



*DREXEL UNIVERSITY'S  
LEBOW COLLEGE OF BUSINESS  
UNIV101 Transfer 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 WINTER 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.



# COOP 101 for Transfer Students

- All LeBow College transfer students participating in the 5 Year or 4 Year COOP program will automatically be registered for a credit/no credit class (COOP101) that will equip them with career development skills.
- Transfer students should have been enrolled in COOP101 in their first term. If you were not scheduled for COOP101 in your first term, please contact your academic advisor before registering for the next term.



# 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. \*\* Students that transferred in BUSN 111 do not need to take BUSN 101 or BUSN 102. But will take 2 BUSN electives later during their academic career.



# 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](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, 2009 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. 31<sup>st</sup> for Fall '09 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.



# 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](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?



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