Wharton Calendar Overview (Students)

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This article outlines what calendars are available, where you can view them, how to manage individual events via MyWharton, and how to add/remove calendars from various applications.

Before You Begin

You will need the following before you can begin:

- Access to MyWharton and/or Canvas
- Access to a calendaring service (i.e. Google Calendar)

Calendar Options

MyWharton Feeds

My Courses
My Appointments
My RSVPs
Club Events
Career Events
Program Event
Your course schedule
GSR reservations and CareerPath
Events you've RSVP'd for
Club & group events
Key program dates, events, deadlines
Non-Club, Non- career, Non- course and Non- Personal Events

Canvas Feed (canvas.upenn.edu/calendar)
Shared WGA Calendars (MBAs only)
Shared Personal Gmail Calendar
Course assignments, exams, and events
Wharton Conferences
Wharton Club Events
Wharton Student Life
Wharton Social Events
All events added to your personal Gmail account calendar

Calendar Applications

Google
Calendar
via the
Browser
Outlook
G Suite Sync*
(Windows
only)
Outlook
Calendar on
Mac
Mobile:
Google
Calendar App
Mobile
Default
Calendar App
Default
Google





*G Suite Sync is a google-provided tool that syncs mail, contacts, and calendars from **Google Education accounts** to Outlook. When using G Suite Sync, only one email account can be configured per Outlook profile.

Manage Events in MyWharton

Mark events that interest you so that they display in your My RSVPs feed.

Note: Marking an event is NOT the same as RSVPing to that event.

Bookmark an event:

- 1. Navigate to my.wharton.upenn.edu
- 2. If prompted, login with PennKey credentials
- 3. Click the Calendar tab
- 4. Ensure Program Events is checked on the left-hand side
- 5. Select **an event** you're interested in
- 6. Click on the + Interested button to indicate interest and add to your Calendar.

Remove a bookmarked event:

- 1. Navigate to my.wharton.upenn.edu
- 2. If prompted, login with PennKey credentials
- 3. Click the Calendar tab
- 4. Ensure Program Events is checked on the left-hand side
- 5. Select an event that you've bookmarked
- 6. Hover over the **Interested** button to see that it changes to **X Not Interested** and click on that to remove from your Calendar.

Add Calendars to...

...Google Calendar (Action Required)



Remove Calendar from...





FAQ

Q: I dropped/added a course, but it is/isn't showing on my calendar. Why?

Q: How do I show/hide individual calendars on my device?

Q: How can I share personal or Wharton Google calendars?

Questions?

Contact: Wharton Computing Student Support

Email: support@wharton.upenn.edu