

Welcome to Manchester

CRUCIAL
GUIDE
2013

Your essential guide to settling in

CRUCIAL GUIDE 2013



Welcome

to The University of Manchester

This guide is packed with Augmented Reality content, including a video message from the President and Vice-Chancellor of the University, Professor Dame Nancy Rothwell.



Download the Junaio app for iOS or Android and search for "Crucial Guide" to activate. Alternatively, go to **bit.ly/crucialyoutube**

Registration

PAGE 4

**Register
for medical
services**

PAGE 5

**Collect
your Student
Card**

PAGE 6

**Get to
know your
campus**

PAGE 8

**Getting
around**

PAGE 10

**10 reasons to
love your SU**

PAGE 12

Societies

PAGE 14

**Campus
Map**

PAGE 16

**Enjoy
Welcome
Period**

PAGE 18

**Staying
Healthy
and Safe**

PAGE 20

**Settling
into your
accommodation**

PAGE 24

**Feeling lost,
lonely or
confused**

PAGE 26

**What
next?**

PAGE 28

**Stay
informed**

PAGE 30

**The
Smallprint**

PAGE 31

Registration

What is registration?

Registration is a crucial part of becoming a student of the University. It's an online process that requires you to confirm personal details, check course information and pay – or make arrangements to pay – your tuition fees. You are not a member of the University and can't access any of our services – including attending lectures – until you register.

How to register

Log in to **<http://my.manchester.ac.uk>** using your central username and password (generated during IT Sign Up – see **bit.ly/crucialITaccount**) and select 'Registration' from the 'My Services' tab.

You should be able to complete online registration simply by following the instructions as they appear on-screen.

A green 'completed' tick will appear as you finish each section. At the end of each step, click on 'Continue with registration' to move onto the next step.

Although the process is relatively quick, you don't need to complete it all at once – log out at any time using the 'Sign out' link in the top right hand corner and all the sections you have already completed will save automatically.

Find out more
bit.ly/crucialregister

Register for medical services

It's essential that you take care of yourself when you move away from home. The first, and most important, step is to register with a doctor's surgery.

The quickest and simplest way to access many medical services is through a GP. Signing up with a surgery now will save you time and effort when you're actually ill. Leaving it until you really need to see a doctor can mean lengthy delays in getting treatment.

Access to medical services in Manchester is free through the NHS for every student studying for longer than six months, so there's no excuse not to register.

Find out more at **bit.ly/crucialhealth**

Meet representatives from local doctors' surgeries at the Start of Year Fair, Tuesday 17 and Wednesday 18 September, 10am to 4pm.

Collect your Student Card

Once you've completed Registration online, and made arrangements to pay your fees, all that's left to do is collect your Student Card from the locations shown in the table. Non-EU international students must also complete International Student Check In before you can collect your Student Card:
bit.ly/crucialcheckin



Venue	Weekday Opening Dates	Weekday Opening Times	Weekend Opening (14 & 15 September only)
Main Library (building 55)	2-30 September	9.00am – 5.00pm	Saturday 9.00am – 5.00pm Sunday 12.00pm – 5.00pm
Joule Library (building 1)	2-30 September	10.00am – 4.00pm	Saturday 9.00am – 5.00pm Sunday 12.00pm – 5.00pm
Owens Park reception Fallowfield	12-16 September	9.00am – 5.00pm	Sunday 9.00am – 5.00pm Sunday 9.00am – 5.00pm
Whitworth Hall (building 51)	12-24 September	9.00am – 5.00pm	Saturday 9.00am – 5.00pm Sunday 9.00am – 5.00pm

SEE PAGES 16-17 FOR CAMPUS MAP REFERENCES

Get to know your campus

Finding your way around campus can seem a little confusing at first. But there are several useful landmarks you can use to make it easier to find your way:



Alan Gilbert Learning Commons

Located: on Oxford Road

Home to: 400 PC workstations, hundreds of laptop workstations, secure charging facilities, cafe

Other buildings nearby:
Students' Union, Samuel Alexander Building, Main Library, Student Services Centre, Mansfield Cooper Building, Ellen Wilkinson Building



Sackville Street Campus

Located: Between Piccadilly railway station and Oxford Road

Home to: Faculty of Engineering and Physical Sciences, Joule Library and learning commons, halls of residence, Students' Union

Other buildings nearby:
Sackville Street Building, Renold Building, Barnes Wallis Building, George Begg Building

University Place

Located: on Oxford Road

Home to: Welcome desk, central teaching spaces, The Hub student services centre, EATS restaurant, gift shop

Other buildings nearby: Kilburn Building, Jean McFarlane Building, Williamson Building, Alan Turing Building, Crawford House, Manchester Business School



Whitworth Hall and Manchester Museum

Located: on Oxford Road

Home to: Registration venue, International Student Check-In, the University's museum, Café Muse

Other buildings nearby: Coupland Buildings, Martin Harris Centre, Arthur Lewis Building, Rutherford Building, Dental Hospital



Chemistry Building

Located: on the corner of Brunswick Street and Upper Brook Street

Home to: School of Chemistry, cafe

Other buildings nearby: Roscoe Building, Schuster Building, Zochonis Building, Carys Bannister Building, Michael Smith Building

A large yellow circle with a white border and a subtle gradient, containing the title text. A dotted line extends from the bottom of the circle across the page.

Getting around

Manchester has fantastic transport links all across the city and University campus, making it simple to get from A to B at any time of the day. At peak times, buses run along Oxford Road every four seconds on average.

Most students living in halls choose to either walk, cycle, or take the bus to University. Buses from Fallowfield to the University campus costs around £1.60 and usually takes less than 20 minutes, and from Victoria Park and Rusholme between 5 and 10 minutes.

If you're living at home and commuting to the University, it's simple to get to campus from the city centre, where you can connect to the bus, tram and train networks. If you're coming from Piccadilly railway station, the 147 bus runs to both University campuses, and is free between Sackville Street and Oxford Road with your student card.

Oxford Road is the main student corridor in Manchester and links the city centre, universities, hospitals, and student accommodation together, all along one straight line.

If you would like to explore beyond the city, there are direct train links from Piccadilly, Victoria, and Oxford Road train stations to Liverpool, Leeds, London, the Lake District, and beyond.

Don't forget:

- The 147 bus is free between Sackville Street and Oxford Road for students who present their student card to the driver.
- An annual or semester bus pass is cheaper than paying daily.
- Cycling is cheap, quick, and safe, but make sure you have a good quality 'D' lock.
- Car parking is very expensive around the University, around £8 per day.

Crucial links

Transport for Greater Manchester: bit.ly/crucialtfgm

Uni Rider bus pass: bit.ly/crucialunirider



10 reasons to love your Students' Union

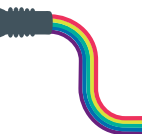
Student life is not just about studying. It's about making friends, gaining skills and experience, taking a stand, earning a crust, exploring a new city and getting the right support from the University.

We're the UK's largest Students' Union, providing students with space, resource and money to get the most out of being a student.

This is...

**student life
amplified**

**Visit manchesterstudentsunion.com
for the latest information about your Union.**



WE'RE LED...

...by students, for students and are here to help you make the most out of your time at University.

WE EMPLOY...

...over 200 students in part time roles within our bars, cafés, venues and help desk.

WE PROVIDE...

...a student led newspaper, radio station and TV channel.

WE PROVIDE...

...training and support for over 1,000 student representatives across the University.

IN 2012/13...

...our students volunteered over 2,531 hours of their time for charity.

WE RUN...

...the award winning Manchester Academy venues which showcases over 1,000 acts every year.

WE REPRESENT...

...students on the highest bodies in the University, including the Senate and the Board of Governors.

WE PROVIDE...

...free independent advice to students on all matters including academic, housing and personal finance.

WE SUPPORT...

...over 300 societies in running events each year.

WE'VE BEEN...

...awarded NUS Green Impact Gold Standard for our work in making the Union a greener, more ethical place.

Societies

Discover all of these student run societies – and many, many more – at the Societies and Sports Fair, 10am to 4pm, Tuesday 17 and Wednesday 18 September, Students' Union (68 on the map).



Look out for the latest news on events @WelcomeUoM

Find a society bit.ly/crucialsocieties

DRUM & BASS
DANCE
JAPANIMATION
BRIGHT FUTURES
FUSE: TV
Chess

Francophone

INTERESTING BOARD GAMES

Bhangra

Choir and Orchestra

Catholic Harmony Gospel

BEER

Creative

Baking

COMEDY

ENTREPRENEURS

Ballroom and Latin

Conservative Future

Action Palestine

HIKING CLUB

BUDDHIST *Botanical*

Arab **GAMING**

COMIC COLLECTIVE
Fempowerment

CHRISTIAN UNION

Israel Palestine Forum

FOOD CO-OPERATIVE

BOLLOCKS TO POVERTY

CHINESE STUDENT SOCIETY

Feeshion

Cancer Research UK

Barbershop Singers

Choir **FUSE: FM** **AMNESTY INTERNATIONAL**

Gardening & Permaculture

Writing **Day-Trippers**

Folk and Ceilidh

Emerging Artists

ENGINEERS WITHOUT BORDERS

Anthropology

CIRCUS SKILLS

Gilbert and Sullivan

CAMPUS MAP

Alan Gilbert Learning Co
 Alan Turing Building
 Arthur Lewis Building
 AV Hill Building
 Avila House RC Chaplain
 Barnes Wallis Building /
 Students' Union / Wright
 Carys Bannister Building
 Chemistry Building
 Coupland Building 1
 Coupland Building 3
 Crawford House
 Crawford House Lecture
 Dental School and Hospi
 Devonshire House
 Dover Street Building
 Ellen Wilkinson Building
 Ferranti Building
 George Begg Building
 Harold Hankins Building
 Holy Name Church



KEY



Information point



Places to eat



Railway station



147 bus stop



Card collection



Cash points

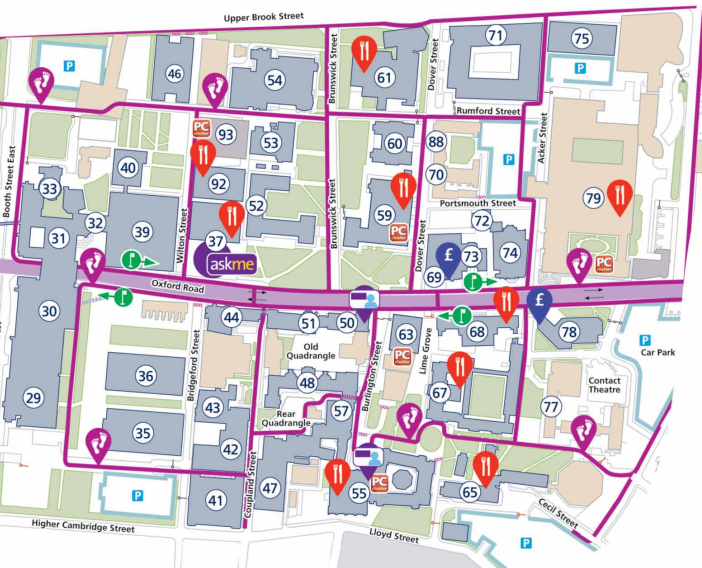


Pedestrian route



PC cluster

Commons	63	Humanities Bridgeford Street	35	Renold Building	8
	46	Information Technology Building	40	Roscoe Building	53
	36	James Chadwick Building	89	Sackville Street Building / Joule Library	1
	75	Jean McFarlane Building	92	Samuel Alexander Building	67
cy	73	John Owens Building	48	Schuster Building	54
		Kilburn Building	39	Simon Building	59
Robinson Hall	9	Main Library	55	St Peter's House/Chaplaincy	32
	88	Manchester Business School East	26	Staff House Sackville Street	13
	61	Manchester Business School West	29	Stopford Building	79
	43	Manchester Interdisciplinary Biocentre -	16	Student Services Centre	57
	47	John Garside Building	44	Students' Union (North)	9
	31	Manchester Museum	65	Students' Union Oxford Road	68
Theatres	33	Mansfield Cooper Building		Sugden Sports Centre	22
cal	41	Martin Harris Centre	42	The Academy	78
	30	for Music and Drama	25	The Mill	11
	70	Materials Science Centre	71	University Place	37
	77	Michael Smith Building	15	Whitworth Building	51
	20	Morton Laboratory	23	Whitworth Hall	50
	17	Oddfellows Hall	7	William Kay House	69
	30	Paper Science Building	12	Williamson Building	52
	74	Pariser Building	30	Zochonis Building	60
		Precinct Shopping Centre			



Enjoy Welcome Period

With information sessions, activities fairs, academic induction, and social events, the Manchester Welcome has something for everyone. Plan ahead to make the most of it!



Look out for the latest news on events @WelcomeUoM

Information Sessions
Start of Year Fair
Campus Tours
Distinguished Lectures
University Place (map ref 37)

Evening At The John Rylands Library

John Rylands Library
(Deansgate)

Harmony Gospel Choir

St. Peter's House
(map ref 32)

ACADEMIC INDUCTION EVENT

ACADEMIC INDUCTION EVENTS TAKE PLACE IN MANY LOCATIONS AROUND CAMPUS. CHECK THE WELCOME MATERIAL FROM YOUR ACADEMIC SCHOOL FOR DETAILS.

**CITY
TOURS**
Brunswick
Street

FILM@5

PANGAEA FESTIVAL

SOCIETIES AND
SPORTS FAIR

FOOD MARKET

Students' Union (map ref 68)

'WE ARE ALL
INTERNATIONAL'

Contact Theatre

NIGHT AT THE
MUSEUM

Manchester Museum
(map ref 44)

PERFORMANCE OF
'TWO'

Martin Harris Centre
(map ref 42)

ENTREPRENEURSHIP
AND ENTERPRISE
EVENING

Christie's Bistro
(Whitworth Building)

see the latest listings manchester.ac.uk/welcome

Staying Healthy and Safe

Stay healthy

You can't perform to the best of your ability - both in your studies and in your spare time - if you don't look after yourself. Following these simple steps from the start will help you stay in good habits even when deadlines are looming.

Register with a doctor

After completing University registration, this is the most important thing you can do when you start your life in Manchester.

See page xx for more details, or visit **bit.ly/crucialNHS** to find a doctor.

Occupational Health

The University's Occupational Health Service is not a doctor's surgery; rather it focuses on supporting students whose studies might be affected by health issues. The service also provides travel advice and vaccinations to students travelling abroad as part of their studies.

For further details on the Occupational Health Service, go to **bit.ly/crucialoccupationalhealth**

Sexual health

Staying sexually healthy in Manchester is simple, as the University and NHS have a variety of services available for students.

The Hathersage Centre located on Booth Street West, offers walk-in and appointment services for sexual health testing and contraception.

The Students' Union offers great advice and guidance for all matters including sexual health. You can also get free condoms from the **Occupational Health Service** on Oxford Road.

Counselling Service

The University's Counselling Service offers a range of workshops and confidential help with any personal issues affecting your work, self-esteem, relationships, mental health or general wellbeing.

To find out how to book an appointment and to take part in the workshops visit the Counselling Service's website:

bit.ly/crucialcounselling

Be Active

Taking part in as few as three sessions of exercise per week can dramatically improve your overall physical and mental health, which could have a significant effect on your academic performance.

SPORT at Manchester offers a way for everyone to get active, whether it's yoga in the Wellbeing Rooms or representing your University in one of more than 30 different sports.

Find out more at **bit.ly/crucialbeactive**

Eating well

Eating healthy food doesn't have to mean eating boring food. You can find tips and recipes for tasty – and more importantly, cheap – healthy meals in the My Manchester Food Monthly, published in the My Manchester News.

One of the simplest ways to eat well for less is to eat with others. Get to know your flatmates and arrange to eat together – even if it's just once a week you'll really notice the difference to your social and eating habits.

Staying Healthy and Safe

Stay Safe

Despite its size, Manchester is a safe city to live in. However, students can often be seen as easy targets - particularly for thieves. There are some simple steps you can take to decrease the risks, and plenty of support on offer.

Campus Security

The University's own security service patrol all campus and halls of residence sites, and can assist you with any security or safety concerns.

If the worst happens and you become the victim of a crime on campus, contact Security on 0161 306 9966 – this number is on the back of your Student Card.

Find out more: **bit.ly/crucialsafety**

Student Safe Zones

Student Safety Zones have been set up across the University campus and city so if you at any time you feel vulnerable, simply call into one of the establishments and seek help. The members of staff have all been trained on how help you and will contact the police if required.

Find out more: **bit.ly/crucialstudentsafe**

The Students' Union

The Students' Union offers a great variety of advice and services to ensure you are safe throughout your time in Manchester. Pop along to the Students' Union Advice Service and receive a free rape alarm plus lots of information about keeping safe.

Find out more: **bit.ly/crucialunionadvice**

Greater Manchester Police

There is also a highly informative Facebook group run by Greater Manchester Police entitled Manchester Student Safety. This Facebook page posts lots of hints and tips on how to keep yourself and your belongings safe throughout the year as well as regular police updates.

Find out more: **bit.ly/crucialpolice**

Crucial checklist:

- Find a doctor at **bit.ly/crucialNHS**
- The UK emergency service number is 999 and the Health Service phone number is 111
- Keep valuable belongings out of sight
- Remember to lock your doors and windows
- After a night out, never travel home alone
- Visit the Students' Union for free and confidential advice

Settling into your accommodation

Moving to a new city is always strange, and you'll want to feel settled in your new surroundings as soon as possible. There are lots of people to help you, including residential halls tutors, wardens, and members of the Residents' Association (RA) or Junior Common Room (JCR). Here are a few simple steps to make Manchester your home away from home:

Make it your own

Think of your new room as being a fresh start and a space to make your own for the next year.

Decorate your room with a selection of your favourite photographs, posters and add any home comforts.

Add a colourful name badge to your door as a final touch to your new room.

Say hello

Make an effort to get to know your new neighbours. It can make going to Welcome events so much less scary knowing that you've already met one or two people.

Remember: Always keep your doors and windows locked when you're not in your room – even if it's just for a minute – and never let strangers into your accommodation block.

.....

It's important to try not to sit in your room alone, with the door closed, browsing Facebook or with headphones on.

If you feel nervous about mixing with others, then take small steps to socialise: why not offer to make your neighbour a cup of tea, share a packet of biscuits, or do a supermarket shop together?

Suggest things

Once you have introduced yourself to your flatmates, why not suggest a movie night or cooking dinner together? This can be a great activity to get to know each other and you can find out your common interests.

You may also like to look at the Welcome programme and plan which events you would like to go to with each other.

Crucial links

Browser accommodation news: **bit.ly/crucialbrowser**

Accommodation office: **bit.ly/crucialaccommodation**

Manchester Student Homes: **bit.ly/crucialMSH**

Feeling lost, lonely or confused

First things first: 1 in 3 students say they experience loneliness, anxiety, or homesickness during their first few weeks at university. That means in an average student flat, at least two or three people will feel a bit low at some point. You are not alone.

Starting University can be an exciting time. It can also be daunting, confusing, and lonely. You probably won't feel happy to be here all of the time.

If you feel lost or low, then there are plenty of things you can do to help yourself. And if you feel like you need some extra support, then we've got plenty to offer you.

Help Yourself

We asked a few of our current students how they handle feeling low:

"I hated my first year. People kept telling me it wouldn't be like that for three years and I refused to believe them, now I do loads of things outside my course so I've met loads of people and I'm too busy to think about home! I wish I'd done that all through my first year - it would've made it so much better."

With so many activities to get involved in outside of your course, there's a group or society to cater for everyone's taste. As well as being a great way to meet new people, it's also vital for you to take a break from your studies.

"Do some home baking! Makes me think of home, but simultaneously makes my current home feel more like home."

Adding just a few personal items to your room can make a world of difference.

"Try not talking to people back home as much - they're likely to remind you of things that you're missing more or if they're having a great time and you're a bit fed up, it can bring you down. Plus then, when you do speak to them it's more special"

Find strategies that work for you – some people prefer to speak to old friends often, and others find it unhelpful. Either way, you'll find life much easier if you make an effort to meet new people. See page 24 for more advice on settling in.

Helpful support from us

We are here to help you. There are lots of ways we can give you support:

"askme"

Wherever you see the "askme" logo you can get a quick answer to your questions, whether that's directions to your lecture theatre or something more personal. Look out for "askme" on student ambassadors, staff members, and at information desks.

Your personal tutor or academic advisor

Not just for essay writing advice, your personal tutor is a consistent point of contact for you, particularly if you feel your studies are being affected.

Nightline

Nightline is a confidential, non-judgemental listening service run by students for students. You can call with any question between 8pm and 8am, 7 days a week. The number is on the back of your Student Card.

Students' Union Advice Service

Free, confidential service offering information and advice on personal and academic issues. It is run by professional Advisors who are independent of the University, and is located on the ground floor of the Students' Union building.



What next?

With so much to take in over the Welcome period, you're probably not even thinking about what comes next. But, when you're ready, here are some of the important topics you really need to get grips with.

Some of these things are essential to your success as a student at The University of Manchester, while others are just good to do. How much effort you choose to put in is entirely up to you, but you will get much more out of your time here if you start to look towards what's next.

The Library

With 4 million printed books, 41,000 journals, 500,000 e-books, hundreds of databases, you will find literally everything in the University Library. Learn how to make the most of it at **bit.ly/cruciallibrary**

Study skills

Being a student at The University of Manchester means you'll be doing a great deal of studying on your own. Find the key skills of independent learning at **bit.ly/crucialstudyskills**

Online learning

Blackboard, and eProg for postgrad researchers, is your virtual learning environment - where you'll find resources, contacts, and key information relating to your programme and course units. Access it through My Manchester at **my.manchester.ac.uk**

Budgeting

Getting to grips with your finances is one of the most important skills you'll need to develop - especially if this is the first time you've lived away from home. Find out more about the University's Student Money Advisor at **bit.ly/crucialmoney**

Part-time jobs

Almost half of our students get a part-time job during term time. Fortunately, your Careers service can provide job-listings and advice to help you beat the crowd. There's plenty for everyone at

bit.ly/crucialparttimework

Computer and Print Facilities

IT services are like plumbing for your student life – you rarely need to think about it unless something goes wrong. Find out how to get access to essential computer services – and what to do if things stop working – at **bit.ly/crucialIT**

Study Abroad

Taking a year or semester to study abroad is not just for language students. Almost every undergraduate course allows you to study in another country as part of your degree, and there are scholarships and grants available to help with the costs of travel. Find out more at

bit.ly/crucialstudyabroad

Career options and opportunities

You might think it's too early to start thinking about your life after university, but the more you investigate now, the better equipped you'll be when the time comes. Whether you're here for three years or one, take a look at **bit.ly/crucialcareers**

Rules affecting students

As a member of The University of Manchester, we've entered into a partnership together. Find out about your responsibilities to us, and our responsibilities to you at **bit.ly/crucialrules**

Stay informed

It's your responsibility to stay informed about the services and advice available to you, as well as details of your academic programme. There are a number of resources to help you do just that:

My Manchester my.manchester.ac.uk

Your student portal – access Blackboard, email, and My Documents. It's also mobile enabled to make access simple, even when you're on the bus.

Emails

Emails are one of the most common ways that staff from the University will contact you. It's important that you check your University email account regularly.

My Manchester News

My Manchester News keeps you up to date with information, advice, and guidance from across the University. The Post is a monthly email bulletin exclusive to postgraduates. Check the news feed in

My Manchester to stay up-to-date.

Blackboard

Blackboard is the University's Virtual Learning Environment, used for most taught courses. Here you'll find information specific to your course units and programme. Academics will often use Blackboard to communicate important information about your course. Access it through **My Manchester**.

eProg

eProg is the system for postgraduate researchers, used to record your progress as well as manage workshop bookings.

Copies are available in Braille, larger print (please specify font type and size required), or on CD.

If you require a copy of this Guide, or certain sections of it in an alternative format, please contact the Student Communications office 0161 275 2073.

Give us your thoughts

Our University is a partnership between academics, support services, and you. It works best when we talk to one another. That's why, from time to time, we'll ask you for your feedback on a whole range of things.

Why not start now?

Tell us what you think of this guide and your Welcome materials by taking this short online survey: **bit.ly/crucialfeedback**

The Smallprint

As a registered student of The University of Manchester, you agree to comply with the rules and regulations under which the University and its students must operate. The principles underpinning these are set out in the University's Statutes, Ordinances, and Regulations.

There are regulations concerning all parts of University life, especially:

Your degree regulations; Work and attendance of students; Conduct and discipline of students; Dignity at work and study; Health and Safety; and Data Protection.

You can see all of the regulations that affect students at **bit.ly/crucialregulations**

Bus Pass

Show this guide to drivers of the **147 bus** to get
FREE TRAVEL between Sackville Street and
Oxford Road campuses from
Thursday 12 to Sunday 22 September



Stay in touch @WelcomeUoM

The University of Manchester
Oxford Road
Manchester
M13 9PL

tel +44 (0)161 306 6000

www.manchester.ac.uk

Royal Charter Number RC000797
DW908 08.13



When you have finished with
this publication please recycle it