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As a university, we commit ourselves to academic excellence and the pursuit of wisdom which flows from free inquiry, religious values and human experience. We strive to preserve and enhance an atmosphere in which scholarly research, imaginative methodology, global awareness and an enthusiastic quest for truth serve as the basis of a vital teaching-learning process and the development of lifelong learning. Our core curriculum in the liberal arts and sciences aims to enrich lives as well as professions and serves to unify the undergraduate experience. Graduate and professional schools express our commitment to research, rigorous standards, and innovative application of knowledge. We aim not only to be excellent professionals with an ability to analyze and articulate clearly what is, but also to develop the ethical and aesthetic values to imagine and help realize what might be.

St. John’s is a Catholic university, founded in 1870 in response to an invitation of the first Bishop of Brooklyn, John Loughlin, to provide the youth of the city with an intellectual and moral education. We embrace the Judeo-Christian ideals of respect for the rights and dignity of every person and each individual’s responsibility for the world in which we live. We commit ourselves to create a climate patterned on the life and teaching of Jesus Christ as embodied in the traditions and practices of the Roman Catholic Church. Our community, which comprises members of many faiths, strives for an openness which is “wholly directed to all that is true, all that deserves respect, all that is honest, pure, admirable, decent, virtuous, or worthy of praise” (Philippians 4:8). Thus, the university is a place where the church reflects upon itself and the world as it engages in dialogue with other religious traditions.

St. John’s is a Vincentian university, inspired by St. Vincent de Paul’s compassion and zeal for service. We strive to provide excellent education for all people, especially those lacking economic, physical, or social advantages. Community service programs combine with reflective learning to enlarge the classroom experience. Wherever possible, we devote our intellectual and physical resources to search out the causes of poverty and social injustice and to encourage solutions which are adaptable, effective, and concrete. In the Vincentian tradition, we seek to foster a worldview and to further efforts toward global harmony and development, by creating an atmosphere in which all may imbibe and embody the spirit of compassionate concern for others so characteristic of Vincent.

St. John’s is a metropolitan university. We benefit from New York City’s cultural diversity, its intellectual and artistic resources, and the unique professional educational opportunities offered by New York, Rome and other cities throughout the world where our students study and serve. With this richness comes responsibility. We seek and welcome opportunities to partner and plan with our metropolitan communities. We encourage them to use our intellectual resources and professional expertise in developing solutions that address strategic issues of mutual concern. On the local, state, national and international levels, our alumni serve as effective leaders and responsible citizens. We pledge to foster those qualities required for anticipating and responding to the educational, ethical, cultural, social, professional, and religious needs of a dynamic world.

Mission Statement of St. John’s University, New York
Approved by the Board of Trustees, March 13, 2008
Philosophy of Residence Life

The Office of Residence Life at St. John’s University aims to strengthen the learning community for all students by providing opportunities for intellectual, spiritual and personal development that complement those offered in the classroom. Residence Life significantly expands the opportunity for such development since the resident students are immersed in the campus environment.

The goal of the Office of Residence life is to foster personal responsibility, social awareness and student leadership through programs and activities consistent with the values of the University’s mission.

- Residence life enhances the academic mission of the University by facilitating integration of classroom activities with cocurricular and extra-curricular experiences
- Consistent with the University’s Catholic mission, the Office of Residence Life promotes the development of spiritual and moral values, ethical principles and an appreciation for human dignity
- Consistent with the University’s Vincentian mission, the Office of Residence Life encourages students to live in the spirit of St. Vincent de Paul through innovative service learning and volunteer activities
- Taking full advantage of the University’s New York Metropolitan location, the Office of Residence Life provides opportunities for students to be enriched by the diverse resources of this global center
- By helping students to realize their human potential, the Office of Residence Life strives to develop St. John’s University alumni who are lifelong learners, responsible citizens and men/women of compassion and integrity

Residence Life Learning Outcomes

Students will:

- Develop a healthy self concept
- Have compassion for service
- Develop global awareness
- Express themselves in a civil manner
- Recognize and appreciate individual differences
- Recognize the importance of campus and community resources
- Establish healthy independence
- Explore their ethics and values
- Explore and define their spiritual development
- Appreciate their educational experience
Statement of Our Community Values

The development of the whole individual is our priority within the foundation of our residence life program. The goal of the residence life program, in addition to providing a place to sleep, is to supplement learning and provide a variety of educational, social and recreational activities.

Becoming a member of the St. John’s residential community involves students in the special opportunity to live, learn and grow together. This necessitates the creation of set expectations and community standards in order to develop a respectful, thoughtful and educational environment. Our community is a place where a developed sense of integrity and the ability to make good decisions are highly esteemed. It is a place where we celebrate diversity and expressly repudiate discrimination. Also, we are interdependent for the fulfillment of certain needs, and therefore, living in the St. John’s residential community asks each of us to adopt an active understanding of the Residence Life Policies.

The policies are designed to create an optimal environment for every member of the community and those who visit. The policies establish clear and consistent behavioral expectations. Infractions of these policies will be documented and adjudicated in order to preserve and protect the integrity of our community.

The community values set forth are reflective of the Vincentian Mission of the University. St. John’s University strives to promote justice, instill personal and moral values and create a healthy learning environment. In the event that a student is found responsible for violating a section or sections of the Residence Life Policies or the Code of Conduct, a sanction may be assigned. Sanctions imposed through the judicial process are intended to facilitate the aforementioned goals. The judicial process is an essential part of the educational setting, as it stresses personal accountability and respect for others.

The Office of Residence Life at St. John’s University is committed to the safety and well-being of all community members. We strive to create an environment that is free of acts of violence, harassment and infringement of rights of privacy and property. The Office of Residence Life is one of many service offices in the University that assist students. As a staff, we will support students by identifying resources which, based on personal needs, will further support them.

The residence program is comprised of students that come from a wide variety of geographical locations and cultural backgrounds. Experiences with students will enhance one’s learning while exposing them to different perspectives, stressing tolerance and acceptance, respect for others and regard for the standards of good citizenship.

All resident students must follow all rules, regulations, policies and procedures outlined in the Resident Life Handbook, the University Student Handbook and any additional rules of conduct required in creating a harmonious community environment. The Resident Life Handbook and the University Student Handbook are extensions of your Residence Life Agreement. Violations of any of the policies in any form could lead to disciplinary action up to expulsion from the University.
The Director, Assistant Director, Residence Directors and the Office Support Staff are responsible for coordinating and administering the entire residence life program which includes, but is not limited to, assigning rooms, helping students with interpersonal conflicts and staff training.

**Residence Life Administrative Office Hours**

35 Arlo Road, Apartment 1A  
718-390-4080  
Monday–Thursday Administrative Office Hours: 8:30 a.m.–4:30 p.m.  
Friday Administrative Office Hours: 8:30 a.m.–3 p.m.

**Community Room Hours**

35 Arlo Road, Apartment 2A  
718-390-4080  
Monday – Thursday Community Room/Kitchen Hours: 10 a.m.–9 p.m.  
Friday Community Room/Kitchen Hours: 10 a.m.–9 p.m.  
Saturday Community Room/Kitchen Hours: 2–10 p.m.  
Sunday Community Room/Kitchen Hours: 2–10 p.m.

*Note: Community Room hours may vary based on scheduled programs and staff availability*

**Residence Life Personnel**

**Resident Assistants**
Resident Assistants (RAs) are undergraduate students selected by the Office of Residence Life because of their interest in people, proven maturity and sense of responsibility. The RAs provide personal and individual assistance to each student. Resident Assistants act as resources to assist residents with problems or questions.

**Residence Directors (RDS)**
Residence Directors (RDs) report to the Associate Director of Student Life and Residence Life and supervise the RAs. The RDs are responsible for the implementation of policies and procedures, facilitate residence life programming, and advise the Residence Life Council.

**Associate Director of Student Life and Residence Life (AD)**
The Associate Director is responsible for overseeing the programming, judicial and daily operations of the Residence Life program. The Associate Director supervises the Residence Directors in these areas, and serves as a liaison for residence life to students, parents, alumni, community and University officials.

**Assistant Dean and Director of Residence Life**
The Assistant Dean and Director of Residence Life is responsible for overseeing the entire Residence Life program at St. John’s University’s Staten Island campus. The Director serves as a hearing officer for more serious violations of the Residence Life Handbook and the University Code of Conduct.
Support Staff
The office is staffed with a full-time administrative assistant who is responsible for managing the office and supervising all student workers.

Residence Life Council (RLC)
The Organization That Gets YOU Involved and Lets YOUR Voice Be Heard in Residence Life.
The Residence Life Council (RLC) affords resident students a significant opportunity to participate and effect change in the community. Through the Residence Life Council, students can construct and participate in social, educational and service programs that cater specifically to the students residing in the residence life program. RLC also allows students to have a voice with administration through student representatives. This grants students the opportunity to change procedures, policies and other issues affecting resident students and the student body. The Residence Life Council is an excellent way for students to get involved on campus and develop individual leadership skills. All resident students are active members and eligible to run for leadership positions on the Residence Life Council. For further information, contact the Office of Residence Life at 718-390-4080.
Standards of conduct form the basis for behavioral expectations in the St. John’s University community. The creation and enforcement of standards of conduct for students is an educational endeavor that intends to foster student development. The enforcement of such standards must protect the rights, health and safety of members of that community in order that they may pursue their educational goals without undue interference. Sanctioning is used to promote the guidelines put forth by the University. The use of sanctioning is not punitive or retaliatory. The goal of sanctioning is for students to gain perspective and insight into their indiscretions, making the moment educational.

Freedom is meaningless unless responsibility is also present. The responsibility to secure and respect general conditions conducive to learning is shared by all members of the St. John’s University community. Students must assume a significant role in developing and enforcing University regulations in order that they might be better prepared for the responsibilities of citizenship. It is the intent of St. John’s University to establish the necessary guidelines to support and advance the educational and religious aims of the University without undeservedly restricting or diminishing the University experience for students. Thus, integrity, wisdom and empathy are among the most important characteristics adhered to throughout the administration of student conduct standards. The goal to be realized through the disciplinary process transcends the confines of the University and radiates into the community. The goal is to influence students to espouse the core values of truth, love, respect, opportunity, excellence and service throughout their daily lives as productive members of a larger community.

Code of Conduct*

* Subject to Revision

The following actions are considered violations of the Student Code of Conduct and are subject to disciplinary action:

1. **Alcohol:** Use, possession or distribution of alcoholic beverages, except when authorized by the Office of Student Life for a particular function, on University-owned or controlled property or at University-sponsored functions; the sale, use, distribution, consumption or procurement of alcoholic beverages for anyone; being in the presence of alcohol on-campus; public disruption due to intoxication or drunkenness; the use of false identification to procure alcohol; and the possession on-campus of any type of beer keg or beer ball or similar paraphernalia used for the consumption of alcohol (i.e., beer bongs, keg taps, etc.); or possessing alcohol containers for decoration, ash disposal or redemption. The residence facilities are alcohol-free environments regardless of age.

2. **Assault:** Intentionally inflicting bodily harm upon any person; taking reckless action that results in harm to any person; or threatening by any means of transmission the use of force to harm or injure any person.
3. **Civil/Criminal Law:** Any student who violates any state, federal or municipal law may be subject to disciplinary action for said offenses.

4. **Compliance:** Failure to comply with the directions or requests of a University official acting in the performance of his or her duties. This includes but is not limited to residence life staff, public safety, facilities services staff, administrators, faculty and other University personnel. Failure to cooperate includes, but is not limited to, providing false information, withholding information, interfering and abusive behavior.

5. **Compliance with Emergency Regulations:** Specific emergency regulations and evacuation procedures for University buildings must be obeyed at all times to ensure the safety of all. In the event of a fire alarm, all occupants of University facilities must evacuate.

6. **Computing and Cyber Harassment:** Any student who uses information and communication technologies as a means of intimidation, harassment or unwarranted interruption may be subject to disciplinary actions. This includes, but is not limited to, email, social networking sites, the Internet, cellular phones and video recorders. The procurement and/or transmission of videos or photographs of another individual without his or her express permission are prohibited.

7. **Damage to Property:** Any student who damages property of the University or that of a member of the University community or campus visitor while on University premises or at University-sponsored activities may be subject to disciplinary actions.

8. **Disorderly Conduct:** Engaging in behavior that is destructive, lewd, dangerous, harmful, obstructive or disorderly. Conduct that is unreasonable in the time, place or manner in which it occurs will not be tolerated. This includes harassment, lewdness, and/or intimidation of a roommate, another resident, or University personnel. University staff can ask any resident/guest to leave if such action is necessary.

9. **Drugs:** Any student who uses (or is in the presence of the use), possesses, distributes or manufactures narcotic or dangerous drugs or any illegal or controlled substances, except as expressly permitted by law or those prescribed by a physician and kept in their labeled containers, shall be subject to disciplinary actions. Being in the presence of narcotic or dangerous drugs and/or illegal or controlled substances on University premises or off-campus is prohibited. Use, possession, distribution or the manufacturing of plants or chemicals to induce an altered state of consciousness is prohibited. Students are prohibited from the possession of any type of paraphernalia analogous with the use, distribution or sale of illegal substances/narcotic drugs (i.e. scales, bongs, gutted cigars, rolling papers, pipes, glassine baggies, etc.). Students are expected to abide by all federal and state laws regarding illegal or controlled substances.
10. **False Information:** Knowingly furnishing false information in any form to a University official, faculty member, or staff member.

11. **False Reporting of an Emergency:** The intentional false reporting of a bomb, fire, attack or other emergency.

12. **Fire Safety:** Tampering with or misuse of fire alarms, fire exits, fire-fighting equipment, smoke/heat detectors and sprinkler systems on University grounds; causing or creating a fire; the use of all open flame devices such as, but not limited to: incense, kerosene lamps, hibachis and barbeque grills; the use of natural trees or wreaths; and the use of any and all fireworks.

13. ** Forgery/Fraud:** Forgery, alteration or misuse of University documents, records or identification.

14. **Gambling:** Gambling in any form on campus is prohibited.

15. **Harassment:** Any behavior (verbal, written or physical) that abuses, assails, intimidates, demeans, victimizes or has the effect of creating a hostile environment for any person.

16. **Hazing:** Hazing of any kind will not be tolerated. Hazing means an act that as an explicit or implicit condition for initiation to, admission to, affiliation with, or continued membership in a group or organization, (1) could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating or demeaning treatment; (2) destroys or removes public or private property; (3) involves the consumption of alcohol or drugs or the consumption of other substances to excess; or (4) violates any University policy. Individuals who witness hazing while not actively participating may be held accountable for their actions or inactions.

17. **Intimate Partner Violence:** Intimate partner violence of any kind will not be tolerated. Intimate partner violence refers to any physical, sexual or psychological harm against an individual by a current or former partner or spouse of the individual. In addition, this policy includes any willful intimidation, battery or sexual assault committed by a family member, household member, domestic partner or intimate partner and is prohibited. This policy also includes harm against individuals in heterosexual and same-sex relationships, but does not require sexual intimacy between the individual and such partner/spouse.

18. **Keys:** Unauthorized possession, duplication or use of keys to University facilities.

19. **Misconduct:** Conduct which adversely affects the student’s suitability as a member of the academic community or which is inconsistent with the Mission Statement of the University.
20. **Parking and Traffic Regulations:** A campus permit is required by all who use University parking facilities. Please refer to Staten Island campus Residence Hall Services Parking (page 27) for more details.

21. **Pets:** All pets are prohibited on University property, including the residence facilities. It is very important that no one feeds any stray or wild animals (cats, squirrels, etc.) because of the health and safety risk involved.

22. **Retaliation:** Retaliation for reporting any allegations of student misconduct is in itself a violation of the student conduct code. Retaliation in any form is not tolerated. Incidents of retaliation should be reported to the Dean of Students’ Office.

23. **Sexual Assault:** Sexual assault is any unwanted physical contact of a sexual nature (refer to the public safety site on Sexual Abuse for more details.) A person is incapable of giving consent if he or she is: asleep, unconscious and/or losing and regaining consciousness, or clearly mentally or physically incapacitated, for example, by alcohol and/or other drugs. Sexual assault includes, but is not limited to rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling (e.g., unwanted touching or kissing for the purposes of sexual gratification), or threat of sexual assault. Additional offenses may include cases of coercion, harassment or intimidation. Students who are thought to be in violation may be reported to the New York Police Department in addition to being processed through campus disciplinary procedures. Please refer to the public safety site on sexual abuse for more details.

24. **Sexual Harassment:** Sexual harassment includes, but is not limited, to any unwelcome sexual advances, direct or indirect, requests for sexual favors and other physical or verbal conduct of a sexual nature when:

   a. Submission to or rejection of such conduct is made or is threatened to be made, either explicitly or implicitly, a term or condition of instruction, employment or participation in a University activity.

   b. Submission to or rejection of such conduct by an individual is used or is threatened to be used as a basis for evaluation in making employment or academic decisions affecting that individual.

   c. Such conduct has the intent, purpose or can reasonably be expected to have the effect of interfering with an individual’s academic or professional performance or advancement, or creating an intimidating, hostile or offensive educational, working or living environment.

   Please refer to the public safety site on Sexual Abuse for more details.

25. **Sexual Misconduct:** Sexual misconduct in any form is prohibited. Sexual misconduct includes, but is not limited to, Sexual Harassment, Sexual Abuse and Rape.
26. **Smoking:** Smoking is prohibited in all University buildings including the residence apartments. Smoking is prohibited outdoors within 30 feet of building entrances and open windows. In accordance with New York City regarding public areas, smoking is prohibited in the Community Room.

27. **Solicitation:** Soliciting for donations, soliciting for business, advertising or selling items without receiving written authorization from authorized University personnel. No one is permitted to participate in a business venture from his or her apartment.

28. **Stalking:** Stalking refers to occasions where an individual willfully and repeatedly engages in a knowing course of conduct directed at another individual that reasonably and seriously alarms, harasses, torments or terrorizes the victim. Such behavior is prohibited regardless of the relationship between individuals. Any behavior or activity that places another individual in fear of personal harm and/or is intended to cause emotional distress to another individual may be considered stalking behavior.

29. **Student Organizations:** Student organizations that are officially recognized by St. John’s University shall be prohibited from engaging in or authorizing its members to engage in any actions, which are considered violations of the Code of Conduct.

30. **Theft:** Theft of property of the University or that of a member of the University community or campus visitor while on University premises or at University-sponsored activities is prohibited. *Theft includes taking, removal or retaining property from any campus location which is not returned to lost and found in Public Safety.*

31. **University Facilities:** Unauthorized entry to or use of University facilities.

32. **University Identification:** Misuse or transfer of University identification, the StormCard. This includes, but is not limited to, transfer of the StormCard to use the meal plan; to gain entry to campus buildings; and/or to use any of the purses on the StormCard in order to procure University services. Identification cards must be carried at all times on University premises. Lending a StormCard to anyone or failure to present it when requested by a University official are considered to be violations.

33. **University Name and Related Graphics:** Students of St. John’s University, whether individually or collectively, shall not use the name of St. John’s University or the names of its units for any activity outside the regular work of the University without written consent of the proper authorities. The crest and seal of St. John’s University are exclusive property of St. John’s University. The use of the crest and/or the seal is prohibited except with the expressed permission of the Secretary of the University.
34. **Weapons and Explosives:** Possession, display, use or distribution of any weapon such as a firearm, knife, blackjack, stun gun, etc., or any item used as a weapon or of such a nature that it is intended for use as a weapon or violent purposes, except with expressed University authorization, on University-owned or controlled property or at University-sponsored functions. Fireworks and any other explosive materials are prohibited.

35. **Residence Life Policies and Procedures:** The following policies are more specific to the residential facilities and immediately surrounding areas:

   a. Bicycles and Motorcycles – must be properly stored so that they do not block access in or out of any residence. They may not be stored in building common areas, such as lounges, stairwells, recycling rooms, etc. The University reserves the right to remove bicycles blocking access within any building. Motorcycles or other gas-powered vehicles or engines may not be taken inside any residence facility.

   b. Decorations: All decorations must be of non-flammable materials and may not cover or block exits, exit signs, lights, fire extinguishers or ceilings. Decorations may not be attached to any fire safety equipment. Neon signs may not be displayed publicly. Students are encouraged to decorate their rooms in a way that is pleasing to them; however, painting or permanent alterations to the apartments are not permitted. The use of nails, screws or other materials that may damage the walls is prohibited. The use of push-pins and “stick-tac” is suggested for hanging posters. Stickers of any kind are not permitted on walls, ceilings, windows, doors, mirrors, floors or appliances. Any damages to walls or other surface areas will be assessed at inspection time and fines will be issued to cover cost of repair.

   c. Fire Safety (continued from Policy #10) – Additional violations of the fire safety policy include, but are not limited to: having any wall or ceiling coverings or treatments including, but not limited to; wallpaper, paneling, tapestries, fabrics, nettings and stickers; partitions; having ceiling fans, waterbeds, electric or kerosene space heaters, propane grills or any type of liquid gas tanks, plywood sheets, decorative wood shingles, particleboard, wallpaper, combustible fabrics, cork and other flame- and smoke-propagating materials; using corridors or stairwells for storage; blocking or obstructing windows, heating and ventilation units, plumbing, lighting fixtures, thermostats; possession and use of candles, incense, hotplates and toaster ovens; television aerials and dishes, radio transmitting and receiving equipment, cinder blocks and bricks are all not permitted in the apartments.

   d. Furniture – The furnishings provided by the University must not be removed from assigned rooms. Furniture must not be tampered with or dismantled, and all furniture must be left in the room to which it has been allocated. Residents will be billed for any damaged or missing items from their room/apartment. Students are not permitted to bring their own furniture, such as futons, beds, couches, appliances, etc.
e. Garbage – Resident students are responsible for the cleanliness of each apartment and the outside area. Residents are responsible for removing trash from their apartments to the designated collection areas on a regular basis. All recyclable items should be placed in the proper receptacles located in the designated bins outside the residence community. At no time should garbage/trash be left in hallway areas. Litter found outside of apartments is the responsibility of all residents in that area and all will be held accountable.

f. Guests:
   - As a Catholic University, cohabitation, exploitative relationships or overnight guests of the opposite sex in the residence halls are not allowed.
   - These policies are subject to further restriction during winter break, spring break, summer, as well as during study periods such as finals week.
   - Driver’s licenses, passports, state-issued proof of age and school IDs are considered valid identification.
   - Residents are responsible for the actions and behaviors of their guests (see page 24: Visitation and Guests for additional guidelines).

g. Health and Safety – St. John’s University reserves the right to enter a student’s room for the purpose of maintaining safety and security standards, and to enforce health regulations. Inspections occur to keep apartments in livable and safe condition throughout the entire academic year. Inspections may occur at anytime. All apartments will be inspected during breaks and closing.

h. Noise:
   - Quiet hours are essential to an atmosphere that is conducive to study and good community living. Be aware that there are many neighbors that are not affiliated with the University. Quiet hours are defined as a time when noise should be contained within an apartment. No noise should emanate into, or be created in any common areas, indoors or outdoors. Quiet hours are set by city ordinance: Sunday – Saturday (10 p.m. – 10 a.m.)
   - Courtesy hours are in effect 24 hours a day, seven days a week.
   - Outside noise (i.e., music, people speaking, etc.) in the residence facilities that is loud enough to be heard outside any building is prohibited, unless it is a University-sponsored event.
   - During final examinations, quiet hours are extended to 24 hours a day.
• Students are not permitted to place stereo speakers in their windows or into the hallways

• Musical instruments and stereos are allowed, but must be used in compliance with courtesy and quiet hours guidelines and may not be used outside unless permission has been granted for a special event

i. Painting – Students are not permitted to paint their residence apartments.

j. Prohibited Items – Prohibited items that are found will be confiscated. (See Prohibited Items list on page 12) When appropriate, the Office of Residence Life will store confiscated items. Students may retrieve confiscated items and remove them from the residence facilities after complying with the designated sanction for the possession of prohibited items. Should prohibited items be found a second time, they will be confiscated and available for removal from the residence facilities at the end of the semester. Additional sanctions will be imposed. Confiscated items which are not retrieved within one week of the last day of the semester will be assumed to be abandoned and will be discarded by the Office of Residence Life. These same guidelines apply if prohibited items are observed or reported at times other than during routine inspections.

Prohibited Items List:

There are some items that are restricted in the residence apartments because of the potential hazard to the health and safety of the community. The list includes but is not limited to:

- Free weights
- Black lights
- Outside antennas
- Incense
- Pets of any kind
- Oil lamps
- Cinder blocks
- Hydrogen lamps
- Flammable liquids
- Weapons and explosives
- DJ equipment
- Electric blankets
- Musical amps
- Candles
- Hookah Pipe
- Fireworks

k. Room Change – Students are not to conduct room changes without following the procedures listed in the Residence Life Handbook.

l. Social Gatherings or Events – Residents, student groups, or University offices may use the Community Room for events. Users are expected to register with and be approved by a Residence Director and respect the privacy of other residents at all times. Groups using space without proper approval may be asked to leave and may be denied access for further events. All gatherings and events must be in accordance with Residence
Life Policies and Procedures. Hosts of social gatherings or events will be held responsible for the behavior of their guests.

m. Sports – Sports activity is prohibited inside the residence facilities, apartments, hallways, stairwells and entryways. This includes, but is not limited to, the use of balls, roller blades, hackey sacks, frisbees, etc. Also prohibited are any outdoor recreational activities that could be injurious to facilities, grounds, people or possessions (i.e., hardball sports, water guns, etc.). Sports activity must not obstruct walkways and be respectful of the neighborhood.

n. Windows – Students are not to tamper/remove the window screens or fixtures in any window. Items are not permitted to be thrown from or dropped from windows. Windows should not be opened farther than the pre-arranged setting. Students may not hang anything from their windows.

o. Meetings – Throughout the year, the need for communication between residents and the Office of Residence Life will arise. When this happens, Resident Directors will call a meeting at which attendance will be mandatory. These meetings are for your benefit. Failure to attend a meeting or to notify a Resident Director of a conflict and be excused from the meeting will result in disciplinary action.
The Office of Residence Life at St. John’s University aims to strengthen the learning community for all students by providing opportunities for intellectual, spiritual and personal development that complement those offered in the classroom. Residence life significantly expands the opportunity for such development since the resident students are immersed in the campus environment.

The goal of the residence life program is to foster personal responsibility, social awareness and student leadership through programs and activities consistent with the values of the university mission of being a Catholic, Vincentian and metropolitan University.

Apartment Access

St. John’s University reserves the right to enter apartments for the purpose of maintaining safety and security standards and to enforce health regulations.

Members of staff or personnel contracted by the University may enter to perform work in the resident’s apartment including, but not restricted to:

- Routine inspection of fire/safety devices and equipment
- Facility repairs
- Maintenance
- Emergencies

The above University or contract personnel will knock and identify themselves. If no response is received after knocking for the second time and waiting for a reasonable amount of time, personnel may enter.

Inspections

Resident Director or University staff members will conduct monthly inspections for sanitation, safety conditions and property inventory. Notice of monthly inspections will be given in advance. Spot inspections will be conducted without advance notice by authorized University employees for necessary repairs and maintenance of University property or for the safety and well-being of the students.

The University reserves the right, at any time and for any reason, in its sole discretion, to enter a room without prior notice because of any situation that the University, in its sole discretion, deems to be a danger to health, safety and property of the residents of the apartments.

Search and Seizure

St. John’s University reserves the right to enter rooms without warrant for the purpose of searching a room. In these situations, residence life staff will knock, identify themselves and request entrance. If no response is received, staff may enter. If resident(s) are not present, a notification will be left instructing the resident to see a Residence Director.

Members of the residence life staff are permitted to enter a resident’s apartment without obtaining consent when there is evidence of:
• Violent behavior
• Medical emergency
• Disorderly behavior
• Activity that disturbs the neighboring living areas
• Suspicion of any policy violation

Plain-view violations of the residence life policies and/or University policies, which may be observed by the residence life staff or University personnel entering a residence under these guidelines, are subject to University disciplinary action.

A search of a resident’s apartment pursuant to an investigation intended to result in a legal and/or disciplinary action may be performed only with the authorization of the Director of Residence Life, or his or her designee. Public safety officers may be present during their search. The Director of Residence Life will notify the Dean of Student Life. Every effort will be made to conduct the search in the presence of the room occupant and a representative from the Office of Residence Life.

Billing Procedures Regarding Damages

A violation of the Damage Policy will result in those responsible being financially accountable for the materials, time, repairs and/or replacement of item(s). If those responsible cannot be determined, all assigned to that living space (apartment or building) will be charged i.e., if no one can be determined responsible for the damage in a room or apartment, then all residents of that apartment will be charged.

Total damages will be deducted from the $250 damage deposit that each resident pays prior to moving into the apartments. The remaining balance will be credited to his/her account, unless a check is requested from the Office of the Bursar. Any damage exceeding $250 will be billed to the resident. Payment must be made to St. John’s University by the specified deadline. For specific deadlines please contact the Office of the Bursar.

Excessive damage may result in immediate termination of the housing agreement, and indefinite suspension from the residence life program and further disciplinary charges.

Check-in/Check-out

You are required to check in and out several times during the semester for winter break, spring break and summer. The Resident Directors will notify all residents of check-in and check-out dates and times by phone, by email, in person or during mandatory meetings.

Check-in

All resident students must check in during the designated times. Only the resident student can fill out the appropriate paperwork (parents/guardians must sign the contract if student is under the age of 18) and receive a key. If a student cannot
make it during the scheduled move-in time, he/she must notify the Residence Life staff to avoid disciplinary action and/or termination of their contract. If express check-out is offered, students can return their key to the Office of Residence Life with the appropriate paperwork. Students waive their right to dispute any said charges if they opt for express check-out.

Residence Life Inspection Form
Residence life inspection forms are completed prior to student move-in. In the event a student has any concerns or issues with their apartment, he/she should notify a Residence Director in writing, via a maintenance request form, within 72 hours of moving in. This notification must be dated and signed, and handed to the Residence Director during office hours. The Residence Director will follow up with concerns within 48 hours. If deemed appropriate he/she will then note the concerns on residence life inspection form. Note: the following will result in damage charges:

- Holes in the walls
- Adhesive or tape on the walls
- Self-stick pages or hooks on the walls, doors, etc.

Keys
In order to acquire apartment keys a student is required to sign a keycard signifying reception of keys. When keys are returned, the student will again sign the keycard signifying the return of the keys.

Check-out
Check-out ordinarily occurs at the end of each academic semester. A student must apply to the Office of Residence Life for approved cancellation of his/her housing agreement for any check-outs prior to the end of the year. If check-out occurs any time during the academic year without obtaining an approved cancellation, the student will continue to be responsible for all charges for his/her assigned space for the entire agreement period. The student must also follow all other check-out procedures in this handbook. Failure to complete the check-out procedures will result in an improper check-out fine.

If the student chooses to cancel the Agreement after moving in, then they will be reimbursed the prorated amount set by the University’s reimbursement schedule. Notification of cancellation for the spring semester after the determined date will result in a $250 charge. If express check-out is offered, students can return their key to the Office of Residence Life with the appropriate paperwork. Students waive their right to dispute any said charges if they opt for express check-out.

If a student vacates their space at any time other than at the end of the academic semester, the student must contact the Office of Residence Life and follow the established check out-procedures.

All students are responsible for the condition of the apartment upon check-out. Students are relieved of all responsibility once the official check-out by a Residence Life staff member occurs. If a student is the last to check out and their roommates have checked out, the last student will be held accountable for the condition of the apartment, unless a staff member has made prior inspections.
When leaving University Housing at any time, students are required to do the following:

- Contact the Residence Director at least 24 hours prior to moving out
- Remove all belongings (May and summer move-out and winter break room change)
- Winter break move-out students are allowed to leave items behind. Students are recommended to take home all items they deem valuable since the University will not be held responsible for items left over winter break
- Clean out apartment including kitchen and bathroom
- Remove marks from walls, ceilings, floors, furniture, counter tops, etc.
- Empty and clean all cabinets
- Clean all appliances — refrigerator, stove and microwave
- Ensure all furniture is in order and the room has been returned to its original condition
- Return issued keys and sign key card with the staff member checking you out. If you do not do both, you will be charged for any necessary lock changes
- Additional check-out procedures may be instituted at the end of each term
- If you take responsibility for damages, the staff member who checks you out will note them on the residence life inspection form — otherwise, all charges will be distributed among all the occupants
- You will continue to be billed for housing until personal property is removed and keys returned
- Items left behind will be discarded and students will be charged

**Specific Procedures for Semester End Check-Outs**

These procedures are specific to winter break move-out and the completion of the academic year.

Residence life will provide information regarding all check-out procedures and policies prior to the end of each semester.

- Residents must move out within 24 hours of their last final exam. If found causing a disturbance during this time, they will be required to leave immediately
- All students must move out by 10 a.m. on the last day that is designated as check-out. The last day of check-out will be the morning following the last scheduled exam and may be less than 24 hours after the last final exam
- All students must sign up for a check-out time with a residence life staff member
To be considered for approval to stay beyond the stated check-out, a student must submit a written request to the Office of Residence Life per established date. Any requests after this date will be taken on a case-by-case basis.

Students who wish to reside on campus beyond check-out are not covered by the Residence Hall Agreement and must agree to follow procedures established by the Office of Residence Life and will pay an additional housing fee — students who do not attend St. John’s University are not allowed in the residence apartments during breaks — the visitation policy by St. John’s University affiliated persons will be no more than one St. John’s University visitor per person staying over the break — any visitor must present his/her StormCard.

The Office of Residence Life reserves the right not to offer check-out extensions to students based on space/staff concerns, or prior disciplinary record.

Any students found within the apartments after the check-out deadlines will be charged an improper check-out fine.

Specific Procedures for Mid-Semester Check-Outs

Make an appointment to meet with your Residence Director at least 24 hours prior to departing. At this appointment time, the Residence Director will review with you check-out procedures.

Closings

Winter Break

The Residence facilities will close for the Winter/Christmas break. Students returning in the spring semester are allowed to leave their belongings in the room but must return their keys to the Office of Residence Life and retrieve them during opening in the spring break semester. Students will not be allowed to enter their apartment during the break.

Spring Break

The Residence facilities will close for this break. Specific move-out and move-in dates will be well-publicized.

To be considered for approval to stay beyond the stated closing time, a student must submit a request per established date to The Office of Residence Life — Any requests after this date will be taken on a case-by-case basis.

Students who wish to reside on-campus beyond the stated closing time must agree to follow procedures established by the Office of Residence Life — students should also note that non-St. John’s University affiliated guests will not be allowed during breaks — the visitation policy for St. John’s University affiliated persons will be no more than one St. John’s University visitor per person staying over the break. All visitors must present his/her StormCard.

The Office of Residence Life reserves the right not to offer spring break housing to students based on space/staff concerns, or prior disciplinary record.
• Any students found within the apartments after the closing deadlines will be charged an improper check-out fine.

**Thanksgiving and Easter Break**
The residence facilities will not close for these breaks. Students should also note that non-St. John’s University affiliated guests will not be allowed during breaks. The visitation policy for St. John’s University affiliated persons will be no more than one St. John’s University visitor per person staying over the break. Any St. John’s University visitor must present his/her StormCard.

**Community Room**
The Community Room is conveniently located in the center of Grymes Hill Housing at 35 Arlo Road Apt. 1A, 718-390-4080. The Community Room serves as an arena for spiritual, recreational, social and educational programming activities, leadership and service involvement and an essential meeting place. You are responsible for presenting your St. John’s University Student ID card upon entry and you are entitled to sign-in up to two guests. The Community Room is equipped with movies, a big screen TV, VCR, DVD player and numerous video and board games. (Refer to Page 4 for Community Room Hours.)

Programming in the Community Room will include all activities which will help you to develop, think, change and identify yourself. The programming promotes leadership and involvement for you to create and maintain your own residence life experience. You will find a sense of community by participating in programming such as:

- **Educational Seminars** (in conjunction with the health office, campus ministry, the counseling center, public safety, other University offices and departments and outside agencies)
- **Student Community meetings** (to keep you up-to-date with residence life community issues and to plan events)
- **Special Events** (offering you opportunities to partake in trips, programs, socials and community service sponsored by various groups)

**Community Room Reservations**
Any St. John’s student(s), organization(s), or office may request use of the Community Room for educational/social purposes. All requests must be submitted to a Residence Director. Approval of that request will be at his/her discretion. Community Room requests will be accepted on a first come, first serve basis and should be made a minimum of two weeks in advance.

Requests should include the following:
- Name/organization with relevant contact information (phone, address, e-mail)
- Date, time and location of the lounge being requested
- Purpose of event and reason for hosting it within the Community Room
- Number and make-up of the attendees (resident, commuter, non-St. John’s University)
The Residence Director will respond to each request. If the request is approved, the Residence Director will issue a list of lounge use guidelines. If for any reason the guidelines are not followed, the student/organization may risk being banned from any further use of the Community Room and other University facilities. The person(s) reserving the Community Room and any organization affiliated with the request will be held responsible for the actions of their guests and the cost of any clean-up and damages.

### Keys

Each resident is provided with a key to his/her apartment. Residents are not permitted to loan, duplicate or transfer any key(s). Residents are expected to carry their keys at all times. Students are not allowed to tamper with existing locks, door mechanisms, or to add any locks to their doors. Lost keys should be reported within 24 hours to the Office of Residence Life in order to protect yourself and the safety of your belongings. There will be a charge for lost keys.

All keys are property of St. John’s University and Grymes Hill Apartments and are not to be duplicated. Possessing keys other than the one assigned or making or distributing additional copies of apartment keys is a serious breach of your contract and will result in disciplinary action.

### Lock-outs

In the event that a student is locked out of his/her apartment, he/she should:

- **Monday – Thursday from 8:30 a.m. – 4:30 p.m. and on Friday 8:30 a.m. – 3 p.m.**: go to the Office of Residence Life
- **Weekdays 4:30 p.m. – 8:30 a.m. and weekends/holidays**: contact Public Safety who will page the Residence Director on duty. If you request a lockout, please be aware that due to the location of our apartments and if the staff is dealing with another incident, there may be a delay in our response. Students are asked to please inform Public Safety the specific location where they will be waiting. The cost of each lockout is $10 and will be charged to the students account directly.

Special Disclaimer: Any student who is locked out must verify who they are using University ID before or immediately after entrance to an apartment. If a student cannot provide verifiable ID, they may not remain in the apartment.

### Meal Plans

The meal plan is mandatory for all new resident students (first-year resident students and new transfers) at a cost of of $3,330 per semester for Meal Plan One and $4,260 per semester for Meal Plan Two.
Medical Withdrawals/Coverage
When a student is granted a medical withdrawal, the Office of Residence Life requires notification from the counseling and testing center or health and wellness office. The student will receive a prorated refund for the exact date of withdrawal based on the Office of the Bursar reimbursement schedule. Once a student medically withdraws from the residence program, the student must present written supporting documentation to the Director of Residence Life. The student cannot return to the program until he/she receives written approval from the Director of Residence Life. A student that leaves the residence life program is not guaranteed their space.

If a student is a threat to self or others, he/she must receive written documentation from the University Psychiatrist and/or medical professional stating that he/she should be allowed to return to the non-therapeutic environment of the residence program.

Medical Coverage
All resident students must be covered by family health insurance or purchase the University health insurance. Failure to do so will result in expulsion from the program until coverage is established. If you have family coverage, you can register online. If you wish to obtain the University’s health plan, you can contact the health and wellness office. You will be charged for the University health plan if you do not fill out the appropriate forms by the deadline, even if you have coverage.

Personal Property
The University does not assume liability directly or indirectly for loss or damage to personal property by fire or smoke, theft, water damage or any other cause except to the extent provided by the law. Residents are encouraged to secure renter’s insurance to protect their belongings.

Additionally, the University is not responsible for personal property left behind by students at the end of the year or subsequent to the date of their withdrawal, transfer, departure, suspension or dismissal from any room/apartment. Items found in the rooms after the official dates will be discarded. The University does not provide storage facilities for any personal belongings.

Residence Life Agreement
All resident students must complete and sign the Residence Life Agreement before being placed into a room. The Residence Life Agreement remains in effect for the current academic year unless:

1. The agreement is terminated by the Director of Residence Life
2. The student graduates
3. The student withdraws from housing for more than one semester

The Residence Life Agreement providing housing shall be consistent with the academic calendar. Returning students will sign these forms during the spring
room selection process for the following fall. New incoming students will sign these forms prior to move-in day. Students moving in at other times throughout the year will sign these forms prior to moving in.

Residence Life Cancellation
The University reserves the right to refuse assignment or reassignment to University housing or to cancel the Agreement during the academic year due to the student’s failure to meet University requirements, policies or regulations, or in the event of criminal conviction by civil authorities. In such cases, there will be no refund of prepaid rent. In the event accommodations assigned to the student are destroyed or otherwise made unavailable and the University does not furnish other accommodations, the Agreement shall terminate, all rights and liabilities of the parties hereto shall cease and payments previously made shall be refunded on a prorated basis as of the date accommodations became unavailable.

Residence Life Refunds
Termination of the Residence Life Agreement will result in refunds that are prorated weekly for the first five weeks, except for judicial cases. After five weeks in the semester, there are no refunds. Judicial cancellation of housing will receive NO REFUND. A refund schedule will be available in the Office of Residence Life. Housing Selection Packets will be available in the Office of Residence Life during the first week in February. The $500 housing deposit is due by the specified date set by the university.

Room Assignments
Room assignments are made without regard to age, race or creed. Every consideration will be given to assignment requests, but the University cannot guarantee to honor every request. The Office of Residence Life reserves the right to change room or facility assignments, to assign roommates, or consolidate vacancies with University policies and procedures. Students will receive appropriate notice if such action is necessary and students’ accounts will be adjusted accordingly. If one of the occupants moves from a room, the students who remain agree to accept an assigned roommate or move to another room upon request. The University reserves the right to offer a prorated charge to the remaining occupants if there is an opening in an apartment. Residence life at Staten Island does not offer accommodations for spouses or children of resident students.

Room Changes
Students wishing to move to another apartment must complete an Apartment Change Form, which may be obtained from the Office of Residence Life. Opportunities for apartment changes are very limited and are not guaranteed. No room changes are permitted during the first two weeks of a semester. During this time, room change requests may be submitted to the Residence Director. These requests will be reviewed and all approved moves will occur during the fourth week of the semester. After room change week has been completed all room change requests will be taken on a case-by-case basis. However, no room changes are permitted during the last three weeks of each semester.
Students must complete their room change within 24 hours after receiving approval and paperwork from the Office of Residence Life. A room change is considered complete when all check-out procedures have been completed for the room, that is being vacated, and check-in procedures are completed for the new room assignment. Those procedures are clearly stated elsewhere in the handbook.

Failure to complete the move within the designated time will result in cancellation of the room change and a fine for improper check-out. If you move to a differently priced room, such as a double room to a single, you will be charged the rate according to your new room description.

Room Selection

The annual room selection process is held in the spring semester and is the process whereby residents select their apartment and roommates for the following academic year. If you plan to leave housing for any specified period of time, please notify the Office of Residence Life in advance regarding eligibility and procedures for obtaining housing upon your return. If you plan to leave housing for any specified period of time due to an academic endeavor such as Study Abroad, please notify the Office of Residence Life in advance regarding eligibility and procedures for obtaining housing upon your return. There will be no guarantee for obtaining a space upon return, but the University will do its best to retain your space.

Room Selection Process

Only enrolled full-time undergraduate (12 credits) graduate students (nine credits) may be eligible if space is available. Students of the University are eligible to live in University-sponsored housing.

Housing Selection Packets will be available in the Office of Residence Life during the first week in February. The $500 housing deposit is due the first week in March.

Returning resident students seeking housing must fill out a Residence Life Agreement form and return the reservation deposit and form to the Office of Residence Life by the designated date. The advance payment is to reserve the student’s space and will be credited to the upcoming semester’s housing charges. The student agrees to pay housing fees and the damage deposit according to the University payment schedule. Failure to do so will result in the loss of the student’s space in the program.

The damage deposit will be refunded at the end of the contract period minus any outstanding damage, charges or fines. Cancellation of your space after handing in a contract and deposit will result in the loss of the deposit. The deposit will be refunded if the student does not receive a space due to lack of availability.

All returning resident students are eligible for the room selection process in the spring semester for the upcoming academic year only if they have paid the reservation deposit and are in good academic and judicial standing.

General Room Selection

All eligible returning students may opt to remain in their current room if it available (except those students in freshmen designated apartments). Those returning to their apartment can change rooms in that particular apartment, if space is available. Members of that apartment may also select an eligible student to take
an open space in that apartment. Students who wish to participate in the room selection process will indicate that they wish to participate and their former room will become available to all those in the selection process.

Those returning residents who are not in good standing and wish to return must fulfill their sanctions prior to being awarded a room. After the established date, space will be assigned to new incoming students. If an ineligible resident student finishes their sanctions after the established date and wishes to return to the residence life program, they MUST place their name on the wait list. (Be advised that the University will relocate people to consolidate apartments).

Residence Life Refunds
Termination of the Residence Life Agreement will result in refunds that are prorated weekly for the first five weeks, except for judicial cases. Housing Selection Packets will be available in the Office of Residence Life during the first week in February. The $500 housing deposit is due by the specified date set by the university.

Room Vacancies
If a student is living in an apartment in which a vacancy occurs during the course of either semester, the Office of Residence Life reserves the right to reassign him or her to another apartment to fill the vacancy or to consolidate students. The University reserves the right to offer a prorated charge to the remaining occupants if there is an opening in an apartment.

Singles/Studios Rooms Waiting List
There are a limited number of singles/studios available in the residence program. In order to be eligible for singles/studios, the student must be a current resident in the residence program. Two singles/studios waiting lists are maintained in the Office of Residence Life, one for men and one for women. Students who would like singles/studios should go to the Office of Residence Life and place their names on the appropriate waiting list. The lists are compiled throughout the academic year and only apply to the current academic year.

During the academic year, as singles/studios become available, students are contacted according to their priority on the waiting list and offered singles/studios.

Once notified, the student will have 24 hours to contact the Office of Residence Life with their decision. If they choose to accept, they must follow the Room Change Procedures stated in this handbook. If the student does not accept the singles/studios, his or her name will be removed for the waiting list. Singles/Studios are assigned on a first-come, first-serve basis. Room changes involving singles will be handled directly in the Office of Residence Life. Placing your name on a waiting list does not guarantee a space will become available.

Transferring to Another St. John’s University Campus
If a student wishes to transfer to another St. John’s campus, they must fill out the appropriate paperwork. If you had a space in the Staten Island residence program, you are not guaranteed a space on another campus. It is the responsibility of the
student to follow up with their transfer request. If a resident student forfeits their space in the Staten Island residence life program and wishes to return, he/she MUST be placed on the waiting list.

Visitation and Guests

The mission of the Office of Residence Life is to encourage students’ academic success, while interacting with others in their community. The privilege to have guests depends upon the students fulfilling their responsibilities to the University and the residence life community.

Due to St. John’s University’s location as well as its Catholic identity, it is the utmost priority of the students and University to establish the following visitation policy:

• As a Catholic University, cohabitation, exploitive relationships and/or overnight guests of the opposite sex are neither condoned nor permitted in residence facilities
• All unregistered guests must leave by the time established for that day

These policies are subject to adjustment during breaks, as well as during study periods such as finals week.

Resident’s Rights and Responsibilities

1. A resident may have an overnight guest of the same gender who has been agreed upon by all roommates with the approval of the Office of Residence Life, except during finals and holiday breaks. Requests for overnight guests must be received by the Office of Residence Life at least 48 hours in advance via an overnight Guest Registration Form.

2. A resident may have a guest visit and/or stay overnight any night of the week except during finals and holiday breaks.

3. A resident may have two guests at any one time with consent of all roommates.

4. A resident must accompany their non-St. John’s University guest(s) at all times.

5. Visitation hours are 10 a.m. – midnight from Sunday – Thursday and 10 a.m. – 2 a.m. on Friday and Saturday.

6. Resident’s guest(s) may not infringe on the rights of other residents to study, sleep, or to socialize in their apartment.

7. Guests who violate this standard will be asked to leave the residence apartment and/or campus immediately by a Resident Assistant, Residence Director, Public Safety Officer, or any other University official authorized by the Director of Residence Life.

8. Overnight guests are not allowed to stay for more than three consecutive nights.

Additional Information Regarding Visitation

• All visitors/non-St. John’s University students must always have a valid and approved picture ID.
• All non-resident/St. John’s University students must leave a picture ID.
• Residents must inform their guests of all policies and are fully responsible for the actions and behaviors of their guest(s), as well as any damages caused by their guest(s).
• Minors (17 and under) may not stay overnight without written consent from parent or guardian and the Office of Residence Life.
• Babies, infants and young children are not permitted for extended periods of time.
• International students who have guest(s) needing to stay more than three consecutive nights should contact the Office of Residence Life for authorization.
• Residence life staff or public safety staff may deny any guest entrance if he/she feels that the person poses a risk to person(s) or property.
• The Residence Directors, Assistant Director or Director, are the only staff authorized to grant exceptions to the visitation policy.
• Residents who violate visitation policies may have their privileges revoked.
Residence Hall Services

Cleaning
No janitorial services are provided for individual apartments or hallways. Students are responsible for the cleanliness of their apartment and common areas. Some supplies are available in the Office of Residence Life.

Garbage rooms are located behind 23 and 41 Arlo Road and in the courtyards between 460 and 476 Howard Avenue; and between 488 and 504 Howard Avenue. (Failure to properly recycle will result in fines from the New York City Sanitation Department.) If you are unsure of the nearest garbage bins, contact the Office of Residence Life. Garbage and litter in the hallways and public areas may result in disciplinary action. Residence Directors will issue a 24-hour warning notice to remove all garbage and litter, if an area is deemed unsatisfactory (including disposing of refuse outside of your door or windows).

Dining Facilities
St. John’s University Campus Dining Services offers students the convenience of two locations:

- The Campus Dining Services are located in the Campus Center Cafeteria and there is a Café located in Spellman Hall
- The Cafeteria offers grilled items, soups, salads, deli sandwiches, pizza, snacks, muffins, bagels, cereals and beverages as well as catering services
- The Spellman Café will offer coffee, espressos, lattes and other assorted beverages along with to-go sandwiches. Hours will vary so please visit the Web site for specific hours.

Laundry and Vending Machines
There are three laundry facilities available for you to do your laundry at the Grymes Hill Apartment Complex: behind 504 Howard Avenue, in the driveway next to 14 Arlo Road and next to 41 Arlo Road.

Laundry Service Pick-Up and Drop Off
Residence Life works with a local vendor who picks up and drops off students’ laundry in the Office of Residence Life. At the designated day each week, students may bring their laundry to the office with payment and it will be picked up by the company. Note that you must utilize the laundry bag provided by the vendor. For more information, contact the Office of Residence Life. Residence Life and/or St. John’s University does not take responsibility for the service provided by the outside vendor.

Vending machines are located in the Campus Center and throughout the campus.
Mail Services

Resident students are responsible for maintaining their mail service. If you wish to receive mail from the University, you must contact the registrar’s office; otherwise your mail will be sent to your home address. If you are changing apartments, you must contact the appropriate correspondences (i.e., phone, cable, credit card, magazines, friends, etc.) and get a change of address form from the U.S. Postal Service.

Maintenance

All maintenance requests must be submitted, in person, on a Maintenance Request Form available in the Office of Residence Life. Maintenance requests can only be processed during the residence life office hours. If the work is not completed within 48 hours, please contact residence life. The University, along with Grymes Hill maintenance, reserves the right to enter any apartment at any time for repairs. Maintenance requests will be handled in order of urgency. For weekend or evening emergencies, please contact the Office of Public Safety at 718-390-4487 and a Resident Director will be contacted.

Parking

A limited number of reserved parking spaces in the parking lots around the complex are available through the Office of Residence Life. Parking spaces will be assigned by seniority and a first-come first-serve basis. Failure to comply with the terms of the parking agreement can result in the loss of your space without reimbursement.

Students who are awarded reserved spaces will have the space from September 1 through May 31. Students cannot sublet their space to another student. Students must display their parking decal on the back driver’s side window. Students must park in their assigned space. If your space is being used illegally, please contact public safety who will contact a Resident Director. Any car parked illegally will be towed at the owner’s expense. The resident reserved parking permit DOES NOT allow students to park on any St. John’s campus. Residents are not permitted to leave their cars in the University parking lots after hours without special approval from public safety. Contact public safety for information pertaining to campus parking permits.

Residents are permitted to park free on Howard Avenue and Arlo Road. As with any city street, the availability of parking varies and certain restrictions are enforced. There is no guarantee of a parking space.

Cable TV/Internet

All resident apartments are provided with digital cable, including premium movie and sports channels. All you need is a cable-ready TV and DVD/VCR and a connector cable about six feet in length. All apartments are also equipped with high speed wireless internet service and all St. John’s laptops are already set to receive the
wireless signal in the apartments. Resident students are not permitted to contact the cable/internet provider directly to alter the service already provided by the University. Any student experiencing problems with their cable and/or internet service must contact the Office of Residence Life to report the problem.

Telephone

All resident apartments are provided with local/regional telephone service. Resident students are not permitted to contact the telephone provider directly to alter the service already provided by the University. Students experiencing service problems must report it to the Office of Residence Life.

Safety and Security Devices

Students must make sure that the doors and screens are always properly locked to ensure safety. Tampering with or misuse of security screens, locks or fire safety equipment will result in disciplinary action.

- Locks — Each apartment is equipped with a deadbolt and door lock. Installation of personal locks is prohibited.
- Security Screens/Window guards — St. John’s University has installed security screens or window guards in all ground level residence facilities for your safety and security.
- Fire Safety — Each apartment is equipped with an alarm, carbon monoxide detector and fire extinguisher. If you have any problems with ineffective devices, immediately contact the Office of Residence Life.
- Common Door — Students should be mindful that we live in a community, and although it is a very safe one, we must make every effort to insure our own safety. All students are expected to keep their doors to their apartments closed and locked at all times. It is especially important that all common doors are always locked.
Health and Safety Regulations

Inspections of apartments will be conducted throughout the academic year and may occur at any time to ensure that the living space is healthy and comfortable.

a. Any personal property stored in a student apartment must not interfere with the health and safety of the residents and must not damage University property.

b. Residents may not keep excessive trash in their apartment.

c. All items drawing on electrical current must meet the Federal, State and University safety regulations.

d. Surge protectors should be used with items that require a large amount of electricity. (i.e., televisions, refrigerators and computers, etc.)

e. Extension cords may not be taped, tacked or stapled to any surface.

f. The following appliances are permissible in the residence halls, with the stipulation that they have an automatic shut-off feature:
   • Coffee pots
   • Pop-up toasters
   • Closed element popcorn poppers
   • Hot pot and rice cookers
   • Foreman grills

Residence life staff members will look for the following during an inspection:
   • Prohibited Items
   • Cleanliness/Healthy Living Environment
   • Safety Violations
   • Policy Violations

If an apartment fails a health and safety inspection, and the violation does not pose an immediate threat, the apartment will be warned and re-inspected within 48 hours. Failure to pass second inspection may result in judicial action and a fine.
Emergency Evacuation Instructions

If the fire alarm sounds, the occupants of the building must evacuate the apartment IMMEDIATELY, unless they cannot because of hazardous surroundings.

1. If your door is hot to the touch, do not open it. Roll up a wet towel and place it at the base of the door to prevent smoke penetration. Ground level tenants should exit through the appropriate window(s). Second or third level tenants should go to the window, open it, and stay there until help arrives. DO NOT JUMP.

2. If your door is cool to touch, open it slowly. If the hallway is clear, close and lock your door behind you and proceed to the nearest exit.

3. If you encounter smoke, take short breaths through your nose and stay close to the floor.

4. Once outside the building, proceed to a designated waiting area away from the building and wait for instructions from an authorized University official.
When a resident student violates the Code of Conduct or the Residence Life Policies and procedures, the following sequence of events will occur. Students are obligated to follow through with the judicial proceedings and will be held accountable for non-compliance. Most low-level Residence Life violations are handled administratively, meaning that the case is heard by a hearing officer as opposed to a full hearing body.

1. Incident Report Submission
An Incident Report (IR) is received in the Office of Residence Life. Any student, administrator, residence life staff member or University official may submit an IR to the Residence Director.

2. Incident Report Review
The Residence Director where the reported violation occurred will review the incident report with the Assistant Director. If the incident requires judicial recourse, the student will be notified of their violation and a date to have a hearing with the appropriate Hearing Officer. Failure to respond to the notification will be regarded as a no contest plea and the Hearing Officer will set the sanction(s). The type of reported violation may determine which Hearing Officer you will appear before.

The Hearing Officers you may meet with are:

1. Residence Directors
   Most cases will be heard at this level. Violations range from noise to suspicion of drug use.

2. Assistant Dean and Director of Residence Life
   The Director of Residence Life will hear any case that may result in a student being removed or suspended from the residence life program.

3. Associate Dean of Student Affairs
   The Associate Dean of Student Affairs will hear any case that may result in a student being removed or suspended from the University. The Associate Dean will hear appeals to decisions made by the Director of Residence Life. The Associate Dean of Student Affairs serves as the campus Judicial Officer.

3. Contacting the Student to Schedule a Hearing
After receiving the Incident Report (IR), the hearing body responsible for the case will schedule a hearing date. A letter will be sent to the student informing him/her of the date and time.

4. The Hearing
When the student meets with a Hearing Officer, the resident will have the opportunity to:
   a. Speak on his/her behalf.
b. Provide relevant documentation and witnesses to the situation.

c. Bring an advisor who may attend but not participate in the hearing. The resident must provide a list of any witnesses and the name of any advisor attending the hearing at least 24 hours prior to the meeting. The list should be provided to the Hearing Officer.

d. Witnesses must be directly related to the incident. Character witnesses are not directly related to the incident and are therefore not able to be considered during the hearing.

e. Due to the administrative nature of the proceedings, students have an affirmative obligation to respond to all queries posed by the Hearing Officer, as relates to the alleged violation of the Residence Life or University Policies.

5. Decision Notification

After the hearing, the Hearing Officer(s) will determine if the student is in violation or not in violation of the Residence Life and/or University Policies and Procedures.

If found in violation, a Hearing Officer will take previous judicial matters into account when determining an appropriate sanction. The officer(s) has the authority to recommend to the Director of Residence Life that the student be placed on deferred suspension or removed from housing.

The student will be notified of the hearing decision in writing. If found in violation, the letter will explain the sanction. The Hearing Officer may also require that the resident schedule an appointment to discuss the outcome of the hearing and the sanction.

6. Sanctions

Students who engage in behavior that violates the terms, conditions and regulations of their Residence Life Agreement and/or Residence Life Policies will be required to work with the staff of residence life to resolve the issue. The University has identified a number of administrative and educational sanctions to address inappropriate behavior. If a resident is found in violation for the incident documented in the Incident Report, he/she may be assigned either or both type of sanctions.

All reported violations of University policy will result in the creation of a file that becomes part of the resident’s record. Students are to comply with all sanctions issued by the University. Failure to comply with sanctions will constitute a new violation and will result in further disciplinary action.

Sanctions should be commensurate with the violation(s) found to have occurred. In determining an appropriate sanction, the Hearing Officer should take into account any mitigating circumstances and any aggravating factors (i.e., provocation, any past misconduct, any failure to comply with previous sanctions, the actual and potential harm caused by the violation, the degree of intent and motivation of the student in
committing the violation). Impairment resulting from voluntary use of alcohol or drugs (other than medically necessary), will be considered an aggravating factor. Previous judicial actions will be considered when determining an appropriate sanction.

Sanctions for violations of the University Housing Policy may include but are not limited to one or more of the following:

- **Verbal Warning** – A verbal acknowledgement that a policy has been disregarded.
- **Letter of Warning** – A written statement that a violation occurred and any future violations of University or Residence Life Policies will result in more serious sanctions.
- **Behavioral Contracts** – As a condition of continued residency, students may be required to sign and abide by a contract outlining specific behavioral expectations for that student.
- **Conference, Consultation or Referral** – The student may be required to meet or consult with an appropriate official or medical professional, or to attend a program or seminar for educational purposes (including diagnostic referrals, drug assessments, alcohol class attendance, etc.).
- **Restriction of Privileges** – The student may be restricted or prohibited from participating in particular residence life activities, signing in guests, or from using particular residence life facilities for a specified period of time.
- **Restitution for Loss, Damage or Service Costs** – The student must pay for damages or misappropriation of University property. This may be required through financial payment, community service, or both. You will find a list of sanction fines elsewhere in this handbook.
- **Administrative Room Change** – The resident found in violation is assigned to a new room and/or residence hall and the privilege of moving at the student’s discretion is revoked. The student may be forbidden to enter the building/room from which he or she was removed. Notification of the new room assignment will be made in writing and the student will be given no more than 48 hours to complete the move.
- **Housing Probation** – A specified period of observation and review will be initiated. Housing probation is implemented for either a serious policy violation or repeated inappropriate behavior. Housing probation is for a specified period of time (semester, year, etc.) with the understanding that further disregard for Residence Life Policies may result in the termination of a student’s residence life contract.
- **Housing Termination** – The student must vacate his/her room and is permanently ineligible to live on-campus. Upon eviction, residents lose all on-campus housing rights previously granted. Notification will be made in writing and the respondent will normally be granted at least 24 hours to complete the move. Should the respondent’s continued presence in the residence life facilities pose a serious and
substantial threat to the hall community, the student may be required to vacate immediately.

- **Housing Termination and/or University Expulsion Recommendation** – The Hearing Officer may impose all other sanctions except housing termination and/or University expulsion. The Hearing Officer can make such recommendations to the appropriate judicial officer.

- **Interim Suspension** – In certain circumstances, the University may impose an interim suspension prior to a hearing. Interim suspension may be imposed only 1) to ensure the safety and well-being of members of the University community or preservation of University property; 2) to ensure the student’s own physical or emotional safety and well-being; or 3) if the student poses a definite threat of disruption of or interference with the normal operations of the University. During the interim suspension, students may be denied access to the residence life facilities and/or to campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Judicial Officer may determine appropriate. This temporary suspension will be confirmed by a written statement and shall remain in effect until the conclusion of a full hearing without undue delay, in accordance with the policies of St. John’s University.

- **Suspension** – Suspension of the student from the residence life program for a specified period of time that excludes the student from residing in the residence facilities. While under suspension, the resident will not be permitted to use any facility of the residence life program unless special permission is obtained from the Director of Residence Life.

- **Educational Interventions** – Educational interventions require a student to become actively engaged in a process that will challenge the student to learn how his/her behavior impacts the community, and how he/she can make positive contributions to the community. This list includes, but is not limited to:

  1. **Community Service** – Assignments or tasks specified in terms of work hours or a specified project, service or presentation to be completed within a specified time frame
  2. **Educational Projects** – May include writing an essay, attending and/or presenting a workshop, creating a bulletin board, etc.

7. **Failure to Appear for a Judicial Hearing**

   In the event that a student fails to attend a judicial hearing or fails to reschedule a judicial hearing prior to the appointed time, the Hearing Officer will make a decision in their absence.

8. **Appeals**

   Students have the right to appeal any Hearing Officer decision on the following grounds:

   - The resident has been deprived of his/her rights as defined in this Handbook
• New evidence can be brought forward which is pertinent to the case

The student will have two business days (spring break is not considered a holiday) from the date of the original decision appointment to file an appeal. The appropriate Hearing Officer will review the records from the student’s hearing and written submission and oral arguments. The original decision may be sustained, modified, or reversed.

Appeals must be submitted in letter format to:

**Assistant Dean and Director of Residence Life**

The Director of Residence Life will hear appeals of decisions made by the Resident Directors.

**Associate Dean of Student Affairs**

The Associate Dean of Student Affairs will hear appeals of decisions made by the Assistant Dean and Director of Residence Life.

**Associate Vice President and Dean of Students**

The Associate Vice President and Dean of Students will only hear appeals of decisions made by the Associate Dean of Student Affairs.

**Rights of Accused Students**

All hearings shall be fair and reasonable in keeping with the concept of fundamental fairness. If a student is accused of policy violations, he/she has the following rights:

• The right to be informed of his/her rights, policies and judicial procedures

• The right to timely notice of the scheduled hearing, including written notice of charges

• The right to confidential proceedings. Information pertaining to the hearing or the judicial file may only be shared with those in the University community with a legitimate educational interest

• The right to a copy of the complaint (i.e., incident report)

• The right to be presumed not in violation for committing an infraction of a policy unless found in violation by a preponderance of the evidence presented

• The right to an advisor for the purpose of consultation, but not to speak on your behalf or to participate directly in the hearing

**Postponing of Charges**

Judicial proceedings and actions are not subject to challenge or postponement on the grounds that criminal or civil charges involving the same incident have been dismissed, reduced or are pending in civil or criminal court.

**Parent Notification for Alcohol and/or Drug Violations**

Excessive, abusive, illegal and/or repetitive use of alcohol and/or drugs is inconsistent with the maintenance of an educational environment. Such behavior threatens the
well-being of persons and property and tends to diminish students’ prospects for personal and intellectual development and academic success. When students are found to have committed serious or repeated violations of University policies related to the possession, use, suspicion, or distribution of alcohol or drugs, the Dean of Student Life, the Director of Residence Life or his/her designates have the authority to determine when and by what means to notify parents or guardians. Whenever possible, students will be informed that parental notification is planned in advance of their parents receiving notice. The following guidelines are used in determining whether to notify parents:

• The violation involves harm or threat of harm to persons or property
• The violation involves an arrest in which the student was taken into custody
• The student requires hospitalization as a result of consumption of alcohol or drugs
• The violation results in or could result in the student being suspended from the University and/or dismissed from the residence halls
• The student has shown a pattern of violations — even if they are minor. Two or more violations associated with drug or alcohol use would be reasonable cause for notification

• The violation involves the use/suspicion of drugs in and/or around the campus
• The Director of Residence Life/Dean of Student Life/Vice President deems it necessary
The following is a partial list of fines that may be imposed in addition to educational sanctions and/or repair costs of damaged items.

**Alcohol and Other Drugs**.............................. $100 – $300

**Health and Safety**
- Failed health and safety inspections .......................... $75
- Failure to evacuate .................................................. $150
- Improper entrance to or exit from residence facility ........ $100
- Pets ............................................................................. $50

**Pets**
- Possession of unauthorized appliances
  (i.e., hot plates, open burners) ................................. $50
- Tampering with windows or screens
  (in addition to restitution for damage) ....................... $50
- Tampering with fire/life safety equipment .................. $100
- Unauthorized possession of University property ......... $50
- Use or possession of prohibited materials
  (i.e., candles, incense) .......................................... $50

**Miscellaneous**
- Non compliance with University personnel ............... $150
- Guest/visitation ...................................................... $50 – $150
- Improper check-out from residence apartments .......... $75
- Lock change (apartment door only) .......................... $125
- Key replacement (common door only) ....................... $20
- Noise violation (quiet/courtesy hours) ....................... $50
- Lock-Out (each lock-out) ......................................... $50
- Unauthorized room change ..................................... $50
- University ID ......................................................... $50
Academic Offices

• College of Professional Studies is located in Rosati Hall, or call 718-390-4449.
• The School of Education is located in Spellman Hall, or call 718-390-4506.
• St. John’s College of Liberal Arts and Sciences is located in Flynn Hall, or call 718-390-4300.
• The Peter J. Tobin College of Business is located in Spellman Hall, or call 718-390-4517.

Bookstore

The bookstore is located in the Kelleher Center on the first floor. The bookstore offers school/office supplies, St. John’s clothing and accessories, health and personal care products, beverages and snacks. Hours vary depending on time of year. Please call for specific hours. For information, call 718-390-4430.

Student Enrollment Services

Student enrollment Services at St. John’s offers guidance in helping students fulfill their financial obligations to the University. The office is available to assist students in reviewing their school financial accounts and understanding the various payment options available, and assistance in making timely payments. The office is located in Flynn Hall, Room B103, or call 718-390-4453.

Campus Ministry

As part of the growing resident experience at St. John’s, the University has a Campus Minister in Residence. As part of our resident community, the Campus Minister in Residence serves many purposes. He/she is available for counseling, conflict mediation or just to talk. The Campus Minister in Residence will be having some workshops on spirituality and innovative prayer services, hoping to focus resident concerns, as well as collaborating with the residence life staff on programming throughout the year. For information, call 718-390-4437.

Career Center

St. John’s Career Center provides a valuable support system through which students and alumni can tap into job and career opportunities. The center sponsors a wide variety of programs and services, including job fairs, on-campus interviews, full- and part-time employment opportunities and mentor programs. The Career Center is located in Lavelle Hall, third floor, or call 718-390-4438.

Counseling and Testing Center

The Counseling and Testing Center, located in the first floor of Flynn Hall, is staffed by counselors who are concerned with your general welfare and emotional adjustment to college and living away from home. Counselors can discuss various topics such as your interests, abilities, goals and personality to provide students with the information needed for career choices, self-understanding and success. They are also available to assist you with personal problems. Counselors, who
can remain objective, may help you in understanding, resolving and profiting from problem situations. If you are having academic difficulties, the center can lend assistance in the enhancement of study and reading skills and can play an important role in providing you with individual guidance. For information, call 718-390-4438.

Discover New York
Discover New York is a three-credit course that is a part of the St. John’s University core curriculum, which means that it is a mandatory course for all first-year students. Discover New York provides each first-year student with an exciting experience designed to combine in-class instruction with the cultural wealth of New York City. The students engage in analytical thinking and become proficient at using a variety of media to access information. It also assists the students in the transitional period of their college years. For more information, contact the Office of Student Life in the Campus Center or call 718-390-4055.

Financial Aid
The office assists students with all aspects of financial aid, including scholarships, grants and loans. The financial aid office is located on the first floor of Kelleher Center. For more information, call 718-390-4453.

Fitness Center
The Fitness Center is located in the Kelleher Center. Please contact the Fitness Center for hours of operation and availability of health-and-fitness-related classes and programs. Information for intramural sports is also available through the Fitness Center. For more information, call 718-390-4005.

Health and Wellness Office
The primary goal of the Office of Health and Wellness — located in the Campus Center — is to maintain good health and well-being throughout the campus community. All health information is confidential, with certain ethical and legal restrictions. A registered nurse is equipped to treat a variety of minor medical injuries or ailments. The nurse is here for you from 8:30 a.m.–4:30 p.m., Monday – Thursday (8:30 a.m.–3 p.m. on Friday). Nutritional and personal health seminars are offered periodically. For information, call 718-390-4447. If a student needs assistance at night or on weekends, they should contact a Resident Director or public safety to arrange ambulatory or hospital services.
Information Technology

Computer labs are located in Flynn Hall, Lavelle Hall, the Library and DaSilva Hall. There are also computer terminals in the Campus Center. Information Technology also assists with e-mail, laptop distribution and technical support. They can be reached at 718-390-4498.

Loretto Memorial Library

The Loretto Memorial Library — located behind Spellman Hall — is a 134,000-volume library. All St. John’s University students have access to books, periodicals, newspapers, online databases, microfilm reader/printers and photocopiers. You also have access to any materials on the Queens campus. Following a request for articles and a short waiting period, you can receive any periodical located on any St. John’s University campus. Please contact the library for hours of operation. For information, call 718-390-4457.

Public Safety

The Office of Public Safety is available 24 hours a day, seven days a week. They perform hourly rounds throughout the campus and apartment complex. Resident students must contact public safety if they need assistance. Public safety will contact the Resident Director on-call to assist the student. Public safety will also provide a car service from campus to their apartments for those students that need or request the service. The Office of Public Safety also distributes on-campus parking permits and can assist with car trouble.

For information, call 718-390-4487.

Registrar

The Office of the Registrar is responsible for all student records, including registration and transcripts. The office is located in Flynn Hall. For more information, call 718-390-4530.

Residence Life

The Office of the Residence Life is located at 35 Arlo Road. The office is responsible for all aspects of the residence life program.

For information, call 718-390-4080.

StormCard

The St. John’s University StormCard provides the University community with a variety of different uses to help make life on-campus easier. In addition to serving as your St. John’s University ID, the StormCard provides the ability to purchase printouts in the computer labs and photo copies from copy machines and the opportunity to set up a declining balance dining account to purchase food in any of our dining facilities campus wide.
StormCards must be carried at all times on the University premises. Lending a StormCard to anyone or failure to present it when requested by a University faculty or staff member is a violation of the Code of Conduct and subjects the holder to disciplinary action. Loss of a StormCard should be reported to the Office of Public Safety in Spellman Hall where it may be replaced for a fee of $25. For information, call 718-390-4487. Please note that the fee will increase by $25 after each replacement.

**Student Government, Inc.**

The mission of Student Government is to achieve unity through communication and to promote student awareness and involvement for all. Student Government is comprised of the Executive Board and representatives from each class. Annual activities include: autumn ball, awards dinner, senior week, happy hours, holiday party, hunger banquet, family dinner dance, murder mystery night and school spirit days. Student Government is located in the Campus Center. For more information, call 718-390-4482.

**Student Life**

The Office of Student Life is responsible for the development of students outside of the classroom. This is accomplished by offering a variety of extra-curricular, residential, recreational, social, cultural and educational involvement opportunities. Services and programs include: theme months, services for students with disabilities, recreational and intramural services, greek life, ID services, judicial affairs, leadership workshop series, multicultural activities, orientation programs, peer mentorship, service learning, student leader workshops, theater trip series, all student activities and clubs. Student Life is located in the Campus Center. For more information, call 718-390-4131.
Staten Island Information

St. John’s University does not, in any way, endorse any specific establishments. Resident students are encouraged to seek out their favorite places. The Office of Residence Life can provide you with information about Staten Island, public transportation, New York City or other questions you may have.