

F-1 Student Handbook

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What is F-1 Status

Explanation of Abbreviations

DHS: Department of Homeland Security

DSO: Designated School Official

D/S: Duration of Student Status

EAD: Employment Authorization Document

OPT: Optional Practical Training

SEVIS: Student and Exchange Visitor Information System

USCIS: United States Citizenship and Immigration Services

What is an F-1 student?

An F-1 student is a nonimmigrant who is pursuing a “full course of study” towards a specific educational or professional objective at a United States academic institution certified by the United States Citizenship and Immigration Services (USCIS) to offer courses of study to such students. An F-1 student is enrolled in SEVIS (the Student and Exchange Visitor Information System) by the academic institution. Once the educational or professional objectives have been attained, the F-1 student is expected by the U.S. government to return to his or her residence abroad.

St. John’s College Designated School Official

The Registrar is the primary designated school official (DSO) for all F-1 visa students with respect to their visa requirements, maintenance of status, optional practical training, and related matters. The information outlined below is not intended to be exhaustive. Students should contact the Registrar when they have questions about their F-1 status.

What is SEVIS?

The Student and Exchange Visitor Information System (SEVIS – pronounced SEE-vis) is the web-based data collection and monitoring system that creates an interface between institutions of higher education, the U.S. Citizenship and Immigration Services (USCIS), consulates and embassies abroad, ports of entry, and other U.S. government and security agencies. The term SEVIS refers to both the database and the regulations guiding F-1 visa students.

How to Obtain and Maintain F-1 Status

An F-1 visa is obtained after a student’s visa application has been approved by a U.S. consular official. (Note: A visa is not required for Canadian citizens to enter the U.S. in any nonimmigrant category; the prospective student, however, must possess a valid I-20.) An F-1 visa is laminated into the applicant’s passport by the U.S. Consular Officer, noting the period of its validity and the number of entries allowed. During the F-1 process, the I-20 form, originally issued by the college and used in the visa application process, is returned to the student. The I-20 and the F-1 visa must be presented to the U.S. Port of Entry Officer who makes the final determination about entry into the U.S. As of January 1, 2003, students may be admitted to the U.S. no sooner than 30 days before the “report date or program start date” indicated in SEVIS and on form I-20. At the port of entry the student must present to immigration officials: a passport valid for at least six months; an F-1 visa on which the name of the school must match the name of the school on

the I-20; evidence of financial support, including the same financial support information used to obtain the F-1 visa; and an original form I-20 properly signed by the DSO and by the student (**a copy of the I-20 will not be accepted by immigration officials**). Upon admitting the student to the U.S., the immigration officer issues the student the departure portion of form I-94, marked with the date and place of entry, the person's status as an F-1 student, a unique 11-digit admission number, and the period of admission known as "duration of status," indicated by the notation "D/S."

"Duration of Status" consists of the time spent pursuing a full-course of study (as indicated on the I-20 form), time spent in practical training after completion of studies, a 60 day "grace period," and any extensions of duration of status granted under the regulations. The duration of studies and status for F-1 students attending St. John's College is four years.

It is extremely important for an F-1 student to maintain status while in the U.S. Failure to maintain the terms and conditions of nonimmigrant status is grounds for deportation under USCIS regulations. An F-1 student maintains status by:

1. Reporting to the DSO for Initial Registration in SEVIS upon arriving at the school.
2. Attending the school identified on the visa and on the I-20.
3. Pursuing a full course of study at the school listed on the currently valid form I-20 during every academic session or semester except during official school breaks, or unless approved under a specific exception, in advance, by the DSO.
4. Making normal progression towards completing the course of study, by completing studies before the expiration of the program completion date on form I-20.
5. Keeping form I-20 valid by following proper procedures for extension of stay, change in educational levels or program of study and transfer of schools.
6. Remaining in the U.S. for no longer than 60 days after completing the full course of study, unless prior to that time the student has followed proper procedures for applying for optional practical training, moving educational levels, or school transfer.
7. Reporting a change of address to the DSO within 10 days of the change, so that SEVIS can be updated.
8. Abiding by rules requiring disclosure of information and prohibition of criminal activity.
9. Abiding by any special requirements, such as Special Registration requirements.

10. Keeping a passport valid at all times unless exempt from the passport requirement.
11. Working only in on-campus employment unless otherwise allowed by the USCIS regulations. An F-1 student can work on-campus up to 20 hours per week while school is in session and full-time during official school breaks. (However, it should be noted that St. John's College allows students to work only 10 hours per week on campus during the regular academic semesters.)

Visits Abroad and Re-entry in F-1 Status

If an F-1 student wishes to visit another country other than his or her home country while in F-1 status, he or she must check with the Embassy of the country he or she would like to visit to inquire about specific entry procedures. Usually, an F-1 student returning to his or her home country for a visit will be allowed to enter that country if he or she holds a valid passport or other travel document issued by that country. (Please keep in mind that Mexico and Canada have distinct entry requirements, which must be investigated by F-1 students wishing to visit there.)

To re-enter the U.S. after a temporary absence of 5 months or less and to resume his or her program of study, an F-1 student must have a **valid passport** or travel document and a **valid F-1** visa unless exempt from the passport and visa requirement. If an F-1 student's visa has expired, he or she must go the U.S. Consulate office in his or her home country to obtain a new visa. An F-1 student must also have a properly endorsed (by a DSO) form I-20. An F-1 student should bring his or her I-20 to the Office of the Registrar for signature every time he or she plans to leave the U.S.

F-1 Student Employment

In order to maintain valid F-1 status, a student must not work in the United States, unless the employment is specifically authorized under one of the following five categories:

1. On-campus employment
2. Employment authorized because of severe economic hardship
3. Special Student Relief program employment, which is based on the on-campus and economic hardship employment categories
4. Certain employment sponsored by international organizations
5. Practical Training (curricular and optional practical training)

All these categories require that the student maintain a currently valid F-1 status. A student who is out of status is not eligible for F-1 benefits, including employment.

F-1 students are generally permitted to work part-time on the premises of the school that issued their currently valid I-20, while they are attending that school and maintaining their F-1 status.

On-campus employment carries:

1. **Preconditions:** Eligible immediately upon obtaining F-1 status; there is no waiting period.
2. **Location:** Must be considered ‘on-campus.’
3. **Duration:** Can be used throughout period the student is pursuing a full course of study.
4. **Hours per week:** Limited to 20 hours per week while school is in session; can be full-time during official school breaks. (St. John’s College limits students’ on-campus work to 10 hours per week while school is in session.)
5. **Field/level of work:** Can be in any on-campus position that does not displace a U.S. worker; does not have to be related to the course of study.
6. **Offer of employment:** Not required as a condition of eligibility.

Optional Practical Training (OPT) permits **off-campus** employment and is defined as temporary employment for practical training **directly related to the student’s major area of study.** F-1 students must have been enrolled for at least one academic year and be in good academic standing before they can be authorized to work off-campus. Given the nature of the St. John’s College program of studies, the fields of employment are many. OPT is for a cumulative maximum of 12 months and can be authorized before or after the student’s completion of studies or a combination of both. OPT is recommended by the DSO, proper forms are filed by the student and the DSO with the USCIS. Upon review of all documentation, the USCIS issues an Employment Authorization Document (EAD). Off-campus work cannot begin before issuance of the EAD.

Optional Practical Training can be part-time (max. of 20 hours per week) while school is in session and full-time during official breaks or after completion of degree requirements. OPT authorization is required for any “off-campus” job or internship, both while classes are in session

or during class breaks. OPT time used during the four years of study at St. John's will be subtracted from the maximum of 12 months allotted to each F-1 student.

Check with the Registrar or the Career Services office for questions about on and off-campus employment and what is legal with the F-1 visa.

International Students at St. John's College

St. John's College is a small college with a number of international students. In general, F-1 students find themselves participating easily in the mainstream of campus academic and social life. St. John's College endeavors to smooth the transition to the college through freshman orientation, including a specific F-1 orientation meeting, and the office of the Assistant Dean, other administrative offices, as well as each dormitory's resident assistant (RA) are eager to help. The Council on International Relations (CIR), a local Santa Fe organization, also helps to facilitate a smooth transition for F-1 students entering the United States for the first time.

School Breaks

Major Breaks

During major school breaks (listed below), international students can pay a fee to remain in the dorms. Please contact the Office of Residential Life for more information and current rates for staying in the dorms during all or part of the major breaks during the school year.

Thanksgiving: Begins the fourth Wednesday in November and runs through the following Sunday evening. Classes resume on Monday morning. During Thanksgiving Break, all students are allowed to stay in the dorms without paying an additional fee, but food service and administrative offices are closed.

Winter Break: Four weeks in late December/early January. This break marks the end of the first semester. Dorms are closed, but international students can pay an additional fee to stay in the dorms. The cafeteria will be closed. Food service will be available at the coffee shop on a reduced schedule. Administrative offices and other services will operate on a reduced schedule as well.

Spring Break: Two weeks in mid March. Dorms are closed, but international students can pay an additional fee to stay in the dorms. The cafeteria will be closed. Food service will be available at the coffee shop on a reduced schedule. Administrative offices and other services will operate on a reduced schedule as well.

The academic year ends in May, and the dorms are closed for the summer (except for graduate students, students who work full-time for the college over the summer and January Freshmen who are attending summer classes). If the international student does not plan to return home during the summer, he or she must find living arrangements off campus.

Smaller Breaks

There are two shorter breaks during the academic year, one in the fall and one in the spring. The break during the fall is called Long Weekend. The break in the spring semester is called Free Friday. During these periods the dorms and the cafeteria remains open, so it is possible to stay on campus. Weekend breaks begin after seminar on Thursday night, and classes resume with tutorials on Monday.

Living in the United States

1. Social Security

A Social Security number is assigned to people who are authorized to work in the United States. It is used to post wages to Social Security records so workers can become eligible for Social Security benefits. If a student plans to work (and F-1 students can only work on campus unless under special circumstances – see employment section), he or she needs a Social Security number, which can be obtained if St. John's has authorized such work. This number is issued free of charge.

In order to apply for a Social Security number, a student must provide **original** documents showing his or her age, identity, F-1 immigration status and proof that his or her school has authorized him or her to work.

- Age: Birth certificate preferred, but passport accepted
- Identity: Document other than birth certificate that shows the name you want on your Social Security card. Recently issued document with a photograph (i.e. passport, school ID) preferred.
- F-1 Immigration Status: DHS document issued to you when you arrived in the US (the I-94, Arrival/Departure Record showing F-1 status) and the student copy of the student's I-20, Certificate of Eligibility for Nonimmigrant (F-1) Student Status
- Eligibility to Work: to get a Social Security number for work, he or she must provide either:
 - a. A letter from the student's designated school official stating that he or she is authorized to work, is enrolled in a full course of study, and has been hired for an on-campus job; **or**
 - b. A letter from the student's designated school official stating that he or she is authorized to work (OPT approved status) and a certified college transcript that shows he or she is currently enrolled in a full course of study; **or**
 - c. A pay stub or letter from the student's on-campus employer verifying his or her employment, along with a certified transcript that shows he or she is currently enrolled in a full course of study; **or**
 - d. A letter from the student's designated school official stating that he or she will receive a scholarship in exchange for teaching services, along with a certified transcript that shows the student is currently enrolled in a full course of study.

Once the student has enrolled in studies at St. John's, the Director of Career Services (rather than the DSO) will write a letter stating that the student is authorized to work, is enrolled in a full course of study, and has been hired for a particular job. The student is responsible for requesting the letter from the Career Services Office. The Career Services Office personnel will transport the student to the Social Security Office in Santa Fe to apply for a Social Security card.

2. Safety

Santa Fe is a small city, but it experiences the same problems of public safety, crime, vandalism, and loss of property as any larger urban area. St. John's College is potentially vulnerable to theft

and other threats by outside intrusions. Protection from harm is not merely a question of common sense, but of taking deliberate precautions. Should the student be detained off-campus it is important that he or she has his or her student identification card and know the college contact number (505-984-6000) and the names of the Assistant Dean and the Registrar.

3. Weather & Climate

At an altitude of 7,000 feet, Santa Fe is in a high desert environment. There are four distinct seasons--summer days are hot with cool nights; fall and spring are sunny and windy; and winter brings freezing temperatures and snow. The air is dry and the sun shines an average of 300 days per year.

It is important to acquire winter clothing (boots, warm jacket, scarf, hat, mitts/gloves, etc.) by late October.

4. Health

The services of the Student Health Office are free of charge to all students regardless of whether they carry their own health insurance or use the one available through the college. Students must be covered by health insurance; for information on the policy available through the college, contact the Student Health Office at (505) 984-6418 or the Student Accounts Coordinator at (505) 984-6089.

There is no national health insurance in the United States, as there is in many other industrialized countries, so most international students should expect to purchase St. John's student health insurance plan. If the student already has a health insurance plan in their country, the student needs to check with the insurance carrier to ensure that it covers health care services in the United States.

Mental health counselors are also on staff. Appointments can be made directly by students. The counselors make appointments with the psychiatrist as necessary.

If the student takes medication of any sort, and needs to obtain more of it while at school, he or she should check with the Student Health Office to see if the particular medication the student is on goes by a different name in the United States.

5. Getting Around

The Albuquerque International Airport (also called "Sunport", with an abbreviation of ABQ) is the closest major airport to Santa Fe. The following airlines currently land at ABQ: American, Continental, Delta, Frontier, Southwest, United and US Airways. (The Santa Fe Municipal Airport is a small regional airfield 12 miles away from the college. Landing at the Santa Fe Municipal Airport usually incurs extra cost.) Three modes of transportation are available from the Albuquerque airport to Santa Fe (a one-way trip of 60 miles): shuttle, light rail and rental car.

The Sunport website has a link to rental car companies: www.cabq.gov/airport

Sandia Shuttle picks up at the Sunport and drops off at the college. Reservations are required: (505) 474-5696 or www.sandiashuttle.com

The New Mexico Rail Runner train offers free shuttle service between the Sunport and its Albuquerque depot. Tickets then need to be purchased from Albuquerque to the Santa Fe Railyard stop; transportation from the Santa Fe station stop to campus must be arranged. (Available options are city bus or taxi.) Check schedule and fare information: www.nmrailrunner.com

For cabs from the Santa Fe Railyard Stop to the College or any other Santa Fe locale, call Capital City Cab at (505) 438-0000.

Santa Fe Trails is the city's municipal bus system: click on *Public Transportation and Parking* at www.santafenm.gov

Amtrak service to the Santa Fe area arrives in Lamy, New Mexico, 30 minutes by car from campus. Call (800) 873-7245 or (505) 466-4511 for further information. The Lamy Station Shuttle, (505) 982-8829, transports train passengers to Santa Fe. Reservations are required.

6. *Living in Santa Fe*

Married students and students who live with their families nearby are not required to live on campus. Other students may petition to live off campus for medical, religious or other reasons documented to the satisfaction of the college. Applications to live off campus should be made to the Director of Residential Life.

Off-campus housing can cost anywhere from \$500-\$1400 month. Students normally pay \$600 to \$900/month to rent a place of their own in an apartment complex and \$450 to \$600/month for shared apartments or an arrangement in a private home. Sharing arrangements are often the most cost-effective housing alternative. St. John's students advertise for roommates on the bulletin boards near the Switchboard in Peterson Student Center. The Office of Residential Life maintains a binder with various rental listings outside its office in Weigle Hall.

7. *Alcohol*

Twenty-one years is the legal age to drink alcohol in the United States. Bars and clubs will ask for a photo ID to prove your age before permitting entry. The college ID is not accepted as proof of age. It is best to present a government-issued ID with photo.

8. *Banking*

There are numerous banks in the Santa Fe area offering checking and savings accounts. Establishing a local account is advantageous because out-of-town (or foreign) checks are sometimes not accepted. Having a U.S. account separate from a home country account at home is probably the best option. Using a U.S. based credit card, offered through the U.S. bank, is also advisable.

Below are the names and addresses of the banks that have branches in Santa Fe:

Wells Fargo Bank - 545 W. Cordova and 502 N. Guadalupe, (800) 869-3557
<https://www.wellsfargo.com/>

A Wells Fargo Bank ATM is located in the Peterson Student Center at St. John's College.

Bank of America - 1234 St. Michaels and 101 Paseo de Peralta, (800) 432-1000
<https://www.bankofamerica.com/>

First National Bank - 530 S. Guadalupe and 2021 Cerillos, (505) 992-2000
<https://www.fnb-sf.com/>

Century Bank- 1790 St. Michaels, (505) 995-1200
<https://www.centurynetbank.com/>

Banking hours are generally from 9:00 a.m. to 5:00 p.m. on weekdays (later on Fridays), with some banks open on Saturdays from 9:00 a.m. to 12:00 noon. Banks are usually closed on Sundays and holidays.

NOTE: St. John's College does not endorse or recommend any of the above listed banks. This list is provided as a service only for those requiring information about the banking facilities located near the campus or in downtown Santa Fe. More banking facilities can be found in the telephone directory for this area.

It is important to open a banking account as soon as possible. A checking account permits the withdrawal of money whenever necessary at an ATM (Automated Teller Machine), and to use checks or a debit card to pay for goods and services. In addition, the student can also maintain a savings account that will accrue some interest. Traveler's checks in U.S. dollars can be used temporarily until a bank account is opened. It is advisable to look for a bank that offers checking accounts with no fee.

9. Emergency Situations

Campus Security

Reach Security via the College Switchboard. **Dial 0** from any college phone; **dial 984-6000** if calling from off campus. A security officer is on duty around the clock. Call Security for emergencies and lockouts, to report strangers and disturbances, and to request an escort.

Non-Medical Emergencies

Call 911 from a safe location. Stay calm and give your name, exact location, and telephone number to the 911 dispatcher. Stay on the line with the 911 dispatcher as long as necessary. After you have contacted 911, contact Security by dialing 0.

10. Sales & Income Tax

Sales tax is added to the price of most goods sold in the U.S. The advertised price on the shelf is without tax. Sales tax is 8.1875% in Santa Fe.

Income tax is a tax paid on income received from U.S. sources (i.e. wages, scholarship, internships or fellowship grants, etc.). There are two types of income tax: federal and state. Some cities have an additional local income tax. **If a student earns income from U.S. sources, he or she will need to complete federal and state income tax returns the following year.** An income tax return shows the total amount of the student's income, any allowable deductions, exemptions or exclusions he or she may claim, and his or her ultimate tax liability. If the student worked, his or her employer should have withheld income taxes from each paycheck. If he or she received a scholarship, taxes should have been withheld from those payments as well. If too much tax was withheld, his or her tax return will show a refund is due. If not enough was withheld, he or she will need to pay the difference. Students who are citizens from other countries may not be subject to federal taxes when they work while classes are in session, but these persons must file an income tax return in order to receive credit for any taxes deducted.

If you have any questions about filing taxes, please contact the Assistant Dean's Office at (505) 984-6925.

11. American Holidays

There are six major national legal holidays in the United States: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. Not all Americans observe the same holidays, and there are many holidays that are not legal holidays. Also, some holidays are celebrated only by certain religious or cultural groups. Some of the more common U.S. holidays and religious holydays are:

- **New Year's Day (January 1st).** The big celebration is the night before, New Year's Eve. The New Year is often "rung in" with bells and noisemakers. On New Year's Day itself, there are many parades and college football games on television.
- **Martin Luther King, Jr. Day (mid-January).** This holiday celebrates the birth date of one of the leaders of the American civil rights movement.
- **Valentine's Day (February 14).** A day to celebrate love. Cards are given to close friends and loved ones.
- **St. Patrick's Day (March 17).** An Irish holiday brought to America by immigrants. The U.S. version of this holiday includes wearing something green, eating corned beef and cabbage, and drinking green beer.
- **Easter (March or April).** Although primarily a Christian holiday, it is widely celebrated in the U.S. This is the celebration of the resurrection of Jesus. The secular Easter tradition is to dye eggs different colors and give baskets of candy to children.
- **Passover (March or April).** A Jewish holiday celebrated in commemoration of the Hebrews' liberation from slavery in Egypt.
- **Memorial Day (late May).** This day is dedicated to the memory of all soldiers who died during wars.
- **Independence Day (July 4).** The celebration of the day the American Declaration of Independence was signed.
- **Labor Day (early September).** This day honors the country's working men and women.

- **Rosh Hashanah and Yom Kippur (September or October).** The Jewish New Year and Day of Atonement, respectively, are the High Holy Days in the Jewish religion.
- **Veteran’s Day (November 11).** A day set aside to honor all men and women who served in the Armed Forces of the United States.
- **Halloween (October 31).** A day when children (and adults) dress in costumes and have parties. Children go “trick-or-treating” to homes for candy, and pumpkins are carved into “jack o’lanterns”.
- **Thanksgiving Day (fourth Thursday in November).** This holiday dates from America’s earliest days, when the Pilgrims had a feast to celebrate their first good harvest and give thanks. Large family dinners are common, with turkey and pumpkin pie; more Americans will travel home for Thanksgiving holidays than for Christmas.
- **Hanukkah (late November or early December).** An eight-day Jewish holiday marking the rededication of the Temple in Jerusalem.
- **Christmas Day (December 25).** The celebration of the birth of Christ in the Christian faith. This is also a time when families decorate trees and exchange gifts. One Christmas tradition is that Santa brings gifts to good children.

Classes continue at St. John’s for all but a few of these holidays. Students who plan to observe their own cultural or religious event should advise the Assistant Dean in advance.

Websites with Information for International Students

F-1 Status

SEVIS

<http://www.ice.gov/sevis/students>

This site, related to the Student Exchange and Visitor Program (SEVP), is dedicated to STUDENTS holding F-1 and J-1 visas. Upon opening this link, the International Student can access practical information within the “10 Steps” listed. It is valuable to explore the “10 Steps” section even if there is no immediate situation that demands it. Such a review prepares the student for any future issue that may arise.

- Steps 1-3: Pre-Arrival
- Steps 4-6: Arriving
- Steps 7-9: **While in the U.S.**
- Step 10: Departing

<http://www.ice.gov/sevis/>

This site gives an overview of the history of SEVP and the institution of SEVIS (Student Exchange and Visitor System)

<http://www.ice.gov/about/overview/>

U.S Immigration and Customs Enforcement (ICE or USCIS) is the principle investigative arm of the U.S Department of Homeland Security (DHS)

Visa Information

U.S. Department of State: <http://travel.state.gov/visa/>

Social Security Card/Number

Social Security Online: <http://www.ssa.gov>

Banking Information

Bank of America: <http://bankofamerica.com>

Wells Fargo Bank: <https://www.wellsfargo.com>

First National Bank: <https://www.fnb-sf.com>

Century Bank: <https://www.centurynetbank.com>

Currency/Metric to Imperial Conversion

Currency:

<http://www.x-rates.com/>

<http://www.xe.com/ucc/>

Imperial to/from Metric:

<http://www.sciencemadesimple.net/conversions.html>

General Foreign Student Information

<http://www.edupass.org/>

<http://educationusa.state.gov>

Transportation Information

<http://www.amtrak.com> (Amtrak Trains)

<http://www.greyhound.com>(Greyhound Buses)

<http://www.mvd.newmexico.gov> (New Mexico Department of Motor Vehicles)

www.santafenm.gov (Santa Fe Trails-Santa Fe Public Transportation)

<http://nmrailrunner.com/> (Rail Runner – Express train from Santa Fe to Albuquerque)

Foreign Embassies (Washington, D.C)

Foreign Embassies of Washington: <http://www.embassy.org/embassies>

Tax Information

IRS:

<http://www.irs.gov/>

University of Pennsylvania International Student Tax Information:

<http://www.upenn.edu/oip/iss/tax/index.htm>

<http://thetaxguy.com/nrtaxguide.htm>

City of Santa Fe

City Homepage: <http://www.santafenm.gov/>

Travel/Accommodations: <http://www.santafe.org>

Names and Numbers of Support Staff within St. John's College

<u>Name</u>	<u>Position at the College</u>	<u>Number</u>
Edward Walpin	Assistant Dean	505-984-6925
Marline Scally	Registrar	505-984-6075
Margaret Odell	Director of Career Services	505-984-6066
Michael Rodriguez	Director of Financial Aid	505-984-6058
Matt Johnston	Director of Residential Life	505-984-6087
Terri Selvage	Director of Health/Wellness	505-984-6418
Jim Ardis	Director of Security	505-984-6125