

College of Health Sciences and School of Nursing (HSSN)

Study Room Policies and Guidelines

1. Reservations for use of the HSSN Study Rooms can be made at the reception desk in the CHS/SON Office of Student Affairs, room 200. Rooms may be reserved a week in advance. (*Coming soon: On-line Reservations*).
2. Study rooms may only be used for academic purposes.
3. HSSN Study Rooms are available to UTEP students, faculty and staff with a current UTEP ID.
 - a. UTEP ID card must be presented upon entry to the study room.
 - b. A minimum of 2 users with a maximum of 4 may use rooms 202, 204, 207.
 - c. A minimum of 2 users with a maximum of 6 may use rooms 201, 203, 208, 209.
 - d. Dry Erase Markers and Erasers are available upon request.
4. Reservations are based upon availability.
 - a. Please see posted hours for availability schedule.
 - b. Rooms may be checked out for a maximum of 2 hours.
 - c. Users are responsible for checking out on time.
 - d. Users must sign in and out with the CHS/SON Office of Student Affairs personnel.
5. Plasma Screen Displays are available in each room.
 - a. Displays can be controlled by consoles located on the walls of the study rooms.
 - b. Users of Apple computers must provide their own monitor cable adapter.
 - c. Students that wish to use video capabilities of the displays must provide their own audio-visual equipment.
6. Office of Student Affairs personnel will monitor use of the rooms.
 - a. No food or beverages (except bottled water) are allowed in the rooms.
 - b. Please do not place your feet on the chairs.
 - c. Do not tamper with or remove any equipment or furniture from the rooms.
 - d. Keep noise to a minimum to avoid disrupting other study room users.
 - e. Problems with equipment or software should be reported to HSSN personnel.
 - f. Do not leave personal items unattended. UTEP is not responsible for lost or stolen items.
 - g. Rooms should be left clean and neat.
 - h. Rooms cannot exceed maximum capacity (check 3b and 3c for information).
 - i. Bicycles are prohibited inside the College of Health Sciences/School of Nursing Building.

Please be courteous to the staff. They are assisting individuals in following the above regulations.

Refusal to comply with any of the HSSN policies or HSSN personnel may result in the UTEP Campus Police being asked to intervene. A report may be sent to the Dean of Students for disciplinary action.