

DREXEL UNIVERSITY'S BRIDGE ACADEMY

WELCOME PACKET





Welcome to Drexel University's Bridge Academy! It is our hope that through this opportunity, you will be prepared for success in the college environment. This packet details everything you will need to know before beginning your time in the Bridge Academy.

NEW STUDENT EXPECTATIONS

As a new Bridge Academy student, you are **required** to do the following:

- **Read through this welcome packet in its entirety.** You will be responsible for knowing all the policies and procedures in the packet, including the requirements for maintaining your status in the program.
- **Pick up your Drexel accounts online.** Doing so will ensure that you have access to DrexelOne, your Drexel student email, and other online student resources that you may need throughout your tenure as a Bridge Academy student. This must be completed at least two weeks prior to the start of the term.
- **Obtain a DragonCard.** The Drexel Student ID, also known as a DragonCard, is required for Bridge Academy students and must be obtained on campus through the DragonCard office. You will have the opportunity to obtain a DragonCard during on-campus Orientation.

All new Bridge Academy students are **required** to attend Orientation.

Bridge Academy Orientation. Orientation will take place a week before the beginning of your first term. During this time, you will receive information about the Center for Inclusive Education and Scholarship (CIES), the program's policies and expectations, and academic expectations of a college classroom, in addition to a campus tour (if on campus) and the opportunity to pick up your DragonCard.

POLICIES AND PROCEDURES

General Policies

- The Bridge Academy is unable to guarantee enrollment in any course. The Bridge Academy is not a dual-enrollment program; as such, students should not use Drexel courses to fulfill requirements for high school graduation.
- Bridge Academy students should NEVER register themselves for courses via DrexelOne. Students who register themselves for Drexel courses will be removed from their course and not permitted to re-enroll that term.
- High school seniors may not register for courses the summer following their graduation from high school unless they are attending Drexel University as a first-year student in the fall.
- Courses with corequisites (e.g., labs, recitation/discussion, etc.) are only open to seniors on a case-by-case application basis. For more information, please contact the CIES team at bridgeacademy@drexel.edu.
- Students must be in good academic standing to be eligible to enroll.
- Students are expected to abide by all Drexel University policies found at drexel.edu/provost/policies-calendars/policies, student code of conduct at drexel.edu/codeofconduct, and course registration guidelines and procedures unless otherwise noted below.
- All course enrollment will be finalized no less than two weeks before the first day of the term. After this point, students may only drop their course. **No student will be allowed to enroll in a new course after this point.**

Course Levels

- Bridge Academy students may only choose introductory classes. The course level is generally indicated by a course number in the 100s or 200s.
- Bridge Academy students will not be enrolled into a secondary-level course without first completing the course prerequisites at Drexel University. High school, AP, or other non-Drexel college credit cannot serve as a course prerequisite.



Academic Standing

- Bridge Academy students are expected to earn a grade of “B” or higher in each Drexel course to remain in good standing.
- If a Bridge Academy student earns a “C+” in a course, they will not be permitted to register for the following term and must wait one (1) full term before registering for another class.
- If a Bridge Academy student earns a “C” grade or lower in a course or withdraws from the course, resulting in a “W,” the student must wait two (2) full terms before they are eligible to register for another course at Drexel.
 - After this waiting period and upon re-enrolling, students who earn a “C” or lower will be required to meet with a CIES team member by Week 5 of the quarter to check in regarding their course.
- A Bridge Academy student who earns two grades of a “C” or lower, withdraws from two courses, OR has any combination of two low grades or withdrawals will be dismissed from the program.
- A Bridge Academy student who earns an “F” in a course will be dismissed from the program.

Dropping or Withdrawing from a Course

- Drops must be completed by the end of Week 1. A Bridge Academy student who wishes to drop their course must notify a CIES team member via email at bridgeacademy@drexel.edu by 4 p.m. that Friday.
- Withdrawals must be completed before the end of Week 7 and will result in a permanent “W” on the Drexel University official transcript.
 - Students wishing to withdraw from a course must email bridgeacademy@drexel.edu by 5 p.m. the Wednesday of Week 7. Students will receive a form from the program that they must sign and get their instructor’s signature, and then email to bridgeacademy@drexel.edu before Friday at 4 p.m.
- Students withdrawing from a course will need to wait two (2) full terms before registering for another course through the Bridge Academy.

Missed Classes/Excused Absences

- Bridge Academy students must abide by the rules set forth by their professors regarding missed classes and absences as outlined in the syllabus or discussed in class.
- Bridge Academy students are responsible for contacting their class professors to obtain missed information or assignments (prior to the missed class, if possible).

Textbooks

- While the Bridge Academy covers the cost of tuition for your course, you will be responsible for textbooks.
 - CIES offers a limited number of loaner textbook awards to Bridge Academy students who qualify for our application fee waiver. For more information, visit the Bridge Academy website at drexel.edu/bridgeacademy.
 - Information about textbooks can be accessed via the Term Master Schedule under the “Textbooks” section on the course description page for your course. You can also look up your course textbooks on Drexel University’s bookstore website at drexel.bncollege.com.



General Program Policies and Procedures

Confirming Enrollment

Each quarter a student is in class, they must confirm their enrollment in DrexelOne by the end of Week 1. Failure to do so will result in a hold being placed on their account and then getting dropped from their course for that quarter. It is the student's responsibility to ensure that they comply with this. More information about this policy can be found at drexel.edu/drexelcentral/registration/courses/confirmation.

How to confirm enrollment:

1. Log in to DrexelOne at one.drexel.edu.
2. In the Student Checklist, expand the "Confirmation of Enrollment" item.
3. Select the Confirm Enrollment button.

You can also access the confirmation process via the Academics tab. Depending on your answer, there may be an additional action to take:

- If You Answer "Yes" — your answer is final and you will not need to take any further action.
- If You Answer "No" — you will have until the end of Week 1 to update your answer if you choose; if your answer remains "no" after Week 1 and you are registered in courses for the quarter, your schedule will be dropped.

Communication

- Students are expected to check their email (both Drexel and personal emails) regularly and read all communications from the CIES team thoroughly.
- The Bridge Academy sends out a bi-weekly newsletter with announcements, reminders, and other relevant information. All students will receive this email and should read it thoroughly to familiarize themselves with upcoming dates, deadlines, and any changes to the program's policies or procedures.

Student Accounts

- Students are responsible for activating their accounts upon acceptance to the program. You will receive instructions on how to pick up your accounts via email.
 - If you are having trouble activating/picking up your accounts, please contact us by email at bridgeacademy@drexel.edu.
- Once you've picked up your online accounts, you can access your Drexel account (including your Drexel email) at one.drexel.edu.
- Once your accounts are picked up, you must contact the Drexel IT department if you are having trouble accessing your accounts. It is recommended that you contact the IT department via telephone at 215.895.2020.

Course Enrollment and Registration

Registration

How to Register:

1. Review course listings on the Term Master Schedule at termmasterschedule.drexel.edu within any of the following colleges:
 - a. College of Arts and Sciences
 - b. Bennett S. LeBow College of Business
 - c. Charles D. Close School of Entrepreneurship
2. Select three (3) potential courses that meet the following criteria:
 - a. No prerequisites
 - b. No restrictions
 - c. No online courses (must be face-to-face or hybrid)
 - d. No corequisites (see General Policies for more information)
 - e. Introductory level (100- or 200-level)
 - f. Space available
3. Submit three (3) course choices via the Course Choice Selection form that will be sent out each quarter via email.
4. Bridge Academy students will receive information about their enrollment within two weeks after the course choice submission deadline. Enrollment information will be sent via email to the address provided on the form.





FREQUENTLY ASKED QUESTIONS

Can I earn high school credit for taking Drexel courses?

Drexel University only offers college credit, as the Bridge Academy is NOT a dual-enrollment program. Some high schools do offer credit for completed college courses, but this would be done at the discretion of your high school. Check with your high school advisor or counselor for details.

Are college credits earned through the Bridge Academy transferable to other colleges or universities?

Drexel University cannot guarantee that any course credits earned are fully transferable to other colleges or universities. If you intend to transfer Drexel credits, you will need to contact the Admissions Office of the college or university in question to get information about their policies regarding transfer of credits.

When do classes start and end?

Drexel University adheres to a quarter schedule. There are four ten-week quarters in an academic year:

Fall – Late September through mid-December

Winter – Early January through late March

Spring – Early April through mid-June

Summer – Late June through early September

Each term is ten weeks in length, with finals administered during the eleventh week. Bridge Academy students will need to confirm the class schedule with their instructors. A full academic calendar is available online at drexel.edu/provost/calendars.

Can I take a course listed under a different college or school?

No. Bridge Academy students are only eligible to take classes from the colleges listed in this packet. Please visit our website for the latest updates.

How many courses can I take?

Bridge Academy students are permitted to take one (1) course per term and up to four (4) courses per academic year until they graduate from high school. Please Note: High school seniors may not register for courses during the summer following their graduation from high school unless they will enter Drexel University in the fall as part of the incoming first-year class.

Can students take placement tests to bypass courses?

The only departments that allow Bridge Academy students to take placement exams to bypass prerequisites are the Modern Languages and Mathematics departments. Otherwise, Bridge Academy students are not permitted to take placement tests or bypass courses that they may have already completed outside of Drexel.

Please email the CIES team at bridgeacademy@drexel.edu if you are interested in taking a placement exam.

Can credit from advanced placement (AP) classes be used to fulfill prerequisites for upper-level courses?

No. Bridge Academy students are not permitted to use any AP credits or credits from other universities to fulfill prerequisites. Bridge Academy students can only use successfully completed Drexel courses to fulfill prerequisites for other courses.

How do I obtain my grades and/or transcript?

To obtain an unofficial transcript:

1. Go to the DrexelOne website at **one.drexel.edu**.
2. Use your Drexel username and password to log in to your student information page.

To obtain an official transcript, follow directions provided online by the Office of the University Registrar at **drexel.edu/registrar/records-calendars/transcripts**.

I am having trouble logging in to the DrexelOne portal. What do I do?

If you have logged in to DrexelOne before and are now experiencing problems, refer to the help webpage at **drexel.edu/it/help**.

If you have not logged in to DrexelOne before, you will first need to set up your student account:

1. Go to **accounts.drexel.edu**.
2. Follow the link to set up new accounts.
3. Enter the requested information.

These steps will enable you to create a password and set up your Drexel email. Write down your login information, as you will use the same username and password to log in to DrexelOne to retrieve grades and access your course information and details throughout your time in the Bridge Academy.

Please Note: We do not keep track of students' passwords, so please be sure that you write down the password you select for your Drexel account information. If you forget your password, you will have to contact the Accounts Office at accounts@drexel.edu to reset your password.

How do I check my Drexel email?

Drexel email can be accessed at **outlook.office.com**. Use your full Drexel email (example: abc123@drexel.edu) and password to log in. You can also access your email by logging in to DrexelOne (**one.drexel.edu**) and selecting "Email" in the top right corner of the portal.

Please Note: Your Drexel email address will be your username [at] drexel [dot] edu. This is the email address that your professors and instructors will use to contact you with any information while you are registered for a Drexel course as a Bridge Academy student.

I received a tuition bill or collection notice. What do I do?

If you are a student in the Bridge Academy and you received a tuition bill or collection notice, please contact CIES at bridgeacademy@drexel.edu. Please do not pay any tuition notice you receive without first contacting the CIES team.

How do I obtain a Drexel ID card?

Drexel ID cards (called "DragonCards") can be obtained through the DragonCard office, located in the Creese Student Center (3210 Chestnut Street).

To obtain your card, you will need the following:

1. Your Drexel Student ID number (found in your Bridge Academy acceptance letter)
1. A valid photo driver's license, passport, or state-issued photo ID, which will have to be presented to the DragonCard representative

You will not be able to obtain a DragonCard until one week prior to the start of the term during which you are registered for a course. For more information on the DragonCard, including the DragonCard office hours, visit the DragonCard Office website at **drexel.edu/dragoncard**.



If you have any questions
about your participation
in the Bridge Academy,
please contact us.

bridgeacademy@drexel.edu

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 **AMBITION
CAN'T
WAIT**