

COLLEGE OF LIBERAL AND PROFESSIONAL STUDIES

Post-Baccalaureate Studies and Penn Alumni Program



Post-Baccalaureate Studies and Penn Alumni Program Pre-Orientation

Welcome to the Post-Baccalaureate Studies and Penn Alumni programs at the University of Pennsylvania. In this presentation you will find instructions about important tasks you need to complete before you begin your studies at Penn.

If you have any questions please call us at 215-746-7040 or send an email to lps@sas.upenn.edu.

Regards,

Jaime Kelly

Director, Certificate and Non-Degree Programs

Your "To Do" List

1. Accept your offer of admission
2. Submit your official transcripts
(Post-Baccalaureate students only)
3. Set up PennKey
(for students without PennKeys)
4. Create Penn email
(for students without Penn emails)
5. Register for classes
6. Attend New Student Orientation



Official Transcripts

Post-Baccalaureate Studies students will be unable to register for courses until we have received and verified all final official transcripts. Penn Alumni Program students do not need to submit official transcripts.

For a transcript to be considered official, we require one of the following:

- Original hard copy mailed to LPS directly from the issuing institution
- Copy with official stamp, seal and/or embossed marking, in a sealed envelope
- Emailed transcript from official electronic delivery service

E-mail transcripts to:

lps@sas.upenn.edu

Mail transcripts to:

University of Pennsylvania
College of Liberal and Professional Studies
Attn: Admissions
3440 Market Street, Suite 100
Philadelphia, PA 19104

PennKey



Students without a PennKey will be sent a PennKey set-up code via the email they used to apply to Penn 3 - 5 business days after they accept admission into their program

If you do not receive a PennKey setup code in one week please select “Contact” on the [PennKey Support site](#).

Penn/SAS Email

All students need to have an e-mail address registered in the Penn Directory and many Penn systems will only use the e-mail address that is listed in the directory to contact you. If you already have an active e-mail address at Penn (anything ending in upenn.edu), then continue to use that; you don't need to create a new e-mail account.

If you do not already have an active Penn e-mail address, then you must create one. Visit the [Penn Computing site](#) to get started. Please note that you need to create your PennKey before you can setup an e-mail address, as your address is based on your PennKey. For example, if your PennKey is "bfranklin," your e-mail address will be bfranklin@sas.upenn.edu.

You should check your entry in the Penn Directory to verify that the information is correctly listed. Please allow two days for a newly created e-mail address to show up in the Penn Directory. Visit the [Penn Directory](#) to check your listing. Click the "Login" button in the upper right corner, then click "My Profile" to see your listing. Use the "Help" link to learn how to manage your information in the directory.

Registering for Courses



Register for courses through Path@Penn

[Registration how-to videos and reference guides](#)

Having registration problems?

- Call 215-746-7040 or email lps@sas.upenn.edu
- Include full name & contact info, course number (ex. ENGL 1000 601)

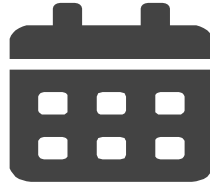
Penn Card

The PennCard is the official university identification card and provides access to campus buildings and facilities

You can pick up your PennCard after you register for classes. The PennCard Center is located in the Penn Bookstore at 3601 Walnut Street, 2nd floor



Academic Calendar



The academic calendar is located on the [LPS website](#)

Students are responsible for knowing these dates and deadlines are firm.

Tuition and Fees

Find current tuition and fees on the [LPS website](#)

If you register for a non-LPS class, you will be charged the rate for classes outside of LPS.

Full-time (four course units or more per term) students will be automatically be billed for Health Insurance and Gym membership during the academic year.

Billing



You will be notified via your Penn e-mail when a bill has been posted. Penn's billing schedule is generally the first week of each month, with a due date in the last week of the month. View the billing schedule [here](#).

Information about financing your education can be found on [our website](#)

For information regarding your bill, please contact [Student Financial Services](#)

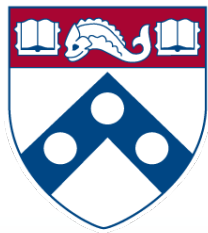
Penn Employees

You must apply for tuition benefits if you want Penn or the Health System to pay for classes

- [Information for Penn Employees](#)
- Health System Employees:
 - Contact Catherine Lisacchi:
215-615-2707



Keep in touch and welcome to Penn!



Penn LPS
College of Liberal & Professional Studies

215-898-7326 ● lps@sas.upenn.edu ● sas.upenn.edu/lps

