

Instructions: Advisor SignOff in [PennInTouch](#) to register for courses (Nano-MSE Program;
edited 10/28/21)

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 that you are on track academically.

1) Everyone should have an up-to-date (current through the semester you are trying to register for) electronic academic planning worksheet 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 requests or forms by email that would be needed (see below).

For help with PIT, please go [here](#).

To start your Worksheet, see the Appendix (last page of this document)

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. During Advanced Registration each semester, we will hold an advising event for all current students.

Your PIT worksheet will guide you on what courses would count for each category. The curriculum is also described [here](#).

Please make sure your worksheet is as current as possible before your advising meeting or requesting permission for Category C Courses or Nano 597 and Nano 599.

Category C Courses require approval from the NANO program prior to enrollment in the course. If you got approval for one course, but end up switching to a different course during the Course Selection Period, you must request permission for the new course. If you do not have approval before the Course Selection Period is over, you risk taking a course that will NOT count towards your 10 cu required for your Nano degree. During the audits to approve you for graduation in your final semester, it is the student's responsibility to have an email record of all approvals of their Category C courses, should there be a question about the appropriateness of the courses the student lists on their worksheet for Category C.

Nano 597 Thesis course or **Nano 599 Independent Study course** require you to identify a faculty member who is willing to supervise your Thesis or Independent Study. You will need to describe what you intend to do on the [Form](#) and have it signed by hosting professor and Nano-MSE Director.

Once this form is signed by both the supervising faculty member and the Nano-MSE program director, please make a .pdf copy. Submit the .pdf 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.**

Appendix: Creating your Nanotechnology Worksheet

- 1) In your PIT profile, find the Worksheets section and Create a New Worksheet, under Engineering & Applied Science Masters – MSE. You can call it what you like (“Nano” is fine.)

Class schedule  **Max load** 4.00 (GEN)

[View schedule](#)

Worksheets

There are no worksheets to display
[Create new worksheet](#)

Create a new worksheet below by choosing a career, a division, and clicking "Continue". [help](#)

Career: Masters level, engineering

Desired division:

Worksheet name:

- 2) You should now see your worksheet. To get the Nano requirements, you need to “edit” the “Majors,” select Nanotechnology and when you entered the program.

Worksheets

- MASTER OF SCIENCE IN ENGINEERING (unofficial) [less...](#)
Name Nano worksheet [edit](#)
Careers MS
Division / degree GEN / MSE
Majors none [edit](#)
Minors none [edit](#)
Last updated by KRISTIN FIELD on 10/28/2021 08:29:09 PM

Check one or more requirements below, then confirm, or cancel. [help](#)

Requirement: NANOTECHNOLOGY (NANO) 10 CU
Entered Fall 2019 or later
 NANOTECHNOLOGY (NANO) 10 CU
Entered Fall 2013 through Fall 2018

[Create new worksheet](#)

3) Now the Nano Curriculum should show up. The courses you have taken and the courses you are currently enrolled in should show up on the right of the curriculum.

Academic planning worksheet

Requirements for Master of Science in Engineering (unofficial)

MASTER OF SCIENCE IN ENGINEERING

NOTE TO STUDENT USERS: The Red "X" (not approved) will appear in cases where department approval is required. Please see your Graduate Coordinator, WHERE APPROPRIATE, "Approved by Override" actions will be entered.

NANOTECHNOLOGY (NANO) 10 CU

REQUIRED COURSES (3 CU)

ENGR 504
 ESE/MSE 525
 ESE 536 or MSE 565

CORE COURSES (4 CU)
 (Choose four courses from the following list:
 BE 555, CBE 525, 535, 545, 546, 555, 641,
 ESE 510, 513, 521, 523, 526, 529, 611, 621, 625,
 MEAM 504, 505, 537, 550, 555, 570, 575, 580,
 MSE 505, 520, 537, 550, 555, 561, 570, 575, 640)

CORE Elective
 CORE Elective
 CORE Elective
 CORE Elective

SCIENCE OR TECH RELEVANT ELECTIVES (3 CU)
 Program Approval Required
 (Electives may be chosen from any SEAS 500 level or above courses, including engineering entrepreneurship, technology policy, thesis

SEMINAR REQUIREMENT
 (Students are expected to attend at least two relevant seminars during each year of study. Students are required to document the content of at least two seminars attended in a symposium presentation to all Nano Masters students during the Fall semester of their second year)

FOR OFFICIAL USE ONLY

Program Approval
 School Approval

NANO Elective
 NANO Elective
 NANO Elective

Seminar Reqt satisfied

- [Icon legend](#)
- [GPA calculator](#)
- [Career statistics](#)
- [Worksheet comments](#)

Careers: Masters level, engineering
 Used courses are **bold**.

Currently enrolled

▶	CBE	545	(1.00)
▶	ENGR	504	(1.00)
▶	ESE	525	(1.00)

ACTION	REQUIREMENT	View by Requirement	View by Term
Satisfy	...(req)-ENGR 504		
Auto assign	Satisfy with course: <input type="text" value="Select course"/>	OR	PLAN with course: <input type="text"/>
	Planned term: <input type="text" value="Spring 2022"/>	Submit	Back to overview

4) You will use a combination of the bottom menus ("Action," "Requirement," "Plan"... and the courses available to you on the right (or if you "Plan" to register for a course offered in the upcoming semester) to start filling out your worksheet.

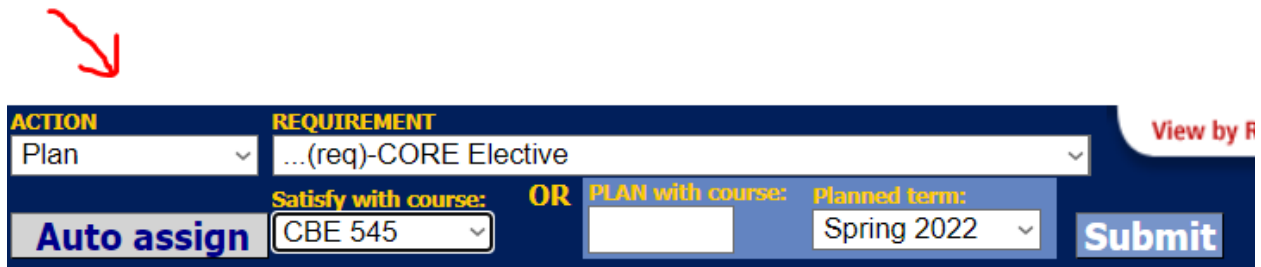
- CORE Elective
- CORE Elective
- CORE Elective
- CORE Elective

- Program Approval
- School Approval

SCIENCE OR TECH RELEVANT ELECTIVES (3 CU)

Program Approval Required

(Electives may be chosen from any SEAS 500 level or above courses, including engineering entrepreneurship, technology policy, thesis (NANO 597), special topics, and or independent study (NANO 599). Courses must have significant technical and scientific content and relevance to the student's program.)



The screenshot shows a dark blue interface for course selection. At the top left, a red arrow points to a dropdown menu labeled 'Plan' with the value 'Plan'. To its right is a dropdown menu for 'REQUIREMENT' with the value '...(req)-CORE Elective'. Below these are fields for 'Satisfy with course:' (containing 'CBE 545'), 'OR PLAN with course:', and 'Planned term:' (containing 'Spring 2022'). A 'Submit' button is on the right. A 'View by R' link is also visible.

This takes some playing around and figuring out the system, which is a bit non-intuitive. The link with the "Icon Legend" on the top right may be helpful.

- 5) An example of a partially filled worksheet is below. If you have trouble, talk to your fellow students and/or make an appointment with the Nano Office.

REQUIRED COURSES (3 CU)

- ENGR 504 **ENGR 504**
- ESE/MSE 525 **MSE 525**
- ESE 536 or MSE 565 **ESE 536 (Spring 22)**
- NANO Elective **EAS 512**
- NANO Elective **MSE 561**
- NANO Elective **CIT 590**

CORE COURSES (4 CU)

(Choose four courses from the following list:
BE 555, CBE 525, 535, 545, 546, 555, 641,
ESE 510, 513, 521, 523, 526, 529, 611, 621, 625,
MEAM 504, 505, 537, 550, 555, 570, 575, 580,
MSE 505, 520, 537, 550, 555, 561, 570, 575, 640)

- CORE Elective **MSE 550**
- CORE Elective **ESE 529**
- Seminar Req't satisfied

SEMINAR REQUIREMENT

(Students are expected to attend at least two relevant seminars during each year of study. Students are required to document the content of at least two seminars attended in a symposium presentation to all Nano Masters students during the Fall semester of their second year)

Note that a red “X” means that the system does not automatically recognize the course as being appropriate (e.g., for Category C Courses, or if the final grade is below the threshold). For Category C courses – as long as you have the email approval from the Nano Office in your records, you will know that the “X” will be changed manually by the Nano Office before you graduate. If you do not have approval on file, then this should remind you that you need to request (and hopefully get) approval for this course before it is too late to change the course.

After your final semester, the Nano Program will go through your worksheet. The goal is to have all dark filled circles for all of your requirements, including “Program Approval.”