



**Policy Title**  
Study Room Use

**Identifier**  
UofSCSOMG – STAF – 15.01

<b>Prepared by:</b> Office for Student Affairs and Admissions	
<b>Reviewed by:</b> Student Affairs Policy Committee	<b>Review Date:</b> 12/17/2019
<b>Approved by:</b> UofSCSOMG Policy Committee	<b>Approval Date:</b> 02/25/2020
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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 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 Small Study Rooms**

- a. No reservations may be made for these rooms
- b. Third 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 only for small group work (IPM or Clerkships) or group meetings for student organizations; 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 UofSCSOMG – FCMN – 2.00 Use of Educational Facilities

### **Quiet Study Room 206**

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

### **Library Commons**

- a. No reservations may be made

### **Multi-Disciplinary Lab (MDL)**

- 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

### **Lecture Hall**

- 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 UofSCSOMG – FCMN 2.00 – Use of Educational Facilities

### **Simulation Centers**

- a. The simulation centers located in UofSCSOMG 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 – 1<sup>st</sup> floor Greenville Memorial Hospital; 24/7 card access
- b. Interprofessional Corridor located in the 2<sup>nd</sup> or 3<sup>rd</sup> 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 is available from 8am to 5pm Monday –Friday unless reserved for other events

## 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](mailto: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 (HPC).

## Contacts

Office for Student Affairs and Admissions  
Facilities Management

## Related Information

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

## History

Date of Change	Change
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