Swarthmore Registration for Courses at UPENN – Fall 2016
College of Liberal and Professional Studies, 3440 Market Street, Suite 100/3335, Philadelphia, PA 19104

UPENN REGISTRATION FORMS WILL BE ACCEPTED BY THE SWARTHMORE REGISTRAR'S OFFICE STARTING: Monday, April 25, 2016

UPENN REGISTRATION PROCESSING STARTS FOR SWARTHMORE STUDENTS: Monday, August 01, 2016

SWARTHMORE’S UPENN REGISTRATION MUST BE COMPLETED BY: Friday, September 09, 2016

By the end of the first week of Swarthmore classes, you are advised to have your semester class schedule settled.

UPENN/SWARTHMORE ADD/DROP DEADLINE: Friday, September 09, 2016

UPENN’S CLASSES BEGIN: Tuesday, August 30, 2016

UPENN’S CLASSES END: Monday, December 12, 2016

UPENN’S FINAL EXAMS: December 15-22, 2016. Final exam dates are non-negotiable-- if you can’t make them work, don’t take the class.

Step 1. Swarthmore students wishing to take a class at The University of Pennsylvania through the Quaker Consortium must review UPENN’s Quaker Consortium student guide.

Step 2. Complete the Swarthmore Registration for Courses at UPENN form and submit to the Swarthmore College Registrar's Office.

Step 3. You will get an email from UPENN on the status of your registration; you must meticulously follow all of the instructions in that email, which sometimes contains many steps for you to do. Follow all the instructions in order to be fully registered for credit, including the Student Guide instructions for your PennCard and PennKey setup.

Registration procedure is required to earn credit.

To drop or change the status in a course from the University of Pennsylvania, you must notify the Registrar's Office at Swarthmore College.

Caution: A UPENN Incomplete grade must be completed within the first 4 weeks of the next semester or the grade will automatically be converted to a grade of ‘NC’.

UPENN does not permit Swarthmore students to register for any courses at the graduate or professional levels (course numbers 600 and above). Furthermore, Swarthmore students are not permitted to audit courses at UPENN. UPENN's College of Liberal and Professional Studies (LPS) can deny any proposed course a Swarthmore student wants to take. Swarthmore always respects the College of Liberal and Professional Studies Office’s decisions as gatekeeper of UPENN courses. Swarthmore College limits registration to one course a semester.

Our application form requires that you obtain approval from both your faculty advisor and the Swarthmore department under whose purview the course falls. Swarthmore registration is based on the course being one that is not available at Swarthmore, is relevant to the student's overall educational plan, and has been approved by the appropriate department here.

When differences occur between their regulations or calendar and ours, Swarthmore students are limited by the stricter rule, either UPENN’s or Swarthmore’s. Swarthmore students who take courses at UPENN do so under the rules concerning papers, examinations, grading, deadlines for completed work, and so on, that pertain THERE.

Full time enrollment at Swarthmore is required by the end of Swarthmore’s add/drop period regardless of UPENN’s calendar or approvals or lack thereof.

Housing: If you are planning to register for a UPENN course for the fall, you need to be in contact with Rachel Head regarding the start date for those courses. Early housing will only be considered if UPENN’s LPS has contacted the Swarthmore College Registrar’s office with enrollment verification.

Travel Funding: is limited to reimbursement for approved expenses, and the ‘per student’ cap is the train fare to and from Philadelphia for only the class for which enrolled. There is no reimbursement for library usage or practices. If you drive, you will only be reimbursed up to the cost of the round trip train fare. Travel reimbursement is managed by the Dean’s Office (Parrish 140, email: slewis2@swarthmore.edu). Reimbursements are done twice a semester. The Dean’s office will email you with details after our add/drop period. NO reimbursements for travel will be made without a receipt for each trip. Please print your name and ID# on a separate piece of paper and include it with your receipts. If you expect to go to UPENN more than three (3) times a week, before you purchase monthly or multiple tickets please confer with Parrish 140.
Swarthmore College Office of the Registrar  
Swarthmore at University of Pennsylvania Course Application  
DO NOT Seek UPENN Professors for approval. Please use the form as directed.

Student's Name ________________________________________________ ______________________ Grad Year _________________

Swarthmore ID# __________________ SWAT EMAIL: ___________________ D.O.B. ______________ SS# __________________

UPENN Crse #, Sec, and Title: ___________________________________________ 

UPENN Credit Amt: _______ Instructor’s Name_______________________________________________________________________

Class meets which day(s) _____________________________ and time(s) _______________________

Have you registered for classes at UPENN at any time before:    ☐ Yes ☐ No

I, the above student, understand and agree to the following terms:
1. My enrollment is subject to the academic calendar and deadlines of LPS, which may differ from those of my home institution.
2. It is my responsibility to obtain permission from my home school Registrar to register for courses at PENN.
3. If asked to do so by LPS, it is my responsibility to contact academic departments at PENN to request permits for registration and to notify LPS of when those have been added to my student record.
4. Students are not permitted to use the following Penn Resources: Careers Services, PennLink Recruiting System, Student Employment, Student Financial Services, and Student Health Service. Violation of this policy could result in termination of current registration at UPENN and restriction from further participation in the exchange.

Signature: __________________________________________________________ Date: ________________________

Sections 1 and 2 to be completed and signed by Approving Subject Chair (Swarthmore):

1. a) Has the student already taken a course anywhere that has overlapping content: ☐ Yes ☐ No
   
   If so explain: ____________________________________________________________________

   b) For what Swarthmore subject is credit being approved? ________________________________

   c) For how many Swarthmore credits? ______

   d) Major/Minor applicability? ☐ Yes ☐ No

   e) Departmental conditions or limitations: _____________________________________________

   f) Signature of Approving Subject Chair________________________________________________

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2. Courses are not to be approved if they are taught at Swarthmore now or in the future. No exceptions. This is UPENN’s rule. We do not vary from the rule to accommodate scheduling problems.

This course is not taught at Swarthmore College _____________________________________________
 
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3. SIGNATURE of student's academic advisor: ______________________________________________