

Lactation Room
Appointment / Reservation Procedure

- Please note that the room is reserved **every Monday and Thursday from 10:15 AM – 12:30 PM** for on-campus counseling sessions. Outside of that time, it is available solely for lactation.
- If you need access to the room, please see campus police for badge access.
- IT created a separate calendar called *A201B - Lactation Room*, so you are able to reserve this space ahead of time. Please use the QR code (posted outside the door to the room) or link below to reserve.
 - [Lactation Room - Reservation Calendar](#)
 - The room reservations are available in 20-minute increments.
 - When you open the calendar, you may make your reservation by clicking "Reserve Room" for your desired time.
 - You will only be able to see details for reservations you personally make.
 - When you see empty or blank spaces on the calendar, during various times, it means that those appointment slots are taken.
 - The only available times are ones that say "Reserve Room."
- Furthermore, there is a sign on the room door that you can post accordingly (Available or Occupied). When in use, please turn the sign to "Occupied." Upon departure, please ensure you turn the sign back to "Available," so others can be confident it is available, before entry.
- If you arrive for your appointment, but the room sign says "Occupied," please double-check your reservation and then gently knock. It is possible that the prior user just overlooked turning the sign back to "Available."