

## How to Reserve an On-Campus Study Space or Computer Workstation Using Archway

Updated for Spring 2021

Ramapo College students enrolled in one or more Spring 2021 classes can reserve a study space or computer workstation on campus this semester if they would like to do any of the following:

- study or complete coursework in a quiet location on campus;
- use the space to attend virtual classes if there is not enough time to commute to campus or home before or after attending an in-person class meeting;
- use a computer or printer in an on-campus computer lab.

“**Study Stations**” refer to single desks without computers. “**Library Study Stations**,” located in Linden Hall, refer to single desks without computers which are partially-enclosed and, therefore, afford more privacy. Students who reserve and use Study Stations and Library Study Stations may bring their own laptops or tablets, in which case earbuds or headphones are also recommended.

Study Station Locations	Who Can Reserve	Available Hours
A 100, A 101, A 102, A 103, A 104, & A 105	All students, except Junior and Senior Nursing students	Monday through Friday from 8:00am to 10:00pm
Adler Center 012	Restricted to Junior and Senior Nursing students only	Monday through Friday from 8:00am to 10:00pm
Library (Linden Hall)	All students, except Junior and Senior Nursing students	Monday through Friday from 9:00am to 5:00pm

“**Computer Stations**” refer to computer workstations located in computer labs equipped with Windows computers that are connected to College printers.

Computer Station Locations	Who Can Reserve	Reservations Available
E 112	All students, except Junior and Senior Nursing students	Monday through Friday from 8:00am to 10:00pm
Library, 1 <sup>st</sup> Floor	All students, except Junior and Senior Nursing students	Monday through Friday from 9:00am to 5:00pm
Library, 2 <sup>nd</sup> Floor (Linden Hall)	<i>Exclusively designated for students who are immunocompromised or at-risk for COVID-19</i>	<i>Monday through Friday from 9:00am to 5:00pm</i>

**All Study Stations and Computer Stations must be reserved in advance using the Archway app.** Walk-ins are not allowed. Study Stations and Computer Stations are currently not open to the public.

All reservations during the day are for two (2) hour time blocks, and the evening 6:00pm reservations for A Wing, E Wing, and Adler Center are for four (4) hour time blocks. Students book one (1) time block with each reservation.

**Students should only reserve the spaces they need for the amount of time they anticipate is necessary, as there is a state-mandated limit on room occupancy. Please do not overbook times, which might prevent classmates from being able to reserve needed on-campus study spaces or computer workstations.** If spaces are available, then students will be allowed to make more than one reservation per day.

Continue reading to learn How to Make a Reservation and How to Cancel a Reservation.

## How to Make a Reservation

1. Download the Ramapo College Archway App from the [Apple store](#) or [Google Play](#).
2. Open the app and click “Events.”
3. Select the “Calendar” view option and choose the date you wish to reserve.
4. Scroll to the time and location you wish to reserve (see chart below).

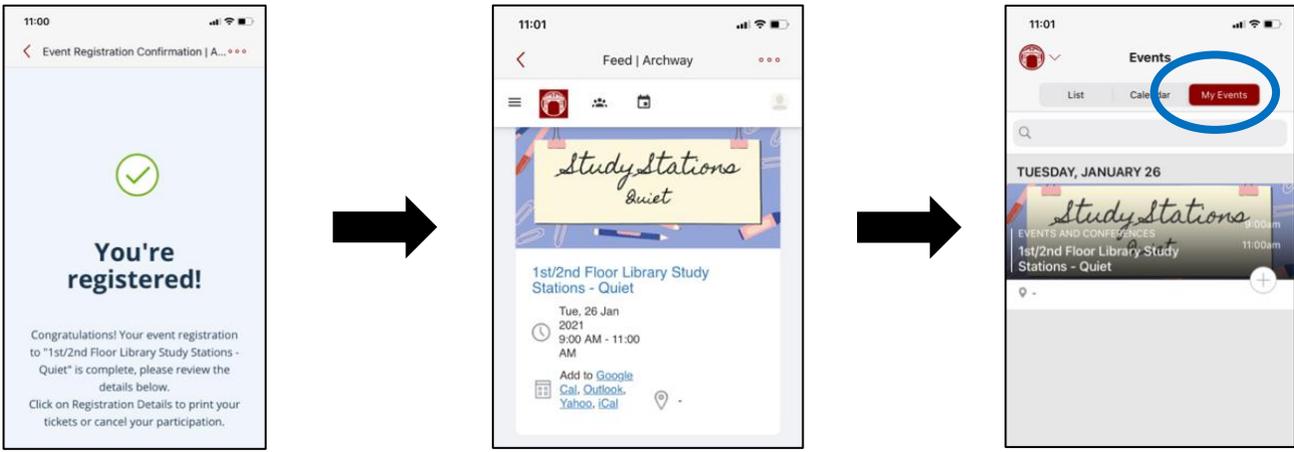
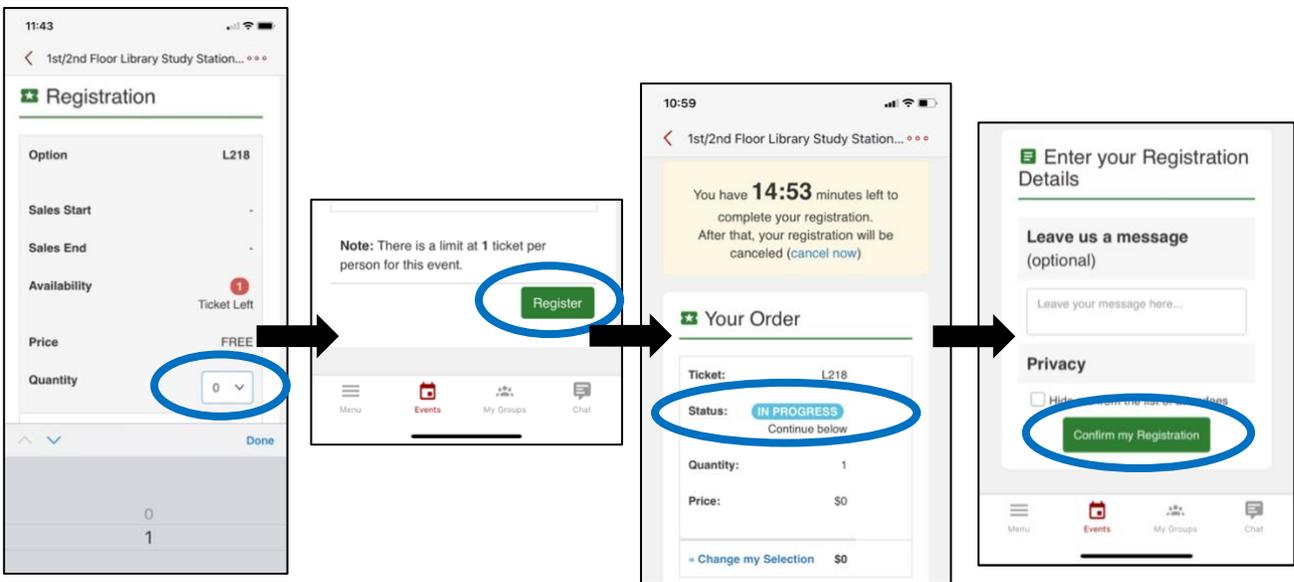
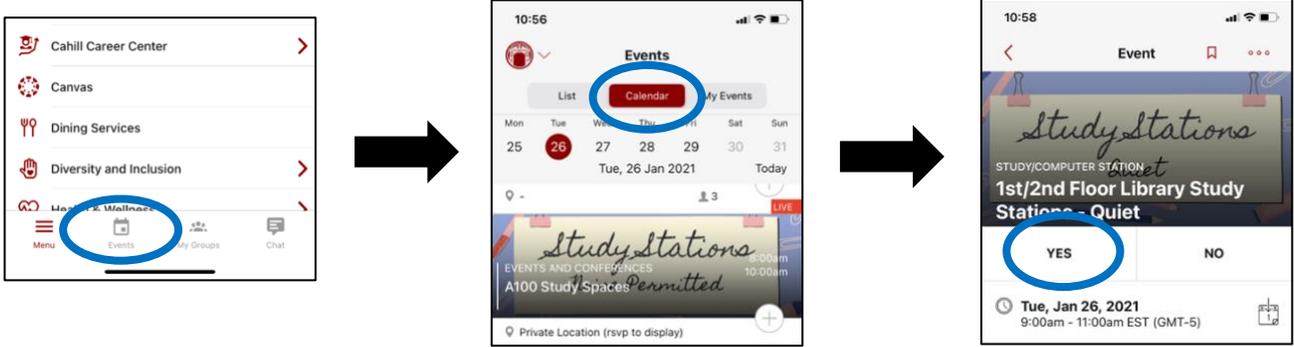
*TIP: For a shortcut, join the Events Conferences group at*

*[https://archway.ramapo.edu/Events/club\\_signup](https://archway.ramapo.edu/Events/club_signup). Once you have joined, click “My Groups,” then “Group Events” to see only the study and computer stations, and not any other campus events.*

Location & Type	Reservations Available	Time Blocks
A Wing Study Stations and E Wing Computer Stations	Monday through Friday from 8:00am to 10:00pm  <i>Open to all students, except Junior and Senior Nursing students</i>	8:00am – 10:00am 10:00am – 12:00pm 12:00pm – 2:00pm 2:00pm – 4:00pm 4:00pm – 6:00pm 6:00pm – 10:00pm
Adler Center Study Stations	Monday through Friday from 8:00am to 10:00pm  <i>Restricted to Junior and Senior Nursing students only</i>	8:00am – 10:00am 10:00am – 12:00pm 12:00pm – 2:00pm 2:00pm – 4:00pm 4:00pm – 6:00pm 6:00pm – 10:00pm
Library Study Stations and Computer Stations	Monday through Friday from 9:00am to 5:00pm  <i>Open to all students, except Junior and Senior Nursing students and except for Library 2<sup>nd</sup> Floor Computer Stations which are exclusively designated for individuals who are immunocompromised or at-risk for COVID-19</i>	9:00am – 11:00am 11:00am – 1:00pm 1:00pm – 3:00pm 3:00pm – 5:00pm

5. Click “Yes” to register for the time block and location you selected.
6. You will be directed to the Registration screen. Available stations will have “1 ticket left.” Choose the specific station by selecting “1” in the “Quantity” dropdown.
7. Scroll down to the green “Register” button and click “Register.”
8. Click the green “Confirm my Registration” button to finalize your reservation.
9. A confirmation screen will appear in the app with the reservation details. You will also receive a confirmation email to your Ramapo email address.
10. To see the study and computer stations you have reserved, go to “Events” and click “My Events.”

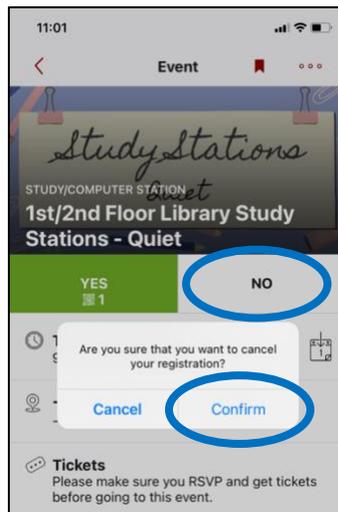
# How to Make a Reservation



## How to Cancel a Reservation

If circumstances arise and you do not need the Study Station or Computer Station you reserved – *even if this occurs last minute* – **please** cancel your reservation to free up the space so it is available for another student. This is especially important as there will be limited availability due to state-mandated occupancy limits.

1. Open the Archway app and click “Events.”
2. Select the “My Events” view.
3. Select the reservation you wish to cancel.
4. The “Yes” option will be colored green. Choose the grey “No” option.
5. A pop-up will appear. Select “Confirm” to cancel the reservation.
6. Your reservation is canceled. It will no longer appear in your “My Events.”



## **Important Reminders**

Only students who have completed the mandatory Student COVID-19 Training modules will be allowed to reserve any space Study Stations or Computer Stations on campus.

Walk-ins are not permitted to any computer labs, study rooms, or the Library for health and safety, contact tracing, and limited occupancy reasons. Reservations must be made in order to use any of the spaces. Please only use the specific space(s) you have reserved for the time block you have reserved. Groups are not permitted; reservations are for individuals only.

Students should carry their Ramapo IDs when on campus for their reservations.

Sanitizing wipes will be provided in each location. Students are expected to wipe down desks, keyboards, monitors, mice, etc. before and after use. Sanitization instructions are provided at each wipe dispenser and on posters hung in each room. In addition, students should locate the room's hand sanitizer dispenser and use as needed. When your reservation time has expired, please remember to remove all your belongings upon departure.

In order to ensure the healthiest and safest environment possible to the Ramapo community, please be sure to abide by all of the following rules:

- Face coverings must be worn at all times in all shared indoor spaces including study spaces and computer labs.
- Students must abide by social distancing guidelines and remain at least 6 feet apart. Avoid any physical contact with other individuals.
- Do not move the furniture or change the existing room set up, which is configured to meet social distancing requirements.
- If necessary, students must comply with contact tracing efforts.
- Food and drink are not permitted in any Study Station or Computer Station.

*Be well!*