

Some of the information below are already stipulated in your SJC Contract and SJC Resident Guide (which you should know by heart). This infokit provides a quick reference.

SJC is a home away from home for our diverse community of up to 160 graduate students residents and visiting faculty from more than 45 countries around the world. Everybody can play a part to help maintain a healthy, comfortable, safe, peaceful environment in SJC for all to live, work, learn and play.

### Quick Reference How-Tos

S/N	If You Want to ...	Who To Contact	How?
<b>Essential Student Admin</b>			
1	Apply for a Social Insurance Number (SIN)	Service Canada Centre	To work in Canada, for example as a Teaching or Research Assistant, you need to apply for a Social Insurance Number. Check out how here: <a href="http://students.ubc.ca/enrolment/finances/financial-advice/taxes-international/sin">http://students.ubc.ca/enrolment/finances/financial-advice/taxes-international/sin</a>
2	Apply for Your Canadian Medical Services Plan (MSP)	Health Insurance BC	MSP is BC's provincial health insurance plan. Anyone living in BC for six months or longer (including international students) is required by law to enrol in MSP and pay the plan's premiums. <a href="http://students.ubc.ca/livewell/health-insurance/msp">http://students.ubc.ca/livewell/health-insurance/msp</a>
3	Find Out About Alma Mater Society (AMS) Services	AMS	AMS is the Student Society of UBC (Vancouver). Check out their services here: <a href="http://www.ams.ubc.ca/">http://www.ams.ubc.ca/</a>  To find out more about your AMS Medical/Dental benefits, check here: <a href="http://www.ams.ubc.ca/services/health-dental-plan/">http://www.ams.ubc.ca/services/health-dental-plan/</a>
4	Request your Compass Pass (monthly)	Translink	Find out Details here: <a href="http://planning.ubc.ca/vancouver/transportation-planning/u-pass-compass-card">http://planning.ubc.ca/vancouver/transportation-planning/u-pass-compass-card</a>  Manage your UPass Account: <a href="https://upassbc.translink.ca/">https://upassbc.translink.ca/</a>
5	Get/Check/add value to your UBC Student Card	UBC Card website	Go to: <a href="http://ubccard.ubc.ca/">http://ubccard.ubc.ca/</a>  To obtain your UBC card: <a href="http://ubccard.ubc.ca/obtaining-a-ubccard/students">http://ubccard.ubc.ca/obtaining-a-ubccard/students</a>

6	Call somebody about an emergency	The Relevant Department	<p>Fire, Police, Ambulance 911</p> <p>Campus Security 604-822-2222</p> <p>Poison Control Centre 1-800-567-8911</p> <p>UBC Hospital Urgent Care 604-822-7222</p> <p>Non-Emergency Ambulance 604-872-5151</p> <p>Campus Fire Department 604-665-6010</p> <p>RCMP - UBC Detachment 604-224-1322</p> <p>Student Health Services 604-822-7011</p> <p>UBC Counselling Services 604-822-3811</p> <p>AMS Sexual Assault Support 604-827-5180</p>
<b>Living in SJC</b>			
1	Make an enquiry about your SJC membership, residence assignments	Olivia	<p>Email: <a href="mailto:sjc.membership@ubc.ca">sjc.membership@ubc.ca</a></p> <p>Phone: 604.822.8790</p>
2	Make an enquiry about SJC events; book an SJC space for events (i.e., language classes) or private events.	Stacy	<p>Email: <a href="mailto:sjc.events@ubc.ca">sjc.events@ubc.ca</a></p> <p>See the SJC website for a calendar of the room bookings at SJC.</p>
3	Ask a question about St. John's College residence contract, residence assignments, rates and payments contact	Student Housing and Hospitality Services (SHHS)	<p>Go To Website: <a href="http://www.housing.ubc.ca">www.housing.ubc.ca</a></p> <p>Email: <a href="mailto:yearround@housing.ubc.ca">yearround@housing.ubc.ca</a></p> <p>Phone: 604.822.4411</p>
4	Collect Your Mail / Make a special arrangement pertaining to your mail	Alice	<p>Mail is delivered to SJC by UBC Campus Mailing Services on weekdays and is usually sorted into residents' mailboxes by noon.</p> <p>If you receive a package that is too large to fit into your mailbox, you will receive a note in the mailbox</p>

			<p>alerting you that a package has arrived. Bring the note to the office to retrieve your package. Only you can collect your package/mail. You can authorize another resident to collect your package/mail on your behalf if you send an email to Alice at <a href="mailto:sjc.reception@ubc.ca">sjc.reception@ubc.ca</a> authorizing another resident to pick up your mail.</p> <p>The Office will gladly sign for any courier packages that do not require payment upon arrival. Please note that the office can only accept C.O.D. deliveries if you have left the payment at the Front Desk in advance. Please contact the Receptionist, Alice Lam, if you need to make any special arrangements.</p>
5	Give Somebody Your SJC Address (e.g. for mail)	N.A.	[Your Name] [#Your Room Number], St. John's College 2111 Lower Mall Vancouver, BC V6T 1Z4
6	Make a Maintenance Request	Student Housing and Hospitality Services (SHHS) / Marine Drive Front Desk	<p>If something is broken in your room, Fill out a maintenance request with Student Housing and Hospitality Services (SHHS) at: <a href="https://secure.housing.ubc.ca/">https://secure.housing.ubc.ca/</a></p> <p>For other SJC maintenance requests, contact the Marine Drive front desk (604-822-7232), 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.</p> <p>For a broken washer or dryer, contact Coinamatic at 1-800-561-1972. They will need you to provide the address, as well as the 6 digit machine number (it can be found at the back of the machine). Or you can file an online request for service here: <a href="http://www.coinamatic.com/residents/request_service/">http://www.coinamatic.com/residents/request_service/</a></p>
7	Get/Reload a Laundry SmartCard		<p>Get a SmartCity card from the Marine Drive Commonsblock (\$5).</p> <p>Add money to the card using the machine near the front office, or at the Marine Drive Commonsblock.</p>

8	Host a party or gathering in SJC		<p>You can host a party/gathering of residents and guests in appropriate spaces in SJC.</p> <p>As common rooms are available to all residents and guests of the College evenings and weekends, unless booked for an outside event, they generally cannot be “booked” for exclusive, private events. If you would like to host a gathering with your guests, it may be wise to send an email to the SJC community to inform, or better yet, invite them to your party. Take care to minimize any noise, inconvenience or discomfort to your fellow residents.</p>
9	Send a mail to the SJC community	SJC Mailing List	<p>[sjc-news] is intended primarily to be 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 <a href="mailto:sjc-news@lists.ubc.ca">sjc-news@lists.ubc.ca</a></p> <p>You should be automatically added to the sjc-news Mailing List, if not please contact <a href="mailto:sjc.membership@ubc.ca">sjc.membership@ubc.ca</a> or <a href="mailto:sjc.events@ubc.ca">sjc.events@ubc.ca</a>.</p> <p>To unsubscribe from sjc-news, send an email to <a href="mailto:listserv@lists.ubc.ca">listserv@lists.ubc.ca</a> with "unsubscribe sjc-news" in the body (not the subject) of the email message.</p>
10	Apply for “Absence for Academic Reasons”	SJC Principal	<p>Download and Submit the form to Alice at the SJC Office:  <a href="http://stjohns.ubc.ca/files/2012/01/LOA-Notice.pdf">http://stjohns.ubc.ca/files/2012/01/LOA-Notice.pdf</a></p>
11	Resolve a Conflict between A Resident and You	Fellow Residents, SJC Residents’ Council; SJC Principal	<p>“Should issues arise between residents, the College encourages discussion between those involved in order to arrive at a mutually-agreeable solution. Should such discussions between the directly-affected residents prove unsuccessful, the Principal will facilitate a conflict resolution process which may involve individual and/or joint meetings with the affected residents, and will determine the most appropriate resolution.” (SJC Contract)</p>
12	Bring a Guest		<p>You may bring guests into the College, e.g. for dinner.</p> <p>You are responsible for the behaviour of all of your</p>

			and/or your Spouse's guests in your accommodation and the Residential Property. Persons under 19 years of age are not permitted to visit overnight at the College. You should ensure that your guests respect the comfort and safety of your fellow residents, and the security and cleanliness of the College.
13	Host A Guest in My Room /Rent a Cot	Alice	<p>If you would like to host a guest in your room for up to 7 days, rollaway cots are available for rental. A deposit of \$20 is required; the cost is \$2 per day (\$5 for the weekend). Cots can be signed out and returned to the SJC Main office during office hours only. To reserve a cot, contact the Guest Room Coordinator, Alice Lam, as early as you can due to limited availability.</p> <p>No guest can stay in the College for more than 7 days in any 30 day period without the Principal's written permission. Guests under the age of 19 are not allowed to stay overnight in the college. You must be staying at your accommodation together with any guests that are present.</p>
<b>Eating in SJC</b>			
1	Eat	N.A.	<p>Your SJC Meal Plan provides you</p> <ul style="list-style-type: none"> <li>- Breakfast: 7:30-9:30 am (Mondays to Fridays)</li> <li>- Dinner: 6.15 – 7:45 pm (Sundays to Thursdays)</li> </ul> <p>Please note these pointers from the kitchen:</p> <ol style="list-style-type: none"> <li>1. At breakfast, residents can take only ONE piece of fruit each.</li> <li>2. At dinner residents can EITHER have one piece of cake OR one piece of fruit for desert, not both. Residents can only have ONE plate of salad. There is no refill</li> <li>3. If residents want our dinner packaged because they don't have time to be there, the food-containers have to be placed ON THE GLASS COUNTER in the serving area <b>by 4:30 pm</b> otherwise they will not get filled. The containers have to be labelled with the resident's NAME, ROOM NUMBER, and</li> </ol>

			<p>vegetarian, a note saying so. Please ensure the labels are securely taped to the container and will not fall off.</p> <ol style="list-style-type: none"> <li>4. After dinner, the trays have to be returned to the tray rack at 8:15pm AT THE LATEST.</li> <li>5. Residents can NOT take dishes out of the dining hall. If residents want to take food to our room, residents have to bring their own dishes.</li> </ol> <p>On other days, and for lunch, feel free to use our three common kitchens to cook your own meals Or go out (preferably with other residents) to any of these nearby chow places: <a href="http://www.food.ubc.ca/places-to-eat/">http://www.food.ubc.ca/places-to-eat/</a></p>
2	Pack your scheduled dinner (if you cannot be present for dinner)	Servery Helper	<p>Method 1: Leave a container with a label with your name and room number on it on the Servery counter (top) by 4:30 pm on the day itself. Indicate "Vegetarian" as well if applicable.</p> <p>Method 2: Ask a fellow resident to pack for you</p> <p>Be sure to pick up your container when you return and put it in refrigeration so it stays at optimal freshness!</p>
3	Take your breakfast/dinner away	N.A.	<p>We would prefer that you have dinner with us as that is part of the SJC communal experience. If you must take your dinner to go, use your own containers. Servery dishes are for use in the dining hall only – please do not remove them.</p>
4	Pack Leftovers for lunch the next day		<p>You may take leftovers away in a container. But please do not take extra food during your first serving - we have to ensure there is enough food for all residents. Please do not serve yourself salad or breakfast food directly into containers.</p>
5	Invite guest(s) for dinner	Chef Clarence	<p>You can bring guests for dinner using vouchers (one per guest), IF and ONLY IF, you notify Chef via email by 2:00 pm one day before (<a href="mailto:sjc.chef@ubc.ca">sjc.chef@ubc.ca</a> ). Dinner is prepared based on the expected number of diners.</p>

6	Miss a scheduled meal and get a voucher	Chef Clarence	If you have to miss a scheduled meal, you can apply for a voucher in lieu of this missed meal. Get empty voucher forms in the mail room. Fill one out and put it in the voucher box (on the wall facing the entrance to the server) before 2 pm on the preceding business day. The chef will stamp it and put it in your mailbox. These vouchers can be redeemed for future meals for yourself or your guests.
<b>Getting Around/ Getting Stuff/ Getting Some Fun</b>			
1	Find Bus Arrival Timings at a bus stop	Translink	Text Bus Stop number to 33333 . You will receive a text message with the bus arrival timings of the buses that serve the bus-stop
2	Buy/sell secondhand stuff	People Online	Vancouver Craigslist - <a href="http://vancouver.craigslist.ca/">http://vancouver.craigslist.ca/</a> UBC Secondhand (Facebook group) - <a href="https://www.facebook.com/groups/157887474411667/">https://www.facebook.com/groups/157887474411667/</a> UBC Buying and Selling Items (Facebook group) - <a href="https://www.facebook.com/groups/ubcbuyandsellitems/?fref=ts">https://www.facebook.com/groups/ubcbuyandsellitems/?fref=ts</a> UBC Marketplace (Facebook group) - <a href="https://www.facebook.com/groups/714190405260997/?fref=ts">https://www.facebook.com/groups/714190405260997/?fref=ts</a> Send a request through SJC News – <a href="mailto:sjc-news@lists.ubc.ca">sjc-news@lists.ubc.ca</a>
3	Respond to a Fire Alarm	N.A.	Should the fire alarm bells ring, please evacuate the building immediately. Do not use the elevator. The designated meeting area is the north side of the College (open space facing University Boulevard and Place Vanier). Please note that periodic fire drills are arranged by the Office, and, as per the Fire Department's instructions, advance notice is not given for fire drills.
4	Get some physical exercise or outdoors recreation	UBC Recreation Centre	Explore the Rec Centre website: <a href="http://www.recreation.ubc.ca/">http://www.recreation.ubc.ca/</a>
5	Go Swimming	Aquatic Centre	Check out Swim Timings Schedule at the Aquatic Centre Drop-in website: <a href="http://www.recreation.ubc.ca/aquatics/aquatics-drop-in/">http://www.recreation.ubc.ca/aquatics/aquatics-drop-in/</a>

6	Go Ice-skating	Rec Centre	Check Out Ice Drop-In Timings at the Rec Centre website: <a href="http://www.recreation.ubc.ca/ice/ice-drop-in/">http://www.recreation.ubc.ca/ice/ice-drop-in/</a>
7	Find Great Food In Vancouver	Zoe	Check out this awesome list of food places around Vancouver painstakingly researched, compiled and recommended by our fellow resident, Zoe Lam: <a href="https://docs.google.com/spreadsheets/d/1CPB5veEVSvmFJfI3VnGOnagFvSxXSTnLbXub4o6wgU/edit?pli=1#gid=0">https://docs.google.com/spreadsheets/d/1CPB5veEVSvmFJfI3VnGOnagFvSxXSTnLbXub4o6wgU/edit?pli=1#gid=0</a>



**Restrictions on Alcohol Consumption in SJC/UBC (Quick Reference)**

- British Columbia and UBC have strict rules on the consumption of alcohol within campus (See UBC Policy 13)
- Only areas 6-9 below are licensed
  - o SJC can officially sell and serve alcohol in them
  - o The alcohol SJC sells can only be consumed in these areas
  - o Alcohol purchased from outside cannot be consumed in these areas
- You can consume your own alcohol in areas 1-5 below

S/N	PLACE	CONSUMPTION OF ALCOHOL PURCHASED OUTSIDE SJC?	CONSUMPTION OF ALCOHOL PURCHASED FROM SJC DINING SOCIETY/BY SJC?
1	Your Own Room	YES	NO
2	Common Kitchen (2 <sup>nd</sup> Floor), Clocktower Kitchen (2 <sup>nd</sup> Floor), Smaller Common Kitchen (1 <sup>st</sup> Floor)	YES	NO
3	Patio (3 <sup>rd</sup> floor)	YES	NO
4	Small Piano Room (1 <sup>st</sup> Floor)	YES	NO
5	Alumni Hall & Gallery (1 <sup>st</sup> Floor)	YES	NO
6	DINING HALL (LICENSED)	NO	YES
7	FAIRMONT SOCIAL LOUNGE (LICENSED)	NO	YES
8	LECTURE HALL (LICENSED)	NO	YES
9	SEMINAR ROOM (2166) (LICENSED)	NO	YES
10	Corridors/Open Areas adjacent or external to the licensed spaces	NO	NO
11	Courtyard	NO	NO

Events hosted by UBC Departments with restricted invitations and numbers can apply for license exemption. Alcohol consumption at areas 6 to 11 is allowed for such "License-Exempt Events". For the policies and laws governing the consumption of alcohol in UBC – please see UBC Policy 13 (<http://universitycounsel.ubc.ca/files/2014/06/policy13.pdf>)

**“Commons” – Things We Share to Care in SJC**

- The following items are collectively owned by SJC. You may borrow but please return after you have borrowed any of these for temporary usage. Avoid leaving them in your own room or somewhere else.
- Items that are simply lying around are not simply free for the taking – somebody might have left it there accidentally or temporarily – Don't assume it's left there for taking or sharing
- If you want to leave your personal item in a common space/area without sharing, please label it with your name and room number. This applies especially to foodstuffs left in the common kitchen fridges and cupboards.
- If you'd like to invite residents to take or share items like food, please indicate clearly through signs and labels, or inform residents through a friendly email.

S/N	Place	Common Items
1	Common Kitchens	<p>You may leave items in the cabinets, refrigerators, and freezers but please be considerate with the amount of space you use.</p> <p>Unlabelled food anywhere in the kitchen is shared. If you don't want to share it, label your food with your name and room #.</p> <p>Pots, pans and cutlery are for communal use, but do not take these away. Teflon pans and induction cookware require special care.</p> <p>Please do not leave the stoves, microwave ovens unattended when they are turned on.</p> <p>Please leave the kitchen in a cleaner state than when you arrived.</p>
2	3 <sup>rd</sup> floor Patio	<p>BBQ Grill. Please do not leave it unattended when on. Please clean and cover after use.</p>
3	Social Lounge	<p>Table-tennis (pingpong) table – sometimes in the Dining Hall</p> <p>Piano</p>
4	Small Piano Room	<p>Assorted sports equipment; Foosball table</p> <p>Small Piano</p>

5	Under the 1 <sup>st</sup> floor staircase near the SJC main entrance	Sports equipment – balls, goalposts
6	TV Room	Board games and DVDs  Party Supplies, Decorations, Costumes, Silly Hats (locked in the cupboard; key with Social Committee)  Camping Equipment (locked in the cupboard; Key with Sports Committee)
7	2 <sup>nd</sup> Floor Study Rooms	Books of all genres
8	AV Room	AV equipment - Ask Office
9	Laundry Rooms	Washing Machines/Dryers – Please collect your clothes promptly after they are done so as to make the machines available for residents.  Cleaning Equipment (vacuums) – Please sign out on the sheet provided and return after use.  Steam iron & ironing board

### SJC Vocabulary

- “DOLLY”/ “TROLLEY” refers to a small push-cart that we carry heavy items around on.
- “CLOCKTOWER”: always means the SJC Clocktower, never the UBC Ladner Clocktower.
- “POTLUCK”: A feast where each guest brings a dish and everyone shares.
- “BRUNCH” (from “breakfast+lunch”): A large, late breakfast, often on weekends.
- “BYOB” (from “Bring your own {beer, booze, bottle}”): Refers to a meal or party where alcohol is welcome but not provided.
- “BBQ” (from “barbecue”): An outdoor meal where meats and other foods are grilled.
- “OBO”
  - “on behalf of”, used by an individual speaking for a committee or organization.
  - “or best offer”, when someone selling an item is willing to sell it for less than their original price.
- “RSVP” is a request for a response and means advising the organizer of an event if you will be attending or not attending so they may plan an event accordingly.

Maps

