

The Advance Registration screen is broken down into 3 areas, as described below.

### Course Request Area

Your submitted course requests are stored here.  
Outstanding requirements display in red.  
See page 3 for details

### Request Preparation Area

Enter new course requests and make changes to existing requests.  
See page 2 for details

### Course Cart and Tentative Schedule Area

Displays courses from your Course Cart or Mock Schedule, unused permits, and a graphic of your tentative schedule.  
See page 4 for details

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## Advance registration: Fall 2009

Desired load:  [Change term](#) [View advance registration instructions](#)

Prepare course requests here

Priority	Subject	Course	Section	Any?	Grade type	Credits	Activity	
Primary	Pick							<a href="#">Clear</a>
Alternate	Pick							<a href="#">Clear</a>

[Cancel](#) [Add request](#)

Course requests, in priority order To change order, drag arrows

Order	Course	Any?	Grade type	Credits	Activity	Status	Action
1	HIST-012-401 HIST-170-404	Yes Yes	Normal Normal	1.00 1.00	Lecture Recitation	Requested Alternate	<a href="#">Delete</a> <a href="#">Change</a>
2	HSOC-001-401 HSOC-111-401	Yes Yes	Normal Normal	1.00 1.00	Lecture Lecture	Requested Alternate	<a href="#">Delete</a> <a href="#">Change</a>
HSOC-001-401 requires a co-requisite activity of Recitation that is currently missing. <a href="#">Click here</a> to list associated activities on screen at right.							
3	WRIT-013-303	No	Normal	1.00	Seminar	Requested	<a href="#">Delete</a> <a href="#">Change</a>
A writing program permit is required for WRIT-013-303.							
4	ANTH-104-001	Yes	Normal	1.00	Lecture	Requested	<a href="#">Delete</a> <a href="#">Change</a>
ANTH-104-001 has a time conflict with ARTH-100-302.							
5	ARTH-100-302	Yes	Normal	1.00	Seminar	Enrolled	<a href="#">Drop</a> <a href="#">Change</a>
ARTH-100-302 has a time conflict with ANTH-104-001.							
6	HIST-012-402	Yes	Non-graded	0.00	Recitation	Requested	<a href="#">Delete</a> <a href="#">Change</a>

Primary credits requested 5.00  
Alternate credits requested 2.00

You must request ALL parts of multiple activity courses, such as lecture/lab or lecture/recitation, or the request will be automatically dropped during the advanced registration scheduling process.

Permits must be obtained before the end of advance registration, or associated course requests will be deleted during the scheduling process.

These requests will be submitted for scheduling at the end of the advance registration period which will occur on April 05, 2009.

For problems with registration, please contact the Registrar's Office: [regist@pobox.upenn.edu](mailto:regist@pobox.upenn.edu)

Mock schedule or course cart

Course cart

- << ANTH-104-001
- << ARTH-100-302
- << HIST-012-401
- << HIST-020-001
- << HIST-076-401
- << HIST-170-404
- << HIST-395-401
- << HSOC-001-401
- << HSOC-001-403
- << HSOC-039-301
- << HSOC-238-402
- << MATH-103-002
- << MUSC-007-001
- << WRIT-013-303
- << WRIT-125-308

Unused permits

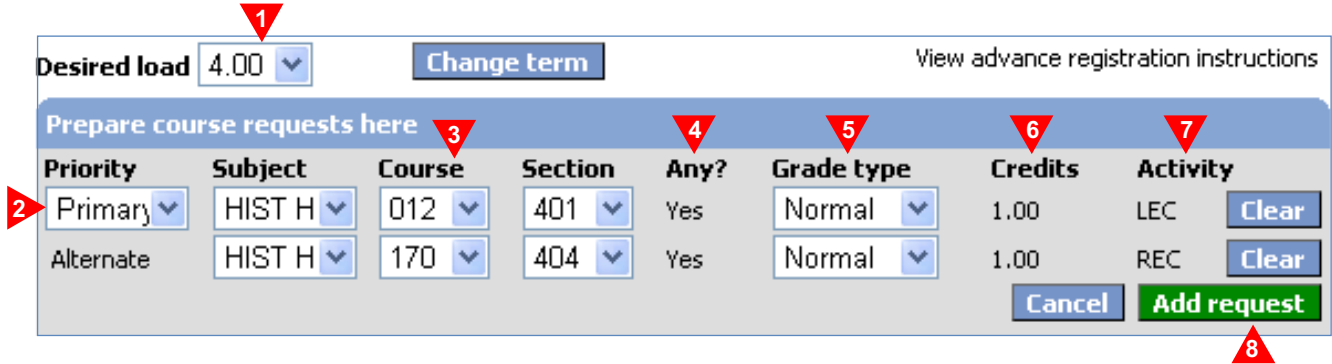
- << MUSC-007-004

Tentative schedule



[View tentative schedule](#)

The Request Preparation area is where you enter new course requests and make changes to existing requests.

## Request Preparation Area



The screenshot shows the Request Preparation Area interface. At the top, there is a 'Desired load' dropdown set to 4.00, a 'Change term' button, and a link to 'View advance registration instructions'. Below this is a blue header bar that says 'Prepare course requests here'. The main area contains a table with columns: Priority, Subject, Course, Section, Any?, Grade type, Credits, and Activity. There are two rows of data. The first row shows 'Primary' priority, 'HIST H' subject, '012' course, '401' section, 'Yes' for 'Any?', 'Normal' grade type, '1.00' credits, and 'LEC' activity. The second row shows 'Alternate' priority, 'HIST H' subject, '170' course, '404' section, 'Yes' for 'Any?', 'Normal' grade type, '1.00' credits, and 'REC' activity. At the bottom right, there are 'Cancel' and 'Add request' buttons. Red triangles with numbers 1 through 8 point to various elements: 1 points to the 'Desired load' dropdown, 2 points to the 'Priority' dropdown, 3 points to the 'Subject' dropdown, 4 points to the 'Any?' dropdown, 5 points to the 'Grade type' dropdown, 6 points to the 'Credits' field, 7 points to the 'Activity' dropdown, and 8 points to the 'Add request' button.

1. Your **Desired Load** may be adjusted up to the maximum number of credits allowed by your school or program. This number will be used in the scheduling process to enroll you up to the level you specify.
2. Indicate the **Priority** of a given course by designating it as a Primary or Alternate choice.  
[Note: Both selections must either be credit bearing or non-credit bearing or the request will fail.]
3. Choose the **Subject, Course Number and Section Number**. Use the drop-down boxes to select term-specific sections.
4. **Any?** is an indicator of your willingness to accept “any section” of a specific course, if the one you requested is not open. This option is set to Yes by default.  
[Note: First semester freshmen cannot update this option.]
5. The **Grade Type** options displayed in the drop-down are based on both your academic level and attributes on the course.
6. 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.
7. Type of **Activity** associated with the section, such as lecture, recitation, lab, etc.
8. Click  from your **Mock Schedule or Course Cart** to move course(s) into the preparation area, then click  for each request.  
[Note: If the system has a problem with a request, a red error message will display at the bottom of the preparation area. You will need to make the required adjustments before you resubmit the request. If the request is successful, it will move down to the Course Request Area.]

All of the course requests that you submit will be stored in the Course Request Area. You will be able to make changes and additions to your selections right up through the last day of the Advance Registration period.

## Course Request Area

Order	Course	Any?	Grade type	Credits	Activity	Status	Action
1	HIST-012-401 HIST-170-404	Yes Yes	Normal Normal	1.00 1.00	Lecture Recitation	Requested Alternate	Delete Change
2	HSOC-001-401 HSOC-111-401	Yes Yes	Normal Normal	1.00 1.00	Lecture Lecture	Requested Alternate	Delete Change
3	WRIT-013-303	No	Normal	1.00	Seminar	Requested	Delete Change
4	ANTH-104-001	Yes	Normal	1.00	Lecture	Requested	Delete Change

Primary credits requested 5.00  
Alternate credits requested 2.00

You must request ALL parts of multiple activity courses, such as lecture/lab or lecture/recitation, or the request will be automatically dropped during the advanced registration scheduling process.

Permits must be obtained before the end of advance registration, or associated course requests will be deleted during the scheduling process.

- The **Order** you indicate is the order in which the Advance Registration scheduler will try to enroll you into your course requests. The scheduler will continue processing until it reaches your desired load, or until it runs out of requests. To change the order, click on the double-arrow in the left-hand column of any course request and drag it into the desired position.  
[Note: For multiple activity courses, such as lecture + recitation, make sure that you always request the credit-bearing section first.]
- Course ID** and information displays for the course requested. Hover your mouse over the Course ID, or click on it, to bring up a separate window with further Course Details.
- Status** indicates the status of your course request, as Requested (for Primary) or as an Alternate. If you received a permit and claimed it, the status will show as Enrolled.
- An action of **Change** allows you to alter some characteristics of your request. When you click **Change**, the course information will move up to the Request Preparation Area. Once amended, click **Save changes** to move the course back down to the Course Request Area. If you cancel the change, the original request will be restored.
- Outstanding Requirements** for a course request, such as the need for a permit or a co-requisite activity, display in red under each request. You must take additional action, or your requests will be dropped. Additional information is provided at the bottom of the screen.
  - If a **Co-Requisite Activity** is required, click on the message and a list will display.
  - If a **Permit** is needed, you must contact the department or instructor, as directed.
  - Time Conflicts** are displayed in gray for your information, but may not require any action on your part.

### CAUTION - Additional Course Restrictions

Note that some courses have additional requirements or restrictions that are not flagged during this online request process, but which are imposed during the Advance Registration "scheduling" process. Make sure to pay attention to all the specific requirements for each course, as listed on the Course Details screen, which you can access by hovering over or clicking on a Course I.D.

Your Course Cart and Mock Schedules will be available for selection on the registration screen to facilitate your entry of course information, along with a listing of any unused permits or authorizations, and a graphic of your tentative schedule to date.

## Course Cart and Tentative Schedule Area

1. Select **Mock Schedule** on 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 has been cancelled, the <<< button for that course will be grayed out and inoperable.]

2. For more **Details** about any course, hover your mouse over the Course ID, or click on it to bring up the Course Detail window for that course.

3. Any **Permits** you received will be listed in a box labeled "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 <<< to move the course to the Request Preparation Area and click **Add request** to request the course. You will automatically be enrolled in the course and the unused permit will disappear.

If you later decide to delete the course request, the permit will remain and will re-display in the permit box.

4. The **Tentative Schedule** provides a view of your "Primary Requests". Clicking the "View tentative schedule" link opens up a larger graphic directly above the Course Request area. This feature is provided only to assist you with reviewing your schedule as you enter course requests, and is not a guarantee of enrollment.

The screenshot shows the registration interface with three main sections:

- Permit, click "<<<" to claim.**: A box containing a <<< button and the course ID **MUSC-007-004**. A red arrow labeled '3' points to this box.
- Mock schedule or course cart**: A section with a dropdown menu set to "Course cart". Below it is a list of courses, each with a <<< button to its left:
  - ANTH-104-001
  - ARTH-100-302
  - HIST-012-401
  - HIST-020-001
  - HIST-076-401
  - HIST-170-404
  - HIST-395-401
  - HSOC-001-401
  - HSOC-001-403
  - HSOC-039-301
  - HSOC-001-001
  - WRIT-013-303
  - WRIT-125-308
 A tooltip is visible over the **HSOC-039-301** course, containing the text: "The Healer's Tale: the Healer's Tale Negotiating Trust in Modern America Click for details". A red arrow labeled '2' points to this tooltip.
- Tentative schedule**: A calendar-style grid showing the user's current schedule. The grid has columns for Monday, Tuesday, Wednesday, Thursday, and Friday, and rows for time slots from 08:00 AM to 09:00 PM. Courses are shown as colored blocks: purple for HIST-012-401 and HIST-020-001, green for HIST-076-401, yellow for HIST-170-404, and blue for HIST-395-401. A red arrow labeled '4' points to the bottom right of the grid. Below the grid is a link that says "Hide tentative schedule".

### WANT MORE COURSES? Go back to the Course Search...

You can easily go back and forth between the Registration and Course Search screens to find more courses or to view or update your Mock Schedule, by clicking those options on the main menu at the left.