



To: New Nursing Masters' Students
From: **School of Nursing – Office of Student Information**
Adam B. Sherr (215) 898-6687 osi@nursing.upenn.edu
Re: **Class Registration Instructions**

You must use Penn-In-Touch (Penn's online Registration System – PennKey and Internet Browser required) to Register

Obtaining a PennKey

1. You must have received your PennKey Setup Code letter from the University's Office of Information Services and Computing (ISC). If you have not yet received that letter, or you have misplaced it – email pennkey@nursing.upenn.edu and we will get a replacement letter generated for you.
2. On the PIN letter, identify your Setup Code (a 7 or 8 character string) and your Student ID# (an 8 digit number)
3. Go to: https://rosetta.upenn.edu/cgi-bin/register_pennkey/register
4. Enter your Setup Code in both of the boxes (Setup Codes ARE CASE SENSITIVE)
5. Type in the requested personal info (Last 4 digits of SSN and Birthdate)
6. You will then be given a choice of multiple PennNames from which you will choose your PennKey. Keep in mind that this will be your NAME@nursing.upenn.edu email address as well as a username for many University systems.
7. You will then be required to choose (and enter twice) a Password. Keep in mind that the rules surrounding these passwords are very strict. It cannot include your initials. It cannot include a real word. It must have upper and lower case as well as a number or special symbol (;&%). **Suggestion:** pick a word you will remember, change case, and add a number into it (such as nu318RSE) or use people's initials that you will remember and add their birthdates (such as aBs318). While this is frustrating at times, it ensures internet security. **DO NOT GIVE UP** – if you fail to complete the process, you will need to request another PIN letter and begin the process from Step 1.
8. Once you have completed your PennKey registration and Password – you are ready to register!

Using Penn-In-Touch YOU MUST HAVE A PennKey ID and Password to use this system (see above).

1. Login to Penn-In-Touch - <https://sentry.isc.upenn.edu/intouch/>
(you can also access this and many other systems via the Penn Portal
http://www.upenn.edu/penn_portal/)
2. Enter your PennKey ID
3. Enter your PennKey Password
4. Click Registration on the left toolbar, follow links to choose classes
5. Nursing School code - NURS
6. Course and Section #

Example: N656: Concepts in Primary Care Department: NURS
Course Number: 656
Section Number: 001

If you are having any problems, email osi@nursing.upenn.edu or call the School of Nursing's Office of Student Information at (215) 898-4544

Pass/Fail Options:

CORE, THEORY, AND CLINICAL COURSES (i.e. all required courses) MAY NOT BE TAKEN PASS/FAIL.

Pass/Fail grading is optional for students in elective courses offered in the School of Nursing (excluding PhD) as well as in the University, subject to departmental and/or faculty grading policies. A maximum of 2 course units may be taken on a pass/fail basis. However, core, theory, and clinical sequence courses (REQUIRED COURSES) may not be taken pass/fail. For MSN programs requiring courses outside of the School of Nursing (Nursing and Health Care Administration and Health Leadership), an additional 2 course units may be taken pass/fail. Students on academic probation may not take any courses pass/fail.

It is the student's responsibility to consult the instructor and/or syllabus regarding this option since the requirements for "pass" may vary.