St. John’s College UBC

The World Around Our Table

Resident Handbook

September 2022
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MISSION STATEMENT

St. John’s College is a residential college for graduate students, postdoctoral fellows, and visiting scholars from around the world who study and teach at the University of British Columbia. We seek to inspire a global vision and foster a spirit of community among our residents and alumni through multicultural education, intercultural understanding, and international exchange. We cultivate lasting friendships across diverse backgrounds by dining together and creating a home away from home. We aspire to create an atmosphere of social and intellectual engagement through dialogues, lectures, workshops, and other activities. We are committed to enriching the intellectual and cultural life of the University, as well as welcoming and engaging with off-campus communities. We strive to embody the traditions of academic excellence and public service inherited from our founders, the alumni of St. John’s University Shanghai.

Our mission statement has been translated into 12 languages by our residents and has been posted on our website. If you would like to help translate our mission statement into another language, please contact Stacy Barber, stacy.barber@ubc.ca.

OUR LOCATION

We would like to acknowledge that St. John’s College and UBC Vancouver are located on the traditional, ancestral, and unceded territory of the Musqueam people. Musqueam and UBC signed a Memorandum of Affiliation in 2006. We thank the Musqueam Nation for its hospitality and support of our work.

Learn more about the land we occupy: www.musqueam.bc.ca
I welcome you as the Principal of St. John’s College to a unique and precious community. As you enter our halls, you become inheritors of a long tradition that stretches across time and space to 1879 China and the founding of St. John’s University in Shanghai. Created by missionaries who crossed the Pacific to bring English language instruction in the sciences and medicine to the best and brightest students, the original St. John’s was a symbol of international goodwill and a bridge between East and West. Although St. John’s University was closed in 1952, its famed graduates had a far reaching impact and spread all around the world. Known as Johanneans, these alumni kept alive a powerful spirit of camaraderie and selfless devotion to each other and to a greater good for the world. Even as our Founders are passing from this world (the surviving students are all in their 90s), those who remain with us are devoted patrons of St. John’s College UBC.

A quarter century ago, the Johannean alumni of St. John’s University in Shanghai created something new at UBC in honour of their old alma mater. Built on the unceded territory of the xʷməθkʷəy̓əm (Musqueam) people, St. John’s College has become a unique international community. As guests on the ancestral and traditional land of the hən̓q̓əmin̓əm̓ speaking people at the mouth of the river, we have embodied the spirit of our Johannean Founders in building a home away from home for over 2300 residents in the last 25 years. The flags above us symbolize the global origins of our community, and the boats that hang overhead as we dine together are a metaphor for the journeys through life and the crossing of our paths that have brought us together.

Our Johannean Founders and alumni, the graduate students and scholars who have lived amongst us, and the UBC faculty and staff who have helped create “The World Around Our Table”—all have contributed to an ongoing and innovative experiment in how people with different backgrounds and perspectives can form a mutually supportive and vibrant community through learning from each other while sharing a meal together. Sharing of themselves, caring for each other in times of need, helping support others in their own journeys and dreams—this has been the strength of our community and the on-going spirit of our original Founders. This is what helped our Founders through war and dislocation. This is what has gotten us through a global pandemic over the last two years. As we gather today in the sun after a long winter, this is what I hope all of us can celebrate—and reflect upon—as we enter our next quarter century. Happy 25th Anniversary, SJC!

Whether these halls will become a precious place for you, and whether your days here and the friends you make will be treasured for the rest of your life, is up to you. How you learn from each other, share food with each other, and care for each other over the coming months will determine how worthwhile your time here will be. So be safe, work hard, and make the time to get to know each other, to have fun, and to support each other through the coming year.

Dr. Henry Yu
Principal, St. John’s College, and Associate Professor of History, UBC
Ying Tao Fu, an original Johannean, class of 1943 in Economics, and MBA, class of 1944.

October 1922 – August 2018

A Welcome Message from Johannean T. F. Ying

As an offspring of St. John’s University, Shanghai (1869-1952), SJC has fulfilled her responsibility in carrying on the St. John’s tradition and St. John’s spirit. This is very important to us, the original Johanneans. St. John’s University, Shanghai, was the first school in China where all classes were conducted in English, except Chinese courses. Its bi-cultural education was well balanced. To talk about the two cultures is too huge a task. So I will just talk about the school mottos of St. John’s. In English it is “Light and Truth,” which signifies Western values from its Christian missionary founders. In Chinese it is a quotation from the “Confucius Analects,” which translated into English says: “Learning without thought is labor lost; thought without learning is perilous.”

Let me tell you my own story. I am proud to be a “triple” Johannean. In 1934, I entered St. John’s YMCA School, then Middle School, and then SJU until I graduated in 1944. Before I entered St. John’s YMCA, when I was 5 years old, my father hired a private tutor to teach me Chinese, first by learning the characters, and writing the characters by brush pen with ink made from rubbing the ink stick on the ink stone with a little water. This went on for two years, and after I had learned about a thousand characters, then I started reading, primarily “Three Words Classics (三字經),” “Hundred Family Names (百家姓),” and then the more advanced “Four Books (四書)” and “Five Classics (五經),” all by memorizing and reciting. I could recite, but not necessarily know the true meaning. That’s where the Confucius quotation came in—“Learning without thought is labor lost; thought without learning is perilous.” In St. John’s University, Shanghai, the students not only learn, but also think. That’s the big advantage of bicultural education. St. John’s University made tremendous contributions to education in China that balances Chinese and Western values.

The world may change as time goes by. Educational systems may change too, but the basic principle is always there. Our beloved Dr. Pott, who was President of St. John’s University, Shanghai for 52 years, said that the value of an educational institution should only be judged by the quality of the students it produced. SJC has the cream of UBC, who are also successors to the St. John’s tradition and spirit. Yes, you are valuable! You are the Johannean dream realized.

T.F. Ying
Johannean, Class of 1943, MBA 1944
A BRIEF HISTORY OF ST. JOHN'S COLLEGE

ST. JOHN'S UNIVERSITY (1879-1952): INSPIRATION BEHIND ST. JOHN'S COLLEGE

St. John's College is part of a proud heritage, which dates back to the famed St. John's University in Shanghai, China (SJU). Founded by American Anglican missionaries in 1879, SJU was one of the most prestigious post-secondary institutions in China during the first half of the 20th century. Often regarded as the Harvard or Yale of the country at the time, it was both a trail blazer in the development of higher learning in China and a facilitator of cultural exchange between China and the world. SJU introduced the American liberal arts model of education to the country and was the first in China to offer programs in psychology, journalism, business, and graduate degrees. The university was also the first post-secondary institution in China to include modern sports activities in its learning. It sent athletes to the first Asian Games and founded the earliest professional soccer and basketball teams in China. SJU also encouraged student self-management and started China's first student associations and publications.

Curriculum at the university was based on a Christian core, but also promoted, in the liberal arts tradition, a free spirit of learning in which students selected most of their courses out of interest and were encouraged to study a broad range of subjects. The university used English as its pedagogical language, which enhanced the ability of students to communicate with the wider world. The university was also registered as a university in the US rather than China, making its degrees recognized by academic institutions abroad and encouraging overseas study among its graduates. It, however, also taught respect for China's Confucian heritage and placed learning it on equal terms with Christianity and other knowledge. SJU excelled in this progressive outlook until political circumstances in China forced the closing of the institution in 1952.

JOHANNEANS: A LEGACY OF ST. JOHN'S UNIVERSITY

A university with high admission standards, SJU produced some of the most prominent figures in modern China. Among these were diplomat Wellington Koo, who represented China in the 1919 Versailles Peace Conference; Rong Yiren, China's first billionaire during the reform period; Lu Ping, who handled Hong Kong's transfer to China in 1997; I. M. Pei, a master of architecture; and producer Raymond Chow, who successfully launched Hong Kong martial arts cinema into the international stage during the 1970s. Education at SJU blended the creativity of liberal arts education with a Christian and Confucian derived spirit of self-discipline, hard work and public service. Following in this path, SJU graduates, calling themselves Johanneans, have brought fame to China and the larger global Chinese community throughout the 20th and 21st centuries, and were a crucial force in building ties between the China, Chinese culture and the wider world.
ST. JOHN'S COLLEGE: A GIFT FROM JOHANNEANS (1997 - )

Johanneans have tried to keep alive the traditions of their alma mater following its closure by forming an alumni network with chapters around the world. They also funded the establishment of academic institutions that would bear the name of St. John's and embody the cross cultural learning and academic excellence of the original university. St. John's College (SJC) is one of three establishments around the world formed through their efforts. Created through the cooperation between global Johanneans and the University of British Columbia, St. John's College was founded in 1997. Unlike its predecessor, SJC is not a religiously affiliated teaching facility. It, however, carries on the liberal arts tradition and cultural exchange of SJU by serving as a forum for communication and bond building between people of different cultural and academic backgrounds. The College is home to UBC graduate students, post-doctoral fellows, and visiting graduate students and faculty from around the world. SJC also sponsors a variety of academic events, both at the College and with UBC and community partners. Its goal through this is to bring together learned minds that span the different academic and national divides and to enrich and broaden their understanding through participation in College activities and living with those different from themselves. SJC aims to produce a new generation of Johanneans who will bring achievement and service to their home communities and work towards the larger cause of global cooperation.

Yang Wu
SJC Alumnus, Johannean Scholar and PhD Candidate – Modern Chinese History
Dr. Henry Yu, Principal

Professor Henry Yu was born in Vancouver, B.C., and grew up in Vancouver and on Vancouver Island. He received his BA in Honours History from UBC and an MA and PhD in History from Princeton University. After teaching at UCLA for a decade, Yu returned to UBC as an Associate Professor of History to help build programs focused on trans-Pacific Canada. Yu himself is both a second and fourth generation Canadian. His parents were first generation immigrants from China, joining a grandfather who had spent almost his entire life in Canada. His great-grandfather was also an early Chinese pioneer in British Columbia, part of a larger network of migrants who left Zhongshan county in Guangdong province in South China and settled around the Pacific in places such as Australia, New Zealand, Hawai‘i, the Caribbean, Southeast Asia, the United States, and Canada. Prof. Yu’s book, Thinking Orientals: Migration, Contact, and Exoticism in Modern America (Oxford University Press, 2001) won the Norris and Carol Hundley Prize as the Most Distinguished Book of 2001.

Dr. Edgar Liao, Assistant Principal

Edgar hails from the small tropical island of Singapore. He is a specialist in Southeast Asian history and the history of childhood and youth. He recently completed his PhD in History in UBC, after getting his B.A. (First Class Honours) and M.A. in History from the National University of Singapore (NUS). He taught Singapore history, U.S. history, and historical methods in NUS for three years before he commenced his PhD studies. For UBC, he teaches courses on Southeast Asian history. Edgar also possesses more than fourteen years of experience in leadership and youth development, project and event management, and community development and leadership, as a volunteer for non-profit organizations, welfare organizations, and national youth leadership development programs in Singapore. Occasionally, he writes scripts and plays for fun and for charity. He likes food.

Edgar has been an exemplary citizen and community leader from his first moments of being a resident at SJC, and as all of you know, he has been one of the reasons that the College been able to endure and remain together during the last year+ of the pandemic. He inspired and organized the meal plan delivery program for those who needed to self-isolate and quarantine.
organized so well perhaps due to the military precision learned during his service in Singapore!), but always with a great deal of heart that inspired so many of you to also give of your time to become meal plan delivery volunteers during our most challenging and uncertain times.

Edgar will be listening to your ideas on how, as we hopefully emerge from the pandemic in the coming year, we can build back our community even better than before.

Faculty Fellows and College Fellows

The Faculty and College Fellows of St. John’s College are UBC faculty and staff members who have accepted an invitation to be involved in the life of the College. Through service on standing committees, by organizing talks, conferences and colloquia, in mingling with College residents at formal dinners and social events, our Fellows play a role in the creation of our rich, diverse, international community. Please visit the About Us section of the SJC website for the names of all our Fellows. http://stjohns.ubc.ca

Community Residence Life Coordinator

If you need assistance navigating College life or have a question, please do contact Demet Kirmizbayrak. Demet is a PhD student in the Department of Physics and Astronomy and has been a resident at SJC since September of 2018. She has been an active member of the community since first moving in and has previously supported office activities through a Work Learn funded student position. Demet supports the SJC Alumni Committee and the publishing the Summer Newsletter. As a volunteer, Demet has been active on the Sports Committee and in the summer, can be found out on our volleyball court!

Demet: room #1066, email: demet@phas.ubc.ca, mobile: 604-404-8740
Please be respectful of the hour when phoning Demet unless it is an urgent matter.

STAFF

Stacy Barber, Operations Manager
Stacy manages the day-to-day operations of the Office, facilities, staff, resident life, and special events.

Email stacy.barber@ubc.ca Telephone 604-822-8791
Yuki Kaneki, Membership & Guest Room Coordinator
Yuki coordinates applications for residential membership in the College and supports the Membership and Academic committees. He works closely with Student Housing and Community Services to coordinate residents’ contracts, room assignments, and arrivals and departures. Yuki also coordinates guest room bookings for academic visitors.

Email sjc.membership@ubc.ca  Telephone 604-822-8790

Alice Lam, Receptionist
Alice is the receptionist for St. John’s College. Alice sorts and delivers residents’ mail, receives parcels and other deliveries, handles general enquiries from residents and visitors, and general office duties. Alice also assists guest room bookings for academic visitors.

Email sjc.reception@ubc.ca  Telephone 604-822-6522

Jennifer Lu, Assistant Academic & Operations Manager
Jennifer coordinates academic projects and the financial processes of the College.

Email jennifer.lu@ubc.ca  Telephone 604-827-6673

Joanna Yang, Finance & Academic Manager
Joanna develops academic projects and oversees the financial position and processes of St. John’s College.

OFFICE SERVICES

ACADEMIC PROGRAMS

St. John’s College hosts a wide variety of lecture series, seminars, and colloquia on international issues, leadership, and global change research. The public is warmly invited to attend any of these events. Some of the academic programs at SJC are the Resident Fellow Speaker Series, the Justice Dialogue Series, and other partnered and thematic programs.

Academic Programming at the College is overseen by the Academic Committee.
EVENTS

All events protocols are subject to change and will UBC and BC public health guidelines.

There will be enhanced dinners several times throughout the year that showcase the Chef’s skill and creativity. Some event invitations will require a reply (RSVP); this is necessary to ensure compliance with safety plans, sufficient seating, food, etc., and may have a suggested (not compulsory) dress code.

COMMUNICATIONS

Digital Signage

Residents are welcome to submit items for the digital signage screens by completing the online submission form available on the SJC website under Resident Resources: 
http://stjohns.ubc.ca/current-residents/resident-resources/

SJC Mailing Lists (listservs)

The College maintains two mailing lists (listservs). There are two types of mailing lists: opt-out and non-opt-out, and all new residents are added to both sets of lists. The SJC Office uses the non-opt-out list to communicate information on official college events, programs, and notices (sjc-all).

The opt-out list (sjc-news) is a mechanism for current residents to circulate information about various activities, events, etc., which they think may be of interest to their fellow residents. To post, send your message to sjc-news@lists.ubc.ca.

All users of these lists are expected to comply with UBC’s policies on use of information technology.

- **SJC-NEWS** is the mailing list for resident use. The listserv is administered by the SJC Office but will not be moderated prior to posting/emailing. Sanctions do exist for those who violate the terms and conditions, so please do take the time to read through them. Subscribers consist of current residents only and SJC staff. All subscribers are subject to the terms and condition of the SJC-News listserv (see Appendix 2).

Examples of usage of the listserv:
- News or information of the day of shared interest
- Invitations to social or academic events considered to hold wide appeal
- Message from SJC Committee Chairs
- Requests for assistance from the community of a non-emergency nature
Examples of kinds of emails not to be sent to this listserv:

- Buying and selling of items, including meal vouchers
- Emails that contain accusations or are inflammatory

Residents may unsubscribe from the sjc-news listserv at any time by sending an email to listserv@list.ubc.ca with the text “unsubscribe sjc-news” in the body of the email message (not in the subject of the email message). Residents experiencing difficulty with unsubscribing may also email sjc.reception@ubc.ca for assistance.

SJ-CALL is the mailing list for Office use. All residents are subscribed to this list and cannot unsubscribe. Only SJC staff members or staff appointed members may post to this list. This list is reserved for information from SJC Administration to our resident community.

MAIL AND COURIERS

Mail is delivered to SJC by UBC Campus Mail Services on weekdays and is usually sorted into residents' mailboxes by noon. If you receive a package that is too large to fit into your mailbox, we will store the package in the office and put a pink/yellow slip in your mailbox alerting you that a package has arrived.

Packages arriving by Amazon, DHL, FEDEX, and UPS generally arrive in the afternoon. We will gladly sign for any courier packages that do not require payment upon arrival. Please note that we can only accept C.O.D. deliveries if you have left the payment at the Front Desk in advance. If you would like a courier to pick up your parcel from the office please contact sjc.reception@ubc.ca before making arrangements.

GUESTS

For guest stays over 7 days, residents will need to request permission from the SJC Principal. Residents are responsible for their guests and must accompany them at the College. No person may be a guest of more than one resident in succession. If a guest's stay is in excess of 7 days, renting a guest room may be an option. Visitors under the age of 19 may not stay in the College overnight.
Guest Responsibility Form

Please note: Guest protocols are subject to change at St. John’s College. The College reserves the right to restrict guests at the College in response to the COVID-19 pandemic as it deems it necessary for the safety of our residents and staff. You should factor this in to planning and travel arrangements. If you are planning to host a guest in your room, please submit the Guest Responsibility Form at https://stjohns.ubc.ca/resident-information/resident-resources/

GUEST ROOMS

St. John’s College offers quiet, comfortable and well-appointed guest rooms to academic visitors to UBC. Guest rooms are furnished with a double or queen bed, private washroom with shower, telephone, television, coffee maker, bar fridge and data port. Friends and family members of College residents may also stay in the guest rooms. Dining together is an integral part of the life of the College, and participation in the meal plan is mandatory for all guests. We regret that the College cannot accommodate guests under 19 years of age or pets. For more information, contact the Membership & Guest Room Coordinator at sjc.membership@ubc.ca or complete the online booking form on the College website: http://stjohns.ubc.ca/guest-meeting-rooms/reserve-a-guest-room/.

ATHLETICS AND RECREATION

The College provides a modest budget to cover the costs of intramural team registration; this budget is managed and allocated by the Sports Committee. Contact the SJC Office for information on how to apply for funding. SJC sports team member can request an official SJC t-shirt from the SJC Office to wear during practices and competition.

MEETING ROOMS

Residents may make a booking request for the following meeting rooms: Fairmont Social Lounge and the Seminar Room, for a variety of activities. Rooms must be booked in advance. Events in the courtyards also require completion of the Events Booking Form. Please visit the Resident Resource section on our website at https://stjohns.ubc.ca/current-residents/resident-resources/ for the booking procedure.

MEMBERSHIP

The St. John’s College Office manages College membership, including admissions, while UBC Student Housing and Community Services manage the residence contracts. Please contact sjc.membership@ubc.ca for all enquiries related to the SJC application and residence processes.
The SJC Membership Committee is comprised of residents, staff, Principal and may include invited alumni. This committee makes policies and provides advice regarding the membership process and membership continuation, and help define the criteria of being a SJC member. The Membership Committee is open to residents to join three time a year: Fall, Winter, and Spring.

**STUDENT HOUSING AND COMMUNITY SERVICES**

The Department of Student Housing and Community Services (SHCS) provides accommodation for more than 11,000 students, faculty and staff in the thirteen residence complexes that circle the Vancouver campus. The SHCS Main Office is located in Building 6 of the Marine Drive complex. SHCS is also responsible for Conferences and Accommodation, Food Services and Child Care Services at UBC Vancouver and UBC Okanagan.

E-mail yearround@housing.ubc.ca
Telephone 604-822-4411

**MARINE DRIVE RESIDENCE**

When the SJC Office is closed, College residents can contact the Marine Drive Front Desk for assistance with urgent issues; the Front Desk is open 24 hours/day, 7 days/week and is located in Building 3 of Marine Drive Residence, at 2205 Lower Mall, right next door to St. John’s College.

SJC Residents may use the recreation facilities in the Marine Drive Commons Block.

E-mail marine@housing.ubc.ca Telephone 604-827-3242

**RESIDENCE CONTRACT AGREEMENT**

Your residence contract is the agreement you sign with Student Housing & Hospitality Services before accepting your room in residence. It is a legally binding agreement between you and the University. The contract contains important information about the rights and responsibilities of living in the residence community. **You should read and understand your contract.** If you have questions about the administration of the contract, please contact the SHCS Main Office for further information.

[2022-2023 Residence Contract (Student Housing and Community Services St. John’s College)]
**KEYS**

You have been issued three keys: a room key, a mailbox key, and a BA-018 (Abloy) key. Your UBC Student Card provides entry through the main entrance doors that have card readers, if you experience difficulties opening card reader doors with your student card, please see the Office during office hours and the Marine Drive Front Desk after hours. The Abloy key gives you access to locked common areas and the security gate to the courtyard. **Please guard your keys carefully!** If you lose your keys, you will be charged the replacement cost; if you lose your room key, you will also be charged for a lock change. If you misplace or lose your keys, you may temporarily borrow spare keys from the Marine Drive Front Desk.

Key replacement costs (subject to change):
- Room Key: $92
- Abloy Key: $15
- Mailbox Key: $5

**CONTRACT END DATE**

You have accepted a contract ending August 15, 2023. Contract renewals will be sent to eligible College residents starting in May 2023.

Residents not renewing their contract are required to vacate their room no later than 12:00 pm (noon) on August 15, 2023.

**CONTRACT CANCELLATION**

If your program or position at UBC ends prior to August 15, 2023, you must submit a contract cancellation request at least **2 months prior** to the last day of the month in which your program or position at UBC ends.

For example, if you are finishing April 15, 2023 you must submit a request to cancel your contract on April 30, 2023 no later than February 28, 2023. Please use your SHCS online profile to submit your contract cancellation. In order to avoid paying a termination fee, you should also submit documentation that your program or position at UBC is complete. Please refer to the Residence Contract or contact the SHCS Main Office for further information.

Please note SJC contract is handled by UBC Student Housing and Community Service (SHCS), St. John’s College Office (SJC Office) cannot tell you regarding the cancelation fee.

The cancellation process is below.
1. If you need to submit a cancellation request: log into Housing through this link: https://secure.housing.ubc.ca/ Once you have logged in; scroll over to "residents > cancel contract" and follow the steps from there. You will be able to send a written appeal regarding your reason for cancelling at the time you submit your cancellation request. (No decision will be made regarding cancellation fees until Student Housing have received your cancellation request). Make sure to say the reason why you are cancelling your contract early as you may be asked to submit supporting documents. This is especially important for reasons beyond graduations.

2. If you have any questions regarding the cancellation request you submitted online, email yearround@housing.ubc.ca

3. You must submit the cancellation request through your housing account with Student Housing and Community Services (SHCS). You will then advised by SHCS if there is an assessment fee.

4. Student Housing and Community Services (SHCS) reviews contract cancellation requests on a case by case and will email you their assessment.

Once you submitted the cancellation request, please also let SJC Office know so that we can tell you mail redirection and departure procedure.

Our meal provider also require two months notice to cancel your meal plan, please email sjc.chef@ubc.ca and give your two months notice.

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**FEE PAYMENTS**

Residents can pay their residence fees on-line at the Student Housing and Community Services (SHCS) Online Service Centre. Residents can also pay their residence fees directly from their Canadian bank account provided they pay via the My Financial Account in the Student Service Centre (SSC). Cheque, cash, Interac Direct, and money order payments can be made at the Student Housing and Community Services Main Office by the due date.

Residents pay their meal plan fees directly to our meal plan provider, SJC Culinary Service, by cheque or direct deposit. Upon arrival, please check your mail box for your meal plan information package.

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**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

The personal information received through a resident's application for, or acceptance of, a residence offer - including their name, address, residence assignment or fees - is subject to the Freedom of Information and Protection of Privacy Act (FOIPOP). It is not generally released to
persons outside the University administration - including family members or friends - without their written consent, unless permitted or required by law.

If you decline permission, University staff is not permitted to confirm or deny if you live at St. John’s College. If friends or family members don't know or forget your room number and request this information from our staff, we are not able to provide it. If you grant permission, we can give your room number to callers or visitors. If you want to change your privacy status, log onto the SHCS Online Service Centre (https://secure.housing.ubc.ca/) and update your "Third Party Authorizations".

MAINTENANCE AND HOUSEKEEPING

If you notice something in your room is broken or not working, please submit a maintenance request using the SHCS Online Service Centre. If your maintenance request is urgent, complete an on-line request and contact the Marine Drive Front Desk at 604-827-3242. When submitting an online maintenance request, please be as detailed as possible. Non-urgent requests may take more than two weeks to complete.

Front Desk Staff look after each residence front desk. They handle administrative functions, call for emergency assistance when needed, answer the front desk phone, take maintenance requests and sort the mail. They also dispatch on-call Residence Life staff to address student concerns. Support is always just a call away, day or night.

Marine Drive Front Desk: 604-827-3242

Below is the process of submitting your maintenance request.

Log into the UBC Student Housing and Community Services (SHCS) Online Service Centre at this link: https://secure.housing.ubc.ca/

Go to Resident/ After Moving In/ Maintenance request. Then scroll down the page to the bottom and click submit your request. Once you submit your maintenance request, it will be reviewed by the Student Housing Building Service Manager.

For maintenance requests for common areas, please contact the St. John’s College Office. To ensure problems can be addressed promptly, please assume they have not been reported. We’d rather receive several reports about the same problem than none. We can’t fix something that hasn’t been reported!

SHCS housekeeping staff provide basic housekeeping in common areas, but residents must wash their own dishes or cooking utensils in the common kitchens.
ROOM INVENTORY

Be sure to complete the online room inventory and condition report within seven days of your arrival at the College. If you do not report pre-existing damage or missing items, you may be charged for them at the end of your tenancy.

LIGHT FIXTURES AND BULBS

Replacement bulbs for the installed light fixtures can be obtained by submitting a maintenance request using the SHCS Online Service Centre. The desk and floor lamp bulbs can be purchased in any grocery/convenience store. Please do not leave lamps on when you are not in your room, and keep them away from flammable material such as paper, fabric, etc.

TOILETS

Please ensure that nothing other than toilet paper is put down the toilet. Paper towels, sanitary products, food, etc. can block the drainpipes. If you have a blocked toilet, trying using your room provided toilet plunger. If that does not work, please complete an on-line request and if it is after hours contact the Marine Drive Front Desk.

PARKING

Parking is only permitted in designated areas, and parking rules are in effect at all times. Residents of St. John’s College may apply for underground parking at Thunderbird Residence using the SHCS Online Service Centre. UBC Parking Services operates the Marine Drive-Lot and the West Parkade. Please see www.parking.ubc.ca/ for more information.

COVID-19

HELPFUL SJC LINK

Please visit the following link for any information on policy and protocol.

https://stjohns.ubc.ca/current-residents/resident-resources
HELPFUL UBC LINKS

UBC Latest Information & News
https://covid19.ubc.ca/

Postdoctoral & Graduate Studies Information & News
https://www.grad.ubc.ca/

Student Resources: Health & Wellbeing, Financial
https://students.ubc.ca/support

International Student Advising
https://students.ubc.ca/about-student-services/international-student-advising

HELPFUL BC PROVINCE LINKS & INFO.

Non-medical information about COVID-19 is available 7:30 am-8:00 pm, 7 days a week at 1-888-COVID19 (1-888-268-4319)

Visit British Columbia’s Response to COVID-19 web page for test locations, assessment tool, get the app, and get the latest British Columbia provincial updates and news.

https://www2.gov.bc.ca/gov/content/covid-19/info/restart

British Columbia Centre for Disease Control: http://covid-19.bccdc.ca/

IF YOU DEVELOP SYMPTOMS

- Call 8-1-1 for guidance. This is a registered nurse help line for non-emergencies. If you need help assistance, advise Operation Manager, Stacy Barber at 822-8781 or stacy.barber@ubc.ca. Alternatively in the evenings or weekends, you may contact the Community Residence Life Coordinator.
- If the symptoms are severe such as shortness of breath (e.g. struggling to breathe or speak in single words) or chest pain, call 9-1-1 or go to the nearest Emergency Department.
# SAFETY AND SECURITY

## EMERGENCY

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
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<tr>
<td><strong>FIRE, POLICE, AMBULANCE</strong></td>
<td>911</td>
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<tr>
<td><strong>HAZARDOUS MATERIALS RESPONSE</strong></td>
<td>911</td>
</tr>
<tr>
<td><strong>CAMPUS SECURITY</strong></td>
<td>604-822-2222</td>
</tr>
<tr>
<td></td>
<td>You can also submit an incident online:</td>
</tr>
<tr>
<td></td>
<td><a href="https://security.ubc.ca/">https://security.ubc.ca/</a></td>
</tr>
<tr>
<td><strong>POISON CONTROL CENTRE</strong></td>
<td>1-800-567-8911</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.phsa.ca/emergency-numbers">http://www.phsa.ca/emergency-numbers</a></td>
</tr>
<tr>
<td><strong>UBC HOSPITAL URGENT CARE DEPARTMENT</strong></td>
<td>604-822-7222</td>
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## NON-EMERGENCY

<table>
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<tr>
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<th>Contact Information</th>
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<td><strong>AMBULANCE</strong></td>
<td>604-872-5151</td>
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<tr>
<td><strong>CAMPUS FIRE DEPARTMENT</strong></td>
<td>604-665-6010</td>
</tr>
<tr>
<td><strong>RCMP - UBC DETACHMENT</strong></td>
<td>604-224-1322</td>
</tr>
<tr>
<td><strong>STUDENT HEALTH SERVICES</strong></td>
<td>604-822-7011</td>
</tr>
<tr>
<td></td>
<td><a href="https://students.ubc.ca/health/student-health-service">https://students.ubc.ca/health/student-health-service</a></td>
</tr>
<tr>
<td><strong>UBC COUNSELLING SERVICES</strong></td>
<td>604-822-3811</td>
</tr>
<tr>
<td></td>
<td><a href="https://students.ubc.ca/health/counselling-services">https://students.ubc.ca/health/counselling-services</a></td>
</tr>
<tr>
<td><strong>AMS SEXUAL ASSAULT SUPPORT CENTRE</strong></td>
<td>604-827-5180</td>
</tr>
<tr>
<td></td>
<td><a href="https://amssasc.ca/contact-us/">https://amssasc.ca/contact-us/</a></td>
</tr>
</tbody>
</table>

## FIRE SAFETY

**IF YOU DISCOVER A FIRE IN THE BUILDING:**

- Leave the fire area immediately
- Sound the fire alarm by activating the nearest red fire alarm pull station
- Learn where the nearest pull station is located and how to activate it
- Call the Fire Department, dial **9-1-1** from a safe location and give address:

  *Depending on which part of the building you are in, the address may be:*
St. John’s College, East Building, 2111 Lower Mall, Vancouver BC, UBC Campus
or
St. John’s College, West Building, 6620 North West Marine Drive, Vancouver BC, UBC Campus

• Close doors behind you while leaving the building via the nearest safe fire exit. Know
  the location of the two exits closest to your area. Count the number of doors between
  you and each of those exits in case you must escape through a darkened, smoke-filled
  corridor where you can’t read the signs on the doors.

• Remain calm and assist others

• Proceed directly to the designated assembly area – on the street outside the main
  entrance to the East on Lower Mall and University Blvd.

• If the fire is small enough and at your discretion (safety first) attempt to extinguish the
  small fire with available portable fire extinguisher

WHEN YOU HEAR THE FIRE ALARM:

• Check your areas for signs of fire
• Evacuate the building via the nearest safe fire exit
• Close doors behind you while leaving the building
• Remain calm and assist others
• Proceed directly to the designated assembly and report to the Fire Safety Director

DO NOT RE-ENTER THE BUILDING FOR ANY REASON until you have been advised to do so by the
Fire Department or the Fire Safety Director.

GENERAL INFORMATION:

While exiting, walk, and do not run. Shut all doors behind you and alert those who have
difficulty hearing that an emergency evacuation of the building is underway. Proceed along
corridors and through exits in a quiet and orderly manner.

High-heeled shoes are hazardous while proceeding down stairs, and it is advisable to remove
them before entering the stairwell. Do not push or jostle.

Be prepared to help persons who require assistance to reach the nearest exit, if it is safe to do
so.

When you have reached the outside of the building, move away from the doorway to allow
others behind you to emerge from the exit and proceed to the assembly area.

DO NOT USE THE ELEVATORS
PORTABLE FIRE EXTINGUISHERS:
Portable fire extinguishers are useful only if you know how to use them, if they are right for the type of fire you are fighting, and if the fire is discovered immediately. You must not attempt to fight even a small fire until people have been evacuated from the area and the Fire Department has been called.

Never attempt to fight a fire if any of the following is true:

- You are uncertain about how to use the extinguisher
- The fire is spreading beyond the immediate area where it started
- The fire could block your escape route
- You are alone

HOW TO USE THE MULTI-PURPOSE DRY CHEMICAL TYPE FIRE EXTINGUISHER

Remember the word: PASS

**P** Pull the Pin

**A** Aim the extinguisher nozzle at the base of the flames

**S** Squeeze trigger while holding the extinguisher upright

**S** Sweep the extinguisher from side to side, covering the area of the fire with the extinguishing agent.

SECURITY

Everyone can help ensure the security of the College by being aware of persons in or around the premises who are not familiar and by not allowing individuals who are unknown to follow you into the building or enter the building as you are leaving. A polite enquiry regarding the nature of an individual’s business at the College is always appropriate. However, never jeopardize your own safety; if you see a suspicious person who in any way makes you feel uncomfortable or unsafe, call Campus Security immediately and directly at 604-822-2222. They are more than willing to come out at any time to check out the situation. Alternatively, you can call 911 and ask for the UBC RCMP detachment.
Remember that the best way to ensure your security and the security of your belongings is to lock your room door and close your windows, even if you are in the room, have just gone to do laundry or left your room for a short time for some other purpose.

For more information on personal security at UBC, see https://security.ubc.ca/home/our-services/personal-safety-planning/. There are a number of resources available for residents on campus at night:

- AMS Safewalk Program – see https://www.ams.ubc.ca/support-services/student-services/safewalk/
- Campus Blue Phones – see https://security.ubc.ca/home/safety-prevention-resources/emergency-blue-phones/
- Translink community shuttles – see http://www.translink.ca/

**EARTHQUAKE**

During an earthquake:

- Drop to the floor, cover your head and hold onto something solid under a table or desk, between rows of seats or against an inside wall.
- Wait for the shaking to stop and count to 60, to allow time for debris to fall, before moving.
- If you’re outside, stay outside. If you’re inside, stay inside, unless there is a fire or the building is in danger of collapsing.
- If you’re in a moving vehicle, stop in a clear area, away from falling debris, and stay inside the vehicle.

After an earthquake:

- Apply first aid as required.
- Do not make phone calls unless they are lifesaving, as networks will be overwhelmed.
- Listen to the radio or TV for emergency updates.
- Avoid entering damaged buildings.
- Expect aftershocks and power outages.
EMERGENCY KITS

Everyone who lives in residence should have an emergency kit. Here are some tips to pack your own:

- Make it easy to carry and easy to grab quickly. A backpack or light gym bag is ideal.
- Include two litres of water per person, per day, for 72 hours.
- Pack food that won’t spoil, such as canned food, energy bars and dried foods. Remember to replace food and water once a year.
- Pack a manual can opener, flashlight and batteries, battery-powered or wind-up radio, extra batteries, spare keys, and a first aid kit.
- Include special-needs items, if necessary, such as prescription medications, toiletries, equipment for people with disabilities, glasses or contact lenses.
- Don’t forget cash, especially smaller bills and coins, for use in vending machines.
- Make sure you have contact information handy for people you will need to get in touch with, like relatives in and out of town.
COMMUNITY LIVING

COMMUNITY STANDARDS

Appendix II of the Residence Contract outlines additional College Policies, rules, and regulations which relate to community standards.

NOISE

Please be quiet in the corridors at all times – noise travels easily through the doors. Be conscious of TV and stereo volumes at all times, but particularly at night or in the morning. Be considerate of neighbours when having visitors in your residence room.

There are ongoing construction, renovation and maintenance projects in the vicinity of the College, and there may be noise, dust and temporary interruption of some services from time to time.

RESPECTFUL ENVIRONMENT

St. John’s College is a community of graduate students, post-doctoral fellows, visiting scholars, and other members of the University who share the scholarly objectives of advanced international study and academic excellence. The community is a diverse one, with members coming from many backgrounds, and having different interests, concerns, opinions, and personal and cultural values.

As a part of a multicultural community it is essential for every resident of St. John’s College to promote and maintain an atmosphere of respect for all residents. It is important to be aware of and sensitive to cultural and personal differences. Discrimination or harassment of any sort is not tolerated within a community such as St John’s, whose residents are continuously in close contact.

Individuals within the community have the right to live in an environment where every other individual respects their personal possessions and communal space. They have the right to live in an environment of respect and consideration. This includes respect for one another’s feelings, personal needs, personal possessions, and for communal space.

By accepting a Residence Contract, members of the community agree to contribute to the maintenance of an environment that is beneficial towards graduate studies, intercultural, intellectual and social exchange, and a quiet enjoyment of privacy.
COMMUNITY STANDARDS (CONT’D)

RESIDENT USE OF ALCOHOL AT ST. JOHN’S COLLEGE

Residents who choose to consume alcohol must do so responsibly in compliance with the law, and will be accountable for their actions.

a) Drinking alcoholic beverages or carrying unsealed liquor is permitted only in residents’ rooms, and in lounges, common kitchens, and other common areas which the SJC Office has approved for this purpose, and at licensed residence events.

b) Drinking alcoholic beverages or carrying unsealed liquor is not permitted in any other areas including, but not limited to, elevators, washrooms, laundry rooms, phone booths, hallways, stairwells, and areas outside the residence building, except as expressly permitted by the SJC Office. In particular, residents may not drink their own alcoholic beverages in the Van der Linden Dining Hall, the Fairmont Social Lounge, the Lecture Hall (1080), as these are licensed areas under the terms of the liquor license held by our meal provider, SJC Culinary Service.

c) Participating in drinking games is not permitted. Drinking games are games which involve the consumption of alcohol and usually involve swift consumption and/or high volume consumption. Some examples are: “beer pong,” “funnelling,” and “shotgunning” using a bier stick or otherwise, and “quarters,” This list is not exhaustive, and the University may stop and take action against any resident participating in any activity, whether listed above or not, which is, in the SJC administration’s opinion, a drinking game.

d) Possession and/or consumption of ‘common source’ alcohol (for example: keg cans, et cetera) within residence is prohibited.

e) Brewing and distilling alcohol are not permitted in your accommodation, in your residence building, or on any other residence property. This includes brewing beer, cider, or wine and distilling spirits (i.e. any kind of hard alcohol).
SHARED EQUIPMENT AND BELONGINGS OF OTHERS

Make sure shared equipment either stays in or is returned to its proper place. Please write your name, room number, and time out on the sign-out sheet when you borrow the vacuum cleaner.

SMOKING

As per Section 42 of the Residence Contract, smoking is not permitted anywhere in the College, including residential rooms and common rooms. Smoking is not permitted within 8 meters of doorways, windows and air intakes.

CANNABIS

As per Section 42A of the Residence Contract:

- Smoking vaporizing or consuming a cannabis product through means of inhalation is prohibited anywhere on the residential property of St. John’s College – inside and out
- Cultivation or possession of plants in your accommodation or resident property is prohibited
- Cannabis must be stored in your room in a sealed container so smell is not detectable
- In the event that Federal or Provincial legislation is less restrictive than the provisions in the contract, the provisions in the contract shall apply
The following resident committees have recently been active:

- **Academic Committee**: Provides support and referrals for academic issues

- **Dining Committee**: Serves as bridge between SJC residents, SJC Culinary Service, and the Dining Society Board. It facilitates the residents’ communal dining experience in SJC and organizes activities and initiatives in pursuit of the vision of “The World Around Our Table.”

- **Garden Committee**: Help strengthen our community through fun activities that contribute to our physical, mental, and nutritional health by beautifying our shared space and caring for plants and each other.

- **Film Committee**: Organizes the weekly Sunday Night Movies and related events.

- **Justice Series/Justice Dialogue Committee**: Organizes discussion and dialogue series where residents and visitors get together to talk about topics pertaining to inequality, discrimination and social justice.

- **Membership Committee**: Composed of residents and faculty fellows, this committee selects the residents of the College.

- **Orientation Committee**: Organizes orientation events in September and provides a buddy to help new residents settle into College life.

- **Outreach Committee**: Organizes support for a charity selected by residents

- **Performing Arts** – composed of residents and guests performing recitals and concerts

- **Social Committee**: Organizes social events, such as potlucks, games tournaments, coffee houses, etc.

- **Sports and Outdoors Committee**: Supports St. John’s College sports teams representing the College in university leagues.

- **Wellness Committee**
**COMMON AREAS**

**Common areas, including the TV room, may not be reserved by residents for personal use.**

Respect the property of others (e.g. items in storage rooms and common kitchens) and do not leave your personal belongings in common areas for long periods. Always leave the area as clean – or cleaner than – you found it. If you make a mess, clean it up.

**ALUMNI HALL**

The Alumni Hall houses selected items from the College’s collection of memorabilia and archival materials from St. John’s University, Shanghai, China; the SJU Alumni associations; and St. John’s College UBC.

**BICYCLE ROOMS**

Fire safety regulations forbid the storage of bicycles in corridors, stairwells, areas of refuge and other similar common areas. Bicycles may be stored in the outdoor racks and in the designated bicycle rooms 1022, 1034 and 1132. As space in the bicycle room is limited, please do not store any other items in these rooms.

**COMMON KITCHENS**

There are three common kitchens in the College: 1152, 2001 and 2086. Always clean up after yourself. Wash your dishes and clean common utensils and appliances immediately after use. **NEVER LEAVE COOKING APPLIANCES UNATTENDED WHEN IN USE!**

**DISHES**

**Do not** remove any dishes, cutlery or glasses from the Dining Hall or common kitchens. New residents should bring their own dishes and cutlery for use in the common kitchens.

**GARBAGE AND RECYCLING**

The main garbage and recycling collection point is on the South side of the College, behind the Main Kitchen. Please put bags of garbage directly into these bins and NOT in the garbage containers in the common areas of the College. The large green bin is for flattened cardboard boxes only.

You have a recycling container in your room to collect all your recyclable materials. The recycling room (1193) is also behind the Main Kitchen, and opens with your Abloy key. Sort your recyclable materials into the correct blue bins in the recycling room. Paper, cans and plastic stamped #1-7 are allowed. For more information on recycling at UBC, see https://sustain.ubc.ca/get-involved/campaigns/sort-it-out
Compostable materials are collected in the Dining Hall in green bins near the server. Compostable materials from your room should be deposited in the green bins in the recycling room. Compost is also collected in the common kitchens by resident volunteers.

What can be composted? All food items, napkins, pizza boxes, paper plates, tea bags, etc. For further information on composting at UBC: [https://sustain.ubc.ca/get-involved/campaigns/sort-it-out](https://sustain.ubc.ca/get-involved/campaigns/sort-it-out)

E-Waste (computers, etc.) should not be left in common areas. E-waste is accepted at the University Services Building, 2325 West Mall. For more information on e-waste at UBC: [https://sustain.ubc.ca/get-involved/campaigns/sort-it-out](https://sustain.ubc.ca/get-involved/campaigns/sort-it-out)

Clothing/shoes/textiles recycle bin can be found in room 1022.

**LAUNDRY**

There are two laundry rooms in the College (1154 and 2099) with card-operated washing machines and dryers, as well as an iron and ironing board for resident use. Laundry cards can be purchased for $5 from the Marine Drive Front Desk. Funds are added with the Card Reload machines located at Marine Drive or St. John’s College. The machine at the main entrance to the College accepts debit and credit cards; the machine in the SJC Office accepts $5, $10 and $20 bills.

Washing machine: $1.25
Dryer: $1.25

Please report problems with washing machines, dryers, and card machines to Coinamatic at 1-800-561-1972.

**PATIO AND BARBECUE**

There is a patio area and barbecue on the third floor at the west end of the College for resident use. Do not leave the barbecue unattended when in use! Ensure that you have cleaned the barbeque and patio area when you are finished.
PIANOS

There are three pianos available for residents’ use. There is a Yamaha baby grand in the Social Lounge and a Yamaha upright in the Small Student Lounge (2169). The third piano, an upright is located in the Dining Hall. Please do not move the pianos or place anything on the pianos and put the cover back on the baby grand piano in the Social Lounge when done. Please be conscious of volume at night and in the morning.

TV ROOM

The television room (2162) is available for residents’ use on a first-come, first-served basis. The TV room may not be reserved.

RESIDENT LOUNGE

This is multi-purpose room (1080) for residents.

STUDY ROOM

The quiet study room is (2080).

STORAGE

The College has very limited room available for residents’ storage. The resident storage room is 3063. Please be aware that these storage areas are for the use of all College residents and are not private or secure. All items must be labelled with current identification tags, available from the receptionist. College furniture may not be stored in these rooms. The key to room 3063 may be signed out from the SJC Office during office hours only.
RESIDENT ROOMS

ENERGY AND WATER CONSERVATION

St. John’s College is heated with electric baseboard heaters. For your safety, please do not place objects close to or touching the heater. You can help us conserve energy by turning the heat down and closing your blinds when you are out of your room, and by turning off lights that are not needed.

Please conserve water and report leaking fixtures promptly via the online maintenance request through the student portal.

INTERNET

High-speed internet access is provided by ResNet, a division of UBC’s IT Services, in all residential rooms at no additional charge. You will need an Ethernet cable to connect to the internet in your room and your own wireless router if you wish to have wireless in your room. Wireless internet access is available in the common areas of the College. For information and assistance, contact UBC IT Services:

- Online web request form: [http://web.it.ubc.ca/forms/isf/](http://web.it.ubc.ca/forms/isf/)
- Telephone: 604-822-2008; 8:00 a.m. - 5:00 p.m., Monday to Friday
- In Person: Walter C. Koerner Library, 1958 Main Mall

To install a land line in your room, contact Shaw Communications at 1-888-472-2222 or see [https://www.shaw.ca/home-phone/](https://www.shaw.ca/home-phone/) for information.

CABLEVISION

Contact Shaw Communications at 1-888-472-2222 or see [https://www.shaw.ca/tv](https://www.shaw.ca/tv) for information on receiving cable in your room. You would be billed directly.
ST. JOHN’S COLLEGE MEAL PLAN

MEAL PLAN

Our meal plan provider is SJC Culinary Service. Please be sure to carefully read the terms and conditions and dining guidelines that were put in your mail box from SJC Culinary Service. Information provided to you in your package include information about missed meals, packed dinners, meal vouchers, dinner tickets, meal maintenance and payment options.

Clarence Tay, Chef, SJC Culinary Service
Chef Clarence is the Owner-Operator of SJC Culinary and is the commercial vendor the College has contracted to provide the resident meal plan and event catering. He manages the kitchen and supervises the kitchen and service staff.

E-mail sjc.chef@ubc.ca  Telephone 604-822-5857

Breakfast
Mondays to Fridays 7:30 to 9:45 am, except Sundays and Holidays 8:00 to 10:30am

Dinner
5:30 to 7:45 pm, Sunday to Friday (including statutory holidays)

Please note the hours subject to change per Chef.

DINNER GUESTS

https://stjohns.ubc.ca/current-residents/resident-resources for the latest information.

If you wish to bring a guest to dinner, you must make a reservation no later than **12:00 pm on the business day prior to the day** you wish to bring your guest. (When making dinner reservations for Sunday or Monday, please remember that the previous business day is Friday.) To make a dinner reservation, call 604-822-5857 or e-mail sjc.chef@ubc.ca with the following information: your name, room number, and date you wish to bring guest(s) for dinner; number of guests attending; and number of regular and /or vegetarian meals. All guests must present a meal ticket or credit voucher to be served. Reservations are not required for breakfast guests. Payment must be made in the Dining Hall by cash only.
CATERING

All events held at St. John's College must be catered by SJC Culinary Service including student events. For information on catering menus and policies, please see our website.
PURPOSE OF THE MAILING LIST

The purpose of the sjc-news@lists.ubc.ca mailing list is for resident members to email and share with one another information and events that the user believes will be of interest to other residents living in the community. All current residents may send an email to the listserv; emails sent to this listserv are sent to all current residents, as well as SJC staff.

Examples of kinds of emails to be sent to this listserv:

- News or information of the day of shared interest
- Invitations to social or academic events considered to hold wide appeal
- Message from SJC Committee Chairs
- Requests for assistance from the community of a non-emergency nature

Examples of kinds of emails not to be sent to this listserv:

- Buying and selling of items including meal vouchers
- Emails that contain accusations or are inflammatory towards another resident(s)

APPROPRIATE USE

Users of a UBC website and listservs are expected to abide by the University's Appropriate Use of Technology Policy as well as the UBC legal information and terms of use. In particular users must "respect the rights of others by complying with all University policies regarding sexual, racial and other forms of harassment, and by preserving the privacy of personal data to which you have access." Commercial use and advertising is also not permitted in most instances. Listserv Administrators reserve the right to revoke accounts and remove materials that do not conform to these guidelines.

UBC Discrimination Policy SC7
RESPECTFUL ENVIRONMENT

As part of a multicultural community it is essential for every resident of St. John’s College to promote and maintain an atmosphere of respect for all residents. It is important to be aware of and sensitive to cultural and personal differences. Discrimination or harassment of any sort is not tolerated within a community such as St. John’s, whose residents are continuously in close contact.

FORUM ADMINISTRATORS AND SANCTIONS

This listserv is administered by the SJC Administration Office. Listserv Administrators will revoke emailing access to resident members who contravene appropriate use and purpose of this listserv. A first offence will result in a loss of ability to email to the listserv for thirty (30 days). A second offence will result in a loss of ability to email to the listserv permanently.

SECURITY AND STORAGE

UBC has taken a number of measures to secure and safeguard content posted to this community. However, users are encouraged to make back-up copies of materials of their own. This service might be terminated at any time and content will become unavailable after a discontinuation of the service.

OWNERSHIP AND RELATED RIGHTS

All copyright and related rights to original work posted on this community mailing list is owned by and is the sole responsibility of its author(s). Listserv Administrators will never claim ownership over users’ materials.

SUBSCRIPTION

All residents will be automatically added to this list-serv. Residents may unsubscribe from the sjc-news listserv at any time by sending an email to listserv@list.ubc.ca with the text “unsubscribe sjc-news” in the body of the email message (not in the subject of the email message). Residents experiencing difficulty with unsubscribing may also email sjc.reception@ubc.ca for assistance.