March 9, 2018

Dear Bioengineering Undergraduates,

Please find below the guidelines for gaining clearance to register for the upcoming Fall 2018 advance registration period (March 19th – April 1st).

**ADVANCE REGISTRATION**

Students will be cleared and permitted to register beginning Monday morning, March 19th, 2018. All Undergraduate Students are required to meet with their advisor and obtain an approval signature on your Worksheet/Electronic-course planning guide (E-cpg) – BOTH VIEWS.

- with classes listed by semester
- and by degree requirements

**Please Note**: Your registration hold will ROLL OVER into the following semester. If you did not hand in a signed E-CG last semester, you must meet with your advisor and turn in your signed worksheets to the BE office BEFORE you can be cleared for Advanced Registration.

Worksheets with your advisor’s signature should be submitted to the Undergraduate Paperwork box in the Bioengineering Office (240 Skirkanich) by Friday, March 30th. Students who have not done this will be placed BACK ON REGISTRATION HOLD and will not be able to participate in the drop/add period until your signed E-cpg/Worksheet has been received.

Don’t forget to write your NAME and YEAR OF EXPECTED GRADUATION on your worksheets.

**PREREQUISITES**

Please find attached a list of current required pre- and corequisites for each of your BE core classes and electives. These will be enforced, so all students must show their advisor that they have taken the required preliminary coursework. If you do not have the required prerequisites, you MUST have an approved petition or plan of action in place, in which case you should contact Kacy Dadura or Katherine Sas in the BE office.

**IMPORTANT DATES**

- **Signed Worksheets Due**: Friday March 30th
- **Course Selection Period Ends**: Monday September 17th
- **Course Drop Period Ends**: Monday October 8th

Advising: You will find attached the schedule for BE faculty advising hours for this Spring semester.

Notes:

- Bioengineering **DOES NOT REQUIRE** the "Advisor Sign-Off Form".
- Students who wish to register for classes during the Summer 2018 semester should email Kat Sas (ksas@seas.upenn.edu) to request registration clearance.