Getting Started @ Penn

Master’s Degree Programs
Master’s Programs

Master of Applied Geosciences
Dr. Yvette Bordeaux, Director

Master of Behavioral and Decision Sciences
Dr. Christopher Nave, Associate Director

Master of Chemical Sciences
Dr. Ana-Rita Mayol, Director

Master of Environmental Studies
Dr. Yvette Bordeaux, Director

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

Master of Science/Master of Philosophy in Organizational Dynamics
Dr. Alan Barstow, Director

International Master of Public Administration
Dr. Chao Guo, Associate Faculty Director

Fels Institute of Government/
Master of Public Administration
Dr. Matthew Levendusky, Faculty Director
Student Records Office

Chris Veitz
Director of Student Records

Joe Hallman
Assistant Registrar

Leigh Anne
Scarborough
Records Coordinator

Michael Griego
Records Coordinator

Contact: LPS@sas.upenn.edu
215.746.7040
New Student To Do List

1. Submit your Decision Form via your application
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 contact information in the Penn Directory
5. Check in with your Program Coordinator or Advisor about courses before registering in Penn InTouch
6. After you have registered, get your PennCard at the PennCard Center (2nd floor of the Penn Bookstore, 3600 Walnut Street)
PennKey

• A PennKey is your online identity that provides secure access to online billing, registration and other electronic resources at Penn. Many of Penn’s online systems require the use of a PennKey username and password.

• For current students and Penn employees, you can continue to use your existing PennKey. If you don’t already have a PennKey, you will be sent a set-up code to the e-mail you used when applying to Penn LPS. You can expect to receive that invitation 3-5 business days after you accept admission into the program.

• If you have not received a PennKey setup code within that time frame, please visit the PennKey website and click "Contact." If you wish to get it sooner, please allow two business days after submitting your decision form before visiting the Registrar’s office. You will need to show a photo ID.

• More information about how to set up a new PennKey, or how to reset the password for an existing PennKey, is available at the PennKey website.
School of Arts & Sciences Email

• All students need to have an e-mail address registered in the Penn Directory and many Penn systems will only use the e-mail address that is listed in the directory to contact you. If you already have an active e-mail address at Penn (anything ending in upenn.edu), then continue to use that; you don’t need to create a new e-mail account. If you do not already have an active Penn e-mail address, then you must create one. Visit the Penn SAS Computing site to get started.

• Please note that you need to create your PennKey before you can setup an e-mail address, as your address is based on your PennKey. For example, if your PennKey is "bfranklin," your e-mail address will be bfranklin@sas.upenn.edu.

• You should check your entry in the Penn Directory to verify that the information is correctly listed. Please allow two days for a newly created e-mail address to show up in the Penn Directory. Visit the Penn Directory to check your listing. Click the "Login" button in the upper right corner, then click “My Profile” to see your listing. Use the “Help” link to learn how to manage your information in the directory.
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 and it provides access to campus buildings and facilities.

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

• If you work for Penn or HUP, you will need to add your student status to your existing card.

• The PennCard Center is on the 2nd Floor of the Bookstore, which is located at 3600 Walnut Street.
1. Expiration Date: PennCards must be renewed upon expiration

2. Name: Name of the cardholder

3. PennCard Number: The number on your PennCard consists of 3 parts.
   1. Sample PennCard Number: 12345678 00
   2. Part 1 (123456) is the BIN or Bank ID Number
   3. Part 2 (12345678) is your Penn ID Number
   4. Part 3 (00) is the tracking code which represents the number of times your
      PennCard has been replaced (01 means you have replaced your physical PennCard one time.)

4. University Status: Your PennCard is specific to your University status (student, faculty, staff, etc.)

5. Lost/Stolen Cards contact Information: Lost or stolen cards must be reported immediately to the PennCard Center or to Public Safety.

6. Financial Options: You can use your PennCard as a debit card for banking by linking it with an account from one of Penn’s Banking Partners: the Student Federal Credit Union at the University of Pennsylvania or PNC Bank. You can also put PennCash on your PennCard

7. Magnetic Strip: This is the most important part of the card. It houses the information that enables all financial transaction, access to University buildings, library privileges and dining services.

8. Contactless Technology: This image indicates that your card is equipped with contactless technology and has an embedded chip and antenna which transmits the Penn ID when it is held within a few inches of the card reader. Contactless card readers are being installed across the University and will be identified by the same symbol.
Access via the Penn main page: www.upenn.edu

Click on Current Students on the top navigation bar

PennPortal provides access to all important electronic systems including:

- Billing
- Canvas
- Health and Welfare
- Penn InTouch

https://portal.apps.upenn.edu/penn_portal/portal.php
Penn InTouch is the student gateway to academic, financial information where you can:

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

pennintouch.apps.upenn.edu
The LPS Website

- Information for all students under the Students tab
- LPS Online Course Guide
- The LPS calendar, which is different from the University’s calendar
- LPS events and announcements
- Student Handbooks and Forms

https://www.sas.upenn.edu/lps/
LPS Academic Calendar

- Students are responsible for knowing the dates on the academic calendar
- Includes all important deadlines:
  - Semester start and end dates
  - Add/drop deadlines
  - Exam schedules
  - Holidays and breaks

http://www.sas.upenn.edu/lps/about/academic-calendar
Who can help me?

Program Coordinator/Advisor

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

LPS Student Records Office

- Registration difficulties
- Billing questions/concerns
- Enrollment verification letters
- Extending graduation date
Campus Resources
Student Financial Services

- Find your SFS advisor
- More information about billing
- Forms
- Student employment information
- A special LPS section of FAQs

http://www.sfs.upenn.edu/
The Graduate Student Center

- Resources for graduate students
- Programs and workshops
- Social and networking opportunities
- Email newsletter

http://www.gsc.upenn.edu/
The Tutoring Center

- Schedule appointments online
- Learn about other tutoring options
- Learn how to become a tutor

www.vpul.upenn.edu/tutoring
Weingarten Learning Resource Center

• Scheduled workshops
• One-on-one appointments
• Self help resources
• Study space

www.vpul.upenn.edu/lrc
Student Disability Services

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

www.vpul.upenn.edu/lrc/sds
Student Health Services

- Insurance Information
- Appointment scheduling
- Health information
- Services offered

www.vpul.upenn.edu/shs
Van Pelt/Library Resource System

- Chat with reference librarians online
- Speak with librarians in person
- Assistance with locating references and resources
- Inter-library borrowing options

www.library.upenn.edu
Counseling and Psychological Services

www.vpul.upenn.edu/caps
For more student resources and organizations, please visit the Penn Portal.
Penn and Health System 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:
  - Penn Tuition Benefits
  - Penn Medicine Benefits
LPS and Student Financial Services (SFS) work together on tuition matters. LPS applies tuition charges to your bill; SFS provides the options for paying your bill.

Information on billing:

- Monthly bills are based on periods of registration activity
- Notification of your bill will be sent to the email in the Penn Directory
- Billing schedule: www.sfs.upenn.edu/billing/billing-schedule.htm
- SFS Checklist for LPS students: www.sfs.upenn.edu/paying/paying-lps.htm
- Questions about your bill and charges should go to LPS at 215.746.6900
- Questions your Financial Aid should go to Student Financial Services, Franklin Building, 3451 Walnut Street, or www.sfs.upenn.edu
Parking and Transportation

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

http://cms.business-services.upenn.edu/parking
Division of Public Safety

- Contact for Emergencies:
  - 511 (on-campus)
  - 215-573-3333 (off campus)

- Walking Escort Service: 215.898.WALK

- 300 Blue Light phones for Penn Police assistance

- Penn Guardian GPS identification in emergencies

- Property registration

www.publicsafety.upenn.edu
Visit www.sas.upenn.edu/lpscourses for the list of current courses offered
Questions?

Please contact us at any time for assistance

215.898.7326  |  lps@sas.upenn.edu  |  www.sas.upenn.edu/lps