College of Liberal & Professional Studies

POST-BACCALAUREATE
Pre-Health Programs

Getting Started at Penn

Penn
Pre-Health Programs
www.upenn.edu/preheath
Welcome to the Pre-Health Post Baccalaureate Programs at the College of Liberal and Professional Studies, the University of Pennsylvania. In this presentation you will find instructions about important tasks to complete before you begin your studies at Penn.

If you have any questions regarding access to Penn, please call LPS at 215-898-7326 or send an email to lps@sas.upenn.edu.

Regards,
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Pre-Health Programs Team

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Your "To Do" List

- Schedule **mandatory First Advising appointment** with a Pre-Health Advisor by calling 215.898.7326
- Set up your PennKey and password (if you don’t already have one)
- Set up your SAS email (if you don’t already have one)
- Add your SAS email to the Penn Directory
PennKey

http://www.upenn.edu/computing/pennkey/

• First and essential step needed to access the University’s electronic services.

• How do you get your PennKey?
  o Your PennKey and set-up code will be sent to *via the email* you used to apply to Penn LPS 5-7 business days after you submit your online enrollment form

  o Or you may visit the Registrar’s Office to pick it up in person at 3451 Walnut Street in the Franklin Building (Room 150)
Penn/SAS Email

• An SAS email address is **required** for all students, even if you have another Penn email address

• When you sign up for SAS email, you have two choices for mail delivery:
  1. Google@SAS (Use Google@SAS)
  2. Forward to an existing account you have with another provider

• Visit [SAS Computing](http://www.sas.upenn.edu/computing/help/students/email/options) for details:

• After email set-up, be sure to update your listing in the [Penn Directory](http://www.upenn.edu/directories/):
PennCard

http://cms.businessservices.upenn.edu/penncard

• Official university identification card, provides access to campus buildings and facilities.

• Get PennCard *after registering* for classes.

• When on-campus, carry your PennCard at ALL times.

• If you work for UPenn or HUP, alert PennCard of your *“student” status.*

• The PennCard Center is located on the Second Floor of Penn Bookstore at 3601 Walnut Street.
Penn Portal

https://portal.apps.upenn.edu/penn_portal/view.php

- **Penn Portal** is the student gateway to academic, financial, and profile information
- Access by clicking on “Current Students” via the Penn main page at [www.upenn.edu](http://www.upenn.edu)
- Provides access to all important electronic systems including
  - [Webmail](http://www.upenn.edu)
  - [Canvas](http://www.upenn.edu)
  - [Penn-In-Touch](http://www.upenn.edu)
Registering for Courses

• Register for courses through Penn InTouch (PIT)
  o We strongly recommend each student have a first advising appointment prior to registering with a Pre-Health Advisor
  o Review LPS course offerings on the Registrar’s page
  o Access registration through Penn Portal

• Adds/drops can be done in PIT, but Late Drops and Withdrawals must be done at LPS and by completing the appropriate form

• Having registration problems?
  o Call 215-746-7040 or email: lps@sas.upenn.edu
  o Include full name & contact info, 10 digit course number (ex. BIOL 101 601)
1) Log in to PIT and use the Course Search Tool

2) Search by subject, requirement, program, or day/time

Note: LPS course section numbers for Fall and Spring terms will begin with 6 (ex. CHEM 001 601)
3) When you have found a course you are interested in, click “Add to Cart.”

*This does not mean you are registered!*

Adding it to the cart is like bookmarking the course.

<table>
<thead>
<tr>
<th>Course Id</th>
<th>Title</th>
<th>Activity</th>
<th>Instructors</th>
<th>Max</th>
<th>Status</th>
<th>Meeting info</th>
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<tbody>
<tr>
<td>ANTH-002-601</td>
<td>Intro To Cultural Anthro</td>
<td>Lecture</td>
<td>Brian J Spooner</td>
<td>30</td>
<td>Open</td>
<td>R 05:30 PM- 08:30 PM; MUSE 329</td>
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</tr>
<tr>
<td>ANTH-227-601</td>
<td>Media in Africa</td>
<td>Seminar</td>
<td>Mary Jennifer Hasty</td>
<td>6/30</td>
<td>Open</td>
<td>W 06:00 PM- 09:00 PM; DRLB 3C8</td>
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<td>ANTH-504-601</td>
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<tr>
<td>ANTH-619-640</td>
<td>MLA Proseminar: Cultural Diversity</td>
<td>Seminar</td>
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<td>W 06:00 PM- 08:40 PM; MUSE 328</td>
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<tr>
<td>ANTH-720-602</td>
<td>Archy Lab Field Project</td>
<td>Laboratory</td>
<td>Robert L Schuyler</td>
<td>1/15</td>
<td>Open</td>
<td>S 09:00 AM- 12:00 PM; MUSE 329</td>
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<tr>
<td>ANTH-720-603</td>
<td>Archy Lab Field Project</td>
<td>Laboratory</td>
<td>Robert L Schuyler</td>
<td>2/15</td>
<td>Open</td>
<td>S 01:00 PM- 04:00 PM; MUSE 329</td>
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</tbody>
</table>
4) In the main menu, click “Register for Courses.”

5) In the drop-down menu, select the subject code, and course number, and the section number of the course for which you want to register.

6) Click “Add Request.”
7) Always double check your registration! Mistakes can cost you.

8) Click on “View Schedule” in the main menu.
Finding your class on the map

Search two ways:
1) www.upenn.edu
2) Penn InTouch Course Listing: class locations will be posted at least 2-4 weeks prior to a semester start date.
Are you familiar with the LPS website?

www.sas.upenn.edu/lps/
LPS Website

www.sas.upenn.edu/lps/

- Program Information pages
- Quick links located at bottom of main page
- LPS Online Course Guide
- Forms (e.g. Late Drop, Withdrawal)
- LPS Academic Calendar – *it’s different from the University’s calendar*
- LPS events and announcements
LPS Academic Calendar

http://www.sas.upenn.edu/lps/about/academic-calendar

The important dates below are scheduled by the College of Liberal and Professional Studies. Some deadlines and other dates may be different in other Penn Schools or Colleges.

- Spring 2016 academic calendar and deadlines
- Summer 2016 academic calendar and deadlines
- Fall 2016 academic calendar and deadlines

Spring 2016 academic calendar and deadlines

| Classes begin (Monday class schedule on Wednesday) | Wednesday, January 13 |
ALERT!
OUR DEADLINES ARE FIRM!

• LPS academic deadlines are different than University deadlines.

• It is your responsibility to be aware of important dates on the LPS calendar.
  – If you are enrolled in a class outside of LPS (e.g. SAS, Nursing) you will still follow the LPS Academic Deadline Dates!!!

• Includes: semester start/end dates, exam schedule, holidays/breaks.
Tuition and Fees

http://www.sas.upenn.edu/lps/postbacc/pre-health/tuition

• Find current tuition rates and fees on the LPS website.

• If you register for a day-time class, you will be charged the day-time rate for classes outside of LPS.

• Full time (4 CUs or more per term) students will be automatically billed for Health Insurance (Clinical Fee) and Gym membership (Recreation Fee) during the academic year.
Billing and Financial Aid

http://www.sfs.upenn.edu/billing/index.htm

- Questions about your bill or charges? Contact LPS Records:
  - lps@sas.upenn.edu and in the subject line include "Attention: Records"
  - 215-746-7040

- Questions about Financial Aid? Contact Student Financial Services (Room 100 Franklin Building, 3451 Walnut St.)
  - www.sfs.upenn.edu
Penn Employees

• LPS does not approve, administer or apply tuition benefits for the University or Health System.
• You must **apply** for tuition benefits if you want Penn or Penn Health System to pay for classes.

• **Penn Employees:**
  • Email the Tuition Administrator at tuition@hr.upenn.edu

• **Health System Employees:**
  • Contact the benefits office at 215-615-2675 and select option #4 for Benefits.
Campus Resources for Penn Students
• More information about billing, payment plans, loans, etc.
• Forms
• Special LPS section for FAQs
The Tutoring Center

http://www.vpul.upenn.edu/tutoring/

Schedule appointments online; find out about tutoring options; volunteer to become a peer tutor.
Weingarten Learning Resource Center

http://www.vpul.upenn.edu/lrc/

- Workshop schedule
- One-on-one appointments
- Self-help resources
- Study space
Student Disability Services

http://www.vpul.upenn.edu/lrc/sds/

Help with short term and chronic disabilities; Accommodations assistance; Documentation information; Confidential.
Student Health Services
http://www.vpul.upenn.edu/shs/

- Insurance information
- Clinical services available
- Schedule appointments
- Health information
- Wellness workshops
Counseling and Psychological Services
http://www.vpul.upenn.edu/caps/

- Appointments
- Walk-ins
- Services
- Online Self-help
- Workshops
- Resources for helping someone you know
- Confidential
Van Pelt/Library Resource System
http://www.library.upenn.edu/

Explore collections; help with locating references; Inter-library borrowing options; **Online courseware**~ Penn Canvas.
Transportation and Parking

- **Penn Parking Services**: [http://cms.business-services.upenn.edu/parking/](http://cms.business-services.upenn.edu/parking/)
  - Penn Students can apply online for parking, view fees, find locations to park on-campus and update any parking changes.
  - Apply for a discounted SEPTA Penn Pass or New Jersey Transit/PATCO pass

- For more information visit Campus Express at [https://www.campusexpress.upenn.edu/](https://www.campusexpress.upenn.edu/) and click “My Transportation”.

- **LUCY: Loop through University City**. Operates Monday-Friday from 6:10 AM – 7:00 PM, between 30th St. Station through University City area.

- **Penn Transit Bus and Shuttle Service** throughout University City, West Philly, Center City (nights and weekends), and Powelton Village.

- Transit and Shuttle rides are **FREE** to all valid PennCard holders.

- 215-898-RIDE or visit [www.upenn.edu/transportation](http://www.upenn.edu/transportation)
Public Safety

http://www.publicsafety.upenn.edu

- **Walking Escort Service**: 215-898-WALK
- More than 200 Blue light phones on-campus and in the surrounding community.
- **Contact for Emergencies**:
  - 511 (on-campus)
  - 215-573-3333 (off campus)
  - **Safety Initiatives** including self-defense courses.
Remember to check the New Student Orientation Website for additional information on how to get started at Penn at http://www.sas.upenn.edu/lpsnso/
Keep in touch and welcome to Penn!

215-898-7326 ● lps@sas.upenn.edu ● www.pennlps.org