Fall 2015/Spring 2016 NEW Student Registration Information
3-year M.Arch. Program

The Department of Architecture will hold a mandatory, intensive digital preparation workshop for students entering the Fall 2015 MArch I program. This session, Digiblast II, is primarily intended to introduce students to the digital tools and techniques that will be used in the design studios. The Department of Architecture is offering this workshop from August 3-14, 2015 and it costs $550.00. You should register for this course via PenninTouch (PIT). More information on billing and how to register is listed below.

Important Dates:
3/30/2015 Admitted Students Open House
4/15/2015 Course selection begins
6/19/2015 Orientation for Summer Prep classes & first day of Digi-Blast I Workshop
7/2/2015 First day of Summer Session II courses which include Physics and History (see roster)
7/3/2015 4th of July Observed – University closed & No Classes
8/3-8/14/2015 Digi-Blast II Workshop
TBD Fabrication Lab Safety Sessions – choose 1 day, instructions will be sent later in the summer
8/24/2015 PennDesign Orientation – more info to follow
8/25/2015 Convocation and ARCH 600&700 studio selection
8/26/2015 1st Day of Classes
9/7/2015 Labor Day – University closed
9/14/2015 Drop/Add Ends (9/13/2015 last day to hand in independent study form)

Student Handbook: The Student Handbook is an invaluable resource for your time at PennDesign, and addresses student issues from program requirements, to academic policies and student rights and responsibilities. It is available here: www.design.upenn.edu/student-handbooks

PennKey: To set up your PennKey, please see important information listed here: www.design.upenn.edu/arrival

Registration: After you have set up your PennKey and password, you can register for classes on Penn In Touch (PIT) at https://portal.apps.upenn.edu/penn_portal/INTOUCH/splash.html.

Communication: Email is the main method of communication used by the Architecture Department. You must check your PennDesign email regularly to avoid missing important announcements. Keep your contact information current with the Architecture Department and on the University Directory. Only you can update your information on the Penn Directory.

Identification Numbers
Student ID (9 digits) - used for visa, financial aid, etc; US citizen's social security number or international student’s assigned number

Penn ID (8 digits) - used for registration, the library, etc
- Set up your PennDesign email: [www.design.upenn.edu/set-your-e-mail-account](http://www.design.upenn.edu/set-your-e-mail-account)

- Send Leigh Anne Scarborough ([lascarbo@design.upenn.edu](mailto:lascarbo@design.upenn.edu)) your PennKey and PennDesign address. This email will be used by department staff to communicate with students and for listservs.

- Update your Penn Directory listing: go to [www.upenn.edu/directories/](http://www.upenn.edu/directories/) and click on “Update directory listings”, this email will be used by the Registrar, your advisor, and your instructors. We recommend using your PennDesign email for all of your communications with the school and department.

**Immunization & Health Insurance:** The University has immunization and health insurance requirements for which you will be contacted directly by Student Health Services. Give them the information they need in a timely manner in order to avoid a registration hold and delay in registration for classes. All of these matters must be handled directly with SHS, and the Architecture Department is unable to provide assistance.

**Billing and Financial Aid:** Student Financial Services billing schedule is available online at: [http://www.sfs.upenn.edu/billing/billing-schedule.htm](http://www.sfs.upenn.edu/billing/billing-schedule.htm). Students enrolling in courses that start prior to July 1st should apply for financial aid with summer session one as the aid period. Students enrolling in courses that start after July 1st should apply for financial aid with summer session two as the aid period. PennDesign students with questions regarding applying for financial aid for summer and/or fall term courses should contact Joan Weston, Director of Admissions and Financial Aid at: [weston@design.upenn.edu](mailto:weston@design.upenn.edu).

Course fees for Architecture summer institute courses can be found at [www.design.upenn.edu/architecture/architecture-students](http://www.design.upenn.edu/architecture/architecture-students) and will be applied to students’ accounts on the first day of the course. The charges will be visible to students under “new activity” in the Penn.Pay system the next day. The fee will be due during the next scheduled billing cycle. Student Financial Services billing schedule is available online at: [http://www.sfs.upenn.edu/billing/billing-schedule.htm](http://www.sfs.upenn.edu/billing/billing-schedule.htm). Questions regarding billing for summer institutes should be directed to Andrea Porter, PennDesign Registrar at [anporter@design.upenn.edu](mailto:anporter@design.upenn.edu).

**Graduate Assistantships:** Some work-study and non-work-study positions are available to Architecture students throughout the academic year. Open positions on campus including those in the Architecture Department can be found on Penn’s Student Employment Office website ([www.sfs.upenn.edu/seo/?page=students](http://www.sfs.upenn.edu/seo/?page=students)). The Department Coordinator may also send emails with job announcements. Consider seeking out other work-study opportunities around campus, and keep in mind that the number of positions in the Architecture Department is limited.

**Computers:** You will need a computer for your work at PennDesign, and it is important to have a computer capable of handling the 2D and 3D software used in many of the Architecture courses. If you are participating in the Digi-Blast preparatory classes, you will need to bring a laptop computer with you on the first day of class. Many students purchase computers from the on-campus computer store, Computer Connection ([http://cms.business-services.upenn.edu/computerstore/](http://cms.business-services.upenn.edu/computerstore/)). Once you purchase a computer, you should receive it within 2-3 weeks. If you have concerns about having it mailed to your new residence in Philadelphia, your computer may be shipped to facilities in Meyerson Hall G29. You should inform Leigh Anne Scarborough ([lascarbo@design.upenn.edu](mailto:lascarbo@design.upenn.edu)) if you will be shipping your computer to the school. Please consult the following student computer and hardware guidelines, which will be updated again in June 2015: [www.design.upenn.edu/computing](http://www.design.upenn.edu/computing). This link provides a great deal of other valuable information about PennDesign IT Services as well, and we recommend that you spend some time perusing it.

**Academic Advising:** Advisors will be assigned late in the summer. Once your advisor is assigned, you can find contact information for your new advisor on Penn In Touch, on the left hand side of the screen, beneath your photograph. If you are pursuing a dual degree, your advisor in Architecture will be Daniel Barber.
(barberda@design.upenn.edu). Please direct academic advising and registration questions to your advisor or Leigh Anne Scarborough (lascarbo@design.upenn.edu), the Administrative Assistant for Graduate Student Records.

**Curriculum:** In the course of your studies here, you need to complete 28 course units (cus) of coursework. You must register for graduate level courses in order to get credits towards graduation for a course; these are numbered 500 and above. If you register for a course numbered 499 and below, it will not count towards your graduation requirements. If there is a course that is only offered as an undergraduate course and you feel the subject would benefit you, you must speak with your advisor and Leigh Anne Scarborough, the Administrative Assistant for Graduate Student Records.

**FALL**

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<th>Credit Units</th>
<th>Course &amp; Section #</th>
<th>Description</th>
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<td>ARCH 501-201</td>
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<tr>
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<td>ARCH 511-001</td>
<td>History and Theory I</td>
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<td>ARCH 521-101</td>
<td>Visual Studies I</td>
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<tr>
<td>.5</td>
<td>ARCH 531-401</td>
<td>Construction I</td>
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<td>.5</td>
<td>ARCH 533-401</td>
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**SPRING**

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<td>Structures II Lab</td>
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Students are expected to take 5 cus each semester. Students in the M.Arch. program may take 4 cus in their third year of study. If you wish to take more than 5 cus in a semester, you must get the Chair's permission in writing and send that permission to Leigh Anne Scarborough in order to adjust your registration. If you take more than 10 cus total for credit in one academic year, you will be charged extra tuition.

**Waivers:** Course requirement waivers can be picked up in the Architecture office (207 Meyerson). This form needs to be signed by the instructor on the first day of class, at which time you should be prepared to show the instructor the course syllabus and a transcript showing the grade you received in the course. After the form is signed, return it to Leigh Anne Scarborough in the Architecture office. Once your waiver is processed, you will receive a confirmation email and you can see the adjustment on your worksheet in Penn in Touch.

If you waive at least two of the technology requirements, you should take ARCH 631: Case Studies. Many incoming students only take 4.5 CU their first semester and 5.5 CU their second.

**Wait Lists:** If you want to take a course that is full, contact the instructor directly and request to be placed on the wait list. Placement on the wait list does not guarantee that you will be admitted, but it gives you priority should spots open up. You should go to the first week of class, get the syllabus, and be sure the instructor knows you are there and interested. Wait lists may take up to two weeks to be processed, and you will be contacted if you receive a permit to enroll in the course.