Registration Authorization Request
For Non-MBA Candidates

All requests for seats in MBA courses must be accompanied by this form, which must be approved by the course instructor. This is not a guarantee of a seat in the class. It merely provides permission to register if space is available.

Name: __________________________________________ Term: ________________

Last                             First

Penn ID: ___________________________     Tel:_________________  E-mail: ________________

___  Graduate   ____  Undergraduate   ____  Non-degree  School______________________________

Course/section requested (example: OPIM 6653:402):

Student Signature: __________________________ Date: __________________

Instructor signature: __________________________ Date: __________________

Note to faculty:
- Your permission denotes approval for the student to be enrolled only if space is available.
- Your approval implies that you consider the course appropriate for the student.

IMPORTANT NOTE TO STUDENTS

Instructions:
- Complete this form (keep a copy for your records)
- Obtain approval and signature of faculty member teaching the course
- Submit the original form to Wharton MBA Program Office (300 Jon M. Huntsman Hall)
- Authorization to register will be granted only if space is available
- If authorization is granted, you must claim the authorization through 1) PennInTouch; or 2) by requesting your home school to request the course on your behalf; you must resolve all time conflicts before enrolling in a course
- Unclaimed authorizations will be cancelled after 24 hours
- Set up your Wharton account for WebCafe or Canvas access at: accounts.wharton.upenn.edu. Use the “Class Accounts” link on that page.