



**To:** New Nursing Fall-Start Accelerated Students  
**From:** School of Nursing – Office of Student Information ([osi@nursing.upenn.edu](mailto:osi@nursing.upenn.edu))  
**Re:** Class Registration Instructions

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You must use Penn-In-Touch (Penn's online registration system – PennKey and Internet Browser required) to register.

### **Step #1: Obtain 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](mailto: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](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 birth date)
6. You will then be given a choice of multiple Penn names from which you will choose your PennKey. Keep in mind that this will be your [NAME@nursing.upenn.edu](mailto: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 letters, 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!

### **Step #2: Create Your Schedule**

The following website will help you become acquainted with Penn-in-Touch:  
<http://www.sfs.upenn.edu/intouch/PDF/PIT-Quick-Reference.pdf>

Given these helpful hints, you can now work out your entire course schedule. **An excellent resource in creating your schedule is the Course Search and Schedule Planning tool, which can be found through Penn-in-Touch:**

**<https://medley.isc-seo.upenn.edu/pennInTouch/jsp/fast.do>**

*\*But please note that you must convert your course selections into registration requests.\**

Now you are ready to enter your requests into the registration system.

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***\*You must have your PennKey and password in order to be able to register. If you did not receive your PennKey, or if you have any questions about establishing your password, please email [pennkey@nursing.upenn.edu](mailto:pennkey@nursing.upenn.edu) and someone will be able to assist you.\****

### **Step #3: Register through Penn-In-Touch**

**You must have a PennKey ID and Password to use this system (see above). In order to register, your deposit to the University must have been received. It will take several days upon receipt for your name to be placed in the system.**

1. Log into 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/](http://www.upenn.edu/penn_portal/))
2. Enter your PennKey ID
3. Enter your PennKey Password
4. Click Registration on the left toolbar and follow links to choose classes
5. Nursing School code = NURS
6. Course and Section #

Example:	N230: Intro to Statistics	Department:	NURS
		Course Number:	230
		Section Number:	001

*Please be sure to register for the Accelerated section of Nursing 50 – section 003. This section is primarily for Second-Degree and BSN/MSN students.*

### **Frequently Asked Questions:**

- When can I register?

Registration for the fall term will be open throughout the summer. Registration will close for a few weeks at the end of July and then reopen in early August. Before you register, you must work out your schedule and have it ready to enter (refer to Step #2 above). Please register as early as possible to get the courses you want. (Note: You will always be admitted to any of your clinical nursing courses, but specific sections of classes are not guaranteed).

- How long is each class period?

Even though many classes are listed on an hourly basis (10:00-11:00, for example), they are fifty minutes in duration, so you will have ten minutes to go from one class to another. In the course schedule, M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, TBA=To Be Announced. Classes scheduled for Tuesday and Thursday (10:30-12:00, for example) are one hour and twenty minutes in duration, unless otherwise noted in your timetable. Remember to schedule time for lunch!

- Does the order in which I request courses matter?

Yes! In order to get the course selection that you want, arrange your courses in order of priority. The system will not enroll you in a particular section if it is full. To avoid difficulty, have an alternate section ready to enter or you can answer “yes” to “any section?” You will not be able to schedule courses that are in time conflict with each other.

*Make sure that you register for labs and recitations, as well as lecture, if your course includes a lab or recitation. You will be dropped from the course if you do not register for all components.*

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- Can I take a course pass/fail?

**All courses counting towards the BSN program must be taken for a grade.** The system will ask whether you wish pass/fail or normal grading status; choose normal grading. You may, however, take free electives pass/fail.

If you have any questions about course selections, please contact the Office of Student Services at (215) 898-6687 or email [advisor@nursing.upenn.edu](mailto:advisor@nursing.upenn.edu).

If you have questions regarding the mechanisms of registration, please contact the Office of Student Information at (215) 898-4544 or email [osi@nursing.upenn.edu](mailto:osi@nursing.upenn.edu).