



St. John's College UBC

聖約翰學院

The World Around Our Table



Resident Handbook

September 2023

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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 13 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

PRINCIPAL'S WELCOME



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.

Over 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 x̱məθkʷəy̓əm (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 2,300 residents in the last 25 years. The flags above us in our Dining Hall 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 on-going 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 25 years of our history, including a global pandemic. This is what will get us through future challenges and allow us to grow for the next 25 years.

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

JOHANNEAN WELCOME



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 mottoes 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

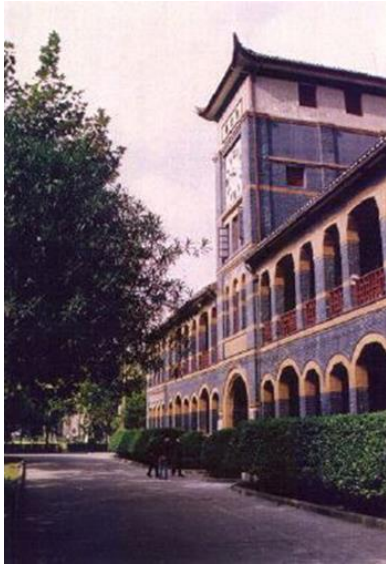
St. John's College is part of a proud heritage, which dates back to the famed St. John's University in Shanghai, China (SJU). Founded by American Anglican missionaries in 1879, SJU was one of the most prestigious post-secondary institutions in China during the first half of the 20th century. Often regarded 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 -)



St. John's University (SJC) (1879-1952) 1

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

ST. JOHN'S COLLEGE OFFICE

FACULTY

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.

College Fellows

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>

RESIDENCE COMMUNITY COORDINATOR (RCC)

If you need assistance navigating College life or have a question, please do contact **Sacchi Pillai**. Sacchi has lived in residence since September 1, 2021 and has been active in promoting wellness as the co-chair of the SJC Wellness Committee, as well as being a member of the Social and Art Committee and SJC buddy to new residents. In addition to his activities at the College, he is also an active member of the EOS (Earth & Ocean Sciences) Graduate Student Council. Sacchi is a PhD student in the Department of Earth, Ocean and Atmospheric Science.

Contact information for Sacchi is posted inside of the College exterior door and on the SJC Office door. Please be respectful of the hour when contacting our RCC unless it is an emergency.

Email spillai@eoas.ubc.ca

Telephone 604-612-9250

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

Reihaneh Bahrinejad, Administrative Assistant

Reihaneh assists with front office operations and the College's first contact for events. She also assists with the College website, marketing, and finance tasks including resident reimbursements.

Email reihaneh.bahrinejad@ubc.ca

Telephone 604-822-0514

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.

Email joanna.yang@ubc.ca

Telephone 604-827-1874

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. Some of the academic programs at SJC are the Resident Fellow Speaker Series, R. Grant Ingram Speaker Series, and other partnered and thematic programs.

EVENTS

All events protocol is subject to change and will follow 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.

OPT-OUT MEDIA FORM

The College may wish to take photographs, video, audio or other recordings which may capture your name, image, and likeness ("images") either individually or as part of a group at college events. "Images" may be used both internally and externally for administrative purposes and/or for purposes associated with the marketing and promotion of the College. Additionally, "images" may be submitted by other residents to the Office to be used for purposes associated with the marketing and promotion of the College.

If you do not wish "images" of yourself used in any media while engaging or attending college events, please fill out the Opt-out Media Form that can be found here:

<https://stjohns.ubc.ca/resident-information/resident-resources/>

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)**.

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.membership@ubc.ca for assistance.

SJC-ALL 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 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 deciding.

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: 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 sjc.reception@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 if they are available.

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 helps define the criteria of being a SJC member and continued membership. The Membership Committee is open to residents to join 3x's a year: Fall, Winter, and Spring.

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); the Front Desk is open 7 days a week from 7:00 am to 11:00 pm 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

After 11:00 pm, residents can contact the Overnight Mobile Unit (OMUR) with urgent issues (locked out room, water leak)



OMUR Contact Phone Numbers

604-861-2123 (north unit) or 604-861-2129 (south unit)

If you are without a mobile phone, please use the blue pole on the corner of University Blvd and Lower Mall. This will connect with UBC Security where you can explain your situation.

RESIDENCE CONTRACT AGREEMENT

Your residence contract is the agreement you sign with Student Housing & Community 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.

<https://vancouver.housing.ubc.ca/wp-content/uploads/2023/05/2023-2024-SJC-Contract.pdf>

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, 2024. Contract renewals will be sent to *eligible* College residents starting in May 2024. Prior to new contract offers being sent out, residents will be asked to complete a self-reflection form.

Residents not renewing their contract are required to vacate their room no later than 12:00 pm (noon) on August 15, 2024.

CONTRACT CANCELLATION

If your program or position at UBC ends prior to August 15, 2024, 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, 2024 you must submit a request to cancel your contract on April 30, 2024 no later than February 29, 2024. 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 the SJC Residence Contract is handled by UBC Student Housing and Community Service (SHCS), St. John's College Office (SJC Office) cannot tell you regarding the cancellation fee.

The Residence Contract cancellation process is below.

- 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.
- If you have any questions regarding the cancellation request you submitted online, email yearround@housing.ubc.ca
- You must submit the cancellation request through your housing account with Student Housing and Community Services (SHCS). You will then be advised by SHCS if there is an assessment fee.
- 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 requires two months notice to cancel your meal plan, please email sjc.chef@ubc.ca and be sure to give two months notice.

If you have put yourself on the waiting list for housing in any other residence on campus and have been advised by Housing that a spot has opened up for you in another residence, please note you are still responsible for proving notice of 2 months to our meal plan provider.

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.**

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The personal information received through a resident's application for, or acceptance of, a residence offers - 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 <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.

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, try 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 or OMUR.

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

If you believe you have COVID-19 symptoms or have been exposed to SARS-CoV-2, please:

- Use the [Thrive Health self-assessment tool](#) for guidance
- Follow the advice from [BC Centre for Disease Control](#) if you have symptoms of COVID-19 or tested positive for COVID-19
- Follow the advice from [Public Health](#)


For more information on COVID-19 health and safety, visit the [Safety & Risk Services](#).

Communicable Disease Prevention Framework.

SAFETY AND SECURITY

Marine Drive Front Desk – open 7 days a week 7:00 am to 11:00 pm
2205 Lower Mall, 604-827-3242

After Hours – call OMUR (mobile unit): 604-861-2123 or 604-861-2029
11:00 pm – 7:00 am



UBC Emergency Contacts

EMERGENCY

Call 9-1-1

POLICE | FIRE | AMBULANCE | HAZARDOUS SPILL

RCMP Non-Emergency: 604-224-1322

Important: When calling 9-1-1, please provide the address of the building you are in or closest to.
For information during a campus emergency, visit www.ubc.ca

BUILDING NAME: St. John's College

BUILDING ADDRESS: 2111 Lower Mall
V6T 1Z4

CAMPUS SECURITY

UBC Campus Security 604-822-2222
AMS SafeWalk 604-822-5355

FIRST AID

Medical Emergencies 9-1-1, then call First Aid
UBC Faculty, Staff, and Student-staff 604-822-4444
UBC Students and Visitors 604-822-2222
Locate the closest defibrillator srs.ubc.ca/defibrillators
AED @ SJC - on the wall outside the Dining Hall by the bulletin boards

SAFETY

Safety & Risk Services (SRS) 604-822-2029
Biological & Radiation Safety 604-822-4353
Chemical Safety 604-827-3409
Emergency Management 604-822-1237
UBC Equity & Inclusion 604-822-6353
UBC Counselling Services 604-822-3811
UBC Student Health 604-822-7011
AMS Sexual Assault Support Centre 604-827-5180
Sexual Violence Prevention & Response (SVPRO) 604-822-1588
Report an Accident or Incident www.cairs.ubc.ca


FOR MORE INFORMATION

Safety & Risk Services
srs.ubc.ca
604-822-2029

Download the
UBC Safe Vancouver App



srs.ubc.ca/ubcsafe



FIRE SAFETY

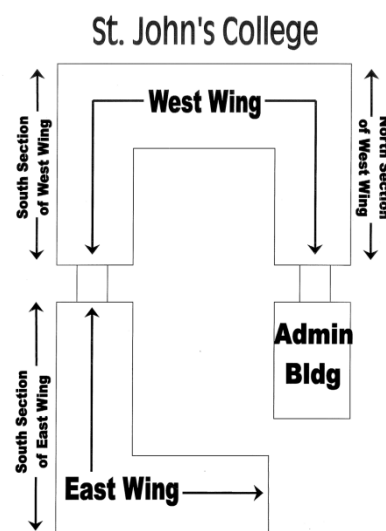
IF YOU DISCOVER A FIRE IN THE BUILDING:

- Immediately leave the area affected by the fire.
- Activate the fire alarm by using the nearest red fire alarm pull station.
- Familiarize yourself with the location of the nearest pull station and the process to activate it.
- Call the Fire Department by dialing 9-1-1 from a safe location. Provide them with the address:



Depending on your location within the building, the address will **either**

- For the East Building of St. John's College;
Address: St. John's College, East Building, 2111 Lower Mall, Vancouver BC, UBC Campus (Includes Admin Bldg & East Wing)
Or
- For the West Building of St. John's College;
Address: St. John's College, West Building, 6620 North West Marine Drive, Vancouver BC, UBC Campus (West Wing)
- Close doors behind you when exiting the building through the nearest safe fire exit. Familiarize yourself with the locations of the two exits closest to your area. Count the number of doors between you and each of those exits. This will be helpful in case you need to escape through a darkened, smoke-filled corridor where reading signs on doors may be difficult.
- Remain calm and assist others
- Head directly to the designated assembly area – **outside the main entrance to the East building on Lower Mall and University Blvd (where the big rock is) for the Admin Building and East Wing**, or to the **parking lot behind the College if you are in the West Wing**.
- **If the fire is small enough and you deem it safe, you can attempt to extinguish the small fire using an available portable fire extinguisher. Remember, safety is the priority.**



WHEN YOU HEAR THE FIRE ALARM:

- Inspect your surroundings for any signs of fire.
- Exit the building using the closest safe fire exit.
- Close doors behind you as you exit the building.
- Stay composed and help others if needed.
- Immediately gather at the designated assembly area.

DO NOT RE-ENTER THE BUILDING FOR ANY REASON until receiving guidance from the Fire Department or Office staff.

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. Move through hallways and exits quietly and in an organized manner.

High-heeled shoes can be unsafe while descending stairs, so it's advisable to remove them before entering the stairwell. Avoid pushing or crowding. Be prepared to assist individuals who need help reaching the nearest exit, as long as it's safe to do so.

Once you're outside the building, step away from the doorway to allow others to exit and head to the assembly area.

DO NOT USE THE ELEVATORS

PORTABLE FIRE EXTINGUISHERS:

Portable fire extinguishers are effective only if you are familiar with their operation, if they are appropriate for the type of fire you are addressing, and if the fire is detected promptly. 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 unsure about how to operate the extinguisher
- The fire is spreading beyond its initial location
- The fire could obstruct your exit path
- 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 staying attentive to individuals who are unfamiliar in or around the premises. Refrain from allowing unknown individuals to follow you into the building or enter as you exit. Politely inquiring about the purpose of someone's presence at the College is always appropriate. However, prioritize your safety above all else. If you encounter a suspicious person who causes discomfort or raises safety concerns, promptly call Campus Security at 604-822-2222.

They are ready to respond and assess the situation. In case of urgency, you can also dial 911 and request assistance from the UBC RCMP detachment.

Remember, ensuring your security and that of your belongings is best achieved by locking your room door and closing windows. This applies even if you're inside the room, briefly stepping out for tasks like laundry, or leaving for a short period for any other reason.

For additional information regarding personal security at UBC, please visit <https://security.ubc.ca/home/our-services/personal-safety-planning/>

There are various resources accessible to residents on campus during nighttime:

- AMS Safewalk Program – available at <https://www.ams.ubc.ca/support-services/student-services/safewalk/>
- Campus Blue Phones – details can be found at <https://security.ubc.ca/home/safety-prevention-resources/emergency-blue-phones/>
- Translink community shuttles – information is provided at <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.

Get earthquake ready! <https://www.shakeoutbc.ca/>

EMERGENCY KITS

Everyone residing in the residence should consider having an emergency kit – they can be invaluable after a disaster. Here are some tips to help you pack your own:

- Make sure it's easy to carry and can be grabbed quickly. A backpack or a lightweight gym bag is ideal.
- Pack non-perishable food items such as canned food, energy bars, and dried foods (enough for at least 72 hours). Remember to replace food and water annually.
- Include any special-needs items, if necessary, such as prescription medications, toiletries, equipment for individuals with disabilities, glasses, or contact lenses.
- Have contact information readily available for people you may need to reach, such as family members both in and out of town.
- First aid kit and necessary medications
- Four liters of water per person per day for a minimum of three days
- Battery-powered or hand-crank radio and a NOAA Weather Radio with tone alert, along with extra batteries for both
- Whistle for signaling for help
- Cell phone with chargers, inverter, or solar charger
- Local maps to identify a meeting place
- Cash in small bills
- Garbage bags, moist towelettes, and plastic ties for personal sanitation
- Dust mask
- Seasonal clothing and appropriate footwear
- Blanket
- Personal toiletries

- Copies of essential personal documents
- Multi-tool or pocket knife, along with a manual can opener

Emergency kits can be purchased at the UBC Bookstore. If you have a disability or are preparing to assist someone with a disability, visit the Disability Alliance website and review the Personal Preparedness Checklist to aid in your planning process. Take the time to review the entire Prepare to Survive: Prepare to Help planning document and explore Prepared BC for additional resources.

COMMUNITY LIVING

COMMUNITY STANDARDS

Appendix II of the Residence Contract provides an outline of additional College Policies, rules, and regulations that pertain to community standards.

NOISE

Please maintain quietness in the corridors at all times, as noise easily travels through the doors. Be mindful of the volume of your TV and stereo, especially during the late evening or early morning. When hosting visitors in your residence room, please be considerate of your neighbors.

Please note that there are ongoing construction, renovation, and maintenance projects near the College, which might result in noise, dust, and temporary service interruptions 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 respect 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 "shot gunning" using a bier stick or otherwise, and "quarters," This list is not exhaustive, and the University may stop and act 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

Be sure that any shared equipment remains either in its designated location or is returned to its proper place after use. If you borrow the vacuum cleaner, kindly write your name, room number, and the time of borrowing on the sign-out sheet.

SMOKING

In accordance with Section 42 of the Residence Contract, smoking is strictly prohibited within any area of the College premises, including residential rooms and common areas. Additionally, smoking is prohibited within a distance of 8 meters from doorways, windows, and air intakes.

CANNABIS

As outlined in Section 42A of the Residence Contract (please refer to this section in the Residence Contract for complete details):

- Smoking, vaporizing, or consuming any cannabis product through inhalation is strictly prohibited within any area of St. John's College residential property, both indoors and outdoors.
- The cultivation or possession of cannabis plants within your accommodation or any resident property is strictly prohibited.
- All cannabis products must be stored within your room in a sealed container to prevent the detectable odor.
- In cases where the regulations within this Contract are more stringent than the Federal and Provincial laws or the general regulations of the University of British Columbia concerning cannabis, the provisions within the Resident Contract will take precedence.

RESIDENT COMMITTEES

The College boasts a range of active resident committees that contribute to its vibrant community life. These committees provide avenues for residents to engage in diverse activities and pursue shared interests. Here are some of the resident committees that have been active recently:

- 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 located outside on the south side of the College, behind the Main Kitchen (alley with loading bay area). Please place 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 designated for flattened cardboard boxes only.

You have a recycling container in your room to collect all your recyclable materials. For more information on recycling at UBC, visit <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 appropriate bins in the alley between St. John's College and Marine Drive (napkins, pizza boxes, paper plates, tea bags, etc.)

For further information on composting at UBC, you can check above link.

There is an amazing tool on this website where you can search for the item you're looking to recycle: books, electronics, clothing, etc.

A clothing/shoes/textile recycle bin can be found in room 1022 in the College and can be accessed using your common key.

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 machine in the 1st floor laundry room. 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

If you encounter any issues with washing machines, dryers, or card machines, please report them 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 available for resident use. When using the barbecue, please do not leave it unattended. It's important to clean the barbecue and the patio area thoroughly after use.

PIANOS

There are three pianos available for residents to use. A Yamaha baby grand piano is located in the Social Lounge, and a Yamaha upright piano is in the Small Student Lounge (2169). The third piano, an upright, is situated in the Dining Hall. It's important not to move the pianos or place any items on them. After using the baby grand piano in the Social Lounge, please remember to put the cover back on. Additionally, kindly be mindful of the volume, especially during the night and in the morning.

TV ROOM

The television room (2162) is open for resident use on a first-come, first-served basis. Reservations for the TV room are not permitted.

RESIDENT LOUNGE

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

STUDY ROOM

The quiet study room is located in room 2080.

STORAGE

The College provides limited storage space for residents. The designated resident storage room is located in room 3063. **Please note that these storage areas are communal and not private or secure.** All items stored must have current identification tags, which can be obtained from the receptionist. It's important to remember that **College furniture cannot be stored in these rooms.** If you need access to room 3063, you can sign out the key from the SJC Office during office hours.

RESIDENT ROOMS

ENERGY AND WATER CONSERVATION

St. John's College is equipped with electric baseboard heaters for heating. **To ensure your safety, please avoid placing objects near or in direct contact with the heaters.**

You can contribute to energy conservation by reducing the heat and closing your blinds when you're not in your room. Additionally, turning off unnecessary lights helps conserve energy.

We also encourage water conservation. If you come across any leaking fixtures, please report them promptly using the online maintenance request through the student portal. Your assistance in conserving resources is greatly appreciated.

INTERNET

ResNet, a division of UBC's IT Services, offers high-speed internet access in all residential rooms without any extra cost. To access the internet in your room, you'll need an Ethernet cable. If you prefer wireless internet, you can set up your own wireless router. Additionally, wireless internet is available in the common areas of the College. For inquiries and support regarding internet access, you can reach out to UBC IT Services through the following options:

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

If you'd like to install a landline in your room, you can contact Shaw Communications at 1-888-472-2222 or visit <https://www.shaw.ca/home-phone/> for more information.

CABLEVISION

To inquire about receiving cable in your room, you can contact Shaw Communications at 1-888-472-2222 or visit <https://www.shaw.ca/tv> for more information. You will be directly billed for this service.

ST. JOHN'S COLLEGE MEAL PLAN

MEAL PLAN

Our meal plan provider is SJC Culinary Service. Please make sure to carefully review the terms and conditions and dining guidelines that have been placed in your mailbox by SJC Culinary Service. The information included in your package covers details about missed meals, packed dinners, meal vouchers, dinner tickets, meal maintenance, and payment options.

Mr. Clarence Tay, Owner-Operator of SJC Culinary and has been contracted by the College to provide the resident meal plan and event catering. He oversees the kitchen operations and supervises the kitchen and service staff.

You can reach him via email at sjc.chef@ubc.ca or by telephone at 604-822-5857.

Meal Timing:

Breakfast: 7:30 to 9:45 am, except on Sundays and statutory holidays: 8:00 to 10:30 am

Dinner: 5:30 to 7:30 pm, Sunday to Friday (including statutory holidays) Please note that the hours are subject to change per Chef's discretion.

<https://stjohns.ubc.ca/applying-for-membership/meal-plan/> for the latest information.

DINNER GUESTS

If you intend to invite a guest to dinner, it's necessary to reserve a spot by no later than 12:00 pm on the business day preceding the day you plan to bring your guest.

(For dinner reservations on Sunday or Monday, please remember that the previous business day would be Friday).

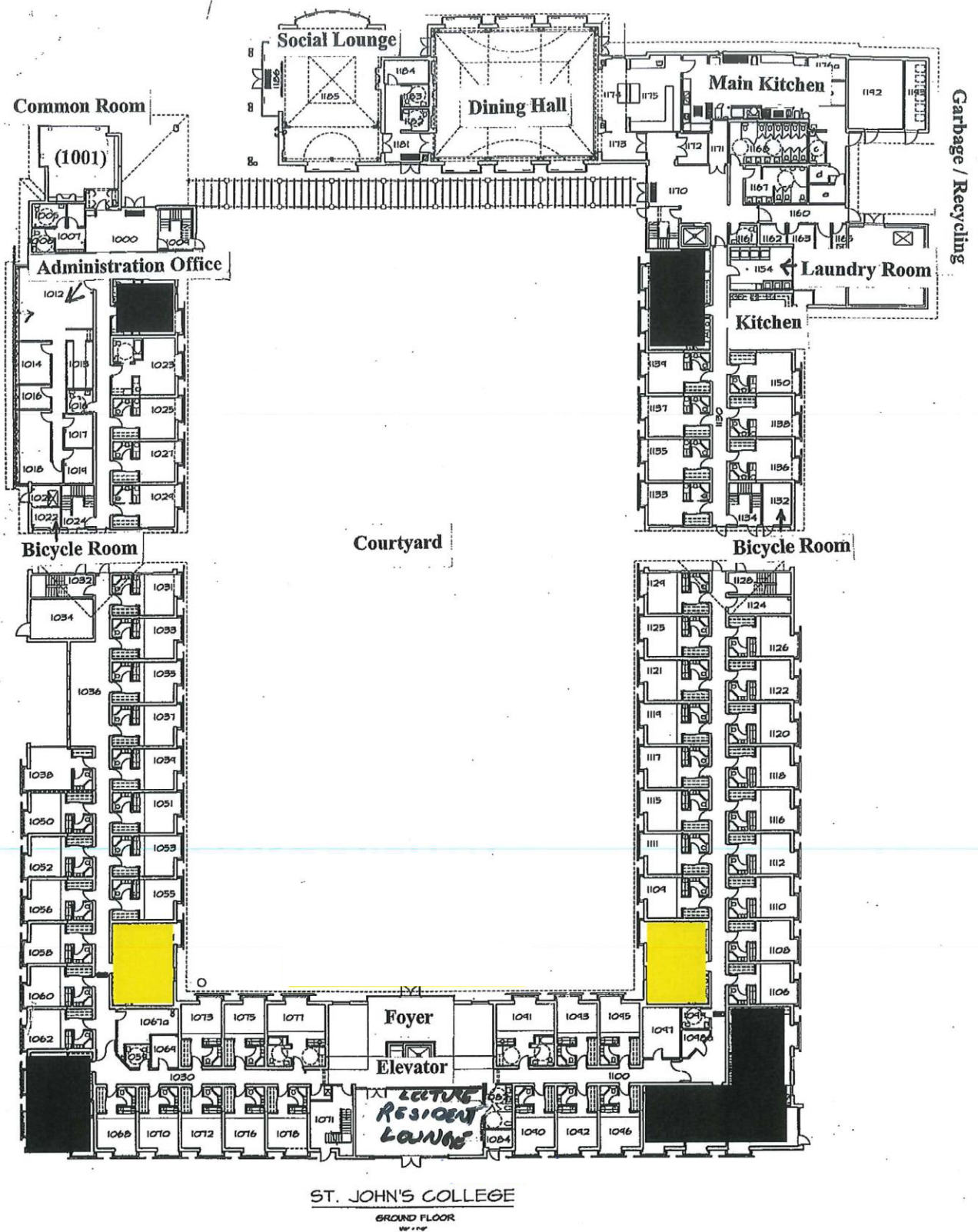
To arrange a dinner reservation, you can either call 604-822-5857 or send an email to sjc.chef@ubc.ca, providing the following details: your name, room number, desired dinner date for your guest and the quantity of regular and/or vegetarian meals required. It's important for the guests to have a meal ticket or credit voucher to be served. Reservations are not mandatory for breakfast guests. Payments for dinner must be made in cash at the Dining Hall.

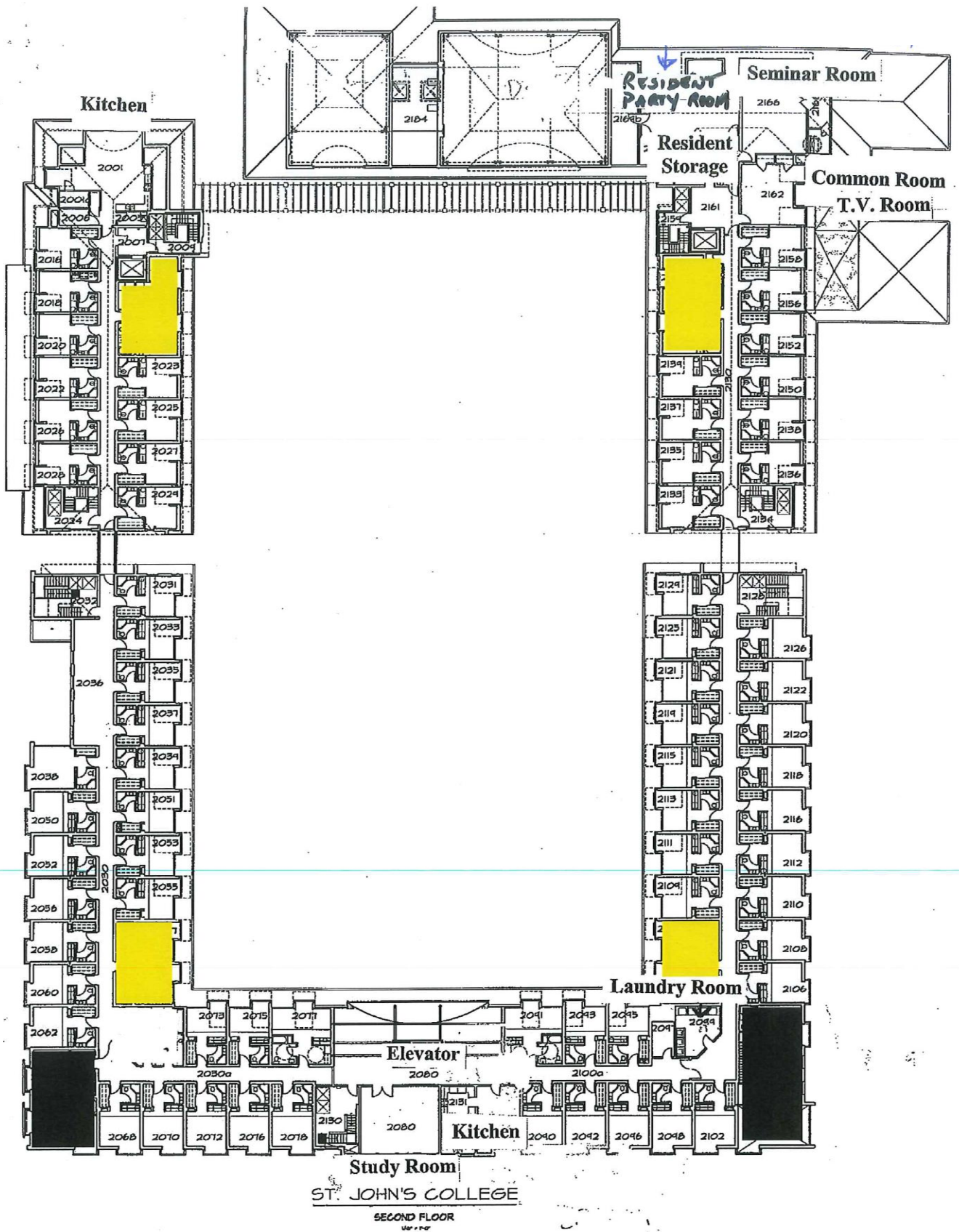
<https://stjohns.ubc.ca/applying-for-membership/meal-plan/> for the latest information.

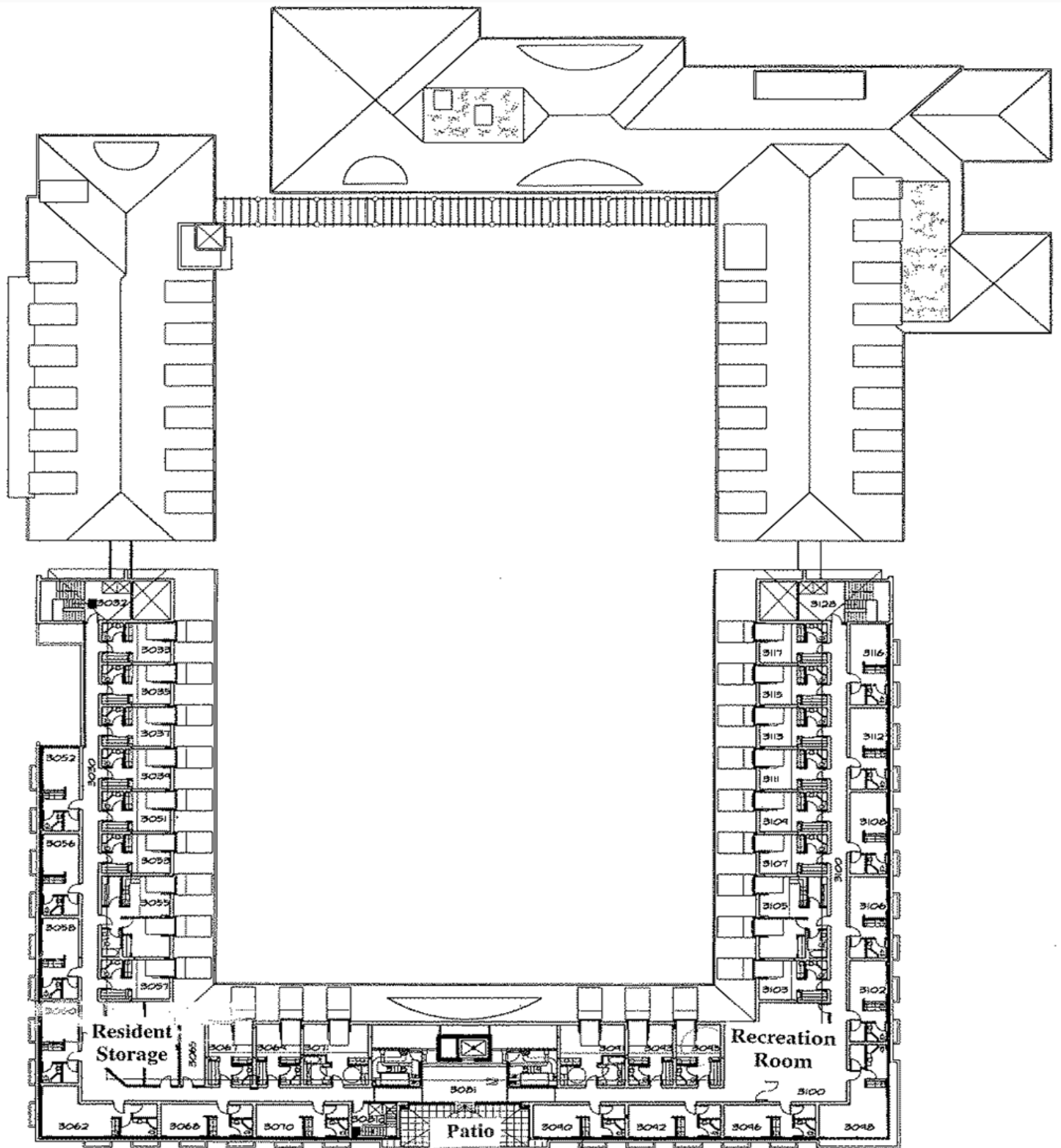
CATERING

All events taking place at St. John's College, including student events, must be catered by SJC Culinary Service. For details regarding catering menus and policies, please visit our website.

APPENDIX 1 - COLLEGE MAPS

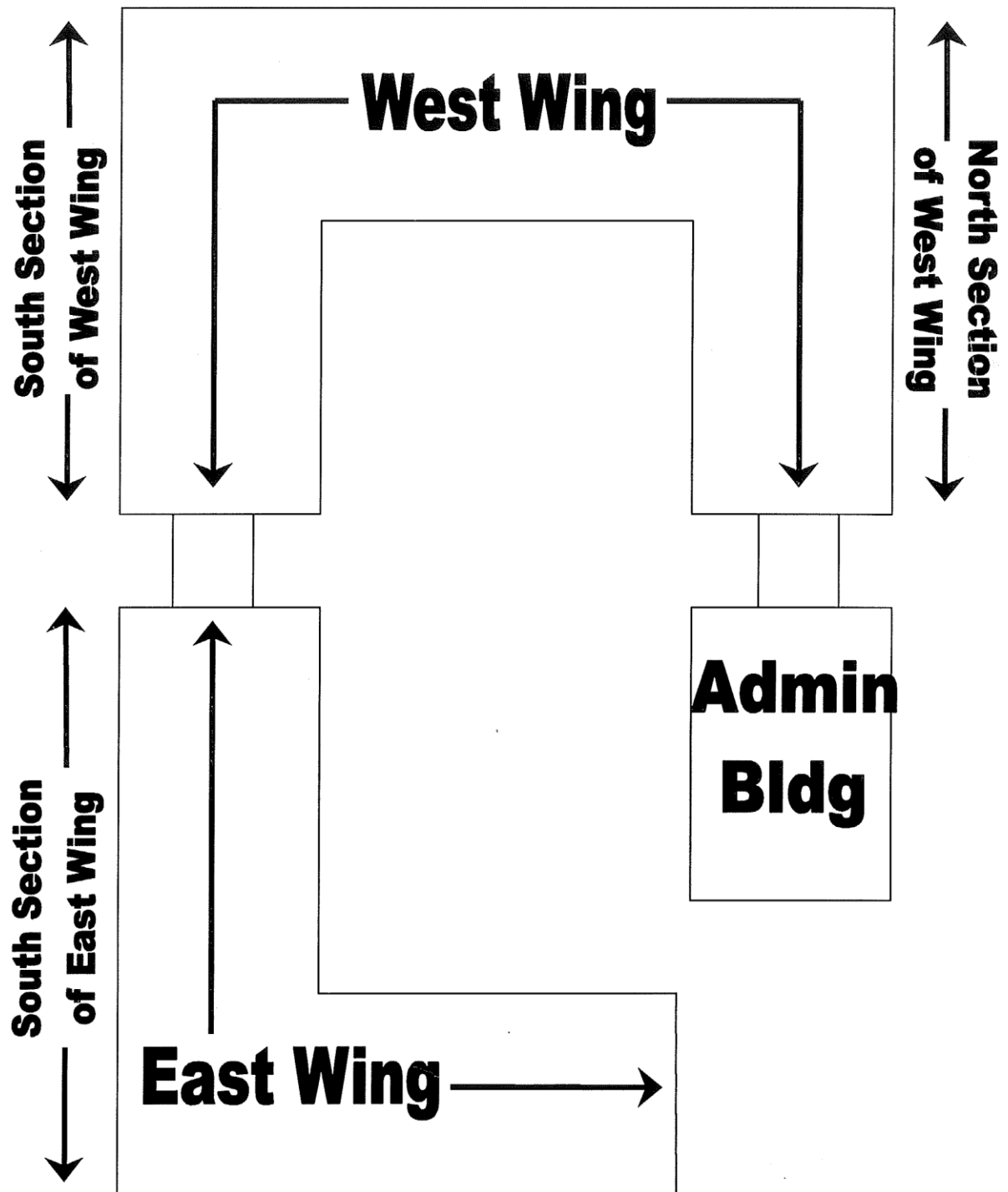






ST. JOHN'S COLLEGE
THIRD FLOOR
10'-10"

St. John's College



APPENDIX II – SJC-NEWS TERMS AND CONDITIONS

PURPOSE OF THE MAILING LIST

The sjc-news@lists.ubc.ca mailing list serves the purpose of allowing resident members to share information and events with one another that they believe will be of interest to the fellow residents within the community. All current residents are welcome to send emails to this listserv, which are then distributed to all current residents and SJC staff.

Here are some examples of the types of emails suitable for this listserv:

- News or information relevant to the community
- Invitations to social or academic events that would be of broad interest
- Messages from SJC Committee Chairs
- Requests for assistance from the community that are non-emergency in nature

However, it's important to note that certain types of emails are not appropriate for this listserv, including:

- Emails containing accusations or inflammatory remarks directed at other residents

APPROPRIATE USE

Users of UBC websites and listservs are required to adhere to the University's Appropriate Use of Technology Policy, along with UBC's legal information and terms of use. Specifically, users are expected to "adhere to all University policies related to sexual, racial, and other types of harassment, and to safeguard the confidentiality of personal data they have access to."

Additionally, the majority of cases prohibit commercial use and advertising. It's important to note that Listserv Administrators retain the authority to revoke accounts and delete content that fails to adhere to these guidelines.

[UBC Discrimination Policy SC7](#)

RESPECTFUL ENVIRONMENT

Being part of a multicultural community, it is crucial for all St. John's College residents to foster and uphold an environment characterized by respect for every individual. A heightened awareness and sensitivity towards cultural and personal disparities is essential. It is unequivocally unacceptable to engage in any form of discrimination or harassment within a tightly-knit community like St. John's, where residents consistently interact closely.

FORUM ADMINISTRATORS AND SANCTIONS

The SJC Administration Office oversees the management of this listserv. Administrators of the listserv hold the authority to suspend emailing privileges of resident members who violate the proper use and intended purpose of the listserv. An initial violation will lead to a 30-day suspension of emailing access to the listserv. In the event of a subsequent violation, resident members will lose the 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 added to the sjc-news listserv automatically. If residents wish to unsubscribe from the sjc-news listserv, they can do so 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 line). In case residents encounter any difficulties while unsubscribing, they can also reach out to sjc.reception@ubc.ca for assistance.