For up-to-date information on available technology resources during the Coronavirus pandemic, see our Computing Availability During COVID-19 article.

Seat Management Application (for Students)
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This article is for students! Faculty and staff should use Seat Management Application (for Faculty and Staff).

The Wharton Seat Management application (https://apps.wharton.upenn.edu/seating) allows students to set their attendance preferences for classes which offer an in-person experience, either with the instructor and your peers in the classroom, or streaming together with your peers in the classroom and the instructor being remote. The application does not distinguish between these. MBA students should refer to the Course Match interface to see which sections are delivered in-person and streaming, respectively. Course Match will be updated as soon as possible should an instructor change their mode of instruction.

The Wharton Seat Management application algorithm runs daily allocating the available in-person seats based on a number of conditions. Once allocations have been made the application allows students who have been allocated an in-person seat to relinquish the seat, freeing it for students who may be on the waitlist.

These preferences only have to be set if you:

- Are enrolled in a class which offers an in-person experience.
- Want an opportunity to take advantage of the in-person experience.

If you plan to attend class online there's no need to fill in your preference with this application.

The Seat Management algorithm weighs a number of factors when allocating seats for sessions. Requesting an in-person seat and not attending will count against you - you will have a smaller chance of getting an in-person seat next time you request one.

Before You Start

You must have the following to use the Seat Management application:

- A computer or mobile device (e.g. smartphone or tablet).
- A modern web browser.
  - Chrome and Safari are recommended.
  - Firefox may display some data irregularities after submitting your selections; refreshing the webpage should fix it.

Overview
The Seat Management application allows you to set your preferences in bulk or per class session. Each class preference must be set by 6 p.m. the night before the class is scheduled.

To set your preferences:

1. Go to https://apps.wharton.upenn.edu/seating and log in with your PennKey and password.
2. Confirm the course and section number for the class you’re taking, as well as the date and time.
3. Using the drop-down, select the option you’d prefer for seating: Online or In Person.
   - Check the maximum capacity for the class date, and the number of seats available.
4. The application will automatically save your preference display a green check mark to indicate success.
5. Shortly after 6 p.m. you will receive an email with your allocations for the following day’s classes. If your allocations include an in-person seat you should be prepared to Join AirPennNet (campus WiFi) when you first get to campus.

You cannot enter on-campus buildings if you have not been allocated a seat and received a room assignment for your session.

After the allocations have been made you can log back into the Seat Management application to:

- Release an assigned in-person seat.
- Reserve a seat which was released by a classmate on a first-come, first-served basis.

The Seating Management application only lists class sessions from classes that:

- You’re registered for.
- Offer in-person experiences.
- Fall on days in which you have building access (see next section).

Building Access

MBA Students

MBA students can request seats for in-person class sessions that take place on your cohort day, during which you have building access.
The cohort days are:

- Cohorts A – F: Monday and Tuesday
- Cohorts G – L: Wednesday and Thursday

**Exception:** If you are registered for OIDD636 Section 2, Scaling Operations, then you are allowed to attend all sessions in-person, even if the session is not on your cohort day.

Undergraduate students

Undergraduate students enrolled in Capstone courses which offer an in-person experience have building access on those class session days only.

**Application Layout**

When you log in to the **Seat Management application**, you will see the Reservation Page. Click **Read More** for a tour of the Reservation Page interface.

**Step-by-Step Guides**

**Note:** If you do not see your changes reflected automatically at any point while following these directions, you can refresh the page manually to see if the changes have been applied correctly. Most browsers let you do this by pressing F5 (Windows) or Command + R (Mac).

**Setting Seating Preferences Individually**

When reserving a seat, you will likely set your preferences for one class at a time.

Preferences for individual classes **must be entered before 6 p.m. the night before** the class meeting takes place.

To set an individual seating preference, follow these steps:

**Setting Seating Preferences Using Bulk Actions**

If you have a much more rigid schedule and have a better idea of your availability, you might want to set your seating preferences in bulk to save yourself some time; you can always change your preferences later. Even though you can bulk-set your preferences for future class sessions, allocations are assigned once a day for the following day’s classes.

To Bulk set seating preferences, follow these steps:

**Releasing a Seat**

If you are unable to attend a course meeting, you can release a physical seat allocated to you in order to allow another student to reserve one. **Requesting an in-person seat and not attending will count against you - you will have a smaller chance of getting an in-person seat next time you request one.** If you release the seat before 8am on the
day of the class you chances for the next allocation will not be impacted, and one of your classmates will get the
opportunity to use that in person seat.

Once you release a seat for a given course meeting, you will not be able to reserve a seat again for that same
course meeting at the same date and time.

To release a seat:

**Touchdown Spaces**

**Touchdown spaces** (also known as *stream-on-your-own spaces*) are dedicated
classrooms where students can stream their virtual classes together. These are
shared spaces where multiple students will be attending individual virtual classes
using their own laptops and headphones.

The Seat Management application automatically allocates a seat in a touchdown space to students when they have to
attend a virtual class on either side of an in person class that they’re allocated. These spaces are provided in case you
don’t have time to commute in between classes that are back-to-back.

Touchdown spaces can’t be individually reserved; they are automatically assigned by the Seat Management
application.

When you’re allocated an in person seat, the system looks at your enrollment and detects if you have a virtual class
directly proceeding or following the in person class, and automatically assigns you a touchdown space for the
appropriate timeframe if there is capacity available.

If your allocations include an in-person seat you should be prepared to Join AirPennNet (campus WiFi) when you
first get to campus.

**Frequently Asked Questions**

Here are some common questions that may arise while using the application.

What’s the URL for the Seat Management application?

[https://apps.wharton.upenn.edu/seating](https://apps.wharton.upenn.edu/seating) You’ll need to log in with your PennKey username and password. This link is
also available in the Canvas sites of classes with in-person opportunities.

When will I be notified about my seat allocations?

The algorithm is run the day before the class is scheduled, at 6:00 p.m. Eastern Time. (This is subject to change, and
this page will be updated to reflect those changes). Email notifications are sent as soon as the algorithm finishes
running.

When is the latest I can set my seating preferences?
The mantra of “The earlier the better” applies; at the latest, we recommend setting your preferences before 5pm on the day prior to class.

Will I be notified when a seat that was reserved by someone else is released?

If you have selected In Person as your preferred seating preference, then you will be notified via e-mail. That release seat is available on a first come, first serve basis.

Questions?

Please contact Wharton Student Computing with any further questions, or to report problems.