



Policy Title
Study Room Use

Identifier
USCSOMG – STAF – 15.01

Prepared by: Office of Student Affairs	
Reviewed by: Interim Associate Dean for Student Affairs	Review Date: 4/4/2023
Approved by: USCSOMG Policy Committee	Approval Date: 05/11/2023
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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

- 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, mealtime, 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 the end of a study session
- e. There is to be no personalization of study spaces (i.e. no stickers, tchotchkes, posting of pictures or lists, etc.)
- f. Write only on glass, writeable walls (i.e. Wink) or whiteboard surfaces. There is to be no writing on walls, tables, countertops or furniture
- g. All study spaces and furniture must be returned to its original location and orientation at the end of the study session
- h. 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.

Mezzanine Study Rooms/3rd Floor Study Rooms

- a. No reservations may be made for these rooms
- b. Third floor study rooms are not intended for single person use

207, 208 and 3rd Floor Small Group Rooms

- a. Small 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 only for small group work (IPM or Clerkships), group meetings for student organizations or tutoring; 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. applicant interviews and deans' meetings)
- b. Larger groups have priority over smaller groups/individuals
- c. Reservations for group meetings, courses, organizations, etc. only per USCSOMG – FCMN – 2.00 Use of Educational Facilities

Library Commons

- a. No reservations may be made

Large Instructional Spaces (Multi-Disciplinary Lab (MDL), Lecture Hall, and Learning Studio)

- a. May be used for both individual and group study space on a first come first serve basis if not previously reserved for other meetings or classes
- b. Reservations possible per USCSOMG – FCMN 2.00 – Use of Educational Facilities

Simulation Centers

- a. The simulation centers located in USCSOMG and Clemson University School of Nursing are not to be used for individual or group study at any time.

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 class or for students receiving accommodations during testing
- 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 notes

Other Study Spaces

There are other study spaces located throughout the campus including:

- a. Library – 1st floor Greenville Memorial Hospital; 24/7 card access

- b. Interprofessional Corridor located in the 2nd or 3rd floor connector; 24/7 card access

- c. Toomey conference rooms (1st floor Greenville Memorial Hospital) are available from 5:30am to 11:00pm unless reserved for other events.

- d. Support Tower conference rooms (2-6 floors Greenville Memorial Hospital) are available from 5:30am to

11pm unless reserved for other events

- e. Clemson University School of Nursing open study spaces are available from 7 a.m. until 7 p.m. M-F with no appointment needed. Students are required to reserve any area with a closed door, (conference or classroom) and must ask for a reservation each time before use to make sure it is not already reserved. Contact [Robert Atkinson](#) at least 1 business day in advance.

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 864-766-2100 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 (HPC).

Contacts

Office of Student Affairs
Facilities Management

Related Information

USC School of Medicine Greenville Student Handbook
USCSOMG – FCMN 2.00 – Use of Educational Facilities

History

Date of Change	Change
April 2023	Editorial changes; updated contacts and study space information
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