Pre-Orientation

BA/BFA Degree Programs
BA/BFA Degree Program

Kathy Urban
Director

Susan Hassett
Advisor
BA: Last Names A-L

Jen Kollar
Advisor
All BFA, BA: Last Names M-Z,
Military Students (after Fall ’12)

For appointments:
215.746.7040
Student Services Office

Chris Veitz
LPS Registrar

Cassie McDonald
Records Coordinator

Leigh Anne
Scarborough
Records Coordinator

Contact:
LPS@sas.upenn.edu
215.746.7040
New Student Checklist
New Student Checklist

1. Make sure you've submitted your enrollment form to accept admission
2. Set up your PennKey and password (if you don’t already have one)
3. Set up your SAS email (if you don’t already have one)
4. Register your information in the Penn directory
5. Submit financial aid paperwork and set up appointment with aid advisor
6. BA students: begin submitting courses for transfer on XCAT
7. Set up an appointment with your LPS advisor by calling the Student Services office (after steps 1-5 are completed)
8. Get your PennCard (after you have registered for courses)
PennKey
www.upenn.edu/computing/pennkey

• A PennKey is an individual's username within the PennKey authentication system. Paired with an associated password, a PennKey is required to authenticate your identity for access to many of Penn's networked systems and services.

• You will receive it in the mail within 10-15 business days after LPS receives your acceptance of admission.

• Want it sooner? Visit the Registrar’s Office on campus at 3451 Walnut Street in the Franklin Building.
Penn SAS Email

www.sas.upenn.edu/computing/help/students/email

• An official Penn email address is **required** for all students. If you haven’t done so already, please set up your SAS email.

• Without this, you may not receive important communication from instructors, the University, or LPS.

• Once you have set up your SAS email account, you will need to update the UPenn directory (www.upenn.edu/directories).
PennCard

• After you have registered for classes, you will need to get your student ID called the PennCard.

• This official university identification card provides access to campus buildings and facilities.

• When on campus, carry your PennCard at all times.

• If you work for UPenn or HUP, PennCard will need to add your “student” status to your existing card.

• PennCard office is inside the Penn Bookstore at 36th and Walnut St.
Transfer Credits for BA Students
Transferring courses into Penn

Transfer credit process at Penn:

1. Students will collect syllabi for all eligible courses* from the previous institution(s).

2. Submit courses on XCAT (External Credit Evaluation Tool) to Penn departments that offer content most aligned with that of your course.

3. Departments review courses and compare against Penn’s courses.

4. Once credit is given by departments, your LPS advisor will apply it to your Penn transcript and Academic Planning Worksheet.

5. You and your advisors (LPS and major) will review to determine future course planning.

*Courses must have attained a C or better. For other eligibility questions, please see your LPS advisor.
Tips for starting the transfer credit process

• Be sure to have the most up-to-date transcript(s) sent to your LPS advisor
• Use the **Guide to Transferring Credit** on the LPS New Student Orientation page
• Begin the process using Penn's External Credit Evaluation Tool (XCAT): [http://www.sas.upenn.edu/computing/xcat](http://www.sas.upenn.edu/computing/xcat)
  • Search for Precedents – pre-approved credits from your previous institution(s)
  • If there are no precedents, click “Request a new equivalency”
  • You may send courses to multiple departments, if appropriate
  • Track the process in your queue
• Alert your LPS advisor when all courses have been evaluated
Advising
and
Student Support

Penn LPS
Your LPS Advisor

- Questions about requirements
- Transfer credits
- Problems that might affect courses
- Tuition Reduction Requests
- Changing majors/ transfers

LPS Student Services Office

- Registration difficulties
- Billing questions/ concerns
- Enrollment verification letters
- Extending graduation dates
LPS Advising

- The BA/BFA program has 2 academic advisors to help guide you through to graduation
  - Advisors are assigned based on program last name (A-L, M-Z)
  - Your LPS advisor will advise on general education requirements, issues in courses, and resources around campus that may be of help
  - Your major advisor will advise on major requirements

- Because we are a small office with a lot of students, we ask that you make an appointment to meet with your advisor at least 24 hours in advance.
  - At least one meeting per term is recommended
  - Appointments are scheduled through the Student Services Office at 215-746-7040
    - Appointments are by telephone or in-person
  - Email is great for brief questions or notifications
Student Handbook

www.sas.upenn.edu/lps/resources/student_handbooks

- The LPS Student Handbook is the best place to start learning about being a student in LPS
  - Located under the Students tab on the LPS front page, then click Current Students
  - Includes degree requirements and policies
- Students admitted after Fall 2008 are under guidelines for Class of 2012 and Later.
Are you familiar with the LPS website?

- Information for all students under the Students tab
- Student Handbooks: [www.sas.upenn.edu/lps/resources/student_handbooks](http://www.sas.upenn.edu/lps/resources/student_handbooks)
- LPS Online Course Guide
- Forms (ex. Withdrawal, Tuition Reduction, Graduation, etc.)
- LPS calendar - it’s **different** from the University’s calendar
- LPS events and announcements
LPS Academic Calendar

• Located on the LPS website - www.sas.upenn.edu/lps

• Includes all important deadlines

• Semester start/end dates; exam schedule; holidays/breaks

• Students are responsible for knowing these dates - deadlines are firm!
PennPortal

• Access via the Penn main page: www.upenn.edu

• Click on “Students” at the top

• Provides access to all important electronic systems including:
  • Penn InTouch
  • Webmail
  • Blackboard
Penn InTouch

- Search and register for courses
- Academic Planning Worksheet
- View and pay tuition bill
- Update contact information
- View transcript
- Check grades
Billing and Financial Aid
Financial Aid

- To open your Financial Aid account at Penn, you must submit a FAFSA and supporting documents.

- Document list and SFS Checklist for LPS students: www.sfs.upenn.edu/paying/paying-lps.htm

- All LPS students are assigned an SFS advisor to work with you on the ways in which to fund your Penn education: http://www.sfs.upenn.edu/contacts/index.htm

- All Financial Aid questions must go to Student Financial Services (Franklin Building, 3451 Walnut St.), or www.sfs.upenn.edu
How it works

- Your course registration drives your bill, which drives your financial aid package.
  - A full time course load is 4 or more course units
  - Part time is less than 4 course units
- Billing and aid will vary depending on your registration.
- LPS applies tuition charges to your bill.
- Student Financial Services provides the options for paying your bill.
Tuition & Fees

- Understanding tuition rates will help you understand your financial aid.

- Tuition and fees are always posted on the LPS website:
  http://www.sas.upenn.edu/lps/tuition

- For questions about tuition and fees, contact the Student Services office at 215-746-7040.
Billing

- Viewing and paying your tuition bill is done through PennPay on Penn InTouch.
- Updated transactions as a result of add/drop activity can be viewed under the New Activity section of Penn.Pay, and will appear on your next statement.
- Student bills are issued once a month
- The billing schedule can be found on the SFS website: [www.sfs.upenn.edu/billing/billing-schedule.htm](http://www.sfs.upenn.edu/billing/billing-schedule.htm)
- Questions about your bill/charges: call LPS at 215-746-7040
Penn Employees

- LPS does not approve, administer or apply tuition benefits for the University or Health System.

- To use your tuition benefits, you will need to apply.

- Contact your employer’s Tuition Benefits administrator:
  - UPenn Tuition Benefit: www.hr.upenn.edu/tuition
  - Penn Medicine Benefits: www.pennmedicine.org/careers/working-at-penn-medicine/employee-benefits/tuition-assistance.html
Campus Resources
LPS Student Association
www.pennlpssa.org

- Networking and social community for LPS students
- Events
- Scholarship information
- Student forum
- Student suggested resources
Student Financial Services
www.sfs.upenn.edu

- Find your SFS advisor
- More information about billing
- Forms
- Student Employment
- Special LPS section for FAQs
The Tutoring Center
www.vpul.upenn.edu/tutoring

• Schedule appointments online
• Find out about other tutoring options
• How to become a tutor
Weingarten Learning Resource Center
www.vpul.upenn.edu/lrc

- Workshop schedule
- One-on-one appointments
- Self help resources
- Study space
Student Disability Services
www.vpul.upenn.edu/lrc/sds

- Help with short term and chronic disabilities
- Accommodation assistance
- Documentation information
- Confidential
Student Health Services

www.vpul.upenn.edu/shs

- Insurance information
- Services available
- Schedule appointments
- Health information

Announcements:
Welcome Class of 2017 and new incoming students. Please Click here for more information

Don’t miss out on the Campus Health experience; explore our new website! Click here

Starting April 1, May graduates (congratulations) will need to pay cash – no bursar billing or checks can be accepted after that date.

Welcome to Student Health video
Van Pelt/ Library Resource System
www.library.upenn.edu

• Talk with reference librarians online or in person

• Explore collections

• Help with locating references

• Inter-library borrowing options
Welcome to CAPS

We offer a wide range of services including: individual and group counseling and therapy, crisis intervention, structured workshops, psychological testing, medication reviews, and consultation. One or more of our services could be suitable for you. In the past few years, we have provided individual counseling services to over 3,200 Penn students per year.

- Appointments
- Services
- Online Self-help
- Workshops
- Resources for helping someone you know

For an appointment 9am -
Career Services
www.vpul.upenn.edu/careerservices

- Appointment information
- Many services available
- Extensive online self-help
- Workshops
For more student resources and organizations, check out the PennPortal:

http://medley.isc-seo.upenn.edu/penn_portal/view.php
Parking and Transportation
http://cms.business-services.upenn.edu/parking

- 3401 Walnut Street, Suite 447A
- Parking information including permits, rates and locations
- Discounted public transit options
- SEPTA and Penn bus and shuttle service maps
Public Safety

www.publicsafety.upenn.edu

- What are those blue light phones?:
  www.publicsafety.upenn.edu/TEC/blue-light-ephones/
- Contact for Emergencies:
  - 511 (on-campus)
  - 215-573-3333 (off campus)
Have you seen the LPS Guide to Registering for Courses?
Just visit http://www.sas.upenn.edu/lps/course_guides
and click under “How To Register”