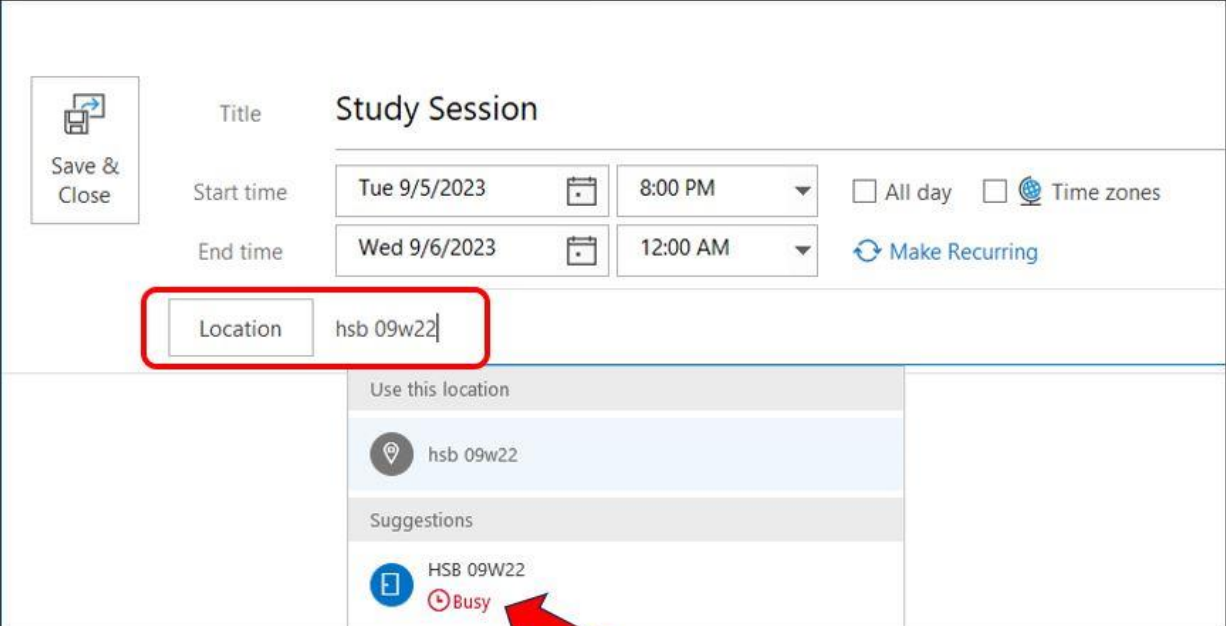


Process for booking small groups rooms for studying

We have revamped our process for requesting and booking study spaces in the Small Group Rooms on the 9th 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.**

The steps in the booking process and other policies are outlined below. These instructions and policies are also available on the small group room schedule link in your blackboard courses.

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 for a "Study Session". The title is "Study Session". The start time is "Tue 9/5/2023" at "8:00 PM". The end time is "Wed 9/6/2023" at "12:00 AM". There are checkboxes for "All day" and "Time zones", and a "Make Recurring" button. The location field contains "hsb 09w22" and is highlighted with a red box. Below the location field, there is a dropdown menu with "Use this location" and "hsb 09w22". Under "Suggestions", there is an entry for "HSB 09W22" with a red "Busy" indicator and a red arrow pointing to it.

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

This appointment is next to another one on your calendar.

Title Study Session

Start time Wed 9/6/2023 12:00 AM All day Time zones

End time Wed 9/6/2023 4:00 AM [Make Recurring](#)

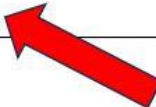
Location hsb 09w22

Use this location

hsb 09w22

Suggestions

HSB 09W22 Available



Please also note the following polices:

- Small Group Room bookings will be accepted up to **2 weeks in advance** of the session
- You do not need to wait for confirmation or approval after you submit a reservation. Once a successful booking for a small group room is submitted, you will receive a **“tentatively accepted”** response. **At that time, there is nothing else you need to do and the room reservation is approved.** You will still receive an “official acceptance” from a member of the Curriculum staff sometime in the next business day, but you do not need to wait for this confirmation to plan or utilize the space. If there is an issue or question about your request, you will receive a separate email with further instructions.
- The total booking limit is 4 hours of reserved study time per student, per day, but that time may be split across more than 1 session. For example, a student can book a study session from 8 am-10 am, and another session from 4 pm- 6 pm later that day.
- We also want to make you aware that you **CAN IDENTIFY ALL OPEN** rooms. In order to do this, please use the **“Scheduling Assistant”** feature in Outlook. Click here for a short video on how to use this feature and other helpful information about checking room availability:
https://1513041.mediaspace.kaltura.com/media/How+To+View+and+Schedule+Study+Rooms/1_bjnkg8ty

- Only Small group rooms on the 9th floor are reservable for student study space. These rooms are **9W06, 9W07, 9W08, 9W09, 9W10, 9W11, 9W12, 9W13, 9W21, 9W22, 9W24, 9W25, 9W26, 9W27, 9W28, 9W29, 9W30, 9W33, 9W34, 9W35, 9W36.**
- Huddle rooms, Quiet Study rooms, Information Commons, and Classrooms at HSB are **not reservable** – these include the huddle rooms on the 9th floor (9W02,9W20, 9W23, 9W37). All of these spaces are available to students on a first-come, first-served 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.

If you are having any questions or challenges navigating this new process, please contact Marissa Miller (mjm846@drexel.edu) or Ken Rookstool (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 9th 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.