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 (independent study and 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 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 student registers for courses at Penn.
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 in both the Reciprocal Registration Form 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 not permitted to use the following Penn Resources: Career Services, PennLink System, Student Employment, Student Financial Services, and Student Health Service (*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 school. That form will need to be signed by your home school Registrar before it can be processed by Penn.

Quaker Consortium registration forms will be sent by your home school for processing beginning on August 1 for Fall and December 1 for Spring. This is the earliest that forms will be processed for their respective terms. Penn will contact you via email once your form has been processed and will verify your course registration outcome. Please follow the instructions in the email closely as you may need complete certain tasks to complete your registration at Penn.

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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 or 1-866-406-PKEY, 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, from Canada, and from 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 contact support at pennkey@isc.upenn.edu.

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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 the Penn Portal, 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 go to the following link: http://www.upenn.edu/computing/pennkey/.   There, you will 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 at https://pennkeysupport.upenn.edu/user/password. If you require additional help please visit https://pennkeysupport.upenn.edu/contact .

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 have set-up a PennKey and Password, it is **mandatory** that you confirm your email address in the Penn Directories 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 www.upenn.edu/directories and click on "Update Directory Listings" to login 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/

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

You can also choose to search the Penn Course Review for course descriptions and also for the instructors' course ratings submitted for each course in each term taught. The link is https://penncoursereview.com/.

Any course that you take at Penn must be pre-approved by your home school Registrar. If you do not have the course CRN, be sure to include the full course information including department, course number, section number and title. It is your responsibility to receive approval before you add or drop a course at Penn.

Permits
Some courses will require a permit to register. You must have an active record in the Pennant Student System before you can request a permit for a course. To obtain a permit, you will need to contact the Penn Department responsible for the course with your request; if you are able to obtain a permit, ask that Department to issue you a permit in the student system. Once you have a permit for a course, you will then submit your course request through your home school Registrar.

IMPORTANT: *Receiving a permit does not officially register you for the course, you must confirm the course enrollment is processed.*

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 register for multiple sections of a course to receive credit. If you do not register for the co-requisite, you will be dropped from the course. An example would be the lecture-recitation co-activity registration requirement. Large lecture courses will sometimes attach smaller recitations so the students will be able to 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 register for both sections to receive credit.

If you are required to register for multiple sections because of a co-activity requirement, you MUST notify Penn of each section for which you would like to register when you request your courses in order to be fully enrolled.

VIEWING YOUR COURSE SCHEDULE VIA PATH@PENN

To view your course schedule, you will need to use your PennKey and Password to access Path@Penn at https://path.at.upenn.edu. Path is an essential student resource providing secure online access to class schedules, transcripts, billing, financial aid information, address correction, and more. (Note: You may not use Path to add, drop, or make changes to your Quaker Consortium courses because a registration hold will be placed on your record. All changes to your schedule must be made by Penn at the request of your home school registrar's office, and any unauthorized registrations will be dropped from your schedule.)

Another option is to logon to the PennPortal and access Path and other Penn online applications through that platform. The PennPortal, https://portal.apps.upenn.edu/penn_portal/view.php, is a personalized website that brings together information from many sources on campus and allows students to manage most transactions from one online location. You will be able to view daily calendars, access course web sites, and conduct transactions through Path and Campus Express. The site also consolidates links to offices, services, and other Penn sites important to students. The PennPortal can be personalized to include your personal course sites, headline news sources, favorite web links, and more.

ACADEMIC ISSUES

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, drop or withdraw after the deadlines have passed, you will need to petition your home school 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 tuition bill will be determined by your home school. As such, any questions about tuition should be directed to your home school.

Please note: If you are registering 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 also be obligated to pay those charges. Any bill that you incur will be sent monthly via email (e-bill) to the email address that 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 doing the following:
Either:

      a.   Find the room number by looking at your course schedule in Path@Penn
      OR
      b.   Find the room listed on the Course & Room Roster on the Penn Registrar's website,
      https://srfs.upenn.edu/registration-catalog-calendar/rosters-timetables

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HOW TO FIND THE ROOM ON THE COURSE & ROOM ROSTER:
The room can be found in the following location in a course's listing
in the Course & Room Roster:

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ANTH-002  INTRO CULTURAL ANTHRO                1 CU
     SOCIETY SECTOR (ALL CLASSES)
  910 LEC MW 6-9:10PM  MUSE 345        HAMMARBERG M
        MAX: 30
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REMINDER: You should check your class schedule and/or the Course and Room Roster on the first day of your class to be sure that your room did not change.

GRADING, ACADEMIC, AND EXAMINATION POLICIES

GRADING SYSTEM

The following grades are used to report the standing of a student 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		

TRANSCRIPTS

A transcript of a student's non-degree academic record in the College of Liberal and Professional Studies may be provided upon written request by the student to the University Registrar. Transcript costs depends on the type of request. Payment must be made by check or money order. No cash is accepted. Allow two weeks for transcripts to be sent. Visit http://www.upenn.edu/registrar/student-services/transcripts.html for complete instructions. Unofficial copies of your transcript can be obtained through Path@Penn.

Please note that you will need to work with your home school Registrar to be sure that the courses that were 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

LPS Quaker Consortium Website	http://www.sas.upenn.edu/lps/students/quaker-consortium
Course Timetables	https://srfs.upenn.edu/registration-catalog-calendar/rosters-timetables
University Catalog	https://catalog.upenn.edu/undergraduate
Path@Penn	https://path.at.upenn.edu
UPenn College of Liberal and Professional Studies	www.pennLPS.org
University of Pennsylvania Homepage	www.upenn.edu
Classroom Finder	http://www.isc-cts.upenn.edu/finder/
Penn Course Review	http://www.vpul.upenn.edu/coursereview/
Penn Portal	http://medley.isc-seo.upenn.edu/penn_portal/view.php
Canvas	https://canvas.upenn.edu/