

DKICP Modular Campus Rooms Policy

Students may study 24 hours a day, seven days a week in the breakout rooms and/or the LPLH student lounge. However, the outside doors will be locked after business hours and access will only be granted through SALTO key access! Students may open the outside doors to let another student in however, students are NOT permitted to place wastebaskets in the doorways or contrive any other device or method for keeping the door open. For your safety and the safety of other students do not let anyone into the building unless they are a DKICP student AND you know them personally. Do not let anyone in the building even if they say they are a DKICP student but you are not familiar with them. Students, friends, or relatives who are not from the Daniel K. Inouye College of Pharmacy are NOT permitted to use these facilities. Students who are studying in the DKICP breakout rooms past business hours are encouraged to call Security at 974-7911 should any security issues arise.

Rooms are assigned to each class as follows:

P3 & PhD Students: Rooms 113/115 and 117/119. Rooms will be unlocked 24 hours a day.

P2 & PhD Students: Rooms 114/116 & 118/120. Rooms will be unlocked 24 hours a day.

P1 & PhD Students: Rooms 127 & 128. Rooms will be unlocked 24 hours a day.

Students should occupy their respective rooms as indicated above. If you are looking for a room, and a room assigned to a class different from yours is unoccupied, you may use the room. However, if a member from the class to whom the room is assigned arrives please either vacate the room or ask permission to stay.

All students must clean up after themselves, throw trash in proper receptacles outside, and clean up spills appropriately. The last person to leave a room is required to lock the windows and turn off the lights. Each Class will be held accountable for the cleanliness of their assigned study rooms.

The Office of Student Services will maintain a schedule for the break out rooms and the modular classrooms. **These reservations supersede study hours.** Student officer meetings, student organization meetings, special events, student interviews, and faculty requests will be accepted for reservations. *Please note: reservations by students for study or group projects will not be accepted. Reservations for the breakout rooms or the classrooms can be made by emailing the designated office of student services staff member or pharmacy@hawaii.edu at least 24 hours in advance.*

Students are required to be professional and exhibit behavior which is appropriate for an academic study environment. Any activities which take place in the modular break out rooms which are deemed unprofessional and inappropriate will compromise the use of the Modular Campus for ALL of the students in the Daniel K. Inouye College of Pharmacy. **Any infraction to the above rules will result in the removal of key privileges.** Please maintain a safe and appropriate study environment for yourself and all

of your classmates.

Students are expected to report any infraction of this policy and they may use any one of the following channels: Inform their Class Liaisons, inform the Office of Student Services or inform the Dean of Academic Affairs. All reports will be kept confidential.

Smoking Policy

In addition to the above policy, the Daniel K. Inouye College of Pharmacy forbids smoking at the Modular Campus. The ONLY exception and approved smoking area at the Modular Campus is located directly behind Building B (Longs Pavilion Lecture Hall) and 20 feet from the building. Please do not litter your cigarettes, instead dispose of them in a proper receptacle.