How to Reserve an Adjunct Office Space or Computer Workstation

Ramapo College adjunct faculty who are assigned to teach one or more Fall 2020 classes can reserve a shared adjunct office space or computer workstation on campus this semester if they would like to do any of the following:

- plan, prepare, and teach virtual or online classes;
- attend or participate in virtual College meetings;
- use a printer or computer on campus.

In the reservation system the College is using, “Adjunct Only - Office” refers to the six swipe card-access adjunct offices which are assigned by School. Adjunct offices are spaces equipped with computers that are connected to College printers.

<table>
<thead>
<tr>
<th>Adjunct Office Locations</th>
<th>Who Can Reserve</th>
<th>Available Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASB 326 and ASB 331</td>
<td>Anisfield School of Business adjunct faculty</td>
<td>Monday through Friday from 8:00am to 10:00pm</td>
</tr>
<tr>
<td>BC 140B</td>
<td>School of Contemporary Arts adjunct faculty</td>
<td>Monday through Friday from 8:00am to 10:00pm</td>
</tr>
<tr>
<td>B 221</td>
<td>School of Humanities and Global Studies adjunct faculty</td>
<td>Monday through Friday from 8:00am to 10:00pm</td>
</tr>
<tr>
<td>G 220</td>
<td>School of Social Science and Human Services adjunct faculty</td>
<td>Monday through Friday from 8:00am to 10:00pm</td>
</tr>
<tr>
<td>G 129</td>
<td>School of Theoretical and Applied Science adjunct faculty</td>
<td>Monday through Friday from 8:00am to 10:00pm</td>
</tr>
</tbody>
</table>

If you do not have swipe-card access to the adjunct office of the School’s in which you are teaching during Fall 2020, please contact your unit secretary.

“Adjunct Only - Computer Stations” refer to computer workstations located in a computer lab equipped with Mac computers that are connected to College printers.

<table>
<thead>
<tr>
<th>Computer Station Location</th>
<th>Who Can Reserve</th>
<th>Available Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>E 233 - Macs</td>
<td>All adjunct faculty</td>
<td>Monday through Friday from 8:00am to 10:00pm</td>
</tr>
</tbody>
</table>
All Adjunct Office spaces and Adjunct Computer Stations must be reserved in advance using the College’s 25Live Scheduling system. Walk-ins are not allowed. These spaces are exclusively designated for Ramapo College adjuncts; full-time faculty and students are not able to reserve these specific spaces on campus.

Daytime reservations are for one (1) hour and 55 minute time blocks, and the evening reservation time block is for three (3) hours and 55 minutes. Faculty should use the remaining five minutes of their time blocks to wipe down their stations (see Important Reminders). Faculty book one (1) time block with each reservation. Multiple or recurring time blocks on the same or different days is not possible with a single reservation, which means that each time block must be reserved separately.

Adjunct faculty should only reserve the spaces they need for the amount of time they anticipate is necessary, as there is limited room occupancy in order to maintain social distancing and align with health and safety guidelines. Please do not overbook times, which might prevent your colleagues from being able to reserve needed on-campus office space or computer workstations. If spaces are available, then adjunct faculty 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
2. Use Ramapo’s Single Sign-On to log in.

Welcome to the Ramapo College Single Sign-On Service

Username: 
Password: 

Authenticate

3. Click on “See Available Locations” – do not click any other option on this screen.
4. Select the type of space you wish to reserve from the options given in the “Select Exiting Search” dropdown menu. Adjunct faculty may reserve only those spaces that begin with “*Adjunct Only.” Other options are not available for adjunct faculty to reserve.

5. Click on the date and time located in the box shaded in light grey at the top of the screen next to “Checking Availability for...”
6. Choose the date and start time you wish to reserve.
   a. All Adjunct Offices and Adjunct Computer Stations begin on even-numbered hours (e.g., start time of 8:00am, 10:00am, etc.).
   b. You must reserve for one time block (1 hour and 55 minutes during the day or 3 hours and 55 minutes in the evening) or less. Use the dropdown menu that appears in “End Time” to select an end time of “[hour]:55 [am/pm].” If you try to reserve outside of the time blocks provided below, or for consecutive time blocks, you will not see any available Stations.

<table>
<thead>
<tr>
<th>Location &amp; Type</th>
<th>Reservations Available</th>
<th>Time Blocks</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASB 326, ASB 331, BC 140B, B 221, G 220, G 129 – Adjunct Offices</td>
<td>Monday through Friday from 8:00am to 10:00pm</td>
<td>8:00am – 9:55am&lt;br&gt;10:00am – 11:55am&lt;br&gt;12:00pm – 1:55pm&lt;br&gt;2:00pm – 3:55pm&lt;br&gt;4:00pm – 5:55pm&lt;br&gt;6:00pm – 9:55pm</td>
</tr>
<tr>
<td>E 233 – Adjunct Computer Stations (Macs)</td>
<td>Monday through Friday from 8:00am to 10:00pm</td>
<td>8:00am – 9:55am&lt;br&gt;10:00am – 11:55am&lt;br&gt;12:00pm – 1:55pm&lt;br&gt;2:00pm – 3:55pm&lt;br&gt;4:00pm – 5:55pm&lt;br&gt;6:00pm – 9:55pm</td>
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*Swipe card-access assigned by School*

*Open to all adjunct faculty*
7. Select a space that is available, and click “Reserve It.” Unavailable spaces will be greyed out and marked as “Unavailable.”
8. IMPORTANT: For privacy purposes, write “Adjunct” rather than your own name under “Event Name.” Reconfirm that the date, Start Time and End Time that you selected are correct. Click “Save.”

9. You will receive a pop-up with a confirmation number, and a confirmation email sent to your Ramapo email address.

   Your event has been saved successfully. The following is the reference number to your event 2020-AABXLS.

10. Please save your confirmation email. To see the details of your reservation, click on the URL provided in the confirmation email.
How to Cancel a Reservation

If circumstances arise and you do not need the Adjunct Office space or Adjunct 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 colleague. This is especially important as there will be limited availability due to reduced occupancy for social distancing and health and safety purposes.

1. In the confirmation email of the reservation you wish to cancel, click on the URL.

2. Use Ramapo’s Single Sign-On to log in to 25Live Scheduling.

3. Click on “Cancel Event.”

4. Click “Yes” to confirm cancellation of the space on the pop-up.
Important Reminders
Only adjunct faculty who have completed the mandatory employee COVID-19 Training modules will be allowed to reserve any Adjunct Faculty Offices or Adjunct Computer Stations on campus.

Walk-ins are not permitted to any computer labs or offices for health and safety, contract 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.

Faculty should carry their Ramapo IDs when on campus for their reservations

Sanitizing wipes will be provided in each location. Faculty are expected to wipe down desks, keyboards, monitors, mice, etc. before and after use. Sanitization instructions are provided each wipe dispenser and on posters hung in each room. In addition, adjunct faculty 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 office spaces and computer labs.
- Faculty 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, faculty must comply with contact tracing efforts.
- Food and drink are not permitted in any Adjunct Office space or Adjunct Computer Station.

Be well!