



# 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](mailto: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](#)<sup>1</sup>.
- 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](https://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	Course Number	Course Section	Course Term	Instructor	Start Date
(ex. OIDD)	(ex. 691)	(ex. 401)	(ex. Spring 2020)	(ex. Prof. Jane Smith)	

## To be completed by faculty

Faculty Name (please print) \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> <https://mba-inside.wharton.upenn.edu/calendars/academic-calendars/>