



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 no later than Wednesday, September 5.**
- 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.

Below are directions re: requesting enrollment for Wharton courses for fall 2018.

----- Forwarded Message -----

Subject:Wharton MBA Course Registration - Fall 2018

Date: Mon, 21 May 2018 20:01:02 +0000

From: Armour, Cynthia A <armour@wharton.upenn.edu>

Dear Course Coordinator,

Please forward this notification to your students. If you are not the correct point person, please let me know to whom I should send this message.

- Instructor approval must be obtained for admittance to all MBA courses.
- 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 Wednesday, September 5, 2018. Your registration will be successful *if we are able to grant you admittance to the class*.
- 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.
- 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 5, 2018. "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.

Thank you for your interest in Wharton MBA courses.

-Cindy

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