Instructions: Advisor SignOff in [PennInTouch](https://portal.apps.upenn.edu/penn_portal/intouch/splash.html) to register for courses (Nano-MSE Program; edited 12/5/17)

Office Email Address: nanomast@seas.upenn.edu

We will release your PIT - Advisor Signoff so you can select courses once we know you are aware of what requirements you will need to fulfill over your time in the program and you are on track academically.

1) Everyone should have an up-to-date (current through the semester you are trying to register for) electronic worksheet or "course planning guide" on PIT.

An Up-to-Date Worksheet means that i) all courses you have taken and/or are enrolled in that you intend to count toward the degree are slotted into the category you intend to use them in and ii) you have submitted any petitions by email that would be needed (see below).

2) Once your worksheet is up-to-date and reflects the courses you have taken, are taking and plan to take in the upcoming semester, you can either email the office and request that we look at your PIT and sign off on your Advisor Signoff so you can register, or you can come to advising hours to discuss your plan and choices, especially if you believe deviating from the standard curriculum is better for your academic and professional goals.

*Please make sure your worksheet is as current as possible before your advising meeting or submitting a petition (see below).*

*Approval for Deviations from the Standard Curriculum*

The most common things that need petition/approval are categorized below.

a) Email Approval from the Nano-MSE Office Required

- Deviating from course category CU breakdown (e.g., taking 3 CU in Synthesis, Materials and Nanofabrication and only 1 CU in Technology Management and Commercialization)

- Course not listed in category on the electronic worksheet (i.e., courses that do not have automatic approval will show up with a red “X” on your worksheet and need to be cleared by the Nano-MSE program for them to count towards your degree)

Submit your request to the Nano-MSE Office by email. Include academic and/or professional justification for your request and any supporting materials, including course descriptions, syllabi and other documents that will allow the Nano-MSE Office to consider your request. A response will be emailed back to you once the office is able to make a decision on your request. Please be patient; this process can take several days to several weeks. If your request is granted, keep a record of it in case you need to show the emails at a later point. It is a students’ responsibility to have copies of all correspondence between the office and the student that document approval for changes in the standard curriculum.

b) [Form](https://masters.nano.upenn.edu/policies-and-forms/) signed by hosting professor and Nano-MSE Director

- Thesis (Nano 597)

- Independent Study (Nano 599)

Once this form is signed by both the supervising faculty member and the Nano-MSE program director, please scan a copy. Submit the scanned copy to the Nano-MSE Office via email. Keep the hard copy for your records. The Nano-MSE Office will contact the Engineering RAS Office to ask that they register you for Thesis or Independent Study. This process takes time. Please plan in advance and give yourself, faculty members and the Nano-MSE and RAS Offices plenty of time to process your request before the deadline for Course Selection.

To navigate PIT: In the registration section there is a "HELP" link at the top of the screen. Please visit it - there are lots of resources with instructions and screenshots about how to actually do the course selection for Advanced Registration.