



DREXEL
STUDENT-ATHLETE

REGISTRATION CHECK LIST

- ❑ **Make Sure you are NOT on HOLDS!** It will prevent you from registering. If you are on hold after registering your classes will eventually be dropped if you don't resolve your obligations and have the hold removed. If you are confused, visit your college advisor to be sure you are taking the right classes for your major
- ❑ **Secure a copy of your Plan of Study.** (www.Drexel.edu/provost) and keep track of all the class you have taken and plan to take. These are "recommended" but there are many times when you can be "flexible" without jeopardizing your course sequencing. Make sure you know which classes are prerequisites and ask if you are unsure.
- ❑ **Stay in Sequence for Prerequisites.** Avoid "delaying prerequisite courses" like MATH because it will put you out of sequence. You will need to go to spring and/or summer school to get back into sequence. Create a plan with your college advisor if you are out of sequence and when in doubt ASK!
- ❑ **Find out when your practice time is (and even your "day off") and make sure you have enough time to go to the training room and field etc.** Don't schedule classes that are near practice times if there are sections that don't conflict at all with your practice
- ❑ **Review your Missed Class Absence Form (MCAF) and avoid scheduling classes you will miss.** Avoid taking any classes that you will be missing excessively due to competitions (15+%) and be especially careful about missing many evening classes because they only meet once a week
- ❑ **You should be taking approximately 16 credits** a term to graduate on time
- ❑ **To be eligible to play** you need to be registered for at least **12 credits a term** and pass a minimum of **6 credits** every term
- ❑ **Create balance in your schedule.** Make sure you will have classes that are a "good combination". If you are taking a "challenging" group of classes maybe it is time to take the "enjoyable elective" and **when not in season**, try taking a tougher course load so **when you are in season**, your course load can be more manageable
- ❑ You can **"drop and add"** in the **first two weeks** (on-line) and thereafter must **"withdraw"** (shows on transcript) which requires signatures on university form.
- ❑ **Give yourself enough classes** that **if you need to drop** a 4 or 5 credit class by week 6 **you still do not fall under 12 credits**

ACHIEVE Center Guide to Registering for Classes On-Line: “Step By Step Guide”

PART I --- FIND OUT WHEN COURSES are OFFERED (www.Drexel.edu/src)

Step 1. Get a list of the courses you need to take from your College or School Advisor and write them below:

<i>Course Number</i>	<i>CRN</i>	<i>Course Number</i>	<i>CRN</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Step 2. You will use the Block Schedule Work Sheet below to help you “map out” your schedule. Use a pencil ... you may have to make changes as you add classes! **Pencil in your PRACTICE schedule now.**

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM practice						
8:00-9:00AM						
9:00-10:00AM						
10:00-11:00AM						
11:00-Noon						
Noon-1:00PM						
1:00-2:00PM						
2:00-3:00PM						
3:00-4:00PM						
4:00-5:00PM						
5:00-6:00PM						
6:00-7:00PM						
7:00-8:00PM						
8:00-9:00PM						
9:00-10:00PM						

Step 3. Go To Drexel One to register at www.Drexel.edu to begin registering

Step 4. Look up Each Course that you need --- see when it is offered --- pencil it in on the block schedule worksheet and write down the CRN (important to save this 5-digit number) for each class. Don't forget to pencil in your athletic practice times as well. Make note of your game days and try not to schedule classes that you will miss because of consecutive games!

It is EXTREMELY important to check to see if your course has a Lecture and a corresponding Recitation or Lab. As a rule, Lectures are Course Numbers with Letters as the Section ie: MATH 101 section A and Recitations are Course Numbers with Numbers as the Section ie: MATH 101 section 010. The trick is to make sure that your Lecture corresponds with the correct Recitation...they are coupled up...to find out look on the SAS web page! IF YOU DON'T take care of this DETAIL you will get REGISTRATION LINK ERRORS when you submit the CRNs. Ask the ACHIEVE staff if you have problems with this part!

PART II --- REGISTER USING BANNER

Step 5. Go to Drexel One

Step 6. Enter your **USER ID**

Enter your **Password** (you should have this memorized)

Step 7. Click "Student Services, Billing, and Financial Aid"

Step 8. Click "Registration"

Step 9. Click "Add / Drop Classes"

Select the term you are registering for (Example: Winter Term 03-04)

Submit Term

Step 10. Scroll down to the bottom of the page and find the "Add Classes" Box.

Type in the CRN's you saved on your Block Schedule Worksheet.

Click "Submit Changes"

If you have "Registration Errors" ask the ACHIEVE Center Staff for help or College Advisors!

Step 11. Print out your schedule (you should keep hard copy of your schedule with the date on it) and double check it with Coach to see if you have any potential conflicts with practices or games.

Check your schedule frequently for changes...if a class is changed or cancelled you should get an email. Class locations are another thing that will change....Check your schedule up until the first day of EACH class!!!

Note: You can also do step 4 on-line in Banner without using a block schedule and pencil. Some people prefer the more "hands on approach" to building the schedule. You may be very comfortable just using the Banner "Select Courses" option and "Get Classes". Whatever is easier for you!

GOOD LUCK!

ACHIEVE CENTER Staff

(215) 895-2035