



Via Marcantonio Colonna, 21A · 00192 Rome Italy
Tel: (39) 06 393 842 · Fax: (39) 06 393 842 00

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. Residents may launder their sheets in our coin operated washer and dryers.

Wireless Internet Access

- 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:
 - 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 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 9am to 11pm daily.

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

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

Courtyard (1st Floor)

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.
- Assistance is provided for the following:
 - Laptop troubleshooting (with Rome campus)
 - Other needs / issues

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

- The Resident Director has an apartment in room in room 407 on the 4th 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.
- 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).

RESIDENCE RULES AND REGULATIONS

Alcohol and Drugs

Under no circumstance are drugs or alcohol allowed anywhere on St. John's University Rome campus property. Sanctions for violating this policy may include fines (\$100-\$300+), expulsion from the residence, expulsion from St. John's University, and/or legal sanctions. **(Skidmore College will not pay these fines on behalf of students, nor can we intercede in regards to expulsion or sanctions.)**

Check-In/out

Room Condition Report

- 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.

Furniture

Furniture provided by the University may not be removed, dismantled, or otherwise altered. Residents will be billed for any missing and/or damaged furniture. Lounge furniture may not be removed from the lounge areas.

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. **(Skidmore College will not pay these fines on behalf of students.)**
- Each resident is allowed to reserve a kitchen in advance for two 50 minute periods. Also, for an additional two 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.

Noise

Quiet Hours are from 11:00 PM to 7:00 AM

Excessive noise will not be tolerated.

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

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. **(Skidmore College will not pay these fines on behalf of students.)**
- 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. **(Skidmore College will not pay these fines on behalf of students.)**

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.

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 (x99). Security guards are professionally trained to help protect and assist residents in the event of an emergency.
- Or the Rome campus emergency cell (+39) 335-617-5054

Off Campus:

- Rome campus emergency cell (+39) 335-617-5054
- Front desk security (+39) 06 393 842 99
- STJ 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:	+39-335-617-5054
Carabinieri (National Military Police):	112
Police:	113
Fire:	115
Ambulance:	118

NEIGHBORHOOD INFO

Banks / ATMS

- Deutsche Bank, Via Cola di Rienzo 93
- UniCredit Banca di Roma, Piazza Cola di Rienzo 80

Fast Food / Pizza

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

Grocery Store

- Billa (Coin), Via Cola di Rienzo 173

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

Public Transportation

- Metro: Lepanto on Linea A, located at the corner of Via Marcantonio Colonna
- Buses: 30 / 70 / 280 (Via Marcantonio Colonna), 81 (Piazza Cola di Rienzo)

Taxis

- There is a taxi stand located in Piazza Cola di Rienzo.
- You may also ask the Security Desk to call you a taxi.