

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

| | | |
|--------------------------------|------------------------------|-------------------------|
| Study Space Reservation | | SOP #: SA.019.00 |
| Effective Date | 02/01/2018 | |
| Last Revision/Review | 02/01/2018, Reviewed 8/29/19 | |

1. Purpose

To describe the procedure wherein student(s) can reserve study space on the BCOM campus

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Office of Student Affairs, Administrative Assistant

4. Definitions/Abbreviations

5. Procedural Steps

- 1.1 Student group study rooms are available for BCOM students studying in groups of two or more for the purpose of collaborative learning. It is expected that students use these spaces as efficiently as possible and respect other groups.
 - a. Rooms reservation can be done using: <http://bcomm.libcal.com/spaces?lid=2021>
 - b. Reservations are accepted no earlier than 24 hours in advance.
 - c. All rooms have a minimum number of students required for reservation. The names of **all** students present **must be** included on the reservation request. Failure to include the names of all students present will result in reservation cancellation.
 - d. Rooms are available in 30 minute increments. A student group **may not** reserve study space for a period exceeding three (3) hours total on any given day.
 - e. Rooms will be held for up to fifteen minutes past the reservation start time. If the group fails to appear after fifteen minutes, the room can be scheduled by another group.
 - f. If a reserved room is found to have fewer than the minimum number of students, another group that meets the minimum criteria may request the room be vacated.
 - g. Students may lose study space reservation privileges if:
 - i. They have three (3) or more cancelled reservations due to no shows / incomplete groups.
 - ii. If students attempt to reserve a study space using fraudulent information, including but not limited to, using an absent classmate's email, using a false email address, or any other action attempt to exceed the allotted time.
 - h. Rooms must be left in the condition they were found. This include returning furniture to its original layout, whiteboards cleaned, trash picked up, etc.
 - i. Failure to comply with any of the above guidelines may result in the loss of booking privileges and may be included in the student conduct file.
 - j. Special requests for room usage should be addressed directly with the Office of Student Affairs.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

2.1 BCOM Students can also utilize study space at NMSU and DACC. Please refer to <https://bcomnm.org/students/student-life/study-space/#1488313239772-65b66977-e52d> for details.

6. Reports/Charts/Forms/Attachments/Cross References

Study Space Guidelines and Map of Study Spaces: <https://bcomnm.org/students/student-life/study-space/>

7. Maintenance

Office of Student Affairs

8. Signature

Vanessa Richardson, MAEd

8/29/19

Date

9. Distribution List

Internal/External

10. Revision History

| Revision Date | Subsection # | Summary of Changes | New/Cancellation/Replacement Procedure? (if applicable) | Approval Date |
|---------------|--------------|--------------------|---|---------------|
| 1 | [e.g., 3.1] | | | |
| | | | | |