STUDENT GUIDE

QUAKER CONSORTIUM
RECIPROCAL PROGRAM

UNIVERSITY OF PENNSYLVANIA

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Thank you for pursuing your academic studies here at the University of Pennsylvania. This guide outlines the required steps that you must complete in order to be properly set up as a Quaker Consortium student at Penn. It also provides an overview of our academic policies and resources available to you within the Penn community.

RULES AND REGULATIONS FOR QUAKER CONSORTIUM STUDENTS

The University of Pennsylvania honors reciprocal agreements with Bryn Mawr College, Haverford College, Swarthmore College, and the Curtis Institute of Music. These agreements allow students of the above institutions to take courses at Penn while they are matriculated at their home institution.

The following regulations apply to reciprocal students who wish to take courses at Penn as a part of the Quaker Consortium:

1. The student may take a maximum of 2 courses per term.
2. **Undergraduate students may only register for undergraduate-level courses (course numbers 0001-4999), and graduate students may only register for graduate-level courses (course numbers 5000-9999). Note: Independent study courses and College of Liberal and Professional Studies (LPS) Online Program courses are not eligible.**
3. Courses covered under the Quaker Consortium agreement may only be taken in the Fall and/or Spring terms; Summer courses are not covered under the Quaker Consortium agreement. However, Bryn Mawr, Haverford, Swarthmore, and Curtis Institute of Music students may register for Penn's Summer Sessions program using an expedited Admission form.
4. The student may only take courses that are not regularly offered by their home institution.
5. The Registrar of the student's home institution must approve all courses before the Office of the University Registrar at the University of Pennsylvania registers students for courses at Penn. Note: Quaker Consortium students cannot manage registrations independently through Path@Penn. However, students can create an alternative cart to request permission to enroll in a course if it is subject to registration restrictions. Quaker Consortium students cannot audit Penn courses.
6. The student must abide by the University of Pennsylvania deadlines for adding, dropping or withdrawing from a class (see Dates/Deadlines).
7. The student will be charged for tuition by their home school. If the student incurs other fees while at Penn, the student is required to pay Penn for such fees.
8. The student follows all rules and regulations listed on the Quaker Consortium website and this guide.
9. The student must maintain contact with the Registrar of their home institution to be sure that their student record at their home institution accurately reflects courses taken at Penn.
10. **Students are <u>not</u> permitted to use the following Penn Resources: Career Services, PennLink System, Student Employment, Student Financial Aid, and Penn Wellness (*failure to comply may result in being dropped from courses and blocked from future enrollment*).**

REQUIRED REGISTRATION STEPS FOR QUAKER CONSORTIUM STUDENTS

In order to register for classes at Penn you will need to complete ALL of the steps listed below.

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STEP 1
COMPLETE REGISTRATION FORM
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The first step in the process of becoming a Quaker Consortium Student at the University of Pennsylvania (Penn) is to complete the Quaker Consortium Reciprocal Program Registration Form with your home institution.

Quaker Consortium registration forms must be submitted to your home institution for processing by August 1 for the Fall term and December 1 for the Spring term.

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STEP 2
PENNCARD & PENNKEY SETUP CODE

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PennCard

The PennCard is the official University of Pennsylvania identification for students, faculty, and staff. The PennCard provides access to University facilities, services, cash convenience, and more. Only students officially enrolled in courses may receive a PennCard, which should be carried at all times.

To obtain a PennCard, you must already be entered into the Pennant student system and registered for courses. The PennCard Center is located on the 2nd floor of the Penn Bookstore at 3601 Walnut Street.

PennKey Setup Code

Once your record is created in the Pennant student system, you will receive a PennKey Setup Code, which is the first step in obtaining a PennKey & Password. **Your setup code will be sent to the email provided on your Quaker Consortium Program Registration Form**.

If you do not receive your setup code, you may visit the PennCard center or call the 24-hour, automated PennKey Setup Code Request Line, 215-746-PKEY (215-746-7539) or 1-866-406-PKEY (1-866-406-7439), to have a new setup code sent. The toll-free number can be used from locations in the U.S. outside the Philadelphia metropolitan area, Canada, and the U.S. Virgin Islands. You may be asked to provide the following to confirm your identity:

- your Social Security Number
- your date of birth
- a phone number where you can be reached

If you experience any issues, please visit PennKey Support for students or contact support via this online form.

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STEP 3
OBTAIN A PENNKEY & PASSWORD

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A **PennKey** is required to authenticate, or verify, an individual's identity to many of Penn's networked computer systems and services. Authorized users need a PennKey and password to access such electronic resources as Path@Penn, Canvas, certain library resources, and public campus computers. **Excluded resources include: Penn Careers Services, PennLink System, Student Employment, Student Financial Services, and Student Health Service.**

PennKey & Password

Once you've obtained the PennKey Setup Code, you must use this link to register your PennKey. You will need to enter your setup code and other personal information to create your PennKey and Password.

Already have your PennKey but need to reset your password?

Visit the PennKey password support page and enter your registered email here. If you require additional help please contact PennKey Support via this online form.

DO NOT CONTINUE WITH THE FOLLOWING STEPS UNTIL YOU HAVE REGISTERED YOUR PENNKEY AND PASSWORD WITH PENN

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STEP 4
E-MAIL CONTACT INFORMATION
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Once you create a PennKey and Password, it is **mandatory** that you confirm your email address in the Penn Directory to reflect your home school email address (or personal email address if preferred). Email is widely used by Penn faculty and staff in order to send important academic information including course information and billing.

To update your email address, you will need to go to the Penn Directory and click on "Update Directory Listings" to log in with your PennKey and update your information.

COURSE REGISTRATION INFORMATION

COURSE SELECTION

You can view the list of available courses for the current and future terms online at https://courses.upenn.edu/. Note: Quaker Consortium students cannot manage registrations independently through Path. However, you can create an alternative cart to request permission to take a class if it is subject to registration restrictions.

If you have questions about the specific courses, you can view the University Catalog, which is a publication that lists the course descriptions. If you cannot find the description, you will need to contact that course's department for more information.

You can also search the Penn Course Review for course descriptions and instructors' course ratings submitted for each course in each term taught.

Your Penn course requests must be pre-approved by your home institution's Registrar via the registration request form. Note: When submitting a registration request form, if you do not have the course CRN which is the 5-digit course reference number, be sure to include the full course information, including department, course number, section number, and title, ex. ANTH 0020 601, CRN 29284, Anthropology, Race, and the Making of the Modern World.

Request Permission to Take A Class
Some courses will require permission to register. Follow the instructions outlined in the How to Request Permission to Take A Class: Quaker Consortium quick reference guide. Note: You must have an active record in the Pennant Student System before requesting permission to take a class.

IMPORTANT: Approved permission requests do not officially register you for course. Approved permission requests to not override closed sections, closed-reserve registration restrictions, or level restricted courses. **Undergraduate students should not request permission for graduate-level courses (course numbers 5000-9999). Graduate students should not request permission for undergraduate-level courses (course numbers 0001-4999). Note: Independent study courses and College of Liberal and Professional Studies (LPS) Online Program courses are not eligible.**

Section Co-Activity Registration Requirements

When requesting registration for certain courses, you will need to keep in mind that some courses have a section co-activity registration requirement. Section co-activity registration requirement means that you will need to request to register for multiple sections of a course to receive credit. Note: you will not be registered if you do not request registration for the required co-requisite sections of a course. An example would be the lecture-recitation co-activity registration requirement. Large lecture courses will sometimes attach smaller recitations so the students can have more one-on-one interaction (most likely with a Teaching Assistant). Another example would be a Lecture-Lab co-activity registration requirement. Many of the large science lectures have a required lab section. You will be required to request registration for both sections to receive credit.

If a course requires registration for multiple sections due to a co-activity requirement, you **must** inform your home institution of each section for which you wish to register at the time of your course request to ensure full enrollment.

VIEWING YOUR COURSE SCHEDULE VIA PATH@PENN

Once officially registered for a course by the Office of the University Registrar at the University of Pennsylvania, you can view your schedule via Path. To view your course schedule, you will need to use your PennKey and Password to access Path@Penn. Path is an essential student resource providing secure online access to class schedules, transcripts, billing, financial aid information, address correction, and more. To view the schedule of your registered courses:
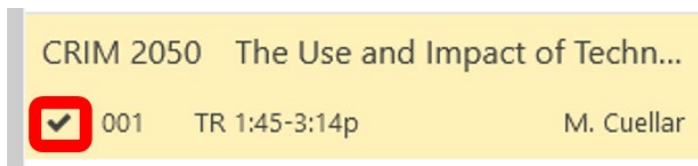
- Log into Path@Penn.

- Click *Search & Register for classes* link under the *Academic Planning & Registration* section.

- Click the Primary Cart button to view your schedule.

- **IMPORTANT**: If you are registered for a course, the course will appear in the Primary Cart with a black check mark. If a course is not in the Primary Cart, you are not registered for the course. Access to a course's Canvas is only permitted when you are registered in the course. Requests to access a Canvas site without being registered in the course will be denied. Auditing is not permitted for Quaker Consortium students.

ACADEMIC CALENDAR

As a Quaker Consortium student at Penn, you must abide by the University of Pennsylvania's rules, regulations, and deadlines. Please familiarize yourself with the Penn academic calendar for each term: https://almanac.upenn.edu/penn-academic-calendar .

ADDING, DROPPING & WITHDRAWING FROM A COURSE

You must always consult your undergraduate advisor from your home institution regarding any academic issues, including changing, dropping, or withdrawing from a Penn course in which you are currently enrolled. Quaker Consortium students must abide by the University of Pennsylvania's deadlines associated with course registration for a term; those deadlines are listed on the following website: https://almanac.upenn.edu/penn-academic-calendar

If you need to add, swap, drop, or withdraw after the deadlines have passed, you will need to petition your home institution Registrar. If it is approved, Penn will honor the decision and make the changes as needed.

BILLING

As a Quaker Consortium student, you will not be charged for tuition by the University of Pennsylvania. Your home institution will determine your tuition bill. As such, any questions about tuition should be directed to your home institution.

Please note: If you are requesting to register for a lab course or a studio that generates specific fees associated with that course, you are obligated to pay said fees to the University of Pennsylvania. Also, if you charge anything using your PennCard, you will be obligated to pay those charges. Any bill you incur will be sent monthly via email (e-bill) to the email address you entered into the Penn Directory.

FINDING YOUR ROOM

Finding the room for your courses can be a daunting task if you have never been to our campus. On the first day of your class, you will need to verify the course room number by looking at your course schedule in Path@Penn:

- Log into Path@Penn.

- Click *Search & Register for classes* link under the *Academic Planning & Registration* section.

Academic Planning & Registration

> Add/Drop/Swap classes   > Declare/Update field of study
> Degree planning and audit   > Request max course unit increase
> Search & Register for classes   > Withdraw from a course
> XCAT

- Click the Primary Cart button and then click the course to open course details to view the meeting time and location. Note: If you are registered for a course, the course will appear in the Primary Cart with a black check mark. If a course is not in the Primary Cart, you are **not** registered for the course.

REMINDER: You should check your class schedule on the first day of your class to ensure your room did not change.

IMPORTANT: If you are registered for a course, the course will appear in the Primary Cart with a black check mark. If a course is not in the Primary Cart, you are not registered for the course. Access to a course's Canvas is only permitted when you are registered in the course. Requests to access a Canvas site without being registered in the course will be denied. Auditing is not permitted for Quaker Consortium students.

GRADING, ACADEMIC, AND EXAMINATION POLICIES

GRADING SYSTEM

The following grades are used to report a student's standing upon completion of each course.

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A+	4.0 Distinguished		C+	2.3
A	4.0 Excellent		C	2.0 Average
A-	3.7		C-	1.7
B+	3.3		D+	1.3
B	3.0 Good		D	1.0 Below Average
B-	2.7		F	0.0 Failure

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GR	No Grade reported for the individual student	S	Satisfactory progress
NR	No Grades reported for entire class	W	Withdrawal
I	Incomplete, made up within 4 weeks after the semester	P	Pass
II	Incomplete, made up by the end of the following semester		

More information can be found here on the Transcript Key webpage.

TRANSCRIPTS

Students can place orders and pay for transcripts securely online using a credit card through the National Student Clearinghouse (NSC).

To place an order, log in to Path@Penn (https://path.at.upenn.edu/) and select "Order my official transcripts". Please note that if you have a hold on your account, you will not be able to place an order until the hold is cleared. Path@Penn requires PennKey authentication. If you have forgotten your PennKey credentials (username and/or password) or need to obtain a PennKey, please visit https://pennkeysupport.upenn.edu/help for support.

Once you have placed your order, you can track your transcript through the NSC's Track Order page (https://tsorder.studentclearinghouse.org/tyo/login) by entering your order number and email address.

Unofficial copies of your transcript can be obtained through Path@Penn.

Note: You will need to work with your home school Registrar to be sure that the courses taken at Penn appear on your home school transcript.

CODE OF ACADEMIC INTEGRITY

Inasmuch as the standing of an educational institution and the value of a degree from that institution are dependent upon the integrity of study and research carried on at that institution, the Code of Academic Integrity is drawn to make clear the policy of the University concerning academic honesty. Each student attending the University must abide by this code, the text of which appears at http://www.vpul.upenn.edu/osl/acadint.html.

CONFIDENTIALITY OF STUDENT RECORDS

Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, in general, personally identifiable information can be disclosed to people outside the University only with the written consent of the student or alumnus involved. A statement setting forth specific University policy concerning (1) disclosure of information to people outside the University, (2) disclosure of information to people within the University, (3) permitting students to inspect and review records and (4) providing students with the opportunity to seek the correction of their records is available. The complete confidentiality statement is printed in the University's Policies and Procedures booklet.

NONDISCRIMINATION POLICY

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability or status as a disabled or Vietnam Era veteran in the administration of its educational policies, programs, or activities, admissions policies and procedures, scholarship and loan programs, employment, recreational athletic or other University administered programs. Questions or concerns regarding the University's equal opportunity and affirmative action programs and activities or accommodations for people with disabilities should be directed to the Executive Director, Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106 or by phone at (215) 898-6993 (Voice) or (215) 898-7803 (TDD) http://www.upenn.edu/affirm-action/.

USEFUL LINKS

Quaker Consortium Website	https://srfs.upenn.edu/registration-catalog-calendar/quaker-consortium
University Catalog	https://catalog.upenn.edu/
Path@Penn	https://path.at.upenn.edu/
Course Search	https://courses.upenn.edu/
Penn Course Review	http://www.vpul.upenn.edu/coursereview/
Canvas	https://canvas.upenn.edu/