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

Penn ID: _____ 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 instructor-approved form to Wharton MBA Program Office (300 Jon M. Huntsman Hall) or email it to mbaprogram@wharton.upenn.edu.
- 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; you must resolve all time conflicts before enrolling in a course.
- **All requests should be received by our office by Thursday, January 22nd. We will no longer grant access to any Wharton MBA class after Friday, January 23rd.**
- Unclaimed authorizations will be cancelled after 12 hours.
- Set up your Wharton account for Canvas access at: accounts.wharton.upenn.edu. Use the "Class Accounts" link on that page.