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## 1901 STUDENT REGISTRATION

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**Subject: Tuition, Fees, and Other Student Charges**

**Effective: January, 1989**

**Revised: March, 2009**

**Reviewed: April 2016**

**Responsible Office: OSFS**

**Approval: Senior Planning Group**

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### PURPOSE

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The billing of student tuition, fees and charges depends upon the proper and timely registration of students.

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### POLICY

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1. The University Registrar is responsible for registering all students. This may be delegated to the schools with approval of the Provost and Senior Vice President.
2. Student may register themselves, after getting any electronic permits that are required, by using the Penn InTouch system.
3. Deans, or their designees, are responsible for ensuring that student registration adheres to the timetables established by the University Registrar.
4. All late registrations must be approved by the appropriate dean or his/her designee.