



Education Building II Student Guidelines

Access To The Building

1. Open 24/7 to SOM Staff, Students, and Faculty.
2. SOM Badges must be visible while in SOM Education Buildings. The ID Badge shall be visibly displayed on the student's physical person in an unobstructed manner.
3. SOM Students may use the building for studying 24/7 throughout the year except for when it is closed during the winter holiday.
4. External Doors should not be propped at any time.
5. Please avoid tailgating after business hours (breach in which an unauthorized person follows an authorized individual to enter secured premises).

Student Classroom Use

1. Classroom access to 104, 105, 106, and 205 is open Mon-Friday from 7:30 am to 5 pm.
2. No Food or Drinks are allowed in classroom. Drinks with lid tops are allowed.
3. Posting on acoustic panels is not permitted.

Access To Study Space

1. Study Spaces are on the 2nd and 3rd floor.
2. Study spaces are lockable. Do not lock the door if you are exiting, as these rooms do not have badge access and you will not be able to get back in. If you lock yourself out, please call the reception desk [951-827-9002](tel:951-827-9002) and have them contact Facilities to unlock the door for you 8 am-5 pm. After-hours please call [951-827-4677](tel:951-827-4677).
3. After use, wipe down study space with sanitation wipes provided in the room.

Reserving Case-Based Learning Rooms (CBLs)

1. CBL's can be reserved Monday-Friday 8am-5pm through UME's CBL reservation email: somedreserve@medsch.ucr.edu.
2. Students may use these spaces so long as they keep the area clean before and after use.
3. After reservation expires, please erase the glass board, remove any trash or belongings, clean up for the next reservation and return furniture to its original position.
4. After use, wipe down study space with sanitation wipes provided in the room.
5. If you want to reserve the classroom for an event or another activity, please see the **Event Room Scheduling** Section below.

Event Room Scheduling

1. Reserving rooms for the purpose of individual/group study/meetings etc. can be requested on the website <https://somsa.ucr.edu/room-scheduling-form>. Student Interest Group meetings must obtain approval from Student Affairs prior to requesting a room reservation using the Student Interest Group Event Form here: <https://somsa.ucr.edu/student-interest-groups> Students must include written approval with their room scheduling request.
2. **Please note that education courses and all other instructional activities will take priority.** Space may not be used for commercial or personal purposes and is not for use by individuals or groups not affiliated with UCR.
3. For a list of events go to <https://medschoolintranet.ucr.edu/comprehensive-calendar>

Guests/Visitors In The Building

1. Guests and Visitors are allowed in the building Mon-Fri from 8 am to 5 pm ONLY.
2. Guests and Visitors must be accompanied by a SOM Student to use study spaces, CBLs, the outdoor terrace and lounge.
3. Only approved events after business hours, in which guests/visitors are expected, are allowed.
4. Please avoid tailgating afterhours (breach in which an unauthorized person follows an authorized individual to enter secured premises).

Student Lounges and Kitchenettes

1. Students are responsibility for keeping the Lounge and Kitchen areas clean. Student Affairs will provide cleaning supplies and check regularly to ensure each lounge and kitchen has appropriate cleaning supplies.
2. Refrigerators are for daily use only, please have food items cleaned out on a consistent basis.
3. Everyone is responsible for washing their own dishes and disposing of garbage. If dishes are left in the sink dirty, they will be discarded.
4. Microwavable food should be covered while heating. Wipe down after use. **Do not leave food unattended.**
5. No personal air fryers allowed or other plug-in cooking devices.

Shared Spaces

1. Communal areas are student lounges, student kitchenettes, and study spaces.
2. Clean up after yourself and leave these areas tidy for others to use.
3. After use, wipe down shared space with sanitation wipes provided in the room.
4. Clear away any personal belongings and return furniture to its original position.
5. Keep noise level to a minimum and be courteous of those around you; use Headphones when possible.

Bikes, Skateboards, Scooters and Similar Mobility Transports

1. Beginning January 3, 2024, electric scooters and bicycles will not be permitted inside the building.
2. Skateboards and non-electric scooters are allowed inside but must be placed in a locker. Per [TAPS policy 7.03](#).
3. Mobility transport such as bikes and scooters are not allowed in the building. You can use the card access only bike rack located by the loading dock, which is also monitored by a security camera. Locks are recommended.

Food, Drinks, and Spaces

1. For any carpeted area, no food is allowed unless for an approved event in which a Chart of Account (COA) is tied to the event to cover the cost of cleaning the carpets. Student Affairs will provide COA for approved student events. Students are expected to eat in their lounges or outdoor spaces.
2. Covered drinks are allowed in carpeted areas.

Mailboxes

1. Student Mailboxes are in the student lounge on the 2nd floor. Mailboxes must be kept clear and open to receive notifications and other information on a daily and/or weekly basis. Overflowing mail will be shredded after 30 days.

Service, Concerns, and Repairs

1. For facility-related requests including repairs/damage to the building, broken lockers, or appliance, please submit your request or question via this link: [SOM - SOM - Portal \(service-now.com\)](#).
2. Time Sensitive/Urgent Request:
 - a. Front desk reception: (951) 827-4568
 - b. For AV Equipment, zoom conferencing, or equipment Issues contact: (951) 827-7676.
 - c. For after-hours building related issues: (951) 827-4219.
3. For additional concerns about the building, please contact SOM Facilities Planning <https://somfacilities.ucr.edu> or Medical Student Council or Student Affairs at 951-827-9017.

Lockers

1. Lockers are on the ground floor to store books, personal items, clothes, etc. Items left unsecured in the locker room or lounge spaces will be disposed of. **BE SURE TO SECURE YOUR LAPTOP in your possession, or in your locker.**
2. **THE UNIVERSITY IS NOT RESPONSIBLE FOR THE LOSS OR THEFT OF YOUR LAPTOP COMPUTER or any other possessions.**

Monitoring and Enforcement

1. The education building uses security cameras and a single centralized video management system to enhance safety and physical facility security while respecting and preserving individual privacy. Surveillance of public areas deters crime and assists in protecting the safety and property of the SOM community.
2. The Education Building is monitored by UCPD.
3. Students found in violation of the guidelines are subject to disciplinary procedure.
4. Possession, use, or manufacture of a firearm or other weapon are prohibited by campus regulations.

Building Safety

1. The evacuation of buildings at the University of California, Riverside is everyone's responsibility.
2. All students must evacuate at the sound of the alarm.
3. The Emergency Assembly Area is located at the courtyard near Scotty's and SOM Education I Building.

Administration Offices Level 4 and 5

1. Students are not allowed on the 4th and 5th floor without an appointment.
2. The 4th and 5th floor are restricted access after 5pm, weekends and holidays.

Posters and Signage

1. Wall posters, announcements and advertising are not permitted.
2. Digital Signage may be submitted to SOM Planning at planning@medsch.ucr.edu and is subject to approval.

Lost and Found

1. Located at the reception desk. All items will be discarded after 30 days.

Student Dress Policy

1. [See policy 950-07-009 on the SOM Compliance website.](#)

Video Conference For Student Camera Use In Required Classes Policy

1. [See policy 950-06-006 on the SOM Compliance website.](#)

Animals

1. UC Riverside affirms the rights of individuals who require assistive animals to participate in all aspects of campus life. A request for an assistive animal (service or support animal) as an accommodation requires an individualized analysis reached through the interactive process. This policy implements federal and state laws regarding access for assistive animals that assist individuals with disabilities at UCR.
2. This page provides a general overview of the campus’ assistive animals policy. For the full text of the UCR Policy on Assistive Animals, please refer to [UCR Policies and Procedures 850-39](#).

This list is not intended to be all encompassing but to serve as a general reference guide. If you have questions, please reach out to SOM Facilities Planning Planning@medsch.ucr.edu or Student Affairs UCRSOMStudentAffairsDL@medsch.ucr.edu.

II. SIGNATURES

Cynthia Carolina

 SOM Director of Facilities &
 Operations

DocuSigned by:


 Signature

11/22/2023 | 11:50 AM PST

 Date

Dr. Daniel Teraguchi

 SOM Executive Associate Dean for
 Student Affairs

DocuSigned by:



 Signature

11/25/2023 | 3:17 AM PST

 Date

Dr. Pablo Joo, M.D.

 SOM Senior Associate Dean for
 Medical Education

DocuSigned by:


 Signature

11/26/2023 | 5:42 PM PST

 Date