The registration screen for Course Selection is broken down into 4 functional areas, as described below.

**Request Preparation Area**
Enter new course requests and make changes to existing enrollments.

**Course Enrollment Area**
The courses in which you are enrolled display here.

**Open Sections**
Search for open sections of courses.

**Course Cart & Enrolled Schedule**
Display courses from your Course Cart or Mock Schedule, unused permits, and a graphic of your enrolled schedule.

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**Course selection (drop/request): Fall 2009**

**Prepare course requests here**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Grade type</th>
<th>Credits</th>
<th>Activity</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>pick</td>
<td>1</td>
<td>CINE-061-403</td>
<td>Normal</td>
<td>1.00</td>
<td>Seminar</td>
<td>Enrolled</td>
<td>Drop</td>
</tr>
<tr>
<td>pick</td>
<td>2</td>
<td>ECON-212-001</td>
<td>Normal</td>
<td>1.00</td>
<td>Lecture</td>
<td>Enrolled</td>
<td>Drop</td>
</tr>
<tr>
<td>pick</td>
<td>3</td>
<td>FOLK-022-003</td>
<td>Normal</td>
<td>1.00</td>
<td>Lecture</td>
<td>Enrolled</td>
<td>Drop</td>
</tr>
<tr>
<td>pick</td>
<td>4</td>
<td>HIST-002-001</td>
<td>Non-graded</td>
<td>0.00</td>
<td>Lecture</td>
<td>Enrolled</td>
<td>Drop</td>
</tr>
<tr>
<td>pick</td>
<td>5</td>
<td>HIST-002-209</td>
<td>Normal</td>
<td>1.00</td>
<td>Recitation</td>
<td>Enrolled</td>
<td>Drop</td>
</tr>
<tr>
<td>pick</td>
<td>6</td>
<td>MATH-104-001</td>
<td>Non-graded</td>
<td>0.00</td>
<td>Lecture</td>
<td>Enrolled</td>
<td>Drop</td>
</tr>
<tr>
<td>pick</td>
<td>7</td>
<td>MATH-104-201</td>
<td>Non-graded</td>
<td>1.00</td>
<td>Recitation</td>
<td>Enrolled</td>
<td>Drop</td>
</tr>
</tbody>
</table>

Registered credits: 5.00
Maximum credits: 5.00

For problems with registration, please contact the Registrar’s Office: reg@pobox.upenn.edu
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).

### Prepare course requests here

<table>
<thead>
<tr>
<th>Primary</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Grade type</th>
<th>Credits</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WRIT 5</td>
<td>025</td>
<td>304</td>
<td>Normal</td>
<td>1.00</td>
<td>SEM</td>
</tr>
</tbody>
</table>

- **Change term**
- **View open sections**

1. 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.]

2. 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.

3. 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.

4. Type of **Activity** associated with the section, such as lecture, recitation, lab, etc.

5. Click **Add Request** 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**

- **Exceeding maximum number of credits**
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade type</th>
<th>Credits</th>
<th>Activity</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CINE-068-401</td>
<td>Normal</td>
<td>1.00</td>
<td>Seminar</td>
<td>Enrolled</td>
<td>Drop, Change</td>
</tr>
<tr>
<td>ECON-212-001</td>
<td>Normal</td>
<td>1.00</td>
<td>Lecture</td>
<td>Enrolled</td>
<td>Drop, Change</td>
</tr>
<tr>
<td>FOLK-022-403</td>
<td>Normal</td>
<td>1.00</td>
<td>Lecture</td>
<td>Enrolled</td>
<td>Drop, Change</td>
</tr>
<tr>
<td>HIST-002-001</td>
<td>Non-graded</td>
<td>0.00</td>
<td>Lecture</td>
<td>Enrolled</td>
<td>Drop, Change</td>
</tr>
</tbody>
</table>

HIST-002-001 requires a co-requisite activity of Recitation that is currently missing. Click here to list associated activities on screen at right.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade type</th>
<th>Credits</th>
<th>Activity</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH-104-001</td>
<td>Non-graded</td>
<td>0.00</td>
<td>Lecture</td>
<td>Enrolled</td>
<td>Drop, Change</td>
</tr>
<tr>
<td>MATH-104-201</td>
<td>Normal</td>
<td>1.00</td>
<td>Recitation</td>
<td>Enrolled</td>
<td>Drop, Change</td>
</tr>
</tbody>
</table>

Registered credits: **4.00**  
Maximum credits: **5.00**

> 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.

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1. **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.

2. The **Drop** button enables you to drop a course.

3. Click **Change** 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 **Save changes** 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.

4. 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 activity to move it to the Request Preparation Area, then click **Add request**.

5. 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

Prepare course requests here

<table>
<thead>
<tr>
<th>Primary</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Grade type</th>
<th>Credits</th>
<th>Activity</th>
<th>Change term</th>
<th>View open sections</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WRIT</td>
<td>025</td>
<td>304</td>
<td>Normal</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

- **Course ID / Subject**: psci
- **Description includes**: Enter any portion: acct, acct-101, acct-101-001.
- **Instructor(s)**: Enter all or part of last name(s)

1. **Fulfills requirement**: Select requirement
2. **Program**: Select program
3. **Activity**: Select activity

To sort by column, click underlined headings.

Search results: 1-30 of 146

1. Enter search criteria into the Open Sections search form and click **Find courses**.
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 **Select** 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 **Add request** 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.