Getting Started @ Penn

Master's Degree Programs

Master's Programs

Master of Applied Geosciences
Dr. Yvette Bordeaux, Director

Master of Behavioral and Decision Sciences
Carter Timon, Associate Director

Master of Chemical Sciences
Dr. Tina Ross, Director

Master of Environmental Studies
Dr. Yvette Bordeaux, Director

Master of Liberal Arts/Master of Philosophy of Liberal Arts
Dr. Chris Pastore, Director

Master of Science/Master of Philosophy in Organizational Dynamics
Dr. Amy Ware, Director

Student Records Office

Chris Veitz
Director

Leigh Anne Scarborough
Assistant Director

Steven Grant
Coordinator

Contact:
LPS@sas.upenn.edu
215.746.7040

New Student To Do List

1. Submit your Intent to Enroll via your application

2. Set up your PennKey and password (if you don't already have one)

3. Set up your SAS email (if you don't already have one)

4. Register your contact information in the Penn Directory

5. Check in with your Program Coordinator or Advisor about courses before registering in Path@Penn

6. After you have registered, get your PennCard at the PennCard Center (2nd floor of the Penn Bookstore, 3600 Walnut Street)

PennKey

- A PennKey is your username for the PennKey authentication system. Paired with an associated password, a PennKey is required to authenticate your identity for access to many of Penn's networked systems and services.

- You will receive your PennKey via e-mail within 3-5 business days after LPS receives your acceptance of admission.

- If you need your PennKey sooner, please visit the Registrar's Office on campus in the Franklin Building at 3451 Walnut Street.

- For more information visit www.upenn.edu/computing/pennkey

School of Arts &Sciences Email

- An official Penn email address is **<u>required</u>** for all students. If you haven't done so already, please set up your SAS email by visiting www.sas.upenn.edu/computing/help/students/email

- Once you have set up your SAS email account, you will need to add your SAS email to the Penn directory: www.upenn.edu/directories

- If you do not add your email to the Penn Directory, you will not receive important communication from instructors, LPS, or the University.

PennCard

- After you have registered for classes, you will need to get your student ID called the PennCard.

- This is the official university identification card and it provides access to campus buildings and facilities.

- When on campus, you must carry your PennCard at all times.

- If you work for Penn or HUP, you will need to add your student status to your existing card.

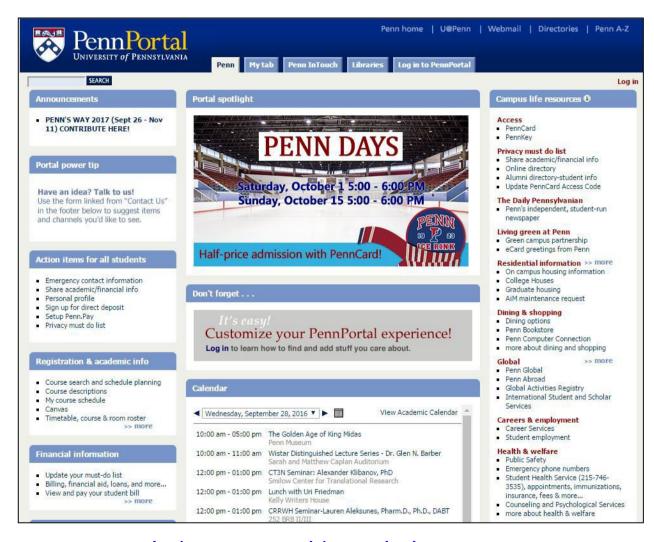- The PennCard Center is on the 2nd Floor of the Bookstore, which is located at 3600 Walnut Street.

PennCard

1. Expiration Date: PennCards must be renewed upon expiration

2. Name: Name of the cardholder

3. PennCard Number: The number on your PennCard consists of 3 parts.

    1. Sample PennCard Number: 12345678 00
    2. Part 1 (123456) is the BIN or Bank ID Number
    3. Part 2 (12345678) is your Penn ID Number
    4. Part 3 (00) is the tracking code which represents the number of times your PennCard has been replaced (01 means you have replaced your physical PennCard one time.)

4. University Status: Your PennCard is specific to your University status (student, faculty, staff, etc.)

5. Lost/Stolen Cards contact Information: Lost or stolen cards must be reported immediately to the PennCard Center or to Public Safety.

6. Financial Options: You can use your PennCard as a debit card for banking by linking it with an account from one of Penn's Banking Partners: the Student Federal Credit Union at the University of Pennsylvania or PNC Bank. You can also put PennCash on your PennCard

7. Magnetic Strip: This is the most important part of the card. It houses the information that enables all financial transaction, access to University buildings, library privileges and dining services.

8. Contactless Technology : This image indicates that your card is equipped with contactless technology and has an embedded chip and antenna which transmits the Penn ID when it is held within a few inches of the card reader. Contactless card readers are being installed across the University and will be identified by the same symbol.
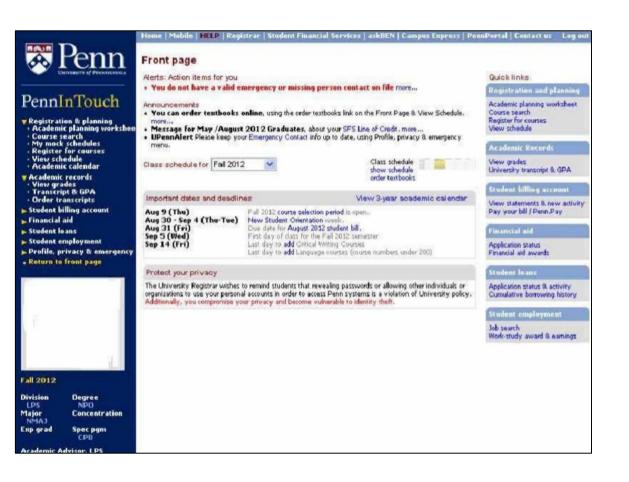
PennPortal

- Access via the Penn main page: www.upenn.edu

- Click on Current Students on the top navigation bar

- PennPortal provides access to all important electronic systems including:

  - Billing

  - Canvas

  - Health and Welfare

  - Penn InTouch

https://portal.apps.upenn.edu/penn_portal/portal.php

Penn InTouch

Penn InTouch is the student gateway to academic, financial information where you can:

- Search and register for courses
- Check grades
- View and pay tuition bill
- Update contact information

pennintouch.apps.upenn.edu

The LPS Website

- Information for all students under the Students tab

- LPS Online Course Guide

- The LPS calendar, which is **different** from the University's calendar

- LPS events and announcements

- Student Handbooks and Forms

https://www.sas.upenn.edu/lps/

LPS Academic Calendar

- Students are responsible for knowing the dates on the academic calendar

- Includes all important deadlines:

  - Semester start and end dates
  - Add/drop deadlines
  - Exam schedules
  - Holidays and breaks

http://www.sas.upenn.edu/lps/about/academic-calendar

Who can help me?

Program Coordinator/Advisor

- Questions about curriculum or requirements

- Circumstances that might affect course attendance, completion, or success

- Course planning

- Other program issues

LPS Student Records Office

- Registration difficulties

- Billing questions/concerns

- Enrollment verification letters

- Extending graduation date

Campus Resources

Student Financial Services

- Find your SFS advisor

- More information about billing

- Forms

- Student employment information

- A special LPS section of FAQs

https://srfs.upenn.edu/

The Graduate Student Center

- Resources for graduate students

- Programs and workshops

- Social and networking opportunities

- Email newsletter

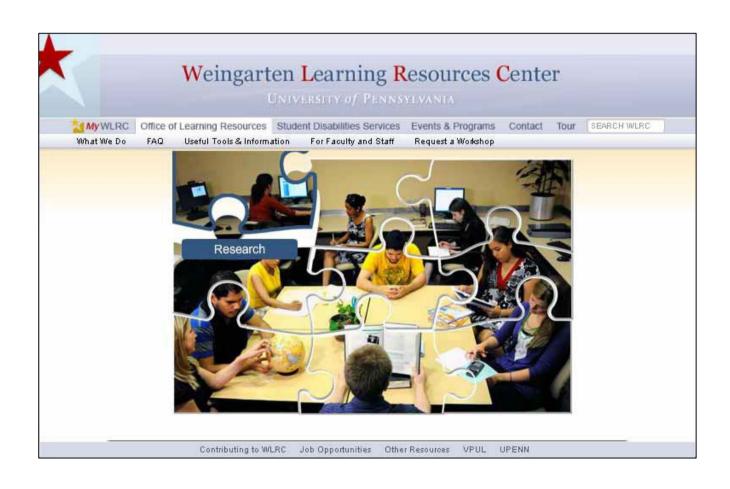http://www.gsc.upenn.edu/

The Tutoring Center

- Schedule appointments online

- Learn about other tutoring options

- Learn how to become a tutor

www.vpul.upenn.edu/tutoring

Weingarten Learning Resource Center

- Scheduled workshops

- One-on-one appointments

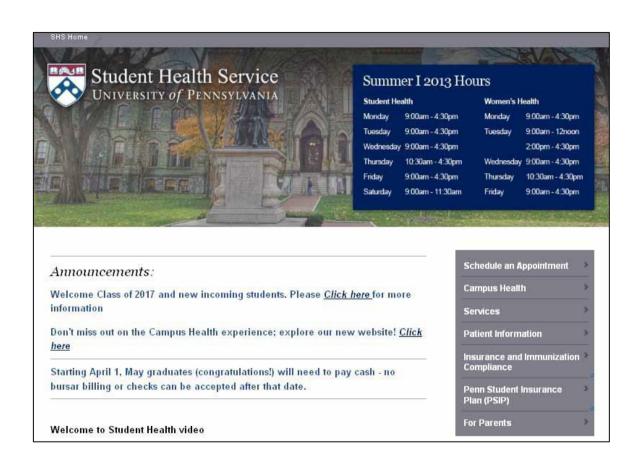- Self help resources

- Study space

www.vpul.upenn.edu/lrc

Student Disability Services

- Help with short term and chronic disabilities

- Accommodation assistance

- Documentation information

- Confidential

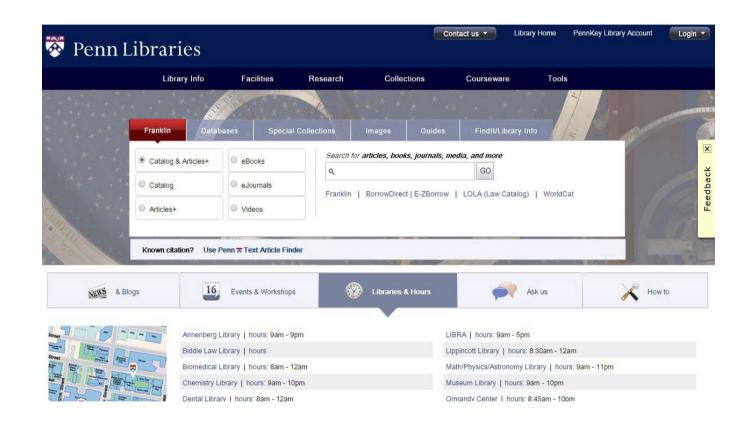www.vpul.upenn.edu/lrc/sds

Student Health Services

- Insurance Information

- Appointment scheduling

- Health information

- Services offered

www.vpul.upenn.edu/shs

Van Pelt/Library Resource System

- Chat with reference librarians online

- Speak with librarians in person

- Assistance with locating references and resources

- Inter-library borrowing options

www.library.upenn.edu

Counseling and Psychological Services

- Appointments

- Services

- Online Self-help

- Workshops

- Resources for helping someone you know

www.vpul.upenn.edu/caps

Penn LPS
College of Liberal & Professional Studies

For more student resources and organizations, please visit the

Penn Portal

Penn and Health System Employees

- LPS does not approve, administer, or apply tuition benefits for the University or Health System.

- To use your tuition benefits, you will need to apply.

- Contact your employer's Tuition Benefits administrator:

  - Penn Tuition Benefits

  - Penn Medicine Benefits

Billing and Financial Aid

LPS and Student Financial Services (SFS) work together on tuition matters. LPS applies tuition charges to your bill; SFS provides the options for paying your bill.

Information on billing:

- Monthly bills are based on periods of registration activity
- Notification of your bill will be sent to the email in the Penn Directory
- Billing schedule: www.sfs.upenn.edu/billing/billing-schedule.htm
- SFS Checklist for LPS students: https://srfs.upenn.edu/financial-aid/apply/lps-checklists
- Questions about your bill and charges should go to LPS at 215.746.6900
- Questions your Financial Aid should go to Student Financial Services, Franklin Building, 3451 Walnut Street, or www.sfs.upenn.edu

Parking and Transportation

- Penn Parking Services is located at 3401 Walnut Street, Suite 447A
- Parking information including permits, rates, and locations

- Discounted public transit options
- SEPTA and Penn bus and shuttle service maps

http://cms.business-services.upenn.edu/parking

Division of Public Safety

- Contact for Emergencies:
  - 511 (on-campus)
  - 215-573-3333 (off campus)

- Walking Escort Service: 215.898.WALK

- 300 Blue Light phones for Penn Police assistance

- Penn Guardian GPS identification in emergencies

- Property registration

www.publicsafety.upenn.edu

LPS Course Guide

Visit www.sas.upenn.edu/lpscourses
for the list of current courses offered

Questions?

Please contact us at any time for assistance

215.898.7326 | lps@sas.upenn.edu | www.sas.upenn.edu/lps