Community | Engagement | Inclusive | Civility

Living at Hopkins
Guidebook 2018-2019
September 2018

Dear Residents,

On behalf of the Community Living Offices, we would like to welcome you to your new home. During your stay in the residence halls, you will be a part of an inclusive community that celebrates and highlights the diversity of our student body. We encourage you to take the time to get to know your neighbors, the staff within the offices of Community Living, and the student staff members in residence. Our student and professional staff members are here to support you and provide a secure environment in which you can experience meaningful opportunities for engagement.

We are committed to your success and strive to provide you with exceptional programs, services, and quality facilities. This guidebook is designed to serve as a reference tool for you while you are living on campus. You can use it to learn more about the programs, services, and facilities provided by the offices within Community Living that are at your disposal.

Please do not hesitate to visit any of our offices with questions or concerns. We hope to have the opportunity to meet many of you this year.

Once again, welcome to your new home and have a successful academic year!

Sincerely,

Roger Becks, Executive Director of Community Living
Allison Avolio, Director of Residential Life
Kerby Nelson, Director of Scheduling and Events
Ian Magowan, Senior Manager of Dining Programs

Revised 9/18/18
Mission, Vision, and Core Values of Community Living

MISSION
Our focus is on creating an inclusive and secure environment while providing exceptional programs, services, and quality facilities for our students and the community.

VISION
An unwavering commitment to student success, leadership, and meaningful opportunities for engagement.

CORE VALUES
- LEADERSHIP – OUR ACTIONS WILL INSPIRE OTHERS.
- INTEGRITY – ABOVE ALL WE WILL BE HONEST AND OPEN.
- RESPECT – ALL MEMBERS OF OUR COMMUNITY ARE TREATED FAIRLY.
- INCLUSIVITY – WE CELEBRATE AND EMPOWER OUR UNIQUE DIFFERENCES.
- COMMUNITY – WE ENCOURAGE EVERYONE’S CONTRIBUTION FOR COLLECTIVE GROWTH.
Johns Hopkins University Anti-Discrimination Policies

The University is committed to maintaining learning and working environments that are free from all forms of harassment and discrimination. Accordingly, harassment based on an individual’s sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristic is prohibited.

The University will not tolerate any type of prohibited discrimination, including, but not limited to, sexual harassment (which includes sexual misconduct), other types of discriminatory harassment, or retaliation in the workplace or educational environment, whether committed by faculty, staff, or students, or by visitors to Hopkins while they are on campus.

Each member of the community is responsible for fostering civility, for being familiar with applicable anti-discrimination policies, and for refraining from conduct that violates University anti-discrimination policies.

Questions or reports regarding discrimination, including under Title VI, Title IX, and Section 504, may be raised to the:

Office of Institutional Equity
Wyman Park Building
Suite 515
3400 N. Charles Street
Baltimore, MD 21218
(410) 516-8075
TTY: 410-516-6225

Complaints of sex discrimination may also be emailed to:
titleixcoordinator@jhu.edu

Please refer to the links below for the important full text of, as well as responsibilities, resources, and procedures available under, the University’s various anti-discrimination policies:

Sexual Misconduct Policy and Procedures:
http://sexualassault.jhu.edu/policies-laws

General Anti-Harassment Policy/Policy Against Discriminatory Harassment:

Other Equal Opportunity Policies:
http://oie.jhu.edu/policies-and-laws
### Community Living Directory

#### HOUSING SERVICES
- Housing Office: 410-516-7960
- Housing Facilities Office: 410-516-7962
- Off-Campus Housing Office: 410-516-7961
- Office of Dining Programs: 410-516-3383
- Scheduling & Event Services: 410-516-8209

#### RESIDENTIAL LIFE OFFICES
- Office of Residential Life (AMRs): 410-516-8283
- Office of Residential Life (McCoy, Bradford, & Rogers House): 410-516-3948
- Office of Residential Life (Charles Commons and Homewood): 410-516-0160
- Office of Residential Life (Wolman): 410-516-5416

#### MAINTENANCE EMERGENCIES
- Housing Facilities Office: 410-516-7962
- Security: 410-516-7777 (after hrs)

#### STUDENT EVENT AMBASSADORS
- Charles Commons: 410-516-0787
- Levering Monitor Desk: 410-516-8197

#### STUDENT SERVICES DIRECTORY
- A Place to Talk (APTT): 410-516-8278
- Academic Advising (Arts & Sciences): 410-516-8216
- Academic Advising (Engineering): 410-516-7395
- Army ROTC: 410-516-7474
- Athletic Center (Varsity): 410-516-7490
- Bookstore: 410-516-8317
- Campus Ministries: 410-516-1880
- Campus Security Office (Non-emergency): 410-516-4600
- Career Center: 410-516-8056
- Center for Social Concern: 410-516-4777
- Counseling Center: 410-516-8278
- Digital Media Center: 410-516-3817
- Homewood Emergency Response: 410-516-7777
- JHUnions: 410-516-8197
- Johns Hopkins I.T. Services: 410-516-HELP (4357)
- LGBTQ Life: 410-516-8730
- Milton S. Eisenhower Library: 410-516-8335
- New Student Orientation & First Year Experience: 410-516-4754
- News and Information: 410-516-7160
- Office of Dean of Student Life: 410-516-8208
- Office of Fraternity and Sorority Life: 410-516-0561
- Office of Multicultural Affairs: 410-516-8730
- Office of the Registrar: 410-516-8080
- Psychiatric or Health Emergencies: 410-516-7777
- Recreational Center (Intramural): 410-516-5229
- Security Escort Service: 410-516-8700
- Security Emergencies: 410-516-7777
- Student Accounts: 410-516-8158
- Student Leadership & Involvement: 410-516-8681
- Student Disability Services: 410-516-4720
- Student Employment: 410-516-8414
- Student Health and Wellness Center: 410-516-8270
- Women and Gender Resources: 410-516-8730
- Johns Hopkins Operator: 410-516-8000

#### BALTIMORE CITY DIRECTORY
- Fire Department: 410-516-7777
- City Police: 410-516-7777
- Ambulance Service: 410-516-7777
- MTA Bus Information: 410-539-5000

When on campus, contact the appropriate university office or your resident/community advisor before calling a city agency in an emergency.

If you must call a city agency first, please inform your resident/community advisor or Campus Security (410-516-4600 during office hours, 410-516-7777 after hours) as soon as possible after contacting the city agency.
# Residential Life Student Staff – Building/Room

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<tr>
<th>AMR I</th>
<th>AMR II</th>
<th>AMR III A</th>
<th>AMR III B</th>
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<td>Royce 105</td>
<td>Adams 107</td>
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<td>Gildersleeve 142</td>
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<td>Wilson 121</td>
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<td>Wood 122</td>
<td>Hollander 180</td>
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<td>Jennings 186</td>
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<td>Lazear 196</td>
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**WOLMAN HALL**
- West Tower: 217, 317, 417, 517, 617, 717

**MCCOY HALL**
- East Side: RA1E, RA2E, RA3E, RA4E, RA5E, RA6E
- West Side: RATerrace, RA1W, RA2W, RA3W, RA4W, RA5W, RA6W
- T07A & T07B: Community Advisors

**CHARLES COMMONS:**
- St. Paul Tower (East): 417, 517, 617, 717, 817, 917, 1017
- Charles Tower (West): 422, 622, 822, 1022, 1222

**BRADFORD APARTMENTS**
- 207, 408, 608, 808

**HOMEOOD APARTMENTS**
- 301, 430, 501, 630

**ROGERS HOUSE**
- 101
COMMUNITY LIVING

HOUSING OPERATIONS

Office Hours
8:30 AM - 5:00 PM | MONDAY - FRIDAY
Housing Office
Wolman 103 • 410-516-7960
confirmation@jhu.edu

Housing Facilities Office
Wolman 101 • 410-516-7962
requests@jhu.edu

Scheduling & Events Services
Levering 102 • 410-516-8209

Office of Dining Programs
AMR II Ground Level Offices • 410-516-3383
HopkinsDining@jhu.edu

MAILING ADDRESS FORMAT

Wolman & McCoy
Wolman # _ _ _ _
3339 N. Charles St.
Baltimore, MD 21218

Charles Commons
CC # _ _ _ _
3301 N. Charles St.
Baltimore, MD 21218

AMR I, AMR II, & AMR III A/B
AMR II # _ _ _ _
3510 N. Charles St.
Baltimore, MD 21218

Rogers House
Rogers House
3506 Greenway
Room# _ _ _ _
Baltimore, MD 21218

Bradford Apartments
Bradford Apts.
3301 St. Paul St.
Apt. # _ _ _ _
Baltimore, MD 21218

Homewood Apartments
Homewood Apts.
3003 N. Charles St.
Apt. # _ _ _ _
Baltimore, MD 21218

KEYS AND JCARD/ACCESS CARD

If you are having access problems with your JCard/Access Card, visit the Housing Facilities Office. Lost JCard/Access cards should be reported to Housing Facilities from 8:30 am – 5:00 pm, M – F and to Security at 410-516-7777 after business hours. For replacement JCards, please visit JCard Services (basement of Garland).

Please call or visit the Housing Facilities Office, Wolman Hall 101, with any questions about your keys or JCard/Access card.

Replacement Fees for Lost/Unreturned Items
- $15 - Mail Key
- $20 - JCard/Access card
- $125 - Lock Change

Lockouts
RAs/CA’s are available to assist residents with lockouts from 8:00 pm - 2:00 am.

THE HOUSING FACILITIES OFFICE
Signs out temporary keys and/or JCard to students with proper ID during business hours.

THE AMR II RESIDENTIAL LIFE OFFICE
During business hours, students who reside in the AMRs can visit the AMR II Residential Life office to have their door unlocked. If the keys are lost, students must report to the Housing Facilities office in Wolman Hall.

Security
Between 5:00pm - 8:00pm and after 2am, please contact Security at 410-516-7777 to assist with a lockout.
MAILROOM SERVICES

Wolman Mailroom

LOCATED ON THE TERRACE LEVEL OF WOLMAN HALL
Accepts packages for Wolman, McCoy, Rogers House and the Bradford Apartments.

UPS and USPS Shipping Service, fax service, postage stamps, boxes, and packaging supplies are available in the Wolman Hall mailroom. Payment options include check, money order and JCash.

Open M – F: 3:00pm–8:30pm
Saturdays: 11:00am–4:00pm during the academic year

Charles Commons Mailroom

LOCATED IN THE LOBBY OF THE CHARLES ST. TOWER
Accepts packages for Charles Commons and the Homewood Apartments.

Open M – F: 3:00 pm – 8:30 pm
Saturdays: 11:00 am – 4:00 pm

AMR II Mailroom

ADJACENT TO THE AMR II RESIDENTIAL LIFE OFFICE
Accepts packages for AMR I, AMR II and AMR III A & B residence halls.

Open M – F: 12:00 noon – 8:30 pm
Saturdays: 11:00 am – 4:00 pm

MAINTENANCE SERVICES

Call the Housing Facilities Office at 410-516-7962 with any maintenance questions or problems. You can also make non-emergency maintenance requests at our website: https://studentaffairs.jhu.edu/community-living/university-housing/facilities-services/

CALL SECURITY AT 410-516-7777 IF YOU HAVE AN AFTER-HOURS EMERGENCY MAINTENANCE/CUSTODIAL PROBLEM.

OFF-CAMPUS HOUSING

Rising sophomores and upperclassmen looking for an off-campus apartment or a roommate should contact the Off-Campus Housing Office in McCoy Hall on the terrace level.

Call 410-516-7961, visit https://studentaffairs.jhu.edu/community-living/offcampus/ or email offcampus@jhu.edu.

PARKING

Most street parking in the area is metered or limited hourly parking only. Students living in the residence halls are strongly discouraged from bringing cars to campus because they do not qualify for either a city or campus permit.

RESIDENTIAL LIFE OFFICES

McCoy, Rogers House, & Bradford Apartments
Office of Residential Life
McCoy 1st Floor
410-516-3948
Hours: 9:00 am - 5:00 pm

Homewood & Charles Commons
Office of Residential Life
Charles Commons 2nd floor
410-516-0160
Hours: 9:00 am - 5:00 pm

Wolman
Office of Residential Life
Wolman Hall, 1st Floor
410-516-5416
Hours: 9:00 am - 5:00 pm

AMR I, AMR II, & AMR III A/B
Office of Residential Life
AMR II
410-516-8283
Hours: 8:30 am - 5:00 pm
SUMMER HOUSING

Students interested in summer housing should call the Summer Housing Office at 410-516-3962 for information or visit: [https://studentaffairs.jhu.edu/community-living/university-housing/summer-housing/].

ONLINE HOUSING REGISTRATION WILL OPEN JANUARY.
Dining On Campus

Dining Programs offers a welcoming environment to meet your fellow Blue Jays while you dine on freshly prepared from scratch foods while expanding your community through a diversity of food and programming experiences. There are a variety of meal plans available, designed with convenience and value in mind.

For questions regarding dining programs or meal plans, please visit the Office of Dining Programs’ website at [https://studentaffairs.jhu.edu/community-living/dining-programs/meal-plans/].

THE CHARLES STREET MARKET AND CREPE STUDIO

Corner of 34th St. & Charles St.

Offering an expansive variety of convenient and hot, ready-to-eat items, the Charles Street Market (affectionately known as Char Mar) provides the campus community with unparalleled variety, convenience and quality. The Market offers specialty items like fresh produce (organic and conventional), Kosher foods, sushi, vegan and vegetarian items, gluten-free items and Halal products, all in an effort to cater to the needs of our diverse community. Crepe Studio provides great baked goods, crepes, flatbreads and coffee. The Market is open early each morning until late night seven days a week, and accepts cash, JCASH, Dining Dollars, credit and debit cards. Meal swipes are accepted through “Meals in a Minute” program at this location.

FRESH FOOD CAFÉ/FFC

AMR III

The Fresh Food Café (FFC) serves as our primary campus dining room. The all-you-care-to-eat format is available to all members of the University community. Open for breakfast, lunch and dinner during the week and for brunch and dinner on weekends, the Fresh Food Café offers a variety of stations providing everything from deli items, grilled items, salads, hot home-style favorites, pizza and global entrées, make-your-own waffles and omelets, ice cream, desserts and more. FFC is also home to Taam Tov, the University’s Kosher servery. Late night dining at the Fresh Food Café is also available from 9:00 pm to midnight, Sunday through Thursday.

NOLAN’S ON 33RD

Charles Commons:
3rd Floor of St. Paul Street tower

A state of the art dining facility equipped with plenty of comfortable furniture, a large two-sided fireplace, and outside patio for a comfortable home away from home feel. Nolan’s is an all-you-care—to-eat concept open from 5:00-9:00pm daily.

Check our dining website for more details at [https://studentaffairs.jhu.edu/community-living/dining-programs].

Dining Dollars, JCash, debit or credit cards are accepted at this location. Second-Year and Upperclassmen students have the option to use meal swipes at this dining facility.

COMMON SPACE RESERVATIONS

Looking for an event space? Registered and active student organizations who are doing an event/meeting on campus may reserve meeting spaces, general pool classrooms, and residence hall spaces by visiting the on-line reservation requests: [http://evetscheduling.jhu.edu]
Housing Facilities

MAINTENANCE & ENVIRONMENTAL SERVICES

A full staff of maintenance and custodial employees is assigned to keep the residence halls clean and well maintained. Any maintenance problems in the residential halls should be reported to the Housing Facilities Office at 410-516-7962. After office hours and on weekends, emergency maintenance service is available by calling Security at 410-516-7777. Emergencies include flooding, fire, and security issues. Non-emergency maintenance requests can be entered through our website: [http://housing6.res.jhu.edu/facilities/].

Maintenance work is prioritized so that emergency and urgent work will be accomplished first; consequently, the wait for minor repairs may be longer, especially in the busy months of September and October. It is important that you report problems as early in the day as possible in order to maximize response time.

EXTERMINATION SERVICES

Areas are monitored regularly and exterminators are on campus Monday, Tuesday and Thursday to handle specific requests. If your room requires service, contact the Housing Facilities Office at 410-516-7962 immediately. Residents attempting to rectify the problem themselves or ignoring it without reporting it will cause further infestation in both their unit and the surrounding units. This could create a serious health issue. In addition, any damage caused by unreported pests will be the resident’s responsibility.

It is expected that residents observe at least a minimal level of cleanliness. Non-refrigerated food should be stored in hard plastic, airtight containers. Dirty dishes and glasses, as well as used pots and pans should be washed immediately. Clothing should be kept in drawers and closets and not on the floor where pests can nest. Insects and rodents will only stay where they are being fed or housed. Your cooperation is essential if your unit is to remain pest-free. Remember to report any type of pest activity!

DECORATING/ALTERATIONS

You must adhere to the following guidelines in decorating and caring for your personal space.

You may not install equipment, make alterations, paint, or make repairs. You may not change or add to the existing shape of your room.

Transparent tape, adhesives, 3M poster strips or nails are not to be used on walls. Hooks and wires for hanging pictures from the molding in the room are available in the Housing Facilities Office, Room 101 Wolman Hall. Painter’s tape, pushpins, and tacks are permitted for hanging on walls.

For fire safety reasons, nothing may be attached to room ceilings or doors with the exception of one small message board on your door, which must be removed at move-out. Nothing can be draped from ceilings, i.e. lights, tapestries, etc.

DAMAGE CHARGES

The student is liable for damage to the premises caused by an act or omission of the student and student’s guest(s). Upon taking possession of the space, the student agrees to complete a Room Condition Report which reflects the condition of the room. A final inspection by a University staff member will occur after closedown to make the final vandalism/damage assessment. The student agrees to reimburse the University for damages and defacement of space he/she occupies during the term of their contract exclusive of normal wear. The room must be left in “broom clean” condition; failure to do so will result in a custodial cleaning charge.

Un-attributable common area damage will be calculated and deducted from a fund created from a percentage of room rental payments. Should vandalism exceed the funds available, the room rate will be raised the following year to compensate; on the other hand, any funds remaining after all damage has been paid will be invested in equipment or improvement to the quality of the residential facilities.

Keep in mind that if there is excessive and repetitive common area damage caused on a certain floor, residents of that floor will be charged for that damage.

No grades, transcripts or degrees shall be released until all the charges, including but not limited to damage charges, have been paid.

CONSTRUCTION

At any time, construction may take place in or around residential units. No adjustments will be made to any resident’s charges at any time based solely on that construction.
CABLE-READY TELEVISION

Call Bryan Fitzsimmons at 410-513-0522 or e-mail Bryan_Fitzsimmons@cable.comcast.com to set up service.

ROGERS HOUSE IS PROVIDED WITH CABLE IN THE COMMON LOUNGES ONLY.

Service technicians may be scheduled to install cable on Tuesdays and Thursdays between 8:30 am – 4:00 pm.

ETHERNET & WIRELESS

Ethernet and wireless network access costs are included in your housing room rate.

Call IT Services at 410-516-4357 or visit [http://www.it.johnshopkins.edu/services/network/resnet/] for more information.

WASH ALERT

ALLOWS YOU TO GET OUT OF THE LAUNDRY ROOM AND GET ON WITH YOUR LIFE!

You will be able to check online to see if there are machines available in your laundry room. You will also have the ability to sign up to have automatic notification of when your wash or dry cycle is completed sent via email or text message to your cell phone.

Student Organizations

GETTING INVOLVED

Throughout your years at Hopkins, you will learn a tremendous amount from your academic work. However, there is a great deal more that you can gain if you become involved in some leadership opportunities. Students who are active outside the classroom develop invaluable skills that will give them an advantage once they enter the workforce.
Open to Student Involvement?

HERE ARE SOME GROUPS THAT MAY HAVE AN IMPACT ON YOUR UNIVERSITY EXPERIENCE:

RESIDENTIAL ADVISORY BOARD (RAB)

Comprised of students living both on and off campus, RAB develops and implements social and educational activities for the campus. They also serve as the representatives for the residential student population, and provide opportunities to give feedback on the residential and dining experience as well as the overall undergraduate experience.

For more information, contact RAB leadership at jhurab@gmail.com.

COMMUNITY LIVING ADVISORY BOARD

The board consists of a diverse group of residential students and campus leaders charged with evaluating the current room selection process, the campus meal plan program, the renovations and usage of common areas, and any future items affecting Community Living. As members, students are instrumental in providing a unique perspective to issues relating to the residential community, while working closely with other students.

For more information, contact advisory@jhu.edu.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Johns Hopkins Student Government Association (SGA) is the sole representative body for Hopkins Undergraduates. The mission of the SGA is to “strengthen student unity, represent student interests, and provide a forum for the exchange of ideas.” The SGA’s main mission is to represent “you,” the student body, to the Administration, and ensure that the rights of students are being upheld. SGA is responsible for advocating on behalf of students, representing students on university wide committees, and overseeing SGA student organizations.

For more information, visit the Office of Student Leadership and Involvement online at [http://sga.jhu.edu].

STUDENT LIFE PROGRAMMING GRANT

The Student Life Programming Grant exists to financially support student-organized programs that promote collaboration, build campus community, or meet needs in under-addressed programming areas.

For more information, visit the Student Leadership & Involvement website at [https://studentaffairs.jhu.edu/sli].

INTRAMURAL SPORTS

Comprised of one representative from each house/floor/wing, the board plans a year-long program of sports competitions that include teams from the residence halls and apartments, the fraternities and sororities, and the undergraduate and graduate student body.

For more information, contact Gabe Castellano at 410-516-4419.

HOPKINS ORGANIZATION FOR PROGRAMMING (HOP)

The HOP is the student-run programming board for the Homewood Campus. They plan comedy shows, concerts, hypnotists, First Sunday Sundaes and more. The majority of HOP events are free of charge.

For more information, contact Student Leadership and Involvement at 410-516-4873.

FRATERNITY AND SORORITY LIFE

Fraternities and sororities are values-based social organizations that have shaped the college experience for over 200 years. These organizations instill in their membership the importance of maintaining high moral, social, and intellectual standards. Our community at Hopkins is made up of over 1,400 students spread out across 25 organizations. This includes eight North American Interfraternity Conference (IFC) fraternities, five Panhellenic Association (PHA) sororities, four historically African American organizations, six historically multicultural, Asian, and/or Latin organizations, and one local society. Membership is open to all full-time, degree-seeking undergraduate students in good academic standing.
### Residence Hall Amenities

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<tr>
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<th>AMR I</th>
<th>AMR II</th>
<th>AMR III</th>
<th>Wolman</th>
<th>McCoy</th>
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<th>Rogers</th>
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Charles Commons/Wolman/McCoy/Rogers House

DESCRIPTION

Wolman and McCoy halls are located across Charles Street from the MSE Library. They are fully-furnished, non-smoking, suite-style buildings with two double rooms or two singles and one double room sharing a bathroom and a small kitchenette.

Charles Commons is comprised of two buildings connected by a glass bridge and offers the widest variety of amenities in campus housing. Designed to be a hub of student life, just over 600 residents enjoy suite style living within fully-furnished two or four-person suites.

Every Charles Commons resident has their own private room and shares a kitchenette with their suitemates. All four person and some two person suites also include a furnished living room. Within two-person suites, residents share one bathroom and within four-person suites, residents share two bathrooms. Each two-person suite is equipped with a small kitchenette which has a compact refrigerator, sink, and two stovetop burners. Four-person suites have the same amenities with the bonus of a full sized rather than compact refrigerator.

Rogers House, a very charming four-story, traditional Baltimore-style brick house located on Greenway, is an easy walk across Charles Street to campus. This building is located up the street from McCoy Hall and is our “Healthy Living & Sustainability” experience, in partnership with Residential Life, accommodating 20 sophomores with one RA. This option is available by application only. Students living in Rogers House, along with their friends, will enjoy the many wonderful features of this house. Offering mostly single rooms, with some doubles, residents of the house will share common kitchens, lounges and bathrooms on each floor.

SECURITY & ACCESS TO RESIDENTIAL BUILDINGS

Charles Commons, Wolman, and McCoy have a security officer in the lobby of each building, 24 hours/day, 7 days/week. Access is controlled by a card access system to screen individuals entering the building and limit access to those individuals unauthorized to enter the buildings. Turnstiles are also available for entry in Charles Commons, Wolman and McCoy. All residents are responsible for knowing and following the security access procedures in their building.

Please inform your visitors that they will be required to sign in at the security desk, leave their ID at the desk, and call you from the lobby of the building. You will need to meet them in the lobby to escort them to your room.

STANDARD RESIDENCE HALL FURNITURE

- Loftable twin XL bed (with mattress)
- Desk
- Desk Chair
- Pedestal
- Wardrobe with drawers (Charles Common has closets)
- Chest of Drawers
- Trash can
- Recycling bin

Be careful with the furniture. You are responsible for any damage beyond normal wear and tear. Inform the Housing Facilities Office if any furniture is missing from your room.

ROOM ARRANGEMENT

Furniture

The furniture in Charles Commons, Wolman, and McCoy can be arranged in a variety of ways. The furniture in Wolman and McCoy is “loftable,” which means the beds can be elevated to maximize floor space. Lofting requires special equipment and professional staff. Residents must contact the Housing Facilities Office, 101 Wolman Hall, to arrange to have furniture lofted.

Be careful with the furniture. You are responsible for any damage beyond normal wear and tear. In addition, furniture may not be removed from rooms. Inform your Housing Office if any furniture is missing from your room once you move in.

Trash Disposal

For all buildings except Rogers House, trash should be emptied into the chutes located on each floor. All trash should be bagged. Items larger than the chute door should not be forced into the chute; this will cause a blockage. You may leave it under the trash chute.

Rogers House residents empty their trash into trash cans located in the rear of the building.

A recycling bin is in each residential space and a large container can be found in the trash rooms for recycling. Students can look for the yellow bins to throw out compostable waste in the dining halls, cafes, and all University Housing buildings.
RESIDENCE HALL AMENITIES

Each two-person suite in Charles Commons, Wolman and McCoy is equipped with a small kitchenette, a compact refrigerator, sink, and stove top. All Charles Commons four-person suites are equipped with full-sized refrigerators.

Residents in each wing share a common lounge equipped with chairs, couches, and a color television with a DVD player and cable.

24-Hour Security Officers

24-Hour security officers are located in the lobbies of Wolman and McCoy, as well as the 3rd floor bridge of Charles Commons.

These security officers are stationed to deter unauthorized individuals from gaining access to the buildings, assist guests in contacting their hosts, and intervene in any security related incidents.

The Adler Room

CHARLES COMMONS: 4TH FLOOR OF ST. PAUL TOWER

Available for use by residents of Charles Commons for cultural, educational, and recreational programs, study, or group work.

Air Conditioning/Heating (HVAC)

In Wolman and McCoy, individual controls for heating and cooling are located in every bedroom; you can adjust the temperature to suit your comfort.

In Charles Commons, individual controls are located in every suite.

ROGERS HOUSE IS EQUIPPED WITH WINDOW AC UNITS BY REQUEST.

For energy conservation purposes, the air conditioning systems can be set to 72 degrees or warmer in the summer months and heating units can be set to 76 degrees or cooler in the winter months depending on the preference of the occupant.

Call Facilities at 410-516-7962 with any problems or questions you may have about your HVAC unit. Please refer to the directions posted by the unit for proper operation.

ATM Machine

WOLMAN LOBBY

Bike Storage

Due to the fire safety code, residents are not permitted to store bikes in common areas.

MCCOY BIKE ROOM

There is a bike storage room located in McCoy Hall that is available to Wolman and McCoy residents during the current academic year. To acquire a space in the bike room, contact the Housing Facilities Office in Wolman Hall Room 102 for details. Space is limited and is available on a first-come, first-serve basis. Be sure to use a quality lock to secure your bike within the bike room and be advised that bikes are stored in the bike room at your own risk.

Bikes must be removed from the bike room by 12 noon on Friday, May 17th 2019.

BIKE RACKS

The Rogers House bike rack is located in the backyard of the building. Charles Commons’ bike racks are located outside of the Charles Street building. Homewood has bike racks located in the laundry room.

Card Access System

WOLMAN, MCCOY, ROGERS HOUSE, AND CHARLES COMMONS

You will use your JCard/Access card to access your building. For Rogers House, you need it to access the main entrance.

In Charles Commons, you need it to access the main entrance and to be admitted through the turnstiles.

In Wolman and McCoy, you need it for the turnstiles and to access your wing.

Change Machine

MCCOY LOBBY

Common Lounges

EACH WING OF WOLMAN, MCCOY, AND CHARLES COMMONS

EACH FLOOR OF ROGERS HOUSE

Offers comfortable chairs and sofas and a color TV with DVD player and cable.
Community Kitchens

WOLMAN HALL: 1ST FLOOR, MCCOY: TERRACE LEVEL
CHARLES COMMONS: 3RD FLOOR OF CHARLES STREET TOWER
Come build and share community around food! This room can be used for large scale community programs by Charles Commons residents or student groups. To reserve, visit http://eventscheduling.jhu.edu.

THERE IS A COMMUNITY KITCHEN ON EACH FLOOR OF ROGERS HOUSE.

Insomnia Cookies

CHARLES COMMONS: 33RD STREET LOBBY OF ST. PAUL STREET TOWER
Insomnia Cookies offers many varieties of fresh baked, delicious cookies delivered warm from the oven right to your door! They are open when you need it most, delivering late into the night, until 3:00 am! Menu options also include brownies, deluxe cookies, ice cream, and of course a pint of cold milk is available with any order.

For more information or to place an order visit http://insomniacookies.com.

Kitchenettes

EACH SUITE IN WOLMAN, MCCOY AND CHARLES COMMONS
Equipped with a two-burner stove, sink and compact refrigerator, except Charles Commons’ four-person suites which have full-sized refrigerators.

Exercise Rooms

WOLMAN TERRACE/CHARLES COMMONS: 2ND FLOOR OF CHARLES STREET TOWER
Charles Commons and Wolman computer rooms are available for use by all students residing on campus.

IT related Questions? Call IT Services at 410-516-4357.

Game Rooms

MCCOY TERRACE
WOLMAN TERRACE
CHARLES COMMONS: 3RD FLOOR OF CHARLES STREET TOWER
Available for use 6:00am-2:00am.

Laundry Rooms

WOLMAN TERRACE
MCCOY TERRACE
CHARLES COMMONS: 3RD FLOOR OF CHARLES STREET TOWER
ROGERS HOUSE: BASEMENT
Machines are coin or JCard operated. Change machines are located in the AMR II basement, McCoy, Bradford and Charles Commons.

Multipurpose Rooms

WOLMAN: 1ST FLOOR
CHARLES COMMONS: 3RD FLOOR OF CHARLES STREET TOWER
These rooms can be used for meetings and conferences, group study and TV or video viewing. Offers tables, chairs, a TV and a DVD player.

Space may only be scheduled by registered student organizations and RAs in four-hour time blocks.

To reserve, visit [http://eventscheduling.jhu.edu].
**Music Rooms**

MCCOY TERRACE AND CHARLES COMMONS: 3RD FLOOR OF CHARLES STREET TOWER

NEW! Students are able to access the music rooms with their JCards from 6:00am-2:00am. For issues accessing the music rooms, please contact the Housing Facilities office at (410) 516-7962.

Each room contains a piano, bench and chairs. There is a two hour maximum per day and students may not sign up in advance.

**Phone Access System**

EACH FLOOR OF WOLMAN, MCCOY, ROGERS HOUSE AND CHARLES COMMONS

Intercampus phones are available in the common lounges of Charles Commons, and elevator lobbies in Wolman and McCoy. These phones can also be used for emergencies to contact Security by pushing the red button.

Emergency phones are found on each floor of Rogers House.

**Security Foot Patrol - Post 207**

WOLMAN, MCCOY, ROGERS HOUSE AND CHARLES COMMONS

Building exteriors and common areas are patrolled by a uniformed campus security officer 24 hours a day, 7 days a week.

**Student Radio Station**

MCCOY TERRACE

Used by students working for WJHU. Please contact the radio station director to request JCard access to the radio station.

**Study Lounges**

LOCATED ON THE TERRACE LEVEL OF WOLMAN AND MCCOY FLOORS 3 – 6

These rooms offer tables and chairs for study groups and are available 24 hours a day.

**Trunk Room**

WOLMAN TERRACE AND EACH FLOOR OF MCCOY AND CHARLES COMMONS

To store luggage in a trunk room, residents should visit the Housing Facilities Office in Wolman Hall room 102.

**Vending Machines**

Both beverage and snack vending machines are located on the lobby level of Wolman Hall, the terrace level of McCoy Hall and the third floor of Charles Commons.

Contact The Office of Dining Programs with any vending questions.

**Winter Library**

CHARLES COMMONS: CHARLES STREET TOWER LOBBY

This room offers tables, chairs and a white board painted wall for study groups and is available 24 hours a day.

**Wolman Theater**

WOLMAN HALL: LOBBY

Space may only be scheduled by registered student organizations and RAs in four-hour time blocks.

To reserve, visit: http://eventscheduling.jhu.edu.
AMR I, AMR II & AMR III A/B

DESCRIPTION
AMR I, II & III A & B are located on the University campus. Alumni Memorial Residence Halls I and II are traditional residence halls, with single and double rooms and shared bathrooms. These rooms are grouped into houses. AMR III A&B are suites of two single, double or triple combinations that share a bathroom.

SECURITY & ACCESS TO RESIDENTIAL BUILDINGS
A security card access system has been installed in the University residences to screen individuals entering the building and limit access to those individuals unauthorized to enter the buildings. There are outside turnstiles for the AMRs. All residents are responsible for knowing and following the security card access procedures in their living unit.

Please inform your visitors that they will be required to sign in at the security booth, leave their ID at the booth and call you from the security booth entrance of the building. You will need to meet them at the security booth/turnstiles to escort them to your room.

STANDARD RESIDENCE HALL FURNITURE
- Twin XL bed with mattress
- Desk (with attached carrel)
- Desk Chair
- Stackable Drawers (3) or 3-drawer chest
- Wardrobe
- Trash can
- Recycling bin

Be careful with the furniture. You are responsible for any damage to the furniture beyond normal wear and tear. Inform the Housing Facilities Office if any furniture is missing from your room.

ROOM ARRANGEMENT

Furniture
The furniture in the AMRs can be arranged in a variety of ways. The furniture is “loftable” and “bunkable” which means the beds can be elevated or stacked to maximize floor space. All furniture has features that allow you to save space. Lofting and bunking require special equipment and professional staff. Residents must contact the Housing Facilities Office, 101 Wolman Hall, to arrange to have furniture lofted or bunked.

Be careful with the furniture. You are responsible for any damage beyond normal wear and tear. In addition, furniture may not be removed from rooms. Inform the Housing Facilities Office if any furniture is missing from your room upon your arrival.

Trash Disposal
AMR I & AMR II
Custodians pick up trash daily before noon from the trash cans located on each house floor. The debris from room trash cans should be emptied into the hallway trash
can. Please do not leave the trash can from your room in the hallway. Students are encouraged to use the large recycling and compost bins located in the AMR I & II common areas. Small recycling bins are also provided in each residential space.

**AMR III A&B**

Empty your trash can into the garbage chutes located on the 3rd and 4th floors, or place your trash in the large bins that are located in the entryways or rear vestibules of both buildings. When using the chute, be sure that all garbage is wrapped. Do not attempt to force anything into the chute which is larger than the chute. This will cause a blockage. Please do not leave the trash can from your room in the hallway. Students are encouraged to use the large recycling and compost bins located in the Building A & B common areas. Small recycling bins are also provided in each residential space.

### RESIDENCE HALL AMENITIES

#### Bike Room

**AMR II BASEMENT**

Due to the fire safety code, residents are not permitted to park bikes in common areas. To obtain a key to the bike room, bring a $15 deposit (check or JCash only) to the AMR II Housing Office. Space is limited and is available on a first-come, first-serve basis. Make sure to use a quality lock to secure your bike. Bikes are left in the bike room at your own risk.

NEW! AMR residents are able to access the bike room with their JCards. For issues accessing the bike rooms, please contact the Housing Facilities office at (410) 516-7962.

#### Blue Jay Lounge

**AMR II**

The Blue Jay Lounge provides students with a comfortable space to relax, watch TV or grab a snack from the Micro-Market while you study or socialize. The Micro-Market features an expansive variety of convenient and ready-to-eat items along with many of the vending machine favorites on campus. The Micro-Market in the Blue Jay Lounge accepts JCash and Credit/Debit cards.

#### Card Access System

**AMRS**

You will use your JCard/Access card to gain admittance to the turnstiles and front door of your building.

### Climate Control

**AMR I & II**

In every bedroom in AMR I and II, window air conditions are permanently installed in windows that remain in year round. Covers will be provided for off-season months. Units are installed in specific windows, to be plugged into grounded outlets. Units should not be relocated from those windows or unplugged from those outlets. The specialty appliance extension cords provided should not be exchanged.

**AMR III A & B**

In every room in AMR III Building A & B, temperature is maintained at a constant level year round. Windows should be kept shut to maintain optimum temperature. Call the Housing Facilities Office at 410-516-7962 with any questions or problems you may have with the temperature in your room.

#### Common Kitchens

**BASEMENT OF AMRS**

Kitchens are equipped with a stove, sink, refrigerator, oven and microwave. Students are responsible for cleaning up after themselves.

**Questions?**

*Call 410-516-8283 or visit the AMR II Res Life Office.*

#### Ethernet & Wifi Service

**AMRS**

Problems or trouble?

*Call IT Services at 410-516-4357 for hook-up, free of charge.*

#### Ice Machine

**AMR II BASEMENT**

#### Laundry Rooms

**BASEMENT OF AMRS**

Coin or JCard operated.

Change machines are located in the AMR II basement, Charles Commons, Bradford and McCoy.

**Questions?** *Call 410-516-7962 or visit the Housing Facilities Office.*
**Multipurpose Room**

**AMR I**

With a room capacity of 80, the Multipurpose Room may only be scheduled by registered student organizations and RAs in four-hour time blocks.

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**Music Rooms**

**AMR II BASEMENT**

NEW! Students are able to access the music rooms with their JCards from 8:30am-11:00pm. For issues accessing the music rooms, please contact the Housing Facilities office at (410) 516-7962.

These rooms are a great place to practice your instrument. All three rooms feature pianos.

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**Phone Access System**

**AMRS**

Phones are available in some common lounges and hallways. These phones can also be used to contact Security for emergencies by pushing the red button.

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**Print Station**

**AMR II, BLUE JAY LOUNGE**

Available 24/7 to AMR residents only. The Blue Jay Lounge Print Station allows students to print wirelessly from all managed work stations and personal computers.

**Reading Room**

**AMR I**

Intended for quiet study, the reading room offers comfortable chairs and sofas.

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**Security Foot Patrol - Post 204**

**AMRS**

Building exteriors and common areas are patrolled by a uniformed campus security officer Monday - Friday, 3:00 pm to 7:00 am, and 24 hours a day on the weekends.

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**Social Lounge**

**AMR II BASEMENT**

Equipped with pool, ping-pong, foosball tables, and a color TV with cable. Students have access from 6:00 am – 2:00 am by using their JCard/Access card.

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**Study Lounge**

**AMR II BASEMENT**

This lounge offers tables and chairs for study groups or individual study.

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**TV Room**

**AMR I**

Featuring a color TV with cable and a DVD player with stereo sound, the room is available 7 days a week from 6:00 am - 2:00 am.

To reserve, visit http://eventscheduling.jhu.edu.

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**Vending Machines**

**VENDING MACHINES OFFER BOTH SNACKS AND BEVERAGES AND ARE LOCATED AS FOLLOWS:**

- AMR I TV Room
- AMR I Common Kitchen (beverages only)
- AMR II Basement
- AMR II Blue Jay Lounge – Micro-Market
- AMR III Building A
- AMR III Building B
University Apartments

The Housing Office offers various types of non-smoking living accommodations for registered full-time undergraduate students who are enrolled in the Krieger School of Arts & Sciences or the Whiting School of Engineering. All apartments are located in the Charles Village community surrounding the Homewood Campus. Please note: Only full-time registered sophomore students and upperclassmen are eligible for housing in the University apartments.

We are unable to guarantee renewal within University Housing to students who have signed a 2018-2019 housing contract.

The Housing and Facilities Offices are available to support the students in the apartments.

**DESCRIPTION**

All University-owned apartment buildings are located within walking distance of the University campus and stay open during the residence hall Winter Break.

**Bradford Apartments**

Bradford is located in upper Charles Village, just a block and a half east of campus. Students can choose from efficiencies, one, two, three or four bedroom apartments with living rooms, full kitchens and bathrooms. Meal plans are optional for Bradford residents. The building has nine stories, lounges on the second floor, staffed with RAs, and is open year round including Thanksgiving, winter intersession and spring break.

**CONTRACT: SOPHOMORE AND UPPERCLASS STUDENTS - 11 MONTH CONTRACT (SEPTEMBER-JULY)**

**Homewood Apartments**

Situated in the heart of Charles Village, the Homewood, our largest apartment building, accommodates the housing needs of 220 residents and offers the convenience of specialty shops and ideally located JHU Student Services Offices. Students can choose from efficiencies, one, two, three or four bedroom apartments with living rooms, full kitchens and 1 or 2 bathrooms. Meal plans are optional for residents. The Homewood is staffed with RAs and is open year round including Thanksgiving, winter intersession and spring break.

**CONTRACT: SOPHOMORE AND UPPERCLASS STUDENTS - 11 MONTH CONTRACT (SEPTEMBER-JULY)**

**Dining Programs**

Students living in University apartments have the option to enroll in any meal plan offered. In addition to the meal plans, students can also use cash, JCASH, debit and credit cards at any of the dining facilities.

*For more information on campus meal plans or to enroll in a meal plan visit the Office of Dining Programs website at [https://studentaffairs.jhu.edu/community-living/dining-programs/meal-plans/](https://studentaffairs.jhu.edu/community-living/dining-programs/meal-plans/).*

**Housing & Residential Life**

The Housing Office is located in 103 Wolman Hall. The phone number is 410-516-7960. Maintenance needs are handled through the Housing Facilities Office, Wolman 101. The phone number is 410-516-7962. The Residential Life Offices are located on the 1st floor of McCoy Hall, 410-516-3948, and the 2nd floor of Charles Commons, 410-516-0160.

**Security**

All University-owned apartment buildings are patrolled by the JHU Security Post 207 officers, 24 hours a day. These officers also assist students when they are locked out of their apartments if the Housing Office is closed and an RA is not available.

In Homewood and Bradford, a 24 hour security officer is stationed in the lobby to deter unauthorized individuals from gaining access to the building, to assist visitors in contacting their hosts and to intervene in security related incidents. Students living in the Homewood and Bradford should inform their visitors that they are required to sign in at the security desk, leave their ID at the desk, and must be escorted at all times.

**FURNITURE & DECORATIONS**

Furniture is provided in all apartment units. The University cannot neither remove nor add furniture other than what is provided.

**Standard Apartment Furniture**

**BEDROOM FURNITURE - PER STUDENT**

- 1 bed
- 1 chest and mirror
- 1 desk, carrel and chair
- 1 desk lamp
Living at Hopkins Guidebook 2018-2019

APARTMENT LIVING

• 1 night stand
• Window blinds

LIVING ROOM FURNITURE - PER UNIT
• 1 sofa and/or loveseat/chair
• End tables
• Table lamps
• Dinette table and chairs
• Window blinds

Separate living room furniture is not provided in efficiencies. The accommodations are living room/bedroom combinations.

BATHROOM
• 1 shower curtain

Be careful with the furniture. You are responsible for any damage beyond normal wear and tear. Inform the Housing Facilities Office if any furniture is missing from your room.

Trash Disposal

All residents living in the apartments are responsible for emptying their trash on a routine basis. Please tie all bags shut before depositing them in trash cans located on each floor of Bradford or in the trash rooms in Homewood. The trash rooms and cans are emptied daily.

APARTMENT AMENITIES

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<th>Bradford</th>
<th>Homewood</th>
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<td>24-Hour Security Officer</td>
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<tr>
<td>Air Conditioning</td>
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<td>Cable-Ready</td>
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<td>Change Machine</td>
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<td>Ethernet/Wireless</td>
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<td>Exercise Room</td>
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<td>Furnished Apartments</td>
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<td>JCard/Card Access System</td>
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<td>Laundry Room</td>
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<td>Security Foot Patrol</td>
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JCard/Access card

Bradford residents will use their JCard/Access card to gain access to the front lobby entrance of the building. Homewood residents will use their JCard/Access card to gain admittance to the front door of the building and to access their wing.

Air Conditioning

BRADFORD AND HOMEOOOD

Located in every apartment, you can adjust the temperature to suit your comfort. Refer to directions posted on your unit. For energy conservation purposes, the air conditioning systems can be set to 72 degrees or warmer in the summer months and heating units can set to 76 degrees or cooler in the winter months depending on the preference of the occupant.

Call the Housing Facilities Office at 410-516-7962 with any problems or questions you may have about your HVAC unit.

Exercise Rooms

HOMEOOOD: LOCATED ON THE TERRACE LEVEL

BRADFORD: LOCATED IN THE 1ST FLOOR LAUNDRY ROOM

Offers a variety of exercise machines.

Laundry Rooms

COIN AND JCARD OPERATED

Change machines are located in the AMR II basement, Charles Commons, Bradford and McCoy.
Sustainability Practices

1. RECYCLING

Housing buildings have a mixed recycling system. The following items should be placed in the green recycle bin:

- Mixed office paper (including envelopes with clear windows, magazines, all color copy paper, newspapers, etc.)
- Cardboard (including cereal and packaged food boxes)
- Glass bottles and jars
- Aluminum cans, clean foil and empty to-go containers
- Rigid Plastic containers (including drink bottles, yogurt containers, cups, laundry detergent bottles, etc.)
- Empty pizza boxes

FOOD AND BEVERAGE CONTAINERS SHOULD BE EMPTY BUT DO NOT NEED TO BE WASHED CLEAN BEFORE RECYCLING.

2. COMPOST BINS

All housing buildings have compost bins located in trash rooms, kitchens and some common rooms. The following items should be placed in the yellow compost bins:

- All food waste
- Soft paper products (tissues, paper towels)
- Paper product with food on it (plates, napkins)
- Coffee cups
- Compostable fiber to-go containers (e.g. Meals in a Minute)
- Compostable plastic cups & to go containers (sold in all campus cafes)
- Compostable utensils

3. ELECTRONICS

Basically anything with a battery or cord can be e-cycled, including:

- Computers
- Laptops
- Monitors
- Printers
- Cell phones
- Batteries
- Printer cartridges
- Computer accessories

RESIDENTS CAN ALSO RECYCLE THE ELECTRONIC ITEMS IN BINS PROVIDED IN THE LOBBIES OF ALL BUILDINGS.

4. ACADEMIC BUILDINGS

In the academic buildings on campus we do separate paper and cardboard from the container recycling (aluminum, tin, plastic and glass) because the University receives revenue from that material which supports the campus recycling program. Please separate your waste as follows:

- Paper and cardboard in the blue bins
- Container recycling in the green bins
- Compost in the yellow bins
- Trash in the grey bins

5. OTHER WASTE

All other waste should be placed in the gray trash (incinerate) bin, including:

- Styrofoam
- Chip bags
- Candy wrappers
- Film plastics including grocery bags and Amazon air pillows

TRASH AND RECYCLING BINS CAN ALSO BE FOUND IN LOBBIES, KITCHENS AND COMMON SPACES THROUGHOUT AMR I, AMR II AND AMR III A&B.
6. TERRACYCLE

Additionally, there are TerraCycle bins located in the lobbies of all buildings for hard to recycle items, including:

- Personal care products including cosmetic packaging like lipstick tubes, hair care packaging, and body lotion tubes
- Oral care products including toothbrushes, floss containers and toothpaste tubes
- Energy bar wrappers
- Writing utensils including pens, markers, mechanical pencils, and highlighters

7. SUSTAINABLE LIVING TIPS

- Turn off your laptop, monitor, printer, room lights, television, gaming system, etc. when not being used and when you leave your room.
- Turn off the faucet while you brush your teeth, wash your face, shave, etc.
- Bring as much home with you as possible during winter and spring breaks to reduce the amount of stuff you’ll need to pack up at the end of the semester.
- Purchase and use reusable products including water bottles, to-go mugs, utensil set, stainless steel straws, lunch bag, snack bag, produce bag, food wrap, and more. Stock your room with reusable plates, bowls, and utensils to eliminate the need for single-use items.
- First-year students are invited to apply for Green Lead, a volunteer leadership training program through the lens of campus sustainability. Applications open in December and can be found at [http://sustainability.jhu.edu/GreenLead](http://sustainability.jhu.edu/GreenLead).

**VISIT HOMEOOD RECYCLING TO LEARN MORE AND LIKE US ON FACEBOOK!**

**MOVE OUT**

**Cleaning with a Meaning**

As the end of the year approaches, you may want to begin to think about what you are going to do with all the stuff you have accumulated over the year. As part of Housing’s commitment to sustainability and giving back to the community, residents will be able to bring all of their unwanted but usable furniture, clothing, shoes, housewares, books, toiletries and appliances to a collection point for donation (locations and times TBD).

Visit [http://fm.jhu.edu/recycling](http://fm.jhu.edu/recycling) to learn more, view waste bins signs and request green waste event support.

**LIKE US ON FACEBOOK!**
Community Standards of Residential Life

DESCRIPTION

The safety and well-being of students is our primary concern, and we should all play a role in ensuring the well-being of all members of our community. The Office of Residential Life, in conjunction with the staff of Community Living, Campus Safety & Security, and the Office of the Dean of Student Life, will offer resources and assistance in a myriad of circumstances if a member of our community is in a hazardous or compromising situation.

Residents are expected to respect the rights of others by behaving in a fashion that is considerate of others; further, residents should take responsibility for their own actions. It is important to be aware of and comply with the relevant local, state, and federal laws as well as the Student Conduct Code and other University policies and procedures governing student conduct. All residents are to cooperate with and respect Residential Life and other University staff members, as they are responsible for enforcing the policies and procedures designed to allow residents to live, study, and socialize together in comfort and community.

Below are both the outline of the Residential Conduct Process and a non-exhaustive list of guidelines to follow related to our Community Standards. To be clear, all students are held to the terms of the Student Conduct Code and residential students are held to those plus these additional elements as they relate to being members of the university housing community.

RESIDENTIAL CONDUCT PROCESS

Students are reminded that they are responsible for adhering to all policies within the Living at Hopkins Guidebook, the Student Conduct Code, and other University policies and procedures, including without limitation those available on the University Policies Website. For additional assistance, please contact a Residential Life staff member or the Office of the Dean of Student Life. For updated information regarding policies and procedures, please visit the links provided.

Students who are alleged to have violated Residential Policies or University policies or procedures (i.e. the respondent) will be afforded the process specified in the Student Conduct Code [http://studentaffairs.jhu.edu/policies/student-code]. Conduct administrators within Residential Life include but are not limited to the Residence Directors, Associate Director, or the Director of Residential Life or their designee(s) in the Office of the Dean of Student Life.

SANCTIONS AND CORRECTIVE MEASURES

The Office of Residential Life uses progressive sanctioning and corrective actions/measures for resolving violations of the Living at Hopkins Guidebook, the Student Conduct Code, or other University policies and procedures. Please refer to the Student Conduct Code for more information [http://studentaffairs.jhu.edu/policies/student-code].

RECORD KEEPING

Any time a student accepts responsibility or is found responsible for violating the Student Conduct Code a disciplinary record is created and maintained as outlined in the Student Conduct Code [http://studentaffairs.jhu.edu/policies/student-code].
University Housing Policies

DESCRIPTION

Within university housing, students and guests are expected to know, understand, and adhere to the following policies and expectations (listed here alphabetically) in addition to those outlined in the Student Conduct Code [http://studentaffairs.jhu.edu/policies/student-code].

Please note that in accordance with Student Conduct Code 19 Condoning, students who observe or are in the presence of a violation of university policy or law, are expected to remove themselves from participation and encouraged to report the violation.

ALCOHOL & OTHER DRUGS

Residential Life, alongside the University, works to support individual students in their goals for healthy behavior change while cultivating a healthy environment where students can thrive and succeed. Residential Life staff facilitate programming and enforce policies around alcohol and other drugs/substances in the halls to create safe communities of care and respect. Residential students are also encouraged to take advantage of the many resources on campus related to substance use or misuse and general wellness, including but not limited to: Health and Wellness Center, Center for Health Education and Wellness (CHEW), the Counseling Center, the Chaplain’s Office, and various peer education and support groups on campus.

Johns Hopkins University is legally obligated to uphold the drinking law in the State of Maryland. The law, in short, makes it illegal for anyone under the age of 21 to purchase, consume, or be in possession of alcoholic beverages. (See Student Conduct Code 10 Alcohol for further information).

Residents who are under the age of 21:

- May not host anyone, regardless of age or relationship, who is possessing, consuming, selling, providing, or distributing alcohol.

Residents age 21 or older:

- May only possess and/or consume alcohol in a residence hall room or apartment in which all occupants are of legal drinking age.

Regardless of age, the following are prohibited in residence halls and apartments:

- High-risk drinking paraphernalia, including but not limited to beer pong tables, beer bongs/funnels, kegs, and all items associated with drinking games, with or without alcohol.
- Manufacturing of alcohol.
- Empty alcohol containers, including but not limited to: beer bottles/cans, wine bottles/boxes, and liquor bottles.

Further as defined by local, state, and federal laws, the possession, use, or distribution of illegal drugs or drug paraphernalia is prohibited at any time on University property. Paraphernalia, alcohol, drugs, and items previously containing alcohol or other drugs may be confiscated and/or discarded.

Students who observe or are in the presence of a violation of the Alcohol or Drugs policy, may be responsible for violating Student Conduct Code 19 Condoning, which expects that students who observe or are in the presence of a violation of university policy or law, are expected to remove themselves from participation and encouraged to report the violation.

For incidents involving residential students and alcohol or other drugs, the Office of Residential Life follows the sanctioning guide pursuant to the Homewood Undergraduate Alcohol Policies which include:

- Amnesty and Responsible Action Protocol (provision that encourages students to seek necessary medical attention for themselves or someone in need)
- Severe Intoxication
- Sanctions and Corrective Actions: Alcohol Policy Violations
- Parent or Family Notification

The University and the Office of Residential Life reserve the right, at its discretion, to impose different or more stringent outcomes depending on the facts and circumstances of a particular case.

ANTI-HARASSMENT ENVIRONMENT

Residents and university staff alike, should take an active role to work together to foster a strong residential and university community by making reasonable efforts to discourage other residents and community members from engaging in inappropriate or abusive conduct. Said conduct or pattern of conduct could be related to or stem from inappropriate or unwanted behavior online (computer, email, social media, messaging platforms, etc), on the phone (calls, texts, etc), verbal or written communication, or third party interventions – any of which could create a hostile environment for an individual or group. Reports of behavior that alleges harassment, bullying, or other abusive behaviors will be pursued with serious investigation and disciplinary action per University procedures.

If any student engages in an identity-related, bias-related, or hate crime incident (any action or situation involving verbal, mental, or physical assault, and/or abuse, including harassment, intimidation, or other conduct that recklessly
or intentionally endangers or threatens the health, safety, or welfare of another community member) they will face serious disciplinary action by the Office of Residential Life, the Office of Institutional Equity, and/or the Office of the Dean of Student Life. For more information of the University’s Harassment and Discrimination complaint procedures, visit [oie.jhu.edu/discrimination-and-harassment/].

APPLIANCE RESTRICTIONS
Small appliances without a visible heating element are acceptable in University Housing as long as the appliance has an automatic shutoff function. The following items are restricted or prohibited:

- Refrigerators and freezers leased or brought from home may not exceed 4 cubic feet or 1.5 amps.
- Microwaves must not exceed 1100 watts.
- Halogen lamps and other lamps with plastic heads are prohibited in University Housing. If found, they will be confiscated and disposed of properly.
- Unauthorized open element space heaters are prohibited and will be confiscated.
- Unauthorized air-conditioning units, window or portable, are prohibited and will be confiscated.
- **Use of vaporizers, e-cigarettes, and hookahs are all prohibited in University Housing. Items will be confiscated and disposed of and residents will be subject to disciplinary action. See Fire Safety in Housing section as well as the Smoke-Free Policy for additional information.

DANGEROUS OBJECTS & CHEMICALS
Residential communities should be free and clear of all potentially dangerous objects to ensure the safety and security of the residents, guests, visitors, and staff present in the buildings at any given time. This includes fireworks, explosives, weapons of any kind, and chemicals or hazardous materials. For clarification on substances that fall into this category, please refer to the Student Conduct Code: [http://studentaffairs.jhu.edu/policies/student-code].

FIRE SAFETY IN HOUSING
JHU strives to ensure the Hopkins community is a safe, healthy, and environmentally responsible place to work, study and live for faculty, staff, and students. Members of the Hopkins community must conduct operations in compliance with all regulations, laws, and prevention methods necessary to address fire safety at its highest levels. Residents should understand and acknowledge the importance of fire safety, fire safety equipment, and recognizing hazards present in university housing and the surrounding communities.

Candles (including decorative and ceremonial), incense, and hookahs are prohibited in all residence halls and apartments. Items will be confiscated and disposed of and residents will be subject to disciplinary action. Residentally, policies around fire safety also include activating fire alarms and improper use of fire doors or extinguishers. The Student Conduct Code covers an exhaustive list of fire safety codes around unauthorized use or abuse of fire equipment as well as burning materials. [http://studentaffairs.jhu.edu/policies/student-code].

Residents who violate fire safety policies could face disciplinary action, fines, citations from Baltimore City, and/or expulsion, depending on the severity of the violation and damage created.

GUESTS
Each resident is permitted to sign in a maximum of 3 guests at any given time and are then responsible for those guests through the duration of their visit. All guests are required to be accompanied by their host resident and must stop at the security station to sign in. The guest must surrender a government-issued photo identification to the Security Officer. Individuals without an acceptable form of ID will not be permitted to enter the building. Host residents are expected to stay with their guests throughout the entire visit and further, hosts will be held accountable for their guests’ behavior.

Residents are permitted to house overnight guests in their rooms, provided that they first obtain the consent of their roommate(s) and/or suitemate(s). However, the University reserves the right to prohibit overnight visitors. Extended overnight visits (over 3 days) are prohibited by the University. Keys or Access card will not be provided for guests and host residents will be held accountable for misuse or abuse of this policy.

HOLIDAY DECORATIONS
Lights may be placed around the interior of windows or the perimeter of your room. Lights may not be draped/strung across any ceilings or on the exterior of the buildings. Live Christmas trees, aluminum Christmas trees, candle-lit menorahs and kinaras are not permitted in University Housing. For safety reasons, you may not hang items from the ceiling or from any ceiling fixtures.

KEYS AND JCARDS
The room and/or exterior door keys & JCard/Access card issued to residents are the property of the University and may not be exchanged, duplicated, or given to another person. As such, students will incur the cost of a lock change
if a room key is lost, stolen, or duplicated and a JCard/Access card if a card is lost or stolen. Keyless entry into a student space is a serious security risk and is prohibited. No rooms may be modified to allow keyless entry.

**LOCK CHANGE POLICY**

If you lose your keys resulting in a lock change, a standard lock change fee of $125.00 will apply and a record will be maintained concerning the occurrence. Should there be a second occurrence, a repeat lock change fee of $125.00 will apply and a meeting will be scheduled with a Residence Director.

**LOCKOUT POLICY**

If you lock yourself out of your room and require assistance from any university employee in regaining access (including Housing Staff, Resident Advisors, and Security) a record will be maintained concerning the occurrence. Should there be as many as three occurrences, a meeting will be scheduled with a Residence Director. Subsequent lockout occurrences will result in a $20.00 excessive lock out fine for each additional incidence being charged to your student account.

**MARKETING & SOLICITATION**

Students may not conduct business dealings, nor operate a business from their residential unit.

Solicitation, canvassing, and sales of products by individual students, non-registered student groups and/or non-students for personal or organizational funds, sales, membership or subscriptions is prohibited in University buildings and not permitted to distribute materials in residence halls or residential mailboxes.

If student groups or departments wish to post flyers or materials in the residence halls, they must be approved by the Office of Residential Life. See the Office of Residential Life website for the posting policy for the residence halls: [https://studentaffairs.jhu.edu/community-living/residential-life/resources](https://studentaffairs.jhu.edu/community-living/residential-life/resources).

**MUSICAL INSTRUMENTS**

Large musical instruments must be stored in the Mattin Student Center or at Peabody. Playing of musical instruments should be reserved for music practice rooms in the Mattin Student Center, AMR II, or Charles Commons. Noise/quiet hours should be observed normally.

**NOISE/QUIET HOURS**

All residents of University Housing are expected to keep noise at a level that is not disruptive to those living around them. This means that noise within living units and around the exterior of the buildings should not be noticeable to anyone outside that unit. Roommates are encouraged to discuss acceptable noise levels within residence hall rooms and apartments so that everyone within the unit can live, study, and sleep in comfort.

Minimally, quiet hours must begin by 8:00 pm on weeknights (Sunday-Thursday) and 10:00 pm during the weekend (Friday-Saturday). Communities are free to extend these hours but not to reduce them. Residents who are disruptive and fail to maintain reasonable quiet will face disciplinary action. If you fail to keep volume levels reasonable, equipment such as stereos, amplifiers, speakers, etc will be confiscated and held by the Office of Residential Life. In addition, amplified music or music instruments should be played in designated music rooms only. The placing of sound equipment in windows to project sound out of doors is prohibited. Possible disciplinary consequences for repeated noise violations include relocation or removal from housing.

A 24-Hour Quiet Hours policy is established for the final exam periods of each semester.

**PETS**

No unauthorized pets of any kind are permitted in the residence halls or apartment buildings. This includes animals such as cats, dogs, birds, rodents, amphibians, reptiles, turtles, fish, insects and any animals from labs. Residents who violate this policy may have their pets turned over to an animal shelter and will be subject to disciplinary action.

**ROOM ALTERATIONS**

Residents may not physically alter, remove, or in any way tamper with the room furnishings provided by the University. This includes construction of any kind or painting of the walls, ceiling, and floors. If residents believe that their rooms are in need of painting or repair, they should speak with University Housing staff. Residents who paint rooms, doors, furnishings, or common areas of otherwise substantially alter the appearance or structure of University property without permission are charged the cost of the restoration or replacement.

**SMOKE FREE POLICY**

The Offices of Residential Life and Housing Operations have a vital interest in maintaining a healthy and safe environment for students, while respecting individual choice about smoking.

Smoking is prohibited inside University Housing buildings, including, but not limited to, student rooms, suites,
apartments, lounges, bathrooms, common areas, stairwells, lobbies and elevators. In addition, removing window screens and leaning out of windows to smoke is also prohibited. The non-smoking policy includes, but is not limited to, cigarettes, e-cigarettes, vaporizers, cigars, hookahs, illegal substances, and marijuana (including medically prescribed).

Residents who smoke must do so outside the building and must be far enough away from the building so the smoke will not filter into the building via exterior doors, windows or the building ventilation system. Full cooperation with this policy is expected and violations will result in disciplinary action and/or fines.

SPORTS

Sports and sports-related activities are not permitted anywhere in the residence halls and/or apartments, or directly outside the building, including, but not limited to, Frisbee, roller blading, scooters, bikes, skateboarding, hoverboards, water sports, and games involving a ball. Damage caused by any such activity will be billed to residents responsible or the community at large if the responsible person is not known. Any equipment utilized in such acts will be confiscated.

UNAUTHORIZED AREAS/ENTRY

Residents are not permitted in some areas of University Housing. These include all roofs, the area above drop ceilings, window ledges, and fire escapes (except in the case of fire or emergency evacuation), attic areas, storage rooms, custodial closets, mechanical rooms, elevator shafts, drop ceilings, and other rooms not designed for residential use. Residents found in, or storing items in, any of these areas will face serious disciplinary action including possible removal from housing.

Residents may not throw anything out of the windows, down the stairs or off the roofs and fire escapes of University Housing. Such actions jeopardize the safety of pedestrians and in some cases, destroy property, create fire hazards and are viewed as vandalism. Anyone caught engaging in such activity will face serious disciplinary action, including possible removal from housing.

In addition, residents may not enter or exit a building through a window. Any violation of this policy will be considered a security violation, resulting in disciplinary action and fines. Removal of a screen will result in a fine.

UNIVERSITY PROPERTY

Residents may not move, or be in possession of, University furnishings or property other than that which is assigned to their residential unit. Furniture and University property are not to be removed from assigned locations (both indoors and outdoors). This includes University and non-University signs, including road and construction signs and cones. Removal costs, fines, and/or disciplinary action may be assessed if unauthorized furnishings or property are found in your room or common areas.
University Housing Processes

STUDENT STATUS REQUIREMENT

University Housing is provided to registered, full-time Krieger School of Arts & Sciences and Whiting School of Engineering undergraduate students of the University. When a student graduates, withdraws, takes a leave of absence, fails to register full time for the semester, or is academically dismissed, the individual will be required to vacate University Housing immediately.

Students in concurrent programs whose status changes during the current contract period are eligible to remain in University Housing through the end of the contract period. However, they will not be permitted to renew for the following academic year.

GRADUATE STUDENTS ARE INELIGIBLE FOR UNIVERSITY HOUSING.

RESIDENCE REQUIREMENT

JHU has a two year residency requirement for all new students attending Johns Hopkins University. It is the philosophy of the Housing and Residential Life departments that living on campus for the first two academic years provides valuable support and education for college students beyond the classroom.

This policy requires that first and second year students reside in University Housing or at home with a parent or legal guardian. All residential students residing in the residence halls are required to enroll in a meal plan for the entire academic year.

Entering transfer students who have completed one to three semesters of college must live in JHU housing for one year. Entering transfer students who have completed two years of college (four semesters) have satisfied the JHU residency requirement and should arrange to reside off-campus.

HOUSING CONTRACTS

The housing contract for all freshmen in the AMRs, McCoy and Wolman is for the period beginning on Friday, August 24, 2018, and ending at 12:00 noon on Friday, May 17, 2019. Residents may not move in before the assigned date or move out past 12noon on May 17, 2019. Students are subject to a $125 fee for late checkout.

The room and board contract that was signed and submitted is a binding agreement between the student and the University. It is in effect for the entire contract term. Release from the contract is permitted only under the conditions of academic withdrawal or dismissal, completion of academic studies at JHU, or leave of absence from the University. The following constitutes grounds for cancellation by Hopkins:

- Default on terms of the contract or payment, in which case Hopkins will give the student written notice one week in advance stating the date of termination of the contract.
- Withdrawal/leave of absence from the University for personal reasons verified by the appropriate Dean’s Office.
- Academic suspension or dismissal verified by the appropriate Dean’s office.
- An emergency or other condition that, in the judgment of Hopkins, requires the student to vacate the premises, in which case Hopkins will refund to the student the pro-rated rental payment for the unexpired term.
- An approved study abroad verified by Academic Advising.
- Students who wish to cancel a University Housing contract because all degree requirements have been met must provide a written statement on an official Housing Office Action Form indicating the date on which all degree requirements will be completed, and a vacate date 30 days prior to the student’s desired termination date. Graduation will be verified by the Registrar’s office. Contract cancellation due to graduation, will be effective no earlier than December 31 or May 31, whichever is applicable.

For more information regarding the terms of your room and board agreement with the University, please read the Community Standards and Policies Brochure. Try to become familiar with the contents of both documents.

RESIDENCE HALL WINTER BREAK CLOSE DOWN

All students residing in the AMRs, Wolman, McCoy, and Charles Commons must vacate during winter break. All residents must vacate their building by 10:00am on Saturday, December 22nd (or 24 hours after their last final, whichever occurs first) until 12:00noon on Friday, January 4th. Since heat and hot water are turned down during this time and there are no RAs on campus, no exceptions will be made to this closedown requirement.

THANKSGIVING & SPRING BREAKS

9-month contract holders are permitted to remain in their residence halls during Thanksgiving and/or Spring Break as long as they notify the Housing office in advance. Common space and dining venues are closed with limited service at Levering Hall.
ROOM CHANGE

Room changes may occur following move-in, after the six week “room freeze” period ends. Students wishing to change rooms should contact their RA first to discuss the situation thoroughly and to explore all options. No room changes or roommate switches will be permitted without official approval from Housing or Residential Life professional staff. Unapproved room changes will result in a fine.

STUDENTS INTERESTED IN A ROOM CHANGE SHOULD SPEAK TO THE RESIDENCE DIRECTOR OF RESIDENTIAL LIFE FOR THEIR BUILDING.

GENDER INCLUSIVE HOUSING

Housing and Residential Life affords students the opportunity to live in housing with student(s) that are not of the same sex. Traditionally, housing assignments and placements were created with students of the same sex and, in general, that will continue.

The Gender Inclusive Housing (GIH) policy exists to meet the needs of all students by nurturing an atmosphere in which students can be the most comfortable with those with whom they live. It is important that the residential community maintains an atmosphere that values diversity, social justice, and promotes the dignity of all people. Sophomore and upper-class students may live with whomever they choose, regardless of biological sex or gender identity, which will create a gender inclusive unit. Incoming freshmen interested in Gender Inclusive Housing check off the GIH box on their housing questionnaire and search for other freshmen who chose the same option. All students, regardless of their preferred housing style, are encouraged not to live with someone they may be dating.

RIGHT OF ENTRY

Hopkins personnel have the right to enter the premises for inspection at any time whenever necessary for purposes of repair, maintenance, wellness or safety checks and breaks. The right of entry includes, but is not limited to, agents of the University who enter the premises for the purpose of inspection and treatment of rodent and insect infestation or inspection for compliance with housing regulations. Residential Life staff may also enter if a safety or policy violation is perceived to be occurring in the room and no one is answering the door. The signing of the housing contract only allows entry into the assigned University Housing facility by the resident and the resident's invited guest.

HEALTH & SAFETY CHECKS/CONFISCATION

All student rooms will be checked once during each semester and during each closedown by staff members from the Office of Residential Life and the Housing Office. The checks are intended to guarantee that basic cleanliness and fire safety practices are being observed. Any University property not authorized to be in a student’s room will be confiscated, and the students who reside in the room will face disciplinary action. This includes University and non-University signs.

Prohibited items may also be confiscated if found during maintenance to the room or during inspections. If any items are confiscated, notification will be left providing instructions regarding retrieval or disposal of said items. Any items not retrieved by their deadline will be donated to charity. Prohibited Items include:

- Air conditioners (except University-issued AC units in Rogers House)
- Alcohol, drugs
- Alcohol Paraphernalia (beer pong tables, beer bongs/ funnels, kegs, and items associated with drinking games)
- Amplified music
- Baltimore City property or signage
- Beds lofted without permission/assistance of the Housing Office or wardrobes put on top of drawers
- Blocked exit from room/suite/apartment
- Candles and any open flame wax burners (decorative, ceremonial, or otherwise)
- Ceiling hangings and tapestries
- Chargers (for cell phones, cameras, laptops, etc.) and adapters can pose a fire hazard at times. They are to be unplugged when not in use.
- Cloth banners or posters larger than 24” x 36”
- Cooking appliances with external heating element or without auto-shutoff
- Dismantled, disengaged, or covered smoke detectors
- Drug paraphernalia
- Empty food or beverage containers (including items previously containing alcohol)
• Excessive clothing and/or trash on floors
• Excessive paper, stickers on doors
• Halogen lamps (desk and floor styles)
• Hookahs (decorative or otherwise)
• Hover-boards
• Incense
• Live trees
• Loose wires running across floors
• Lounge and common area furniture
• Microwaves exceeding 1100 watts
• More than half the wall surface covered in posters, pictures or cloths (24" x 36")
• Multiple extension cords to one outlet
• Open food containers, excessive dirty dishes
• Pets
• Refrigerators exceeding 4ft3 and/or 1.5amps
• Security/traffic cones
• Track lighting, dismantled University-provided lighting
• Unacceptable Room Conditions
• University and non-University signage
• Weapons
• Window screen removal or damage

NO ITEMS CAN BE AFFIXED, HUNG, MOUNTED, SECURED, DRAPE OR PINNED TO ANY CEILING.

CHECK-IN & CHECK-OUT

Only one room key per resident will be issued at the time of check-in. Keys will not be distributed to friends and family. It is illegal to duplicate university keys.

When vacating the residence halls or apartments, residents must return room and mailbox keys to Housing Facilities office.

Students who do not return their issued keys will be charged $125 for a lock change and $15 for a mailbox key. If students are vacating before their contract ends, Housing Facilities must be informed; keys must be returned, and a proper checkout must occur.

MAIL FORWARDING/CHANGE OF ADDRESS

All University Housing residents are strongly encouraged to file an official United States Postal Service (USPS) Change of Address form or Mail Forwarding Request at least two weeks prior to vacating in order for their mail to be forwarded in a timely and appropriate fashion. If a change of address or mail forwarding request is not submitted directly to the USPS, any mail delivered to our campus mailrooms after you have already vacated university housing may be returned to sender. Visit http://usps.com for more information.

We would like to emphasize that you can make the Change of Address process faster and easier by notifying everyone (i.e. friends, family members, business, organizations) who sends you mail of your new address and the date of your move, two weeks before your move. Many bills and statements have an area for making an address change notification.

Remember: Change of Address forms cover first class mail for one year and periodicals and standard mail for only one month. After this time period, they will not be forwarded but discarded. Therefore, it is imperative that students contact mailers directly to change their addresses prior to vacating housing.

If you learn that a space has become available within your unit you may contact the Wolman Housing Office by phone at 410-516-7960 or email confirmation@jhu.edu to request a new roommate. However, the student you are requesting to pull in must already be housed in a comparable single space within the university housing system and the switch must occur quickly, within a two (2) business-day timeframe. We will require hearing directly from the proposed new roommate to confirm all are in agreement. If there has been no other placement made, we will do what we can to honor the request. However, if a student has already been assigned to the space, we will be unable to accommodate your request. Please do not ask us to change another student’s housing assignment. Housing will notify students if a new assignment occurs within their room, suite or apartment, however as we near move in, we cannot guarantee your roommate of choice due to the quick turn-around time involved in making last minute room assignments.

In the event of there being an unoccupied space within your double room, the expectation is that you will keep the vacant side of the room clear of your personal belongings.
A new resident may be assigned to that space at any given time during the academic year, so it is necessary that the vacant side of the room remain in move-in ready condition. “Failure to comply with these expectations for vacancies may result in disciplinary action with the Office of Residential Life, and/or your being assessed a fine to be determined by the Housing Office.” Current occupants will receive a new roommate notification when a student is assigned to the vacant space.

**LATE FEES**

**STUDENTS WILL BE BILLED PRIOR TO THE BEGINNING OF EACH SEMESTER.**

The University will assess a late fee of 1¼ percent compounded monthly against any student’s account bill that is not paid in accordance with the stipulations on the University student invoice.

**LOSS OF PROPERTY/RENTERS INSURANCE**

The University cannot take responsibility for students’ personal property. Students are strongly advised to purchase or check with their parent’s current home insurance coverage about coverage for their personal property. Students and parents may be able to secure the appropriate rider or seek additional coverage to cover the loss, damage, or theft of their personal property. Laptop computers, cell phones, tablets, etc. are a common target for theft.

*For more information about renters insurance, contact National Student Services, Inc. at contactus@nssi.com*

**SUBLET**

Students residing in University apartments are allowed to sublet their space to full-time Krieger School of Arts & Sciences and Whiting School of Engineering undergraduate students with the approval of the Housing office during the summer months. The subletting period begins at the closing of the residence halls in May and ends on July 31st. Both the contract-holder and the student wishing to sublet will be required to come into the Housing office to fill out the proper forms before approval is granted. The Housing Operations office must know at all times who is living in each apartment in case of key replacement, emergency, or maintenance issues.

*For more information about subletting a University-owned apartment, please contact the Housing office, Wolman Hall in room 103.*

**SUMMER HOUSING**

Summer housing is available to current full-time Krieger School of Arts & Sciences and the Whiting School of Engineering undergraduates on the Homewood campus who are registered for classes or conducting an internship/research at any JHU campus.

*For more information about summer housing, contact the office of Scheduling & Events at summerhousing@jhu.edu or call 410-516-3962.*

**ROOM HOLDING DEPOSIT**

**Sophomore Students:**

If you are not returning to the University, it is your responsibility to directly inform the Housing Office by August 1st of your decision not to return. If you fail to notify Housing of your intent not to return by August 1st, you will be responsible for a $500.00 administrative fee.

**Upper-class Students:**

(THOSE STUDENTS THAT HAVE FULFILLED THE TWO YEAR RESIDENCY REQUIREMENT).

If you have secured a space in University Housing and decide to cancel your housing contract to move off campus you must notify Housing directly before June 1st of the upcoming school year and all charges shall be waived except for a $500.00 administrative fee. If notification is received after June 1st but before the earliest move-in date, you will be responsible for two months of the applicable room charges. Should you decide to cancel a 12 month contract on or after June 1st but before August 1st you will be responsible for a $500.00 administrative fee plus a termination fee equal to one month’s applicable room charges. The Student must vacate the applicable room by August 1st.
Safety and Security

This section of the guidebook describes the procedures to follow in case of fire emergencies, University regulations dealing with fire safety, and security services on campus. It also provides you with tips on how to protect yourself and your valuables while living in University-owned housing and the neighborhoods surrounding the University.

EMERGENCY ASSISTANCE

Residents in University Housing can obtain emergency assistance through the Office of Residential Life at any time. Residents can call or visit the office for help during regular office hours.

When the offices are closed, residents who cannot locate their own Resident Advisors can call the RA assigned to duty coverage for the night. The phone numbers to call are posted in the lobbies of every building, near the RA’s room, and is provided to all residents during their first floor meeting of each semester. RAs work closely with Campus Security and the on-call professional staff to assist residents with a variety of circumstances.

Residents who need emergency medical or security assistance should call University Housing or Campus Security at 410-516-7777 to request it directly. Whenever possible, residents are encouraged to contact an RA first so that proper coordination and follow-up can occur.

Campus Safety or Security can be contacted 24/7 by dialing 410-516-7777 for emergencies or 410-516-4600 for non-emergencies.

SAFETY TIPS

Most Importantly, Take Responsibility for Yourself

The University cannot guarantee your safety, but assuming personal responsibility for your own well-being by following the guidelines below will decrease your risk. Cooperation among all members of the residential community is an essential ingredient for a safe environment. The decisions you make will affect your neighbors’ safety, as well as your own.

- Get involved with efforts to promote student safety
- Enroll in our “RAD” Rape Aggression Defense training program featured twice a semester. Contact 410-516-4671 for enrollment information. It is free and open to female students. Class size is limited.
- Contact Security for information on how you can participate in the Hopkins Crime Watch Program. Call 410-516-5471.

For more crime prevention tips, visit http://security.jhu.edu/.

Neighborhood Safety Tips

While the Homewood Campus provides a sense of suburban community, city streets surround the University. Residents must use the same precautions called for in any major metropolitan area to stay safe. Follow basic personal security guidelines to decrease the risks that are standard in urban areas like Baltimore. For example:

- Don’t walk alone at night and avoid walking in alleys.
- Stay in well-lit, well-traveled areas after dark.
- Be aware of your surroundings and stay off your phone.
- Know how to get help if you need it.
- Don’t use off-campus ATMs after hours.
- Use the Blue Jay Shuttle vans (410-516-8700) after hours or call 410-516-4600 for a walking escort.
- Walk with confidence.

Residence Halls/Apartments Safety Tips

A few simple procedures can help keep you and your possessions safe while you are living at JHU.

- No tailgating! Don’t allow others to enter your building after you.
- Always lock your door when you leave your room, suite or apartment, even if you are just visiting a friend down the hall or going to take a shower. It doesn’t take long for a thief to grab a wallet or a laptop off a desk.
- Always keep your room locked while you sleep. Residents at Hopkins who have slept with doors unlocked have lost jewelry, watches, wallets, purses and other valuables. Remember, thieves are not necessarily strangers.
- Always keep the entrance to your house or building locked. It’s the only way to keep intruders out and you and your neighbors safe. Use the door entry phone system (if applicable) to let friends in that you know are
coming to visit. Don’t prop any doors open. Should you find the door propped, un-prop the door and close it.
• Report door problems to the Housing Facilities Office or Security immediately.
• Learn to use the variety of security services available to you in the residence halls, apartments and on campus.
• Don’t give your keys or JCard/Access card to others.

FIRE SAFETY
Fire drills are conducted in every building at least twice a year by University staff and the Baltimore City Fire Department. Additional drills may occur as required.

If You See or Smell Fire

REMEMBER THE ACRONYM RACE:
R – Remove yourself from contact with smoke or fire.
A – Alarm – Pull the nearest fire alarm.
C – Call Security at 410-516-7777
E – Evacuate the building.

DO NOT USE ELEVATORS.

Evacuation Procedures
Residents are required by law and University policy to evacuate their residences immediately when the fire alarm sounds. All students should be evacuated from any JHU building in under 5 minutes from the sounding of an alarm, and well removed from the building proximity (at least 50 yards). They should remain removed from the building until an “ALL CLEAR” has been given by the Baltimore City Fire Department or qualified dept. of JHU, i.e. Health Safety and Environment. Failure to vacate the building within the evacuation time of 5 minutes could result in disciplinary action and/or fines.

The evacuation procedures follow, but are also posted in each building and are reviewed with residents at the beginning of each semester.

If you hear the fire alarm sound, you must prepare to evacuate. Students found in the building during an evacuation will be subject to disciplinary action and/or fines. In addition, those who do not evacuate in a timely manner will be subject to disciplinary action and/or fines.

Feel your room door. If it is hot, stay in your room and signal for help from your window. Put a towel under your door.

If there are flames or heavy smoke in the hallway, keep down low, below the smoke, and go to the nearest exit.
If there are no flames or heavy smoke, close your room door behind you and walk quickly to the nearest exit.

If you find the nearest exit blocked, AMR residents should remember that there are fire stairs in the rear of the Clark and Hollander and the front of Royce and Wood. Wolman, McCoy, Charles Commons, Bradford and Homewood apartment residents MUST use the stairs only. Rogers House students use the fire escape if the nearest exit is blocked.

Remain a safe distance from the building until receiving further instructions from a university representative.

CAMPUS SECURITY SERVICES

For emergency assistance call:
410-516-7777

Campus Security Office
The Security Office Lost and Found, located at 3001 Remington Ave, is staffed 8:30 AM - 5:00 PM, Monday – Friday and is closed on weekends and University holidays. Officers are available to assist students around-the-clock with any security-related problem or emergency. Call 410-516-4600 for non-emergencies or 410-516-7777 for emergency assistance. Hopkins officers patrol the Homewood campus on foot, golf cart, and in vehicles 24 hours a day, 7 days a week. Additionally, the grounds and common areas of University Housing buildings are patrolled by a uniformed Hopkins officer. The streets around off campus housing and off campus housing common areas are also patrolled. Security desks, at various locations inside or in front of housing buildings, are staffed 24 hours a day, 7 days a week.

24-Hour Emergency Phone System
The Homewood campus has 115 Emergency Phones at various locations on and around campus. There are several types:
• Some are “in-poles” resembling campus light posts. They have a blue translucent globe on top that glows light blue at night.
• Others are black metal “stanchions” with the word, “Emergency,” and a blue light on top.
• A few are wall mounted and installed in garages and buildings.
• The phones offer a direct line (do not need to be dialed) to the Security Department. By pressing the red button, Campus Safety and Security Communications is called and the location identified. The line will remain open and the notification of a Hopkins officer begins immediately. Use these phones for emergencies or if you are uncomfortable in your surroundings. If you see anyone vandalizing or abusing this system, please report the incident to Campus Security.
Elevator Disablement

In the unlikely event that you are in an elevator that experiences a mechanical problem, sound the alarm bell and/or use the elevator phone to call Security at 410-516-7777.

For more information, refer to the Evacuation Manual or call the Homewood Safety Office at 410-516-8798.

Quad Monitors

Student monitors patrol the lower, upper and freshman quads daily during various hours. They are available to escort students after dark. Call 410-516-4600 for service.

Students interested in applying for this position should contact the Escort Supervisor at 410-516-4547.

Building Access Systems

Some buildings in University Housing are equipped with a phone access or intercom system that enables visitors to call into the building. Phones in some buildings can also be used to contact Campus Security.

LiveSafe

LiveSafe is a personal safety mobile app the JHU is providing to all students, faculty, and staff to download for free. The app provides a quick, convenient, and discreet way to communicate directly with JHU safety officials, enhancing your overall safety and allowing JHU Public Safety to better protect you.

Download “LiveSafe” from the App Store or Google Play.

Security Staffing

WOLMAN, MCCOY, AMRS (I, II & III A & B), CHARLES COMMONS, BRADFORD AND HOMEWOOD

Security Officers are stationed outside the front of entrances of each AMR building, in the lobbies of Wolman, McCoy, Bradford and Homewood and on the third floor of Charles Commons (bridge) 24 hours a day, 7 days a week. These officers are available to offer immediate security assistance and to deter unauthorized individuals from entering the building, assist guests in contacting their hosts and intervene in security related incidents. Students should bring any immediate security concerns to the guard’s attention.

Front Door

Front Door offers patented in-front and/or behind lock screen messaging and alert capabilities. In addition, it is designed to prevent theft and accidental loss of your mobile technology (phones, laptops, tablets) by helping you track and recover lost and stolen devices.

Check it out: http://www.frontdoorsoftware.com/jhu/
IDENTIFICATION OF FACILITIES STAFF

ALL FULL-TIME FACILITIES PERSONNEL NEEDING ACCESS TO STUDENT HOUSING ARE REQUIRED TO WEAR IDENTIFICATION BADGES.

These cards, which feature a photograph of the staff member, are worn daily by maintenance and custodial staff in the residence halls and apartments.

If you have any concerns about Facilities Staff in your building, please call:

HOUSING FACILITIES OFFICE
(410) 516-7962

CAMPUS SECURITY AFTER HOURS
(410) 516-7777
Student Support Services

HOPKINS EMERGENCY RESPONSE ORGANIZATION (HERO)

Homewood
Organized and staffed by students, HERO is on call 24 hours a day during the school year. The unit provides basic care for routine injuries and first aid needs on/off campus. In the event of a medical emergency, call HERO at 410-516-7777. When in doubt, make the call!

ACADEMIC ADVISING

Garland Hall
Undergraduates in Arts and Sciences who have questions or problems concerning academics should visit the Office of Academic Advising in Garland Hall. The office is headed by Academic Advising and is staffed by professionals who are specifically equipped to deal with the academic difficulties of students. The office is prepared to give students information on how to develop study skills, to assist students with scheduling problems, to provide guidance in the selection of a major and to direct students toward tutorial services. The office is open from 8:30 am to 5:00 pm, Monday through Friday.

Students in Engineering should address any academic concerns to the Dean of Engineering in the NEB.

CAMPUS MINISTRIES FOR SPIRITUAL & RELIGIOUS LIFE

IFC
Campus Ministries serves to promote and support spiritual development, theological reflection, multi-religious understanding and social awareness among students, faculty and staff within the university community. Located in the Bunting-Meyerhoff Interfaith and Community Service Center, Campus Ministries is open daily for appointments, and on weekends and evenings for religious services, group meetings, sacred text study, community service projects, and special events. Campus Ministries provides pastoral care and support for students, faculty and staff and their families in times of sickness, bereavement or distress. The Chaplain, Assistant Chaplain, and the Campus Ministers are available by appointment to provide confidential counsel and support.

To contact us call 410-516-1880 and for more information, visit our web site at [https://studentaffairs.jhu.edu/campus-ministries/].

CENTER FOR STUDENT SUCCESS
The Center for Student Success (CSS), enhances students’ holistic college experiences through coaching, mentoring and community-building programs that tie together students’ academic experiences and co-curricular engagement. CSS programs and services include Mentoring Assistance Peer Program (MAPP), Johns Hopkins Underrepresented in Medical Professions (JUMP), Hop In, First Year Experience (FYE), Second Year Experience (SYE) and Student Athlete Success.

For more information, please contact the Center for Student Success at (410) 516-8730.
COMPUTER AND TECHNOLOGY DISCOUNTS

Garland Hall

The JHU Technology Center offers academic pricing on Apple products that is usually even lower than the “sale” prices from Apple, Amazon, Best Buy etc. Extended warranties that include “accidental damage” coverage at no additional cost as also available with every student or parent computer purchase. If needed, warranty service is provided by on-site certified technicians for most Apple, Dell and HP laptops. If service is needed, free loaner laptops are available to students who purchase a system through our store.

For incoming students, laptops can be shipped to the student’s home, or held for pick-up during orientation so there is one less thing to pack.

The Technology Center’s store is staffed primarily by students, and revenue generated from computer sales helps enhance our student technology services.

Our website is at https://studentaffairs.jhu.edu/computing/hopkins-technology-store/, email is techstore@jhu.edu, phone is 410-516-0448.

COUNSELING CENTER

The Counseling Center is located at:

3003 N. Charles Street
Suite S-200
Phone: 410-516-8278

[https://studentaffairs.jhu.edu/counselingcenter/]

Office Hours: M – F, 8:30 am – 5:00 pm
(open until 6 pm on Mondays and Thursdays during the academic year)

The Counseling Center is the primary source of psychological counseling for full-time undergraduate and graduate students for the Krieger School of Arts and Sciences, the Whiting School of Engineering, and the Peabody Conservatory. Our staff is made up of licensed professional psychologists, consulting psychiatrists, social workers, and doctoral interns. All services provided by the Counseling Center are confidential and free of charge.

The Counseling Center provides assistance and support to students on a wide range of personal, emotional and developmental issues. Examples of these issues include difficulty adjusting to the University, homesickness, stress, academic concerns, relationship concerns, depression, identity concerns and anxiety. Severe emotional problems are not a prerequisite for coming to the Counseling Center. Students in need of psychotropic medication may also be referred to our consulting psychiatrists. If it is determined that a student’s treatment requires resources or services beyond what we can provide, then we can also assist with an appropriate community referral.

We also offer a wide range of educational and preventative programs to help students reach their full potential. The Counseling Center also manages a 24-hour Sexual Assault HelpLine (410-516-7333) for support, crisis intervention, referral and advocacy.

For more information about Counseling Center services, please visit our website at: [https://studentaffairs.jhu.edu/counselingcenter].

HEALTH SERVICES

The Student Health & Wellness Service (SHWC) is located within the Homewood Apartments at:

1 E. 31st Street
Suite N-200
410-516-8270

The Student Health and Wellness Center (SHWC) is the health care facility for full-time students in the Krieger School of Arts and Sciences, the Whiting School of Engineering, and the Peabody Conservatory. Located in the Homewood Apartments at the entrance on 31st street, 2nd floor, the SHWC provides comprehensive primary care health services under the direction of a full-time director with a staff of certified nurse practitioners, physicians, registered nurses and medical assistants. A nutritionist is available several days per week. We perform routine physical exams, offer a wide variety of immunizations as well as allergy injections, provide sexual and reproductive health care, and offer acute and chronic illness care. Beyond making diagnoses, providing treatments, and ordering lab tests, we also offer travel consults, massage therapy, and a limited pharmacy service. Referrals to specialists are provided as needed. You do not need to have JHU student health benefit plan to use the Health Center and there is no fee to see any of the providers. The SHWC does not bill private insurance. All medical information is treated with strict confidentiality unless SHWC staff are required by law to disclose information or a student presents a clear threat to themselves or someone else.

During the academic year, we have hours from Monday through Saturday (for a full schedule, visit
http://studentaffairs.jhu.edu/student-health/general-information/). You can make an appointment with us during these times by calling 410-516-8270. Please remember to bring your J-card and insurance card to all of your visits.

When the Student Health and Wellness Center is closed (nights, weekends and holidays), health advice is provided by an on-call Nurse Advice Line. When you call the SHWC after hours, you will automatically be forwarded to this service for assistance.

For more information about the services offered by SHWC and our policies, please visit our website at [http://studentaffairs.jhu.edu/student-health/].

For information about how to stay healthy at Hopkins, visit our health education website (CHEW: https://studentaffairs.jhu.edu/chew/).

THE LEARNING DEN

The Learning Den provides tutoring for all registered students in the School of Arts and Sciences and the School of Engineering. There is no fee and there is no limit to the number of sessions a student may attend. All tutoring is held on the Homewood Campus in Gilman Hall. Tutoring is conducted in small group format, with a maximum of six students in each group. Tutors review course-specific material and encourage students to ask questions and exchange information. Tutoring is not a substitute for class attendance nor is it a place to just do homework. If you need help in a subject, request assistance early and often.

For more information on our services, please contact: 410-516-8216 • tutoring@jhu.edu

LGBTQ LIFE

LGBTQ Life provides support, education, and advocacy around LGBTQ issues to members of the Hopkins community. The office provides a central networking place for lesbian, gay, bisexual, transgender, queer, and asexual people and their allies. In collaboration with our many campus partners, we are working towards making Hopkins a safer and more inclusive place for people of all sexual orientations and gender identities. Contact us to learn more about Safe Zone trainings, identity meet-ups, and other opportunities to get involved.

Our office is located in Suite 102 in the Homewood Apartments at 3003 N. Charles Street. (This is the same building as Maxie’s and the Counseling Center.) Our office is accessible using the south entrance (closest to 30th Street). You’ll find us adjacent to the Office of Multicultural Affairs.

For more information, email lgbtq@jhu.edu and visit our website [http://studentaffairs.jhu.edu/lgbtq].

WOMEN AND GENDER RESOURCES

The office of Women and Gender Resources supports and advises students on all matters related to gender equity and the advancement of our women students. In an effort to promote gender equity, WGR provides programming on women in leadership, supporting women in STEM fields, addressing gender biases, and representations of masculinities. Women and Gender Resources serves as a central hub for all on-campus information and events related to gender and inclusion, which can be found on our website [https://studentaffairs.jhu.edu/women-resources/], and Facebook [https://www.facebook.com/gender.equity.jhu/].

Women and Gender Resources is located in the Homewood Apartments on 3003 N. Charles Street (directly next to LGBTQ Life and The Office of Multicultural Affairs) and is accessible using the South Entrance. The Director, Dr. Jeannine Heynes, can be reached at jheynes@jhu.edu.

OFFICE OF MULTICULTURAL AFFAIRS (OMA)

The Office of Multicultural Affairs (OMA) is committed to enhancing the academic success of students from populations underrepresented in higher education, as well as collaborating with members of the campus and greater Baltimore communities to enhance cultural awareness and to create an inclusive campus community.

The Office of Multicultural Affairs is located in the Homewood Apartments at 3003 N. Charles Street, Suite 100. Within the Center, the operational hours are Monday-Thursday, 8:30am-8pm, Friday, 8:30am-5pm, closed on Saturdays, Sunday, 12pm-8pm. The facility hosts a conference room, a seminar room, a kitchen, a programming lounge and the administrative offices of the Office of Multicultural Affairs. These facilities may be reserved by academic and administrative departments, student organizations, faculty members or community members as space is available.

To contact the Office of Multicultural Affairs, please visit [https://studentaffairs.jhu.edu/oma], call (410) 516-8730 or e-mail oma@jhu.edu.
ORIENTATION AND FIRST-YEAR EXPERIENCE

Center for Student Success

Orientation and First-Year Experience exists to facilitate a successful transition for students through meaningful programs, resources, and initiatives that foster an inclusive community and create opportunities for intellectual and personal growth.

For more information, contact Orientation and First-Year Experience at nso@jhu.edu or (410) 516-3870.

PEER COUNSELORS (APTT)

Wolman Hall and Brody Learning Commons 4010

A Place to Talk (APTT) is a student-to-student peer listening group for the Hopkins community. We provide a cozy environment for anyone to discuss anything, from everyday frustrations to serious concerns. Peer listeners are undergraduate students who have been trained to listen and respond without giving advice. We’ll help you explore your thoughts and feelings and come up with your own solutions.

All phone calls, emails and visits to APTT are confidential.

[http://pages.jh.edu/~aptt/index.html]

THE STUDENT DISABILITY SERVICES OFFICE

The Office for Student Disability Services is located at:

385 Garland Hall
Johns Hopkins University
3400 North Charles Street
Baltimore, MD 21218

ph: 410-516-4720
fax: 443-529-1543

[https://studentaffairs.jhu.edu/disabilities]

studentdisabilityservices@jhu.edu

Students seeking information or accommodations for a disability should contact the Student Disability Services Office to discuss how the University could provide reasonable and necessary accommodations. To register with SDS for the first time, schedule a meeting with the Director and arrange to provide appropriate documentation for review. Documentation guidelines can be found on the SDS website. Contacts with the SDS office are strictly confidential and information is shared with University officials only on a need to know basis.

Dr. Terri Massie-Burrell, Director of Academic Support and Disability Services
STUDENT SUPPORT SERVICES

STUDENT LEADERSHIP AND INVOLVEMENT

Mattin Center

The Office of Student Leadership and Involvement believes that when students thrive, they make the world a better place. Through leadership and involvement opportunities, they work collaboratively to develop programs, organizations, and spaces that promote individual growth and cultivate inclusive communities. This includes campus wide programming, JHUnion events, leadership workshops, and student organizations.

They are located in the Ross Jones North Building of the Mattin Center, Room 131.

For more information, visit [https://studentaffairs.jhu.edu/sli/] or email slandi@jhu.edu.

STUDY CONSULTING

The Study Consulting Program helps undergraduate students strengthen their academic skills, adjust to the increased demands of college, or fulfill their potential.

Study Consulting pairs undergraduate students with an accomplished senior or graduate student who serves as a consultant. The student-consultant pair meets every week, one hour per week, and works on universal academic skills such as: Time Management, Organization, Note Taking, Writing Papers, Heavy Reading Loads, Test Anxiety, Test Preparation, Where to Study, Self-Discipline, “Backward Planning”, and Study Skills.

Study Consulting was initiated at Johns Hopkins University in the fall of 1985 and has proven to be quite successful. The results are consistent: those who are dedicated and work diligently improve their academic standing.

FOR MORE INFORMATION ON OUR SERVICES, PLEASE CONTACT:

Mrs. Fay Day
410-516-5506
fday2@jhu.edu
[http://academicsupport.jhu.edu/]

Revised 9/18/18
Community Living
Email: confirmation@jhu.edu
https://studentaffairs.jhu.edu/community-living/

Housing Operations: 410-516-7960
Residential Life: 410-516-8283
Dining: 410-516-3383
Scheduling & Events: 410-516-8209