Fall 2015/Spring 2016 NEW Student Registration Information  
PPD Program

The Department of Architecture will hold a mandatory week of intensive digital preparation for students entering the 2015-2016 Post-Professional program. This session, which runs from August 17-21, 2015, is intended to introduce students to the digital techniques that will be used in the design studios. All Summer Prep Programs are registered through Penn in Touch.

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: A PennKey is your key to all University of Pennsylvania electronic systems including registration and email. Instructions on how to obtain your PennKey will come in a separate email. Please see www.upenn.edu/computing/pennkey/ for more information or to request a new PennKey. You can check on the status of your setup code by emailing pennkey@isc.upenn.edu. Remember that you will be unable to register for classes until you set one up.

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.

- Set up your PennDesign email: www.design.upenn.edu/set-your-e-mail-account
- Send Leigh Anne Scarborough (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/ 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. 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.
**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.

**Registration:** After you have set up your PennKey and password, you can register for fall semester classes on Penn In Touch (PIT) at [https://portal.apps.upenn.edu/penn Portal/Intouch/splash.html](https://portal.apps.upenn.edu/penn_portal/intouch/splash.html)

**Important Dates:**
- 3/30/2015 Admitted Students Open House
- 4/15/2015 Course selection begins
- 7/3/2015 4th of July Observed – University closed & No Classes
- TBD Fabrication Lab Safety Sessions – choose 1 day, instructions will be sent later in the summer
- 8/17-8/21/2015 PPD Digital Workshop (Mandatory)
- 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)

**Academic Advising:** Please direct academic advising questions to your advisor Ali Rahim, Director of the PPD program, or Leigh Anne Scarborough ([lascarbo@design.upenn.edu](mailto:lascarbo@design.upenn.edu)), the Administrative Assistant for Graduate Student Records. You can also find your advisor’s name and contact information on Penn in Touch.

**Curriculum:** You must register for graduate level courses in order to get credit 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.

Students may take a maximum of five course units per semester and complete the degree requirements in two academic years. Although part-time study is allowed, students are required to complete a minimum of three semesters of full-time studies in residence for the M.Arch II Post-Professional Program. To be a full-time student requires a minimum of four course units per semester. To complete the degree requirements, those students who elect to take less than five course units per semester may enroll in one of the Summer...
Programs or return in the following academic year on a full-time or part-time basis. The degree requirement of fifteen course units must be completed within two consecutive academic years.

M.ARCH II DEGREE CURRICULUM (Total Course Units: 15)

Fall
ARCH 703 Post-Professional Design Studio I  2
ARCH 717 Philosophy of Urban History  1
ARCH 743 Form and Algorithm  1
Elective III 1

Spring
ARCH 702/704 Advanced Design Studio II/Research Studio  2
Elective IV 1
Elective V 1
Elective VI 1

Fall
ARCH 701: Advanced Design Studio II
Elective I 1
Elective II 1
Elective III 1

Total Course Units: 15

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. Please direct any registration questions to Leigh Anne Scarborough as well (lascarbo@design.upenn.edu).

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.