***Process for Registration for MBA Courses***

1) **Instructor approval must be obtained** for admittance to all MBA courses.
2) Students will drop signed and completed forms in the MBA Program Office, and then attempt to register for the course in PennInTouch at 2pm on Tuesday, September 6, 2016. Your registration will be successful if we are able to grant you admittance to the class.
3) Resolve all time conflicts prior to submitting the non-MBA registration request form. We will not be able to issue a “Permit” if there is an existing conflict.
4) We may need to correspond with you regarding your registration status. Make sure to legibly write your email address and Penn ID on the Non-MBA Registration form.

Please note that **processing will not be completed at the time of submission**. Forms will, however, be randomly processed on September 6, 2016. All interested students must submit forms to our office by Monday, September 12, 2016. After that, our office will no longer add students to a course. “Permits” expire after 12 hours so students should not delay in accessing PennInTouch. Instructor approval does not guarantee a seat. Instructor approval simply guarantees the student is academically eligible to take the course. Securing the class depends on seat availability.

Cindy Armour  
MBA Program, Office of Academic Affairs  
The Wharton School, University of Pennsylvania  
3730 Walnut Street, Suite 300 Jon Huntsman Hall  
Philadelphia, PA  19104-6362  
Tel: 215-898-9744  
Fax: 215-898-0425
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: __________

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<th>Last</th>
<th>First</th>
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Penn ID: ___________________________  Tel: _______________  E-mail: _______________

____ Graduate _____ Undergraduate _____ Non-degree  School________________________

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

<table>
<thead>
<tr>
<th>Department</th>
<th>CourseID</th>
<th>Section</th>
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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 Tuesday, September 6th. We will no longer grant access to any Wharton MBA class after Monday, September 12th.
• 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.