Finding a Private Space for Meetings

If you find yourself in need of a private space to attend a meeting (e.g. with Dean, Academic Advisors, CAPS/Mental Health Professionals, Student Health/Medical visits, personal calls, etc.), here are some options to consider if you are having difficulty finding a space:

Your Room

1. It is unlikely you and your roommate will have the exact same schedule at all times → plan your meetings when you will be alone in your room
2. If unable to find available time, address this issue with your roommate:
   - “I have to schedule a meeting for today, when might be a good time that I can be alone in the room for 45 minutes or so?”
   - “I’m sure we both will need privacy at times for certain meetings, can we come up with a plan together of how we might best handle this?”
   - “I’m sorry this is so last minute but I have just had a meeting pop up that I would like to attend privately, is it possible to have the room alone for 45 mins or for you to wear your headphones until I’m done?”
3. If you feel comfortable doing so, let your roommate know what is going on so they can better understand your need for privacy:
   - “My advisor requested an urgent meeting with me about one of my classes and I’m not sure what to expect so if I can, I would feel more comfortable attending it privately.”
   - “My mental health is important to me so I meet every other week with my counselor for about 45 minutes.”

Reserve a Room

1. Reserve a study room in the Library (For most privacy, select Basement Level 2 Faculty Study Rooms; available on first-come, first-serve basis; ): Click Here to Reserve.
2. EMS has space to reserve for Telehealth Sessions Only (WSTN 206 Study Room and the SAC Meeting Room): Click Here to Reserve

Alternative Options

1. If you have a car on campus, use it as your own personal office for an hour! (or ask a friend if you might sit in their car)
2. If the weather is nice, take a walk outside and find a private bench or area you can sit and have your meeting or request a phone meeting and walk and talk while you meet
3. Rooms on campus might be open and available for use, visit a nearby academic building and find an empty space (most rooms have the schedules posted on the door). Please also be mindful of Covid-19 policies as some rooms might not be available for use.