

**Swarthmore Registration for Courses at UPENN – SPRING 2022**  
**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: N/A  
**SWARTHMORE'S UPENN REGISTRATION MUST BE COMPLETED BY: TUESDAY, JANUARY 25, 2022**

By the end of the first week of Swarthmore classes, you are advised to have your semester class schedule settled.  
UPENN'S CLASSES BEGIN: Wednesday, January 12, 2022  
UPENN'S CLASSES END: Wednesday, April 27, 2022  
UPENN'S FINAL EXAMS: Monday, May 2 – Tuesday, May 10, 2022  
Final exam dates are non-negotiable-- if you cannot make them work, do not take the class.

**UPENN will begin to process Swarthmore registration forms on N/A**

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 500 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 academic 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.

**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: [fgibson1@swarthmore.edu](mailto:fgibson1@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. 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.

**Housing:**

If you are planning to register for a UPenn course with a start date before our courses, you need to be in contact with the Office of Student Engagement regarding the start date for those courses. Early housing will only be considered if UPenn's LPS has contacted the Swarthmore Registrar's Office with enrollment verification. Meals will not be included.

**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 username: \_\_\_\_\_

D.O.B. \_\_\_\_\_ SS# \_\_\_\_\_ Sex (please circle one): M / F / X (nonbinary)

UPENN DeptCode, Crs #, Sec, and Title: \_\_\_\_\_

**Please note:** To be properly registered for a course, you MUST provide the four-letter department code, the three-digit course number, and the three-digit section number (e.g. MATH 001-499). If your course requires registration for a lab or recitation, you MUST include that information as well. Forms will not be processed without all required information.

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. Social Security numbers are required for registration at UPENN, if it is not supplied on this form, the Swarthmore College Registrar's office will supply it to LPS.
2. My enrollment is subject to the academic calendar and deadlines of LPS, which may differ from those of my home institution.
3. It is my responsibility to obtain permission from my home school Registrar to register for courses at PENN
4. 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.
5. 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: \_\_\_\_\_

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**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 dept code 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 \_\_\_\_\_

**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 \_\_\_\_\_

**Signature of Swarthmore subject chair**

3. SIGNATURE of student's academic advisor: \_\_\_\_\_