Course Registration FAQ's

Advanced Registration for the fall 2020 term opens to all students on April 14th and closes April 24th. Regular registration will open on Thursday, April 30 at 7am. The system will close again from June 22nd to July 17th to accommodate incoming freshman to Penn. Course registration re-opens on July 28th and remains open through add/drop for the fall term. Add/drop for the fall 2020 term ends on Tuesday, September 15th. All School of Design 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 send us a detailed email at des-studentservices@design.upenn.edu.

Student Overview

- Before you select your summer/fall courses, please thoroughly review the student overview section and your program worksheet via PennInTouch for accuracy. Are your degree program(s) correct? Is your graduation date right? Have you received course waivers? If so, are they reflected on your worksheet? Now is the time to make corrections to your student record. If you find an error, please alert the School of Design Student Services office immediately (des-studentservices@design.upenn.edu).

Advance Registration

- Detailed information on how to register via PennInTouch is available online at: http://www.sfs.upenn.edu/intouch/help/pit-help.htm
- Advanced registration is a *priority request system*, not first come first served; give courses that you know you are competing for a seat in (i.e. elective courses) your highest priority.
- *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 Weitzman student handbook, Penn InTouch worksheet, or your department's website. If you have any questions about your degree requirements please consult with your academic advisor.

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 Weitzman School of Design is measured in course units. Weitzman School of Design is a full tuition school. 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. Weitzman School of Design is a full-time school. Each degree program has established a specific curriculum for each semester that constitutes full-time. All Weitzman 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. Weitzman 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 Weitzman graduate students.
    - o Doctoral students are considered full-time with 3-4 course units per term.

- **Part-time**: 2 or less course units
    - o All Weitzman 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 2020 or spring 2021 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.
    - o The deadline to declare part-time status is the fall add/drop deadline. This date is TBD but usually falls in mid-September.
    - o 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.**
    - o Doctoral students are not eligible for part-time tuition/fee adjustment based on course enrollment.
    - o 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.
        - ▪ 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

- **Overload**: All Weitzman 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. The deadline to request an overload is the fall add/drop deadline. This date is TBD but usually falls in mid-September.
    - o 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. Students will receive a confirmation email from the Registrar when the additional tuition has been applied to their student account.
    - o 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 Weitzman 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 Weitzman 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 the approval to the Weitzman 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
  - Fine Arts: fine-art@design.upenn.edu
  - Historic Preservation: micahdor@design.upenn.edu
  - Landscape Architecture: crocetto@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 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 in Suite 110 Meyerson Hall), bring the form to the Wharton MBA office and wait to hear from them if you've secured a seat in the course.

Questions: School of Design, Office of Student Services, 110 Meyerson Hall, 215-898-6224, des-studentservices@design.upenn.edu