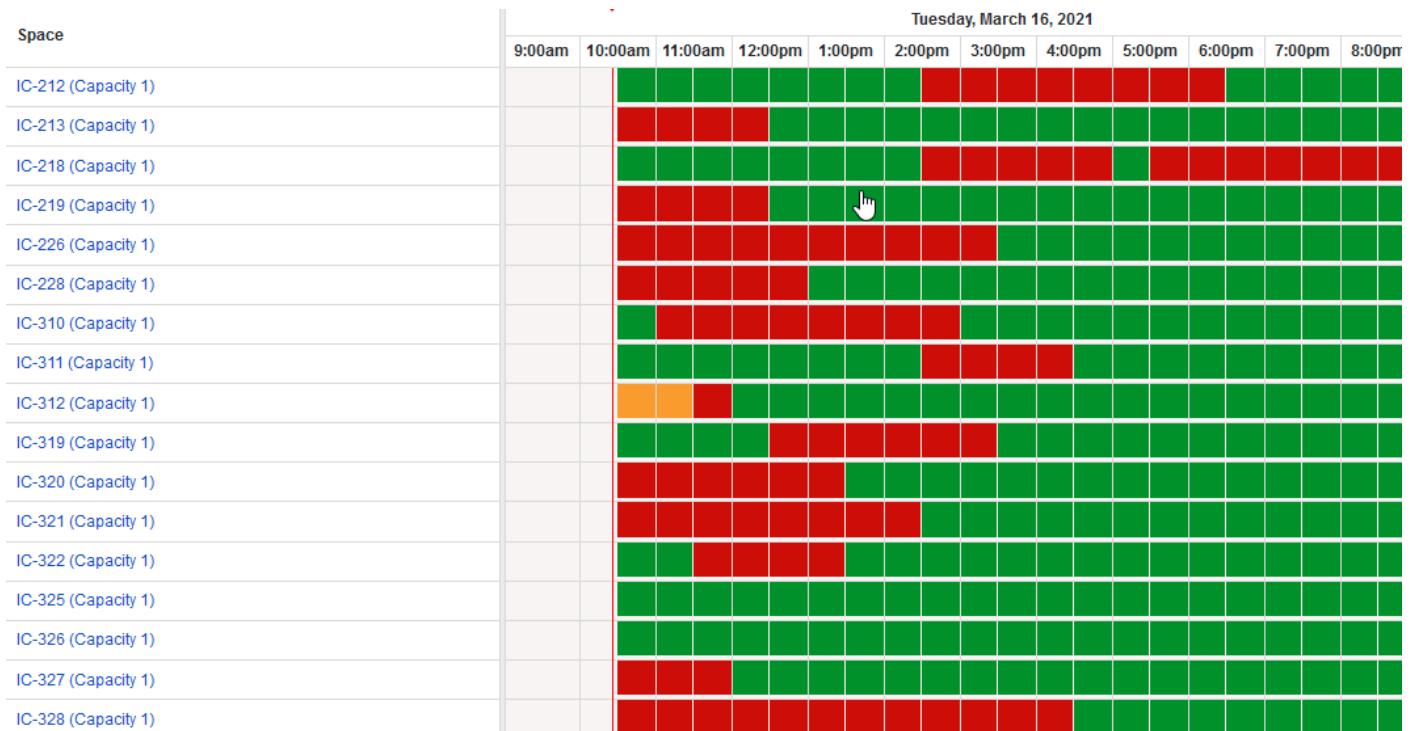# RESERVING A STUDY SPACE IN THE IC

Select your room using the booking grid.

Select the length of your booking using the dropdown menu at the bottom of the page and click **Submit Times.**

Enter your name and Loyola email address to reserve a space.

Fill out this form to complete the booking.

| Full Name * | First Name | Last Name |

| Email * | |

Enter @luc.edu addresses only

Submit my Booking

You will receive a reservation confirmation with a check in code.

The following bookings have been confirmed:

Information Commons
IC-219: 9:00am - 12:00pm Tuesday, March 16, 2021.

When you arrive for your booking:
1. Scan the QR code next to your space (if QR code is available), or click this link to check in
2. Enter this code: **5B5**

To cancel this booking visit: https://libcal.luc.edu/equipment/cancel?id=cs_AzJKepfp

Each reservable space is designated by a floor number (C 2nd FL, IC 3rd FL), direction (Northeast, Northwest, Southeast, Southwest), the type of space (study room, study table, computer workstation, armchair), and a number. For example: IC-2nd Fl-Northeast-Armchair 1
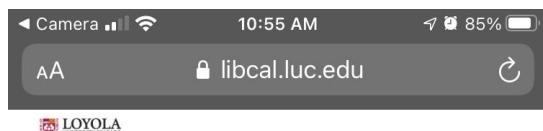
Find your spot by using the signs placed in front of each space

IC-2nd Fl-Northeast-Study Table A-1

https://libcal.luc.edu/seat/122818

Scan the QR code at your seat and enter your check in code

LOYOLA
UNIVERSITY CHICAGO

Check In

Enter the Check In code that was emailed to you when you created your booking.

Don't have a booking? Click here to book this Seat.

Space

IC Second Floor - Study Tables

Seat

IC-2nd Fl-Northeast-Study Table A-1

Check In Code

[   ]

Check In

English ▼