About
The Graduate School (TGS) Commons is a general use space for graduate students and postdoctoral trainees to study, host small group gatherings, and reserve for formal academic presentations.

Usage & Access
Graduate students must be enrolled full-time in TGS with a valid Wildcard to access TGS Commons. If your Wildcard does not allow access, first check the card’s expiration date. Expired cards need to be replaced at the Wildcard Office in the Norris University Center. If your card is not expired and does not work, please email TGS@northwestern.edu.

Booking the Commons
TGS Commons may be booked for events by currently enrolled, full-time TGS students, postdoctoral trainees, and TGS Student groups. Using your NetID and password, you can navigate the 25 Live Scheduling System to check availability. All requestors must complete the TGS Commons Reservation form, as well as the TGS Commons Rules & Regulations form, to confirm booking. These forms are available at www.tgs.northwestern.edu. Completed forms should be emailed to TGS@northwestern.edu.

Viewing the Commons Schedule
Each week, TGS posts a calendar of events on the outside of the main door of TGS Commons. TGS members may also view the most up-to-date calendar on 25 Live. If an event is scheduled, we ask that those who utilize it return the room to its original state.

Supplies
TGS supplies coffee, tea, sugar, creamer, cups, Lysol wipes, and hot water to full-time, enrolled graduate students and postdoctoral trainees at TGS Commons. We ask that only TGS members use the supplies provided. Students may contact TGS about any supply shortages at TGS@northwestern.edu or 847.491.5279.

Individuals and organizations using TGS Commons should provide any other supplies needed. Kindly refrain from asking nearby offices for supplies.

Additional Information
Please feel free to visit The Graduate School’s website for additional information at www.tgs.northwestern.edu.