

Course Registration Information and Instructions

Registration for New Students

Welcome to Penn! The course registration process involves two registration periods. The first is **Advance Registration** during which you will be entering your requests for the courses you hope to enroll in. At the end of Advance Registration, all students' requests will be processed by a scheduling program to determine enrollment in the courses. The second enrollment period is the **Course Selection Period** during which you will be able to make revisions to your class schedule you received from Advance Registration. Course registration for both periods is submitted via the Internet using Penn InTouch. In order to access Penn InTouch you must have a valid PennKey and password. If you do not have a PennKey or have forgotten your password, you may register for or update your PennKey via the internet at <http://www.upenn.edu/computing/pennkey/>. If you need additional assistance with your PennKey, please come to the University Registrar's Office, 221 Franklin Building (Monday – Friday 10:00 am to 4:00 pm). Please note pin numbers (Personal Identification Number) are required to set up your PennKey account. For security reasons, PIN numbers cannot be issued via telephone or email.

Advance Registration:

Freshman Advance Registration begins on **Monday, June 26, 2006** and ends at 11:59 PM on **Friday, July 28, 2006**. The Advance Registration Scheduler processes the course requests based on the registration criteria set for the course by the academic departments and the preference students assigned to the course (example 1st Primary Request, 2nd Primary Request, etc.). Requests may be entered throughout the Advance Registration period – none of the requests are processed until Advance Registration closes on Friday, July 28th. Depending on course demand, the system may not be able to enroll you in all the courses you requested. In early August, a copy of your schedule will be mailed to you which will detail your registration/enrollment activity. You may also view your schedule on Penn InTouch beginning **Tuesday, August 8, 2006**.

Instructions on using Penn InTouch for Advance Registration:

- Penn InTouch is accessed through the PennPortal (<http://www.upenn.edu/pennportal>).
- Click on the [Register for Courses](#) link.
- Enter your PennKey and password to complete the required login.
- If you need assistance with your PennKey, please review the information at <http://www.upenn.edu/computing/pennkey/>.
- On the Penn InTouch main page – click on [Registration](#) and then select the appropriate semester.
- Penn InTouch requires the subject area code (for example: HIST), the course number, and the course section number.
- When requesting a course you may change the grade type from *Normal* to *Pass/Fail* and for a variable credit course you may change the amount of credit. Please check the guidelines of your School/Department regarding grade types.
- You **MUST** request ALL parts of multiple activity courses such as lecture/lab or lecture/recitation. Requests that do not meet this requirement will be dropped at the end of the Advance Registration period without enrolling you. For example, if you only request a lecture and do not request a corresponding recitation or lab, the system will not enroll you in any part of the course.

Use the Schedule Layout on page 8 in the Timetable to map out your schedule of courses. If you fill this worksheet out first, you will spend less time completing your registration on Penn InTouch.

Using Penn InTouch:

A sample of the Penn InTouch screen you will use for Advance Registration is displayed below:

The screenshot shows the Penn InTouch interface for the University of Pennsylvania. At the top left is the Penn InTouch logo. A vertical sidebar on the left contains navigation buttons: Addresses, Privacy Settings, Bill Summary, PennCard, Financial Aid, Loan Status, Messages, Phone Bill, Health Insurance, Registration, Student Schedule, Elections, Transcript, Worksheet, and Exit. The main content area is titled "Student Registration" and "Fall 2006 - Advance Registration". A "Help" button is visible. Below it, several actions are listed with corresponding buttons: "Change" to a different term, "List" your current schedule/change sequence of requests, "Change" your desired load, "Add" a primary or an alternate course REQUEST, "Drop" a course REQUEST from your current schedule, "Change" the grade type of an existing request, and "Change" the credit value on a variable credit course (if you have any).

Penn InTouch Links:

Addresses	Change local/emergency/billing/parent/temporary addresses or effective dates
Privacy Settings	Enables students to authorize disclosure of their academic and/or financial information by the University.
Bill Summary	View student account balance in total and by term; print a bill header for making payments
PennCard	Indicates if your PennCard has been authorized for charging purchases at the Penn Bookstore
Financial Aid	Check status of financial aid application, determine outstanding documents, find out when a pending application was processed and the disbursement status
Loan Status	Check current loan status and view borrowing history by term
Messages	Read up-to-date messages and receive important information regarding student specific status
Phone Bill	Check current charges and payments to your Student Telephone Services account
Health Insurance	View options available for health insurance coverage and make selections for University insurance coverage; designate health insurance provider
Registration	Advance Registration, Add/Drop enrollment in courses, view and change grade type or change variable credit courses
Student Schedule	View current or past term student schedule, course locations and instructors names
Elections	Participate online in student organization elections
Transcript	View course and grade information by term and get cumulative GPA; print unofficial copy of transcript to local printer
Worksheet	Use the worksheet for curriculum planning in conjunction with your advisor

Course Selection Period:

Beginning **Tuesday, August 08, 2006**, you may request and drop courses on Penn InTouch in *real time*. You will know immediately if seats in the course(s) are available and if you have been enrolled. Course requests are considered on a **first-come, first-serve** basis.

Fall 2006 classes begin on Wednesday, September 6th. Undergraduate students may add a class until the end of the second full week of the semester (Friday, September 22nd). (Language classes under the 200 level and writing seminars may be added only until the end of the first full week of classes.) The Course Selection period allows students to visit classes before finalizing their schedules, but students are expected to attend all classes they may wish to add in order to keep up with assignments and material. Even during this period, instructors may choose to grant admission only to students who have been attending regularly. Students may DROP classes through Friday, October 13th.

Instructions on using Penn InTouch during the Course Selection Period:

- Do not request any course in time conflict. The system will not schedule you in any courses that meet at overlapping times.
- The system will not allow you to enroll in more courses than your maximum load. If you are already enrolled at your maximum load and you want to add another course, use the Drop/Add function on the Penn InTouch Registration menu. You must choose the course you are willing to drop in order to add a new course. If you wish to carry a higher maximum load than normally allowed, you will need to consult your School/Department for approval before you can add additional courses to your schedule.
- You **MUST** request ALL parts of multiple activity courses such as lecture/lab or lecture/recitation. Requests that do not meet this requirement will be dropped daily during the Course Selection period.

Important Dates:

Monday, June 26 – Friday, July 28

Tuesday, August 8

Wednesday, September 6

Friday, September 15

Friday, September 22

Friday, October 13

Advance Registration

Course Selection Period Opens

Fall Term Classes Begin

Last Day to ADD Language courses (course numbers under 200 - for example SPAN 110, 112, etc.)

Last Day to ADD “Writing Seminar” courses (see <http://www.writing.upenn.edu/critical/> for additional information on the Writing Program.

Last Day to ADD all other courses

Last Day to DROP all courses

Advance Registration Worksheet

Request Number	Subject area code	Course number	Section number	C.U. (credits)	Grade Type
1st Primary Request				.	
1st Alternate				.	
2nd Primary Request				.	
2nd Alternate				.	
3rd Primary Request				.	
3rd Alternate				.	
4th Primary Request				.	
2nd Alternate				.	
5th Primary Request				.	
5th Alternate				.	
6th Primary Request				.	
6th Alternate				.	
7th Primary Request				.	
7th Alternate				.	
8th Primary Request				.	
8th Alternate				.	
9th Primary Request				.	
9th Alternate				.	
10th Primary Request				.	
10th Alternate				.	
11th Primary Request				.	
11th Alternate				.	
12th Primary Request				.	
12th Alternate				.	

Schedule Display

Please use this layout to plan your course schedule. If you select a multiple activity course such as a lecture/recitation or lecture/lab, be sure to enter the days/times for both on the schedule display.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					

Classes listed as one hour (9-10, 10-11, etc.) begin on the hour and last 50 minutes ending at (9:50, 10:50, etc.). Classes listed as one and one half hours (9-10:30, 10:30-12, etc.) begin at the stated time and last 80 minutes ending at 10:20, 11:50, etc.).