Swarthmore Registration for Courses at UPENN – SPRING 2027

College of Liberal and Professional Studies, 3440 Market Street, Suite 100/3335, Philadelphia, PA 19104

UPENN REGISTRATION FORMS WILL BE ACCEPTED BY THE SWAT REGISTRAR'S OFFICE ON: **Tuesday, November 3, 2026**

SWARTHMORE'S UPENN REGISTRATION MUST BE COMPLETED & SUBMITTED BY: **Tuesday, December 1, 2026**
UPENN'S CLASSES BEGIN: Wednesday, January 20, 2027
UPENN'S CLASSES END: Tuesday, May 4, 2027
UPENN'S FINAL EXAMS: Friday, May 7 – Monday, May 17, 2027
Final exam dates are non-negotiable-- if you cannot make them work, do not take the class.

UPENN will begin processing Swarthmore registration forms on Tuesday, January 4, 2027 (date subject to change)

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.**

For specific questions on course enrollment, PennKey inquiries or account status, please email **registrar.upenn.edu** and identify yourself as a Quaker Consortium student and your home institution in the email.

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 5000 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.

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.

UPENN Course Registration – Swat Student Form

Student's Name _____ **Grad Year** _____

Swarthmore ID# _____ **SWAT email** _____

D.O.B._____ **SS#**_____*required by Penn for creating visiting student record*

MUST FILL IN ALL REQUIRED COURSE INFORMATION To be properly registered for a course, you MUST provide the above-mentioned course information (e.g. MATH CRN# 12345 001-499). If your course requires registration for a lab or recitation, you MUST include that information as well. Forms will **not** be sent to Penn if incomplete, all fields must be filled out including the approving Swarthmore department & signature.

Course Dept Code _____ **CRN** _____

Course Title_____

Credit Amount _____ **Instructor's Name** _____

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: _____

Sections 1 and 2 to be completed & 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? ☐ s ☐

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

11/2027 JKH