

Usage Guidelines for Common Rooms

- Master's and Doctoral students should use their respective common rooms.
- Common rooms are intended for study purposes only. Please be sure not to do / leave anything related to TA jobs.
- The University is not responsible for any items lost in the facilities.
- **Students who fail to comply with the rules below will be denied access.**

Open Hours

Common Rooms are for Graduate School Students use only.

8:00AM – 24:00 (midnight) **WEEKDAYS**

These facilities are open weekdays only.

Closed: weekends, holidays, and days the Academic Office is closed

10 Rules

1. NO TALKING

Keep the noise down. Do not speak in a loud voice.

2. REFRAIN FROM PRAYING

Refrain from praying in the common rooms. Use the designated Quiet Space for praying.

3. NO CELL PHONES, NO VIDEO CHATS

Turn off your cell phones or set them to vibrate.

No phone calls or video chats are allowed in the common rooms.

4. NO SOUNDS

Keep the volume of your PC turned down or use earphones.

5. NO PERSONAL USE

The computers are for research / study purposes only.

6. NOTHING LEFT BEHIND

Do not leave documents, valuables, personal belongings unattended in the common rooms.

7. NO MOVING

Do not move the equipment.

8. AVOID ...

Keep your foods and beverages in spill-proof containers or in mugs with closed lids.

9. KEEP CLEAN

Dispose of any garbage and keep your work area clean.

Clean up the room before you leave.

Do not leave food in the rooms and lockers after you leave.

10. NO SMOKING, NO DRINKING

Smoking and drinking are strictly prohibited.

Other Important Information

● Data saved to a University computer is automatically cleared after each log-off. Please save your work on your own computer or a portable device.

● Prepaid copy cards are available from vending machines in the library or the Co-op Shop.

● For safety and health reasons, University staff may check the content of lockers and/or desks periodically.

● Graduate School facilities may be closed for maintenance and/or cleaning periodically. Students will be notified of these dates in advance.

● **All left items in common rooms will be disposed of at the end of every semester.**

Graduate students are required to comply with the common regulations for use of University Facilities and Equipment. Details can be found at the URL below

[Common Regulations for Use of University Facilities & Equipment](#)