

ESSENTIAL INFORMATION FOR STAFF SEPTEMBER 2017

THE “ASK ME” CAMPAIGN:

The “Ask Me” campaign is being run this September on various UofG Campuses to help improve the introduction of new students to the University community and to enhance their experience.

The campaign requires volunteer staff to wear an “Ask Me” badge or lanyard, while they go about their usual business. These will act as prompts, indicating that students can approach “Ask Me” Ambassadors and ask for help.



Want to sign up?

Contact: Projects-Comms@glasgow.ac.uk

EMERGENCIES

WHAT SHOULD I DO IF I NEED A DOCTOR OR DENTIST?

Register with a local doctor and dentist: www.nhs24.com/findlocal

WHERE IS LOST PROPERTY?

Go to the main gatehouse on University Avenue [Map: A21]

CAMPUS SECURITY

Phone: +44 (0) 141 330 4444 (4444 from an internal phone)

POLICE / AMBULANCE / FIRE BRIGADE

Emergency number: 999



SOCIAL & WELCOME EVENTS

INTERNATIONAL STUDENT WELCOME: 1 TO 22 SEPTEMBER

There is a dedicated Welcome Desk on Level 1 of the Fraser Building from 1 to 22 September 2017. The Welcome Team is also based at Glasgow International Airport to assist students on arrival from 1 to 10 September 2017.

INTERNATIONAL STUDENT ORIENTATION: 5 TO 8 SEPTEMBER

A series of information sessions and events for international students. More at: www.glasgow.ac.uk/international/support/before/orientation

LOCAL STUDENT ORIENTATION: 8 SEPTEMBER

Invitation, including location and session details, was sent by email to eligible new students only.

ACADEMIC INDUCTIONS: 11 TO 15 SEPTEMBER

Most Academic Induction session timetables are published at: www.glasgow.ac.uk/students/new/induction. If student's induction timetable is not listed, their programme or subject area will inform them directly.

FRESHERS' WEEK: 11 TO 15 SEPTEMBER

Freshers' Bands cost £45 plus an online booking fee. The pick-up point is the McIntyre Building, Room 201 [Map: A22]. The full schedule of events is at: freshersweek.glasgowstudent.net

SPORT: 12 TO 13 SEPTEMBER

- Tuesday 12 September, 1000 - 1700: Sports Fair
- Wednesday 13 September, 1000 - 1600: Sports Fair
- Wednesday 13 September: GUSA Sports Party

POSTGRADUATE WELCOME FORTNIGHT: 11 TO 22 SEPTEMBER

2 weeks of events for new PG students:

WHERE CAN I FIND OUT ABOUT ALL WELCOME EVENTS?

Almost 300 individual activities and events are featured in our app. Go to your app store and download the “University of Glasgow events”. Select the “*New Student Welcome 2017*” guide. Alternatively visit: <https://guidebook.com/app/uofgevents/guide/uofgnewstudent2017/>

WHERE ARE THE STUDENT UNIONS?

STUDENT UNIONS / BODIES:

Glasgow University Union (GUU), 32 University Avenue [Map: E8]

Queen Margaret Union (QMUnion), 22 University Gardens [Map: D3]

Glasgow University Sports Association (GUSA), 62 Oakfield Avenue [Map: E6]

Students' Representative Council (SRC), McIntyre Building [Map: A22]

Mature Students' Association (MSA), 62, Oakfield Avenue [Map: E6]

WHERE IS THE LIBRARY?

The Library is at the top of the hill on Hillhead Street, next to the Fraser Building [Map: D11]
Open: 0715 - 0200, 361 days of the year
Web: www.glasgow.ac.uk/library

HOW DO I JOIN?

Once you have your Campus Card you are automatically a member of the Library. Staff at the Welcome Desk on Level 2 are there to help.

WHERE IS THE IT HELPDESK?

IT Helpdesk is located in the Library, Level 4 Annex
Web: www.glasgow.ac.uk/it/helpdesk

THE HUNTERIAN

Open: Tuesday to Saturday 1000 - 1700, Sundays 1100 - 1600, closed on Mondays
Admission: Free - show student Campus Card
Web: www.glasgow.ac.uk/hunterian

SRC WELCOME DESK

Ground floor, McIntyre Building, next to the University Main Gate [Map: A22]
Web: www.glasgowstudent.net

REGISTRATION & ENROLMENT SUPPORT TEAM (REST)

McMillan Round Reading Room [Map: E1]

Open:

- 28 August - 8 September: 0900 - 1700
- 11 - 22 September: 0830 - 1800
- Saturday 9 & 16 September: 1000 - 1300
- **Web:** www.glasgow.ac.uk/registry/registration/help

I'M LOOKING FOR LECTURE / TUTORIAL ROOMS, BUILDINGS, DEPARTMENTS...

Get the Roomfinder App from:
www.glasgow.ac.uk/timetable



ACCOMMODATION SERVICES

Level 1 of the Fraser Building [Map: E2]

Open:

- Monday to Wednesday: 0900 - 1700
- Thursday: 1000 - 1700
- Friday: 0900 - 1700

Web: www.glasgow.ac.uk/accommodation

STUDENT SERVICES ENQUIRY TEAM (SSET)

Level 2 of the Fraser Building [Map: E2]

Open:

- Monday to Tuesday: 0900 - 1700
- Wednesday: 0930 - 1700
- Thursday to Friday: 0900 - 1700

Web: www.glasgow.ac.uk/sset

DISABILITY SERVICE

65 Southpark Avenue [Map: E12]

Web: www.glasgow.ac.uk/disability

COUNSELLING & PSYCHOLOGICAL SERVICES

67 Southpark Avenue [Campus map: E12]

Web: www.glasgow.ac.uk/counselling

SPORT

Stevenson Building [Map: E6]

Web: www.glasgow.ac.uk/sport

CAN I CLIMB THE TOWER?

No, but there are free daily SRC tours:

Campus tours:

Monday 11 Sept: 1400, 1500, 1600

Tuesday 12 Sept - Friday 15 Sept: 1300, 1400, 1500

West End tours:

Tuesday 12 Sept: 1430; Friday 15 Sept 1430

Meet at the Memorial Gate in front of the Main Building.

REGISTRATION AND ENROLMENT

WHERE CAN I GET HELP WITH REGISTRATION AND ENROLMENT?

See the Registration & Enrolment Support Team (REST) in the McMillan Round Reading Room [Map: E1]. This can be a very busy service. Students can also log enquiries using Help and Support via MyGlasgow.

REST OPENING HOURS:

28 August to 8 September: 0900 - 1700

11 to 22 September: 0830 - 1800

9 & 16 September: 1000 - 1300

Direct students to the Student Services Enquiry Team (SSET) in Fraser Building [Map: E2] for all other questions. There are queue busters to assist with enquiries and direct students to best service to visit.

WHERE DO I GET MY CAMPUS CARD?

To collect your Campus card, you must:

- Be fully registered
- Have uploaded a passport-style photograph to MyCampus
- Have registered your visa (new international students only)

CAMPUS CARD COLLECTION:

International: Tuesday 5 - Friday 8 September, Hunter Hall West [Map: A14]

All students: W/c Monday 11 - 18 September, Hunter Hall West [Map: A14]

After this from SSET, Level 2 Fraser Building [Map: E2]

I HAVE LOST MY CAMPUS CARD

Go to the Student Services desk in the Fraser Building to see if it has been handed in. If not, you must order a new card via MyCampus and pay a fee of £10. The card will be ready to collect from SSET the next working day.

Emphasise that students can't get a new card straight away.

WHERE DO I REGISTER MY VISA?

Take your passport and visa to one of the following sessions:

VISA REGISTRATION:

4 Sept: 0930 - 1600, McMillan Round Reading Room [Map: E1] **BRP collection only**

5 to 18 September (weekdays only): 0900 - 1645, Hunter Hall East [Map: A14]

19 September: 1300 - 1630; 20 September - 6 October (weekdays only): 0900 - 1630, McMillan Round Reading Room [Map: E1]

USEFUL LINKS:

Registration: www.glasgow.ac.uk/registration

Enrolment: www.glasgow.ac.uk/enrolment

Visa registration: www.glasgow.ac.uk/myglasgow/registry/tier4/visaregistration

Information for new students: www.glasgow.ac.uk/newstudents



FACILITIES

HOW DO I CONNECT TO WI-FI?

Connect to the "flexaccess" and go to: www.glasgow.ac.uk/newstudents
Go to "Get Connected" / "Wi-Fi" to use the "eduroam auto setup".

WHERE CAN I USE A COMPUTER?

There are central computer clusters in the Main Library Levels 1, 3 - 8 and 10 and the McMillan Round Reading Room. Colleges also have computer clusters.

WHERE CAN I PRINT?

There are MFDs (Multi-Functional Devices) on Levels 2 - 8 and Level 10 of the Library and two in the McMillan Round Reading Room. You can buy printing credits via MyPrinting on MyGlasgow or at kiosks in the Library.

WHERE IS THE BOOKSHOP?

- John Smith Bookshop: Level 1 Fraser Building [Map: E2]
- SRC Secondhand Bookshop: The McIntyre Building [Map: A22]

WHERE CAN I EAT ON CAMPUS?

FOOD ON CAMPUS:

Level 3 Fraser Building [Map: E2]

One A The Square [Map: A26]

Level 3 Library [Map: D11]

Ground floor, Boyd Orr Building [D1]

Wolfson Medical School Building [C8]

Wolfson Building [B10]

Gilchrist PG Club (Postgraduate Students only) [Map: A26]

WHERE IS THERE AN ATM?

- Level 1 Fraser Building [Campus map: E2]
- McIntyre Building [Map: A22]
- Queen Margaret Union [Map: D3]

WHERE CAN I FIND A BANK?

NEAREST BANKS:

Byres Road: Santander, RBS, Clydesdale, TSB, Nationwide and Bank of Scotland

Bank of China: 450 Sauchiehall Street, Glasgow G2 3JD

HSBC: 2 Buchanan Street, Glasgow, Scotland, G1 3LB

WHERE CAN I GET A BUS OR SUBWAY INTO TOWN?

- The main subway for the University is Hillhead station on Byres Road
- Kelvinhall and Kelvinbridge stations are more convenient for some locations
- Bus services along University Avenue are First 4, 4A and City Bus 15. The main buses along Great Western Road are the 6/6A; on Byres Road the 8, 15 & 90 and on Dumbarton Road the 2, 3, 17 & 77