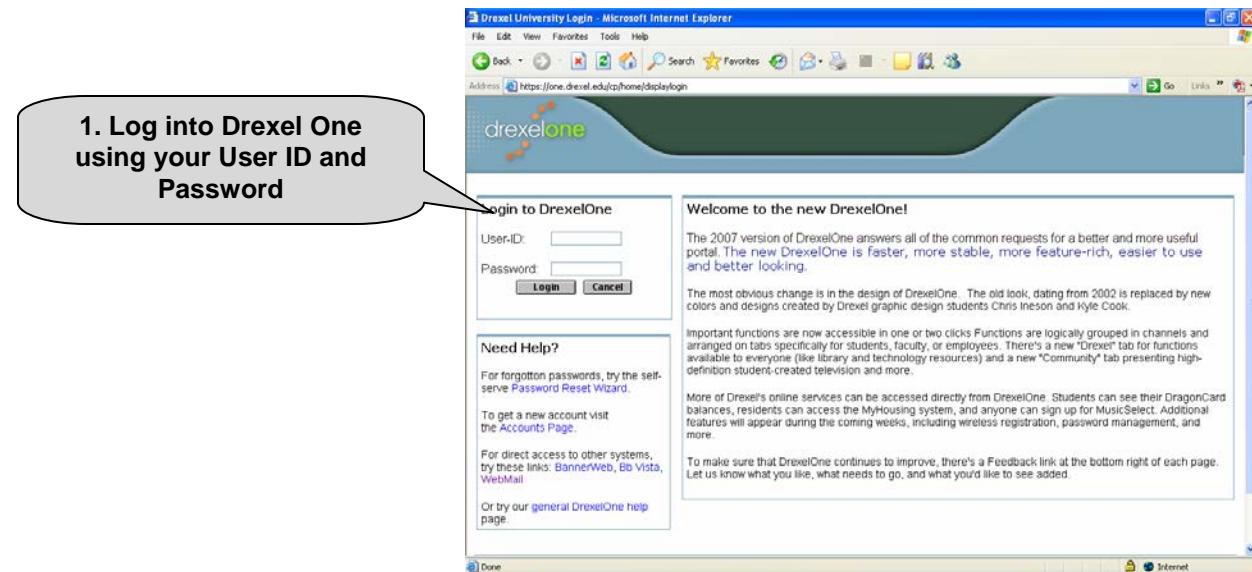


Registration Instructions

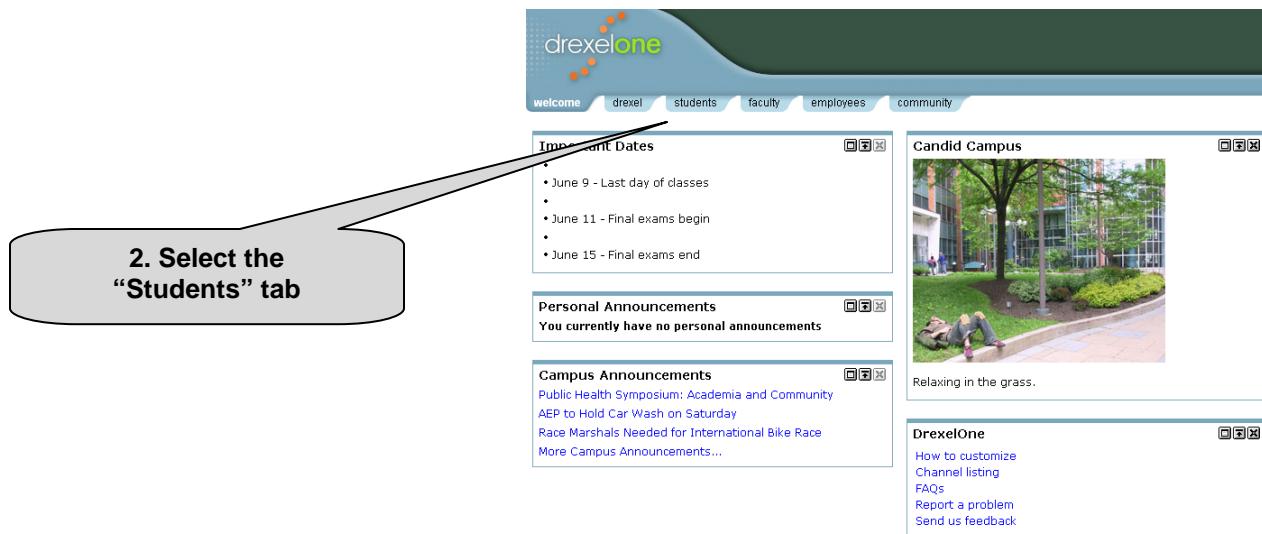
Registration (Add/Drop) Instructions

Upper-level (3L, 2L) students are able to self-register online via [DrexelOne](https://one.drexel.edu/c/home/displaylogin) during the times designated for their class. Illustrated registration instructions are provided below.



1. Log into Drexel One using your User ID and Password

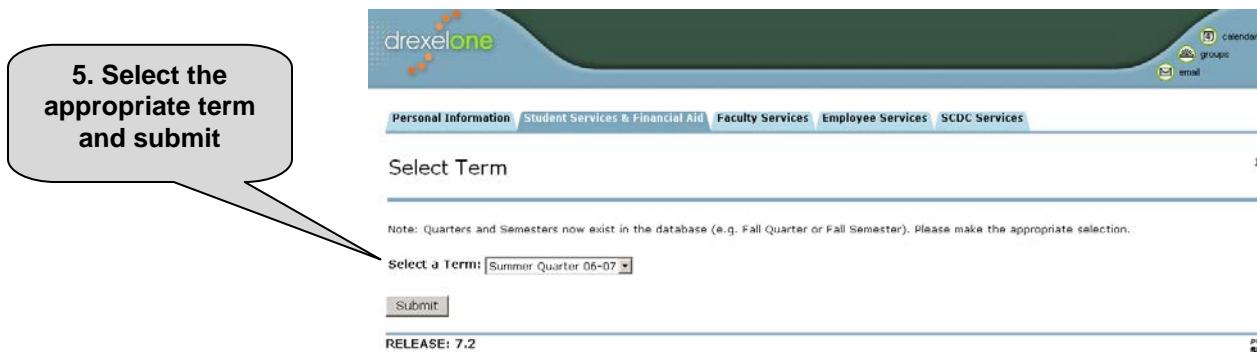
The screenshot shows the DrexelOne login interface. On the left, a login form is displayed with fields for 'User-ID' and 'Password', and buttons for 'Login' and 'Cancel'. To the right of the form is a 'Welcome to the new DrexelOne!' message. The message highlights the 2007 version's improvements, including faster performance, better looks, and new features like the 'Drexel' tab and 'Community' tab. It also mentions direct access to various services like BannerWeb and WebMail.



2. Select the "Students" tab

The screenshot shows the DrexelOne homepage. The 'Students' tab is highlighted in the navigation bar. Below the navigation, there are several content modules: 'Important Dates' (listing June 9, 11, and 15), 'Personal Announcements' (none listed), 'Campus Announcements' (listing a Public Health Symposium, AEP car wash, and bike race), 'Candid Campus' (a photo of a person relaxing in the grass), and 'DrexelOne' (links for customization, channel listing, FAQs, reporting problems, and sending feedback).

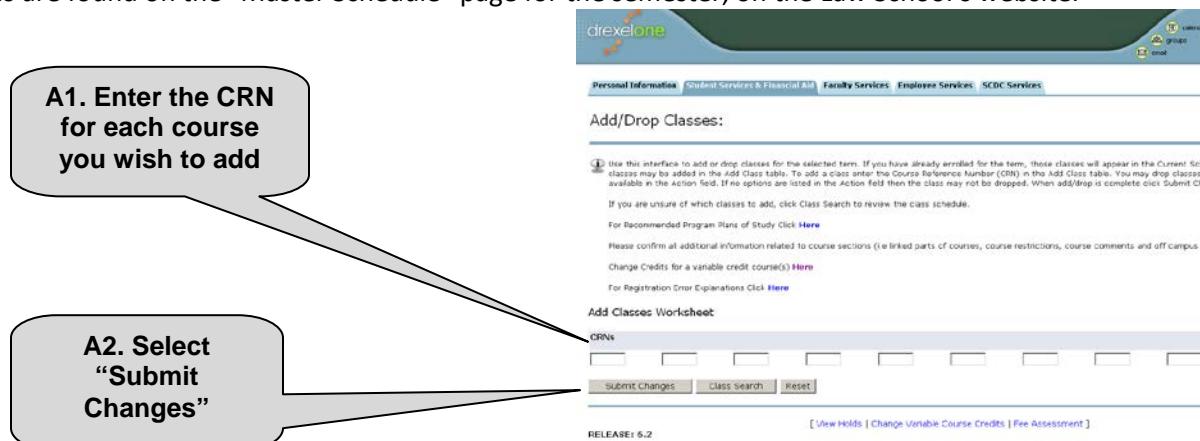
Registration Instructions



There are two ways to register for courses in Banner: (A) entering the CRN (Course Registration Number) of all courses for which you intend to register; or, (B) doing a “Class Search” and selecting courses from the resulting list. Both methods are illustrated below.

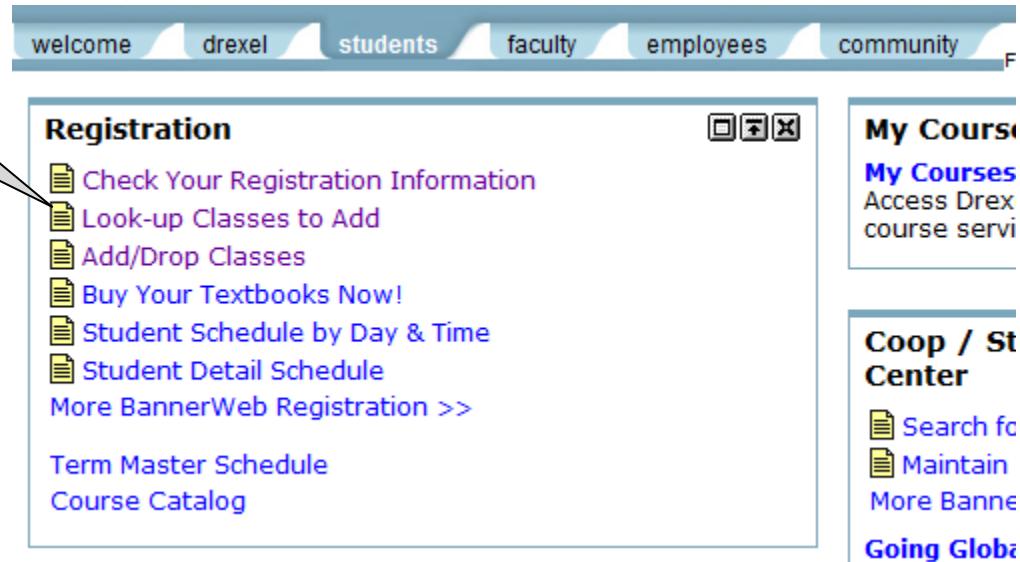
METHOD A: Entering CRNs

CRNs are found on the "Master Schedule" page for the semester, on the Law School's website.



Registration Instructions

METHOD B: Class Search



Registration

- [Check Your Registration Information](#)
- [Look-up Classes to Add](#)
- [Add/Drop Classes](#)
- [Buy Your Textbooks Now!](#)
- [Student Schedule by Day & Time](#)
- [Student Detail Schedule](#)
- [More BannerWeb Registration >>](#)

[Term Master Schedule](#)
[Course Catalog](#)

My Courses
[My Courses](#)
Access Drexel course servi

Coop / St Center
[Search fc](#)
[Maintain](#)
[More Banne](#)
[Going Globa](#)

Select Term or Date Range

*****Attention Internet Explorer 7 Users*****
During the week of October 11th, Microsoft released the foll
The security changes introduced a bug that prevents combin
As a work around, in some instances you can use the arrow
If that does not work, it is recommended that you upgrade t
If you would like more information, please see Microsoft's s

Search by Term:

Fall Semester 12-13 (View only)

Look-Up Classes to Add:

 Use the selection options below to search the clas
select at least one Subject. When your selection is

Subject:

- Forensic Science
- IMS Prog. Interdepartmental Sci.
- Interdepartmental
- Interdisciplinary Health Sci
- Law
- MMS Prog.-Masters in Med. Sci.
- Master of Lab Animal Science
- Medical Science Preparatory
- Medicine
- Microbiology & Immunology
- Molec. & Cell Bio. & Genetics

**B3. Choose
“Law” as the
subject and click
“Course Search”**

Registration Instructions

The results screen will appear. Click “View Sections” to see times and details.

Look-Up Classes to Add:

Fall Semester 12-13	
Law	
556S	Property
	<input type="button" value="View Sections"/>
608S	Marshall-Brennan
	<input type="button" value="View Sections"/>
612S	Sexual Orientation and the Law
	<input type="button" value="View Sections"/>
622S	Employment Discrimination
	<input type="button" value="View Sections"/>
624S	Environmental Law
	<input type="button" value="View Sections"/>

NOTE: If a class is closed (full), when you click “View Sections”, it will say there are none found. You can still waitlist yourself for closed courses by entering the CRN directly and then following the [Waitlist Process](#) instructions.

B4. Place a check next to courses you want to take

B5. Select “Register”

The screenshot shows a registration interface for Fall Semester 12-13. The top bar indicates the semester: "Fall Semester 12-13". Below this, a section titled "Law" lists several courses with their CRNs, titles, and descriptions. Each course has a checkbox to its left. To the right of each course is a "View Sections" button. A callout bubble "B4. Place a check next to courses you want to take" points to the checkboxes. Another callout bubble "B5. Select “Register”" points to a "Register" button at the bottom of the page. The main content area is titled "Sections Found" and lists the following courses:

Select CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/> 13030	LAW	601	01A	UC	3.000	Legal Methods I	M	02:00 pm-03:35 pm	35	0	35	5	0	5	0	0	0	0	TBA	08/15-11/18	TBA
<input type="checkbox"/> 13311	LAW	601	01B	UC	3.000	Legal Methods I	M	02:00 pm-03:35 pm	35	0	35	0	0	0	0	0	0	0	TBA	08/15-11/18	TBA
<input type="checkbox"/> 13039	LAW	601	02A	UC	3.000	Legal Methods I	T	02:00 pm-03:35 pm	35	1	34	0	0	0	0	0	0	0	TBA	08/15-11/18	TBA
<input type="checkbox"/> 13312	LAW	601	02B	UC	3.000	Legal Methods I	T	02:00 pm-03:35 pm	35	0	35	0	0	0	0	0	0	0	TBA	08/15-11/18	TBA
<input type="checkbox"/> 13040	LAW	601	03A	UC	3.000	Legal Methods I	T	08:10 am-09:45 am	35	0	35	0	0	0	0	0	0	0	TBA	08/15-11/18	TBA
<input type="checkbox"/> 13313	LAW	601	03B	UC	3.000	Legal Methods I	T	09:00 am-10:35 am	35	1	34	5	0	5	0	0	0	0	TBA	08/15-11/18	TBA
							F	09:45 am-10:35 am													

At the bottom of the page, there are buttons for "Register", "Add to Worksheet", and "Class Search". Below these buttons is a link to "RELEASE: 7.3.1.D". At the very bottom, there is a footer with links to "Student Schedule by Day & Time", "Student Detail Schedule", and "View Fee Assessment". The footer also includes the text "powered by SUNGARD SCT HIGHER EDUCATION".

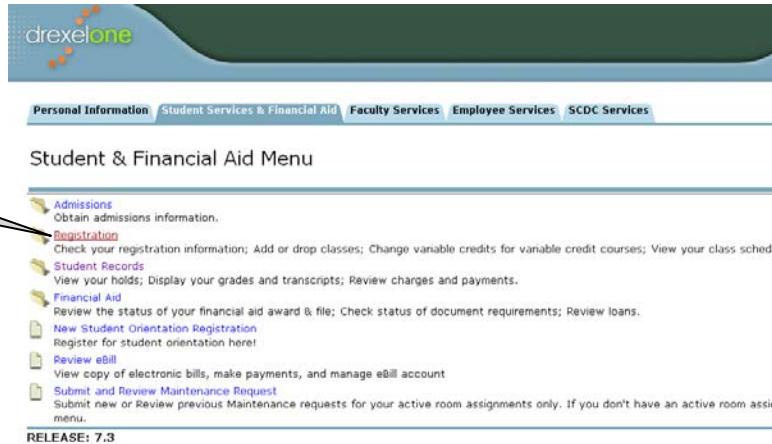
NOTE: Be sure to register for a sufficient number of credit hours to qualify for full-time status (9 - 15 credits). Registering for less than 9 credits may affect a student's scholarship award and/or financial aid.

During the online registration period, students may make adjustments to their schedule by dropping one or more courses and selecting new ones. The process to drop a course is similar to the add process described above. Illustrated drop instructions are provided below.

Registration Instructions

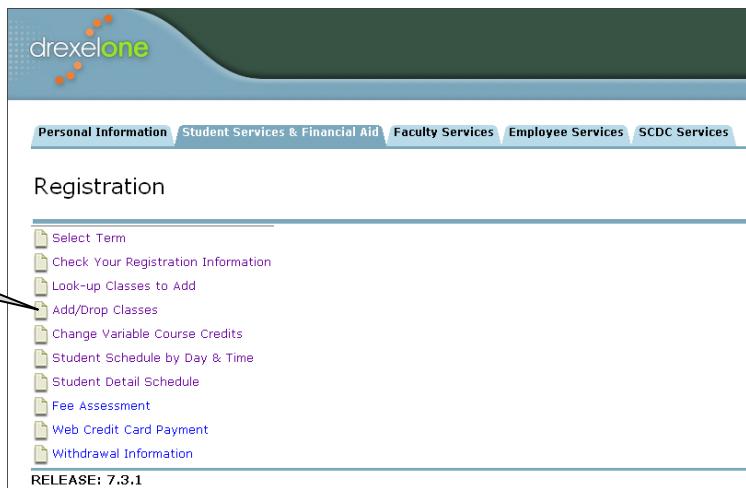
Dropping a Class

1. From the Student Services and Financial Aid page, select "Registration"



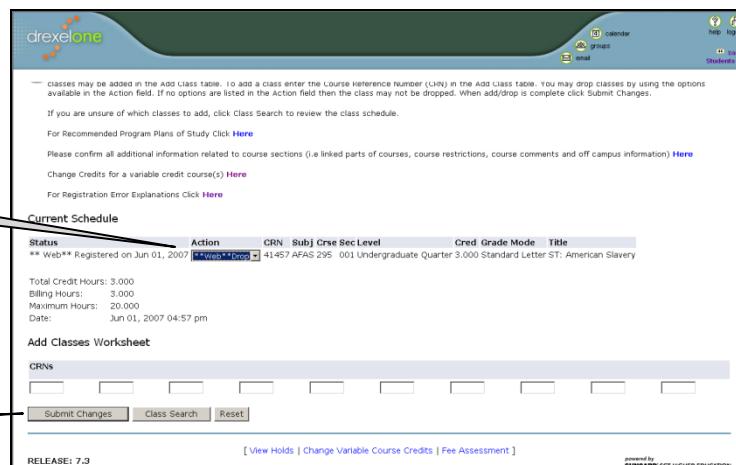
The screenshot shows the 'Student & Financial Aid Menu' on the 'drexelone' platform. The 'Registration' option is highlighted with a yellow box. The menu includes links for Admissions, Registration, Student Records, Financial Aid, and other financial services. The bottom of the page indicates 'RELEASE: 7.3'.

2. Select "Add/Drop Classes"



The screenshot shows the 'Registration' page. The 'Add/Drop Classes' option is highlighted with a yellow box. Other options include Check Your Registration Information, Look-up Classes to Add, Change Variable Course Credits, Student Schedule by Day & Time, Student Detail Schedule, Fee Assessment, Web Credit Card Payment, and Withdrawal Information. The bottom of the page indicates 'RELEASE: 7.3.1'.

3. Under the "Action" column select "Web Drop"



The screenshot shows the 'Current Schedule' page. The 'Action' column for the first row is set to 'Web Drop'. The page includes sections for 'Add Classes Worksheet' and 'CRNs'. At the bottom, there are buttons for 'Submit Changes', 'Class Search', and 'Reset'. The bottom of the page indicates 'RELEASE: 7.3'.

4. Click "Submit Changes"

Registration Instructions

Waitlist Process

Courses that allow waitlist registration will have the section comment: "Waitlist available until the end of the first week of class". This does not mean the course is full, only that it has waitlist capabilities.

Students can put themselves on a waitlist for a course that is full by selecting the waitlist option in Banner.

When you receive this "Closed" message, you must select "Wait List" from the drop-down menu and click Submit Changes.

STOP Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	<input type="button" value="None"/> <input type="button" value="Wait List"/>	34250	LAW	602	002	Law	3.000	Standard Letter	Legal Methods II

If a course is already closed and has a waitlist, it will have a message telling you how many people are waitlisted ahead of you, but you are NOT on the waitlist at this point. **To add yourself to the waitlist** of a course that has been returned as closed, choose "Waitlist" from the "Action" drop-down menu, and click "Submit Changes."

If a seat in the course becomes available, the first student on the waitlist will be notified by automated email from the University Registrar that he or she is eligible to be enrolled in the course, and will have **24 hours** to self-register. These notifications will be sent only to your Drexel email account. As the School of Law does not oversee this process, exceptions cannot be made to it.

If you encounter any problems with waitlist registration, please contact Theresa Gallo - do not reply to the automated email. If you see a seat open, but did not receive a notification, it is because the seat has been offered to someone ahead of you on the waitlist. Please do not attempt to register yourself for open seats without notification as you will lose your place on the waitlist.

Registration Errors

If you encounter any errors during registration, a notice will appear at the bottom of the registration screen with an explanation of the error. Below are some of the types of errors you may encounter and the actions you will need to take to resolve them:

<u>Status Message</u>	<u>Action</u>
Closed Section	Section is full. In the Action menu, select " None " to remove the course, or " Wait List " to add yourself to the waitlist (if available), and resubmit.
Exceeded Maximum Hours	You have attempted to register for more than 15 credits. You must drop a course or receive approval from Dean Filler exceed this limit, up to 16 credits.

Registration Instructions

Time Conflict	There is a time conflict between two or more courses. You cannot register for two courses that meet on the same day and time. You must choose one. If you get this conflict while trying to waitlist for a conflicting course, please contact the Director of Academic Services .
Duplicate CRN	You have entered the same course twice.
Permission Required / Restriction	Permission is needed to register for the course. Contact the professor or department specified in the registration materials for permission.

Detailed information about registration errors/restrictions is available at the Office of the University Registrar's website: <http://www.drexel.edu/src/registration/restrictions.html> .

Account Holds

If there is a Hold on your Drexel account, you will not be able to participate in the registration process until it is resolved. There are three types of Hold that may be placed on your account indicating a past negligence, i.e., Financial Hold, Immunization Hold, and Academic/Dean's Hold. All three will require you to satisfy some required action before the hold will be removed. Follow the steps below to check your account status:

1. Go to DrexelOne and enter your user id and password
2. Select the "Student" tab
3. Under "Student Records" click on "View Holds"

Contact the appropriate office if you have a hold on your account:

- **Financial Hold:**
Office of the Bursar
Drexel University
Main Building, Room 222
(215) 895-1445
<http://www.drexel.edu/bursar/>
- **Immunization Hold:**
Office of Health Insurance & Immunization
Drexel University
201 Creese Student Center
(215) 895-2507
http://drexel.edu/studentlife/support_health_services/support_health_services_health_insurance_immunizations/
- **Academic Hold:**
Theresa Gallo, Director of Academic Services
Earle Mack School of Law, Drexel University
3320 Market Street, Suite 450
(215) 571-4716
theresa.gallo@drexel.edu

Registration Instructions

Student Contact Information

Students are responsible for maintaining their current address and phone information in Banner. Before completing the registration process, please make sure all personal information is accurate and up to date on DrexelOne.

Tuition Refund and Credit Policy

Students who choose to withdraw from all courses for the term are subject to the University's "Semester Terms" Tuition Refund and Credit Policy, found at

http://www.drexel.edu/depts/bursar/SFS_TuitionRefundandCreditPolicy.html

Employment Affidavit

All full-time students are required to fill out and submit an Employment Affidavit once a year, by the last day of open registration in the academic year's Fall term. The [Employment Affidavit form](#) can be submitted online or printed and delivered to OSA in person. If you did not submit this form, you have a hold on your account and must submit the form to OSA before you will be permitted to register.

Examination Conflict Policy

The examination schedule for the term is posted simultaneously with the Registration Materials each term. Students are required to take all their examinations at the day and time scheduled. An exception is made when an examination conflict occurs. An "examination conflict" is defined as two or more in-class examinations scheduled to occur on the same calendar day. Students who have an examination conflict may request to have the conflict resolved by the Office of Student Affairs. Exams may also be deferred in exceptional circumstances, with documentation (see current Student Handbook). No examination will be rescheduled to a date prior to the originally scheduled examination.

Registration Questions

Responses to a variety of questions are included on the [OSA FAQ page](#). Please consult this page for general information or instructions on more common procedures. If you cannot find what you need or would like assistance with registration, contact the Office of Student Affairs by phone at (215) 571-4756, via email at lawosa@drexel.edu, or in person in Room 450 during normal business hours, Monday through Friday, 8:00 a.m.–5:00 p.m.