

# Study Space – Drexel University College of Medicine

## Drexel University Libraries

The libraries have a variety of collaborative spaces that may be reserved for group use including Group Study Rooms, Learning Spaces and Classrooms and Conference Rooms:

- Reserve an Individual Seat: <https://libcal.library.drexel.edu/r/new>
- Reserve a Group Study Room: <https://libcal.library.drexel.edu/booking/groupstudy>
- Reserve a Learning Space: <https://libcal.library.drexel.edu/booking/learningspaces>

More information on the Hagerty Library (hours, location, etc.) can be found here: [Locations | Drexel University](#)

You can access the libraries and other campus spaces with your Dragon Card ID.

## Health Sciences Building – 9<sup>th</sup> floor

We have revamped our process for requesting and booking study spaces in the Small Group Rooms on the 9<sup>th</sup> floor at the Health Sciences Building. 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 the Outlook calendar appointment creation interface. The title is "Study Session". The start time is "Tue 9/5/2023" at "8:00 PM" and 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 "Use this location" section with a location pin icon and the text "hsb 09w22". Underneath, there is a "Suggestions" section with a blue location pin icon and the text "HSB 09W22" followed by a red "Busy" status indicator. A red arrow points to the "Busy" status indicator.

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

 This appointment is next to another one on your calendar.

 Save & Close


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

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.

To increase flexibility with study bookings, **students can book shorter study sessions and more than 1 session in a day.** The **total 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. To maximize capacity and to make it easier for your colleagues to find available rooms, we ask that you still book these shorter sessions with-in the prescribed 4 hour blocks.

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\\_bjng8ty](https://1513041.mediaspace.kaltura.com/media/How+To+View+and+Schedule+Study+Rooms/1_bjng8ty)

Small Group Room bookings will be accepted up to **2 weeks in advance** of the session.

If you are having any 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.