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.

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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 no later than Wednesday, September 5.
• 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.