Policy Title
Study Room Use

Identifier
UofSCSOMG – STAF – 15.01

Prepared by: Office for Student Affairs
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LCME Standards
5.11 - Study / Lounge / Storage Space / Call Rooms

Scope
University of South Carolina (UofSC) School of Medicine Greenville students

Policy Statement
The UofSC 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 UofSC School of Medicine students clarity on study room use and room reservations in the School of Medicine building.

Procedures

General procedures apply to all spaces
a. To be occupied on a first come first serve basis
b. Personal items may be left for brief periods of time (i.e. study break, walk to hospital, get food, etc.) however items are not to be left unattended for greater than 3 hours
c. Personal belongings are left at owner’s risk and the owner should take responsible measures to secure their possessions
d. All personal items are to be removed at end of study session
There is to be no personalization of study spaces (i.e. no stickers, tchotchkes, posting of pictures or lists, etc.)

Write only on glass, writeable walls (i.e. Wink) or whiteboard surfaces. There is to be no writing on walls, tables, countertops or furniture.

All study spaces and furniture should be returned to its original location and orientation at the end of your study session.

**Mezzanine Study Rooms/3rd Floor Small Study Rooms**

a. No reservations can be made for these rooms
b. 3rd Floor small study rooms are not intended for single person use

**207, 208 and 3rd Floor Large Group Study Rooms**

a. Large Group rooms:
   a. are intended for use by more than one student at a time
   b. Cannot be reserved for individual/group study at any time
   c. May be reserved in advance for small group work (IPM or Clerkships) or group meetings for student organizations, but otherwise to be occupied on a first come first serve basis
   d. Are to be cleaned after use and rearranged to original orientation in preparation for other activities (i.e. interviews and deans’ meetings)

b. Larger groups have priority over smaller groups/individuals

c. Reservations for group meetings, courses, organizations, etc. only Per UofSCSOMG – FCMN – 2.00

**Quiet Study Room 206**

a. Cubicles to be occupied on a first come first serve basis
b. Dividers are not to be moved or removed
c. No reservations can be made

**Library Commons**

a. No reservations can be made

**Multi-Disciplinary Lab (MDL)**

a. Can be used as a study space if not reserved for other meetings or classes

**Lecture Hall**

a. Available for study
b. Use on a first come first serve basis if not already reserved
c. Reservations possible per UofSCSOMG – FCMN 2.00 – Use of Educational Facilities

**White Boards and Glass Walls**

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

a. White boards can always be erased for testing accommodations or classes
b. Glass and White boards will be erased on the second and fourth Fridays every month. It is recommended at the end of any study session to take a photo of your notes
Other Study Spaces

There are other study spaces located throughout the campus including:
   a. Library – 1st floor main hospital
   b. Interprofessional Corridor located in the top-level connector
   c. Toomey conference rooms (1st floor main hospital) are available from 5:30am to 11:00pm unless reserved for other events.
   d. Please be aware that spaces outside of the UofSC School of Medicine Greenville building may have their own usage policies

Problems

If you encounter issues with spaces such as spills, damage, non-functioning equipment, etc. please contact the Help Desk via
   a. e-mail: helpdesk@greenvillemed.sc.edu
   b. call 864-735-7215 available: M-F 8a-5p
   c. txt 864-735-7215 available: M-F 8a-5p

Sanctions
Failure to remove personal belongings for extended periods of time may result in your items being discarded.

Violations of this policy may also result in a referral to the Honor and Professionalism Council.

Additional Contacts
Office for Student Affairs
Facilities Management

Related Information
UofSC School of Medicine Greenville Student Handbook
UofSCSOMG – FCMN 2.00 – Use of Educational Facilities

History

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<thead>
<tr>
<th>Date of Change</th>
<th>Change</th>
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<tbody>
<tr>
<td>July 2019</td>
<td>Editorial changes made due to branding updates and titles; formal approval not required.</td>
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<td>Policy formalized into standardized template, LCME CQI</td>
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