Law School Room Reservation Policy

- During the first week of class, any reservation may be rejected due to the rearranging of class rooms by requests from professors.

- Only group study is permitted in the larger classrooms to maximize student use of the rooms. Time slots will be available from 5:00 p.m. until 8:30 p.m. and from 8:30 p.m. until midnight. All reservations must be made with the Registrar’s office by 4:30 p.m. one day prior to requested date.

- Classroom keys will be available for pickup at the law library’s circulation desk. Only those who have reserved rooms through the Registrar’s office can pick up the keys.

- Classes, student organization meetings, conferences, symposia, and other law school related activities receive preferential scheduling.

- If a room is vacant during the workday, feel free to use it for studying/study groups; however, it is subject to daily law school scheduling.

- During exam time (after the last day of classes), students may reserve any room in 4 hour time slots beginning at 6:00 a.m. (6:00 a.m., 10:00 a.m., 2:00 p.m., 6:00 p.m., 10:00 p.m.).

- If a key is lost or stolen, please report it immediately to the Dean’s Suite receptionist, Cindi Newman (cjnewma1@olemiss.edu).

- The individual reserving the room is responsible for all others using the space during their designated time slot. Some important things to remember:

  a. Please do not leave any trash in the rooms.
  b. Lock doors after use.
  c. Do not prop open doors or tape doors to keep them open.
  d. Keep classroom keys on you at all times.