

## Need to reserve a Group Study Room?

Wittich Hall 0103, 0107, 0114, 0202, 2100, and 3100 can be booked in person using the touchpad outside the door or can be reserved ahead of time via your Outlook calendar.

Group Study Rooms are available to students during normal building operating hours: [General Building Hours](#)

### Walk-up reservations:

- The touchpad outside the door will be green if the room is currently available. Please check the screen for any upcoming reservations.
  - Tap the touchpad
  - Select the + sign to start your reservation now or select a future time using the timeline
  - Extend the room reservation by scrolling to a later time
  - Hit Reserve Now
- Walk-up reservations can be made in 30-minute increments for up to two hours at a time
- Group Study Rooms are available for drop-in use when they are not reserved. Groups with reservations have priority. Please be respectful of room bookings and exit the study room when people arrive

### Advanced booking via Outlook:

- Reserving ahead of time is highly encouraged – groups with existing reservations have priority
- To book a room in advance:
  - Open your UWL Outlook calendar
  - Create a New Event
  - Select the date and time for your reservation
  - Click on the Location line and start typing the name of the room that you would like to reserve (e.g., Wittich Hall 2100). Outlook will show if the room is available or busy
  - Add an appropriate tile for the reservation
  - Click Send
  - If the room is available, you'll receive an email notification confirming your reservation

## Need to reserve an Interview Room?

Wittich Hall 0204, 0205, 0206, and 0207 must be reserved in advance via Outlook. Walk-up and same-day reservations are not available.

Interview Rooms are available Monday-Friday, 8:00 a.m.-4:00 p.m.

These rooms are individual interview rooms meant for one person. If you are working with a group, please reserve a Group Study Room instead.

No food is allowed in the Interview Rooms.

The Interview Rooms are locked, and you will use your UWL Eagle ID to swipe into the room. Swipe access must be granted in advance for you to be able to enter the room. **Reservation requests must be submitted no later than 4:00 p.m. the business day before the date of your reservation.**

### To reserve an Interview Room:

- Open your UWL Outlook calendar
- Create a New Event
- Select the date and time for your reservation
- Click on the Location line and start typing the name of the room that you would like to reserve (e.g., Wittich Hall 0204). Outlook will show if the room is available or busy

- Add an appropriate tile for the reservation
- Click Send
- If the room is available, you'll receive an email notification confirming your reservation
- To access the room at the time of your reservation, swipe your UWL Eagle ID

If you have questions about reserving the Interview Rooms, please contact either:

Erin Teegan - [eteegan@uwlax.edu](mailto:eteegan@uwlax.edu) or 608.785.8093

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