

STUDENT GUIDE

QUAKER CONSORTIUM
RECIPROCAL PROGRAM

UNIVERSITY OF PENNSYLVANIA



College of Liberal & Professional Studies
Academic Year: 2011-2012

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Thank you for pursuing your academic studies here at the University of Pennsylvania. This guide outlines the required steps that you must complete in order to be properly set up as a Quaker Consortium student at Penn. It also provides an overview of our academic policies and resources available to you within the Penn community.

RULES AND REGULATIONS FOR QUAKER CONSORTIUM STUDENTS

The University of Pennsylvania honors reciprocal agreements with Bryn Mawr College, Haverford College, Swarthmore College, and the Curtis Institute of Music. These agreements allow students of the above institutions to take courses at Penn while they are matriculated at their home institution.

The following regulations apply to reciprocal students who wish to take courses at Penn as a part of the Quaker Consortium:

1. The student may take a maximum of 2 courses per term.
2. The student may only register for undergraduate level courses.
3. Courses covered under the Quaker Consortium agreement may only be taken in the Fall and/or Spring terms; Summer courses are not covered under the Quaker Consortium agreement. However, Bryn Mawr, Haverford, Swarthmore and Curtis Institute students may register for Penn's [Summer Sessions](#) program using an expedited Admission form.
4. The student may only take courses that are not regularly offered by their home institution.
5. The Registrar of the student's home institution must approve all courses before the student registers for courses at Penn.
6. The student must abide by the College of Liberal and Professional Studies deadlines for adding, dropping or withdrawing from a class (see [Dates/Deadlines](#)).
7. The student will be charged for tuition by their home school. If the student incurs other fees while at Penn, the student is required to pay Penn for such fees.
8. The student follows all rules and regulations listed in both the Reciprocal Registration Form and this Guide.
9. The student must maintain contact with the Registrar of their home institution to be sure that their student record at their home institution accurately reflects courses taken at Penn.

REQUIRED REGISTRATION STEPS FOR QUAKER CONSORTIUM STUDENTS

In order to register for classes at Penn you will need to complete ALL of the steps listed below.

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STEP 1
COMPLETE REGISTRATION FORM

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The first step in the process of becoming a Quaker Consortium Student at the University of Pennsylvania (Penn) is to complete the Quaker Consortium Reciprocal Program Registration Form. That form will need to be signed by your home school Registrar before it can be processed by The College of Liberal and Professional Studies (LPS). You may retrieve the Registration Form from our website, <http://www.sas.upenn.edu/lps/reciprocal>.

LPS will contact you via email once your form has been processed and will verify your course registration outcome. Please follow the instructions in the email closely as you may need complete certain tasks to complete your registration at Penn.

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STEP 2
PENNCARD & PENNKEY SETUP CODE

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The **PennCard** is the official University of Pennsylvania identification for students, faculty, and staff. The PennCard provides access to University facilities, services, cash convenience, and more. Only students officially enrolled in courses may receive a PennCard, which should be carried at all times.

To obtain a PennCard, you must already be entered into the Student Records System and registered for courses. The PennCard Center is located in the Franklin Building Room 150, 3451 Walnut Street.

PennKey Setup Code

At the PennCard Center, you will request to receive your PennKey Setup Code which is the first step in obtaining a PennKey & Password.

Also, your input into Penn's Student Records System will trigger a letter containing your PennKey Setup Code generated by the Penn Computing Division (ISC); this letter will be sent to the address that you listed on the Quaker Consortium Program Registration Form. You should receive the letter within 10-12 business days.

If you do not receive your PennKey Setup Code either at the PennCard Center or via mail, you may call the 24-hour, automated PennKey Setup Code Request Line, 215-746-PKEY or 1-866-406-PKEY, to have a Setup Code mailed again to the address you put on your Quaker Consortium Program Registration Form. The toll-free number can be used from locations in the U.S. outside the Philadelphia metropolitan area, from Canada, and from the U.S. Virgin Islands. This should take approximately 7-10 business days. You will be asked to provide the following to confirm your identity:

- your Social Security Number
- your date of birth
- a phone number where you can be reached

If your Setup Code does not arrive in a timely manner, send a follow-up query to pennkey@isc.upenn.edu rather than requesting a second Setup Code via the phone number listed above.

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STEP 3
OBTAIN A PENNKEY & PASSWORD

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A **PennKey** is required to authenticate, or verify, an individual's identity to many of Penn's networked computer systems and services. Authorized users need a PennKey and password to access such resources as the Penn Portal, Penn InTouch, Blackboard, certain library resources, and public campus computers. Excluded resources: Careers Center, Student Employment, Student Financial Services.

PennKey & Password

Once you've obtained the setup code, you must go to the following link: <http://www.upenn.edu/computing/pennkey/>. There, you will enter your setup code and other personal information to create your PennKey and Password.

Already have your PennKey but need to reset your password?

You must go to the Registrar's office with photo identification, also located in the Franklin Building in Room 221. Their hours are listed on their website, <http://www.upenn.edu/registrar/contact.html>.



DO NOT CONTINUE WITH THE FOLLOWING STEPS UNTIL YOU HAVE REGISTERED YOUR PENNKEY AND PASSWORD WITH PENN

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STEP 4
E-MAIL CONTACT INFORMATION
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Once you have set-up a PennKey and Password, it is **mandatory** that you update your email address in the Penn Directories to reflect your home school email address (or personal email address if preferred). Email is widely used by Penn faculty and staff in order to send important academic information including course information and billing.

To update your email address, you will need to go to www.upenn.edu/directories and click on "Update Directory Listings" to login and update your information.

COURSE REGISTRATION INFORMATION

COURSE SELECTION

You can view the list of available courses for the current semester on the Penn Registrar's webpage, www.upenn.edu/registrar/ and click on the link on the left-hand navigation bar that states "Timetable" or "Course & Room Roster" under the term in which you would like to take a class.

If you have questions about the specific courses, you can view the Course Register which is a publication that lists the course descriptions, <http://www.upenn.edu/registrar/register/index.html>. If you cannot find the description, you will need to contact that course's department for more information.

You can also choose to search the Penn Course Review for course descriptions and also for the instructors' course ratings submitted for each course in each term taught. The link is <http://www.vpul.upenn.edu/coursereview/>.

Any course that you take at Penn must be pre-approved by your home school Registrar. It is your responsibility to receive approval before you add or drop a course here at Penn.

Permits

Some courses will require a permit to register. If so, you will receive a message from LPS when they try to register you for your course selection. To obtain a permit, you will need to contact the Penn Department responsible for the course to ask how to obtain a permit for the course; if you are able to obtain a permit, ask that Department to issue you a permit. Once you have a permit for a course, you will need to email LPS (lps@sas.upenn.edu) and request to be registered for the course; this email must include your name, your home institution, the course department, course number, and course section number. LPS will verify your registration within two (2) business days.

IMPORTANT: *You must notify LPS and request to be registered for the course as a permit does not officially register you for the course.*

Section Co-Activity Registration Requirements

When requesting registration for certain courses, you will need to keep in mind that some courses have a section co-activity registration requirement. Section Co-Activity Registration Requirement means that you will need to register for multiple sections of a course to receive credit. If you do not register for the co-requisite, you will be dropped from the course. An example would be the lecture-recitation co-activity registration requirement. Large lecture courses will sometimes attach smaller recitations so the students will be able to have more one-on-one interaction (most likely with a Teaching Assistant). Another example would be a Lecture-Lab co-activity registration requirement. Many of the large science lectures have a required lab section. You will be required to register for both sections to receive credit.

If you are required to register for multiple sections because of a co-activity requirement, you MUST notify LPS of each section for which you would like to register when you request your courses in order to be fully enrolled.

VIEWING YOUR COURSE SCHEDULE VIA PENN INTOUCH

To view your course schedule, you will need to use your PennKey and Password to access Penn InTouch (PIT). PIT is an essential student resource providing secure online access to class schedules, transcripts, billing, financial aid information, address correction, and more. (Note: You may not use PIT to add, drop, or make changes to your Quaker Consortium courses because a registration hold will be placed on your record. All changes to your schedule must be made by LPS at the request of your home school registrar's office, and any unauthorized registrations will be dropped from your schedule.) <https://sentry.isc.upenn.edu/intouch/>.

Another option is to logon to the PennPortal and access Penn InTouch and other Penn online applications through that platform. The PennPortal, http://medley.isc-seo.upenn.edu/penn_portal/view.php, a personalized website that brings together information from many sources on campus and allows students to manage most transactions from one online location. You will be able to view daily calendars, access course web sites, and conduct transactions through Penn InTouch and Campus Express. The site also consolidates links to offices, services, and other Penn sites important to students. The PennPortal can be personalized to include your personal course sites, headline news sources, favorite web links, and more.

ACADEMIC ISSUES

ACADEMIC CALENDAR

As a Quaker Consortium student at Penn, you must abide by the College of Liberal and Professional Studies' rules, regulations, and deadlines. Please familiarize yourself with the College of Liberal and Professional Studies' academic calendar for each term.

FALL 2011 ACADEMIC CALENDAR

Classes Begin	Wednesday, September 7	
Last Day to Add a Writing or Language Course	Friday, September 16	* Note: Saturday courses in the College of Liberal and Professional Studies WILL meet on Saturday, September 3. For Saturday courses in other schools, please check with your instructor.
Last Day to Add a Course (besides Writing or Language)	Friday, September 23	
Last Day to Drop a Course	Friday, September 23	
Fall Break	Friday, October 7- Tuesday, October 11 *	
Classes Resume	Wednesday, October 12	
Last day to Withdraw from a course	Friday November 18	
Fall Classes End	Friday, December 9	

Reading Days	Saturday, December 10- Tuesday, December 13
Final Examinations	Wednesday, December 12- Wednesday, December 21

SPRING 2012 ACADEMIC CALENDAR

Classes Begin	Wednesday, January 11	
Last Day to Add a Writing or Language Course	Friday, January 20	* Note: Saturday courses in the College of Liberal and Professional Studies WILL be held on Saturday, March 3, but there will be no class on Saturday, March 10. For Saturday courses in other schools, please check with your instructor.
Last Day to Add a Course (besides Writing or Language)	Monday, January 30	
Last Day to Drop a Course	Monday, January 30	
Fall Break	Saturday, March 3 - Sunday, March 11*	
Classes Resume	Monday, March 12	
Last day to Withdraw from a course	Friday, March 30	
Fall Classes End	Tuesday, April 24	
Reading Days	Wednesday, April 25 - Friday, April 27	
Final Examinations	Monday, April 30 - Tuesday, May 8	

These deadlines can be found at: <http://www.sas.upenn.edu/lps/calendar>

ADDING, DROPPING & WITHDRAWING FROM A COURSE

You must always consult your undergraduate advisor from your home institution regarding any academic issues, including changing, dropping, or withdrawing from a Penn course in which you are currently enrolled. Quaker Consortium students must abide by the University of Pennsylvania (UPENN) College of Liberal and Professional Studies deadlines associated with course registration for a term; those deadlines are listed above or on the following website: <http://www.sas.upenn.edu/lps/calendar>

If you need to add, drop or withdraw after the deadlines have passed, you will need to petition your home school Registrar. If it is approved, Penn will honor the decision and make the changes needed.

BILLING

As a Quaker Consortium student, you will not be charged for tuition by the University of Pennsylvania. Your tuition bill will be determined by your home school. As such, any questions about tuition should be directed to your home school.

Please note: If you are registering for a lab course or a studio that generates specific fees associated with that course, you are obligated to pay said fees to the University of Pennsylvania. Also, if you charge anything using your PennCard, you will also be obligated to pay those charges. Any bill that you incur will be sent monthly via email (e-bill) to the email address that you entered into the Penn Directory.

FINDING YOUR ROOM

Finding the room for your courses can be a daunting task if you have never been to our campus. On the first day of your class, you will need to verify the course room number by doing the following:

Either:

- a. Find the room number by looking at your course schedule on Penn InTouch
- OR
- b. Find the room listed on the Course & Room Roster on the Penn Registrar's website, www.upenn.edu/registrar

HOW TO FIND THE ROOM ON THE COURSE & ROOM ROSTER:

The room can be found in the following location in a course's listing
in the Course & Room Roster:

ANTH-002	INTRO CULTURAL ANTHRO	1	CU
	SOCIETY SECTOR (ALL CLASSES)		
910	LEC MW 6-9:10PM	MUSE 345	HAMMARBERG M
	MAX: 30		

2. Using that room code, go to the Classroom Finder on the Registrar's website, <http://www.isc-cts.upenn.edu/finder/>
3. Find the Building name using the building code at the following link: http://www.upenn.edu/registrar/pdf_main/11A_Bldg_Codes.pdf
4. Put in the building name. In the example, MUSE is Museum
5. Put in the room number. In the example, it is 345
6. Click on start search on the bottom of the form
7. The system will come up with a list of all rooms that match those criteria (which should be only one).
8. Click on the room number
9. You will be transferred to a page with information about that room. To view a photo of the building in which the room is housed, click on "Building Details" on the top navigation bar. To view the campus map to locate the building, click on "Campus Map" on the top navigation bar.

REMINDER: You should check your class schedule and/or the Course and Room Roster on the first day of your class to be sure that your room did not change.

GRADING, ACADEMIC, AND EXAMINATION POLICIES

GRADING SYSTEM

The following grades are used to report the standing of a student upon completion of each course.

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A+	4.0 Distinguished	C+	2.3
A	4.0 Excellent	C	2.0 Average
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0 Good	D	1.0 Below Average
B-	2.7	F	0.0 Failure
+*****+			
GR	No Grade reported for the individual student	S	Satisfactory progress
NR	No Grades reported for entire class	W	Withdrawal
I	Incomplete, made up within 4 weeks after the semester	P	Pass
II	Incomplete, made up by the end of the following semester		

TRANSCRIPTS

A transcript of a student's academic record in the College of Liberal and Professional Studies will be provided upon written request by the student to the University Registrar. Transcripts cost \$10 to \$15 each depending on the type of request. Payment must be made by check or money order. No cash is accepted. Allow two weeks for transcripts to be sent. Visit <http://www.upenn.edu/registrar/student-services/transcripts.html> for complete instructions. Informal copies of your transcript can be obtained through the Penn InTouch system.

Please note that you will need to work with your home school Registrar to be sure that the courses that were taken at Penn appear on your home school transcript.

CODE OF ACADEMIC INTEGRITY

Inasmuch as the standing of an educational institution and the value of a degree from that institution are dependent upon the integrity of study and research carried on at that institution, the Code of Academic Integrity is drawn to make clear the policy of the University concerning academic honesty. Each student attending the University must abide by this code, the text of which appears at <http://www.vpul.upenn.edu/osl/acadint.html>.

CONFIDENTIALITY OF STUDENT RECORDS

Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, in general, personally identifiable information can be disclosed to people outside the University only with the written consent of the student or alumnus involved. A statement setting forth specific University policy concerning (1) disclosure of information to people outside the University, (2) disclosure of information to people within the University, (3) permitting students to inspect and review records and (4) providing students with the opportunity to seek the correction of their records is available. The complete confidentiality statement is printed in the University's Policies and Procedures booklet.

NONDISCRIMINATION POLICY

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability or status as a disabled or Vietnam Era veteran in the administration of its educational policies, programs, or activities, admissions policies and procedures, scholarship and loan programs, employment, recreational athletic or other University administered programs. Questions or concerns regarding the University's equal opportunity and affirmative action programs and activities or accommodations for people with disabilities should be directed to the Executive Director, Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106 or by phone at (215) 898-6993 (Voice) or (215) 898-7803 (TDD) <http://www.upenn.edu/affirm-action/>.

USEFUL LINKS

LPS Quaker Consortium Website	http://www.sas.upenn.edu/LPS/reciprocal/
Course Timetables	http://www.upenn.edu/registrar/timetable/index.html
Course Register (Course Descriptions)	http://www.upenn.edu/registrar/register/index.html
Penn InTouch	https://medley.isc-seo.upenn.edu/penn_portal/intouch/splash.html
UPENN College of Liberal and Professional Studies	www.pennLPS.org
University of Pennsylvania Homepage	www.upenn.edu
Classroom Finder	http://www.isc-cts.upenn.edu/finder/
Penn Course Review	http://www.vpul.upenn.edu/coursereview/
Penn Portal	http://medley.isc-seo.upenn.edu/penn_portal/view.php