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Welcome Message

To Our St. John’s Residential Community,

Welcome home! On behalf of all of us in the Office of Residence Life we are so excited that you have decided to live with us this year. You have just taken your St. John’s University experience to the next level!

Our goal is to develop a residential community that supports and enhances the academic mission of the University and promotes safe, clean and comfortable living environments conducive to learning. The Residence Life staff works with you and other residents to promote a community that enriches learning and fosters respect and consideration for others.

Engaged students are successful students. As such, we encourage you to utilize your time in the residence halls to actively participate in activities, take advantage of out-of-classroom learning experiences and develop new friendships. Doing so will help you learn more about yourself and others who reside in our community.

Living in the residence halls allows you many new freedoms and personal choices. Responsibilities also accompany these freedoms. As a member of our community, we expect that you are considerate and respectful of all other residents, that you do your part to promote a safe and secure living environment and commit yourself to your academic programs to successfully achieve your goals.

This handbook will inform you of your personal responsibilities as a residential student and it is also your guide to becoming an engaged and successful member of our community. We look forward to working with you to achieve a rewarding and enjoyable residential experience. Best wishes for a successful year!

Eric M. Finkelstein
Director of Residence Life

Residence Life Overview

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 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 by:

- Facilitating integration of classroom activities with cocurricular and extracurricular experiences
- Promoting the development of spiritual and moral values, ethical principles and an appreciation for human dignity
- Encouraging students to live in the spirit of St. Vincent de Paul through innovative service learning and volunteer activities
- Providing opportunities for students to be enriched by the diverse resources of this global center
- Helping students to realize their human potential and striving to develop St. John’s alumni who are lifelong learners, responsible citizens and men/women of compassion and integrity

Resident Student Learning Model

Academic Enrichment
Resident students are encouraged to take advantage of the academic culture of the University outside the classroom to supplement in-class learning.

Personal and Professional Development
Resident students learn how to practice healthy lifestyles and prepare for career or life challenges and opportunities.

Cultural Awareness
Resident students are provided opportunities to experience and begin the process of understanding universal diversity.

Spiritual Development
Resident students are guided to explore and understand constructs of personal faith and moral beliefs.

Service Involvement
Resident students perform community service to gain an understanding of the social constructs behind the need for service.
Mission Development/Metropolitan Experience
Resident students explore and experience the historical, cultural and social venues of New York City.

Statement of Our Community Values
The development of the whole individual is our priority within the foundation of our residence hall program. The goal of each of the halls, in addition to providing a place to sleep, is to supplement learning and provide a variety of educational, social and recreational activities. Residence halls are living-learning centers for today’s students. 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 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 is 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 Hall 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 are documented and adjudicated 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 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 Hall Policies, a sanction may be assigned. Sanctions imposed through the student conduct process are intended to facilitate the aforementioned goals. The student conduct 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 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 assists students. As staff, we support students by identifying resources which, based on personal needs, further assist them.

In our residence halls, students come from a wide variety of geographical locations and cultural backgrounds. Experiences with students enhance one’s learning while exposing him/her to different perspectives, stressing tolerance and acceptance, respect for others and regard for the standards of good citizenship.

The director, associate directors, assistant director, residence directors, off-campus graduate assistants and the office support staff are responsible for coordinating the residence hall staff of resident assistants and administering the entire residence hall program which includes, but is not limited to, assigning rooms, helping students with interpersonal conflicts and training staff. The Office of Residence Life is located in the garden level of Donovan Hall. During the academic year, office hours are Monday—Thursday, 8:30 a.m.—4:30 p.m., and Friday, 8:30 a.m.—3 p.m. The telephone number is 718-990-2417.

Residence Hall Personnel
Resident Assistants
Resident Assistants (RAs) are selected by the Office of Residence Life because of their interest in people, proven maturity and sense of responsibility. After training, the RAs clearly understand that they serve as agents of the St. John’s Catholic and Vincentian mission for their residents. The RAs provide personal and individual assistance to each student. Resident Assistants act as resources to assist residents with problems or questions.

Resident Assistants are students assigned to directly oversee residents of a particular floor/wing in a residence hall. The RAs are knowledgeable about St. John’s policies and the sources of help within the institution.

Senior Resident Assistants (SRAs) are students assigned to assist and oversee the hall staff with administrative work and the ongoing development of a residence hall. The SRAs are knowledgeable about St. John’s policies and the sources of help within the institution. Each residence hall has one SRA.

Off-Campus Graduate Assistants
The off-campus graduate assistants report to the assistant residence director and are responsible for the management of all off-campus housing and the implementation of all policies and procedures. They supervise RAs, provide after-hours duty coverage and serve as liaison to Facilities, Public Safety and the University community.

Residence Directors
Residence Directors (RDs) are full-time professionals who live in the residence halls and are responsible for one or more buildings. Residence Directors report to an assistant or an associate director and supervise RAs. The RDs implement policies and procedures, facilitate residence hall programming, advise hall councils, serve as primary judicial hearing officers and perform on-duty responsibilities.

Assistant Director
The assistant director is responsible for overseeing the daily operations of off-campus housing, supervising graduate assistants and RDs, and works in areas of operations while serving as liaison with students, parents, alumni and the University community.

Associate Directors
There are two associate directors: the associate director of operations and the associate director of residence life. Associate directors are responsible for overseeing the daily operations of the residence halls, supervising residence directors in these areas and serving as liaisons for Residence Life to students, parents, alumni and University officials.
Director of Residence Life
The director of residence life is responsible for overseeing the administration of the Residence Life program at St. John’s Queens campus. The director oversees the professional staff and central office staff.

Support Staff
The central office is staffed by two support people and student workers.

Campus Ministry
The campus ministers in residence have a unique relationship with Residence Life. Together the resident ministers work with the Office of Residence Life to enhance and further the Vincentian and Catholic mission of St. John’s. Together we welcome all students into a community striving for moral, socially-conscious and spiritual excellence. Campus Ministry is people and programs. Most importantly, it’s a presence within the community. Campus Ministry welcomes students of all religious traditions. At the same time we encourage our Catholic students to deepen their Catholic identity and to become more active. We are a community of faith, service and friends. Campus Ministry takes seriously its unique role in living out the Catholic and Vincentian mission of the University. St. John’s is Vincentian in tradition. We seek to instill in the University community a deep concern for the dignity of every person, especially the poor. Many Campus Ministry programs offer a real-life experience through volunteering. In all programs, students engage in social and theological reflection.

Campus Ministry offers programming to help all students advance their spiritual and social development. Programs include: Big Brothers/Big Sisters, Catholic Bible Reflection Group, Habitat for Humanity, Liturgical Ministers, mentoring, Midnight Runs, plunges, Catholic Men’s Group, Catholic Women’s Group, group retreats, Ronald McDonald House, local hospital and nursing home volunteers, St. Nick’s Men’s Shelter, St. Vincent de Paul Society, Students For Life, Team RV and the Vincentian Initiative to Advance Leadership (V.I.T.A.L.)

Residence Student Association (RSA)
The organization that gets you involved and lets your voice be heard in the Residence Village…

Mission
“To enhance the residential life experience by providing inclusive social, educational and service programming and serving as a gateway to solutions through advocacy.”

The Resident Student Association (RSA) affords resident students a significant opportunity to participate and effect change in the community. Through the RSA, students can construct and participate in social, educational and service programs that cater specifically to the students residing in the Residence Village.

The Resident Student Association also allows students to have a voice with administration through student representatives. This grants students the possibility to change processes, policies and other issues affecting resident students and the student body, keeping in mind our Catholic and Vincentian mission. The Resident Student Association is an excellent way for students to get involved on campus and develop individual leadership skills.

For more information on the RSA, stop by the Office of Residence Life in Donovan C-16 (Garden Level) or call 718-990-2417 or attend RSA meetings on Monday nights and look for our published announcements.

Hall Council
Each residence hall has its own hall council with its own distinct constitution and bylaws. The residence director advises these hall councils. Hall councils enhance the residential life experience by providing inclusive social, educational and service programs, while serving as a gateway to solutions through advocacy. Hall councils are responsible for providing activities for their specific halls.

Executive board and committee opportunities are available throughout the year. If you are interested in joining a hall council, please contact your residence director or resident assistant.

Learning Communities
The St. John’s University first-year housing experience is enhanced and maximized by the creation of themed Learning Communities (LCs). The Learning Communities program bridges the academic and residential experiences fostering to facilitate regular interactions and involvement opportunities with faculty, administrators, advisors and other interested students or specializing in their community theme. These communities are proven to enhance the scholastic experience for students by helping them establish academic and social support networks at the University that aid in the successful transition from high school to college.

As a result of the freshman Learning Communities program, students experience an intellectual and scholarly climate in their residence hall. They talk more about their classes and intellectual topics and report helping each other more with assignments. Through Learning Communities, students develop a shared purpose, engage in monthly programming, experiential opportunities and service learning in the metropolitan area. They also have more frequent faculty interaction and form learning clusters. Resident students in this type of program establish higher levels of satisfaction with the residence hall experience and are more likely to return from freshman to sophomore year.
Incoming freshman residents can choose one of our Learning Communities based on the preferences disclosed on their Roommate/Housing Preference Assessment.

The following communities will be available for resident freshmen:

**Communities According to Acceptance**
- Honors (must be selected to participate in the Honors program)
- Ozanam Scholars Program

**Opt-In Communities**
- **Social Justice**
  Rooted in the mission of St. Vincent de Paul, the Social Justice Learning Community provides students with a critical lens to examine issues of oppression, poverty and diversity within the local and global communities — students in the Social Justice LC will have the opportunity to participate in an on-going service experience in the New York City area.
- **Leadership (Civic Engagement)**
  Students in the Leadership LC will be given the opportunity to critically examine their personal leadership development and the impact of leadership and civic engagement within the greater St. John’s and New York City communities.
- **Health and Wellness**
  The Health and Wellness LC will provide chances to learn more about mechanisms involving both physical and mental health.
- **Environment**
  As a resident in the Environmental LC, you will have an opportunity to influence and enhance the local environment at St. John’s University.
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 community. Students must assume a significant role in developing and enforcing University regulations so that they might be better prepared for the responsibilities of citizenship. It is the intent of St. John’s to establish the necessary guidelines to support and advance the educational and religious aims contained in our Catholic and Vincentian mission 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.

Alcohol: Use, possession or distribution of alcoholic beverages is prohibited, 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 who is under the age of 21, 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 analogous to the consumption of alcohol (i.e., beer bongs, keg taps, etc.), possessing shot glasses, alcohol containers for decoration is prohibited.

The following alcohol policy is specific to DePaul residents ONLY:

Each apartment resident is responsible for compliance with New York State laws and University policy regarding the possession, sale, distribution and consumption of alcoholic beverages as stated in the Student Handbook.

Students who procure alcoholic beverages for, or who serve alcoholic beverages to, underage persons, who falsify documents, or who contribute in any way to illegal alcohol consumption, will jeopardize their status in the University apartments. Further, an apartment resident who contributes in any way — however minor — to the intoxication of another person may be held personally liable for any injury or damage that the intoxicated person causes or in which he or she becomes involved. Public intoxication is inconsistent with considerate community living and will not be tolerated. In accord with the University’s educational efforts, the residence hall staff will consistently confront persons who exhibit signs of intoxication.

DePaul apartment residents of legal drinking-age are allowed to have alcoholic beverages in their apartments for personal consumption only. No more than two six-packs of beer per person or its alcohol equivalent are allowed. At no time is any central source of alcohol permitted (i.e: beer balls, kegs).

The University Code of Conduct and the Student Conduct Process and Sanctioning Guidelines can be found online at: stjohns.edu/studenthandbook/policies

The following policies are specific to the residential facilities and immediate surrounding areas:

a. Bicycles and Motorcycles: Bicycles and motorcycles are not allowed in the residence halls. They may not be stored in building common areas, such as lounges, stairwells, recycling rooms, etc. Bicycles may be stored on bicycle racks provided in designated areas around campus. Riding of bicycles or scooters in the residence halls is strictly prohibited. The University reserves the right to remove bicycles parked or blocking access inside or outside 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 nonflammable 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, including sprinklers. Neon signs may not be displayed publicly.

c. Fire Safety: 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, stickers and partitions; having ceiling fans, waterbeds, electric or kerosene space heaters, propane or charcoal grills or any type of liquid gas tanks, plywood sheets, decorative wood shingles, particleboard, 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, automatic sprinkler systems and thermostats; possession and/or use of candles, incense, hotplates, uncovered halogen lamps and toaster ovens, television aerials and dishes, radio transmitting and receiving equipment, cinder blocks and bricks and refrigerators over a certain specification (more than four cubic feet).

d. Furniture: The furnishings provided by the University may not be removed from assigned rooms. Furniture must not be tampered with or dismantled and all furniture must be left in the room/suite to which it has been allocated. Non-issued University furniture is not permitted.
Residents will be billed for any missing items from their room/suite. Lounge furniture may not be removed from the common areas/lounges. Furniture moved around within a suite/room must be returned to its original setup as at check-in.

e. **Garbage:** Residents are responsible for removing trash from their apartments/rooms/suites to the designated collection areas on a regular basis. At no time should garbage/trash be left in hallways or common areas. In the dining facility, students are expected to take their trays and garbage to the appropriate receptacle.

f. **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 suites/rooms in livable and safe condition throughout the entire academic year. Inspections may occur at anytime. All room/suites will be inspected during breaks and end-of-semester closings. If any conduct violations are observed during health and safety inspections (i.e. alcohol, drug paraphernalia), the student will be subject to the student conduct process.

g. **Kitchens:** Cooking facilities are located in each residence hall. The units include ovens and refrigerators. Following use, residents immediately must clean kitchens.

h. **Noise:**

1. Quiet hours are essential to an atmosphere that is conducive to study and good community living. Quiet hours are defined as a time when noise should be contained within a room/suite. No noise should emanate into, or be created in any common areas, indoors or outdoors. Quiet hours are Sunday through Thursday (11 p.m.–7 a.m.) and Friday through Saturday (midnight–10 a.m.).
2. Courtesy hours are in effect 24 hours a day, seven days a week.
3. Outside noise (i.e., music, people speaking, etc.) in the residence facilities that is loud enough to be heard inside any building is prohibited, unless it is a University-sponsored event.
4. During final examinations, quiet hours are extended to 24 hours a day.
5. Students are not permitted to place stereo speakers in their windows or into the hallways.
6. Musical instruments and stereos are allowed, but must be used in compliance with courtesy and quiet hours guidelines. These items may not be used outside unless permission has been granted for a special event.

i. **Painting:** Students are not permitted to paint their residence hall rooms/suites.

j. **Prohibited Items:** Prohibited items that are found will be confiscated. (See list of prohibited items on the following page.)

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 that are not retrieved within one week of the last day of the semester will be assumed 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.

In addition to the items listed in the Weapons and Explosives policy in Part II of the Student Conduct Process and Code of Conduct, http://www.stjohns.edu/campus/handbook/chapter6/conduct/student_code_of_conduct.stj, prohibited items include, but are not limited to:

- Pets of any kind
- Weights heavier than 15 pounds
- Electric blankets
- Speakers (DJ equipment)
- Hot plates
- Hookah Pipe
- Candles, oil lamps, incense
- Toaster/toaster ovens (unless living in an apartment)
- Refrigerator larger than four cubic feet
- Cordless telephone/answering machine
- Excessively large storage units
- Non-University furniture/mattresses
- Non-University locks on doors
- Space heaters of any kind

PLEASE NOTE: Bedrooms are designed for one television and one four-cubic-foot refrigerator.

k. **Room Change:** Students are not to conduct room changes without following the procedures listed in the Residence Life Handbook on page 22.

l. **Social Gatherings or Events:** Residents are expected to respect the privacy of other residents at all times. Gatherings of more than double the number of room/suite occupants are prohibited. Social gatherings and events may be held in the area lounge, when registered with and approved by the residence director. 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 may be held responsible for the behavior of their guests.

m. **Sports:** Sports activity is prohibited inside the residence facilities, in common areas, rooms/suites, hallways, stairwells and entryways. This includes, but is not limited to, bouncing or throwing balls, roller blading, hackey-sacks, Frisbee, as well as the prohibition of any outdoor recreational activities that could be injurious to facilities, grounds, people or possessions (i.e., hardball sports, water guns, etc.). Sports activity must also not obstruct walkways within the Residence Village.

n. **Windows:** Students are not to tamper with or remove the window screens, fixtures or limiters in any window. Items are not to be thrown from or dropped from windows. Windows should not be opened further than the prearranged setting. Students may not hang anything from their windows.
Residence Hall Procedures

Billing Procedures Regarding Damages
A violation to the Damage Policy will result in those who are responsible being financially accountable for the materials, time, repairs and/or replacement of item(s). If responsibility cannot be determined, all assigned to that living space (room, suite, floor or building) will be charged. For example: If no one can be determined responsible for the damage in a suite, then all residents of that suite will be charged equally.

Total damages will be deducted from the $250 damage deposit that each resident pays prior to moving into the halls. The remaining balance will be credited to his/her account, unless a check is requested from the Office of Student Financial Services. 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 Student Financial Services.

Check-In
Room Condition Report
Room Condition Reports (RCRs) — for both suites and rooms — are completed prior to student move-in. In the event a student finds conditions in a suite or room not previously noted on the RCR, he/she must notify their residence director or residence life staff member in writing within 72 hours of moving in. This notification must be dated and signed, and handed to the residence director during office hours. Note that the following will result in damage charges:

- Holes in the walls
- Adhesive, tape or sticky-tack residue on the walls
- Self-stick pages or hooks on the walls, doors, etc.
- Excess garbage or other belongings left behind

Check-In/Check-Out Agreement Cover Letter
To acquire suite/room keys, a student is required to sign a Check-In/Check-Out Agreement Cover Letter signifying reception of keys. When keys are returned, the student will again sign this form signifying the return of the keys.

Check-Out
Check-out ordinarily occurs at the end of the academic year in May. A student wishing to cancel the housing agreement prior to the end of the semester/year must complete and submit a decline form to the Office of Residence Life. 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 check-out procedures in this handbook. Failure to comply with the check-out procedure will result in a $75 improper check-out charge.

When leaving University housing during the semester, students are required to do the following:

1. Notify the Office of Residence Life and complete a Decline Form.
2. Contact the residence director of your building at least 24 hours prior to moving out. Clean out the bedroom and bathroom and, if in a suite, the common area. Remove marks from walls, ceilings, floors, furniture, counter tops, etc. Empty and clean all cabinets. Clean all appliances including refrigerator and microwave. Remove all trash from the room/suite and bathroom and discard in proper receptacles or garbage rooms on your floor. Ensure all furniture is in order and the room has been returned to its original condition.
3. Return issued keys and sign Check-In/Check-Out Agreement Cover Letter with the staff member during check-out. If you don’t return the issued keys, 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 does the check-out will note them on the RCR. Otherwise all charges will be distributed among all the occupants.
4. You will continue to be billed for housing until personal property is removed and all keys returned.
5. Once you have checked out, all your belongings must be removed. You will not be permitted to reenter your suite/room after you have checked out and returned your keys.
6. Personal property that remains in the suite/room after check-out will be discarded.

Specific Procedures for Semester-End Check-Outs
Every RA will hold a mandatory floor meeting prior to the completion of each semester. At this meeting all check-out procedures will be reviewed and student questions will be addressed. Students unable to attend due to academic obligations must contact their RA prior to the scheduled meeting to review other meeting opportunities.

Residents must check out of University housing no later than 24 hours of their last final exam or by 10 a.m. on the check-out date established by Residence Life (whichever comes first). 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 morning following the last scheduled exam. This may be less than 24 hours after the last final exam.

1. All students must sign up for a check-out time with their RA and be on time for that appointment. Appointments must be scheduled between 9 a.m.–9 p.m. If you need to check out on check-out day, your appointment time must be scheduled before 9:30 a.m.
2. Return your keys to your resident assistant and sign your Check-In/Check-Out Agreement Cover Letter and Room Condition Report (RCR).
3. If there are damages in your suite, room and/or bathroom(s) for which you are taking responsibility, you must submit a letter to your RA/RD taking responsibility for the damage. If no one takes responsibility for the damages, every resident in that suite/room will be charged.

4. 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. During these periods, the student also understands that there are no meals covered under the meal plan. Students should also note that no guests will be allowed.

5. Express check-out envelopes are available for on-and off-campus housing. By doing express check-out, students waive the right to appeal any damage or cleaning charges assessed and billed to their University accounts.

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

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

Damage and Improper Check-Out Charges

After the residence halls close, the residence director with a member of Facilities will use the Room Condition Report that was completed by a Residence Life staff member and inspect all suites, rooms and bathrooms. They will verify the condition as stated on the RCR form and may record additional damages that are not stated on the RCR. Bedroom damages will be assessed to occupants of that room. Suite damages will be assessed to all occupants of the suite. Floor damages (includes hallway and lounge area) will be assessed to occupants of that floor. Building damages will be assessed to occupants of that building. Charges will be assessed for cleaning suites, rooms and bathrooms. Lock changes will be assessed individually.

An itemized damage statement will be mailed to your permanent mailing address in June. The total charges on the statement will be subtracted from the $250 damage deposit that was paid by each student prior to moving into the halls. The remaining balance from the $250 will be refunded by Student Financial Services unless you have an outstanding balance. If your charges exceed $250, the additional amount will be charged to your University account.

Failure to comply with the check-out procedures stated above will result in an improper check-out charge.

Closing for Thanksgiving, Spring and Easter Breaks

The residence halls will not close for these breaks; however, students should be aware that even though the halls remain open during these breaks, the dining halls are closed. There are no daytime or overnight visitors allowed over these breaks.

Electronic Locks

In our freshmen halls, there are electronic locks on the suite/room doors. Students in DaSilva, Donovan and Hollis Halls should be aware that they will only have key code access to their suite/room during the first week of each academic year. After the initial week, those key codes will be deactivated and students only have access via their StormCards. To use the card, swipe it slowly in the middle of the lock and make certain the card makes contact with the lock. Bending or breaking the StormCard will disconnect the lock activation. Students should use their StormCards with care. In Century, Carey, O’Connor, St. Vincent, Founder’s Village, Seton and Henley, the locks are card-access only. To operate, press your Storm card to the key pad, wait one second, and the door should unlock and open by using the door handle. At move-in, there may be a slight activation delay to your residence hall door from the time you check-in to the first time you use your card. This is a one-time delay.

In the event your StormCard does not give you access into your suite, you should go directly to the Office of Public Safety located in the ROTC Building. The hours for the office are: Monday through Friday, 8:30 a.m.-11 p.m. If the problem occurs outside these hours, please notify the resident assistant or residence director on duty.

Hall Drives and Collection Bins

As a consideration to student organizations who wish to sponsor a charity drive in the residence halls, space will be available in the lobby areas for one bin per lobby (supplied by organization) by arrangement with the residence director of each building. The student organization must supply regular, plus emergency, contact information to the building RD and must be responsible for picking up the contents of the box at least three times a week. If the drive is not well kept in the front lobby and materials are not picked up on a consistent basis, the RD can choose to discontinue the drive. The residence halls cannot be used for storage of any boxes, bins or materials. The organization will be responsible for providing the RDs and SRAs with publicity and signage.

Housing Selection

The annual housing selection process begins in the spring semester and is the process whereby eligible residents select housing accommodations for the following academic year. Adherence to the announced timeline and procedures is imperative. Specific information will be available early in the spring semester and be widely distributed to all eligible resident students.

Housing Selection Eligibility

Any or all of the following items could limit or prohibit a student’s eligibility to participate in the housing selection process:

1. Sanctioning for policy violations, including misuse of the University StormCard ID or circumventing the visitation policies, can exclude participation in housing selection.

2. As the residence halls are an extension of the academic environment, students are required to maintain an overall 1.9 GPA to be considered for housing. Total earned academic credits through the end of the fall semester will determine class status using established University guidelines.
If a student plans to study abroad, take an internship or otherwise plans to leave housing for any specified period of time related to academics, the Office of Residence Life should be notified in advance. Obtaining housing upon return is not guaranteed due to space constraints, though special attention will be given to afford the same opportunity as a current resident student.

Keys
Residents are not permitted to loan, duplicate or transfer any key(s). Residents are expected to carry their suite/room 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 or the residence director to protect yourself and the safety of your belongings.

On-Campus Lockouts
In the event that a student is locked out of his or her suite/room, he or she should:

**Weekdays, 8:30 a.m.–4:30 p.m. (3 p.m. on Friday):** Go to the Office of Residence Life in Donovan Hall.

**Weekdays, 7 p.m.–8:30 a.m.; Friday after 5 p.m. and Weekends/Holidays:** Contact the resident assistant on duty in the building. The names of the RAs on duty are displayed in each residence hall lobby. If the student is unable to locate an RA, he or she should see the resident safety monitor (at the front desk) to page the residence director on duty.

DePaul, Seton, and Goethals Residents ONLY
All lockouts, regardless of day/time will be handled by Public Safety and NOT Residence Life staff. Public Safety can be contacted at 718-990-6281.

Special Disclaimer: Any student who is locked out must verify who they are, using their University ID before entrance to a suite/room or immediately after. If a student cannot provide verifiable ID, they may not be allowed to enter or remain in the suite/room.

Lounge Utilization and Reservations
Floor lounges in each of the residence halls are designed to support students’ academic rigor as well as satisfy their need to socialize with other members of their community. Each building staff utilizes the lounges for programmatic reasons, enhancing the residence life experience for our students in the halls. The first priority of the lounge use will be given to the residents, hall-affiliated groups and staff of the building for space utilization. We also invite other student groups on campus to host events and meetings in our halls within the following guidelines.

Non-Hall Affiliated Group Meetings
If an interested student group other than a hall-affiliated group such as hall council or the RHA wishes to hold a meeting or event in any of the residence lounges, this can be coordinated by contacting the respective RD.

We invite other departments and student groups to continue to use our space by adhering to the following process:

1. The group hosting the event must contact the respective residence director and request to utilize the lounge space by filling out the appropriate form.

2. Once the request has been approved, the host of the event should maintain a list of attendees to this event and should send this list at least three days prior to the event to Public Safety and the respective residence director.

3. The host of the event must also designate one student leader/professional staff member who will work alongside the RSMs at the front desk in the hall where the event is taking place. This person must be there to ensure that the RSMs are catering to both the residents and guests not participating in the event as well as helping the guests who are invited to the event matriculate in the building as orderly as possible. This designee will be responsible for ensuring that all invitees and added students sign in and out of the residence hall.

**Note:** If an outside group violates any of the residence hall policy and procedures, they may lose their visitation privileges indefinitely for all of the Residence Village.

Meal Plans
Several meal plan choices are offered to accommodate resident students in our traditional dining hall – Montgoris Dining Hall. The difference between each plan is the amount of flexibility given in a variety of dining facilities on campus. Freshmen students are assigned the Carte Blanche Meal Plan; upperclassmen get one of the Residence Village Meal Plans; residents in housing with full kitchens can get the Apartment Meal Plan. Upperclassmen have the first two weeks of each semester to change their meal plans, beginning the first day of classes. No changes will be made after that two-week period.

- **Carte Blanche Meal Plan (MP22)**
  - Unlimited meal swipes for entry to Montgoris Dining Hall
  - $50 Meal Plan Points per semester
  - Three guest passes per semester
  - Ten Premium Swipes per semester
  - Required for all freshmen on campus, optional for non-freshmen

- **Carte Blanche Meal Plan (MP20)**
  - 21 meal swipes for entry to Montgoris Dining Hall
  - $0 Meal Plan Points per semester
  - Three guest passes per semester
  - Ten Premium Swipes per semester
  - Required for some athletes
• Residence Village Meal Plan (MP14)
  o 14 meal swipes per week for entry to Montgoris Dining Hall
  o $200 Meal Plan Points per semester
  o Three guest passes per semester
  o Not available for freshmen
• Residence Village Meal Plan (MP10)
  o 10 meal swipes per week for entry to Montgoris Dining Hall
  o $300 Meal Plan Points per semester
  o Three guest passes per semester
  o Not available for freshmen
• Apartment Meal Plan (MP07)
  o 7 meal swipes per week for entry to Montgoris Dining Hall
  o $200 Meal Plan Points per semester
  o Three guest passes per semester
  o Optional for all campus apartment residents
• Commuter Meal Plans
  o Your choice of any of the above meal plans can be applied for in the Office of Residence Life or apply for other online commuter meal plan choices through St. John’s UIS application.

Remember to log in to St. John’s UIS to manage your meal plan usage with your StormCard.

Outdoor Event Guidelines

1. Outdoor events in the Residential Village are subject to approval by an organization liaison or a department head.
2. A maximum of two scheduled outdoor events can take place during the week.
3. Outdoor events in the Residential Village can only be scheduled from Monday through Friday during the hours of 4–7 p.m. ONLY.
4. Montgoris patio is permitted in the basketball court area ONLY.
5. DJ equipment must be set up in front of the basketball court area facing the ROTC Building.
6. All Residential Village outdoor events must be requested and submitted for approval two weeks prior to the event.
7. A fee will be charged to student organizations for any damage or cleanliness issues following the event. (Departments are required to include a maintenance budget number on their reservation form.)
8. Organizations must have a rain location or plan to reschedule the event if unable to hold the event as planned.
9. A liaison or advisor must be present throughout the entire event and must sign the Residential Village Outdoor Event Reservation Form.
10. No candles are allowed. Alcohol is NOT permitted.
11. Organizations are responsible for any damages to University facilities and/or property.

12. Calendar Clearance reserves the right to cancel the reservation if it conflicts with the general policy of the University regarding special events. Calendar Clearance also reserves the right to change reservations to other spaces with the understanding that, if possible, comparable facilities will be provided when the change is necessary.

These guidelines do not pertain to all RHA events and the Greek Activity Fair.

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 allowed by the law. Residents are encouraged to secure renters insurance to protect their belongings or be covered by family’s homeowner/renters insurance.

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/suite. Items found in the rooms after the official dates will be discarded. The University does not provide storage facilities for any personal belongings.

Residence Hall Agreement and Application

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

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

The Residence Hall Agreement and Application dates shall be in concurrence with the academic calendar.

Housing Cancellation Policy: Refunds of payments to students who declined housing after check-in shall be prorated based of the number of days a student has occupied the University residence. Students will receive a 100 percent refund if they vacate the room within the first five days; 90 percent refund if they vacate the room on days 6–10 after occupancy; 80 percent refund if they vacate the room on days 11–15 after occupancy; 70 percent refund if they vacate the room on days 16–20 after occupancy; 60 percent refund if they vacate the room on days 21–25 after occupancy; 50 percent refund if they vacate the room on days 26–30 after occupancy; 25 percent refund if they vacate the room on days 31–35 after occupancy. There shall be no refund if the student vacates the room more than 35 days after occupancy.

Students who decline housing after check-in will be subject to a $500 cancellation fee and forfeiture of the $250 damage deposit. Students can appeal for a waiver of the cancellation fee only to the director of residence life. Waivers are granted at the discretion of the director of residence life. The following is a non-exclusive list...
for situations in which waivers may be granted: (i) transfer from the University; (ii) withdrawal from the University; (iii) medical leave of absence; (iv) study abroad; or (v) military service.

Residence Hall Refunds
Termination of the Residence Hall Agreement and Application thereby canceling room and board will result in refunds that are based on the University refund schedule, except for student conduct codes.

Room Changes
Students wishing to move to another room must complete a Room Change Form, which may be obtained from the Office of Residence Life. Opportunities for room changes are very limited and are not guaranteed. No room changes are permitted during the first few weeks of a semester. Room Change Forms can be submitted to the Office of Residence Life and will be reviewed; room changes will be made based on availability. After the room change period ends, 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 the semester.

Students must complete their room change in the time period they are assigned. A room change is considered complete when all check-out procedures have been completed for the room which is being vacated, and check-in procedures are completed for the new room assignment. Check-in and check-out procedures are listed on page 14.

Failure to complete the move within the designated time will result in cancellation of the room change and a fine for improper check-out. A move to a differently priced room such as a double room to a single will result in new charges being generated at the rate of the new room.

Improper room changes will be assessed a minimum fine of $100 per day.

Room Vacancies/Consolidations
If a student is living in a room/suite 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 room/suite to fill the vacancy or to consolidate students.

Suite/Room Entry
St. John’s University reserves the right to have authorized personnel enter rooms/suites for enforcement of University policies or whenever there is a question of safety and security standards and to enforce health regulations, or for the purpose of searching a room.
Members of the Residence Life staff, Public Safety, Facilities, Information Technology or personnel contracted by the University to perform work in the resident’s suite/room will enter for the purpose of, but not restricted to:

- Routine inspection of fire/safety devices and equipment
- Facilities repairs
- Maintenance
- Emergencies
- Servicing/maintenance of telecommunications lines and equipment

Any of the above work may be performed without the room/suite resident present. Members of the Residence Life staff are permitted to enter a room/suite 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
- Lounge furniture missing

For the safety and security of the students, non-University locks cannot be placed on doors.

Plain-view violations of residence hall and/or University policies are subject to University disciplinary action. A search of a resident’s room/suite 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, dean of students or vice president for student affairs. Every effort will be made to conduct the search in the presence of the room occupant and an administrator from the Office of Residence Life.

Visitation and Housing Guests (Guest Policy)

All St. John’s students MUST use their StormCard as the primary means of identification. A defective StormCard MUST be replaced to maintain privileges regarding visitation.

St. John’s mission has a clear focus on the dignity of the human person. As such, the Office of Residence Life supports policies, practices and procedures which enhance that dignity. We believe it is our duty to create a residential living environment that promotes our students’ academic, personal, social and spiritual development. We strive to promote this development within a vibrant residential learning community.

In support of the teachings of the Roman Catholic Church and our University Vincentian mission, we are committed to providing a holistic moral education. Therefore, we do not condone the following in the residence halls: cohabitation, exploitive relationships and daytime or overnight visitors/residents involved in sexual intimacy.

Visitation is a privilege, not a right. Visitors may not infringe on the rights of other residents to study, sleep or to socialize in their room/suite/building. Residents are fully responsible for the actions and behaviors of their visitors.

Daytime Visitation

Visitation hours for St. John’s students are 7–3 a.m. seven days a week. Visitation hours for non-St. John’s individuals are 7 a.m.–midnight seven days a week.

- Hosts are allowed up to two daytime visitors.
- St. John’s students must be signed in by 2 a.m.
- Non-University individuals must be signed in by 11 p.m.

Procedures

St. John’s Students

In the residence halls, a daytime St. John’s visitor will hand his or her StormCard to the resident safety monitor who will verify status and allow entry with host. Upon leaving the building, the guest will hand his or her StormCard to the resident safety monitor, who will complete the visit by signing the guest out of the building. StormCards are never left at the desk.

Non-St. John’s Students

In the residence halls a daytime non-University visitor must sign in at the front desk and be escorted by the host at all times. A current, legal and valid ID (U.S. state issued driver’s photo ID, U.S. state-issued non-driver’s photo ID, passport or U.S. military ID) must be left at the front desk. Outside college IDs are not accepted. Upon leaving the building, the guest must collect his/her identification material from the front desk to complete the visit.

Overnight Guests

Resident hosts are allowed to host one overnight guest at a time (same gender as host) 20 times per academic semester. Hosts may register no more than three overnight guests in a seven-day period. Guests may be registered as overnight visitors no more than three times in a seven-day period. Guests must abide by the residence hall visitation policy. Those not registered online are not allowed overnight guest privileges.

Procedures

All overnight guests must be registered with the Office of Public Safety by 9 p.m. on the night the guest wishes to stay. The host must use the Online Guest Registration Form on St. John’s Central to request an overnight guest.

Non-St. John’s Guests

Non-St. John’s guests will receive an overnight guest pass which must be retrieved from Public Safety by the host and guest together, no later than 11 p.m. If a guest is a returning visitor, his/her pass may be released to the host prior to guest’s arrival. The guest pass must be carried at all times and the guest must be escorted by the host.
The host will be charged $20 for any lost overnight guest pass. If a host discovers that his/her guest will not be showing up, he/she may cancel that overnight guest pass via their student account online.

Violations
Please note that violations of the Residence Hall Visitation Policy may impact a resident’s status in the housing selection process and current status in the residence halls could be jeopardized. St. John’s students who violate the University’s visitation policy are subject to judicial action. Sanctions include (but are not limited to) fines, a suspension of guest privileges and/or restriction from University-managed properties. Non-St. John’s individuals and commuters may be trespassed from the Residence Village if they are found in violation of the visitation policy.

Visitation during Finals Week, Thanksgiving, Spring and Easter Breaks and Summer
- Daytime visitation for St. John’s students is in effect.
- Daytime visitation for non-St. John’s individuals is prohibited.
- Overnight guests are prohibited.
- Thanksgiving Break
  Wednesday, November 27 to Sunday, November 1, 2013
- Winter Break Begins
  Thursday, December 19, 2013 - Halls Close at 10 a.m.
  (Residence Halls are closed)

Students may request to stay during Winter Break for an additional housing charge. Permission must be communicated by Residence Life in writing.
- Residence Halls Reopen
  Monday, January 20, 2014
  Spring Classes begin Wednesday, January 22, 2014

- Spring Break

- Easter Break
  Thursday, April 17, 2014 – Monday, April 21, 2014
  Halls Remain Open

- Residence Halls Close
  Wednesday, May 14, 2014 at 10 a.m.
  All Students Must Move Out By 10 a.m. NO EXCEPTIONS!

Additional Information Regarding Visitation
1. All requests for exceptions to the visitation policy must be made to the residence director of the building the prospective host lives in.
2. All visitors must sign out when exiting a building for any reason.
3. An overnight guest cannot be registered if the host has two daytime visitors already signed in. If there are two daytime visitors, one will need to sign out in order for the overnight guest to be registered.
4. Children and minors (up to the age of 13) may visit from 7 a.m.–3:30 p.m. with written approval from a parent or guardian (containing verifiable contact information). They cannot stay overnight and must leave the building by 4:30 p.m.
5. Minors (13–17 years old), including family members, may stay overnight with written consent from a parent or guardian. This written consent must include the parent or guardian’s full name and verifiable contact information. Failure to provide the required documentation may result in the denial of an overnight pass for the guest.
6. Parents or legal guardians, as well as grandparents, aunts and uncles may visit from 7 a.m.–midnight. To create a comfortable experience for guests as well as roommates/suitemates, they cannot stay as overnight guests.
Cable Television

Campus Cable, a closed-circuit system available in all of the residence halls, provides broadcast network channels, popular cable channels and more. Students must provide their own televisions and cable cords.

Coolidge and Goethals Residents: Residents will need to have a separate paid contract agreement with the local Internet/cable service provider if they wish to have Internet/cable installed in their apartments.

Computer Connections

All suites in the residence halls are equipped with Internet access via the student wireless network, STJ-WiFi. For further information, students can contact the Office of Information Technology at 718-990-2525 or 718-990-5845.

Dining Locations

Chartwells Dining Services proudly serves the St. John’s University community through a wide variety of dining concepts within nine locations on the Queens campus. Students are welcome to explore the culinary journey that tours the traditions of Italy, the flavors of the Far East, the classic dishes at home and everything in between. For more information regarding campus dining, along with all our great venues and hours of operations, please visit new.stjohns.edu/services/dining or call our office at 718-990-1535.

- Montgoris Dining Hall: Conveniently located in the Residence Village, this all-you-care-to-eat location is the main dining hall for resident students where the Meal Plans are accepted (one meal swipe per meal period). Use one meal and gain unlimited access to the made-to-order selections at myPantry, the chef’s specialties at Menutainment or the diverse tasters at Culinary Table. Students can also enjoy a variety of vegetarian selections at Terra Ve, an extensive salad bar at Garden Emporium, pizza and pastas at Trattoria, classic favorites at the Fresh Grille or build their own creation at the Thurman’s deli station and take advantage of one of our panini presses.

- Hungry Johnnies Convenience Store: Located at Montgoris, this full-service convenience store offers basic groceries, frozen entrees, beverages, snacks, toiletries and much more.

- Marillac Food Court: Featuring Burger King, Subway, 2Mato pizza and pasta specialties, Plate by Plate with grilled-to-order specials, Market Fresh made-to-order salads and much more. Halal and Kosher selections also available. Outtakes grab-and-go selection of sandwiches, salads, soups, coffee and beverages are available for students on the run.

- Marillac Terrace: A Dunkin Donuts store is now open.

- Seattle’s Best Café at the Library: The Café offers a full range of hot and cold specialty coffees along with premade sandwiches, baked goods, salads and bottled Coke products, fruit cups and desserts.

- D’Angelo Center Food Court: The DAC Food Court offers diners a variety of branded concepts including Energy Kitchen, Taco Bell and Freshens Smoothies. The food court also features Asian and Mexican cuisines along with a made-to-order grill deli with premium sandwiches.

- Starbucks at the D’Angelo Center: This full-service Starbucks café offers all that Starbucks is known for, right here on St. John’s Queens campus.

- Red Storm Diner at St. Vincent Hall: Here you can get made-to-order grill items, sandwiches, fries, soups and much more through late-night hours.

- Law School Café: Stop in to try the made-to-order grill fare, daily hot menu specialties, pizza, Boar’s Head deli, soups and salad bar. You can also find sushi and pre-made kosher items along with freshly brewed Starbucks coffee.

All locations accept Meal Plan Points, StormCard Dining and/Flex dollars, cash, debit and credit cards.
Housekeeping

Housekeeping is responsible for the cleanliness of the common areas of the building (i.e., hallways, lounges, stairwells, etc.). Residents are responsible for the cleaning of their own rooms/suites/bathrooms. If there are concerns about cleanliness of the residence hall, please notify a Residence Life staff member.

Laundry and Vending Machines

Washers and dryers are located in the basement of each residence hall (with the exception of Coolidge and Goethals) and are free of charge. Any washer/dryer malfunctions should be reported directly to the company. Contact Coinmach at 1-800-734-8851.

When making a call please note:
- Location of machine (residence hall name)
- Machine number
- Brief description of the problem, if known

Vending machines are also located in select locations of each residence hall.

Mail Services

Each suite is issued a mailbox, which is located in the lobby of each residence hall. Mail is delivered Monday—Friday by 4:30 p.m. Packages requiring your signature and letters or packages too large to fit in your mailbox may be retrieved in the Mailroom in the ROTC Building by Gate 6 between the hours of 2:30–6 p.m. (Monda—Thursday) and 2:30–5 p.m. (Friday). There is an expectation that mailboxes are checked regularly. Missing deadlines because your mailbox has not been checked or suitemates did not distribute the mail is not an appropriate excuse.

The following is a template for proper addressing of on-campus mailings:

Student Name  
Residence Hall  
Building #  
St. John’s University, Suite and Room #  
Queens, NY 11439-Building Zip Code

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Building #</th>
<th>Building Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>O’Connor Hall</td>
<td>100</td>
<td>1000</td>
</tr>
<tr>
<td>Carey Hall</td>
<td>200</td>
<td>2000</td>
</tr>
<tr>
<td>Century Hall</td>
<td>300</td>
<td>3000</td>
</tr>
<tr>
<td>DaSilva Hall</td>
<td>400</td>
<td>4000</td>
</tr>
<tr>
<td>Hollis Hall</td>
<td>500</td>
<td>5000</td>
</tr>
<tr>
<td>Donovan Hall</td>
<td>600</td>
<td>6000</td>
</tr>
<tr>
<td>Founder’s Village,</td>
<td>700</td>
<td>7000</td>
</tr>
<tr>
<td>Building G, H, I, J or K (Townhouses)</td>
<td>800</td>
<td>8000</td>
</tr>
<tr>
<td>St. Vincent Hall</td>
<td>800</td>
<td>8000</td>
</tr>
</tbody>
</table>

Mail services are not offered over the summer months. It is the student’s responsibility to forward all mail to a permanent address to obtain personal mail because mail will not be held.
Maintenance
The University provides maintenance and repair services in the residence halls. Maintenance Request Forms must be completed online using the St. John’s Intranet or the link:

stjohns.edu/workorder
After office hours, emergency maintenance problems should be referred immediately to the resident assistant on duty. Emergency maintenance problems are only those issues that affect health and safety and must be attended to immediately (i.e., stopped-up toilet and no other toilet available, jammed locks, etc.). Furniture will not be removed from student rooms.

Parking
Residents must purchase a Resident Parking Permit from Public Safety to legally park on campus ($500). Freshmen residents may not purchase parking permits. Stickers are very limited and are sold on a first-come, first-served basis per published dates based on class status and none are permitted for freshmen residents. Overnight guests must obtain a temporary parking pass at the Public Safety Office and the resident host will be charged $10.

Security
Each residence hall is staffed by a desk guard 24 hours a day. The desk guard is stationed in the lobby of each building and monitors and maintains the integrity of the hall security. Resident students must scan their StormCard at the desk to be permitted into the building.

Telephone Service
Each room will have its own telephone jack and phone number. Even though most students now use cell phones, it is important to plug in a non-cordless phone and activate the voicemail system provided by the University. This is where most announcements are made regarding University closings, upcoming events and deadlines. Students will be able to make on-campus calls. To call off campus, students will need to buy and use a toll-free calling card.
Health and Safety Regulations

Inspections of rooms/suites 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 room or suite 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 rooms, suites or common areas.

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 (e.g., 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
   • Irons

g. No bicycles allowed in the residence halls

Residence Life staff members will look for the following during an inspection:

1. Prohibited items
2. Cleanliness/healthy living environment
3. Safety violations

If a room/suite fails a health and safety inspection and the violation does not pose an immediate threat, the room/suite will be warned and reinspected within 48 hours. Failure to pass a 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 residence hall IMMEDIATELY, unless they cannot because of hazardous surroundings. Please note that fire drills are conducted twice a semester.

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. Go to the window, open it a crack 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. Always use the stairs to evacuate the building.
4. If you encounter smoke, take short breaths through your nose and stay close to the floor.

Once outside the building, proceed to a designated waiting area away from the building and wait for instructions from an authorized University official. Without risking one’s safety, try and remember to carry your ID with you as you exit the building.
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 inspection: $75
- Failure to evacuate: $150
- Improper entrance to or exit from residence hall: $100
- Pets (anywhere in building): $50
- Possession of unauthorized appliances: $50
- (i.e., hot plates, oversized refrigerator)
- Smoking anywhere in residence halls: $100
- Second offense/repeated: $200
- Tampering with windows or screens: $50
- (In addition to restitution of damage)
- Tampering with fire/life safety equipment: $100
- Unauthorized possession of University property: $50
- Use or possession of prohibited materials: $50
- (i.e., candles, incense)

**Miscellaneous**
- Non-compliance with University personnel: $150
- Visitation: $25 – $100
- Social gathering violation: $150
- Improper check-out from residence halls: $75
- Lock change: $125
- Mail key: $25
- Misuse of University ID: $50
- Noise violation (Quiet or courtesy hours): $50
- Room/suite lockout (each lockout): $10
- Unauthorized room change: $100 per day

*Subject to Revision

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**Notice of Non-Discrimination, Equal Opportunity**

St. John’s University does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. St. John’s University prohibits sexual harassment, including sexual violence.

The following person has been designated to handle student inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act and related statutes and regulations: Dorothy Schmitt, Associate Director of the Counseling Center, Marillac Hall, Room 130, 8000 Utopia Parkway, Queens, New York 11439, 718-990-1482. Employee inquiries should be directed to Cynthia Simpson, Director of Human Resources Services, UC, 8000 Utopia Parkway, Queens, New York 11439, 718-990-6333.

The following person has been designated to handle inquiries regarding the non-discrimination policies and to serve as the overall campus coordinator for purposes of Title IX compliance: Yael Weisman, Specialist, Employee Relations, 8000 Utopia Parkway, Queens, New York 11439, 718-990-2669.

The following person has been designated deputy Title IX coordinator for Athletics: Kathleen F. Meehan, Associate Vice President for Athletics/Senior Women's Associate, 8000 Utopia Parkway, Queens, New York 11439, 718-990-6173.

The following person has been designated deputy Title IX coordinator for the Office of Student Life: Jackie Lochrie, Associate Dean for Students Services, 8000 Utopia Parkway, Queens, New York 11439, 718-990-6568.

Inquiries concerning the application of anti-discrimination laws may be referred to the Title IX coordinators or to the Office for Civil Rights, United States Department of Education. For further information on notice of nondiscrimination, visit [http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm](http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm) for the address and phone number of the U.S. Department of Education office that serves your area, or call 1-800-421-3481.