



St. John's College UBC

聖約翰學院

The World Around Our Table



Resident Handbook

September 2018

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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 11 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 our Associate Principal, Dr. Chris Lee chris.lee@ubc.ca.

PRINCIPAL'S WELCOME



Dear Fellows of St. John's College:

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 Johannians, these alumni have kept alive a powerful spirit of camaraderie and selfless devotion to a greater good.

Last year, as we celebrated the 20th anniversary of the founding of St. John's College UBC, we gathered to look back at two decades of challenges and triumphs and what we have done and overcome together. Having had the honour of being affiliated with SJC for half its history, I have personally been privileged over the last decade to have witnessed our own alumni grow over a thousand and to see their impact on the larger world.

I hope that each and all of you will have the privilege of feeling the strength of the Johannian Spirit that is our precious inheritance from our Founders.

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 have fun, work hard, and make the time to get to know each other, and 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 balance 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



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

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.

Dr. Chris Lee, Associate Principal, Community Outreach



Chris grew up in the Vancouver area and went to high school on the North Shore. He graduated from the Honours English Program at UBC and also a studied of critical theory and Asian American Studies at the University of California, Irvine. From the West Coast of Canada he moved to the East Coast of the United States to attend graduate school at Brown University. Before writing his dissertation, he spent a year in Beijing taking classes and doing research. He returned to Vancouver in 2006 and took up an appointment as Assistant Professor of English at UBC in 2007. Chris has been a Faculty Fellow of the College since 2007. Chris' areas of research include Asian North American literatures and cultures, American Studies (with a focus on race/ethnicity and transnationalism), critical and literary theory (especially the Frankfurt School) and aesthetic philosophy. He is also the Director of UBC's new Asian Canadian and Asian Migration Studies Program. Chris was awarded the 2015 UBC Killam Research Prize recognizing outstanding research and scholarly contributions.

Dr. Ian Okabe, Assistant Principal, Alumni Engagement

Ian was appointed Assistant Principal for Alumni Engagement in 2012. He is a familiar face to many of our alumni, having lived at the College several times over the years. Ian was born in Calgary, Alberta but grew up in the suburbs of Vancouver. He has lived across Canada, and attended universities in both Canada and the United States. Both his Honours Bachelor of Science and Ph.D. are in Geography from the University of British Columbia. His research specialty is climate diagnostics which he applied to discover the North American Monsoon. Ian taught at the University of the Fraser Valley for a decade and recently retired as Head of the Weather Centre for British Columbia and Yukon.

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 actively 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 an integral role in the creation of our rich, diverse, international community. Please visit the community section of the SJC website for the names of all our Fellows.

STAFF

Stacy Barber, Office Manager

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

E-mail stacy.barber@ubc.ca

Telephone 604-822-8791

Olivia Gomez, Membership Coordinator

Olivia handles applications for residential membership in the College and supports the Membership and Academic committees. She works closely with Student Housing and Hospitality to coordinate residents' contracts, room assignments, arrivals and departures.

E-mail sjc.membership@ubc.ca

Telephone 604-822-8790

Alice Lam, Receptionist/Guest Room Coordinator

Alice is the receptionist for St. John's College and coordinates all Guest Room bookings. Alice sorts and delivers residents' mail, receives parcels and other deliveries, and handles general enquiries.

E-mail sjc.reception@ubc.ca

Telephone 604-822-6522

Sarah Ling, Academic Project Manager – Indigenous Focus

Sarah manages, implements, and administers academic projects and programs, with a focus on Indigenous as well as Asian Canadian topics.

E-mail sarah.ling@ubc.ca

Clarence Tay, Chef, SJC Culinary Service

Chef Clarence is responsible for all food service at St. John's College, including the resident meal plan and event catering. He manages the kitchen and supervises the Dining Society's kitchen and service staff.

E-mail sjc.chef@ubc.ca

Telephone 604-822-5857

Joanna Yang, Finance & Academic Manager

Joanna manages, implements, and administers the organizational activities of academic project and oversees the budget and financials of St. John's College.

E-mail joanna.yang@ubc.ca

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; its membership is drawn from both Junior Fellows and Faculty Fellows.

EVENTS

The entire college comes together several times throughout the year for formal dinners that showcase the Chef's skill and creativity. Some event invitations will require a reply (RSVP); this is necessary to ensure sufficient seating, food, etc., and may have a suggested (not compulsory) dress code.

MEDIA AND COMMUNICATIONS

For enquiries regarding the College website, social media, and digital signage, contact the Office Manager (stacy.barber@ubc.ca).

Residents are welcome to submit items for the digital signage by completing the online submission form available on the SJC website under resident info.: <http://stjohns.ubc.ca/our-community/junior-fellows/resident-info/>.

The College also maintains several mailing lists (list-servs). 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 staff use non-opt-out lists to communicate information on official College events, programs, and notices (sjc-all).

The opt-out list, 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 sjc-news@lists.ubc.ca

All users of these lists are expected to comply with UBC's policies on use of information technology. If you have any difficulties with any mailing list, do not send a message to the list. Send command messages to listserv@lists.ubc.ca or contact Office Manager, Stacy Barber (stacy.barber@ubc.ca).

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 note in your mailbox alerting you that a package has arrived.

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 the Receptionist/Guest Room Coordinator, before making arrangements.

COT RENTALS

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 Receptionist/Guest Room Coordinator (sjc.reception@ubc.ca).

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 a meeting room (Fairmont Social Lounge, Seminar Room, and Lecture Hall) for a variety of activities. Rooms must be booked in advance. Please visit the resident info section on our website at <http://stjohns.ubc.ca/our-community/junior-fellows/resident-info/> for the booking procedure, or contact sjc.events@ubc.ca. All events at the College are subject to the approval of the Principal or designate.

MEMBERSHIP

St. John's College manages the College membership, including admissions, while UBC Student Housing and Hospitality Services manages residential contracts. Please contact sjc.membership@ubc.ca for all enquiries related to the SJC application process and room assignments.

GUEST ACCOMMODATION

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 Receptionist/Guest Room Coordinator at sjc.reception@ubc.ca or complete the online booking form on the College website: <http://stjohns.ubc.ca/home/guest-and-meeting-room/guest-accommodation/>.

STUDENT HOUSING AND HOSPITALITY SERVICES

The Department of Student Housing and Hospitality Services provides accommodation for more than 8,000 students, faculty and staff in the eight residence complexes that circle the Vancouver campus, as well as 1,700 students at UBC Okanagan. The SHHS Main Office is located in Building 6 of the Marine Drive complex. SHHS 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

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 SHHS Main Office for further information.

<http://vancouver.housing.ubc.ca/wp-content/uploads/2018/05/2018-19-SJC-Contract.pdf>

CONTRACT END DATE

You have accepted a contract ending August 24, 2019. Contract renewals will be sent to eligible College residents starting June 2019. **Residents not renewing their contract are required to vacate their room no later than 12:00 pm (noon) on August 24, 2019.**

CONTRACT CANCELLATION

If your program or position at UBC ends prior to August 24, 2019, 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, you must submit a request to cancel your contract on April 30 no later than February 28, 2019. Please use your SHHS 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 SHHS Main Office for further information.

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 are 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 SHHS Online Service Centre (<https://secure.housing.ubc.ca/>) and update your "Third Party Authorizations".

FEE PAYMENTS

Residents can pay their residence and Dining Society fees on-line at the Student Housing and Hospitality Services (SHHS) Online Service Centre. Residents can also pay their residence and Dining Society 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 Hospitality Services Main Office by the due date.

KEYS

You have been issued four keys: an Axxess fob or card, a room key, a mailbox key, and a BA-018 (Abloy) key. The Axxess fob allows entry through the main entrance doors with card readers. 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

Axxess fob: \$25

MAINTENANCE AND HOUSEKEEPING

If you notice something in your room is broken or not working, please submit a maintenance request using the SHHS 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 up to two weeks to complete.

For maintenance requests for common areas, please contact the Marine Drive Front Desk. 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!

SHHS 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 SHHS 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, please complete an on-line request and 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 SHHS Online Service Centre. UBC Parking Services operates the Marine Drive-Lot and the West Parkade. Please see www.parking.ubc.ca/ for more information.

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

SAFETY AND SECURITY

EMERGENCY TELEPHONE NUMBERS

FIRE, POLICE, AMBULANCE	911
HAZARDOUS MATERIALS RESPONSE	911
CAMPUS SECURITY	604-822-2222
POISON CONTROL CENTRE	1-800-567-8911
UBC HOSPITAL URGENT CARE DEPARTMENT	604-822-7222

NON-EMERGENCY TELEPHONE NUMBERS

AMBULANCE	604-872-5151
CAMPUS FIRE DEPARTMENT	604-665-6010
RCMP - UBC DETACHMENT	604-224-1322
STUDENT HEALTH SERVICES (MON, TUES, WED, FRI 8 AM - 4 PM / THURS 9 AM - 4 PM)	604-822-7011
UBC COUNSELLING SERVICES	604-822-3811
AMS SEXUAL ASSAULT SUPPORT CENTRE	604-827-5180

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.

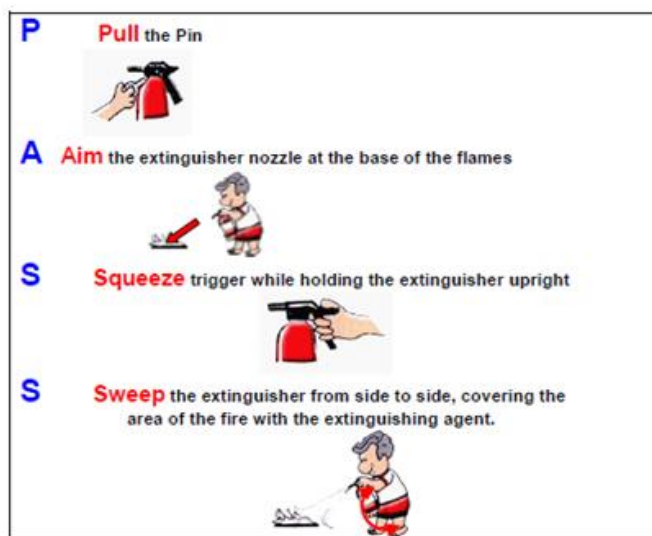
DO NOT USE THE ELEVATORS

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 <http://security.ubc.ca/content/personal-security> There are a number of resources available for residents on campus at night:

- AMS Safewalk Program – see <http://www.ams.ubc.ca/services/safewalk/>
- Campus Blue Phones – see <http://security.ubc.ca/content/campus-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. They are available to purchase at the SJC Administration Office or follow these tips to pack your own:

- Make it easy to carry and easy to grab quickly. A backpack or light gym bag are 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.

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), or the Seminar Room (2166), as these are licensed areas under the terms of the liquor license held by the 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: "beerpong," "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).

f) Residents may apply to host a licensed event in residence. Before organizing or hosting a licensed event in residence, contact the St. John's College Office to obtain information about and permission to obtain a Special Occasion License and review the provincial laws and residence rules and regulations related to the use of alcohol in residence. Licensed events are only permitted to occur in specific locations at St. John's College. At a residence event where alcohol is served or sold, the event organizer(s) will adhere to provincial laws, the University's rules, policies and procedures, and residence rules related to the use of alcohol including, without limitation, applying for the appropriate liquor license and complying with all obligations thereunder. All servers, paid and unpaid, must: (a) have received Serving It Right training, and

(b) provide upon request a copy of their Serving It Right certificate. Failure to adhere to the law and the rules, regulations, policies and procedures of the University, Student Housing and Hospitality Services and St. John's College governing the use of alcohol in residence may result in the function being terminated at once, the withdrawal of future party privileges, the suspension of further licensed events, and/or eviction from residence.

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 **concerning smoking, vaping, plants and storage) and does not come into effect until Federal Legislation comes into force on October 17, 2018.**

- 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

RESIDENT COMMITTEES

The following resident committees have recently been active:

- Academic Committee: Provides support and referrals for academic issues
- 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.
- Life Committee: Liaises between residents and the College administration and tries to improve the quality of College life by addressing concerns, issues and ideas related to life at SJC. Every resident is automatically part of the Life Committee.
- Living Memory Committee: The committee's goal is to strengthen the bond between St. John's University and St. John's College.
- 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 (1081) 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; in the designated bicycle rooms (1022, 1034 and 1152); or in your room. As space in the bicycle rooms 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 <http://www.recycle.ubc.ca/recycling.htm>

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: <http://www.recycle.ubc.ca/compost.htm>

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: <http://www.recycle.ubc.ca/ewaste.htm>

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: \$0.60

15 minute dryer top up: \$0.35 (top up must be added before the dryer cycle ends)

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 two pianos available for residents' use. There is a Yamaha baby grand in the Social Lounge and a Yamaha upright in the Small Piano Room (2169). 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). Usage of the room is currently being decide.

STUDY ROOM

The quiet study room is (2080).

STORAGE

The College has very limited room available for residents' storage. The resident storage rooms are Rooms 2163 and 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.** Your common area key provides access to Room 2163. 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. 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/>
- Telephone: 604-822-2008; 8:00 a.m. - 9:00 p.m., Monday to Thursday and 8:00 a.m. - 4:30 p.m., Friday (Winter Session); 8:00 a.m. - 4:30 p.m., Monday to Friday (Summer Session)
- In Person: Walter C. Koerner Library, 1958 Main Mall; 10:00 a.m. – 6:00 p.m., Monday to Friday (Winter Session); 11:00 a.m. – 3:00 p.m., Monday to Friday (Summer Session)

TELEPHONE

To install a land line in your room, contact Shaw Communications at 1-888-472-2222 or see <http://www.shaw.ca/home-phone/> for information.

ENTERPHONE

The Enterphone system provides communication and entry control using a telephone for your visitors. The Enterphone system uses codes (not room numbers) for added security. Your visitor simply enters your **code** (not your room number) to call your room. Please contact the Membership Coordinator to receive the code for your room, sjc.membership@ubc.ca.

To use the enterphone, plug any telephone into the telephone jack in your room. (The enterphone system will work even if you do not have a land line.) A call from an exterior door

entrance can be identified by its distinctive double-ring. To permit visitor access to the building, press **6** on your touch-tone phone. To deny access, simply hang up.

CABLEVISION

Basic cable service is provided in all residential rooms at no additional charge. Contact Shaw Communications at 1-888-472-2222 or see <http://www.shaw.ca/television/> for information.

GUESTS

A resident's guest may be accommodated by the resident in her/his room for a maximum of 7 days in any 30-day period. 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.

A limited number of rollaway cots are available for rental from the SJC Main office. Cot rental is \$2/day (\$5/weekend) and a \$20 deposit is required. Failure to return the cot on time may result in forfeiture of your deposit. Please contact the Guest Room Coordinator for more information or to reserve a cot.

Visitors under the age of 19 may not stay in the College overnight.

ST. JOHN'S COLLEGE DINING SOCIETY

ABOUT THE SOCIETY

The St. John's Dining Society has existed since the founding of St. John's College (SJC) in 1997. It operates as registered non-profit society under the BC Society Act. When you are accepted as a resident of the College, you automatically become a paying member of the Dining Society, and are enrolled in the mandatory meal plan. The Dining Society's main purpose is to allow SJC to have its own food service independent of UBC Food Services.

Currently, the meal provider is SJC Culinary Services. The Board of Directors includes the SJC Principal, two representatives from the SJC Office, two resident representatives, and representative from SJC Culinary Service. The Board meets five times a year, which includes one general meeting in November, where you may elect resident representatives for the Board..

MEAL PLAN

The Dining Society provides residents with ten meals per week. Breakfast is served Monday through Friday, 7:30 - 9:30 am, and includes a daily selection of hot items, fresh baked goods, cereal, yogurt, cottage cheese, and hot and cold beverages. Dinner is served Sunday through Thursday, 6:15 - 7:45 pm and includes a regular or vegetarian entrée, vegetables, salad bar, fresh baked goods, dessert, and hot and cold beverages. The Dining Hall is licensed and beer and wine may be purchased with dinner.

MISSED MEALS AND CREDIT VOUCHERS

If you cannot come to the Dining Hall during dinner hours, you have several options.

If you wish to eat your dinner later, you can ask another resident to pick up your dinner. Be sure to give the kitchen staff one or two food containers labeled with your name and room number **before 4:00 pm** on the day you will be missing dinner. One container is needed for the main meal; please provide a second container if you want salad as well. **For your safety, your meal should be refrigerated immediately after pickup!**

If you are unable to locate a fellow resident to perform this task for you, you may call the kitchen to make other arrangements. Please bear in mind, however, that the kitchen staff are busy and it may not be possible to accommodate your request.

You may request a credit voucher for a missed dinner. Vouchers must be requested no later than **12:00 pm on the business day prior to the day** you will be missing dinner. (When requesting vouchers for dinner on Sunday and Monday, please remember that the previous business day is Friday.) Credit vouchers are not issued for missed breakfasts. Credit voucher application forms are available in the mailbox room, Dining Hall, and SJC Administration Office.

Credit vouchers will be put in your mail box at the end of week and they expire on year after the date issued.

MEAL PLAN MAINTENANCE

If you will be away from the College for two consecutive weeks or more within one calendar month, you may request the option of paying only a Dining Society Maintenance fee for that month. You are exempted from the food cost portion of the fee and pay only the Dining Society's labour costs for the month. The amount of the fee is reviewed periodically and is determined by the Dining Society. The meal plan is subject to GST. **You must submit your request at least one week prior to the beginning of the month in which you will be away,** stating clearly the dates you will be physically absent from the college.

If you choose the Dining Society Membership Only option, you are not eligible to eat any breakfasts or dinners in the Dining Hall on any days when you are in the College during that particular month. You must use meal tickets or credit vouchers for breakfast and dinner. You must also make reservations for dinner no later than **12:00 p.m. on the business day prior to the day.** To make a dinner reservation, call 604-822-5857 or e-mail sjc.chef@ubc.ca with your name, room number and choice of regular or vegetarian meal.

MEAL TICKETS

Meal tickets may be purchased from the SJC office.

- Faculty, community, or visitor dinner ticket \$20.00
- SJC resident, SJC alumni, graduate student or post-doctoral fellow dinner ticket \$17.00
- Breakfast ticket \$5.00

Prices include GST, and are subject to change. Purchasing a dinner ticket does not guarantee a meal, as meals must be pre-booked (see next section).

DINNER GUESTS

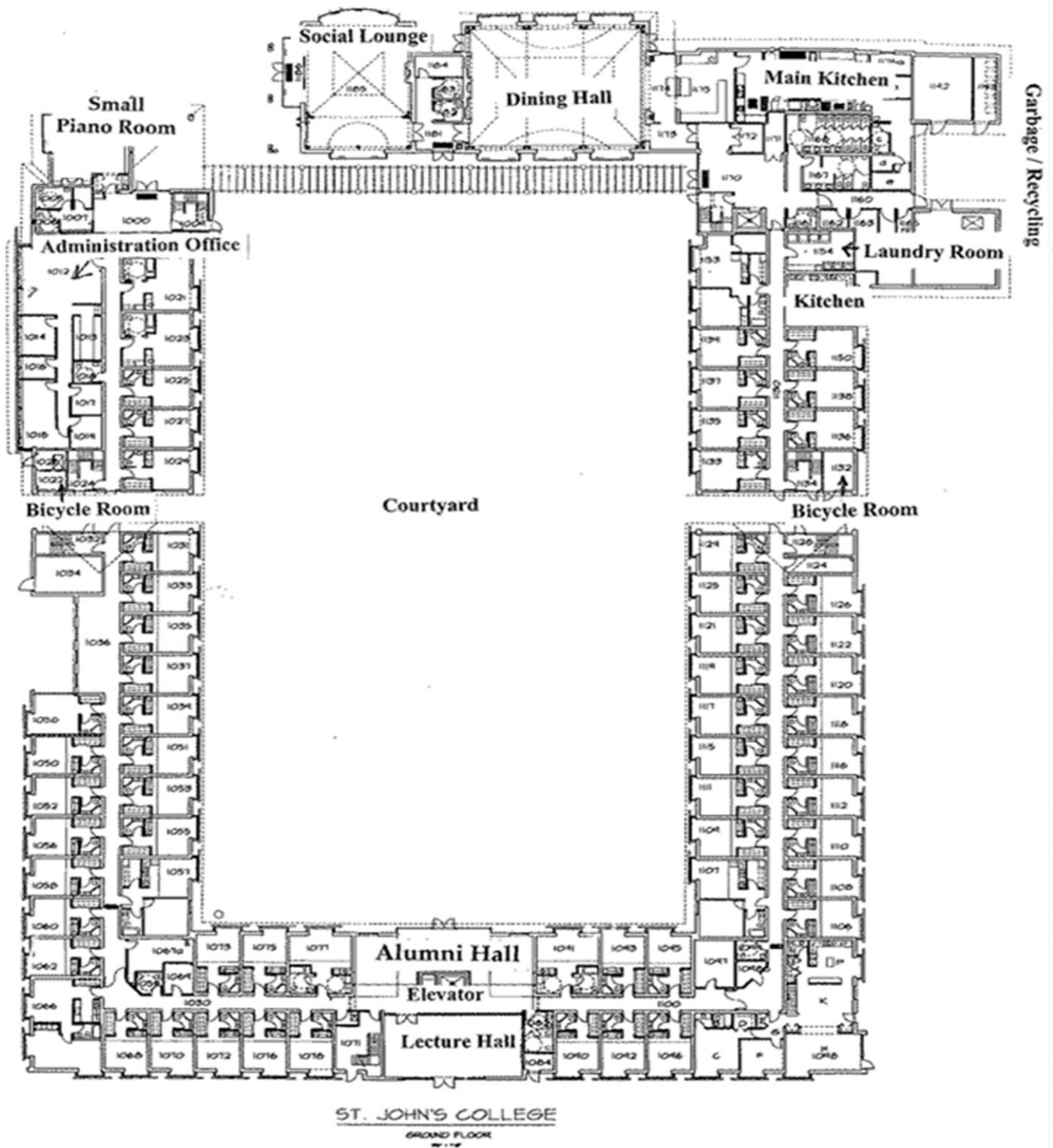
If you wish to bring a guest to dinner, you must make a reservation no later than **12:00 p.m. on the business day prior to the day** you wish to bring your guest. (When making dinner reservations for Sunday or Monday, please remember that the previous business day is Friday.) To make a dinner reservation, call 604-822-5857 or e-mail sjc.chef@ubc.ca with the following information:

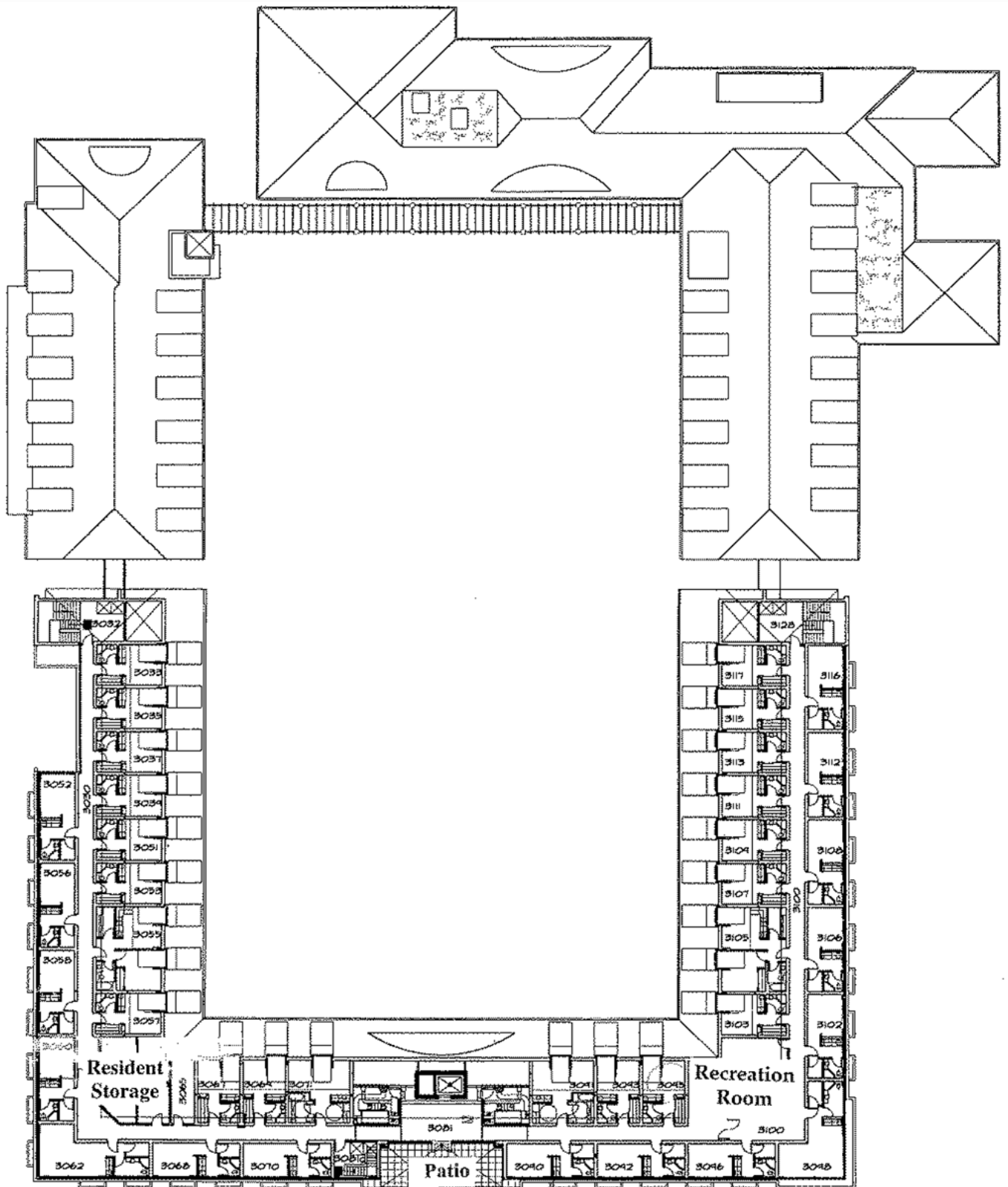
- Your name, room number, and date you wish to bring guest(s) for dinner
- Number of guests attending
- Number of regular and /or vegetarian meals

All guests must present a meal ticket or credit voucher to be served. Reservations are not required for breakfast guests.

CATERING

Catering provides necessary revenue for the financial stability of the Dining Society. All events held at St. John's College must be catered by the St. John's College Dining Society, including student events. For information on the Dining Society's catering menus and policies, please see our website.





ST. JOHN'S COLLEGE

THIRD FLOOR
1/4" = 1'-0"