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 who gets enrolled in the courses, and then you will receive a schedule of the courses in which you actually have been enrolled. The second step is Registration Add/Drop during which you will be able to make revisions to your class schedule immediately. You will enter your requests via the Internet using Penn InTouch. In order to access PennInTouch you must have a valid PennKey and password. If you do not have a PennKey or have forgotten your password, you may register and update your PennKey via the internet at http://www.upenn.edu/computing/pennkey/register/index.html. 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 Indentification Number) are required to set up your PennKey account. For security reasons, PIN numbers may not be obtained via telephone or email.

Advance Registration:

Freshman Advance Registration begins on Monday, June 23, 2003 and ends at 11:59 PM on Friday, August 01, 2003. During this period you will be entering requests for the courses you would like to enroll in. At the end of advance registration, the system will then schedule all students requests based on availability. Depending on course demand, the system may not be able to enroll you in all the courses you requested. In mid-August, a copy of your schedule will be mailed to you. You may also view your schedule on PennInTouch beginning Monday, August 11, 2003.

Instructions on using PennInTouch for Advance Registration:

- PennInTouch 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 PennInTouch main page – click on Registration and then select the appropriate semester.
- PennInTouch requires the subject area code (for example: HIST), the course number, and the course section number.
- When you request 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 but do not request a corresponding recitation or lab, the system will not enroll you in just the lecture.

Use the Advance Registration Worksheet included in the Timetable to keep track of your courses. If you fill the worksheet out first, you will be able to spend less time completing your registration on PennInTouch. You may also find the Schedule Display worksheet helpful in plotting out your class meeting days and times.
A guide to reading the Course Timetable:

Advance Registration Worksheet:

Use the worksheet to list the courses you wish to request in order of their importance to you. You will need the subject area code, the course number, and the section number for each course you wish to request.

The scheduler system works as follows:
- The system will try to schedule you into your first primary request;
- If you do not get into that section, it will try to schedule you into another section of the same course.
- If you do not get into any section of the course, the system will then try to schedule you into the first alternate request, then into any section of that course. (If you did not request a first alternate request – the system skips to the 2nd primary request.)
- The system will then go to your second primary request, and repeats the steps detailed above until it has gone through all of your requests. Note: the scheduler will stop checking your requests when it meets your maximum load. For example if you entered 8 primary and 8 alternate requests and the scheduler is able to enroll you in the first 5 courses you requested – the scheduler will stop and not continue trying to enroll you in courses.
- It is important that you enter several additional requests beyond your desired course load in case you do not receive all of your top choices. You may enter up to ten requests for courses with credit. You may not have more than 30 primary and alternate requests in total.
- It does not matter when you enter your requests during the Advance Registration period. There is no advantage to entering your requests on the first day of advance registration or on the last day of advance registration. The system waits until all the requests have been collected and then processes them all at once.
- To insure optimal performance, it is necessary to limit the number of simultaneous users and restrict all PennInTouch sessions to thirty minutes. Try to use PennInTouch at off peak times – during weekends and between 5:00 pm and 9:00 pm on weekdays.
Using PennInTouch:

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

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**PennInTouch Links:**

**Addresses**
Change local/emergency/billing/parent/temporary addresses or effective dates

**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
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Registration ADD/DROP:

Beginning **Monday, August 11, 2003**, you may request and drop courses on PennInTouch in *real time* and 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.

Instructions on using PennInTouch for Registration Add/Drop:

- 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 PennInTouch 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 Registration Add/Drop period.

Important Dates:

Monday, June 23 – Friday, August 01

**Advance Registration**

Monday, August 11

**Add/Drop Opens**

Friday, September 12

**Last Day to ADD Language courses**
(course numbers under 200 - for example SPAN 110, 112, 120, etc.)

**Last Day to ADD “Writing About” courses** (example: ENGL 001; ENGL 002; ENGL 003; etc.)

Friday, September 19

**Last Day to ADD all other courses**

Friday, October 10

**Last Day to DROP all courses**