

# Sophia Yotsuya Campus Facilities and Campus Rules

## Facilities:

<https://www.sophia.ac.jp/eng/campuslife/shisetsu/gakunai/>

## Cafeterias

On-campus cafeterias adopt self-serve operation; return the trays and dishes to the counter.

Facilities:	Location:	Open Hours
Student Dining Hall	5F, Bldg. 2	Mon-Fri : 10am-3:30pm Sat. :11am-2pm Closed on Sun. holidays
Food Stand		Mon-Fri : 11am-2pm Closed on Sat. Sun. holidays
SUBWAY		Mon-Fri: 8am-2:30pm (Breakfast 8am-9am) Closed on Sat. Sun. holidays
Cafeteria	Bldg. 9	Mon-Fri : 8am-6pm (Breakfast 8am-9am) Closed on Sat. Sun. holidays
Bento	Bldg. 9 (Active Commons)	Mon-Fri: 11am-2:30pm Closed on Sat. Sun. holidays
Kitchen Car	Main Street	M-F : 10:30am-2pm Closed on Sat. Sun. holidays
Lounge	B1F, Bldg. 11	Mon-Fri : 11am-2 : 30pm Closed on Sat. Sun. and holiday
Food Stand		Mon-Fri : 11am-2 : 30pm Closed on Sat. Sun. and holiday
Tokyo Halal Deli & Cafe	4F, Hoffmann Hall	Mon-Fri: 8am-6pm Sat : 11am-3pm Closed on Sun. and holiday
S-Cafe	1F, Bldg.6	Mon-Fri: 11am-2:30pm Closed on Sat. Sun. holidays

## Convenience Store 7-Eleven (B1F, Bldg. 12)

- Store open hours

Monday to Saturday	8am-7:30pm
Sun. holidays	Closed

\*Communication Space is available for light meals etc.

## Campus Stores (B1F, Bldg.2)

KINOKUNIYA Book Store

### •Store open hours

Monday to Friday	10am-6pm July 7: 10am-5pm July 17 10am-6pm
Sat. Sun. and holiday	10am-2pm Open only on the 2nd and 4th Saturdays

## Kinokuniya Sophia Square

- Textbooks, books, journals (12% discount)
- Stationery (22% discount)
- Commodities, sundries (12% discount)
- Sophia goods (22% discount)

\*Some exceptions may apply to the discount rate.

## Patine Sports(B1F, Bldg.2)

- Sportswear (10-20% discount)
- Sports articles (10-20% discount)
- Sophia logo wear, Sophia goods

## Library

### • Central Library

Date	Service hour
Monday to Friday	9am-10pm
Saturday	9am-8pm
Sunday. holidays	10am-6pm

Central Library User's Guide



For details, please refer to SOPHIA UNIVERSITY CENTRAL LIBRARY USER'S GUIDE.

Here are rules and procedures for using the library:

- a) Scan your Student ID card at the entrance to enter the building.
- b) Do not lend your ID card to anyone (other students or individual).
- c) Return books in time. Overdue books mean your transcript will not be issued

Central Library User's Guide:

<https://saas.actibookone.com/content/detail?param=eyJjb250ZW50TnVtIjoyODExMzB9&detailFlg=0&pNo=1>

## ICT Office (3F, Bldg.2)

Open Hours: Monday-Friday 9am-11:30am, 12:30pm-5pm <https://ccweb.cc.sophia.ac.jp/en/>

## Computer Rooms (COM &CALL)

Check the open hours and locations on the Sophia Media Center web site.

<http://pcinfo.cc.sophia.ac.jp/schedule>

## Prayer Room (1F, Bldg.11) 【Sign up at the Center for Student Affairs】

Open Hours: Monday-Saturday 8am-10pm, Sunday & holidays 8am-8pm (03) 3238-3525

<https://piloti.sophia.ac.jp/eng/studentsupport/prayerroom/>

## Other services

### ●Copy machines are available at Copying Rooms.

All machines are coin operated. You can use USB printing.

Building	Floor
Bldg.2	B2F, B1F, 2F, 4F
Bldg.3	2F
Bldg.6	4F
Bldg.9	B1F
Bldg.10	4F
Central Library	B1F, 1F, 3F, 5F, 8F

## Lost and Found (1F, Bldg. 2)

A lost-and-found service counter is located inside the Office of Environment and Facility Management (1F, Bldg.2, Open Hours: 9am-5pm, weekdays only). Telephone inquiries are not answered. Submit your Student ID Card to pick up an item you claim. Any item which is not claimed for a month will be discarded.

## Health:

### Health and Wellbeing Center Health Services (2F, Hoffmann Hall)

Open Hours: Monday-Friday 9:30am-11:30am/12:30pm-5pm ※First-aid is available during the lunch break.

<https://piloti.sophia.ac.jp/eng/healthcenter/>

Health insurance treatment and prescription of medication are not available.

## Campus Rules:

### Smoking

Smoking is strictly prohibited except in designated areas on campus. There are fines for those who disrespect regulations.

In Chiyoda-ku, smoking is prohibited on all the streets according to Living Environment Regulations.

Smoking area in campus: South side of Library

### Commuting by vehicles is prohibited

Commuting by vehicles (cars, motorbikes or bicycles) is prohibited at Sophia University. On all the streets around the university, parking of cars or bicycles is totally prohibited.

## Garbage Recycling

There are four types of garbage containers on campus; flammable, non-combustible (plastics materials), glass bottles and PET bottles. Sort your garbage and help us protect the environment and keep the campus clean.

## Wifi router

**Do not connect your Wifi router** to any LAN cable in any class rooms on campus!

## In Case of Emergency:

Police: call 110. Fire, Ambulance: call 119. (Call free, 24h, English available)

In case you are on campus when an earthquake occurs, please refer to the Website.

[Earthquake response manual](#)

[Earthquake response manual for Smartphone](#)