



Learn Here. Lead Anywhere™

LeBow COLLEGE OF BUSINESS

FAQS: FREQUENTLY ASKED QUESTIONS

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1. Is it necessary that I have an active, Drexel email Account?

Yes. It is mandatory that all students maintain an active, Drexel-provided, email address so that LeBow administrators, faculty, and advisors can efficiently communicate with you (it is possible for you to forward this account to other, preferred accounts). Upon acceptance to LeBow College of Business, graduate students should immediately establish this account at www.drexel.edu/computeraccounts.

If you experience difficulties, the Department of Resources and Technology is available to provide technological support. Contact the office at 895-2698, 895-1958, or consult@drexel.edu, or visit <http://www.drexel.edu/IRT/> for support and information.

2. What is the best way to contact an adviser and receive answers to my questions?

Telephone and email are the most efficient forms of contact advisers:

- Adviser email: busngrad@drexel.edu
- Adviser phone number (general, you will be redirected as appropriate): 895-2115

You should expect an adviser to respond to you within 24-48 hours. Please note that response time will vary during peak demand periods (two weeks prior to and after the beginning of each term). For the most efficient support, please have your student ID# available when you place an inquiry, whether by phone or email (be sure to include your full name and ID# on voice and email messages). An appointment is necessary to work with an adviser in person. To schedule an appointment between the hours of 2 p.m. – 6 p.m., call 895-2115. Phone advising is available throughout the work day. See pages four and six for details.

3. Who serves as department chair and/or advising contact for specific content areas?

| | | |
|--------------------------------|-----------------------------------|-------------------|
| Accounting | Dr. David Campbell | 895-2116 |
| Decision Sciences | Dr. Tom Hindelang | 895-2130 |
| Economics | Dr. Vibhas Madan | 895-6156 |
| Finance | Dr. Michael Gombola | 895-2116 |
| Health Care Systems | Dr. Vibhas Madan | 895-6156 |
| International Business | Dr. Vibhas Madan/Dr. Trina Andras | 895-6156/895-2145 |
| Legal Studies | Mr. Rich Freedman | 895-2127 |
| Management Information Systems | Dr. Bay Arinze | 895-1798 |
| Marketing | Dr. Trina Andras | 895-2145 |
| Organizational Management | Dr. Donna DeCarolis | 895-2143 |
| Production and Oper. Mgmt | Dr. Tom Hindelang, Interim | 895-2130 |
| Taxation | Dr. Anthony Curatola | 895-1453 |

4. What networking and learning opportunities are available beyond the classroom?

LeBow College of Business students have access to a variety of workshops, lecture series, and other special events, as well as the MBA student association. Visit www.lebow.drexel.edu and click on the “Events” link to view upcoming events and archived presentations. Students are particularly

encouraged to participate in the MBA Association. More information on the MBAA is available in the end of this guide, or also online at <http://www.lebow.drexel.edu/mbaa/>.

5. Will I have an opportunity to receive professional work experience?

Drexel graduate students may combine professional experience with classroom study through Drexel's Career Integrated Education (CIE) option. CIE participants are matched with an on-campus faculty adviser and an on-the-job corporate mentor during CIE placement. Through CIE, students are able to accept a paid position in their career field. See page 14 for details.

6. What career services are available, and how do I take advantage of them?

Many Professional MBA students attend class part time while pursuing full-time careers. However, full-time students and other degree candidates seeking career development resources may contact:

- Tom McNamara, Assistant Director, Career Integrated Education (CIE), at 895-2183 or tom.mcnamara@drexel.edu
- Pedro Gonzalez, Director of LeBow MBA Career Services, at 895-0998 or lebowmba@drexel.edu
- Kathy Geddes, LeBow MBA Career Advisor, 895-6300 or kathygeddes@drexel.edu

7. Can I defer my tuition if my employer is paying the cost?

Drexel University has established a deferred payment plan for students attending the University as part of an employer education assistance program. Students accepted into this plan may defer payment of the portion of their tuition reimbursable under their employers' program until the end of the first week of classes of the NEXT term. For more details and enrollment procedures, visit www.drexel.edu/SRC, click on "Current Students," then "Billing," then click on "For Graduate Students" and select "Employer Assisted Tuition Deferred Payment Program."

8. Are scholarships and/or financial aid available?

If eligible, students are awarded a Dean's Fellowship scholarship upon admittance to the university. If this information was not part of a student's acceptance letter, the student is not eligible. *The LeBow Graduate Office does not participate in awarding this scholarship.* Some students may be eligible for loans, grants, or other scholarships. For more information, contact the Financial Aid Office at 895-2537 or finaid@drexel.edu, or visit www.drexel.edu/provost/finaid/.

9. How may I apply for a teaching assistantship (TA) position?

Students must be enrolled in courses to apply for TA positions. To apply, complete the Application for Graduate Assistantship, available on the LEBOW website at www.lebow.drexel.edu, under the link to

“Graduate,” “Grad Student Resources,” and then “Forms.” Submit the completed form, with a resume and other support documents, directly to the LeBow Graduate Studies office, 105 Matheson. The director of the MBA program will review TA applications, then forward approved applications to the respective department heads. *The LeBow Office of Graduate Studies does not participate in decisions about TA placement.*

10. What are ideal first term courses for MBA students? For MS students?

Ideal first term MBA courses include BUSN 501, BUSN 502, BUSN 503, and STAT 601 – these courses are all pre-requisites for future coursework. Students can also choose ORGB 625, ORGB 631, MIS 611, and MIS 641 since they carry no pre-requisites.

MS students should first consult their program’s Plan of Study, then contact the Department Head of their program. You can download Plans of Study from the LeBow website at www.lebow.drexel.edu, under the link to "Graduate," "Grad Student Resources," and then "Forms." Department Heads’ and their secretaries’ contact information is listed on each Plan of Study.

11. What happens if I receive an error when trying to register for a class?

If you receive a “pre-req test score” error make sure that you have taken all the prerequisites for the class for which you are trying to register (see Course Descriptions at <http://www.drexel.edu/catalog/GRAD/>). If you receive an “Advisor” error, make sure you are registering for an appropriate course section (see FAQs #19 and 20). If you have taken all the prerequisites and there are not restrictions on the section for which you are registering, print out the error message, and complete an Add/Drop form available on the LeBow website at www.lebow.drexel.edu, under the link to “Graduate,” “Grad Student Resources,” and then “Forms.” You must submit the completed Add/Drop form and error message to the LeBow Graduate Office, 105 Matheson, or fax it to 895-1012. Be sure to include your phone number and email on the form.

12. What are the policies regarding adding courses?

All university registration announcements (e.g. timeframes for when online registration begins, ends, when courses will be listed for viewing, new additions after the initial posting date) are sent to your university email account. If you prefer to use a different email address, it is your responsibility to forward your Drexel email to your preferred account. Online registration is available to students beginning the fourth Tuesday of the current term for the following term. You are *strongly* urged to take

advantage of early course registration. See FAQ #15 for specific enrollment dates per term. If you encounter registration errors, see FAQ#s 11, 18, 19, and 20.

13. What are the policies regarding dropping courses?

Students may make schedule adjustments via BannerWeb through the first two weeks of the term. After the second week of classes, course withdrawals may be requested via an add/drop form at the LeBow Office of Graduate Studies, 105 Matheson. Drop/Add forms are available in 105 Matheson, and on the LeBow website at www.lebow.drexel.edu, under the link to “Graduate,” “Grad Student Resources,” and then “Forms.” Be sure to confirm via your DrexelOne account that the drop request has been processed.

Courses dropped after the second week will receive a partial refund as follows:

| Week of Term | Tuition Refund |
|---------------------------|-----------------------|
| During or before week one | 100% |
| During or before week two | 100% |
| Within third week | 50% |
| Within fourth week | 25% |
| Within fifth week | 25% |
| After fifth week | None |

14. What happens if I need a course that is already filled to capacity?

Overrides are rarely given for enrollment into capacity courses. However, if you have extenuating circumstances, you may use the Drop/Add form to obtain written permission on the Drop/Add form directly from the department head or chair for the respective subject area (see FAQ# 3 or page four for contact information). That office will make a final determination about whether you will be added to the course.

With written confirmation of the approval, please work with Kevin Montgomery to have the course added.

Kevin Montgomery, Administrative Systems Coordinator
215-895-2112 phone, 215-895-1997 fax, Kevin.montgomery@drexel.edu

15. When does registration for the next term begin?

Registration for the next term always begins four weeks into the current term. For example, registration for the winter term would begin four weeks into the fall term. Many courses quickly fill to capacity, so students are encouraged to register early to optimize Plan of Study options. To learn specific dates for enrollment per term, please visit www.drexel.edu/src, click on “Current Student,” then “Registration Information,” then “Registration Time Ticket (Main Campus),” then select the appropriate term.

Note there is always a two week period during the month prior to course start dates when the online registration system is not available to students. The university makes system adjustments during this

period. Students can have adjustments made to their schedules by submitting an Add/Drop form for manual processing of their adjustment request. For details on the Add/Drop form, see FAQ# 11.

16. What is a CRN?

CRN is an acronym for “course registration number,” used when registering for a particular course either in DrexelOne or via Add/Drop form. It is a five-digit number that usually precedes all information about a class. The number will always begin with a 10-, 20-, 30-, or 40-, which corresponds with the fall, winter, spring, and summer terms, respectively.

17. How are courses listed?

The academic discipline is first noted (e.g., ORGB, MIS, ACCT), followed by the course code (e.g., 601, 649, 790), followed by the section number (e.g., 501, 951). For example, ECON 601 501 is a section of a core course from the MBA plan of study offered at the main University City campus, ECON 601 951 would be the same course offered online, and ECON 601 601 would be the same course offered at GVC (see FAQ# 19 for details).

18. Where can I find a description of each course (including pre-requisite courses)?

The Student Resource Center (SRC) website lists pre-reqs and describes each course that is offered by the LeBow College of Business. Access this site at www.drexel.edu/SRC and follow the links for “Current Students” and “University Catalog.” Note that BUSN courses are listed under General Business.

19. What section numbers can I register for?

The following section numbers are available to all full- and part-time MBA students:

501, 502, 503: Weekday, evening, graduate-level class at University City campus
001: Weekday, daytime, graduate-level class at University City campus
102: Saturday, daytime, graduate-level class at University City campus
951: Online class (Registration is through BannerWeb via the DrexelOne web portal)
601: Great Valley Consortium (off-campus at corporate sites along the Route 202 corridor between Malvern and West Chester, weekday evening classes, must gain permission to register for these courses from the GVC Adviser, 895-6629, or email busngrad@drexel.edu).

20. What section numbers can I NOT register for?

The following section numbers are classes that are NOT available to full- and part-time MBA students:

05(x): These classes are for the Executive MBA program only.
653, 654, 655: These classes are for the Techno MBA program.
801: These classes are for the One-Year Curriculum.
9xx: Any 900-section number, with the exception of 951, designates the course as Ph.D.-level. Graduate students are ineligible to register for these classes.

21. How can I find the professor for a particular course?

The professor is listed at the SRC site that lists courses offered per term.

22. Where can I find the location of a particular course?

While visiting the SRC site that lists courses offered per term, students can click on the CRN of a course to see if the location has been posted. Note that rooms are often not posted until the first week of classes, however most LeBow courses are held in Matheson Hall and Pearlstein.

23. Where can I find contact information for professors?

Visit the LeBow homepage at www.drexel.edu/lebow, then click on “Search” in the upper left corner of the page. You can then type in names to search for, and search results provide university telephone number, email address, and office location.

24. How can I find out what classes will be offered in the next or future terms?

First visit www.drexel.edu/src, click on “Current Student,” then “Registration Information,” then “Schedule of Classes,” then select the appropriate term. Courses are posted for the entire 2004-2005 academic year.

If you have specific questions regarding future term course offerings, you must contact each department directly. See page four and/or FAQ #3 for contact information.

25. When do I get billed for courses?

The Bursar’s office generates bills at the end of week two of the term. For details, visit www.drexel.edu/SRC, click on “Current Students” and “Billing” links, or contact the Bursar’s office at 215-895-2833 or Bursar@drexel.edu. For questions relating to Financial Aid, Tuition Credits, Student Receivables, Tuition Deferment, Drop for Non-Payment, please contact the Financial Aid office at 215-895-1445 or finaid@drexel.edu or <http://www.drexel.edu/financialaid/>.

26. Which and how many courses can I have waived? When? How?

A maximum of four (4) courses may be waived from the MBA curriculum: two in the Enterprise Management Sequence; and two in the Functional Core sequence. Students are notified of waivers upon entry to the program in the Statement of Curriculum Standing, which is part of the acceptance packet. A student may submit official, final transcripts for an additional review directly to the Office of Graduate Studies, 105 Matheson. Waivers and requests for review of transcripts will **not** be approved once the student has completed the first term of study. Class waivers are based on a rigorous process using established guidelines. Please note the waiver acceptance guidelines on pages seven and eight for more detail.

27. What is the timeframe in which I need to complete my degree?

Drexel University policy states that a student is allowed seven (7) years to complete the MBA and MS degrees. This rule only applies to advanced (600-level) courses. At the end of this period, if needed, the director of the Professional MBA program would review transcripts to determine which, if any, courses would need to be retaken due to significant changes in content, applicability, or technology. For more information, call the LeBow Graduate Office, 105 Matheson, 895-2115, or email busngrad@drexel.edu.

28. May I substitute a course listed as required in the curriculum with another course?

Sometimes, but only with the approval of the respective department head or chair. To obtain authorization, complete a Course Substitution Request form, available at 105 Matheson, or on the LEBOW website at www.lebow.drexel.edu, under the link to “Graduate,” “Grad Student Resources,” and then “Forms,” and have it signed by the respective department head or chair (see page four and FAQ # 3 for listings). Submit the original copy of the completed and signed form to the LeBow Graduate Office, 105 Matheson, with an updated Plan of Study, for your permanent file.

29. Where can I find the required courses for each MBA Concentration?

The required courses for each concentration can be found in the graduate catalog at the LeBow College of Business section, available in the Office of Graduate Studies or online at www.lebow.drexel.edu/SRC (click on the links for “Current Students” and “University Catalog.”

30. How should I plan course sequencing to complete my area(s) of concentration?

You should plan to work on completing an area of concentration over three or four terms. It is unlikely that all requirements for any given concentration would be offered in a single term or even two consecutive terms. You should first review course offerings by term via the SRC site (see FAQ# 24 for details). If you need additional support mapping when your concentration courses will be offered, you should contact the appropriate academic Department Head of Chair (see FAQ# 3 for details).

31. May I take courses at a Drexel campus other than Center City Philadelphia?

Students have two options other than taking courses at the Center City campus:

- Via the World Wide Web through the “open” online program (see section 951 courses)
- On-site at companies in the Great Valley area, along the Route 202 corridor between Wayne and West Chester. Call 895-6629 or email busngrad@drexel.edu for more information.

32. What is the maximum number of online courses I can take?

Students are welcome to take unlimited online courses to satisfy graduation requirements. Online course offerings are rotated each term to allow for a variety of options. While we seek to offer 4-5 online courses each term, we can not guarantee that all courses needed for graduation will be offered online. International students can take one online course per term to satisfy F-1 visa requirements.

33. How does Career Integrated Education (CIE) fit into my Plan of Study?

Participation in CIE is optional. A minimum of 24 advanced (600-level) graduate credits and a GPA of 3.0 or higher are required for admission to the program. When a student receives and accepts an employment offer, s/he enrolls in a three credit “CIE course” for each three-month period of employment, resulting in a total of six (6) credits, assessed tuition at the regular rate. The CIE courses for which a student enrolls are: BUSN 601-098 (first term) and BUSN 601-099 (second term), respectively. These courses *do count* in the calculation of the overall GPA. If space is available, the CIE 601-099 course will count as a one-time elective credit (three credits total) in a student’s MBA or MS Plan of Study. See page 14 for details.

34. What actions do I need to take in order to graduate?

You must submit your completed Plan of Study two terms prior to graduation to the LeBow Graduate Office, 105 Matheson, or via email at busngrad@drexel.edu. You will receive written confirmation of outstanding graduation requirements via the email address listed on the plan of study submitted for review.

Simultaneously, complete the Application for Degree at the Student Resource Center (SRC) website: www.drexel.edu/SRC, by clicking on the “Current Students” and “Graduation” links. See pages 11-12 for more detail.

35. What is the difference between full- and part-time study?

Students taking three courses a term (9 credits) are considered full time. Students taking fewer than three courses per quarter are considered part time. There is no formal procedure for changing between full-time and part-time status - you may adjust your course load depending on your needs and interests. However, international students must maintain full-time status for visa requirements (visit www.drexel.edu/isso for more information). There are also ramifications for part vs. full time status for students seeking tuition support via loans, grants, etc. For more information, contact the Financial Aid Office at 895-2537 or finaid@drexel.edu, or visit www.drexel.edu/provost/finaid/.

36. How can I change from MBA to MS (or MS to MBA)?

If you wish to change your degree seeking status, complete the Change of Major form available at the LeBow Office of Graduate Studies, 105 Matheson, or the LeBow website at www.lebow.drexel.edu,

under the link to "Graduate," "Grad Student Resources," and then "Forms." You must complete the top section, then the appropriate department head, chair, or director must complete part of the bottom section (signature of the department head or chair indicates approval). Submit the completed form to the LeBow Graduate Studies Office, 105 Matheson. The form will be processed and forwarded to the Office of Research and Graduate Studies. The update to your records should take no more than two weeks.

37. What options do I have for dual degrees? How can I begin to pursue both degrees?

LeBow graduate students may pursue jointly an MBA and MS degree by sharing 10 courses among the two programs; completing the requirements for the primary degree; and then completing the required amount of additional, unique courses in the second plan of study (total required courses varies per MS program). If you wish to add a second degree to your plan of study, complete the Dual Degree form available at the LeBow Office of Graduate Studies, 105 Matheson, or the LEBOW website at www.lebow.drexel.edu, under the link to "Graduate," "Grad Student Resources," and then "Forms." You must complete the top section, then the appropriate department head, chair, or director must complete part of the bottom section (indicating approval). Submit the completed form to the LeBow Graduate Studies Office, 105 Matheson. The form will be processed and forwarded to the Office of Research and Graduate Studies. The update to your records should take no more than two weeks.

38. How can I obtain an official transcript?

All such requests must go directly through the registrar's office. A Drexel University transcript contains a student's entire academic history as well as degree conferral information. All Drexel University transcripts issued from the Student Administrative Services Center (SRC) are official and contain the school's seal on each page of the document. To find more details about requesting transcripts, including timelines and fees, visit www.drexel.edu/SRC, then click on "Current Students," then "Transcripts and Certifications," then "Transcripts General Information (and Request Form)."

39. How can I obtain official documentation to confirm my student status and anticipated graduation date?

All such requests must go directly through the registrar's office. A Drexel University certification contains a student's entire enrollment history, as well as degree conferral information. To find more details about requesting transcripts, including timelines and fees, visit www.drexel.edu/SRC, then click on "Current Students," then "Transcripts and Certifications," then "Certification of Enrollment (and Request Form)."