



*DREXEL UNIVERSITY'S
LEBOW COLLEGE OF BUSINESS
UNIV101 Freshman Registration Presentation*

*PRESENTED BY
Undergraduate Advising Center
October, 2009*



COLLEGE OF BUSINESS
LeBow



HOW TO SUCCEED IN BUSINESS BY MANAGING YOUR SCHEDULE

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. **Click on the [Recommended Plan of Study](#) link.**
 - B. **Use Drexel's Student Resource Center (SRC) [Term Master Schedule](#):**
 - Click on the **Winter Quarter 09-10** 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.



DEGREEWORKS

- Students that have been admitted to Drexel University as of 2008 now have the capabilities to use a new degree audit program, Degree Works. 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.



RECOMMENDED FRESHMEN COURSES

WINTER TERM 200925

BSBA Majors (all concentrations)

- **BUSN102** (4) - to be added to your schedule by college, same sections as BUSN101 in Fall
- **ENGL102** (3)
- **MATH101 OR MATH102** (4)- requires lecture and Common Exam 080
- **HIST162 or HIST163** (3 credits)

Total – 14 credits

BAE majors

- **BUSN102** (4) - to be added to your schedule by college, same sections as BUSN101 in Fall
- **ENGL102** (3)
- **MATH122 or MATH121** (4) - requires lecture and Common Exam 80
- **CS122** (1) - co-requisite with MATH122 or **CS121** (1) - co-requisite with MATH121
- **PHYS101** (4) - if completed MATH121, requires lecture, recitation, lab, Common Exam 080
- **CHEM101** (3.5) - requires lecture, recitation, lab, and Common Exam 080

Total – 19.5 – 15.5 credits

BS Economics

- **ECON 202** (4)
- **ENGL 102** (3)
- **MATH101** (4) or **MATH102** (4) - requires Common Exam 080
- **HIST elective** (3)
- **Total – 14 credits**

HONORS ENGLISH STUDENTS

(Students who are taking ENGL105 during the Fall Term)

- For Winter Term: Do not take an ENGL course, BSBA & BAE majors can replace with ECON201. BS Econ majors can replace with Free elective course.
- All students who pass ENGL105 will earn credit for ENGL101 and full fill ENGL102 requirement.

LEARN HERE, LEAD ANYWHERE®



RECOMMENDED FRESHMEN COURSES

SPRING TERM 200935

BSBA Majors (all concentrations)

- ENGL103 (3)
- MATH102 (4) - requires lecture and Common Exam 080 or General Education elective (3)
- ACCT115 or ECON 201(4) – to be added to schedule by college
- BIO151, 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)
- MATH102 (4) - requires Common Exam 080 or Free Elective (3)
- PSY101 (3)
- HIST Elective (3)
- CHEM151 or PHYS151 (3) - choose lecture, lab, and Common Exam 080 or 081

Total – 15-16 credits

HONORS ENGLISH STUDENTS

(Students who took ENGL105 during the Fall Term)

- For Spring Term: Students who received a grade of D, C, or B in ENGL105, enroll in ENGL103. Students who received an A in ENGL105, do not take ENGL Spring Term, but may take both ECON202 and ACCT115 or general education elective. They will be required to take an addition English Elective (ENGL 200 – 399) class in place of ENGL 103.
- All students who pass ENGL105 will earn credit for ENGL101 and full fill the ENGL102 requirement.

LEARN HERE, LEAD ANYWHERE®



COOP 101 for Freshman

- 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, 200925; students assigned a Spring/Summer Co-op will take COOP101 Spring Term 200935.
- 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.



SCHEDULING TIPS

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).
- Review error messages on the SRC website:
http://www.drexel.edu/src/registration_restrictions.asp



LeBOW UNDERGRADUATE ADVISING CENTER

- 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- Program Coordinator**

Advisors

- **Peggy Savidge** **A-C**
- **Caitlin McCormick** **D-F**
- **Tony Grangel** **G-K**
- **Evan Danziger** **L-M**
- **Barbara Lane** **N-R**
- **Linda Carlin** **S-Z**

Career Services

- **Lisa DeLuca - Asst. Director, Undergrad Career Services**
- **Rita Crane - Advisor, Career Services**

Please call our Undergraduate Advising Center at [215-895-2110](tel:215-895-2110) to make an appointment



COURSE ADJUSTMENT PERIOD

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 200925, the last day is **Friday, January 15, 2010**.

The **last day** to Add/Drop a class (on your own using DrexelOne) is Sunday of the second week of the term. For Winter 200925, the last day is **Sunday, January 17, 2010 no later than 11PM**.

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



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. For the Fall term 2009 the last day to withdraw from a course is **Friday, Oct. 31st**.

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 (Oct. 31st for Fall Term 2009).

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.



GOOD TO KNOW

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

LEARN HERE, LEAD ANYWHERE®



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/>
- HEALTH INSURANCE & IMMUNIZATION HOLDS
 - Creese Bldg., 2nd floor, http://www.drexel.edu/studentlife/ch/II_Main.html
- ACADEMIC HOLD
 - contact your academic advisor, Matheson Hall basement
 - <http://www.lebow.drexel.edu/Current/Undergraduate/advising.php>
- CO-OP CAREER BLOCK
 - Steinbright Career Development Office, 3201 Arch Street,
 - <http://www.drexel.edu/scdc/index.html>



GOOD TO KNOW

- **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/src/calendar.asp>

- **DECLARING A FIELD OF CONCENTRATION**

- Business Administration majors must complete a field of concentration, consisting of a sequence of business elective 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. You may learn more about each field of concentration by accessing LeBow College's web page:

- <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>

LEARN HERE, LEAD ANYWHERE®



Questions?



COPYRIGHT 2009 DREXEL UNIVERSITY'S LEBOW COLLEGE OF BUSINESS