WHARTON MBA COURSES FOR NON-WHARTON STUDENTS

General Information:

The Wharton School welcomes students to Wharton MBA-level elective courses. These courses can add a valuable dimension to your education and your voices contribute to the Wharton classroom. The current schedule for Spring 2013 electives is:

- Full semester courses: January 9 - April 23, 2013
- Quarter 1 (Q3) courses: January 9 - March 1, 2013
- Quarter 2 (Q4) courses: March 11 - April 23, 2013

If you are interested in taking Wharton classes, you should take the following steps:

- See our current course listings on the Auction Results website*:
- Review course descriptions and prerequisites using the MBA Resource Guide
- Speak with the instructor for approval to add the course. The instructor must approve an "Authorization Request for non-Wharton Students" (see below). Students need to be aware that approval does not guarantee space; it merely allows a student to add the course IF space is available through the auction.

Registration:

Wharton has an auction system for courses that is available only to Wharton students. Thus, non-Wharton students can only be added on a space-available basis two days after the close of the last auction round in which the course was offered. To register:

- Come to the MBA Program Office at 300 Jon M. Huntsman Hall beginning at 9 AM on January 18, 2013 for Q3 and full semester courses and beginning at 9 AM on March 14, for Q4 courses.
- Drop off an approved "Authorization Request for Non-Wharton Students" form. Requests will not be processed without this form.
- Resolve all time conflicts prior to submitting the non-MBA registration request form. We will not be able to issue an "Authorization/Permit" if there is an existing conflict (and we are not able to reserve the seat pending this resolution)

Staff will assign seats on a first-come, first-served basis. Student should check PennInTouch late that day to see if a seat has been granted.

As you consider taking a course at Wharton, please also note:

- The Wharton School is on a credit units system. 3 semester hrs =1 cu
- Some courses are 0.5cu and some cover the entire semester (feel free to check with us as to when the course will be taught)

*The auction results webpage will show current and past auction results. Use the menus and filters for more data.

- A positive number in the open column indicates that the course has open capacity
- If a course does not have open capacity, check the A and B columns to see if there is a brisk market in the course or whether there is no capacity and many Wharton students attempting to purchase seats
- Unless the department is reserving space for non-Wharton students, you may not ask the instructor to add you to the course directly.

Questions

Contact the MBA Program Office (mbaprogram@wharton.upenn.edu; 215.898.7604).

Wharton
UNIVERSITY of PENNSYLVANIA

Registration Authorization Request
For Non-MBA Candidates

All requests for seats in MBA courses must be accompanied by this form, which must be approved by the course instructor. ***This is not a guarantee of a seat in the class. It merely provides permission to register if space is available.***

Name: _____ Term: _____
Last First

SSN: XXX-XX-_____ (last 4 digits only) Tel:_____ E-mail: _____

___ Graduate ____ Undergraduate ____ Non-degree School_____

Course/section requested (example: OPIM 6653:402): _____ _____ _____
Department CourseID Section

Student Signature: _____ Date: _____

Instructor signature: _____ Date: _____

Note to faculty:
- Your permission denotes approval for the student to be enrolled only if space is available.
- Your approval implies that you consider the course appropriate for the student.

IMPORTANT NOTE TO STUDENTS

Instructions:
- Complete this form (keep a copy for your records)
- Obtain approval and signature of faculty member teaching the course
- Submit the original form to Wharton MBA Program Office (300 Jon M. Huntsman Hall)
- 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 request the course on your behalf
- Unclaimed authorizations will be cancelled after 24 hours