

# Getting Started @ Penn

## Master's Degree Programs



**Penn LPS**  
College of Liberal & Professional Studies

# 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](mailto: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 (2<sup>nd</sup> 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](http://www.upenn.edu/computing/pennkey)

# School of Arts & Sciences Email

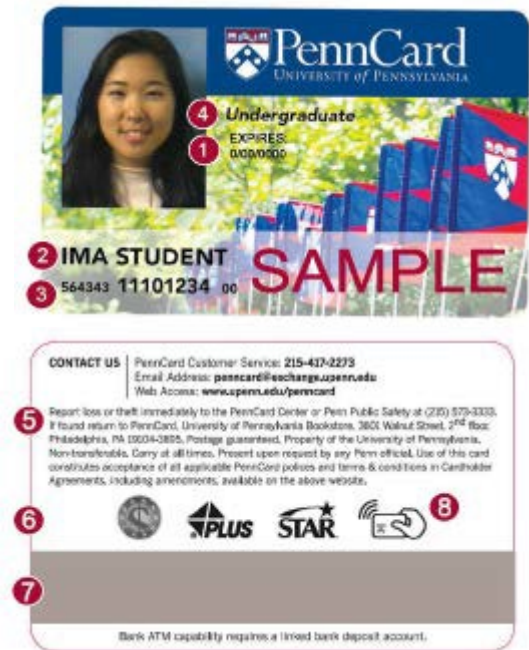
- An official Penn email address is **required** for all students. If you haven't done so already, please set up your SAS email by visiting [www.sas.upenn.edu/computing/help/students/email](http://www.sas.upenn.edu/computing/help/students/email)
- Once you have set up your SAS email account, you will need to add your SAS email to the Penn directory:  
[www.upenn.edu/directories](http://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 2<sup>nd</sup> 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](http://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

The screenshot shows the PennPortal website for the University of Pennsylvania. The top navigation bar includes links for Penn home, U@Penn, Webmail, Directories, and Penn A-Z. Below this is a secondary navigation bar with links for Penn, My tab, Penn InTouch, Libraries, and Log in to PennPortal. The main content area is divided into several sections:

- Announcements:** Penn's Way 2017 (Sept 26 - Nov 11) CONTRIBUTE HERE!
- Portal power tip:** Have an idea? Talk to us! Use the form linked from "Contact Us" in the footer below to suggest items and channels you'd like to see.
- Action items for all students:** Emergency contact information, Share academic/financial info, Personal profile, Sign up for direct deposit, Setup Penn.Pay, Privacy must do list.
- Registration & academic info:** Course search and schedule planning, Course descriptions, My course schedule, Canvas, Timetable, course & room roster.
- Financial information:** Update your must-do list, Billing, financial aid, loans, and more..., View and pay your student bill.
- Portal spotlight:** Penn Days event on Saturday, October 1 (5:00 - 6:00 PM) and Sunday, October 15 (5:00 - 6:00 PM). Half-price admission with PennCard!
- Don't forget . . .** It's easy! Customize your PennPortal experience! Log in to learn how to find and add stuff you care about.
- Calendar:** View Academic Calendar for Wednesday, September 28, 2016. Events include: The Golden Age of King Midas, Wistar Distinguished Lecture Series, CT3N Seminar, Lunch with Uri Friedman, and CRRWH Seminar.
- Campus life resources:** Access (PennCard, PennKey), Privacy must do list, The Daily Pennsylvanian, Living green at Penn, Residential information, Dining & shopping, Global, Careers & employment, and Health & welfare.

[https://portal.apps.upenn.edu/penn\\_portal/portal.php](https://portal.apps.upenn.edu/penn_portal/portal.php)

# Penn InTouch

The screenshot shows the Penn InTouch website interface. At the top is a navigation bar with links: Home, Mobile, HELP, Registrar, Student Financial Services, askBEN, Campus Express, PennPortal, Contact us, and Log out. The main content area is titled 'Front page' and includes several sections:

- Alerts:** Action items for you. A prominent red alert states: 'You do not have a valid emergency or missing person contact on file more...'
- Announcements:** Includes links for ordering textbooks online, a message for May/August 2012 graduates, and a UPennAlert about emergency contact info.
- Class schedule:** A dropdown menu is set to 'Fall 2012'. Below it are links to 'show schedule' and 'order textbooks'.
- Important dates and deadlines:** A table lists key dates for the Fall 2012 semester, including course selection, orientation, and student bill due dates.
- Protect your privacy:** A notice from the University Registrar regarding password security and personal account usage.

On the left side, there is a vertical menu with categories like 'Registration & planning', 'Academic records', 'Student billing account', 'Financial aid', 'Student loans', and 'Student employment'. The bottom of the page features a 'Fall 2012' section with links for various divisions (LPS, NDO, NMAJ, CPS) and academic advisors.

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

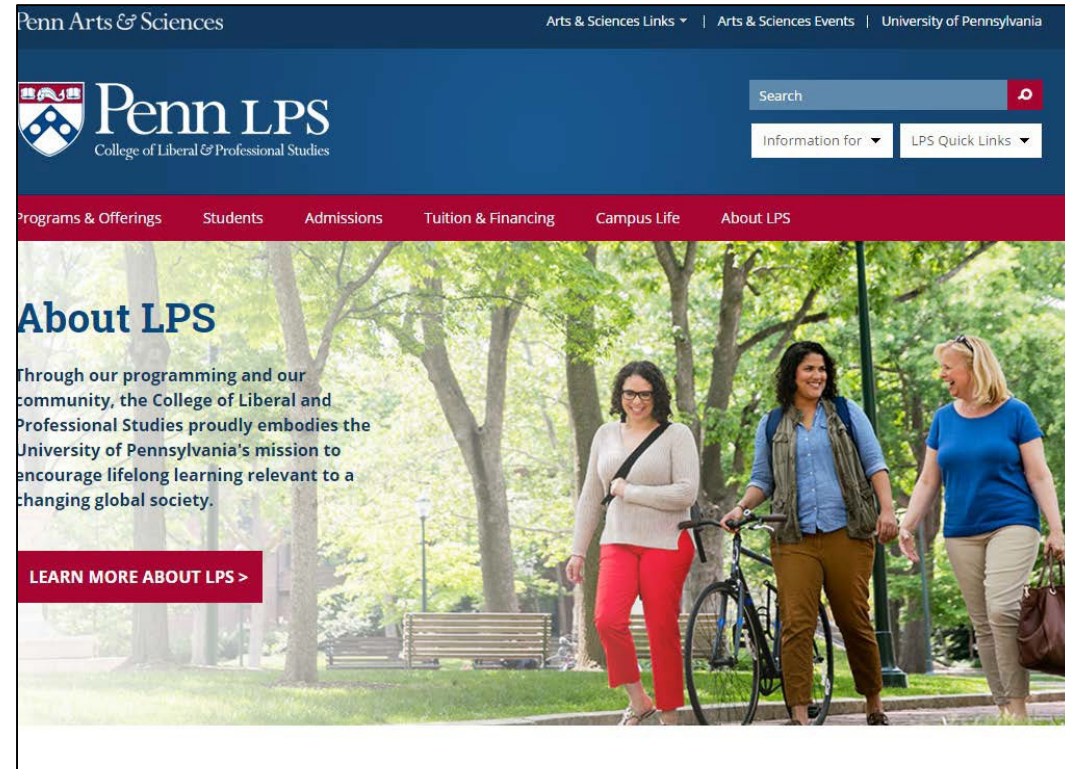
[pennintouch.apps.upenn.edu](http://pennintouch.apps.upenn.edu)



**Penn LPS**  
College of Liberal & Professional Studies

# 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

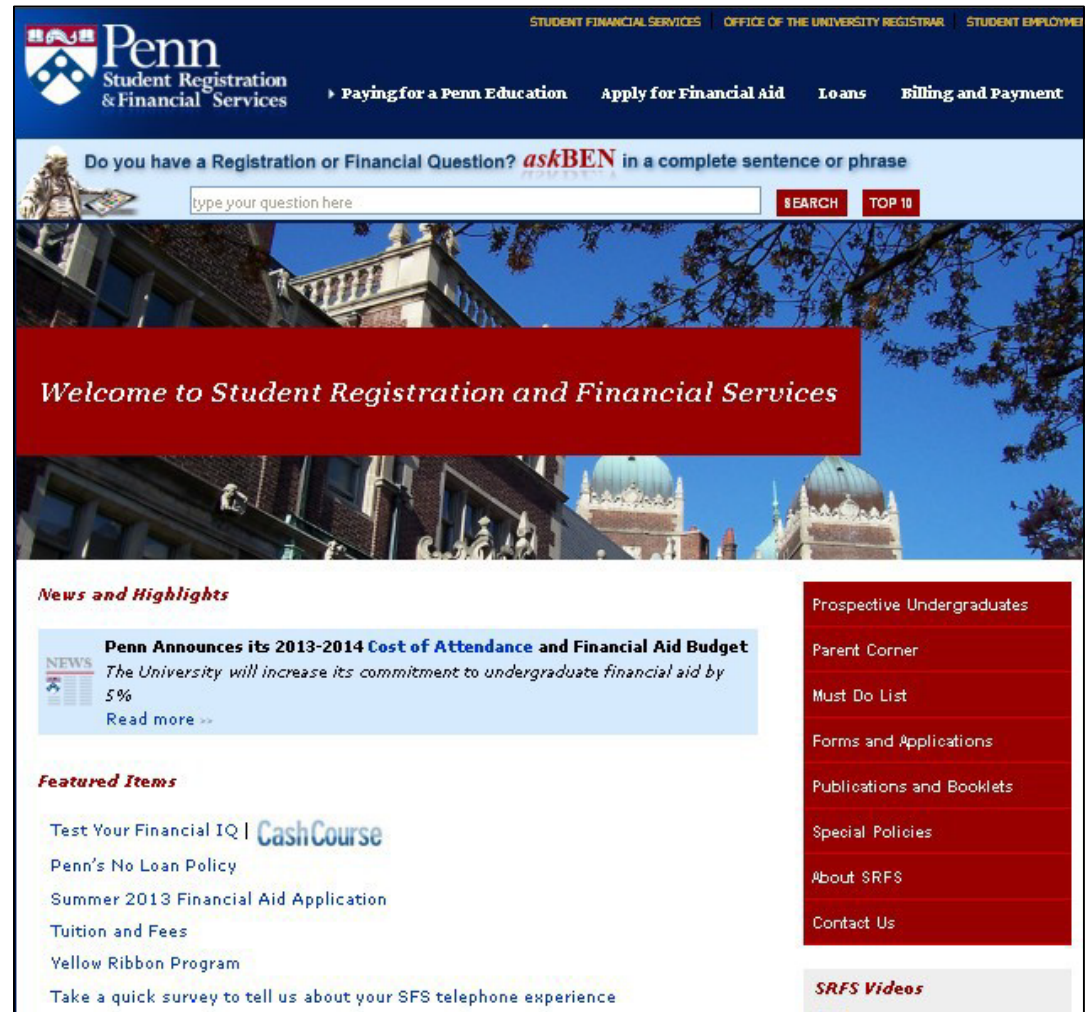


**Penn LPS**  
College of Liberal & Professional Studies



# Student Financial Services

- Find your SFS advisor
- More information about billing
- Forms
- Student employment information
- A special LPS section of FAQs



<https://sfs.upenn.edu/>



# The Graduate Student Center



The screenshot shows the homepage of the Graduate Student Center at the University of Pennsylvania. The header features the title 'GRADUATE STUDENT CENTER' in large, bold letters, with navigation links for 'penn', 'family center', 'gapss', 'valuing grad students', and 'admissions'. A left sidebar contains links for 'Activities', 'Facilities', and 'Resources', with a list of resource items like 'Calendar', 'Weekly E-mail', and 'Free Event Registration'. The main content area has a large banner for a 'Presidential Debate Watch Party on Monday!' with a 'Learn More' button, and another section titled 'Valuing Graduate Students at Penn' with the tagline 'building grad community'. Below the banner are three columns: 'Upcoming' events, 'Continuing' programs, and 'Common Room Hours'. The footer includes the Penn logo, contact information for the Graduate Student Center, and a small gnome mascot.

**GRADUATE STUDENT CENTER**

penn | family center | gapss | valuing grad students | admissions

**Activities**

**Facilities**

**Resources**

- Calendar
- Weekly E-mail
- Free Event Registration
- Tickets on Sale
- Reserve Space
- Ask the Gnome
- Campus Resource Guide

Google™ Custom Search Search

**Presidential Debate Watch Party on Monday!**

Learn More

**Valuing Graduate Students at Penn**

building grad community

**Upcoming**

- Welcome Events all month long!
- Tour the Rosenbach Museum & Library
- Open House: Class of 1937 Memorial Reading Room for Grad Students
- Sign up to be a Language Chat Facilitator

**Continuing**

- Mindful Meditation
- Workshops for TAs
- Writing Mondays
- Language Chats
- Guide to Thriving at Penn

**Common Room Hours**

Monday-Thursday: 9AM-8PM  
Friday: 9AM-6PM  
Weekends: 12 NOON-6PM

**Penn**  
UNIVERSITY OF PENNSYLVANIA

Graduate Student Center | 3615 Locust Walk | Philadelphia PA 19104-6221 | 215-746-6868 | center@gsc.upenn.edu

- Resources for graduate students
- Programs and workshops
- Social and networking opportunities
- Email newsletter

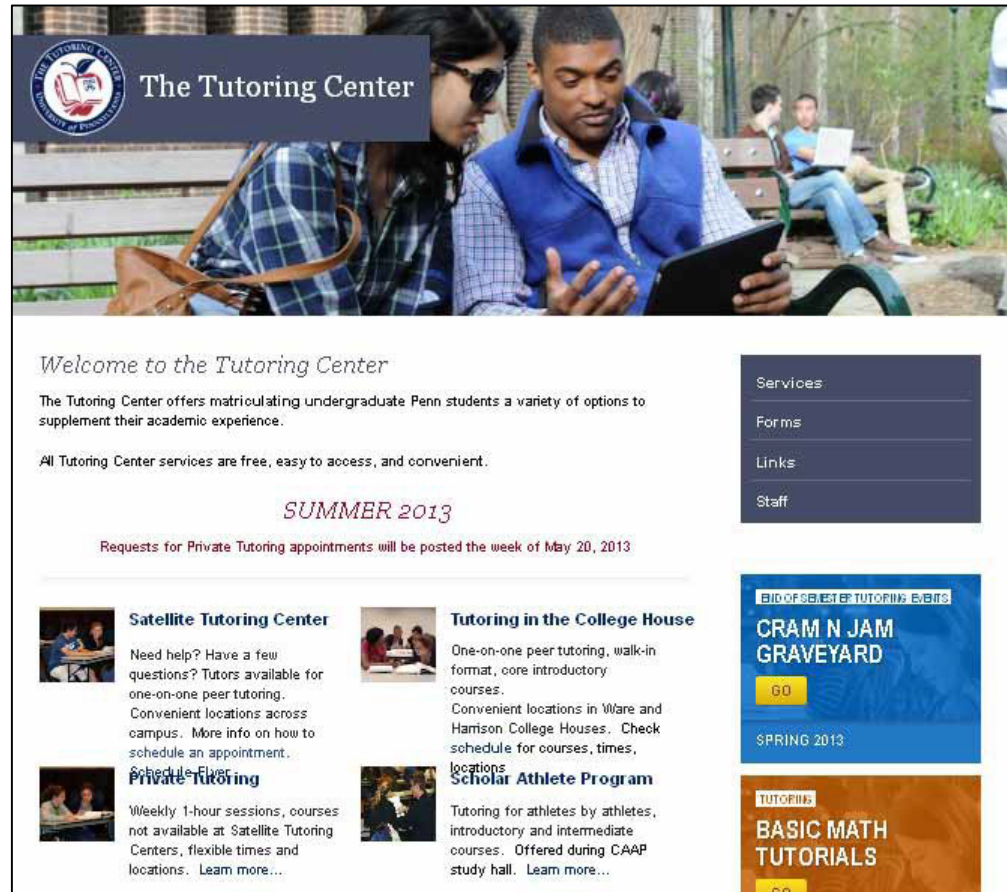
<http://www.gsc.upenn.edu/>



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# The Tutoring Center

- Schedule appointments online
- Learn about other tutoring options
- Learn how to become a tutor



The screenshot shows the homepage of The Tutoring Center at the University of Pennsylvania. At the top, there is a header with the center's logo and name. Below this is a large image of two students studying together. The main content area includes a welcome message, a list of services, and several featured programs. On the right side, there is a sidebar with navigation links. At the bottom, there are two promotional banners for 'CRAM N JAM GRAVEYARD' and 'BASIC MATH TUTORIALS'.

**The Tutoring Center**

*Welcome to the Tutoring Center*

The Tutoring Center offers matriculating undergraduate Penn students a variety of options to supplement their academic experience.

All Tutoring Center services are free, easy to access, and convenient.

**SUMMER 2013**

Requests for Private Tutoring appointments will be posted the week of May 20, 2013

**Satellite Tutoring Center**

Need help? Have a few questions? Tutors available for one-on-one peer tutoring. Convenient locations across campus. More info on how to schedule an appointment.

**Private Tutoring**

Weekly 1-hour sessions, courses not available at Satellite Tutoring Centers, flexible times and locations. Learn more...

**Tutoring in the College House**

One-on-one peer tutoring, walk-in format, core introductory courses. Convenient locations in Ware and Harrison College Houses. Check schedule for courses, times, locations.

**Scholar Athlete Program**

Tutoring for athletes by athletes, introductory and intermediate courses. Offered during CAAP study hall. Learn more...

**Services**

**Forms**

**Links**

**Staff**

**CRAM N JAM GRAVEYARD**

**GO**

**BASIC MATH TUTORIALS**

**GO**

[www.vpul.upenn.edu/tutoring](http://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](http://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](http://www.vpul.upenn.edu/lrc/sds)

# Student Health Services

SHS Home



Student Health Service  
UNIVERSITY of PENNSYLVANIA

Summer I 2013 Hours

Student Health		Women's Health	
Monday	9:00am - 4:30pm	Monday	9:00am - 4:30pm
Tuesday	9:00am - 4:30pm	Tuesday	9:00am - 12noon 2:00pm - 4:30pm
Wednesday	9:00am - 4:30pm	Wednesday	9:00am - 4:30pm
Thursday	10:30am - 4:30pm	Thursday	10:30am - 4:30pm
Friday	9:00am - 4:30pm	Friday	9:00am - 4:30pm
Saturday	9:00am - 11:30am		

**Announcements:**

Welcome Class of 2017 and new incoming students. Please [Click here](#) for more information

Don't miss out on the Campus Health experience; explore our new website! [Click here](#)

Starting April 1, May graduates (congratulations!) will need to pay cash - no bursar billing or checks can be accepted after that date.

Welcome to Student Health video

- Schedule an Appointment >
- Campus Health >
- Services >
- Patient Information >
- Insurance and Immunization Compliance >
- Penn Student Insurance Plan (PSIP) >
- For Parents >

- Insurance Information
- Appointment scheduling
- Health information
- Services offered

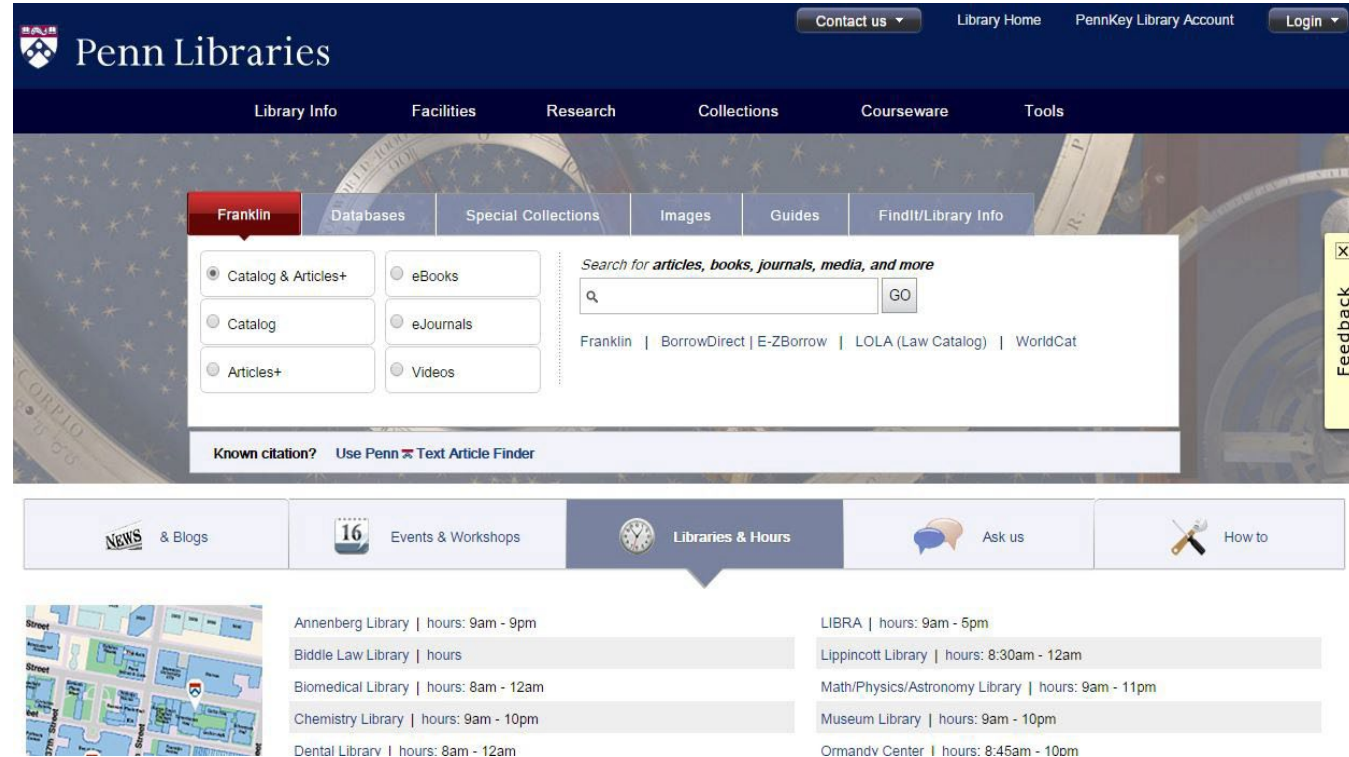
[www.vpul.upenn.edu/shs](http://www.vpul.upenn.edu/shs)



Penn LPS  
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# 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](http://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](http://www.vpul.upenn.edu/caps)



#### My Personal Data

- My Directory Information
- My Penn People
- My Profile
- UPenn Alert - Update your Emergency Contact Information
- Penn's Way 2015- Contribute
- Employment Verification

#### My Pay

##### University Faculty and Staff

- My Pay
- My Tax Info
- My 1095-C Form
- My Total Compensation Summary
- Enroll in or Update Direct Deposit
- Penn's Salary Structures

- Enroll Info and Forms
- UPenn's Salary Structures
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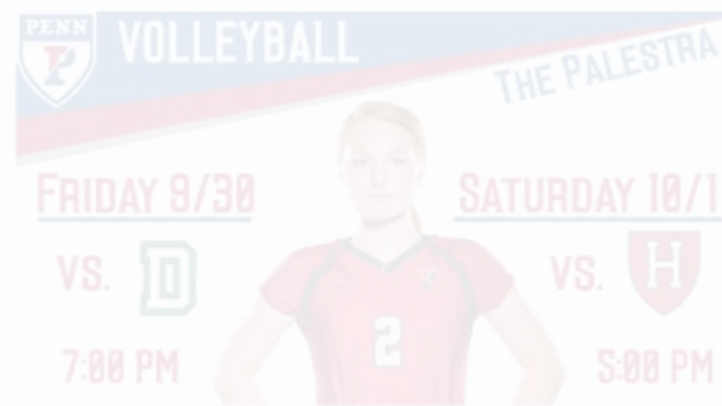
#### My Benefits

- My Benefits
- Health Benefits
- Manage My Health Benefits
- Manage My Paid Time Off (for participating Orgs)
- Flexible Spending Accounts
- Tuition Benefits
- Saving for Retirement
- Manage My Retirement Contributions
- Retiree Benefits
- Disability, FMLA and Time Off Policies
- Benefits Forms
- Faculty and Staff Discounts

#### Work and Life Support

- Penn's Wellness Portal
- Healthy Living
- Caring for Your Family
- Work and Life Support

#### Portal spotlight



**PENN VOLLEYBALL**  
THE PALESTRA

**FRIDAY 9/30** VS. **DUKE** 7:00 PM  
**SATURDAY 10/1** VS. **HOUSTON** 5:00 PM

#### Policies

##### Policies

- University Policies
- Financial Policy Manual
- Principles of Responsible Conduct
- Compliance Reporting (215-P-COMPLY)

##### Safety and Preparedness

- Emergency Information (PennReady)
- Environmental Health and Radiation Safety
- UPennAlert
- Penn Guardian
- Bike Safety
- Safety Tips
- Property Registration

##### Data Privacy and Security

- Protecting Penn data
- Protecting Penn data

#### Student Advising & Admin Resources

##### Faculty & Advisors

- Advisor InTouch
- Courses InTouch
- Course Search & Schedule Planning
- My Course Evaluations

##### Administrative Users

- Athletics Eligibility Enrollment Review
- Grad/Professional & Continuing Ed Admissions
- Penn People Administration

##### Pennant

- Pennant Accounts
- Pennant Graduate Funding
- Pennant Student Account Summary

##### Business Services

- Bookstore
- Computer Connection
- eCard Greetings from Penn
- Mail Services
- PennCard
- Penn Dining
- Penn Home Ownership Services
- Print & Interactive Communications
- Purchasing Services
- Software Licensing
- University Club

##### Facilities

- Maintenance Request (AIM)
- FRES Services
- Sustainability

##### Transportation

- Parking
- Commuter Pass
- Penn Transit
- Transit

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](http://www.sfs.upenn.edu/billing/billing-schedule.htm)
- SFS Checklist for LPS students: <https://sfs.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](http://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](http://www.publicsafety.upenn.edu)



College of Liberal & Professional Studies  
**Penn LPS**

# COURSE GUIDE



## LPS Course Guide

### Fall 2016 Courses

It's not too early to think about your spring classes. Check out the Fall 2016 courses to find the classes you need — and the one you want — to start your spring semester and upcoming semester.

View Current

### Find Fall 2016 Courses

LPS offers hundreds of courses so use the following links or try the advanced search to quickly find the right ones for you.

- Undergraduate & Post-Baccalaureate
- Online
- More Options

### Fall 2016 Featured Courses

Here's a sampling of the diverse and topical courses offered by LPS for Fall 2016. View more Featured Courses.

- Adaptation
- Oceanography
- Introduction to Paleopathology

Visit [www.sas.upenn.edu/lpscourses](http://www.sas.upenn.edu/lpscourses) for the list of current courses offered

### Important Dates

View full Academic Calendar.

### Spring 2017 Program Dates

- Advance registration: Oct. 31 - Nov. 13

### Student Resources



### LPS Contact Information

College of Liberal & Professional Studies

3440 Market Street, Suite 100  
Philadelphia, PA 19104-3335

Telephone: (215) 908-7376



**Penn LPS**  
College of Liberal & Professional Studies





Penn LPS  
College of Liberal & Professional Studies



Information for ▾

LPS Quick Links ▾

Programs &amp; Offerings

Students

Admissions

Tuition &amp; Financing

Campus Life

About LPS

## About LPS

Through our programming and our community, the College of Liberal and Professional Studies proudly embodies the University of Pennsylvania's mission to encourage lifelong learning relevant to a changing global society.

# Questions?

Please contact us at any time for assistance

[LEARN MORE ABOUT LPS >](#)

215.898.7326

[lps@sas.upenn.edu](mailto:lps@sas.upenn.edu)[www.sas.upenn.edu/lps](http://www.sas.upenn.edu/lps)

## Academics



Penn LPS  
College of Liberal & Professional Studies

...the College of Liberal and Professional Studies (LPS) ...trans and international scholars to high school students and ...to take full advantage of the best learning. Our renowned

What LPS program is  
best for you?

Learn about the offerings for all