



### Advance Registration FAQ's

Advance registration for the spring 2015 term begins on Monday, October 27<sup>th</sup> and ends on Sunday, November 9<sup>th</sup>. All continuing PennDesign students are required to participate in advance registration. This document details how to register for your spring courses and provides answers to frequently asked questions. If you have a question or concern that is not covered below please stop by Meyerson Hall room 110, give me a ring at 215-898-6210 or send me an email at [anporter@design.upenn.edu](mailto:anporter@design.upenn.edu).

#### *Important Dates*

- The spring 2015 term begins on Wednesday, January 14<sup>th</sup>.
- Note: The University is observing a Monday course schedule the first day of classes for the spring 2015 term.
- The full 2014-15 academic calendar is available online at: <http://www.design.upenn.edu/penndesign-2014-2015-academic-calendar>.

#### *Student Overview*

- Before you select your spring courses, please thoroughly review the student overview section and your program worksheet via [PennInTouch](#) for accuracy. Are your degree program(s) correct? Is your graduation date right? Have you received course waivers...if so, are they reflected on your worksheet? Now is the time to make corrections to your student record. If you find an error, please alert the Registrar immediately ([anporter@design.upenn.edu](mailto:anporter@design.upenn.edu)).

#### *Advance Registration*

- Detailed information on how to register via [PennInTouch](#) is available online at: [http://www.upenn.edu/registrar/pdf\\_main/PIT-Adv-Reg-screens\\_original.pdf](http://www.upenn.edu/registrar/pdf_main/PIT-Adv-Reg-screens_original.pdf)
- Advanced registration is a **priority request system**, not first come first served; give courses that you know you are competing for a seat in (i.e. elective courses) your highest priority.
- **Multi-Activity courses:** Make sure you register for all co-requisites of multi-activity courses (i.e., lecture and recitation). Register for the credit bearing section first then the non-credit bearing section next.
- **Register for graduate level courses.** Graduate level courses have a course number of 500 or higher. Undergraduate courses do **NOT** count as credit toward your graduate degree.
- **Holds:** please note that if you have an active hold on your account you will not be permitted to register. Active holds are accessible under student overview in [PennInTouch](#). Please be advised that the School of Design Registrar and/or Departmental Offices cannot clear your hold or intercede on your behalf. It is critical that you rectify any hold on your account as soon as possible.

#### *Course Information*

- **Course Search and Schedule Planning:** You can search for courses using the course search and schedule planning tool. This tool is accessible via the student portal and allows students to search for courses by criteria such as subject, time of day, and instructor; review course details and descriptions; and then develop/plan potential schedules
- Course information is also available on the [University Registrar's](#) website and in department offices.
- When selecting courses, please refer to your degree requirements in the [PennDesign Student Handbook](#), [Penn InTouch](#) worksheet, or your [department's website](#). If you have any questions about your degree requirements please consult with your academic advisor.

### *Tuition and Fees*

- Total tuition and fees for the 2014-15 academic year is \$46,734.00 for graduate students.
- Total tuition and fees for the 2014-15 academic year is \$32,476.00 for doctoral students.
  - Total reduced tuition and fees for the 2014-15 academic year is \$4,384.00 for eligible doctoral students.
- All PennDesign graduate students are charged full tuition and fees for the fall term regardless of their actual enrollment. See enrollment status for additional information.
- PennDesign doctoral students are charged full tuition and fees for their first three years regardless of course enrollment. In year four, if coursework is completed the student is charged reduced tuition and fees.

### *Enrollment Status*

- Full-time: 4-5 course units is considered full-time status for PennDesign graduate students.
  - Doctoral students are considered full-time with 3-4 course units per term.
- Part-time: less than 4 course units
  - If you are intending to enroll in less than 4 course units for the spring 2015 term, you **MUST** self-identify as a part-time student by emailing the Registrar at [anporter@design.upenn.edu](mailto:anporter@design.upenn.edu). Upon receipt of your self-identification the Registrar will code your record for a part-time tuition and fee adjustment. As a result you will be charged by course unit (\$5,916.00) and not as a full-time student. **Deadline: 2/2/15**. This is the last possible date you can declare part-time status however you are strongly encouraged to identify early to avoid billing problems.
    - Upon receipt of your request, the Registrar will confirm with your academic department that you have been approved to enroll part-time.
  - Part-time international students **MUST** apply for [reduced course load](#) with International Student and Scholar Services.
  - Doctoral students are not eligible for part-time tuition/fee adjustment based on course enrollment.
- Overload: Graduate students who enroll in more than 10 course units across the fall and spring terms for a grade (not audit) will be charged tuition for the additional course units after the add/drop period for the spring term (**2/3/15**). Students are required to have departmental permission to enroll in more than 5 course units in either the fall or spring terms.
  - Doctoral students who want to enroll in more than 4 course units must also have departmental permission however they are not charged additional tuition/fees.

### *Audit Grades*

- All PennDesign courses require permission to enroll for an audit grade.
- Students interested in enrolling in a course for an audit grade must have the instructor's permission. The student is responsible for requesting permission and forwarding the approval to the Registrar for processing.
- Instructors are not required to grant your request to take a course for an audit grade.
- Instructor may or may not require participation and course work for audit grades.
- Audit grades do **NOT** count towards your degree program.
- Audit grades do **NOT** count towards full-time status for International Students.
- Full-time and overload status students are not charged for courses taken for an audit grade.
- Part-time students are charged for courses taken for an audit grade.

### *Time Conflicts*

- If you are considering enrolling in courses that overlap you must secure permission from both instructors for a time conflict override.
- The student is responsible for requesting permission from both instructors and forwarding the approval to the Registrar for processing.
- Without a time conflict override, the registration system will drop both courses from your record. The system will not recognize that you can be in two places at once.

*Permit Required*

- If a course is listed as “**Permission Needed From Department**” you cannot register for the course without intervention from the home department. If approved the department will issue you a permit for the course. Upon receipt of a permit, you need to pick up the permit and register for the course via [PennInTouch](#). Issuing you a permit does not guarantee you the seat; it simply holds it for you. As a result if you secure a permit for a course it is critical that you register for the course as soon as you’ve received confirmation that your permit has been issued.
  - Architecture: [lascarbo@design.upenn.edu](mailto:lascarbo@design.upenn.edu)
    - Exception: ARCH-768 Real Estate Development contact the Registrar directly at [anporter@design.upenn.edu](mailto:anporter@design.upenn.edu).
  - City Planning: [roslynnne@design.upenn.edu](mailto:roslynnne@design.upenn.edu)
  - Environmental Building Design: [lascarbo@design.upenn.edu](mailto:lascarbo@design.upenn.edu)
  - Fine Arts: [fine-art@design.upenn.edu](mailto:fine-art@design.upenn.edu)
  - Historic Preservation: [hyndman@design.upenn.edu](mailto:hyndman@design.upenn.edu)
  - Landscape Architecture: [darcyv@design.upenn.edu](mailto:darcyv@design.upenn.edu)
  - Urban Spatial Analytics: [roslynnne@design.upenn.edu](mailto:roslynnne@design.upenn.edu)

*Registering for Courses at Other Schools*

- If your program allows for elective courses you may fulfill those courses with a course at another graduate and professional school at the University.
- Always check with your department before you enroll in a course in another school to ensure that the course will count towards your degree program.
- Students are required to follow the registration policies and procedures of the home school to enroll in a course outside of Design.
- The School of Design has 5 dedicated seats in the following Wharton courses:
  - REAL-721: Real Estate Investment: Analysis and Financing
  - REAL-804: Real Estate Law
  - REAL-821/ARCH-768: Real Estate Development
  - These seats are distributed first to students who have been admitted to the Real Estate Design and Development certificate, then to students in the PPD concentration for City Planning and then, if available to all PennDesign graduate students.
    - Please note that these courses have pre-requisites. No seat will be distributed to a student without the required pre-requisite courses.
  - Questions regarding enrolling in Wharton courses should be directed to the Registrar at [anporter@design.upenn.edu](mailto:anporter@design.upenn.edu).

*Registration Results*

- Spring 2015 registration results will be available via [PennInTouch](#) on Tuesday, November 18<sup>th</sup> at 10am.
  - It is critical that you check your course schedule to ensure that your registration is correct. An email reminder will be sent to all PennDesign students that morning.
- The system remains open through add/drop for the spring 2015 term.
- The last day to add/drop courses for spring 2015 is Monday, February 2<sup>nd</sup>.

*Questions*

- University of Pennsylvania, School of Design
- Andrea M. Porter, Director of Student Services / Registrar
- Brianna Sidorick-Potts, Assistant Registrar
- In Person: 110 Meyerson Hall – Monday through Friday 9am to 5pm
- By Phone: 215-898-6210
- By Email: [registrar@design.upenn.edu](mailto:registrar@design.upenn.edu)