



Policy Title
Study Space Use

Identifier
USCSOMG – FCMN – 2.01

Prepared by: Office for Finance and Operations	
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LCME Standards

5.11 - Study / Lounge / Storage Space / Call Rooms

Scope

University of South Carolina (USC) School of Medicine Greenville students

Policy Statement

The USC School of Medicine building is equipped with numerous spaces designated for focused study time and small group meetings. Students must follow procedures for reserving space, when necessary, and for maintaining the cleanliness of the building.

Reason for Policy

To provide USC School of Medicine students clarity on study rooms available for use and room reservations in the School of Medicine building.

Procedures

General procedures apply to all spaces

1. Personal belongings are left at the owner’s risk, and the owner must take responsible measures to secure their possessions. Lockers are on the 3rd floor for secure personal belonging storage.
2. Personal items left unattended for greater than 30 minutes will be turned into the lost and found at the Help Desk on the 1st floor; unclaimed items will be discarded after 30 days.
3. There is to be no personalization of study spaces (i.e. no stickers, heaters, candles, monitors, scented oils, furniture, posting of pictures or lists, etc.)
4. Write only on glass or whiteboard surfaces. There is to be no writing on walls, tables, countertops or furniture
5. Furniture is not to be moved into or out of a study space and not to be moved around the building. Excluding the rolling whiteboards.
6. All study spaces and furniture must be returned to their original location, all glass whiteboards must be cleaned, and all personal items are to be removed at the end of a study session.
7. While on campus, students are required to wear the security badge on the upper part of the outer most garments or on a lanyard worn around the neck. The badge must be visible at all times.

8. While using study spaces, please refrain from making loud noises and generally disruptive behavior. Use of headphones is required for all electronic devices.

Available Study Spaces

Mezzanine Study Rooms (M101-M119)

1. These spaces are now reservable via AppSpace in 30-minute blocks, with a maximum of 2 hours for a single reservation. Students may reserve two consecutive blocks per day for studying.
2. Rooms are able to be reserved up to 1 week in advance.
3. Unoccupied rooms can be reserved in person, so long as there is not a conflicting reservation.
4. If you do not arrive at the reserved study room within 30 minutes of the start time, the reservation will be automatically canceled, and the room will become available for others to book.

Group Study Rooms (Room 207, 208, 310-315, 355-356, 360-363, 364-369)

1. The priority use for these rooms is for instructional space for small groups, student organizations, assessment, and school operational purposes in accordance with USCSOMG – FCMN – 2.00 Use of Educational Facilities.
2. These rooms are intended for group studying efforts and should include more than one student at a time.
3. These spaces are now reservable via AppSpace in 30-minute blocks, with a maximum of 2 hours for a single reservation. Students may reserve two consecutive blocks per day for studying.
4. These rooms are available to be reserved up to 1 week in advance.
5. Unoccupied rooms can be reserved in person, so long as there is not a conflicting reservation.
6. If you do not arrive at the reserved study room within 30 minutes of the start time, the reservation will be automatically canceled, and the room will become available for others to book.
7. Are to be cleaned after use and rearranged to original orientation in preparation for other activities

Library Commons (Rm 155)/ 2nd Floor Lounge (Rm 200) / 3rd Floor Connector (Rm C401)/ 3rd Floor Study Lobby (Rm 322)

1. Cubicles/other furniture is to be occupied on a first come first serve basis
2. Dividers cannot be moved or removed
3. Do not unplug any items attached to the study console

Multi-Disciplinary Lab (MDL) (371-372), Learning Studio (105-106), Lecture Hall (160)

1. These rooms are primarily available for instructional purposes. These rooms are permitted to be used as study space when not in use in accordance with USCSOMG – FCMN 2.00 – Use of Educational Facilities

Simulation Center / Clinical Skills

1. The simulation centers in USC School of Medicine Greenville and Clemson University School of Nursing are NOT to be used for individual or group study.

White Boards and Glass Walls

To maintain the integrity and functionality of the erasable surfaces the following procedures are in place:

1. White boards can always be erased for class or for students receiving accommodations during testing.
2. Glass and White boards will be erased every Friday. It is recommended at the end of any study session to take a photo of notes.

Maintenance Requests

If you encounter issues with spaces such as spills, damage, non-functioning equipment, etc. please contact the Help Desk via:

1. Place a Helpdesk Ticket: <https://helpdesk.greenvillemed.sc.edu/helpdesk/WebObjects/Helpdesk.woa>
2. e-mail: helpdesk@greenvillemed.sc.edu
3. For immediate assistance call 864-766-2100 between the hours of 8:00am-5:00pm on Monday-Friday

Sanctions

Failure to remove personal belongings will result in your items being discarded. Violations of this policy will also result in a referral to the Honor and Professionalism Council (HPC).

Contacts

Office for Student Affairs

Office for Finance and Operations

Related Information

USC School of Medicine Greenville Student Handbook

USCSOMG – FCMN 2.00 – Use of Educational Facilities

History

Date of Change	Change
November 2024	Updated reservation timing to two hours maximum. Clarified procedures and sanctions.
July 2024	Updated to include renovations adding study cubicles to Library Commons, 2nd Floor Lounge, 3rd Floor Connector, and 3rd Floor Study Lobby. Added capability for students to reserve rooms for study using AppSpace. Changed identifier category to reflect facilities.
Dec 2019	Updated to include additional study space options
July 2019	Editorial changes made due to branding updates and titles; formal approval not required
Aug 2018	Policy formalized into standardized template, LCME CQI