Using Penn InTouch for Registration

- Course registration is done through Penn InTouch (PIT), which is found on PennPortal
- Adds/drops can be done in PIT, but Late Drops and Withdrawals must be done through the LPS Student Services office
- It is a good idea to talk about registration changes with your advisor prior to making them
- Having registration problems?
  - LPS Phone: 215-746-7040
  - Email: lps@sas.upenn.edu
  - Include: full name & contact info, 10 digit course number (ex. ANTH 003 601)
1) Log in to Penn InTouch and use the Course Search tool.
2) Lots of ways to search for courses!

2. Click "Show More Search Criteria"
• Search for courses meeting requirements by using the "Fulfills Requirement" drop-down menu.

• Search for only LPS courses by selecting "College of Liberal and Professional Studies" under the Program drop-down menu.
3) When you have found a course you are interested in, click “Add to Cart”

*This does not mean you are registered!*

Adding to the cart is like bookmarking the course.
4) In the main menu, click Register for Courses
5) Use the drop-down menu on the right to add courses from your cart or mock schedule into your registration request.

6) Click Add Request
You aren't done yet!

7) Always double check your registration! Mistakes can cost you.

Click on View Schedule in the main menu.
“How do I know where my class is?”

**Search 2 ways!**

1. The Penn InTouch course listing hyperlink to the map

![Course details and map screenshot](image)
“How do I know where my class is?”

2. The Penn main page: www.upenn.edu
"How do I drop my class(es)?"

1) Check the LPS calendar for registration, drop, and withdrawal deadlines first.

2) If it is past the add/drop deadline, you will need to submit a Late Drop or Withdrawal form to the LPS Records office. Please note that even if the system allows you to drop outside of the deadline period, you will incur charges. To avoid this, speak with your advisor or LPS Student Services Office prior to making changes.

3) For questions about deadlines or submissions, please contact Student Services at 215-746-7040.
"How do I drop my class(es)?"

1) Click the link for Register for Courses
2) Select the term for which you wish to make a registration change
3) Click the Drop button next to the course you wish to drop
4) Click View Schedule to ensure the course no longer appears
If you have questions or concerns about registration or course selection, please contact your LPS advisor using the hyperlink in Penn InTouch, or by calling the LPS Student Services office at 215-746-7040.