

Welcome to the St. John's University Rome Campus!

Below you'll find some useful information regarding our campus. Please let us know if you have any questions and have a great trip!

GETTING TO CAMPUS

Our campus is conveniently located in the Prati district – two blocks from the Lepanto metro stop. You may reach our campus either by public transportation or by taxi. There is a St. John's flag above the entrance and a security guard will be right inside the door. Our on-site staff will be expecting your group. When you arrive, you'll receive your key/ID card and be asked to sign our student agreement.

Campus Address

St. John's University
Via Marcantonio Colonna 21A
Rome, Italy 00192

Public Transportation

Take the train "Leonardo Express" from the airport train station to Termini Station (€14). Then take Metro line A, direction Battistini to Lepanto Metro Stop (€1.50). The campus is about a 5-6 minute walk from there.

By Taxi

You can also take a taxi to campus which costs about €50. Driving directions: From Fiumicino, first proceed to Via Aurelia/SS1; Continue on Via Aurelia heading towards "Roma/Stazione" for about 16 km; Continue heading straight on Via Aurelia for around 3 more km (the name of the road will change several times finally becoming Viale Giulio Cesare; continue straight throughout); Make a slight left to remain on Viale Giulio Cesare; Make a right onto Via Lepanto and continue to Via Marcantonio Colonna. Estimated total travel time: 50 minutes.

ROME CAMPUS INFORMATION

AMENITIES

Furniture

Each room consists of a bed, wardrobe and desk for each student.

Linens

All students are provided with 1 top sheet, 1 bottom sheet, 1 wool blanket, 1 towel, and 1 pillowcase (and 1 pillow) upon arrival. Linens will not be laundered during your stay (Linen exchanges are provided only to long term semester and MA/MBA program students). Residents may launder their sheets in our coin operated washer and dryers.

Wireless Internet Access

Official St. John's University issued laptops automatically connect to the wireless server.

Personal non-St. John's University laptops and other wireless devices must be registered by Andrea Notarnicola, Coordinator of IT and Operations, in order to access the wireless server. Please note that if your group is arriving outside of normal business hours, you will need to wait until the next business day to have your laptop registered. You can, however, use the computers in the Computer Lab on the 2nd Floor and other common areas, such as classrooms in the meantime.

- Wireless internet can be accessed from anywhere on campus. THE WIRED NETWORK SOCKETS IN YOUR DORM ROOMS ARE NOT FUNCTIONAL.

Computer Lab (2st Floor) Room 215N - *open from 6am to 2am*

- Computer Lab Log-On Information:
 - SJU Students: Use the St. John's University username and password you would use on the New York Campus.
 - Visiting Students: Each student will be provided with a specific username and password which can be picked-up at the Security Desk
- Computer Lab Printing Policies:
Printing is for academic purposes only
Please be considerate when you print: conserve paper and ink

Kitchen

Shared kitchens that are equipped with stoves, refrigerators and microwaves are located on both the 3rd Floor and 4th Floor for your convenience (*Please read the Residence Rules and Regulations for the detailed Kitchen rules.*)

Laundry Room (Room 322 and 472)

- Laundry is 2€ to wash and 2€ to dry. Residents must purchase their own detergent.
- Avoid overloading the machines as the clothes will not come clean and it may cause damage to the machines.
- The laundry room is open from 7am to 10:30pm daily.

Common Areas with Microwaves and Refrigerators (3rd Floor & 4th Floor)

- Common Areas are open 24/7.
- Permanent markers and labels can be found next to the refrigerator. Please put your names and a date on any items you put in the refrigerator. Food that is unlabeled or stored improperly may be thrown out by SJU administrators.

Maintenance

- Maintenance requests can be mailed to maintenance.rome@stjohns.edu. For emergency conditions, please report problems immediately to the security guard.

Library (1st Floor) - open from 7AM to 1AM.

Television Lounge (1st Floor) - open 24 hours/day for residents

Courtyard (1st Floor) - open 24 hours/day for residents, no sunbathing allowed

CAMPUS ADMINISTRATION

Administrative Offices (2nd Floor)

- Generally, a staff member or graduate assistant is available Monday to Thursday from 9:30 AM to 6:00 PM and Fridays from 9:30AM to 5:00 PM (** offices closed on Fridays during summer sessions**).
- Assistance is provided for the following:
 - Laptop troubleshooting (with Rome campus)
 - Information about Rome and excursions
 - Other needs / issues

Resident Director and Resident Assistants (3rd and 4th floor)

- The Resident Director has an apartment in room in room 324 on the 3rd floor. The RD is available during business hours (Monday to Thursday from 9:30 AM to 6:00 PM and Fridays from 9:30AM to 5:00 PM) in office 208 for all questions and available 24/7 only for emergencies.
- Resident Assistants are located throughout the 3rd and 4th floors. The RA duty schedule and RA room locations can be found on the bulletin board between the 2nd and 3rd floor. RAs are on duty for general assistance between 6pm-11pm Monday through Friday and 9am-11pm Saturday and Sunday (RAs may have class Monday through Thursday, 7pm-9pm, and then are only available for emergencies). RAs are available Monday-Sunday, 11pm to 9am, for emergencies and lock-outs only. For emergency assistance outside of business hours residents can go to the Security desk on the 1st floor or call the Rome campus emergency cell (+39) 331 469 4745 (see SAFETY/EMERGENCY INFORMATION on page 4 for more details).

FACILITIES

Reception (2nd floor) Room 209 (across from elevator) – open Monday to Friday, 8:30am to 6:30pm

- All mail delivered to the school is kept in Reception.
- Residents are responsible for picking up their mail from the Reception office. St. John's University students and staff will receive an email from a Graduate Assistant when they have received a package, but not when they have received a letter. For all non-St. John's University program participants, a notification will be sent to the program leader. This program leader is responsible for communicating the package delivery information to their appropriate student.
- Should a package arrive that requires a delivery payment, the Graduate Assistant will email the recipient or group leader to communicate the cost. The package courier will return within the next 24 to 48 hours to redeliver the package, so it is imperative that the recipient leave the appropriate amount (courier and delivery personnel do not make change so please leave the exact amount required) at the security desk so that when the package is delivered a second time, St. John's can pay the required delivery fee and accept the package.
- Residents are welcome to check at Reception directly for their mail any time. **St. John's University, Rome Campus, will hold all unclaimed mail for you for one (1) semester following your departure from the Rome Campus at the end of your program. After such time, all mail and packages will be discarded.**

Security Desk (entrance first floor)

- A security guard is stationed at the security desk 24/7. Please note that the security guard may be away from the desk for up to 5 minutes at a time to attend to another matter, but generally, is always at the desk. Please see the security guard for any and all emergencies if an administrator cannot be located or if it is after business hours.
- All residents or authorized campus users must always present their SJU Rome ID card to the security guard every time they enter the building.

RESIDENCE RULES AND REGULATIONS

Alcohol and Drugs

Under no circumstance are drugs or alcohol allowed anywhere on St. John's University Rome campus property. This includes empty alcohol containers, drug paraphernalia or evidence of drug or alcohol use. Sanctions for violating this policy may include fines (\$100-\$300+), expulsion from the residence, expulsion from St. John's University, and/or legal sanctions.

Check-In/out

Room Condition Report (issued to residents whose stay is at least 5 weeks)

- The report notes any damage that existed prior to resident arrival.
- Damage found at the end of the term will be charged to residents.

Cleaning

Rooms are cleaned prior to arrival and upon departure but will not be cleaned during your stay. We have cleaning supplies available, should you need to clean your room.

Decorations

Residents must refrain from hanging any decorations on the walls or the doors. The use of tacks, nails, tape, glue, or tabs to hang items is strictly prohibited. Candles, incense, and other similar items are not allowed anywhere in the building. Clothing lines may not be hung inside rooms and/or strung across furniture.

Furniture

Furniture provided by the University may not be removed, dismantled, or otherwise altered. Furniture may not be moved between rooms. Residents will be billed for any missing and/or damaged furniture. Lounge furniture may not be removed from the lounge areas. Clothing lines may not be hung inside rooms and/or strung across furniture.

General Conduct

Residents and guests are expected to treat the facilities and each other with the utmost respect. Residents are expected to act maturely and responsibly at all times.

In-room Heating/Air Conditioning and lights

- Heat and air conditioning for each room can be controlled by a panel on the radiator/AC unit in each room. When using heating or AC, students are asked to keep the window closed. When opening a window, please turn off heat or AC to save energy.
- Students are asked to please turn off all lights when out of the room to save energy.

Kitchens (3rd and 4th Floor)

Kitchen rules

- The kitchen is for the use of all residents.
- The kitchens are open for use from 7am to 11pm daily.
- Permanent markers and labels can be found next to the refrigerators. Please put your names and a date on any items you put in the refrigerator. Every two weeks, all food will be discarded by the RD/RAs that: *is unnamed, without a date, has a date and has been in the refrigerator for more than 2 weeks and/or has expired (if it has an expiration date on it).*
- To use one of the kitchens, a resident must sign-out a 50 minute time slot at the security desk.
- The resident who signs-up to use that kitchen is responsible for retrieving that kitchen key from security, opening that kitchen, cleaning that kitchen after use, locking that kitchen, and returning that key within the allotted 50 minutes.
- Loss of a kitchen key is a \$100 fine.
- Each resident is allowed to reserve a kitchen in advance for two 50 minute periods. Also, for an additional three times, a student may go down to the security desk and check the kitchen reservation log and if a kitchen is free at the start of the hour, the student may use that kitchen for the next 50 minutes.
- No student is allowed to reserve and/or use either of the kitchens more than a combined total of 5 times per week.
- All residents who sign up to use a kitchen must check-in at the security desk before using that kitchen.
- It is each resident's responsibility to clean all dishes, pots and pans, cooking materials and the stove after use. Residents are also responsible for cleaning up any spills on the floor, table, and all other furniture.
- Students are responsible for providing their own eating materials (plates, forks, knives, spoons and cups).
- No cooking materials (pots, pans, cutting knives, cutting boards, large spoons, etc) may be removed from the kitchens.

- Failure to follow the kitchen rules and procedures will result in the suspension of one's kitchen privileges.

****PLEASE NOTE THAT REFRIGERATORS WILL BE CLEANED ONCE EVERY 4 TO 5 WEEKS. DURING CLEANING, ALL FOOD FOUND IN THE REFRIGERATOR AT THAT TIME WILL BE DISPOSED OF. ADVANCED NOTICE WILL BE PROVIDED BEFORE CLEANING. DO NOT LEAVE FOOD IN THE REFRIGERATOR DURING THIS PERIOD IF YOU DON'T WANT IT THROWN AWAY.****

Luggage Storage

- Please know we do not permit storage of luggage or any other personal effects anywhere on campus outside of the resident's assigned room. Non-residents are not permitted to store luggage or personal effects on campus at any time and residents cannot store luggage, after their program has ended, in their room or on campus.

Noise

Quiet Hours are from 11:00 PM to 8:00 AM

Excessive noise will not be tolerated.

Please avoid shouting, screaming, running, loud music, and other disruptive behavior.

Pets

Students and faculty, both residents and non-residents, and guests are prohibited from bringing animals, including pets, into the building.

Prohibited Items

Residents are prohibited from utilizing / possessing the following items in their rooms: hot plates, grills, refrigerators, microwaves, and other similar items. The use of sporting equipment within the building is also prohibited. These items are prohibited for both health and safety reasons.

Remote Key and Identification Card

- Rome Campus Remote Key: Allows Residents to access the building and enter their individual rooms. Residents must use the Remote Key to open the front doors of the building.
- Identification Card: All students must present their SJU Identification Card to the guard at the front desk before entering campus space.
- A resident should report a lost or stolen Remote Key or I.D. card immediately to the front desk guard, the Residence Director, or the Resident Assistants. Cost of Remote Key replacement is \$50 and I.D. card replacement is \$25.
- All Students are responsible for maintaining their own individual I.D. and Remote Key. All students must return their specific Remote Key that they were given upon their arrival in-person to the RD or Security Guard before their departure. Failure to do so will result in a \$100 fine.

Smoking

Smoking is prohibited on all St. John's University Rome campus property, including rooms, hallways, bathrooms, classrooms, courtyard, and the entranceway.

Unauthorized Areas:

Emergency Exits

Roof Structures

Visitation Policy

- Residents are allowed up to two (2) visitors at any given time. Visitors must sign in at the front desk by presenting a valid form of state-issued photo ID (passport, driver's license, etc). Resident ID cards will not be accepted as a valid form of ID.
- Guests may be signed in anytime between 7am and 11pm. All guests must leave by Midnight. No overnight guests are permitted.

Windows

- Please do not hang anything from your window sill or window safety bar. Do not put anything on your exterior window sill as items could potentially fall off and seriously injure a passerby below on the street or in the internal courtyard, causing severe personal or property damage.

For a complete guide of all SJU Residence Hall policies and procedures, please see the current SJU Residence Life Handbook: <http://www.stjohns.edu/student-life/queens-campus-life/residence-life/residence-life-handbook>.

SAFETY/EMERGENCY INFORMATION

Fire Safety Procedures

- For your safety, all stairway fire doors must be kept closed at all times.
- If the fire alarm sounds, the occupants of the building must evacuate the residence hall **IMMEDIATELY** unless they are unable because of hazardous surroundings. Note that the alarm only sounds if a fire has been discovered.

General Emergency Procedures

On Campus:

- If an emergency occurs on campus, contact the security guard at the desk. Security guards are professionally trained to help protect and assist residents in the event of an emergency.
- Or the Rome campus emergency cell (+39) 331 469 4745

Off Campus:

- Rome campus emergency cell (+39) 331 469 4745
- Front desk security (+39) 06 393 842 99
- SJU Public Safety in New York (+1) 718 990 5252
- Residents should only call an administrator or other emergency services only when life-threatening emergency situations exist. All non-threatening conditions should be handled during normal business hours.

Emergency Phone Numbers:

Rome Campus Emergency Cell:
(+39) 331 469 4745

Carabinieri: 112
Police: 113
Fire: 115
Ambulance: 118

NEIGHBORHOOD INFO

Banks / ATMS

- Deutsche Bank, Via Cola di Rienzo 93UniCredit Banca di Roma, Piazza Cola di Rienzo 80
- BNL, Via dei Gracchi 122

Fast Food / Pizza

- Vero, Via Marcantonio Colonna
- Mondo Arancina, Via Marcantonio Colonna
- Pizza Colonna, Via Marcantonio Colonna

Grocery Store

- Punto SMA, Piazza Cola dei Renzo 86
- PAM, Via dei Gracchi 139
- Castroni, Via Cola dei Renzo 196

Restaurants

- L'isola della Pizza, Via degli Scipioni 43
- Pastarito, Via Cola di Rienzo 18\
- Pizzeria l'Archetto, Via Germanico 105

Post Offices

- Roma 5, Via Virgilio 19
- Roma 29, Via Giuseppe Gioacchino Belli,

Pharmacy

- Farmacia Centrale di Gioacchino, Via Cola di Rienzo 124
- Farmacia, Via Cola di Rienzo 223

Public Transportation

Metro: Lepanto on Linea A, located at the corner of Via Marcantonio Colonna and Viale Giuglio Cesare

- Buses: 30/70/81/87/280 (Via Marcantonio Colonna), 81 (Piazza Cola di Rienzo)

Taxis

- There is a taxi stand located at Pizza Cavour and across the street from the school next to the bus stop.
- Taxi service call numbers:
 - 06-3570
 - 06-4994
 - 02-5353

Home Goods Store

- Risparmio Casa, Via dei Gracchi 217
- Kasanova, Via Fabio Massimo 11
- C'è Basetti, Via Fabio Massimo 22

Electronic Store

- Di Salvo, Via Sforza Pallavicini 12/14
- Telefonica, Via Fabio Massimo 97