

General Information for the Fallowfield Campus 2014/2015

WELCOME TO THE FALLOWFIELD CAMPUS

This information booklet is designed to help answer some essential questions you might need to ask when you first arrive. Please read it in conjunction with your Terms and Conditions and the other Hall information in your welcome pack.

The Wardens, tutors and student committees are here to assist you and will do their best to introduce themselves during Welcome week. Tutors can be either contacted via the Duty Tutor mobile number which is published in your pastoral arrangements, or by contacting Campus reception. The duty tutor is on duty in the evenings and at weekends to deal with emergencies outside of regular office hours.

Reception Services

Fallowfield Campus Central Reception, located at Owens Park is open 24 hours a day, seven days a week. Staff on duty can be contacted on 0161 306 9900

Central Administration

Central Administration for Fallowfield Campus is located at Campus Reception. It is open Monday to Friday 9am – 5pm. This is where you can pay your residential fees if you have not arranged a direct debit. Please note payments can only be made between 0900hrs – 1600hrs.

Security Service

Campus security can be contacted on the free phone number 0800 838907. We recommend that students put this number in their mobile telephones in case of emergencies. All security personnel are trained First Aiders.

Doctors

A number of local doctor's surgeries have information desks on the Campus between 11th – 14th Sept please remember to bring your medical card with you. The Mauldeth Medical Centre based in Fallowfield holds weekday surgeries on campus. A list of other local surgeries is listed in the residences guide.

Fire Safety/Alarms

You should read the fire regulations which are displayed in your room, kitchens and common areas, and familiarise yourself with the location of the fire alarms and fire exits. If you discover a fire, however small, you should sound the fire alarms and report the details to Campus Reception on 0161 306 9900. You must leave the building during every fire alert and gather at your Assembly Point, even if you think you know the cause.

Fire alarms are tested weekly at all locations on the following days:

Ashburne Hall with Sheavyn House	Wednesday
Owens Park	Tuesday
Oak House	Wednesday
Richmond Park	Wednesday
Linton Hall	Wednesday
Woolton Hall	Wednesday

Room Inventories

You will receive an email with a link to complete the online inventory for your room. You need to report any missing or damaged items on the building maintenance system

Bedding Packs

Bedding packs are available at a cost of £20. You can purchase these online at <http://estore.manchester.ac.uk> or from Campus Reception

University Registration

Academic registration is taking place in the Main Hall (Owens Park) from Thursday 11th September through until Sunday 14th September between 10am and 4pm.

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Computer Connections

If you have completed your University Registration online and signed up for your University username & password you will be able to join Hornet (once your PC is connected to the Data point you will receive instructions on joining.) A data cable is provided.

Computer Cluster

The campus cluster is located above Campus Reception at Owens Park. It is operated by IT Services and not by the Campus Management.

Reporting Maintenance Faults

The University has a computerised buildings maintenance system. Students can utilise their personal connections for reporting faults on www.manchester.ac.uk/halls/bm or visit the Halls of Residence Network (HORNET) terminals located at most Halls. **Please refer to Damage & Fault Reporting Information in the information booklet.**

Launderettes

There are launderette facilities in each of the halls of residence. This service is managed by a private company. All machines are card operated. You will receive a laundry card in your pack you can top this up online.

Catering (Catered Halls only)

All times of meals are published locally in each hall. The Cafe 'source' is located opposite Campus Reception.

Car Parking

Permit car parking is available at a number of venues across the campus but it is limited. Permits must be purchased online at a cost of £160 per year.

Bicycles

Cycle shelters are available at a number of locations. Keys are obtainable from Campus Reception at a non refundable cost of £15.

Insurance

The University of Manchester Residences are covered by a block insurance scheme. The premium is included in the hall fees. Please read the details supplied through the accommodation office website and ensure that you have read the limitations, exclusions and excess details. Endsleigh Insurance Company will be on site during key registration if you wish to extend the cover on items such as Laptops.

Keys and Access Control Cards

All lost keys and swipe cards should be reported to Campus Reception. Charges are levied for replacements. Information regarding charges for lost keys is available on local hall noticeboards.

Please note if you find your lost keys and return them within **7 days** your money will be refunded.

Mail

Mail is delivered to your mailbox. Registered mail and parcels must be collected from Campus Reception between 0700 – 2100hrs. You will receive an email if there is a mail item waiting collection. Proof of your identity will be required. Please refer to the information sheet on postal arrangements

During the vacations mail will continue to be placed in your mailbox. If you are expecting urgent mail, you must arrange with the sender to address it to your vacation address. Students leaving the campus should note that mail will not be re-directed. Responsibility lies with the residents to notify correspondents of their change of address.