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):

Department  CourseID  Section

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 instructor-approved form to Wharton MBA Program Office (300 Jon M. Huntsman Hall) or email it to mbaprogram@wharton.upenn.edu.
• 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 register you for the course; you must resolve all time conflicts before enrolling in a course.
• All requests should be received by our office by/on Wednesday, September 2nd. We will no longer grant access to any Wharton MBA class after Friday, September 4th.
• Unclaimed authorizations will be cancelled after 12 hours.
• Set up your Wharton account for Canvas access at: accounts.wharton.upenn.edu. Use the “Class Accounts” link on that page.