studentlife/ch/II_Main.html)

• **ACADEMIC HOLD**
  – contact your academic advisor, 3rd Floor Paul Peck PSR

• **CO-OP CAREER BLOCK**
  – Steinbright Career Development Office, 3201 Arch Street,
BE AN ALERT STUDENT
Check your Drexel One account frequently, for any messages, possible schedule changes, to keep track of your academic status, and to see if any holds are placed against your records. Plan ahead for the future by checking out the Drexel University Academic Calendar: http://www.drexel.edu/provost/calendars/quarter/

DECLARING A FIELD OF CONCENTRATION
Business Administration majors must complete a field of concentration, consisting of a sequence of business concentration courses. Students may change or add their concentration over time, but declaring a concentration early is advantageous for Co-Op job placement and to assist LeBow College in planning future course offerings (concentration must be declared prior to Pre-Junior year). You may learn more about each field of concentration by accessing LeBow College’s webpage: http://www.lebow.drexel.edu/Faculty/Departments/index.php

GETTING TO KNOW OUR ESTEEMED FACULTY
LeBow College is nationally recognized for excellence among business colleges in large part due to the outstanding qualifications of our faculty. LeBow students gain an invaluable advantage by developing mentor relationships with our faculty, who offer real-life expertise on the business fields in which they teach. LeBow College department chairs serve as an important asset for students, to be contacted with questions regarding curriculum, future course offerings, grading procedures, issues with an instructor, and career options. You may learn more about our faculty and how to contact them through our website:

http://www.lebow.drexel.edu/Faculty/Directory.php
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• Like us on facebook
  http://www.facebook.com/LeBowCollege

• Involvio
  https://drexel.involvio.com/
Questions?