

Registrar's Office

New Student Guide



Contact Information

Location: Whitecar Hall, Suite 1100

Web Page: www.usp.edu/registrar

Email: registrar@usp.edu

Fax: 215-596-8819

Address:

University of the Sciences in Philadelphia
Registrar's Office, Box 32
600 South 43rd Street
Philadelphia, PA 19104

Business Hours:

Summer: 8:30AM – 5:00PM, M-TH
Regular: 9:00AM – 5:00PM, M-F

Schedules

You will see EX 101 02 as the only class on your schedule in WebAdvisor until your schedule is processed. Schedules are processed beginning after the last day of orientation and will be completed by the middle of August. This is a very long process to register all new students. You may see your schedule on WebAdvisor immediately after it is processed. Please do not call the Registrar's Office concerning your schedule; it will only delay the scheduling process.

Your schedule will be viewable on WebAdvisor under 'My Class Schedule'. Schedules are not mailed.

If you want to change your schedule you will need to see your Academic Advisor for approval of most changes. You will meet with your Academic Advisor on Welcome Weekend. See Drop/Add for procedure to change your schedule.

EX 101 01 Electives to be added

EX 101 01 is added to your schedule if your required course credits do not place you in full time status. You will want to meet with your Advisor on Welcome Weekend and discuss which courses you should take in your curriculum.

AP/IB Credit

If your AP/IB credit has been accepted by Admissions the course(s) will be removed from your schedule in mid August. Until the Registrar's Office is informed of your AP/IB credit you may see the course on your schedule. Do not call the Registrar's Office concerning your AP/IB credit.

Declining AP/IB credit.

If you do not want to accept your AP/IB credit and take the course(s) at USP you will submit an 'AP/IB Credit Removal' form to the Registrar's Office during the Drop/Add period. The form requires your Advisor's signature. Submit the form and register for the course at the same time during Drop/Add. www.usp.edu/registrar/forms

Transfer credit

Transfer credit from other institutions approved by the Admissions Office will appear on your transcript late October. If you have credit at another University and want to have it reviewed for transfer credit at USP an official transcript will need to be sent to the Admissions Office prior to the first day of the term. After the first day of the term official transcripts should be sent to the Registrar's Office. See contact information for address. The Registrar's Office will forward your transcript to the appropriate department for approvals. If you decide to take the course here at USP the transfer credit for that course will be removed from your transcript.

Drop/Add

First year student Drop/Add begins the Saturday of Welcome Weekend. The Registrar's Office will be open Saturday, August 29 from 12-2pm for first year students only. You must make all changes in-person; web registration is not available. Advisor's signature is required for any changes to your schedule except switching one section of a course to another section of the same course. The Drop/Add form must be completed to be processed and can be found in the Registrar's Office or on the Web at www.usp.edu/registrar/forms. Do not call the Registrar's Office to change your schedule. Your schedule can only be changed in-person.

Choosing Course Sections

Before seeing your Advisor or the Registrar's Office you want to make sure that any changes you want to make will be possible. WebAdvisor will be your tool and for future terms you will use it to register all of your courses. Click the Schedule of Classes link to find the course section offerings. You will need to choose two fields. The best way to find what you are looking for is by filling in the term and the subject and click submit at the bottom. Check to see if the section you want is open; the status will say closed and available/capacity will say 0/## if the section is closed. Notice the Section Name and Title is a link. Click on this link to see if there are any pre-reqs or additional time and days. Once you have verified the course section is open and fits into your schedule you can see your advisor for approval and then take the Drop/Add form to the Registrar's Office for processing. Always have backups! If a section only has a couple of seats left it may close before you can get into it.

Transcripts

As a new student you will not have a transcript until grades for the Fall term have been processed unless you have transfer credit or AP/IB credit. AP/IB credit will appear on your transcript by the end of September and transfer credit will appear by the end of October. You can also view your transcript on WebAdvisor.

There are two kinds of transcripts: Unofficial Transcripts (no charge) for student/advisor use* and Official Transcripts (\$6.00 per copy since July 2, 2001) which are sent to other educational institutions, employers and other appropriate third parties.

A written and signed request is required for the release of any transcript. Due to security and privacy concerns transcripts are not faxed to any recipient.

Except during peak periods transcripts are mailed, or ready for pick up, after 12:00 noon on the next business day after your request is received. Also at the end of each semester transcripts are frozen during grade processing beginning on Reading Day.

*Please note: Unofficial Transcripts are stamped "Not Valid for External Use" and do not have the University name.

How to Request a Transcript

You have two options:

- **In Person** – Come to the Registrar's Office, 1st Floor Whitecar Hall Suite 1100, and fill out a form at the counter.
- **In writing** – Use one of the printable request forms on the "Forms" section of our website, OR provide the information below (YOUR REQUEST MUST BE SIGNED):
 - If not using our form your request should provide:
 - Your name
 - Social Security # or student ID
 - Beginning and ending dates of attendance
 - To whom and where the transcript should be sent
 - Current daytime phone number or email address

See *Contact Information* to mail your request (including a check or money order payable to USP for Official Transcripts)

Enrollment Verifications

Enrollment Verifications are used to verify your enrollment, full-time/part-time, class level, program, and major. This information is usually requested by you for your loan company, health insurance company, scholarship committee or any other reason you will need to verify you are enrolled.

A verification can be requested in-person, fax, mail, or e-mail. See *Contact Information*. If you require your Social Security Number to be included on the Enrollment Verification we require your signed release. Please use the printable form and submit in-person, fax or mail. Email requests will not include Social Security Number

Please use our printable Enrollment Verification Form
or if you submit a written request please provide:

Your name

Student ID

Where it should be mailed or faxed

Grades

Grades are mass mailed at the end of each term to your permanent (home) address. Grade mailers will have the previous term grades only.

WebAdvisor

If you are having technical problems with WebAdvisor you will need to email the IT help desk at helpdesk@usp.edu from your USP email account with your name, ID, and phone number. If you do not have access to your USP email account send an email to the same address although it may take longer to process.

Academic Calendar

The Academic Calendar is located on the Registrar's website, www.usp.edu/registrar (link to Academic Calendar is in left panel).

Schedule of Classes

The Registrar's Office coordinates with the academic departments to produce a schedule of classes for a term. Information is gathered from the departments and entered for viewing on WebAdvisor prior to the registration period. The Registrar's Office does not choose the time and days of classes. The time and days of classes are established by the Department Chairs and designated department schedulers. The Registrar's Office assigns rooms to those course sections that require a room.