Study sessions are organized by the Center for Student-Athlete Enhancement to provide frequent opportunities for individual study for student-athletes. These study sessions should be utilized wisely. It is up to each individual student-athlete to manage his/her time during study sessions. Listed below are the guidelines for study hall:

1. **Study Hall Days and Times:**

Study hall sessions will run from Sunday through Thursday in the Enhancement Center. All probationary, high-risk and any other student-athletes required to attend study hall will have the ability to choose their study hall sessions based on availability. In some cases, a student-athlete’s session times may be assigned by Enhancement Center staff. **Study hall hours will be held Sunday from 4:00 p.m. - 9:00 p.m. and Monday through Thursday 9:00 a.m. - 6:00 p.m.** Each student athlete is required to complete 6 hours of study hall a week by Thursday at 6:00 p.m. unless otherwise instructed.

**YOU MAY LOG A MAXIMUM OF 2 HOURS PER DAY!!!** This can be done in two consecutive hours or in two separate one-hour time blocks. As always, a one-hour minimum is required each time you log in.

**STUDY HALL HOURS WILL NOT BE RECORDED AFTER 6:00 PM DURING THE WEEK.**

2. **Absences:**

Emergencies and extenuating circumstances are the only acceptable reasons for not completing your study hall hours during the week. It is YOUR responsibility to notify a staff member of the CSAE of your absence. If you have an illness or emergency, documentation will be required to excuse your absence from study hall. Documentation from a licensed physician, Marist Health Services, or Marist Sports Medicine can be submitted via e-mail or text message by taking a picture of the document. Our office must be in receipt of this documentation by Friday at 9 a.m. or you will be suspended from your next competition.

3. **Rules:**

* Student-Athletes must present their Marist ID for admittance into the Center. If you lost it or forgot it – **GO GET IT.** Be prepared to leave ID. If you don’t leave ID and walk out without acknowledging the proctor, we will not know when you left and cannot record the time. Therefore, time will not be recorded for that session.

* You must leave your cell phones with the proctor when you sign in to study hall. If you need to make a phone call, you must sign out and leave the Center to do so.

* **Once a student-athlete signs in to study hall s/he is to begin studying IMMEDIATELY. A student-athlete will not be permitted to sign in and then “visit” another office in McCann (coach, trainer, etc.).** Bathroom breaks will be monitored. Student-athletes must return within five minutes of taking a bathroom break. **IF YOU CHOOSE TO KEEP GETTING UP PERIODICALLY YOUR TIME WILL BE TAKEN AWAY.** Since you will not be in here for longer than 2 hours at a time there is no reason to take continuous breaks. **HANDLE PERSONAL BUSINESS BEFORE YOU SIGN IN!**

* Study halls are to remain quiet at all times.
* Six hours of study hall are required for all student-athletes UNLESS you have been informed otherwise.
* All required hours must be completed by 6:00 PM on Thursday.
* Failure to complete the required hours of study hall will result in an automatic suspension from the student-athlete’s next scheduled contest. This will carry over into the following academic year if you are injured, ineligible, or in your non-traditional season.
* No food or drink near the computers.
* Student-athletes are **prohibited** from using instant messenger, Facebook, Twitter, Instagram, playing games, online shopping, or using the computers for any non-academic activity while signed in for study hall in the Center. **THIS MEANS NEVER!** Don’t bother with excuses such as, “I was only on for 5 minutes.” **IF YOU LOG ON TO ANY OF THESE ACTIVITIES BE PREPARED TO HAVE TIME TAKEN AWAY OR BE ASKED TO LEAVE.** We can constantly monitor ALL computers in the Center and if you are doing something that you shouldn’t be doing, you will be notified when you sign out. You will then have to make up the time during the week.
* Do not turn or move the monitors on the computers. If you are seen doing this, it will be assumed that you are trying to hide your screen and therefore, not doing your work. **THIS WILL RESULT IN HAVING TIME TAKEN AWAY OR BEING ASKED TO LEAVE.**
* Make sure to use a flash drive to save your work continuously. If a computer accidentally shuts down all work will be lost even if you saved it to the hard drive. **ALL COMPUTERS ARE RESTARTED AT THE END OF THE DAY AND ANY FILES SAVED ON THE HARD DRIVE WILL BE ERASED.**
* Proctors have the authority to dismiss a student-athlete from a study session if s/he is disruptive, disrespectful or unproductive.
* Tutorial sessions may count as study hall hours but **must be completed in the Center.** You are permitted to log more than 2 hours in a day if you are using a tutor.
* The use of computers during the study sessions are on a first come, first serve basis and are subject to monitoring at all times. **IF YOU DON’T HAVE COMPUTER WORK – DON’T SIT AT ONE!**
* The proctor will log your start and end time. It is your responsibility to keep track of your cumulative hours. You may ask the proctor but do not consistently do this throughout your study hall session. **PAY ATTENTION WHEN THE TIMES ARE RECORDED! DO NOT,** under any circumstances, expect to question the proctor when you have not watched the times recorded. It is in your best interest to write down the hours for your own reference so that everyone is on the same page.
* For weather related delays and cancellations, please call x2325 or x3353 and the voicemail message will notify you of changes to the study hall schedule and/or requirements. These delays and closings will also be posted on our Twitter and Facebook pages.

**Computer usage will be monitored heavily and consistently!!!**

**IF THERE ARE ANY QUESTIONS, PLEASE CALL ALYSSA GATES AT x2325.**