Getting Started @Penn

Master’s Degree Programs
Master’s Programs in LPS

Master of Liberal Arts/
Master of Philosophy
Dr. Chris Pastore, Director

Master of Medical
Physics
Dr. Jarod Finlay, Director

Master of Environmental Studies
Master of Science in Applied Geosciences
Dr. Yvette Bordeaux, Director

Master of Science in Organizational Dynamics

Master of Philosophy in Organizational Dynamics
Dr. Alan Barstow, Director
Student Records Office

Chris Veitz
Director of Student Records

Cassie McDonald
Assistant Registrar

Leigh Anne Scarborough
Records Coordinator

Contact:
LPS@sas.upenn.edu
215.746.7040
Your "To Do" List

1. Make sure you've submitted your Intent to Enroll.
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. Check in with your program coordinator or advisor about registration (after steps 1-3 are completed)
6. Get your PennCard (after you have registered for courses)
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 via e-mail within 3-5 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 is the 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 at 3451 Walnut St.
PennPortal

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

• Click on “Students” at the top

• Provides access to all important electronic systems including:
  o Penn InTouch – The student gateway to academic, financial & profile information
  o Webmail
  o Canvas

Penn LPS
College of Liberal & Professional Studies
Penn InTouch

- Search and register for courses
- Check grades
- View and pay tuition bill
- Update contact information
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

• 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: http://www.sas.upenn.edu/lps/about/academic-calendar
- Includes all important deadlines
- Semester start/end dates; exam schedule; holidays/breaks
- Students are responsible for knowing these dates - deadlines are firm!
Who can help me?

Program Coordinator/Advisor

- Questions about curriculum or requirements
- Circumstances that might affect course attendance, completion or success
- Other program issues

LPS Student Records Office

- Registration difficulties
- Billing questions/concerns
- Enrollment verification letters
- Extending graduation dates
Campus 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 Graduate Student Center
www.gsc.upenn.edu/orientation

• Resources for grad students at Penn
• Programs and workshops
• Social and networking opportunities
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
Help with short term and chronic disabilities

Accommodation assistance

Documentation information

Confidential

Student Disability Services

www.vpul.upenn.edu/lrc/sds
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
Counseling and Psychological Services
www.vpul.upenn.edu/caps

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 two 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 more student resources and organizations, check out the Penn Portal.
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](http://www.hr.upenn.edu/tuition)
  
  – **Penn Medicine Benefits:**
    
Billing and Financial Aid

• LPS applies tuition charges to your bill; Student Financial Services provides the options for paying your bill.

• All Financial Aid questions should go to Student Financial Services (Franklin Building, 3451 Walnut St.), or www.sfs.upenn.edu

• Questions about your bill/charges: call LPS at 215-746-6900
  - Charges that reflect adding/dropping activity only refresh once a month
  - Monthly bills are generated as soon as you register for a course.
  - You may not get a new bill for a month after add/drop ends
  - Billing schedule: www.sfs.upenn.edu/billing/billing-schedule.htm
  - SFS Checklist for LPS students: www.sfs.upenn.edu/paying/paying-lps.htm
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
**Walking Escort Service:** 215-898-WALK

**What are those blue light phones?:**

[www.publicsafety.upenn.edu/TEC/blue-light-ephones/](http://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”