REGISTRATION AUTHORIZATION REQUEST FOR NON-MBA CANDIDATES

All requests for seats in MBA courses must be accompanied by this form, which must be signed by the course instructor. This is not a guarantee of a seat in the class and only provides permission to register if space is available. Complete procedure is listed below:

- All fields must be completed. INCOMPLETE FORMS WILL NOT BE PROCESSED.
- Obtain approval and signature of faculty member teaching the course.
- Submit the completed form to Wharton MBA Program Office (300 Jon M. Huntsman Hall) or email it to: mbaprogram@wharton.upenn.edu.
- All requests should be received by the Wharton MBA Program Office no later than the deadline listed on the academic calendar[1].
- Authorization to register will be granted only if space is available.
- If authorization is granted, you must claim the authorization through 1) PennInTouch; or 2) by requesting your home school to register you for the course. NOTE: You must resolve all time conflicts before enrolling in a course.
- Unclaimed authorizations will be canceled after 12 hours.
- Non-Wharton Students: set up your Wharton account at: accounts.wharton.upenn.edu. Use the "Class Accounts" link on that page.

To be completed by student

Last Name _____   **First Name** _____

Dual-Degree Program Name (if applicable) _____

Penn ID _____   **Email** _____

Home School _____

Program Level   Graduate   Undergraduate   Non-Degree

Student Signature _____   **Date** _____

Course Information

Department (ex. OIDD)	Course Number (ex. 691)	Course Section (ex. 401)	Course Term (ex. Spring 2020)	Instructor (ex. Prof. Jane Smith)

To be completed by faculty

Faculty Name (please print) _____

Faculty Signature _____   **Date** _____