



INSTRUCTIONS FOR FALL REGISTRATION

The Advance Registration period begins on **Monday, June 18th and runs through Friday, July 13th**. During this time, new students have the opportunity to request the courses they would like to take during the fall 2018 semester.

Please note: The Advance Registration process is **NOT** first-come, first-served and does not guarantee schedule. Therefore, requests submitted at 8 a.m. on Monday, June 18th have no advantage over those submitted at 5 p.m. on Friday, July 13th.

Upon the close of the Advance Registration period, the Registrar's Office will process the requests and begin placing students in courses. Students will be able to check their actual course schedule on Penn-in-Touch on Tuesday July 24, 2018. If your final schedule is not satisfactory and does not meet your individual academic objectives, it can be revised again beginning on July 24th and through the Course Selection Period during the first two weeks of the fall semester.

The following pages provide important instructions and helpful hints for requesting courses. ***Please be sure to carefully read and follow these instructions.*** If you have any questions or if you need additional assistance, please contact the Office of Student Services at 215-898-6687 or advisor@nursing.upenn.edu.

1. REQUIRED COURSES

Before you register, you must work out your course schedule and have it ready to enter into the computer. As a first-year Nursing student, it is required that you enroll in a minimum of **4.0 course units (C.U.s)** in the fall semester. First year students have the option of registering for an additional 1.0 C.U., for a maximum courseload of 5.0 C.U.'s.

The required Nursing courses are:

- **Nursing 101 – The Nature of Nursing Practice (0.5 cu)**
- **Nursing 61 – Biologically Based Chemistry (0.5 cu)***
- **Nursing 68 – Cell Biology and Microbiology (1 cu)**

*Please refer to the N061 letter on the New BSN Student Orientation and Registration Information website (<http://www.nursing.upenn.edu/student-services/orientation/bsn-students/>) for more information about NURS 061 course.

In addition to the required Nursing courses, you are also encouraged to take:

- **Writing Seminar (1 cu)**
All Penn students are required to take a [writing seminar](#). These courses offer a chance to

develop your writing skills through analysis and discussion of various texts and interesting topics. For help choosing the right seminar for you, please refer to:

http://writing.upenn.edu/critical/seminars/choosing_the_right_seminar.php

Please note: Writing courses tend to fill up quickly. If you request a writing course and do not end up getting this as part of your schedule, please do not panic. ***The Writing Seminar may also be taken in the spring.*** We recommend students identify a back-up course (e.g. another sector course) as an alternative to the Writing Seminar for fall.

▪ **A language course or sector requirement course (1 cu)**

Students are required to reach Level IV proficiency in a language (i.e. four levels or semesters of a language). Please refer to the Language Requirement Policy for more information about the language requirement.

Some students may place out of some or all of the language requirement courses by achieving the required score on a placement examination or based on Advanced Placement (AP) or SAT II scores. We **strongly recommend** that you take a placement exam. If you place out of one or more levels of any language, this provides additional flexibility in your plan of study.

If you have placed out of the language requirement, it is recommended that you enroll in a sector requirement course for the fall. Students are encouraged to consider the Freshman Seminars to meet relevant sector requirements. Please refer to the [BSN Student Orientation and Registration website](#) for more details on sectors and Freshman Seminars.

IMPORTANT NOTES:

- Students who place out of one or more levels of any language **must select free electives** to replace those courses and satisfy the **40.5 course unit total** required for a Bachelor of Science in Nursing degree.
- Nursing students are **NOT** required to fulfill the same sector requirements as students enrolled in the College of Arts and Sciences. Please review the BSN Orientation website for more information on sectors.

2. CLASS TIMES

Now that you know which requirements you should fulfill in your first semester, the next step is to select courses and sections that will work out in terms of scheduling. You will need to refer to the "Course Search" available in Penn in Touch. You may also use the [Course Timetable](#), which provides a listing of the courses that are offered in the fall and the times for which they are scheduled.

Even though classes are listed on an hourly basis (10:00 to 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 timetable, M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, TBA=To Be Announced. Classes scheduled for Tuesday and Thursday are one hour and twenty minutes in duration, unless otherwise noted in your timetable. *Please remember to schedule time for lunch!* Most dining halls are open for lunch from 11:00 a.m.-2:00 p.m.

IMPORTANT:

- **Be sure that course times do not overlap with one another.** *The registration system will drop*

any requests that conflict in time with another course.

- **Be sure to register for all required components of a course.** The Freshman Course Timetable will indicate when a course has multiple components. For example, Nursing 61 (Biologically Based Chemistry) has two required components that students must request: a lecture and recitation. *Please note: If you do not register for all components of a class, your request will be dropped.*

3. CREATING YOUR SCHEDULE

With the above recommendations and requirements in mind, develop a mock schedule to determine what you plan to register for. An excellent resource in creating your schedule is the **Course Search and Schedule Planning Tool** through Penn-In-Touch: <https://medley.isc-seo.upenn.edu/pennInTouch/jsp/fast.do>

Pass/Fail Option - Undergraduate students have the option of taking courses for a grade or pass/fail (P/F). As a Nursing student, you may take **up to four** courses pass/fail during your BSN career; however, only one (1) course per term may be taken pass/fail. You may not change a grade type (regular grade vs. P/F) after the drop deadline passes for the fall semester. The drop deadline for the fall 2018 semester is October 8, 2018.

IMPORTANT:

- Only language courses and free electives may be taken pass/fail.
- Sector Requirements must be taken for a grade.

4. REGISTERING THROUGH PENN-IN-TOUCH

Now you are ready to enter your requests into the registration system. The following website will help you become acquainted with Penn-in-Touch: <http://www.sfs.upenn.edu/intouch/PDF/PIT-Quick-Reference.pdf>

Registration is completed through Penn-in-Touch at:

https://medley.isc-seo.upenn.edu/penn_portal/intouch/splash.html

Things to Keep in Mind:

- **You must have a PennKey and Password to register:** If you did not receive your PennKey, or if you have any questions about establishing your password, please refer to the following website: <http://www.upenn.edu/computing/pennkey/index.html>
- **Register for courses in order of priority:** We recommend registering for the Writing Seminar first to improve your chances of getting into a course of your interest, followed by your language or sector courses, and then your required Nursing courses.
- **Schedule alternates in case your first choice class or section is full.** The system will ask for an alternate section. Have an alternate section ready to enter -or- you can answer "yes" to "any section?" Again, the registration system will not allow you to schedule courses that are in time conflict with one another and will either drop or reschedule those courses.
- **Reminder:** Again, please remember that placement into courses is not complete until the registration period closes after July 13th. You will not be informed of your course schedule until

the system reopens on July 24, 2018.

5. QUESTIONS

Each incoming Nursing student will be assigned a Peer Advisor and a Faculty Advisor. In the coming weeks, you will receive an email from your Peer Advisor, a current Nursing student leader, who has been through the registration process and will be able to provide invaluable insights about scheduling and course selection. Faculty Advisors will be assigned at the beginning of the fall semester. *You do not need permission from your faculty advisor to register for fall 2018 courses – all students have been signed off by the advisors in the Office of Student Services.*

In the meantime, if you have any questions, please contact the Office of Student Services at 215-898-6687 or advisor@nursing.upenn.edu. The advisors in the Office of Student Services are happy to address any questions or concerns you may have.