Course Registration FAQ's for New PennDesign Students

Registration for the fall 2016 term is open and available to all new students beginning April 13th at 10am and continues until days end on Friday, July 14th. The system closes on July 14th to accommodate incoming freshman and reopens at 10am on July 26th. The registration system will then remain open through add/drop for the fall term. Add/drop for the fall 2016 term ends on Monday, September 18th. 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
- **Tuesday, August 29th is the first day of classes for the fall 2017 term.**
- The full 2016-17 academic calendar is available online at: https://www.design.upenn.edu/penndesign-2016-2017-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.

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 2017 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, 205 or 206, ARCH-521 select either section 101 or 102, ARCH-531-401, ARCH-535-401 and ARCH-535-402 (lab).

- *Master of Science in Design: Advanced Architectural Design:* ARCH-703-201, ARCH-717-001, ARCH-743 choose from section 001 or 002 and 1-ARCH-Elective course.

- *Master of Environmental Building Design:* ARCH-751-001, ARCH-752-001, ARCH-753-001, 2-ARCH-Designated Elective courses.

- *Master of Science in Architecture:* ARCH-811-401 and 3-ARCH Elective courses (*see Graduate Group Chair for assistance*),

- *Ph.D. in Architecture:* ARCH-811-401 and 3-Elective courses (*see Graduate Group Chair for assistance*),

- *Master of City Planning:* CPLN-500 choose from section 401 or 402, CPLN-501 choose from section 001 or 002, CPLN-503 section 401 or 402, CPLN-510-001, CPLN-510 recitation choose from sections 101, 102, 103, 104, 105 or 106 and CPLN-Area Concentration Course (*see department for assistance with concentration*).

- *Ph.D. in City Planning:* CPLN-800-001, Research Methods Course (*see Graduate Group Chair for assistance*), and 2-Elective courses.

- *Master of Fine Arts: Master of Fine Arts:* FNAR-501-201, FNAR-702-201/202/203 and two other 1 cu course towards the degree selected in consultation with your academic advisor. Graduate Seminar FNAR-801 and an FNAR elective are recommended.

- **Master of Science in Historic Preservation:** HSPV-521-001, HSPV-600-001, HSPV-624-001, HSPV-624-101 (lab), HSPV-660-301 (.5cu), HSPV-540-001 (.5cu), and 1-HSPV elective.

- *Master of Landscape Architecture (3-year program):* LARP-501-001, LARP-511-001, LARP-533-001 and LARP-535-401.

- *Master of Landscape Architecture (2-year program):* LARP-601-001, LARP-611-001, LARP-761-001 and LARP-543 choose from sections 001, 002, or 003.

- *Master of Urban Spatial Analytics:* MUSA-500-401, 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 seek assistance from your academic department regarding the process to waive a 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. Students should enroll in their required courses and update their course schedule after their wavier has been approved and processed. Note: course waivers are for the requirement not the course unit; students are expected to enroll in another course to replace a waivered course.

Enrollment Status
Course load at PennDesign is measured in course units. PennDesign is a full tuition school. See page 65 for tuition and fees. All active master's degree students are charged full tuition and fees by term regardless of the number of classes they enroll in for the term. PennDesign is a full-time school. Each degree program has established a specific curriculum for each semester that constitutes full-time. All PennDesign graduate students are charged full tuition and fees unless they request special permission from their Department Chair (*and only in special circumstances*). Part-time enrollment is strongly discouraged. PennDesign doctoral students are charged full tuition and fees for their first three years of study regardless of course enrollment. In year four, if coursework is completed the student is eligible for reduced tuition and fees.

- **Full-time**: 3-5 course units in a semester (*required by your department's curriculum*) is considered full-time status for PennDesign graduate students.
  - Doctoral students are considered full-time with 3-4 course units per term.

- **Part-time**: 2 or less course units
  - All PennDesign students are strongly discouraged from enrolling as part-time students. If you are intending to enroll in 2 or less course units for the fall 2016 or spring 2017 term, you **MUST** self-identify as a part-time student by completing the **Part-time Status Form** located online or in 110 Meyerson. The form requires the permission of your Department Chair. Upon receipt of your form the Registrar will code your record for a part-time tuition and fee adjustment.
    - Total tuition and fees for an individual course unit is $TBA
  - Fall 2016 Deadline: **9/18/17**. Spring 2018 Deadline: **1/29/18**. This is the last possible date you can declare part-time status for the fall term however you are strongly encouraged to identify early to avoid billing problems.
  - Part-time international students MUST apply for **Reduced Course Load** with International Student and Scholar Services.
    - **Important Notice for International Students: for ISSS, part-time status is less than 4 course units. If you are enrolled in 3 or 3.5 course units, you are not eligible for a tuition/fee reduction but you must apply for an RCL with ISSS.**
  - Doctoral students are not eligible for part-time tuition/fee adjustment based on course enrollment.
  - Part-time Policy Exceptions: students in the following programs are considered part-time if they are enrolled in 3 or less course units however you **MUST** declare part-time status using the process outline above.
    - Master of Science in Historic Preservation students
      - (*who are required to participate in a 1 course unit summer course*)
    - Special Part-time Admits for City Planning and Urban Spatial Analytics
    - Stand-Alone certificate students
    - Students enrolled in the sub-matriculation program in City Planning
    - May 2018 Expected Graduates who completed the Architecture Summer Abroad program in or before summer 2017.

- **Overload**: All PennDesign students are discouraged from enrolling in more than 5 course units in a term, as reflected in your department's curriculum. Students are required to complete the **Overload Request** form and obtain the approval of their Department Chair to enroll in more than 5 course units in the fall. This form is located online or in 110 Meyerson. Fall 2017 Deadline: **9/18/17**. Spring 2018 Deadline: **1/29/18**. This is the last possible date you can declare overload status for the fall term however you are strongly encouraged to identify early to avoid course registration problems.
    - Graduate students who enroll in more than 5 course units for grades (*not audit*) for the fall or spring term(s) will be charged tuition for the additional course units after the add/drop period for the fall term (**9/19/17**) and spring term (**1/30/18**). Students will receive a confirmation email from the Registrar when the additional tuition has been applied to their student account.
    - 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.

Auditing Courses

Students who wish to attend the class sessions for a course without completing the assignments or taking examinations may audit the course. Auditing a course requires permission of the instructor. To audit a course, the student should contact the PennDesign Office of Student Services for assistance. If approved, the student will not receive credit for the course, but it will appear on the official transcript with "aud" in the grade column.

- 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.
- Auditors will not receive credit for the course, but it will appear on their transcript with "AUD" in the grade column.
- Tuition/Fees for Audit Graded Courses:
    - Full-Time (3-5 cus): full-tuition and fees for audit coursework
    - Part-time (less than 2 cus): full-tuition and fees for audit coursework
    - Overload: (more than 5 cus): no additional charge for audit coursework

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: sarahlam@design.upenn.edu
    - City Planning: roslynne@design.upenn.edu
    - Environmental Building Design: sarahlam@design.upenn.edu
    - Fine Arts: fine-art@design.upenn.edu
    - Historic Preservation: pennhspv@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. Please note that this must wait until the fall term begins, students must attend the first class!
- 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
- University of Pennsylvania, School of Design, Office of Student Services
- 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