

Course Registration FAQ's for New PennDesign Students

Registration for the fall 2015 term is open and available to all new students beginning April 15th and until days end on Friday, July 17th. The system closes on July 17th to accommodate incoming freshman and reopens at 10am on July 30th. The registration system will then remain open through add/drop for the fall term. Add/drop for the fall 2015 term ends on Monday, September 14th. All PennDesign students are required to register for courses for the fall term. This document details how to register for your fall 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 us a ring at 215-898-6210 or send us an email at registrar@design.upenn.edu.

Important Dates

- **Wednesday, August 26th is the first day of classes for the fall 2015 term.**
- The full 2015-16 academic calendar is available online at: <https://www.design.upenn.edu/penndesign-2015-2016-academic-calendar>

Student Overview

- Before you select your fall courses, please thoroughly review the student overview section via [PennInTouch](#) for accuracy. Are your degree program(s) correct? Is your graduation date right? 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).

PennInTouch Worksheet

- The academic planning worksheet, commonly referred to as simply "the worksheet," outlines the curricular requirements for your PennDesign degree program. Worksheets are being added to new student records daily. This is a labor intensive process and will be completed by early August. *If you do not have a worksheet yet, please don't worry, keep reading, the courses you need to register for this fall are included in this document.*

Course Registration

- Detailed information on how to register via [PennInTouch](#) is available online at: <http://www.sfs.upenn.edu/intouch/help/pit-intro.htm>
- **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 [Penn InTouch](#). 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 via the [student portal](#). This tool 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 department.

Fall 2015 Course Selection

For the majority of incoming students your fall term course schedule is dictated by your academic department. Below is a list of courses by degree program that students are required to enroll in for the fall term:

- **Master of Architecture (3-year program):** ARCH-501-201, ARCH-511-001, ARCH-511 recitation choose from sections 201, 202, 203, 204 or 205, ARCH-521-101, ARCH-531-401, ARCH-533-401, ARCH-535-401 and ARCH-535-402 (lab).
- **Master of Architecture (2-year program):** ARCH-601-201, ARCH-611-001, ARCH-611 recitation choose from sections 201, 202, 203, 204 or 205, ARCH-621-101, ARCH-631-001 and ARCH-671-001.
- **Master of Architecture Post-Professional program:** ARCH-703-201, ARCH-717-001, ARCH-743-001 or 002 and 1-ARCH-Elective course.
- **Master of Environmental Building Design:** ARCH-751-001, ARCH-753-001, 2-ARCH-Designated Elective courses.
- **Master of Science in Architecture:** ARCH-811-401 and 3-ARCH Elective courses.
- **Ph.D. In Architecture:** ARCH-811-401 and 3-Elective courses.
- **Master of City Planning:** CPLN-500, CPLN-501 section 001 or 002, CPLN-503 section 401 or 402, CPLN-510-001, CPLN-510 recitation choose from sections 101, 102, 103, or 104 and CPLN-Area Concentration Course (*see department for assistance with concentration*).
- **Ph.D. in City Planning:** CPLN-800-001, Research Methods Course (*see department for assistance*), and 2-Elective courses.
- **Master of Fine Arts:** FNAR-501-201, FNAR-Graduate Seminar, 1-FNAR Elective course.
- **Master of Science in Historic Preservation:** HSPV-521-001, HSPV-600-001, HSPV-624-001, HSPV-624-101 (lab), HSPV-660-301 and 1-HSPV Elective course.
- **Master of Landscape Architecture (3-year program):** LARP-501-001, LARP-511-001, LARP-533-001 and LARP-535-401.
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- **Master of Landscape Architecture (2-year program):** LARP-601-001, LARP-611-001, LARP-761-001 and LARP-543 choose from sections 001, 002, 003 or 004.
- **Master of Urban Spatial Analytics:** MUAR-501-001, MUSA-507-401, LARP-743-401 and MUSA-800-001.
- **Dual Degree students** should follow the course schedule for the degree they are starting with in the fall. For example, if you were admitted to the 3-year dual degree program in Architecture and Landscape Architecture and intend to start in Architecture, follow the course plan for the Master of Architecture (3-year program).
- **Elective course offerings:** a complete list of PennDesign elective course offerings with course descriptions will be provided to all PennDesign students in early August.

- **Course Waivers:** course waivers are handled at the department level. Students seeking course waivers should register for the course and seek assistance from your academic department regarding the process to waive a course. If the waiver request is approved, the student should drop the course. The department will submit the appropriate paperwork to the Registrar for processing. When the waiver has been formally applied to the student's record, the student will receive confirmation by email that the waiver has been processed. Note: course waivers are for the requirement not the course unit; students are expected to enroll in another course to replace a waived course.

Tuition and Fees

- Total tuition and fees for the 2015-16 academic year is \$48,566.00 for graduate students.
- Total tuition and fees for the 2015-16 academic year is \$33,754.00 for 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.
- Questions regarding billing and payment options should be directed to Student Financial Services directly. The billing schedule is available for your reference online: <http://www.sfs.upenn.edu/billing/billing-schedule.htm>.

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 fall 2015 term, you **MUST** self-identify as a part-time student by emailing the Registrar at 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 and not as a full-time student. **Deadline: 9/14/15**. 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. Department Chair permission is required for students seeking part-time enrollment.
 - 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 drop/add period for the spring term (2/2/16). 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.
- Instructors 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 their 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
 - City Planning: roslynne@design.upenn.edu
 - Environmental Building Design: lascarbo@design.upenn.edu
 - Fine Arts: fine-art@design.upenn.edu
 - Historic Preservation: hyndman@design.upenn.edu
 - Landscape Architecture: darcyv@design.upenn.edu
 - Urban Spatial Analytics: roslynne@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.
 - Reminder: graduate level courses have a course number of **500 or higher**. Courses with numbers below 500 are undergraduate courses and **DO NOT** count towards your degree program.
- 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.
- Students interested in enrolling in courses in Wharton cannot register for these courses online via PennInTouch. To enroll in a Wharton course, you must attend the first course, obtain the instructors signature on the Non-MBA Registration Request Form (this form can be found online at: <http://www.design.upenn.edu/current-students/forms>), bring the form to the Wharton MBA office and wait to hear from them if you’ve secured a seat in the course.
- 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 these Wharton courses should be directed to the Registrar at anporter@design.upenn.edu.

Questions

- University of Pennsylvania, School of Design, Office of Student Services
- Andrea M. Porter, Director of Student Services / Registrar
- Stephanie King, Associate Director of Student Affairs
- 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