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 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; you must resolve all time conflicts before enrolling in a course
• Unclaimed authorizations will be cancelled after 24 hours
• Set up your Wharton account for WebCafe access at: https://apps.wharton.upenn.edu/accounts/