The English Graduate Organization’s

**Graduate Student Guidebook**



St. John’s University Department of English Updated October 2025

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# Welcome to the Guidebook!

The Department of English at St. John's University comprises a vibrant, dynamic community of faculty and students exploring literature, writing, and creative arts. The department also oﬀers three graduate programs, including a Bachelor of Arts / Master of Arts (B.A./M.A.) that allows ambitious undergraduates to engage in graduate-level work, a Master of Arts (M.A.) degree, and Doctor of Philosophy (Ph.D.) degree.

At the core of our graduate student community is our English Graduate Organization (EGO), a student-led, faculty-supported collective that focuses on building community, providing academic and professional training and support, and supporting our graduate students’ general well-being.

And that’s why we’ve created this Guidebook – to serve as an easy-to-reference resource containing all of the essential information and insider secrets our English graduate students need to ﬂourish. St. John’s is rich with academic and professional support oﬃces, health and wellness resources, and opportunities to connect to the community – but it can be diﬃcult to navigate the campus, remember what’s available, and understand how to take advantage of everything.

We hope that our curated resource makes things feel a little bit easier, and helps make the St. John’s English department – and campus at large – feel a bit more like home. This document was initially drafted by Stephanie Montalti and Jaclyn Graber, Co-Chairs of EGO in 2023, and we have built on their great foundation!

# English Department Resources

## People to Know

**Dr. Steve Mentz** (he/him) Chair, English Department

Oﬃce: St. John’s Hall, Room B40-1 Email: mentzs@stjohns.edu

**Dr. Steven Alvarez** (he/him) Assistant Chair, English Department

Oﬃce: St. John’s Hall, Room B40 Email: alvares1@stjohns.edu

**Dr. Granville “G.” Ganter** (he/they)

Director of Graduate Studies, English Department Oﬃce: St. John’s Hall, Room B40, cube 8

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**Lana Umali** (she/her)

Administrative Assistant, English Department Oﬃce: St. John’s Hall, Room B40-1 Email: umalil@stjohns.edu

*For a full list of English Department Faculty,* [*click here*](https://stjenglish.com/faculty-pages/) *or visit our English Department Blog.*

*For information about English Department Faculty specializations,* [*click here*](https://stjenglish.com/faculty-scholarly-specializations/) *or visit our English Department Blog.*

*For a full list of English Department M.A. students,* [*click here*](https://stjenglish.com/ma-students/)*, and for a full list of English Department Ph.D. students,* [*click here*](https://stjenglish.com/phd-students/)*, or visit our English Department Blog.*

## The English Graduate Organization (EGO)

The English Graduate Organization, or EGO, is the department’s student-led and faculty-supported organization committed to supporting the English graduate student population at St. John’s University.

As an organization, we focus on two main pillars of student-focused support:

* *Building community* among our students and faculty through engaging and accessible on- and oﬀ-campus social events. Graduate school is challenging, but creating meaningful connections with your peers can help you achieve more success and fulﬁllment along the way.
* *Providing academic and career support* through student- and faculty-led workshops, the creation of graduate student resources (like this guidebook!), and peer-to-peer mentorship.

EGO is led by two Co-Chairs (in 2025-26, Emmanuel Quinones and Max Yacker) – but there are numerous ways in which you can get involved. Keep an eye on your email inbox for information about future workshops and events!

The two most important websites for our program are the

[English Department Blog](https://stjenglish.com/) (faculty specializations; course descriptions, events)

[School Forms Page](https://www.stjohns.edu/academics/schools/st-johns-college-liberal-arts-and-sciences/about/school-forms) (registration forms; Graduate Calendar; all MA and PhD forms.)

## Graduate Program Information & Requirements

## Combined B.A/M.A. Program

*How the Program Works*

Students who are accepted into the program take four Master’s courses as undergraduates, ideally one per term during their junior and senior years. These four courses count toward the B.A. degree (12 of the necessary 36 credits) and toward the Master’s degree once the B.A. is earned. The key point to remember is this: students get double credit for four courses.

When the student begins the ﬁfth year, he or she has already completed 12 credits toward the M.A. degree, and will have only 21 credits left to fulﬁll (four courses in one term, three the next). This is a cost effective way to get an M.A. degree but you are committing to a 5-year plan.

*Beneﬁts of the Program*

* + Qualiﬁed students can enter the B.A./M.A. program and earn two degrees in just ﬁve years.
	+ Students can work at the graduate level with the same professors they’ve known as undergraduates.
	+ Graduate seminars are small and focused courses that foster and active, tight-knit community of peers.
	+ Graduates with a Master’s degree diﬀerentiate themselves from other candidates in a competitive job market.
	+ Applicants with an M.A. in English are attractive to admissions committees at law and business schools.
	+ English M.A. students are well positioned for further graduate study in rhetoric, literature, creative writing, philosophy, American Studies, women’s studies, and more.

*Requirements for Admission*

Students are eligible to apply for the B.A./M.A. program when they have ﬁnished at least twelve credits in courses that count toward the English major, with a GPA of 3.5 or over in these courses. Students must also have an overall GPA of 3.0 or higher. Students are also asked to obtain letters of recommendation from two professors teaching in the graduate program, which should be sent directly to the Chair.

*When to Apply*

The English Department encourages students to begin the program in the ﬁrst semester of the junior year, so the best time to apply is in the second semester of sophomore year. It is to the student’s advantage to take one Master’s course per term for two years, but students who decide to apply to the program during their junior year can complete the necessary coursework by taking two Master’s classes per term during their senior year.

*How to Apply*

The Combined Degree application form is available in the College Dean’s oﬃce (St John Hall, Room 135). Students ﬁll out the top portion of the form, bring it to the Registrar’s oﬃce, and generate a transcript from the Web. Completed application form and certiﬁed transcript are then returned to the College Dean’s oﬃce. Once the applicant’s qualiﬁcations have been veriﬁed by the College Dean’s Oﬃce and the Department Chair, the student will be informed in writing of the admission decision. The process normally takes three to four weeks.

## M.A. Program

*Overview*

The Master of Arts in English at St. John’s University oﬀers students a broad and intensive engagement with literary, cultural, and writing studies.

Distinguished faculty members teach courses in traditional and emerging ﬁelds of literature, cultural studies, critical theory, writing, and composition studies.

The 33-credit program features the option to write a three-credit master’s thesis in place of one course. The only required course is English 100, Modern Critical Theories, which is usually oﬀered in the spring semester. In the ﬁnal semester of coursework, each student submits a master’s portfolio, including one extensively revised paper and a 10- page critical overview of a student’s growth as a reader, scholar, and writer.

The program is designed for both full-time graduate students and professional educators, administrators, and writers who want to pursue a master’s degree part-time. As a full-time student, you can complete the degree in three or four semesters. If you are a part-time student, you may proceed more gradually toward completing the requirements.

*Course Information*

All of the English graduate courses at St. John’s are seminars taught by research faculty members who are committed to teaching and mentoring graduate students. We oﬀer a wide range of courses each semester in the late afternoon and evening on the Queens campus. We also oﬀer online courses during the summer. The master’s program in English consists of 33 credit hours, or 11 courses, including the option to write a three-credit master’s thesis in place of one course. Currently, student may not take more than 50% online classes as graduate students, but this may change in the near future.

In the ﬁnal semester of coursework, you will submit a portfolio of your graduate work. The portfolio consists of three course papers, including one extensively revised paper, and a 10-page critical overview of your growth as a reader, scholar, and writer.

*Admission*

The requirements for admission to the M.A. program in English at St. John’s are the following:

* + A bachelor’s degree from an accredited college or university with at least 24 credits completed in English.
	+ An undergraduate GPA of at least 3.0 and a 3.5 in English courses.
	+ Acceptable GRE scores in the General Test. We do not require the English subject test.
	+ Three letters of recommendation, two of which should be academic letters attesting to your work as a student.

*The English M.A. Capstone Projects*

The 33-credit (11 course) M.A. program in English allows the student to choose their own course of study in consultation with the DGS and their adviser. There is one required class: ENG 100 Modern Critical Theories.

In addition, the M.A. at St. John’ features two diﬀerent tracks for the capstone project:

* + the option to write a three-credit master’s thesis
	+ the option to do the master’s portfolio.

Students elect to do either the MA thesis or the MA portfolio.

The master’s thesis will take the place of one course; students who elect to do the portfolio track will take 33-credits worth of coursework and write the master’s portfolio.

*M.A. Thesis*

The M.A. thesis is a capstone project of the M.A. student’s devising. It is an independent project written in consultation with a faculty mentor and at least one other faculty reader. The student registers for ENG 900/Master’s Research; when s/he does this, it means that you’ve found a faculty mentor who has agreed to advise the project. Typically the M.A. thesis student registers for the course in the fall of their ﬁnal year of the M.A., having approached a possible adviser for the M.A. thesis in the spring of their ﬁrst year. It’s a good idea to begin planning for it over the summer.

Typically the student will not complete the thesis in one semester. The professor will give an Incomplete and the student will continue to work on it over the winter break and spring semester; the ﬁnal draft of the thesis is due before the “incomplete” has to be resolved, which usually is in mid-March. Deadlines for ﬁnal submission of the

M.A. thesis to the Dean’s oﬃce follow the deadlines established by the Graduate Oﬃce each year.

Students will be mentored by one thesis adviser, and will have second readers who will also follow the progress of the writing, oﬀer advice, and evaluate the thesis for quality.

The M.A. thesis at St. John’s is typically 40-60 pages plus a bibliography.

Students who take ENG 900: Master’s Research in the fall should register for ENG 105T Master’s Thesis defense in the spring. Note, there is no formal M.A. defense at St. John’s, but you should register for placeholder designation.

*M.A. Portfolio*

What is the portfolio? The portfolio is composed of four representative samples of graduate student writing:

* + one revised and expanded seminar paper or ﬁnal project, plus the earlier draft of this paper;
	+ two additional seminar papers or ﬁnal writing projects (unrevised);
	+ one ten-page critical preface that discusses your intellectual development as an English graduate student.

Portfolios do not need to be bound; a manila envelope or folder will suﬃce as a container.

Students who elect the portfolio track register for ENG 105: Comprehensive Portfolio in their ﬁnal semester of coursework. This is a zero-credit course that is in addition to your 33 credits of coursework.

Portfolios are read on a Pass/Fail basis, based on the whole package. Portfolios should show:

* + graduate level research and writing skills, including professional use of authorities (MLA format) and grammatical English;
	+ thoughtful response to outside comments on the revised essay or ﬁnal project; and
	+ critical awareness of the writing samples’ value in contexts beyond the class and/or professor for which it was originally written.

Prior to submitting the portfolio, students should meet with their professors to choose which papers or ﬁnal papers they will submit. Most importantly, they should decide which paper or project they will revise. Choice of papers should not be based simply on which papers received the highest grade. Rather, you should select papers

that demonstrate your most meaningful work, as you will discuss in your critical preface.

After choosing which paper or ﬁnal project to revise, students should substantially revise and expand it for the portfolio. Revision strategies should begin by considering ﬁnal comments on the paper from the professor for which you wrote it, but you are not limited to those suggestions. The purpose of the revision is to expand the context of the seminar to consider a broader professional audience and purpose for your writing. The revision stage is where you show all your growing professional skills, which means that your revision should be more substantial than simply copyediting or adding scholarly references to your earlier draft.

The critical preface to your portfolio should discuss your intellectual development as an English graduate student, with reference to the writing samples as evidence of this development. While there are not prescribed rules for this essay, it should demonstrate how you understand yourself as a scholar in English studies. The essay should be as compelling and distinctive as possible in discussing your development, rather than just a summary of the written work that you are submitting for your portfolio. Consider the following questions as you begin to think about your critical preface:

* + What intellectual advances have you made?
	+ What critics or critical schools do you tend to use and why?
	+ How has your relationship to interpretation or reading changed?
	+ How has your teaching changed?
	+ How have your writing practices changed?
	+ How has your sense of audience changed?

Portfolios will fail as a result of the failure to meet professional writing standards, plagiarism, lack of familiarity with the critical discourse pertinent to a given topic, or failure to discuss your writing samples in the critical preface. Students who also do not adequately

revise the one paper will be asked to redo the work in order to pass the exam.

## Ph.D. Program

*General Information*

The PhD requires 54 credits. This includes 48 hours of coursework and 6 credits of dissertation preparation/work. The 48 hours of coursework include these two required courses: ENG 110 Intro to the Profession and ENG 100 Modern Critical Theories. In addition, students spend anywhere from one semester to a year in preparation for their Comprehensive Oral Exams (“Comps”). After successfully completing coursework and then passing the comprehensive oral examination, you will register for ENG 975 (Dissertation Research Seminar) for one semester (3 credits), followed by three semesters of 1-credit ENG 975 (to complete dissertation ideally within 2 years).

Students who come to St. John’s with a M.A. in English or a related degree can apply for “Advanced Standing,” with a maximum of 18 credits applicable to the coursework portion of the PhD. For students who are in the M.A. at St. John’s and are interested in applying for the PhD, students are advised to apply before the MA is completed, in which case the 33 credits of the

M.A. at St. John’s then apply to the PhD’s required 48 credits.

It is important to remember that to obtain the PhD degree students must register with SJU every semester continuously. After coursework, the nature of that registration changes over time. Note that student can begin these academic years either in the fall or spring semester. In both cases, summer is excluded; students should be working over the summer on the PhD projects but do not need to be registered.

The usual time from start to ﬁnish for the PhD degree is usually the maximum of six years: two years of coursework plus four of Comprehensive Exam preparation and dissertation writing. Students in extraordinary circumstances can apply for an extension of time after their seventh year, but that extension will be granted at the discretion of the Graduate Dean and the English Department.

In order to graduate with the Ph.D., you must also demonstrate proﬁciency in a foreign language by passing a department-administered translation exam, or by earning a B or better grade in a college-level foreign literature course.

Students should remain in close contact with their primary mentors and dissertation committee at all times about making progress toward completing the degree. Questions about registration should be directed to the DGS.

*Coursework Phase of the Ph.D.*

The Ph.D. degree requires 48 credits of coursework; some of you may be entering with advanced standing if you previously earned a MA or MFA (up to a total of 18 credits). If you’re not aware whether you have advanced standing, please consult with the DGS.

As a Ph.D. student in English, you must take the following two foundational courses:

* + ENG 100 Modern Critical Theories
	+ ENG 110 Introduction to the Profession

The program’s ﬂexibility and varied course oﬀerings allow you to select the remainder of your coursework on your own, in consultation with an advisor. The DGS can help you find an advisor at the start of your time in coursework, keying your expressed interests with professors with similar interests. The DGS also acts as as a defacto advisor to sign your registration forms, loan deferment forms (called Full Time Enrollment forms, or “FTE”), and exam/dissertation forms. As a department we encourage you to get to know and start forming relationships with various professors in ﬁelds of study that correspond with your intellectual and professional interests.

To satisfy the residency requirement, you must complete 24 credits of coursework within your ﬁrst two years of study, at which time you’ll meet with the program director to plan your additional progress toward the degree. Students pursuing the degree on a full-time basis will usually complete the coursework in two years; students pursuing the degree on a part-time basis should consult with the DGS.

*Comprehensive Exam Phase*

After ﬁnishing coursework, the “Comps” phase of the degree begins; this consists of independent work guided by three scholars in the ﬁelds of study you are focusing on. During this time should register for “English 105Q,” a zero-credit course that indicates you are preparing for your Comps. You register for 105Q upon successful completion of your coursework; you cannot proceed if you have any INC on your record or if your GPA is below a 3.0

To prepare for the Comprehensive Oral Exams, you put together a committee of three faculty members within the department with whom you’ll assemble a reading list of approximately 25 books and critical essays for each of three oral examination areas. You should approach professors with ideas in mind for lists, and with an eye towards forming your scholarly and professional identity.

For a collection of recently approved Comprehensive Exam lists and Dissertation Prospectuses, please email either the DGS or Lana Umali in the English Department oﬃce.

The student compiles the three lists and writes an overall rationale for the Comprehensive Exam, as well as short rationales for each of the three lists. This list should be attached to the form “Comprehensive Exam Filing Form,” which requires signatures from each of your examiners, and given to the DGS. This ideally happens the semester before you intend to take the exam, or at the latest at the start of the semester when the exam is scheduled. This list should be a proposed list, but it can be updated; on the day of the exam, the ﬁnal versions of these lists are resubmitted.

Usually this “Comps” preparation process takes two semesters, or a semester and a summer; students typically prepare for a minimum of one semester. At the end of the reading period students will undergo an oral comprehensive examination administered by your committee, which will allow you to demonstrate your mastery in these areas in preparation for your dissertation.

Generally, students should plan on taking the Comps in the spring before they begin ENG 975 in the fall, or in the ﬁrst few weeks of the fall term when they begin ENG 975. You should also plan on taking your language exam by the end of this period.

Please note, the course “105Q” satisﬁes the full-time equivalency requirements for purposes of deferring loans; students need to submit an “Advanced Standing” form for this purpose (Fee = roughly $100 / semester) with the Graduate oﬃce.

Failure of comp exams is rare but student can fail one, two, or all sections. Only those sections that are failed need to be retaken. A second failure results in termination from the program.

*All But Dissertation (ABD) Phase of the Ph.D.*

The dissertation for the advanced degree requires original thinking and research. When you get to that stage of the program, you’ll select a topic that will enable you to apply your knowledge of English, advanced research skills, and critical thinking skills to an original problem in contemporary scholarship, criticism, pedagogy, or the profession in general. You will convene a committee of three professors (you may also have an outside examiner, who can be a 4th reader) and you will write a prospectus, while proposes the work that will be done in the dissertation. When the prospectus has been approved by your committee, you will receive signatures from your committee members and that form will be ﬁled with the English department and the Graduate Oﬃce.

After you have written your dissertation, you will have to defend it orally with your committee. It will then be submitted to and approved by the Dean.

*English 975 Seminar*

The Dissertation Writing Workshop is now a one-semester course (ENG 975, 3 credits), meeting once per week (usually Mon or Tues 5

– 7 pm) and counting for 3 credits per semester. Students should aim to get their dissertation prospectus approved and start writing the ﬁrst chapter during this semester.

Since 975 (3 credit) is oﬀered only in the fall, we suggest that students either take their oral exams in early September (and start 975 at the same time) or in the spring semester (and start 975 the following fall).

After ENG 975 (3 credit) is ﬁnished, students register for ENG 975 (1 credit) until they ﬁnish their dissertation. This registration must be continuous unless the student is on leave (“Maintaining Matriculation”).

STUDENTS MUST HAVE 6 CREDITS OF DISSERTATION WORK: typically, 1 semester of the 3-credit 975, and 3 semesters of 1-credit 975. Sometimes students register for a 2-credit 975 if they need to finish up quickly.

*Dissertation Defense*

The defense is scheduled when the mentor of the dissertation determines that the work has reached the level of what s/he, as an authority in the ﬁeld, determines to be acceptable. That judgment is based on the mentor’s determination that it is original thinking and research; this is an issue of judgment, one that speaks to the “apprenticeship” aspect of the PhD. Each of your committee members will read and give you feedback on individual chapters; committees can work diﬀerently, with some members weighing in less often than the mentor, while other committees will work more collaboratively. Ideally, committees will meet once a semester, or at least convene via email to lay out the expectations for reading your work. When the mentor indicates that the committee is comfortable with your submitting a ﬁnal reader’s copy to the group, and setting a defense date, you will do so, paying attention to various deadlines that are set each year by the Graduate Oﬃce.

It is useful to keep in mind that [deadlines](https://www.stjohns.edu/sites/default/files/2024-09/SJC%20Academic%20Calendar%202024-2026.pdf) for defenses are usually quite a bit in advance of the degree (for instance, Mar 31 is the deadline for a May 2026 degree).

There is no set rule about who may attend defenses at St. John’s. Some students invite their study-group partners, family members, or colleagues. It's a good idea to work out attendance expectations before the defense with your mentor and readers.

*Depositing the Dissertation*

Final copies of dissertations must be submitted to the Dean’s Oﬃce, which will forward it to the library for approval (correct form etc), after revisions have been made after the defense. The [proper formatting](https://www.stjohns.edu/sites/default/files/2024-10/Sample_ThesisDissertation_Explanations_FINAL_FALL_2024-1.pdf) of the dissertation is essential lest your dissertation be rejected by the library and Proquest; please be sure to consult the Doctoral Dissertation Handout when you are preparing your dissertation for ﬁnal submission. Be prepared for paying attention to editing minutiae like line spacing---this formatting stage is much harder than it first seems.

Here is a direct link to the current [Doctoral Dissertation Handbook](https://www.stjohns.edu/sites/default/files/2025-08/SJC%20GR%20Doctoral%20Dissertation%20Handbook_Revised%20250811%20%281%29.pdf) (2019).

**Funding**

A limited number of Research Assistantships (RA) and Doctoral Fellowships (DFs) are granted to various academic departments within each school and college of the University. Here is a link to the most current [handbook](file:////Users/mentzs/Downloads/2025-2026%20Office%20of%20the%20Provost%20GA%20Manual_Updated%20April%202025%255b6%255d.docx) covering these awards. Graduate Assistantships (GA) are also available in administrative departments. All students interested in applying for an Assistantship must complete the online Graduate Assistant or Doctoral Fellowship application and email it to gradhelp@stjohns.edu. When Academic Research Assistantships/University Fellowships are available, the appropriate college will review the applications submitted and then contact a student. Non-Academic Graduate Assistantships may applied for directly after submitting the Application for Graduate Assistantship/Fellowship.

There are two main types of academic graduate assistantships available within the English program: Research Assistantships for master’s students, and Doctoral Fellows for doctoral students. Students must be enrolled fulltime in a program of study aﬃliated with the department or program oﬀering the assistantship. The number of Research Assistantships and Doctoral Fellowships may vary from year to year.

*Academic Criteria*

Awards are given on the basis of academic merit. Applicants for Doctoral Fellowships and Research Assistantships are only expected to submit GRE or GMAT scores if they are required to do so within their primary department of study.

All awardees are expected to have an undergraduate overall GPA of at least 3.20. Graduate Assistants will be expected to show evidence of a 3.20 GPA or above in any previous graduate work. Doctoral Fellows will be expected to show evidence of 3.5 GPA or above in any previous graduate work. Graduate Assistants who do not maintain these minimum GPAs will not be eligible to keep their assistantships.

The Graduate Admissions Assistance Program (GAAP) oversees graduate student applications to external scholarships. The staﬀ of the GAAP Oﬃce will assist you in determining your eligibility for scholarships and in completing the application process. In addition to our regular Graduate Assistantships and Doctoral Fellowships, several additional scholarships are available including the Pope Paul VI Scholarship Program and the Catholic School Teacher Scholarship.

*Graduate Assistantships, RA and GA*

Across St. JOhn’s, there are currently two types of Graduate Assistantships. The ﬁrst type of Research Assistantship (RA) is an academic assistantship. Research Assistants are assigned to their home departments and are expected to assist faculty in professional work, graduate conference and event planning, and other academic work. Research Assistants work up to 20 hours per week. Teaching duties cannot include being the instructor of record.

The other type of Graduate Assistantship is a non-academic assistantship outside the English department. Graduate Assistants with non-academic assistantships are assigned to oﬃces throughout the University and are not directly aﬃliated with their home departments. Non-Academic Graduate Assistants are not expected to teach or conduct research, but their learning experiences should have relevance to their ﬁelds of study. Non-Academic Graduate Assistants are expected to work up to 20 hours per week for an administrator.

Both master’s and doctoral students are eligible for Graduate Assistantship positions.

*Academic Graduate Research Assistantships*

The position descriptions for College departments and programs linked below provide general information about assistantships oﬀered by St.

John’s University. Please contact a department for further information about whether or not academic positions are presently available. You will need to “Sign On” for access to information on these links:

* + [St. John’s College of Liberal Arts and Sciences](https://www.stjohns.edu/admission/graduate-admission/graduate-assistantships-and-fellowships/st-johns-college-liberal-arts-and-sciences)
	+ [The School of Education](https://www.stjohns.edu/admission/graduate-admission/graduate-assistantships-and-fellowships/school-education)
	+ [Peter J. Tobin College of Business](https://www.stjohns.edu/admission/graduate-admission/graduate-assistantships-and-fellowships/peter-j-tobin-college-business)
	+ [College of Professional Studies](https://www.stjohns.edu/admission/graduate-admission/graduate-assistantships-and-fellowships/college-professional-studies)
	+ [College of Pharmacy and Health Sciences](https://www.stjohns.edu/admission/graduate-admission/graduate-assistantships-and-fellowships/college-professional-studies)
	+ [University Libraries](https://www.stjohns.edu/admission/graduate-admission/graduate-assistantships-and-fellowships/university-libraries)
	+ [Other Program Descriptions](https://www.stjohns.edu/admission/graduate-admission/graduate-assistantships-and-fellowships/other-program-positions)

*Non-Academic Graduate Assistantships*

Other types of Graduate Assistantships are assigned to non-academic departments throughout the University, which are not directly aﬃliated with the student’s home department. These Graduate Assistantships do not require teaching or research in an academic discipline but administrative Graduate Assistants are expected to work up to 20 hours per week for an administrative unit.

 [Click here](https://www.stjohns.edu/about/leadership-and-administration/administrative-offices/office-provost/hiring-non-academic-graduate-assistants), or visit the Oﬃce of Student Aﬀairs’ website, regular for GA openings.

*Doctoral Fellowships*

Doctoral Fellowships are awarded to doctoral students only; these fellowships reside only in academic departments. Doctoral Fellows conduct research and may teach. Teaching activities might include lab supervision, serving as instructor of record for select undergraduate courses, or tutoring students. Research must be conﬁned to the needs of the program, faculty, or student. Doctoral Fellows work up to 20 hours per week.

*Important Links*

* [Application for Graduate Assistantship/Fellowship](https://www.stjohns.edu/sites/default/files/uploads/M1-12272%20Grad%20Application%20AssistFellowship%281%29.pdf)
* [Graduate Assistantships and Doctoral Fellowships Manual](https://www.stjohns.edu/sites/default/files/uploads/ga-df_manual_october_2018_rev-2.pdf) (2018)
* [Dean’s Veriﬁcation of Matriculation Form](https://www.stjohns.edu/sites/default/files/uploads/sjc-certification-fulltime_0.pdf) (FTE)

## Publications & Research

### The Humanities Review

*The St. John’s University Humanities Review*, founded 2002, is a publication run by graduate students of the English Department at St. John’s University in Jamaica, Queens, New York. Published each Spring, *The SJUHR* examines a wide range of subject matter in the humanities through book reviews, essays, and interviews. Like *The New York Review of Books* or *The New Republic*, we tend to review scholarly books, ﬁction, poetry, and art exhibits. We accept submissions from students and professors from our campus and from around the world. We have published original interviews with Albert Murray, E. San Juan Jr., John Hollander, Howard Zinn, and Peter McClaren. National ﬁgures such as Henry Giroux, Gayatri Spivak, and Nancy Armstrong have seen ﬁt to allow us to print previously unpublished pieces of theirs.

Call for papers are generally circulated to students and faculty each Fall semester via email, and/or posted on our department’s social media pages.

 [Click here](https://stjenglish.com/st-johns-humanities-review/submissions/), or contact Dr. Granville Ganter at ganterg@stjohns.edu, for more information about submitting your research.

 [Click here](https://stjenglish.com/st-johns-humanities-review/), or visit our English Department Blog, to view past publications.

### Ladybug

*Ladybug: A Literary and Arts Magazine* is St. John’s University’s oldest creative writing publication. Originally named *Sequoya* in the 1920s, the journal was retitled *Ladybug* in 2024, has published one magazine a year to showcase the highest quality of poetry, prose, and photography produced by St. John’s students.

*Ladybug* generally circulates a call for submissions to students during the Fall semester.

Visit the University Writing Center to obtain physical copies of past *Ladybug* and *Sequoya* magazines.

## The English Graduate Conference

Each Spring, the English Department sponsors an on-campus academic conference, showcasing English graduate student academic work from St. John’s University and beyond. This one-day student-led conference is a great way to practice presenting your research in a supportive yet formal environment, as well as to learn what your colleagues across the discipline are researching and discovering.

Call for papers are generally circulated during the Fall semester via email and on the English Department Blog.

View past themes and call for papers [here](https://stjenglish.com/category/conferences/), or on our English Department Blog. For more information, contact Dr. Ganter (ganterg@stjohns.edu)

## Connecting to the English Department

Regularly checking our websites and social media pages – as well as your student email account – is the best way to stay updated on events, degree requirements, course oﬀerings, and more. The following websites and social media platforms should be viewed consistently.

*The St. John’s Website*

General university information about the English Department can be found at

 [https://www.stjohns.edu/oﬃces-departments/english](https://www.stjohns.edu/offices-departments/english).

*The English Department Blog*

An e-resource for the St. John’s University English Department, this webpage contains detailed information pertinent to students: <https://stjenglish.com/>

*Instagram*

Follow @english\_sju on Instagram for consistent information regarding events, deadlines, and more!

*The English Graduate Organization Facebook*

 [Click here](https://www.facebook.com/groups/5458233850964850/), or search “St. John's University English Graduate Organization” on Facebook, to join EGO’s Facebook group for updates regarding social events and workshops, and to connect with fellow graduate students!

# On-Campus Academic Resources

Beyond the English Department, St. John’s is abundant in academic and professional resources that can support your journey as a graduate student and help you succeed. We believe the following oﬃces and resources, provided in alphabetical order, are the most relevant and valuable to English Graduate students.

## Academic Center for Equity and Inclusion

The Academic Center for Equity and Inclusion (or “Academic Center”) organizes scholarly and pedagogical activities that advance St. John's University's commitment to an inclusive and equitable University community. The Academic Center exists to foster personal and institutional accountability for the University’s mission of “respect for the rights of every person” and advancement of the global common good. Thus, we aim to repair damage caused by social injustices and oppose all forms of oppression that harm our community, based upon race, ethnicity, class, gender, sexual orientation, language, ability, political status, partisan aﬃliation, or religious membership.

As an "Academic Center," we organize and catalyze the following scholarly and pedagogical activities:

* *Research and Publication.* Assist and advise academic units in their support of faculty research and scholarship on equity and inclusion topics.
* *Literacy and Pedagogy.* Support and facilitate opportunities to develop equity literacy, inclusive curriculum, and anti-oppression pedagogies.
* *Institutional Accountability and Recognition*. Advise those who monitor academic units’ eﬀorts to implement equity and inclusion plans, and advocate for recognition of faculty who cultivate campus equity and inclusion programming.
* *Collaborative Learning.* Nurture and expand University spaces for collaborative critical inquiry, co-curricular engagement, and community partnership regarding equity and inclusion.

Visit <https://www.stjohns.edu/equity-and-inclusion/academic-center-equity-and-inclusion> for additional information.

## Career Services

University Career Services provides programs and services that create opportunities for students, alumni, faculty and employers to engage in mutually beneﬁcial partnerships that meet the needs of an evolving and global workforce.

Visit the Career Services website at

<https://www.stjohns.edu/life-st-johns/career-development>for detailed information regarding their abundant oﬀerings.

## Customer Service Center

The St. John’s Customer Service Center is your go-to resource for all campus information.

*Hours:* Monday - Thursday, 8:30am to 4:30pm; Friday, 8:30am to 3:00pm

*Email:* csc@stjohns.edu

*Phone:* 718-990-2000

## The Inclusivity Resource Center

The Inclusivity Resource Center (IRC), under the Oﬃce of Multicultural Aﬀairs, is a center that provides a safe, inclusive, and aﬃrming space for students and guests. IRC was created to provide students with resources to assist in authentic and informed peer dialogue on topics of equity and inclusion. The IRC will provide social justice training for students, host equity and inclusion themed workshops, and through a collaboration with the Center for Counseling and Consultation, oﬀer the services of a mental health counselor for both individual counseling and group programming. The Oﬃce of Multicultural Aﬀairs’ student programming opportunities will also operate out of the IRC.

The IRC oﬀers the following programs, services, and amenities:

* Project AIM
* Diversity Peer Education Program (DPE)
* Common Ground Intergroup Dialogue (IGD)
* Cultural/Heritage Month Events
* Lounge & Study Space
* Gender Neutral & Accessible Resources
* Large Community Room (capacity 36 people)

Visit the IRC’s website at

<https://www.stjohns.edu/academics/centers-institutes/inclusivity-resource-center>for more information.

**Library**

The Queens Campus Library – our university’s main library – is located in St. Augustine Hall. Visit their webpage at <https://www.stjohns.edu/libraries>.

 [Click here](https://www.stjohns.edu/libraries/about-libraries/libraries-hours/main-campus-library-hours), or check their webpage, for updated library hours.

## Interlibrary Loans (ILL)

Interlibrary Loan (ILL) is a service through which you may obtain academic research materials not available in the SJU Libraries. (For non-academic materials, please consult your local public library.) It works very quickly!

All current St. John's students, faculty, administrators, and staﬀ may request interlibrary loans. Distance Education and Study Abroad patrons may request ILL articles and book chapters (copies) only. In all cases, you must have SJU Sign-On credentials to be eligible for interlibrary loan services.

Before placing an ILL request, please search the Libraries Collections and Online Journals list to be sure SJU does not own the item you need. Materials available at other SJU campuses may be requested from your home campus Circulation Desk; these are not considered interlibrary loans.

When submitting your request, please provide complete and accurate citation information. This helps speed processing and ensures you receive the correct item. If you need help ﬁnding citation information, please ask a librarian. If you import information from a database into the ILL request form, please check that it transfers completely and ﬁll in any missing information.

Interlibrary Loan reserves the right to limit the number of requests ﬁlled for any patron. Active physical loans are generally limited to 15 at one time. All ILL requests are subject to Copyright Law and University policies.

Visit <https://www.stjohns.edu/libraries/help-services/interlibrary-loan>to initiate an ILL request.

## University Writing Center

Located on the ﬁrst ﬂoor of St. Augustine Hall, the University Writing Center is a student-led writing support service. Consultations emphasize your individual goals as a writer, your unique voice, and your autonomy in navigating the writing process. From

brainstorming research topics to cleaning up your ﬁnal drafts, peer consultants are here to collaborate with you. They work with students across all colleges, supporting the diversity of disciplines, majors, cultures, and identities that make up our university.

For more information, including hours of operation, visit

<https://www.stjohns.edu/academics/centers-institutes/university-writing-center>.

To make an appointment, visit [https://stj.mywconline.com](https://stj.mywconline.com/) and register for an account.

## Veterans Success Center

The mission of the St. John’s University Veterans Success Center (VSC) is to support student veterans at St. John’s University in their pursuit of higher education.

The Center assists student veterans with successful transitioning from military service to University life through networking opportunities, resources, community service, and advocacy. The VSC aims to foster an environment honoring military service and improving the quality of their University experience.

For more information, visit

<https://www.stjohns.edu/academics/centers-institutes/veterans-success-center>.

## Post Graduate Professional Development Programs

The Oﬃce of Postgraduate Professional Development Programs at St. John’s University is dedicated to providing state-of-the-art training opportunities for professionals in the community who are interested in continuing education and professional development training. We provide specialized certiﬁcate training programs in speciﬁc areas of professional practice.

For more information, visit

 [https://www.stjohns.edu/oﬃces-departments/postgraduate-professional-development-pr](https://www.stjohns.edu/offices-departments/postgraduate-professional-development-programs)

 [ograms](https://www.stjohns.edu/offices-departments/postgraduate-professional-development-programs).

# Student Life

Your experience as a graduate student at St. John’s University expands beyond academics. Fortunately, SJU is abundant in student life resources focused on health, wellness, socialization, and more. We believe the following oﬃces and programs – provided in alphabetical order – are the most relevant to English graduate students.

## Bookstore

The on-campus and online bookstore is your resource for buying and renting textbooks, as well as shopping for branded apparel, gifts, and more.

Learn more and ﬁnd the hours of operation here:

<https://www.stjohns.edu/my-st-johns/bookstore>.

## Campus Activities

We provide university-wide programs that promote school spirit and pride. Through your involvement in Campus Activities, you will not only enjoy your collegiate experience but also develop invaluable organizational, communication, and leadership skills.

Find more information about weekly, monthly, and annual campus activities at

 [https://www.stjohns.edu/queens-residential-campus/queens-campus-life/campus-activitie](https://www.stjohns.edu/queens-residential-campus/queens-campus-life/campus-activities)

 [s](https://www.stjohns.edu/queens-residential-campus/queens-campus-life/campus-activities).

## Campus Concierge

Campus Concierge provides information and communication about all events and services on campus. We are here to help you connect with New York City!

Learn more at

 [https://www.stjohns.edu/queens-residential-campus/queens-campus-life/campus-concier](https://www.stjohns.edu/queens-residential-campus/queens-campus-life/campus-concierge)

 [ge](https://www.stjohns.edu/queens-residential-campus/queens-campus-life/campus-concierge).

## Center for Counseling & Consultation

There may be times when you might need extra support to cope more eﬀectively with a personal or emotional issue. The staﬀ at the Center for Counseling and Consultation (CCC) is dedicated to helping students with a whole range of challenges that may interfere with the ability to live well, relate to others, and succeed academically.

These challenges may include: stress, anxiety, adjusting to change, academic distress, family concerns, relationship diﬃculties, cultural identity, grief and loss, trauma, alcohol or substance abuse, eating concerns, homesickness and loneliness.

Our services include initial assessment, individual counseling, referrals, crisis intervention, skills workshops, consultation, and outreach programming. Psychiatric services are also available when appropriate.

The multidisciplinary staﬀ at the CCC is comprised of full-time licensed psychologists, clinical social workers, licensed mental health counselors, a psychiatric consultant, as well as doctoral fellows, graduate assistants, and administrative support staﬀ.

The Center for Counseling and Consultation serves the entire St. John’s University community including students, faculty, and staﬀ. Services at the CCC are free for all St. Johns’s University students. Services are oﬀered both virtually and in-person to meet the needs of the student community. The Center uses a short-term counseling model (e.g., approximately a semester) but also considers the unique needs of the student when determining treatment length. Referrals for longstanding or specialized support can also be made to resources within the community that best suit your needs.

Learn more and schedule an appointment at

 [https://www.stjohns.edu/life-st-johns/health-and-wellness/center-counseling-and-consulta](https://www.stjohns.edu/life-st-johns/health-and-wellness/center-counseling-and-consultation)

 [tion](https://www.stjohns.edu/life-st-johns/health-and-wellness/center-counseling-and-consultation).

## Dining Services: What to Eat on Campus

St. John’s Dining, in partnership with Chartwells, provides a wide variety of sit-down, community-style, and fast-casual dining options for students, faculty, staﬀ, and guests, including a number of national brands.

Diners can pay with cash, credit, or their student meal plans.

For a complete list of dining options, as well as hours of operation, visit

<https://dineoncampus.com/stjohns>.

## Disability Services

The goal of Disability Services is to aid students with all types of conditions including physical and learning disabilities, temporary injuries, and chronic illnesses to access the educational possibilities at St. John’s University as per federal law. We work in collaboration with all departments and programs at the University to facilitate accommodations, advocate for our students and, assist students to maximize their potential while helping them develop and maintain independence.

Learn more at

<https://www.stjohns.edu/life-st-johns/health-and-wellness/disability-services>.

## I.T. Service Center

The I.T. Service Center provides support to SJU-Issued laptops on an appointment-only basis.

For more information, or to schedule an appointment, visit

 [https://www.stjohns.edu/oﬃce-information-technology/technology-labs-and-resources/it-](https://www.stjohns.edu/office-information-technology/technology-labs-and-resources/it-service-center)

 [service-center](https://www.stjohns.edu/office-information-technology/technology-labs-and-resources/it-service-center).

## LGBTQ+ Center

The LGBTQ+ Center is a University-wide resource and research hub for students, faculty, and employees. Its purpose is to organize, coordinate, and innovate LGBTQIA+ (i.e., lesbian, gay, bisexual, transgender, queer and/or questioning, intersex, asexual/aromantic/agender, allies, and more) issues in the St. John’s University ecosystem to create and sustain an open and welcoming environment for LGBTQIA+ students, faculty, and employees.

For more information, visit their webpage at

<https://www.stjohns.edu/equity-and-inclusion/university-lgbtq-resources/lgbtq-center>.

## Public Safety

St. John’s University Department of Public Safety provides safety and security services to our community 24 hours per day, every day of the year. We work together with our partners on and oﬀ campus to create and maintain a safe and secure learning environment for our students, faculty, staﬀ and visitors. We serve our community in a manner consistent with the values and mission of our University, and welcome you to explore our website and become one of our partners in safety.

For more information visit their website at

<https://www.stjohns.edu/who-we-are/public-safety>.

## Timely Warnings

In the event a situation arises, a campus-wide Public Safety alert will be issued through the University's e-mail system to students, faculty, and staﬀ, and it will be posted on stjohns.edu and on MySJU.

In certain circumstances, Public Safety may also issue an emergency text and voice message alert and/or utilize the public address system and digital signs on campus to alert our community.

## Emergency Phone System

Clearly marked emergency phones throughout the campuses will summon Public Safety immediately. These are for emergency use only, which can be but are not limited to: car trouble, injury, crime prevention, and need for escort services.

## Safety Escort Service

If at any time you are uncomfortable going from one campus point to another, or to your car, Public Safety provides a safety escort service for both the Queens and Staten Island campuses. Safety escorts are provided to varied points on campus, as well as nearby SJU residential and academic facilities. We will also escort you to your car if it is parked on campus, or in the immediate vicinity of campus. This service is provided every day, all hours.

## Public Safety Shuttle Service

Public Safety Shuttle Service typically runs in the morning at 6:45am, 7:45am, and 8:45am from the LIRR station & F train in Jamaica to various stops on campus; and back in the afternoon at 4:45 and 5:45pm. There is weekend service from the LIRR (supposedly) from 6pm to 3am! Here is link to the 2024-5 [schedule](https://www.stjohns.edu/sites/default/files/2024-08/m1-14566_st._johns_shuttle_service_flyer_final.pdf); and a link also to [Public Safety’s Public Transport options](https://www.stjohns.edu/life-st-johns/new-york-locations/public-safety-shuttle-service-and-transportation-options), where the schedules are updated.

The shuttle van starts at the LIRR Jamaica Station and picks up/drops oﬀ at the following locations:

* + LIRR Jamaica Station (pickup/drop oﬀ at 146 St./Archer Ave.)
	+ Subway: F Train-Homelawn Street/Hillside Avenue(side of Estates Pharmacy)
	+ Henley Road Residence (Highland Ave side of building)
	+ Gate 1 (stop sign across from Public Safety booth)
	+ Public Safety/ROTC Building (please wait in lobby)
	+ Seton Complex(front of building)
	+ DePaul Houses (front of houses) The following shall apply:
	+ Service is reserved for St. John’s students, faculty, and staﬀ only; all persons will be required to display their StormCard.
	+ Service information, including the Shuttle Tracking Map can be found on the LiveSafe App.
	+ No eating of food; drinks with lids or covers are permitted.
	+ No smoking or vaping.
	+ No stops other than listed above.
	+ No inappropriate language.
	+ LIRR Jamaica Station: Pickup/drop-oﬀ is by request after 8 a.m. Please call Public Safety at 718-990-5252 upon arrival at station.
	+ Saturday and Sunday: Shuttle will start at Public Safety/ROTC building.
	+ The last shuttle loop will begin at Gate 1 at 2:15 a.m.

## Vehicle Assistance

Public Safety is glad to assist you if you have trouble with your vehicle. We can help with keys locked in vehicle, dead batteries, ﬂat tire, or any other problem. Call Public Safety at 718 990-5252 for assistance.

## Lost and Found

Public Safety is the central repository for items lost and found on all of our campuses. If you ﬁnd a lost item, turn it in to a uniformed SJU Public Safety Oﬃcer or bring the item directly to our Command Center. If you have lost an item and want to check if it has been recovered, call Public Safety or email us at

 hasmans@stjohns.edu.

## Building Access

Public Safety will lock buildings as traﬃc diminishes and patrol buildings throughout the night to ensure the safety and security on campus.

Students, faculty, and staﬀ are required to have their University StormCard with them at all times, and produce a valid SJU ID for access to computer facilities, University Center, Carnesecca Arena, Libraries, Residence Halls and St. Albert Hall on Queens campus; the gym, Campus Center and Library on Staten Island campus.

## Medical Services

In the event of an emergency medical situation call 911 or go to your nearest emergency room. Notify Public Safety at 718-990-5252 after calling 911.

In the event of a minor injury or illness, contact the Health Services Clinic directly at ext. 6360 or Public Safety at ext. 5252.

## Recreation Opportunities Fitness Center

The Fitness Center oﬀers a wide variety of cardio equipment including treadmills, arc trainers, ellipticals, stationary bikes, rowers, and Stairmasters. Strength training equipment, free weights, cross-ﬁt area and a stretch/abdominal area are also available.

The Fitness Center is located on the east side of Carnesecca Arena. You may enter the Fitness Center from the lower level of Carnesecca Arena. A valid St. John's ID Card is required.

Find the workout class schedule, ﬁtness center hours, and more information at

 [https://www.stjohns.edu/queens-residential-campus/campus-recreation/recreation](https://www.stjohns.edu/queens-residential-campus/campus-recreation/recreation-opportunities)

 [-opportunities](https://www.stjohns.edu/queens-residential-campus/campus-recreation/recreation-opportunities).

## Fitness Trail

St. John's maintains two ﬁtness trails for walkers and runners on its Queens, NY, campus: a one-mile path and a 1.5-mile path.

The start of both paths can be found outside the D’Angelo Center, near the Spirit Rock. There are small markers on light poles along the way to keep you on your respective path. Find detailed maps at

<https://www.stjohns.edu/queens-residential-campus/campus-recreation>.

## SOAR (Sexual Violence Outreach, Awareness, and Response)

The SOAR Oﬃce works to prevent and reduce the traumatic impact of sexual assault, dating and relationship violence, and stalking at St. John’s University.

Learn about their trainings and workshops, resources for survivors, and more at

 [https://www.stjohns.edu/life-st-johns/health-and-wellness/soar-sexual-violence-outreach-](https://www.stjohns.edu/life-st-johns/health-and-wellness/soar-sexual-violence-outreach-awareness-and-response)

 [awareness-and-response](https://www.stjohns.edu/life-st-johns/health-and-wellness/soar-sexual-violence-outreach-awareness-and-response).

## Student Health Services

Student Health Services is St. John’s University's health center! We oﬀer health-care services to all matriculated and nonmatriculated students enrolled at St. John’s University. The care oﬀered is free and conﬁdential regardless of insurance status.

While Student Health Services only treats minor illness and injuries, we have a highly experienced team of health-care professionals that can connect students to health-care

resources on campus and in the community should they require emergency or chronic disease management.

Discover more information at

<https://www.stjohns.edu/life-st-johns/health-and-wellness/student-health-services>.

## Study Spaces

If you’re unsure where to study on campus, we recommend some of the following spaces for quiet and/or group study work.

## D’Angelo Center (DAC)

This vibrant student hub oﬀers a variety of furniture on the ﬁrst and second ﬂoors, perfect for independent and group study. There’s even a Starbucks nearby! Keep in mind that this is not a quiet space and it is quite active!

## Group Study Rooms

The group study rooms located on the ﬁrst ﬂoor of the Queens Library (St. Augustine Hall) are available to current St. John’s University students for group study and collaborative work on class projects. They are not intended for use as individual study carrels or as general-purpose classrooms and are not available for meetings of student clubs and societies or social gatherings. The group study rooms are not for use by students of other colleges/universities. Due to the popularity of these rooms, the library has established reservation policies for their use.

Learn more and make reservations at

<https://www.stjohns.edu/libraries/help-services/quiet-study-and-group-study>.

## Quiet Study Area

A Quiet Study area is located on the 1st ﬂoor of St. Augustine Hall, Queens Campus. This area is designated for St. John's University students only.

## The University Writing Center

The University Writing Center, located in St. Augustine Hall Room 150, is open to all students who would like to use the space to work on their writing - no appointment necessary. Collaboration with other writers is encouraged, though you are asked to maintain a professional volume. Food is prohibited - covered drinks allowed.

Find the Writing Center’s hours on their website, here:

<https://www.stjohns.edu/academics/centers-institutes/university-writing-center>.

## Ticketing (Athletics)

St. John’s has a variety of men’s and women’s Division I athletics teams. Many games are free to attend, while others require paid tickets. Students receive discounted admission, and merch giveaways are frequent!

Find sports schedules and purchase tickets here

<https://redstormsports.com/sports/2018/8/6/ticketing>.