



Use the Request Preparation area to enter new course requests and/or submit changes to existing enrollments. If a new course request conflicts with existing enrollments, the Conditional Add/Drop functionality is invoked (see below).

[Change term](#) [View open sections](#)

Prepare course requests here

	Subject	Course	Section	Grade type	Credits	Activity	
Primary	WRIT V	025	304	Normal	1.00	SEM	<input type="button" value="Clear"/> <input type="button" value="Cancel"/> <input type="button" value="Add request"/>

- Choose the **Subject, Course Number and Section Number**. Click the << buttons in the Course Cart to move courses into the Request Preparation Area, or use the drop-down boxes to select specific sections.  
 [Note: During Course Selection, only “open” sections appear in the course drop-downs in the Request Preparation Area.]
- Select a **Grade Type**. Options display in the dropdown and are based on both your academic level and attributes of the course. Make sure to refer to the requirements for your degree program before changing grade types, as some schools have restrictions on the number of pass/fail courses that may count towards your degree.
- The **Credits** associated with the course you are requesting. For a variable credit course, you have the ability to change the credit to a number within a pre-determined range.
- Type of **Activity** associated with the section, such as lecture, recitation, lab, etc.
- Click  to submit your request for enrollment in a course. If the request is successful, the course will move down to the Course Enrollment Area with a status of “enrolled”.  
 If the system has a problem with the request, you will receive an error message at the bottom of the Request Preparation Area. Make any required adjustments and resubmit the request.  
 [Note: For courses with multiple activities, such as lecture and recitation, always request the credit-bearing section first.]

## Conditional Add/Drop

Conditional Add/Drop enables you to consider adding courses that may conflict with your existing enrollments, either as time conflicts or exceeding your maximum number of credits. There is no option or button for the Conditional Add/Drop; it automatically comes into play when the system senses one of these conditions, and prompts you to drop a conflicting course (or one of your other courses), to enable addition of the new one. In these circumstances the drop is always considered as “conditional,” since it will only occur if you can be successfully enrolled in the new course you are requesting.

**Time conflict**

Prepare course requests here

	Subject	Course	Section	Grade type	Credits	Activity	
Primary	WRIT V	025	304	Normal	1.00	SEM	<input type="button" value="Clear"/> <input type="button" value="Cancel"/> <input type="button" value="Add request"/>
<p style="font-size: small; color: red;">Your request failed due to the following reasons:            WRIT-025-304 has a time conflict with ENGL-058-001.            You may either choose to conditionally drop the conflicted course or cancel the request. The course ENGL-058-001 will only be dropped if enrollment into WRIT-025-304 is accepted.</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-top: 5px;"> <input type="button" value="Conditionally drop"/> ENGL-058-001         </div>							

**Exceeding maximum number of credits**

Prepare course requests here

	Subject	Course	Section	Grade type	Credits	Activity	
Primary	FNCE F	100	004	Normal	1.00	LEC	<input type="button" value="Clear"/> <input type="button" value="Cancel"/> <input type="button" value="Add request"/>
<p style="font-size: small; color: red;">Your request failed due to the following reasons:            The addition of FNCE-100-004 would cause your credits to exceed the maximum allowed. You must conditionally drop a course. The selected course will only be dropped if enrollment into FNCE-100-004 is accepted.</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-top: 5px;"> <input type="button" value="Conditionally drop"/> </div> <div style="margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; width: 150px;">             Select course to drop           </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">             Select course to drop              CINE-068-401              ECON-212-001           </div> </div>							

All the courses in which you are enrolled appear in the Course Enrollment area.  
From here you can drop courses and request certain kinds of changes.

## Course Enrollment Area

Course enrollments						
	Course	Grade type	Credits	Activity	Status	Action
1	 CINE-068-401	Normal	1.00	Seminar	Enrolled	 <input type="button" value="Drop"/> <input type="button" value="Change"/> 
2	ECON-212-001	Normal	1.00	Lecture	Enrolled	<input type="button" value="Drop"/> <input type="button" value="Change"/>
3	FOLK-022-403	Normal	1.00	Lecture	Enrolled	<input type="button" value="Drop"/> <input type="button" value="Change"/>
4	HIST-002-001	Non-graded	0.00	Lecture	Enrolled	<input type="button" value="Drop"/> <input type="button" value="Change"/>
	 HIST-002-001 requires a co-requisite activity of Recitation that is currently missing. Click here to list associated activities on screen at right.					
5	MATH-104-001	Non-graded	0.00	Lecture	Enrolled	<input type="button" value="Drop"/> <input type="button" value="Change"/>
6	MATH-104-201	Normal	1.00	Recitation	Enrolled	<input type="button" value="Drop"/> <input type="button" value="Change"/>
Registered credits: <b>4.00</b> Maximum credits: <b>5.00</b>						
	You must request ALL parts of multiple activity courses, such as lecture/lab or lecture/recitation. Requests that do not meet this requirement will be automatically dropped daily during the Course Selection (Drop/Add) period.					
For problems with registration, please contact the Registrar's Office: <a href="mailto:regist@pobox.upenn.edu">regist@pobox.upenn.edu</a>						

- Summary **Course** information displays for each course in the Course Enrollment Area. Hover your mouse over a Course ID, or click on it, to bring up a separate window with further details about any specific course.
- The  button enables you to drop a course.
- Click  to make limited changes to your course enrollment, including Grade Type or Credits (for a variable credit course). This action will move the course information up to the Request Preparation Area, where you can make the changes. Then click the  button to submit the request; if successful, the change will move back down to the Course Enrollment Area. If you cancel a change before saving it, the original course enrollment will be restored.
- If a **Co-Requisite Activity** is required, you can click in the message and a list of associated activities/sections displays in the right-hand panel. Click on the  button next to the associated request activity to move it to the Request Preparation Area, then click .
- The bottom of the Course Enrollment Area displays a reminder that, if you fail to add requests for any required co-requisite activities, your enrollment in the associated course will be dropped at the end of each day.

The Open Sections link provides you with the ability to search for and select open sections of courses during the Course Selection (Drop/Request) period.

## Open Sections

[Change term](#) [View open sections](#)

Prepare course requests here

	<b>Subject</b>	<b>Course</b>	<b>Section</b>	<b>Grade type</b>	<b>Credits</b>	<b>Activity</b>	
Primary	<input type="text" value="WRIT V"/>	<input type="text" value="025"/>	<input type="text" value="304"/>	<input type="text" value="Normal"/>	1.00	SEM	<input type="button" value="Clear"/>
						<input type="button" value="Cancel"/> <input type="button" value="Add request"/>	

Use the **View open sections** link at the top of the registration page to access the search page for open sections.

### Open Sections: Fall 2009

Search for courses with open sections, view course details by clicking on course IDs, and select a course by clicking the "Select" button. You will be returned to the registration page with the course loaded in the preparation area, where you can add your request.

Find courses that match any or all of these criteria:

<b>Course ID / Subject</b>	<input type="text" value="psci"/>	Enter any portion: <b>acct</b> , <b>acct-101</b> , <b>acct-101-001</b> . <a href="#">View subject codes</a> Use commas for multiple values.
<b>Description includes</b>	<input type="text"/>	
<b>Instructor(s)</b>	<input type="text"/>	Enter all or part of last name(s)
<b>Fulfills requirement</b>	<input type="text" value="Select requirement"/>	Only writing courses and college requirements are currently available.
<b>Program</b>	<input type="text" value="Select program"/>	
<b>Activity</b>	<input type="text" value="Select activity"/>	Lec, rec, lab, seminar...

» [Show more search criteria](#)

Search results: 1-30 of 140

To sort by column, click underlined headings

Pages: 1 2 3 4 5 Next

Course Id	Title	Activity	Instructors	Max	Status	Meeting info	
<a href="#">PSCI-010-301</a>	Issues in American Democ	Seminar	<a href="#">View Instructor</a>	15	Open	T 01:30 PM- 04:30 PM;	<input type="button" value="Select"/>
<a href="#">PSCI-108-001</a>	Elections	Lecture	<a href="#">View Instructor</a>	51	Open	TR 10:30 AM- 11:30 AM;	<input type="button" value="Select"/>
<a href="#">PSCI-108-201</a>	Elections	Recitation		17	Open	R 01:30 PM- 02:30 PM;	<input type="button" value="Select"/>
<a href="#">PSCI-108-202</a>	Elections	Recitation		17	Open	F 10:00 AM- 11:00 AM;	<input type="button" value="Select"/>
<a href="#">PSCI-108-203</a>	Elections	Recitation		17	Open	F 11:00 AM- 12:00 PM;	<input type="button" value="Select"/>
<a href="#">PSCI-110-001</a>	Comparative Politics	Lecture	<a href="#">View Instructor</a>	204	Open	MW 11:00 AM- 12:00 PM;	<input type="button" value="Select"/>

1. Enter search criteria into the **Open Sections** search form and click  .
2. Additional search criteria can include start day, start/finish times and course level.
3. You can sort by clicking on a column heading.
4. View course details by clicking on a **Course ID**.
5. Click the  button to select a course. Once you select a course, you will be returned to the Registration page with the course loaded in the Request Preparation Area, where you then click  to submit your request.

Your Course Cart and Mock Schedules are available on the registration screen to facilitate your entry of course information, along with listings of any unused permits or authorizations, and a graphic of your enrolled schedule.

## Course Cart and Enrolled Schedule Area

1. Select a **Mock Schedule** or your **Course Cart** to list your previously selected courses. Use the <<< button to load courses into the Request Preparation Area, and click [Add request](#) to submit each selection.

[Note: If a course section has been cancelled or is no longer open for enrollment, the <<< button for that course will be grayed out and inoperable.]

2. Any **Permits** you received will be listed in a box labeled “Unused permits” until you use them. Permits do not automatically enroll you in a course; you still need to “claim” them by submitting a course request.

To claim a permit, click on <<< to move the course to the Request Preparation Area and click [Add request](#) to submit a request for the course, as you would any other. You will automatically be enrolled in the course.

If you later decide to delete/drop the course request during Course Selection, the permit will re-display in the Unused permit box.

[Note: All unclaimed permits are deleted at the end of the Course Selection “Add” period for each semester.]

3. A small graphic of your **Enrolled Schedule** is displayed on this page, for your reference during registration. Click on the image to expand it for better viewing.

The screenshot displays the Course Selection interface with three main sections:

- Unused permits:** A list of course IDs (CINE-061-403, CINE-068-401, ECON-212-001, FNCE-100-004, FOLK-022-403, HIST-001-601, HIST-002-001, HIST-002-209, MATH-104-001) with <<< buttons to the left. A red arrow labeled '2' points to this section.
- Mock schedule or course cart:** A dropdown menu showing 'My Mock Schedule' and a list of the same course IDs with <<< buttons. A red arrow labeled '1' points to this section.
- Enrolled schedule:** A grid showing the enrolled schedule for the week. The grid has columns for Monday, Tuesday, Wednesday, Thursday, and Friday, and rows for time slots from 08:00 AM to 01:00 PM. Courses are color-coded: MATH-104-001 (purple), CINE-061-403 (yellow), HIST-002-001 (orange), FOLK-022-403 (blue), and ECON-212-001 (green). A red arrow labeled '3' points to this section.

A 'View schedule' link is located at the bottom right of the Enrolled schedule section.