

College of Liberal & Professional Studies
Penn LPS

Guide to Registering for Courses

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: lbs@sas.upenn.edu
 - Include: full name & contact info, 10 digit course number (ex. ANTH 003 601)



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PennInTouch

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Class schedule for ▼

**1) Log in to Penn InTouch
and use the Course
Search tool.**



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2) Lots of ways to search for courses!

Course search

Search for courses, view course details by clicking on resulting course IDs, schedules" to see how different combinations of courses from your cart might work using Penn InTouch. [View course search instructions](#)

2. Click "Show More Search Criteria"

Find courses that match any or all of these criteria:

Term	Fall 2010	
Course ID / Subject	<input type="text"/>	Enter any portion: acct , acct-101 , acct-101-001 . View subject codes Use commas for multiple values.
Description includes	<input type="text"/>	
Instructor(s)	<input type="text"/>	Enter all or part of last name(s)
Course status	<input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/> Cancelled	

[» Show more search criteria](#)

Reset

Find courses

Find courses that match any or all of these criteria:

Term

Course ID / Subject Enter any portion: **acct**, **acct-101**, **acct-101-001**.
[View subject codes](#) Use commas for multiple values.

Description includes

Instructor(s) Enter all or part of last name(s)

Course status Open Closed Cancelled

Starts on day

Starts at or after Course level at or above

Finishes at or before Course level at or below

Fulfills requirement Only writing courses and college requirements are currently available.

Program

Activity Lec, rec, lab, seminar...

[← Show fewer 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.

Search results: 1-6 of 6 To sort by column, click underlined headings Pages: 1

Course Id	Title	Activity	Instructors	Max	Status	Meeting info	
ANTH-002-601	Intro To Cultural Anthro	Lecture	Brian J Spooner	30	Open	R 05:30 PM- 08:30 PM; MUSE	329 Add to cart
ANTH-227-601	Media in Africa	Seminar	Mary Jennifer Hasty	6/ 30	Open	W 06:00 PM- 09:00 PM; DRLB	3C8 Add to cart
ANTH-504-601	Media in Africa	Seminar	Mary Jennifer Hasty	6/ 30	Open	W 06:00 PM- 09:00 PM; DRLB	3C8 Add to cart
ANTH-619-640	Mla Proseminar: Cultural Diversity and Global Connections	Seminar	Kathleen D. Hall	15	Open	W 06:00 PM- 08:40 PM; MUSE	328 Add to cart
ANTH-720-602	Archy Lab Field Project	Laboratory	Robert L Schuyler	1/ 15	Open	S 09:00 AM- 12:00 PM; MUSE	329 Add to cart
ANTH-720-603	Archy Lab Field Project	Laboratory	Robert L Schuyler	2/ 15	Open	S 01:00 PM- 04:00 PM; MUSE	329 Add to cart

Search results: 1-6 of 6 To sort by column, click underlined headings Pages: 1

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.



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Class s

Import

Jan 22
Jan 22
Feb 1 (0
Feb 1 (0

**4) In the main menu, click
Register for Courses**



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Course selection (drop/request): Fall 2013

[Change term](#) [View open sections](#) [Mock schedule or course cart](#)

Prepare course requests here

	Subject	Course	Section	Grade type	Credits	Activity	
Primary	Pick						<input type="button" value="Clear"/>

For problems with registration, please contact the Registrar's Office: registra@exchange.upenn.edu

Course cart

<< UR 5-404-601

<< UR 5-419-601

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!

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Class schedule for

Important dates and deadlines

Jan 22 (Fri)	Last day to
Jan 22 (Fri)	Last day to
Feb 1 (Mon)	Course sel
Feb 1 (Mon)	Last day to

**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!

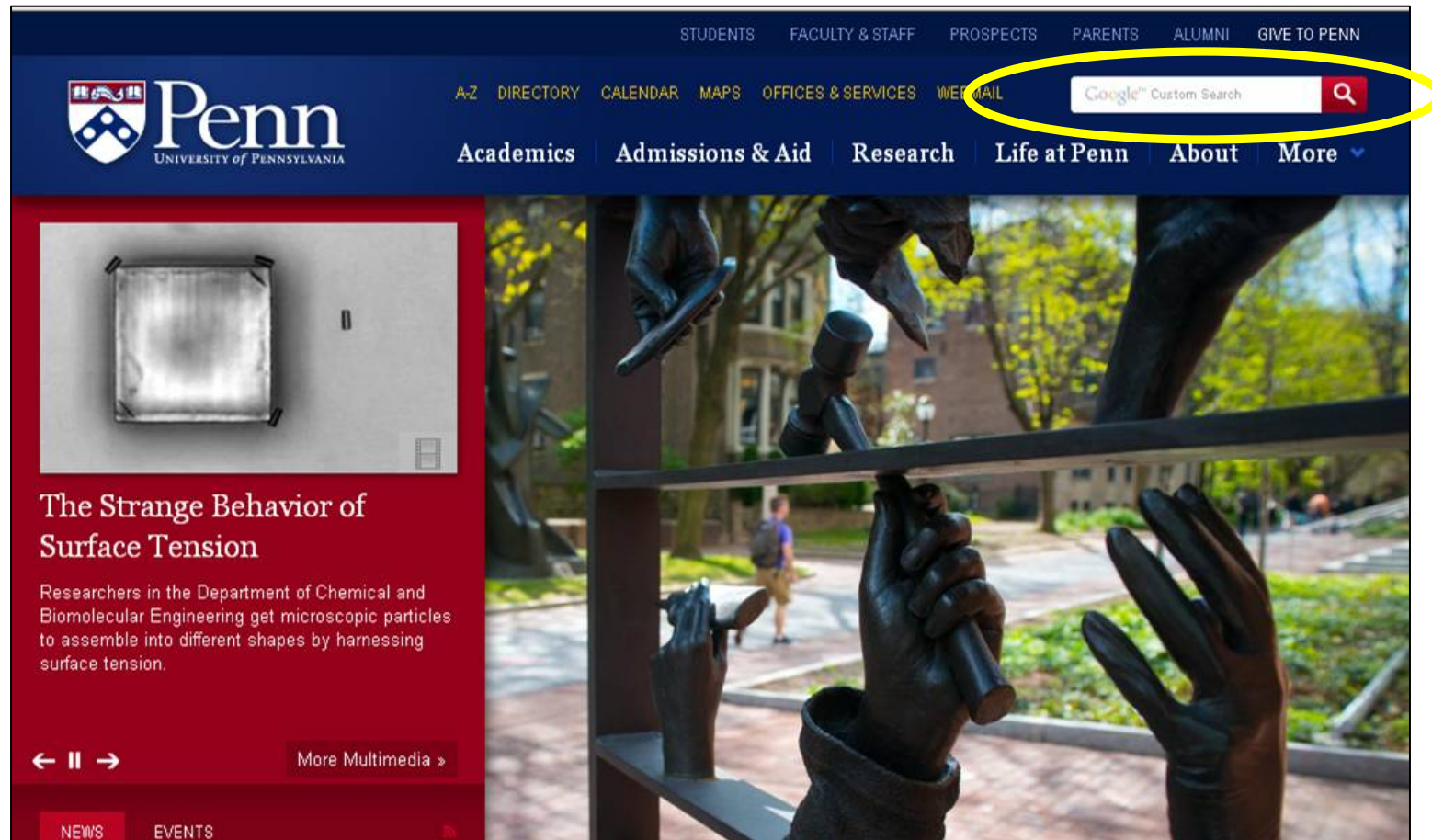
1. The Penn InTouch course listing hyperlink to the map

Course details	
Term offered	Spring 2010
Subject	ANTH - Anthropology
Course	ANTH-002-601 Add to cart
Section title	Intro To Cultural Anthro
Course title	Introduction to Cultural Anthropology
Course description	An introduction to the study of culture and human institutions, how they developed, and how they have changed over time in nonliterate societies.
Course syllabus	Click to view Note: Syllabus information is subject to change
Type	Lecture
Instructors	Brian J Spooner
Maximum enrollment	30
Status	Open
Credit	1 CU
Meeting dates	01/13/2010 - 04/27/2010
Meeting info	R 05:30 PM- 08:30 PM; MUSE 329
Generally offered	One-term course offered either term
Fulfills College requirements	Society Sector



“How do I know where my class is?”

2. The Penn main page: www.upenn.edu



“How do I drop my class(es)?”

Fall 2013 Academic Calendar and Deadlines

Some LPS deadlines differ from those of other schools or colleges at Penn.

New Student Orientation	See: information on orientation dates
Classes Begin	Wednesday, August 28
Last Day to Add Language Courses and Writing Seminars	Friday, September 6
Last Day to Add a Course	Friday, September 13
Last Day to Drop a Course with No Financial Obligation and No Notation on Transcript	Friday, September 13
Tuition Reduction Request Forms Due (completed forms submitted electronically)	Friday, September 13
Last Day to Drop a Course with 50% Financial Obligation and No Notation on Transcript (LPS students must complete a Late Drop Form . The form must be in the LPS office by close of business - 5:00 pm)	Friday, October 4
Last Day to Change Grade Status in a Course (E-mail lps@sas.upenn.edu with your grade type change request)	Friday, October 4
Fall Break Begins at Close of Classes (Saturday classes will not meet)	Thursday, October 10 - Sunday, October 13
Fall Break Ends; Classes Resume	Monday, October 14

- 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)?”

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Course selection (drop/request): Fall 2013

[Change term](#) [View open sections](#)

Prepare course requests here

Primary	Subject	Course	Section	Grade type	Credits	Activity	
	Pick						Clear
							Cancel Add request

Course enrollments

	Course	Grade type	Credits	Activity	Status	Action
1	URBS-215-601	Normal	1.00	Lecture	Enrolled	Drop Change

Registered credits: **1.00**
Maximum credits: **5.50**

For problems with registration, please contact the Registrar's Office: registra@exchange.upenn.edu

Mock schedule or course cart

Course cart

[<<](#) [URBS-215-601](#) [>>](#)

[<<](#) [URBS-404-601](#) [>>](#)

[<<](#) [URBS-419-601](#) [>>](#)

Enrolled schedule

Section	Section	Section	Section	Section	Section

[View schedule](#)

- 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.