Group Study Room Policies

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The Wharton One School Group, comprising students and administrators from the Graduate and Undergraduate Divisions, Wharton Computing, and Wharton's Operations group, established the policies for using Group Study Rooms (GSRs) in Huntsman Hall. The students and staff who worked on the project hope that these policies make it easy for everyone to use the Group Study Rooms and manage the allocation of unused rooms more efficiently.

About the Group Study Rooms (GSRs):

- View our instructions for reserving GSRs.
- You can connect your laptop to a GSR monitor using the monitor cables or connect wirelessly, depending on which GSR you use.
- If you have issues with the GSR, please see our troubleshooting article: Troubleshooting GSRs.

NOTE: Students from other schools at Penn taking a Wharton class cannot reserve GSRs in Huntsman Hall. However, GSRs, multi-media rooms, café study booths, and seminar rooms can be reserved at Van Pelt Library with a Pennkey (click here for more information).

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Policies

For Group Use Only

Use of the rooms is reserved for **groups only**. Single individuals using a room (even with a reservation) will be asked to leave if a group wishes to use the room.

Reservations only via official websites

To guarantee a reservation for a room, you must use the online Group Study Room Scheduling System available through MyWharton and Spaces and the GSR Reservation Application. To log in to the scheduling website, you must be a full-time Wharton UGR, MBA, or Ph.D. student. More about Reserving a GSR.

Scheduling Options

To ensure access to as many students as possible, you can only reserve GSRs one week in advance in 30-minute time blocks for up to 90 minutes reserved at one time.

For example:

- You could reserve a room for one 90-minute time slot in a week
- You could schedule one 60-minute slot and one 30-minute slot in one week

- You could schedule three 30-minute slots in one week

Students can only have 90 minutes of their future reservations booked at any time. For example, if you have three 30-minute slots reserved, as soon as that first 30-minute reservation passes, you can reserve another 30-minute slot.

Use It or Lose It

Groups who have reserved a room must show up within 10 minutes of their scheduled time. They can lose their room reservation to another group if they don't.

Responsible For Your Belongings

Students are responsible for their personal belongings.

Windows and Doors Remain Unobstructed

Windows and doors are not to be covered over with paper or other materials.

Equipment in the Room

Students will be held accountable for the condition of the room and equipment. Usage will be monitored. The respective Student Affairs Office will assist in applying restrictions due to abuse.

Instant On-site Booking of Open Rooms

If you encounter an open GSR, you have a few options from within the GSR app:

- If the room is not currently scheduled, the GSR app will allow you to schedule the room following the instructions below.
- If the room is currently scheduled, the GSR app will display the name of the person who has the room scheduled and the reservation times.
- If the group shows up before their 10-minute grace period has expired, you must relinquish the room to them.
- If no one from the originally scheduled group shows up within 10 minutes, follow these instructions for "On-Demand" booking.

If a Group Study Room is empty (either because it isn't currently reserved or because the group that reserved it failed to show up), follow these instructions from within the GSR that you want to reserve:

1. **Log in** to the GSR computer.
2. **Go** to MyWharton.
3. **Go** to the Calendar or **My Links** and select **Book a GSR**.
4. If no one from the originally scheduled group shows up within 10 minutes, the GSR app will show an **On-Demand** button at the top, allowing you to take over their reservation.

Questions or Additional Issues?

Contact: Wharton Computing Student Support

Email: support@wharton.upenn.edu