Check List
What should you do before and when you arrive?

☐ **Set up your PennKey:** You should receive, or should have already received, a “PennKey Set-Up Code” via e-mail or postal mail. This code allows you access to many of the University of Pennsylvania’s electronic online services, including Penn In Touch, the University’s online registration system. If you have not received your PennKey Set-Up Code, or have having difficulty setting up your PennKey, please go to the PennKey website [http://www.upenn.edu/computing/pennkey](http://www.upenn.edu/computing/pennkey), or e-mail pennkey@isc.upenn.edu for assistance. Further questions about PennKey may be answered on the Campus Express FAQ page.

☐ **Complete Student health insurance waiver:** All full-time and dissertation status students are required to have acceptable health insurance coverage for both in-patient and out-patient medical care in the Philadelphia area and to provide information about their insurance coverage each year. As a condition of enrollment in the University, students subject to this requirement are required to either request an insurance waiver online or to actively enroll in Penn Student Insurance Plan (PSIP) online. Full-time and dissertation status students who do not file their selection by May 31st (summer enrollment) or August 31st (fall enrollment) will be enrolled in PSIP unless they provide proof of acceptable alternative coverage. Please note that students enrolled via this mechanism may experience a disruption in coverage due to the increased processing time. If you wish to be enrolled in PSIP please actively do so online. Check the SHS website for other important dates.

☐ **Complete Immunization requirements:** All full-time students and all students living in campus housing are subject to certain health requirements, including submission of health information indicating that students are fully immunized for certain diseases and submission of personal health history questionnaires. Students must submit this information via a secure website: [http://www.vpul.upenn.edu/shs/immemreq.php](http://www.vpul.upenn.edu/shs/immemreq.php). The immunization information that is submitted via the website must be verified in order for your information to become part of your student record. Please see the instructions for submission: [http://www.vpul.upenn.edu/shs/immeminfo.php](http://www.vpul.upenn.edu/shs/immeminfo.php). The deadline for submission is July 1st, 2015.

☐ **Login to Campus Express:** Campus Express – where your Penn journey begins: Banking, Books, Dining, Housing, PennCard, Rental insurance, and Transportation. Campus Express is your one stop shop for the most essential student services at Penn. Login today and start your Penn journey.

☐ **Student Registration & Financial Services “MUST DO” List:** [http://www.sfs.upenn.edu/mustdo/](http://www.sfs.upenn.edu/mustdo/)
Please visit the above link to set up Emergency Contact Information, Privacy Setting Options, and other Financial Services options.

☐ **Set up your e-mail account.** This is the main channel of communication between you, your department, and the school administration. If you want to know what’s going on you need an e-mail account – and you need to read what is sent to you!

☐ **Register for courses.** You will need to set up your PennKey before you will be able to access the online registration system – [Penn In Touch](http://www.vpul.upenn.edu/shs/i).

☐ **Update your address information via Penn In Touch.** Be sure to update all of your address information as soon as possible. Please give special attention to your billing and local address so bills and communication from the school is sure to arrive to you. Changing your address information can be done by logging into Penn In Touch and selecting the address button and following the prompts. Please contact registrar@design.upenn.edu if there are any problems.

☐ **Get your PennCard.** During the first week of school you can get your PennCard at Campus Express (Houston Hall, 34th and Spruce Streets); check Campus Express Online ([http://www.campusexpress.upenn.edu/](http://www.campusexpress.upenn.edu/)) for specific dates and times. You can also get your card at the PennCard Center any other time (3451 Walnut Street, 150 Franklin Building, 215-417-CARD).

☐ **Check in with your Department.** When you arrive on campus make sure you stop by your department office and introduce yourself. All department offices are located in Meyerson Hall with the exception of the Graduate Fine Arts office which is located in the Morgan Building.

☐ **International Students** should also check in with International Student and Scholar Services (ISSS) ([http://global.upenn.edu/isss](http://global.upenn.edu/isss)) at 3701 Chestnut Street, Suite 1W.

☐ **Stop by the Graduate Student Center** ([http://www.gsc.upenn.edu/](http://www.gsc.upenn.edu/)) at 3615 Locust Walk to visit the New Student Information Kiosk, where you can pick up copies of the Resource Guide, New Student Orientation calendar, and more information to assist in your transition to Penn.