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
Administrative Director, Summer Sessions and Post-Baccalaureate Programs
Your "To Do" List

1. Accept your offer of admission
2. Submit your official transcripts
3. Set up PennKey and password
4. Set up your SAS e-mail
5. Register for classes
6. Attend fall or spring New Student Orientation
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: Admissions
3440 Market Street, Suite 100
Philadelphia, PA 19104
To access the University’s electronic services you will need to set up a PennKey.

How do you get your PennKey?

- Your PennKey set-up code will be sent to you via the email you used to apply to Penn LPS 5-7 business days after you accept admission into the program.
- More information can be found here: http://www.upenn.edu/computing/pennkey/
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:
[https://www.sas.upenn.edu/computing/help/students/email/options](https://www.sas.upenn.edu/computing/help/students/email/options)

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

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**Penn/SAS Email**

Penn/LPS
College of Liberal & Professional Studies
WWW.UPENN.EDU/POSTBACC

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Registering for Courses

Register for courses through Penn InTouch

- We recommend each student have a first advising appointment prior to registering

Having registration problems?

- Call 215-746-7040 or email lps@sas.upenn.edu
- Include full name & contact info, 10 digit course number (ex. ENGL 101 601)
1) Log in to Penn InTouch 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.

<table>
<thead>
<tr>
<th>Course Id</th>
<th>Title</th>
<th>Activity</th>
<th>Instructors</th>
<th>Max Status</th>
<th>Meeting info</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH-002-601</td>
<td>Intro To Cultural Anthro</td>
<td>Lecture</td>
<td>Brian J Spooner</td>
<td>30 Open</td>
<td>R 05:30 PM- 08:30 PM; MUSE 329</td>
</tr>
<tr>
<td>ANTH-227-601</td>
<td>Media in Africa</td>
<td>Seminar</td>
<td>Mary Jennifer Hasty</td>
<td>6/30 Open</td>
<td>W 06:00 PM- 09:00 PM; DRLB 3C8</td>
</tr>
<tr>
<td>ANTH-504-601</td>
<td>Media in Africa</td>
<td>Seminar</td>
<td>Mary Jennifer Hasty</td>
<td>6/30 Open</td>
<td>W 06:00 PM- 09:00 PM; DRLB 3C8</td>
</tr>
<tr>
<td>ANTH-619-640</td>
<td>Mla Proseminar:Cultural Diversity and Global Connections</td>
<td>Seminar</td>
<td>Kathleen D. Hall</td>
<td>15 Open</td>
<td>W 06:00 PM- 08:40 PM; MUSE 328</td>
</tr>
<tr>
<td>ANTH-720-602</td>
<td>Archy Lab Field Project</td>
<td>Laboratory</td>
<td>Robert L Schuyler</td>
<td>1/15 Open</td>
<td>S 09:00 AM- 12:00 PM; MUSE 329</td>
</tr>
<tr>
<td>ANTH-720-603</td>
<td>Archy Lab Field Project</td>
<td>Laboratory</td>
<td>Robert L Schuyler</td>
<td>2/15 Open</td>
<td>S 01:00 PM- 04:00 PM; MUSE 329</td>
</tr>
</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.”
You aren’t done yet!

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

Click on “View Schedule” in the main menu to confirm which courses you are registered for.
The **PennCard** is the official university identification card and provides access to campus buildings and facilities.

You can pick up your PennCard after you register for classes. The PennCard Center is located in the Penn Bookstore at 3601 Walnut Street, 2nd floor.
Academic Calendar

The academic calendar is located on the LPS website (or on the LPS Online website for LPS Online classes)

Includes all important deadlines

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

**Fall 2018 academic calendar and deadlines**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Orientation</td>
<td>See information on orientation dates</td>
</tr>
<tr>
<td>Advance registration begins</td>
<td>Monday, March 19</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Tuesday, August 28</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, September 3 (no classes)</td>
</tr>
<tr>
<td>Last day to add language courses and writing seminars</td>
<td>Friday, September 7</td>
</tr>
<tr>
<td>Last day to add a course</td>
<td>Monday, September 17</td>
</tr>
<tr>
<td>Last day to drop a course with no financial obligation and no notation on transcript</td>
<td>Monday, September 17</td>
</tr>
</tbody>
</table>
Tuition and Fees

Find current tuition and fees on the LPS website

If you register for a non-LPS class, you will be charged the rate for classes outside of LPS

Full time (four course units 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.

For information on how to use Penn’s billing site, please visit the Penn.Pay page.
Penn Employees

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

- Information for Penn Employees

- Health System Employees:
  - Contact Catherine Lisacchi:
    215-615-2707

WWW.UPENN.EDU/POSTBACC
Keep in touch and welcome to Penn!

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

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