Policy Title
Study Room Use

Identifier
USCSOMG – STAF – 15.1

Prepared by: Office of Student Affairs  Date: 8/16/2018
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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 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
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 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 USCSOMG – FCMN-02 Use of Educational Facilities policy

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 USCSOMG – FCMN-02 Use of Educational Facilities policy

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 USC 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 of Student Affairs  
Facilities Management

**Related Information**

USC School of Medicine Greenville Student Handbook  
Study Room Reservation Policy  
USCSOMG - FCMN- 02-Use of Educational Facilities

**History**

- Date of Change: 08/28/2018 (effective date)  
- Change: Move to standardized template; additional considerations for proper care, usage and maintenance of the study rooms  
- Reason for Change: LCME CQI; facilities management