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
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 Penn email
5. Register for classes
6. Attend fall or spring 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: Admissions
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?

- 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/](http://www.upenn.edu/computing/pennkey/)
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 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.
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.
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.
Penn Card

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.
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
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](https://www.upenn.edu/lps)

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

[Post-Baccalaureate Studies](https://www.upenn.edu/lps/postbac)
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
Keep in touch and welcome to Penn!

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