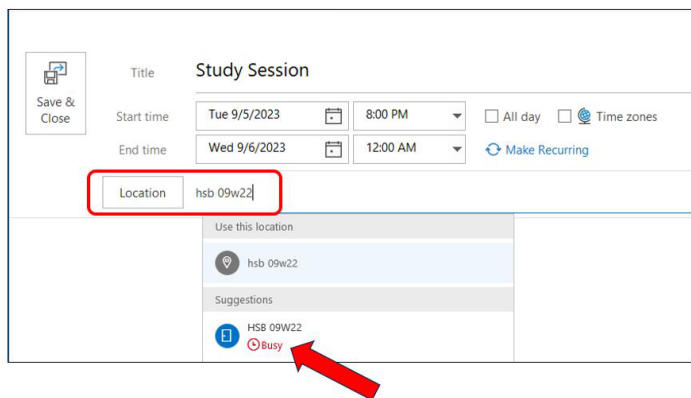


Study spaces are the Small Group Rooms on the 9<sup>th</sup> floor. These rooms include: **9W06, 9W07, 9W08, 9W09, 9W10, 9W11, 9W12, 9W13, 9W21, 9W22, 9W24, 9W25, 9W26, 9W27, 9W28, 9W29, 9W30, 9W33, 9W34, 9W35, 9W36**. We have created specific time slots for these study sessions. The times are:

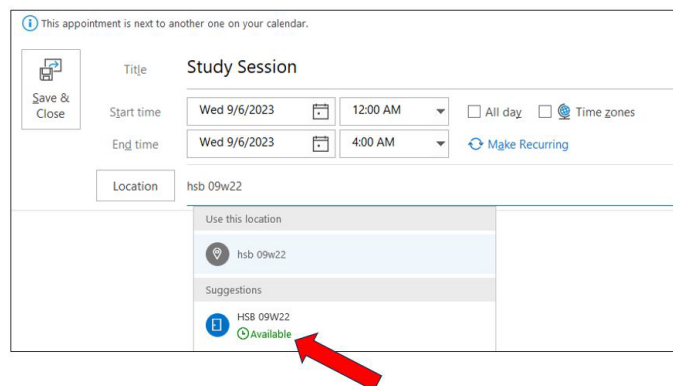
- **8 AM – 12 PM**
- **12 PM – 4 PM**
- **4 PM – 8 PM**
- **8 PM – 12 AM**
- **12 AM – 4 AM**
- **4 AM – 7 AM\* (\* 3 hour block; 7-8 AM is reserved for facilities to clean the rooms)**

To request study space in any of these rooms/times, please open a new appointment in your outlook calendar associated with your Drexel email. Choose the date, and appropriate start/end time of the time slot. For the location, please select one of the rooms listed above. Please note, **the location must start with “HSB” and then include a space and a zero before the 9 in the room number**. For example, to reserve 9W30, please type “HSB 09W30” for the location. You should be able to see if the room is “available” or “busy.”



The screenshot shows an Outlook appointment form titled "Study Session". The start time is set for Tue 9/5/2023 at 8:00 PM, and the end time is Wed 9/6/2023 at 12:00 AM. The location field contains "hsb 09w22", which is highlighted with a red box. Below the location field, a dropdown menu shows "Use this location" with "hsb 09w22" selected. Under "Suggestions", there is an entry for "HSB 09W22" with a red "Busy" status indicator. A red arrow points to this "Busy" status.

If the room is showing as busy, please select a different room/time.



The screenshot shows an Outlook appointment form titled "Study Session". The start time is set for Wed 9/6/2023 at 12:00 AM, and the end time is Wed 9/6/2023 at 4:00 AM. The location field contains "hsb 09w22". Below the location field, a dropdown menu shows "Use this location" with "hsb 09w22" selected. Under "Suggestions", there is an entry for "HSB 09W22" with a green "Available" status indicator. A red arrow points to this "Available" status.

Once the appointment is submitted, it will be reviewed by the Curriculum Office, and it will be confirmed in less than one business day. These reservations are limited to the 4-hour slots listed above and cannot be booked more than 60 days in advance. Students are limited to 1 time slot per day. For weekend bookings, all reservations must be received by 1 PM on Friday, 8/25. We are unable to reserve rooms for this weekend 8/25-8/27. We ask that you be considerate of your classmates and limit your study sessions to 4-hour blocks in these rooms this weekend to allow for maximum accessibility.

Reservations can be made for Monday, 8/28, and future dates (60 days out) at this time.

We are currently working on syncing the academic calendar to these room locations, and this will make it easier to see what is available and if there are any conflicts when you go to reserve a space. If there are any conflicts or issues with your reservation while this process is completed, you will be contacted by the Curriculum Office to resolve the matter.

If you are having any questions or challenges navigating this new process, please contact Marissa Miller ([mjm846@drexel.edu](mailto:mjm846@drexel.edu)) or Ken Rookstool ([kar462@drexel.edu](mailto:kar462@drexel.edu)). The Curriculum Department will be continuously monitoring the utilization of these spaces and listening to student feedback and will work to make any possible improvements to the reservation process and room availability schedule. Again, this reservation process is for the 9<sup>th</sup> floor Small group rooms. The large classrooms (4E05, 2E02), huddle spaces, and other quiet study rooms are available on a first come first serve basis. In addition to these rooms at HSB, there is also additional study space available in many Drexel campus buildings, specifically the Hagerty Library. More information on the Hagerty Library (hours, location, etc.) can be found here: [Locations | Drexel University](#). You can access these campus spaces with your Dragon Card ID. The Queen Lane campus Library is also available for students living in this area. Please note, only the library is available to students at the Queen Lane campus.