

October 24, 2018

Dear Bioengineering Undergraduates,

Please find below the guidelines for gaining clearance to register for the upcoming Spring 2019 advance registration period (**October 29<sup>th</sup> – November 11<sup>th</sup>**).

### **ADVANCE REGISTRATION**

Students will be cleared and permitted to register beginning Monday morning, **October 29<sup>th</sup>**, 2018. During the two-week Advance Registration period, all Undergraduate Students are required to meet with their faculty advisor and obtain an approval signature on your Penn in Touch Worksheets/Electronic-course planning guide (E-cpg) – please print BOTH VIEWS:

- with classes listed by semester
- *and* by degree requirements

Worksheets with your advisor's signature should be submitted to the Undergraduate Paperwork box in the front of the Bioengineering Office (240 Skirkanich) by Friday, **November 9<sup>th</sup>**. Students who have not done this will be placed BACK ON REGISTRATION HOLD and will not be able to participate in the drop/add period until your signed E-cpg/Worksheet has been received.

**\*\*Please Note\*\***: Your registration hold will ROLL OVER into the following semester. If you handed in your worksheets last semester, you are already cleared to register. If you did not hand in a signed E-CPG last semester, you must meet with your advisor and turn in your signed worksheets to the BE office BEFORE you can be cleared for Advanced Registration.

*Don't forget to print your NAME and YEAR OF EXPECTED GRADUATION legibly on your worksheets.*

*E.g. John Doe, Class of 2019*

### **PREREQUISITES**

Please find attached a list of current required pre- and corequisites for each of your BE core classes and electives. These will be enforced, so all students must show their advisor that they have taken the required preliminary coursework. If you do not have the required prerequisites, you **MUST** have an approved petition or plan of action in place, in which case you should contact Kacy Dadura or Katherine Sas in the BE office.

### **IMPORTANT DATES**

Signed Worksheets Due: **Friday November 9<sup>th</sup>**

Course Selection Period Ends: **Monday February 4<sup>th</sup>**

Course Drop Period Ends: **Monday February 22<sup>nd</sup>**

Advising: You will find attached the schedule for BE faculty advising hours for this Fall semester.

Notes:

- Bioengineering DOES NOT REQUIRE the "Advisor Sign-Off Form".
- Freshmen: If you do not know how to create a worksheet in Penn in Touch, please reach out to your OPA!