TJU Academic Study Space Protocol

The purpose of this Protocol is to provide you with helpful information about how to locate and request academic study space at Thomas Jefferson University. As Jefferson’s academic and space needs continue to transition, this Protocol will be amended as required. We will distribute study space updates to all students via e-mail as they become available.

The “Insider’s Guide to Study Space” is a downloadable brochure that provides a comprehensive listing of all available study space on campus.

The following protocol provides additional information concerning the study space that may be reserved:

Scott Building Collaborative Study Rooms

- Ten individual study rooms along the East and West walls of the second floor.

- Scott Student Study/Collaboration Rooms include:
  * Installed Macintosh computers with large screen monitors;
  * Available cables for connecting your own laptop or iPad;
  * Available webcams for video conferencing (Skype and Adobe Connect ready);
  * Sixty square feet of white board space;
  * Seating for six and room for up to 10 students, (Please note: at least three students must be present to use the study rooms);
  * Same Day reservation access if student collaboration rooms are still available (Advance reservations can be made online, up to a week in advance, using the link on JEFFLINE. Look for the link called Student collaboration room reservations under the Services heading.);
  * Totally secure environment.

The complete listing and reservation request form for the Scott Collaborative Study Rooms may be found here.

Hamilton Building Study Rooms

- Based on student feedback, four classrooms in the Hamilton Building have been reopened for study on a space available basis (depending on classes and other events) between the hours of 8 am and 12 am. Of these four, two classrooms (212 & 213) will be available for specific reservations of up to four hours during the day and up to six hours after 5 pm if the study group includes at least 5 people. The other two classrooms (214 & 215) will be set aside as quiet “open study” rooms that will be available to all students without requiring an advanced reservation.

- The procedure for reserving Hamilton Building study space is as follows: Submit requests to roomrequest@jefferson.edu. Requests must include the following information (incomplete requests cannot be
processed and will delay scheduling): Desired study dates for one week only thru the next Sunday, start and end times, number of attendees with names of at least 5 participants, requestor’s/contact’s name and Campus Key, phone number and College/School (JGSBS, JMC, JSHP, JSN, JSP or JSPH), and requestor’s Jefferson e-mail address.

- Students using classrooms as study space must show their Jefferson ID, sign in at the Security Desk with their name and Campus Key, indicate in which room they will be studying and sign-out when they leave. Students who do not sign-out maintain responsibility for that room.

- Students using general areas such as the lobby areas on the first or second floors as study space must show their Jefferson ID, sign in at the Security Desk with their name and Campus Key, indicate in what area they will be studying and sign-out when they leave.

- To facilitate accommodating all requests, requests for study space for groups of five or more must be submitted via email not more than one week and not less than 48-hours prior to your study period.

- As spaces are taken off-line when reserved for your study period, you are asked to provide, at least a 24-hour notice of cancellation, if you no longer need your space. As lack of space cancellation results in lack of space availability for others, non-adherence to the cancellation policy may result in denial of future requests for study space.

- Visit V-EMS for space availability [https://emscal.jefferson.edu/VirtualEms/BrowseForSpace.aspx](https://emscal.jefferson.edu/VirtualEms/BrowseForSpace.aspx)

Please remember: Students are expected to courteously leave all classrooms when asked to do so to allow cleaning of those rooms. Students are then allowed back in and are responsible for the room being ready for classes the next day. This includes but is not limited to erasing boards, replacing tables and chairs to the proper order, and disposing of all trash in the containers in the balcony area. No trash should be left in the classrooms. If there are three or more complaints about rooms being left in disarray and not ready for classes the next day, then providing Hamilton classrooms as study space cannot be continued.

We will monitor the needs and use of all study space on campus to ensure that adequate study space is available to all TJU students.

Please do not hesitate to contact us with questions or concerns.

*Thomas Jefferson University*
*Space Management & Room Reservations (SM&RR)*
*Office of the Registrar*
215.503.6677
215.503.8734
roomrequest@jefferson.edu
[http://www.jefferson.edu/content/tju/academic-affairs/tju/academic-services/registrar/room_rsvp.html](http://www.jefferson.edu/content/tju/academic-affairs/tju/academic-services/registrar/room_rsvp.html)