COLLEGE OF LIBERAL AND PROFESSIONAL STUDIES

Post-Baccalaureate Studies

WWW.UPENN.EDU/POSTBACC
Welcome to the Post-Baccalaureate Studies program 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 please call us at 215-898-7326 or send an email to lps@sas.upenn.edu.

Regards,
Jaime Kelly
Post-Baccalaureate Studies Coordinator
Your "To Do" List

- Accept your offer of admission
- Submit your official transcripts
- Set up PennKey and password
- Set up your SAS e-mail
- Schedule an appointment with your academic advisor
- Register for classes
- Attend New Student Orientation
Official Transcripts

• You will be unable to register for courses until we have received and verified all final official transcripts

• In order for a transcript to be considered official, we require one of the following:
  – Original hard copy mailed to LPS directly from the issuing institution
  – Copy with official stamp, seal and/or embossed marking, in a sealed envelope bearing the institution's stamp or seal (this may be sent from the applicant)
  – Emailed transcript from official electronic delivery service

E-mail transcripts to: lps@sas.upenn.edu

Mail transcripts to:
University of Pennsylvania
College of Liberal and Professional Studies
Attn: Student Records Office
3440 Market Street, Suite 100
Philadelphia, PA 19104
PennKey

• To access the University’s electronic services you will need to set up a PennKey.

• How do you get your PennKey?
  
  o Your PennKey set-up code will be sent to via the email you used to apply to Penn LPS 5-7 business days after you accept admission into the program.
  
  o More information can be found here: [http://www.upenn.edu/computing/pennkey/](http://www.upenn.edu/computing/pennkey/)
Penn/SAS Email

• An SAS email address is required for all students

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

• Visit SAS Computing for details

• After email set-up, be sure to update your listing in the Penn Directory
Registering for Courses

• Register for courses through Penn InTouch (PIT)
  o We strongly recommend each student have a first advising appointment prior to registering
  o Access registration through Penn InTouch

• 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. ENGL 101 601)
1) Log in to PIT and use the Course Search Tool

2) Search by subject, requirement, program, or day/time
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.
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.”
You aren’t done yet!

7) Always double check your registration! Mistakes can cost you.

Click on “View Schedule” in the main menu.
Penn Card

• Official university identification card, provides access to campus buildings and facilities
• You can pick up your PennCard after registering for classes
• When on-campus, carry your PennCard at ALL times
• PennCard Office is located in the Penn Bookstore, 3601 Walnut Street, 2nd floor
Academic Calendar

• Located on the LPS website: sas.upenn.edu/lps
• Includes all important deadlines
• Semester start/end dates, exam schedule, holidays/breaks
• Students are responsible for knowing these dates!
ALERT!

DEADLINES ARE FIRM

• LPS deadlines are different than University deadlines

• It is your responsibility to be aware of important dates on the LPS calendar

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**Spring 2016 academic calendar and deadlines**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin (Monday class schedule on Wednesday)</td>
<td>Wednesday, January 13 (Monday classes)</td>
</tr>
<tr>
<td>Last Day to Add Writing or Language Course</td>
<td>Friday, January 15</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day (observed)</td>
<td>Monday, January 18 (no classes)</td>
</tr>
<tr>
<td>Tuition Reduction Request Forms due</td>
<td>Monday, February 1</td>
</tr>
<tr>
<td>Last Day to Add a Course</td>
<td>Monday, February 1</td>
</tr>
<tr>
<td>Last Day to Drop a Course with No Financial Obligation and No Notation on the Transcript. (After this date LPS students must contact the LPS office to drop a course or change grade type: grade to pass/fail; pass/fail to grade; credit to audit; audit to credit.)</td>
<td>Monday, February 1</td>
</tr>
</tbody>
</table>
Tuition and Fees

• Find current tuition rates and fees on the [LPS website](https://www.upenn.edu)

• 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 be billed for Health Insurance and Gym membership during the academic year
Billing

• For information regarding your bill, please contact Student Financial Services.

• You will be notified via your SAS e-mail when a bill has been posted. Penn’s billing schedule is generally the first week of each month, with a due date in the last week of the month. View the billing schedule here.
Penn Employees

You must **apply** for tuition benefits if you want Penn/Health System to pay for classes

- Penn Employees:
  - Contact Margaret Lewis: 215-898-4812

- Health System Employees:
  - Contact Catherine Lisacchi: 215-615-2707
Additional Resources for Penn Students

- Student Financial Services
- The Tutoring Center
- Student Disability Services
- Student Health Services
- Counseling and Psychological Services
- Weingarten Learning Resources Center
- Library System/Van Pelt Library Resources
- Public Safety
- Transportation and Parking
Keep in touch and welcome to Penn!

215-898-7326  ●  lps@sas.upenn.edu  ●  sas.upenn.edu/lps