

# Student Handbook

Master of Liberal Arts  
Program  
University of Pennsylvania



College of Liberal and Professional Studies  
Fall 2008

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Welcome to the University of Pennsylvania and the Master of Liberal Arts Program. This MLA Handbook describes MLA Policies and Procedures, outlines the MLA degree requirements, shares tips on structuring your individualized curriculum, and provides information about the academic resources available to you at Penn. It should prove useful to you as you pursue your degree.

## **I. MLA Program Requirements**

### **1. Graduation Requirements**

The MLA degree will be awarded after successful completion of nine graduate courses, including the submission of a Capstone Project.

- You must take at least one, and may take up to three, MLA Proseminars as part of your program.
- No more than four courses may be taken in any one discipline.
- You may incorporate up to two independent studies into your MLA program.
- You may count up to two graduate courses from schools at Penn other than the School of Arts and Sciences toward your degree.

### **2. Course Requirements**

You should expect between 150 and 250 pages of reading a week for each class you take, drawn from books, journal articles, and primary as well as secondary sources. Specific course requirements will, of course, vary depending on the instructor, but usually entail writing a term paper and/or several shorter papers that might take the form of a case study, research paper, and/or critique of the readings. Graduate study may also involve primary research requiring additional time in the library, laboratory, or some other research setting. The instructor will provide a syllabus during the first week of classes, though you might contact the instructor for the syllabus before the start of the semester to get a head start on the reading. Class participation and attendance are required for graduate seminars, and some classes may require student presentations.

### **3. MLA Seminars**

MLA seminars are graduate seminars designed specifically for MLA students with no prerequisites. These dynamic and interactive MLA seminars meet exclusively in the evenings – to accommodate students who work during the day – and are typically reserved for MLA students. Class sizes are kept small in order to facilitate an intimate, collegial atmosphere.

MLA Proseminars are MLA seminars designed to introduce students both to graduate level coursework and to the process of doing interdisciplinary research.

We require MLA students to take at least one MLA Proseminar as one of their first three courses in the program.

The instructors for MLA seminars are each approved by the MLA Program and by the department rostering the courses, and typically teach additional courses outside of the MLA program at Penn. Though the instructors do not presuppose student familiarity with the course material, they hold MLA students to the same standards as any other graduate student at Penn.

## II. MLA Policies

### 1. MLA Academic Standards

The MLA Faculty Program Committee has set the following minimum standards for MLA students to ensure they are making good progress toward their degrees:

- Any student whose GPA falls below 3.0 after two or more semesters of enrollment shall be given academic warning. A GPA below 3.0 after three or more terms of enrollment may constitute grounds for dismissal, subject to the review of the Program Committee.
- No more than one grade below B may count among the nine courses required for the degree.
- A minimum GPA of 3.0 over nine courses is required for successful completion of the program.
- MLA students are limited to one incomplete at a time. If they have two or more incompletes on their transcript, their registration is automatically blocked until they complete their courses. Please note that there are two forms of incompletes. An Instructor may grant either an Incomplete (I) or an Extended Incomplete (II). An Incomplete must be made up within the first four weeks of the start of the next term, and an Extended Incomplete must be made up by the end of the next term. In either case, if the Incomplete is not made up by the deadline, the course grade will become an F. An Incomplete is made up only when the official grade is received by the LPS Office. Once an Incomplete grade is converted to an F, the instructor may change the grade after the student has completed all required work.
- MLA students who do not complete at least one course every three semesters (including Summer Sessions) will become inactive and must apply to be reinstated to the MLA program. Inactive students who are reinstated to the MLA program will be able to count the course units they had previously earned toward their MLA degree.

## 2. Provisional Status

Many students seeking admission to the MLA program are returning to school after a long absence or have undergraduate records that do not accurately reflect their academic ability. Some of those applicants are accepted into the MLA Program provisionally. Applicants accepted as provisional admits should adhere to the following procedure. After successfully completing two courses, one of which must be an MLA Proseminar, with grades of "B" or better, and receiving favorable recommendations from two different faculty members to the MLA program, students are formally admitted to the Master of Liberal Arts Program. The Provisional MLA student must request these letters of support from each instructor and deliver them or have them delivered to the MLA Advisor. As each Provisional MLA student must provide two letters to be advanced to full MLA admission, provisional students must not take their first two courses in the program from the same faculty member. To be sure that you are following the proper procedures during your provisional period, please remain in close communication with the MLA Advisor.

## 3. Leave of Absence

MLA students are not required to take courses in each term to remain active in the Program. However, to maintain active status, we require that students take at least one course per year. If you discover that you are unable to continue with your course work and would like to take a leave, you should notify the MLA Program in writing. If you find that you need to extend your leave for more than one year, you should request an extension in writing from the Director of the Program.

## 4. Transfer Credits

No transfer credits from other colleges or universities are accepted into the program. The MLA program can transfer credits from other Penn programs provided that the coursework was not included in coursework taken for an earned degree. The maximum number of courses eligible for internal transfer to the MLA from another program in SAS is four. The maximum number of courses eligible for transfer from another Penn School is two and these courses must be approved for transfer by the MLA Advisor as courses that contribute toward the stated concentration area of the student's MLA program.

## 5. Student Health Insurance Program

The University requires all full-time students to have medical insurance. Full-time MLA students are eligible to purchase health insurance through the University's plan. Students registering in the fall must either enroll in the student health insurance plan or waive that plan (and provide evidence of alternative medical insurance coverage to Student Health Services) by the end of the open enrollment period. Students who do not waive the student insurance

plan by the end of the open enrollment period will automatically be enrolled in the student plan and billed for the entire 12-month premium. Information about enrolling in the student health insurance plan, student insurance plan waiver forms, and open enrollment period dates is available through the Office of Student Health Insurance (215.573.3523, <http://www.vpul.upenn.edu/shs>).

#### 6. Immunization Policy

The University of Pennsylvania has instituted an immunization policy in an effort to avoid increasing the health risks on campus. Within your admissions packet, we have included a questionnaire from the University Health Service asking about your immunization history. It is mandatory that students born after 1957 supply this information. Students who do not supply this information will not receive their grades and will not be permitted to register for the following semester.

Students need to provide proof that they have had two rounds of the measles, mumps, rubella (MMR) immunization, with at least one of those rounds being administered after the age of five years, and proof of a tetanus and tuberculosis immunization. If students do not possess these records, they must provide results from a blood test. The immunizations can be obtained from any physician or clinic, or from the University Health Service.

#### 7. Administrative Support

The College of Liberal and Professional Studies is your home base at Penn. Although you are encouraged to seek academic advice from faculty members with whom you study and are encouraged to forge an intellectual relationship with a faculty mentor, LPS staff will provide administrative support for you relating to such issues as admissions, registration, monitoring of graduation requirements, and advising during your stay at Penn. All billing and official transcripts are administered through the University's Bursar and Registrar offices. All aspects of the financial aid process – including the initial application and money disbursement – are handled through Student Financial Services. If you encounter a problem with any administrative function – whether with LPS or another University office – contact an MLA advisor, who will help you accomplish what you need to do. In general, the LPS/MLA office acts as your liaison with the School of Arts and Sciences and the wider University. The LPS office number is 215.898.7326.

#### 8. 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 in the Pennbook and is found here: <http://www.vpul.upenn.edu/osl/acadint.html>.

#### 9. 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/na 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 appears in the Pennbook and is found here: <http://www.vpul.upenn.edu/osl/confiden.html>

#### 10. Nondiscriminatory 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 Director of Affirmative Action, 1133 Blockley Hall, 418 Service Drive, Philadelphia, PA 19104-6021 or 215.898.6993 (Voice) or 215.898.7803 (TDD).

### **III. Designing Your Program**

#### 1. Advising

Do not expect to be able to negotiate the complexities of Penn alone. The MLA advisors look forward to assisting you through the bureaucratic mazes and to navigating with you the vast academic options Penn offers. For example, your advisors will know what prerequisites are expected for a course or which other well-suited courses loom on the horizon. They can counsel you on finding courses that complement one another or alert you when the requirements of two specific courses are likely to overwhelm even the most accomplished student. Please remember that your advisor is available to help you at all stages of your academic program.

The MLA office is located in Suite 100 of 3440 Market Street. To schedule an appointment with an advisor, call the main office at 215.898.7326.

## 2. Course Selection

Your academic development will largely depend on the content of the courses you select. Accordingly, you should strive for a balanced program of method- and content-driven courses in complementary departments around an area of concentration of your choosing. You may take a course outside of your primary area of concentration; however, the majority of courses in your program (at least five courses) should be related to your concentration.

The University's Course Register, which is available online at <http://www.upenn.edu/registrar/register/index.html>, provides course descriptions for many courses offered at Penn. Departmental web pages often include course descriptions as well. In addition, the Course Timetable appears in March and October and may be reached online at <http://www.upenn.edu/registrar/timetable>.

LPS offers evening courses in most areas of the arts and sciences. A complete listing of evening courses with times and descriptions is published in the LPS Course Guide available in March for the following Fall term, in October for the Spring term, and in January for the Summer Sessions. Courses numbered at the 400-level or above may be taken for graduate credit. The LPS course guide is found here: <http://www.sas.upenn.edu/LPS/courseguide/>.

## 3. Independent Study

Students who are interested in a particular subject related to their course of study or who would like to explore more fully a topic covered in a course may conduct an independent study under the supervision of a faculty member. It is a student's responsibility to propose a topic to an instructor(s) and to secure his/her agreement to work with the student on the project. The role of the faculty member is to recommend a focus for the paper produced for this study, suggest literature to review and a methodology to follow, and read and grade the final paper.

It may be helpful to enroll in an Independent Study as your eighth course to prepare for writing your Capstone Project. In this case, the person who will serve as the primary reader of your Capstone Project should supervise your independent study.

Students are limited to two Independent Studies in their program in addition to the independent Capstone Project. To register for an Independent Study, MLA students must submit an Independent Study Proposal Form prior to the end of the term before the term in which the student will complete the Independent Study. The ISP form is available in the LPS office and must be completed and

signed by the faculty supervisor, then returned to the LPS office and delivered to the MLA advisor in order to register for an Independent Study.

#### 4. MLA Concentration

Students are required to declare their concentration before they have completed six course units in the program by submitting a “**Declaration Of Concentration And/Or MLA Certificate**” form to the Program Director. The submission of this form guarantees the posting of a concentration or certificate on an MLA transcript and supports appropriate advising for the successful completion of coursework and a Capstone Project. If your curriculum is simply a random selection of courses that do not relate to one another, you will not be prepared to undertake a Capstone Project. Your advisor will assist you in formulating your area of concentration and selecting appropriate courses, given your background and goals .

### IV. Course Registration Procedures

#### 1 Registration

To access the online registration system, PennInTouch, go to <https://sentry.isc.upenn.edu/intouch/>. You will need a PennKey to register for courses via PennInTouch. To establish a PennKey, go to <http://www.upenn.edu/computing/pennkey> and follow the steps there. [Note: You will need the PennKey SetUp Code mailed to you at your home address to set up a PennKey.]

Once you have authenticated yourself with your PennKey, click “Registration” in the left navigation bar to begin the process of registering for classes.

- Please note that courses must be taken for a normal letter grade in order to count toward your MLA degree. Also, only courses numbered 400 and above (the first set of three digits after the course subject is the course number e.g., HIST 420 601 but **not** HIST 001 601) may count toward your degree.
- As a master’s student, you will need permission from the instructor to register for a Ph.D. seminar (courses numbered 600 and above). You should contact the instructor directly for permission.

#### 2. Advance Registration

The course registration process involves two registration periods. The first is Advance Registration, when students enter their requests for courses they wish to take. At the end of Advance Registration, a scheduling program processes all registration requests at the same time to determine who gets enrolled in the

requested courses. Approximately two weeks after Advance Registration closes, students may view the schedule of the courses in which they have actually been enrolled on Penn InTouch. Students may advance register during a two-week period in early November for the following Spring term. There is no Advance Registration for Summer Sessions, but students may register for summer courses at the same time that they advance register for Fall.

### 3. Registration Deadlines

**LPS drop/add deadlines are different from those of other colleges and schools at Penn. Please consult the LPS Academic Calendar for the LPS deadlines:**

<http://www.sas.upenn.edu/lps/resources/calendar>

Students may drop and add courses during the first two weeks of the semester with no financial penalty. Students retain a 50% financial obligation for courses dropped during the third to sixth weeks of classes, and 100% financial obligation for courses from which they have withdrawn. Be advised that the Registrar and Instructors may not be aware of or inform you of the LPS drop/add deadlines and the tuition implications. Please call the LPS office or the MLA Advisor immediately with any questions about drop deadlines. Courses that are dropped during the first six weeks of the semester are removed from your transcript. Please see the LPS Course Guide each semester for specific deadline dates.

**Remember, LPS deadlines differ from those of other colleges and schools at Penn. LPS deadlines are strictly observed.**

Students may change their status in a course from credit to audit or audit to credit until the published deadline in the current LPS Course Guide (approximately four weeks into the term). No change is permissible after the published deadline.

Please note that dropping a course is not identical with withdrawing from a course. Withdrawing from a course takes place after the sixth week of class and carries with it full financial obligation. To withdraw, students must see an MLA advisor, obtain approval of instructor, and file a Request to Withdraw Form with the MLA Advising Staff. In documented cases of illness, military service, or other extraordinary circumstances, there may a 50% tuition refund. In addition, your transcript will read "W" (WITHDRAWAL) next to the title of this course.

### 4. Permits and Authorizations

The courses that require special permission from the instructor are indicated in the Course Timetable. The permits are authorized by the instructor and entered electronically into the Student Record System (SRS) by the department offering the course. A permit is not a registration. Students must "claim" the permit by actually enrolling in the course through Penn InTouch. A permit reserves a seat in the course; an authorization allows the student to enroll if a seat is available. After both Advance Registration and Registration Drop/Request periods have ended, the Registrar's Office removes unclaimed permits from students' records.

## V. **Capstone and Graduation Procedures**

### 1. Selecting Faculty Readers

You will need two faculty readers for your Capstone Project: one you designate as the primary reader and the other as the secondary reader. The difference here is largely one of degree of involvement in your project. Generally, the primary reader is the one who will help you compile your bibliography, suggest the research methods you should employ in your Capstone, and ultimately approve both your proposal and your final Capstone Project. The secondary reader will evaluate drafts of the proposal and/or Project, though he/she may also be involved in formulating the project as well. The primary reader must be an expert in your area of concentration, though the secondary need not be.

Capstone faculty readers need not be members of the Penn standing faculty, and one reader may be drawn from outside of the Arts and Sciences. However, they must have a Ph.D. and be academically engaged in your area of concentration. Professors from local universities have served as Capstone readers, as have adjunct faculty members and lecturers. In general, students choose faculty readers from among the professors they have had within the MLA program.

It is never too early to think about whom you might like to serve as your Capstone readers. You should forge relationships with faculty members right from the start of your program. If you have difficulty identifying faculty readers, the MLA advisors can recommend likely prospects among the faculty.

## 2. Writing the Capstone

You may write your Capstone Project in one of three contexts: as part of an independent study (taken as your ninth course), within the Capstone seminar (offered in both the Fall and Spring semesters), or as the term paper in a course whose content exactly matches the Capstone topic. Please note that, in order to enroll in the Capstone seminar or an MLA Capstone Independent Study, your Capstone Project Proposal must be approved by the end of the semester prior to the one during which you want to take the seminar or independent study course. If you meet this requirement through the submission of the appropriate form(s) and the approved proposal, an MLA advisor will issue you a permit for the Capstone Seminar or request the rostering of an MLA Capstone Independent Study. Late submissions of forms or the failure to secure confirmation from Capstone readers may result in the postponement of a Capstone registration until a subsequent term.

The Project itself may take one of two forms: an extended traditional academic research paper or a creative piece. Students have written novels/short stories and produced films for their Capstone. If you choose to do a creative Capstone, you must write a brief analytical paper that places the creative piece in an academic context.

Details about what we expect for the Capstone proposal and Project, including a timeline for completing the Capstone, are available in our Capstone overview. This is available on the MLA web page along with all forms. You may also ask an MLA advisor for a hard copy.

### 3. Forms

There are five forms you need to be aware of, which gain more importance as you near the end of your program. These forms are available online at <http://www.sas.upenn.edu/lps/graduate/mla/forms> and in the LPS office.

- **MLA Capstone Independent Study** – a form required to pursue an Independent Study course under the supervision of the Capstone Primary Reader. This course will be graded Pass/Fail and can fulfill the ninth course unit of the MLA Program.
- **Declaration of MLA Concentration and/or Certificate** – a form required prior to the completion of the sixth course unit. MLA students cannot continue coursework beyond the fifth course unit without the submission of a form for the approval of the Program Director.
- **Graduation application** – lets us know when you intend to graduate. This form must be completed online and can be located on the LPS web site. The online Graduation Application should be filed at the beginning of the term in which you intend to complete the program and graduate.
- **"Form 400: Agreement to Serve on Final Project Paper Committee"** – certifies that two people have agreed to serve as your Capstone readers. This form must be filed along with a Capstone Proposal in order to register in the Capstone Seminar or to be enrolled in a Capstone Independent Study.
- **"Form 500: Certification of Completion of Final Project Paper"** – to be completed by your readers to certify the approval of your completed Capstone Project. This form will be submitted along with the final, bound Capstone on the last day of classes in the term in which you intend to graduate.

### 4. Capstone Project Timetable and Deadlines

Generally speaking, during the semester in which you are enrolled in your sixth MLA course (for full-time students, this is typically your second semester in the program), you should decide which topic you would like to pursue for your Capstone. You should also tentatively select your faculty readers. Once they

have agreed to serve on your Capstone committee you should submit a completed faculty reader agreement (Form 400) to the MLA office.

If you intend to enroll in the Capstone seminar in order to complete your Capstone project, you should have an approved Capstone proposal with you at the first class meeting of the seminar. In addition, you will need to meet with one of the MLA advisors before you are permitted to enroll in the Capstone seminar. Please submit a Form 400 with the Signature of your Primary Reader and an approved Capstone Project Proposal to the MLA Advisor prior to the beginning of the term and you will be issued a permit to register for the MLA Capstone Seminar.

During the semester in which you intend to graduate, you should complete and submit a graduation application. When your Capstone is complete, your faculty readers need to complete the final Capstone approval form (Form 500). The table that follows indicates the deadlines for submitting the necessary forms. Please refer to this table and the LPS Academic Calendar to determine when classes begin and end as these dates change each term and every academic year.

### Capstone and Graduation Timetable

Copy of approved Capstone proposal due in MLA office	First Day of Classes in the term in which you intend to complete the Capstone
Faculty Reader Agreement (Form 400)	Before End of Classes in term prior to the term in which you intend to complete the Capstone
Graduation Application	Spring Term: Feb 1 Summer Term: June 1 (Feb 1 if you wish to participate in May Ceremony) Fall Term: Oct 1
Capstone project completed and approved	Submit Bound Copy on Last Day of Classes to the MLA Advisor
Capstone Project Approval (Form	Submit Signed Form 500 to MLA Advisor on Last Day of Classes

## 5. Incomplete Capstone Projects and Master's Thesis Registration

Students who fail to complete Capstone projects before the final deadline for the term in which they register for the Capstone Seminar or a Capstone Independent study must remain active students in all subsequent terms in order to complete their MLA program and graduate. In brief, Capstone Projects are projects which you complete by enrolling in a 1 CU/1 term course, and the Capstone is due approximately two weeks prior to the end of term to permit us to process the grades and audit students for graduation. Previously, if a student failed to complete the Capstone, an Incomplete grade was registered and the student was permitted to remain active without enrolling in coursework in future terms. We will continue to allow students to receive Incomplete grades for Capstone projects; however, any student who has an Incomplete Capstone must be registered for Master's Thesis in the subsequent term and for each and every term thereafter until the completed and approved Capstone is submitted to the MLA Program. This registration will be done by the Program Director or LPS staff in Student Records and your account will be billed for the current thesis tuition and that amount can be identified by contacting LPS Records.

In addition to the requirements for enrollment in each term during which students continue to work on the Capstone, the new policy will affect graduation posting. Students must reapply for graduation in the term during which they plan to complete the Capstone and their graduation will be posted for that term.

## VI. University Resources

Below, we have highlighted some of the various resources available to you. For a more complete list, see the "Useful Link for Students" section of the MLA website at: <http://www.sas.upenn.edu/lps/resources/>.

### 1. PennCard

In order to use the library, to enter and exit campus buildings after 6:30 p.m., and to use any of the University's recreational facilities, a Penn ID card (PennCard) is necessary. You can obtain your PennCard at the PennCard Center in the Franklin Building, 3451 Walnut Street, Room 150. Be sure to have a form of photo ID with you. You will find additional information about the PennCard, including PennCard office hours, here: <http://www.upenn.edu/penncard/>. Or, you may call the office at 215.417.CARD.

## 2. Email Accounts

The School of Arts and Sciences provides free email accounts to students. MLA students are required to have a Penn email account. Go to <https://webmail.sas.upenn.edu/> and click "Create account" to set up your email account. If you use another email account, you can set up forwarding from your Penn account.

## 3. MLA Email List

You are required to subscribe to the MLA Mailman list, which we will use as the primary means of informing students about changes in course offerings, campus events, job/fellowship opportunities, important dates, and other useful information.

To subscribe to the MLA Mailman list, send an email to the program director or to [lps@sas.upenn.edu](mailto:lps@sas.upenn.edu) and request subscription to the MLA list. You should use your Penn email address and set up an autoforward to any other account you use in the Penn email system. However, you can also subscribe other email addresses if you prefer to use gmail or another personal account. Mailman can and will send to multiple addresses. Upon receipt of your subscription request, we will subscribe you and will send you a welcome email, which you are encouraged to save for future reference. Do note that this program carries attachments and has many features that make it the best mode of communication with the MLA students.

## 4. Academic Support Services

The Weingarten Learning Resources Center, located at 3702 Spruce Street, Suite 300, provides professional consultation services in skills such as academic reading, writing, study strategies, and time management. This academic support is provided through a variety of services and programs including the very popular series of study skills workshops offered at the beginning of each Fall and Spring term for LPS students. Consult the LPS Course Guide for specific dates and times for these workshops. For more information about the Weingarten Learning Resources Center visit their web site at <http://www.vpul.upenn.edu/lrc/> or call 215.573.9235.

The Department of Academic Support Programs (3820 Locust Walk, 215.898.0809) offers individual and group tutoring, and mid-term and finals review sessions for all Penn students. The support services help students enhance learning in core academic subjects, manage their time, find financial aid, and feel more confident about their abilities. Assistance and counseling are available on an individual basis. For information, consult the Academic Support Program at [http://www.vpul.upenn.edu/dasp/dasp\\_home.html](http://www.vpul.upenn.edu/dasp/dasp_home.html).

## 5. Student Financial Services

Student financial aid, including applications and disbursement of money, are handled through Student Financial Services, located in Room 100 of the Franklin Building at 3451 Walnut Street. Call (215) 898-1988 or visit the website at <http://www.sfs.upenn.edu/home/> for more deadlines and procedures.

## 6. Textbooks

### a. Penn Bookstore

Located on the corner of 36th St. and Walnut St., the Penn Bookstore carries textbooks and trade books as well as stationery, art supplies, school supplies, gifts, and other items. There are also a check cashing service, notary, SEPTA token and transpass window and MAC machine located within the store. The Computer Connection, within the Bookstore, also carries computers, software, and computer supplies. Visit <http://upenn.bkstore.com/> or call 215.898.7595 for store hours.

### b. Penn Book Center

Note that many faculty use the Penn Book Center, on 34<sup>th</sup> Street between Walnut and Sansom Streets, to order their courses' texts. If you need information, you may reach them at 215.222.7600.

## 7. Career Counseling

The University provides career counseling through the Career Services office. You may create a file of recommendations and transcripts that can be provided to potential employers or forwarded to graduate schools. If you wish to make an appointment with a counselor, visit the Career Services website at <http://www.vpul.upenn.edu/careerservices/> or contact the office at 898-7530. The Career Services office is located on the ground floor of the McNeil Building.

## 8. Computer Labs

For a current list of computer labs on campus, along with eligibility requirements, go to <http://www.upenn.edu/computing/view/labs/>.

## 9. Computer Resource Center

The Computer Resource Center (CRC) offers advice, training, consulting services and computer support to Penn students. The CRC is located in Suite 202 Sansom West (Grad Tower B), 3650 Chestnut Street. Entrance is located off Steve Murray's Way (mid-block between 36th and 37th on Chestnut). Please be sure to bring your PennCard for access to the building. The CRC is open Monday through Friday, from 2:00 p.m. to 4:30 p.m. Go to <http://www.upenn.edu/computing/isc/csg/> or call 215.898.9085 for more information.

10. Libraries

Van Pelt Library, the main University library, is located at 3420 Walnut Street (the entrance is on the College Green across from College Hall). For information about hours, call 215.898.7565 or go to <http://www.library.upenn.edu/>. You will find contact information for each of the University's libraries at this website.

11. Writing Center

The Writing Center provides free writing consultation from advanced graduate students. Go to <http://www.writing.upenn.edu/critical/> for more information.

12. Recreation Facilities

MLA students have access to all of the recreation facilities available to the University community. For information on hours, programs, locker rentals, etc. go to <http://www.upenn.edu/recreation/>.