New UK and EU undergraduate students 2014/15

Welcome

What to do before you arrive
Welcome to York!

Congratulations on achieving your place at university and thank you for choosing York.

The beginning of term will be here before you know it. This leaflet highlights the most important things to consider **before you get here** and is a guide to what happens next. You should read this alongside our New Undergraduate Welcome pages for the full picture of everything you need to know and do before you arrive.

[www.york.ac.uk/students/welcome](http://www.york.ac.uk/students/welcome)

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Where to go for the information you need

Most of the information you will need is on our website.

**Before you get here**

**New Undergraduate Welcome pages**

A useful introduction to life at the University of York with all the information you need to know before you get here.

[www.york.ac.uk/students/welcome](http://www.york.ac.uk/students/welcome)

**When you arrive**

**Student Home page**

You can log in as soon as you set up your IT account. This is your personalised homepage. It has your timetable, Library account, departmental links and tailored news, events and reminders.

[www.york.ac.uk/students](http://www.york.ac.uk/students)

**What we’ll provide**

We’ve designed a set of publications to answer any questions you might have.

**Before you get here**

**Welcome pack**

This contains information you will need before you arrive.

This welcome pack is issued to all new undergraduates when their place at York is confirmed.

**When you arrive**

**Handbooks**

These are essential reference guides for your academic studies and life at York.

Both handbooks will be given to you by your department during Welcome Week.

A copy of the University Handbook can be found at [www.york.ac.uk/students/studying](http://www.york.ac.uk/students/studying)
You may not be familiar with some of the IT systems used at York, so here is a quick summary of the first systems you will encounter and some of the things you’ll need to do as soon as you can.

### Your IT account

Directions on how to set up your IT account (including your username and password) will be sent with your joining instructions to your personal email account as soon as your place at the University is confirmed. **Keep your password safe and do not share it.**

You need to set up your IT account at [https://idm.york.ac.uk](https://idm.york.ac.uk) to enable you to access the University’s IT facilities, and to complete important pre-arrival tasks.

#### e:vision

e:vision is your view of your student record – the personal information you have given to the University.

You can log in to e:vision using your IT account’s username and password to access and update your details online.

For any further enquiries about e:vision, contact enrol@york.ac.uk.

**http://evision.york.ac.uk**

<table>
<thead>
<tr>
<th>Tasks to complete on e:vision before term starts:</th>
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<tr>
<td>1. Enrol online as soon as possible.</td>
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<td>2. If you are booking University accommodation view your application and check your booking details.</td>
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<td>3. Join a college.</td>
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<td>4. Upload a photograph for your University Card (see page 13).</td>
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<tr>
<td>5. Set up Direct Debit payments for accommodation (if on campus) and tuition fees (if you’re not receiving student finance).</td>
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<tr>
<td>6. Upload a copy of your passport’s page with your personal details on it and your visa (if you require one to study in the UK). The University is legally required to keep a record of these.</td>
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For further information, contact:

**IT Services – for any IT issues**  
Tel: +44 (0)1904 323838  
itsupport@york.ac.uk

**Registry Services – for enrolment queries**  
Tel: +44 (0)1904 322136  
registry-services@york.ac.uk
University email

When you have set up your IT account, you will be given an email address with the format username@york.ac.uk.

Please note: From now on, all email contact from the University, departments, colleges and services will be sent to your University email address, so check it regularly.

http://mail.york.ac.uk

Virtual Learning Environment (VLE)

York has a Virtual Learning Environment (VLE) called Yorkshare.

This is used by departments to communicate with students and hosts study materials and support.

Please note: Some departments prefer to communicate this information on their website or via other online platforms. Your department will give you details and links.

http://vle.york.ac.uk

Keep checking your University email for contact from:

- Your department
- Your college
- Other central services in the University

Use the VLE to:

1. Check if your department hosts a Preparing to Study site which provides useful pre-study materials. A list of these is provided on the New Undergraduate Welcome pages under Starting Your Studies (see page 9).

2. Take a look at the Academic Skills tutorials to get an idea about what is expected of you in your studies and any areas where we can offer you support (see page 9).

3. Explore the employability tutorial to start thinking about how to get the most out of your personal development plan at the University (see page 11).

You can access the VLE from the top bar of the student homepage: www.york.ac.uk/students.

Now visit www.york.ac.uk/students/welcome and www.york.ac.uk/internationalsupport for the full list of things to do next.
It is important that you have enough money to last you for the year, so take the time to understand the cost of living, social activities, books, equipment and any other demands on your money.

**Top five things to do or know...**

1. **Check with the Student Loans Company** if you are eligible for student finance. Apply for it early so that your loan arrives for the start of term. Full Time Undergraduate Nursing and Midwifery Students should also check eligibility for an NHS Student Bursary and that you have applied for this early to ensure no delays to your funding.

2. **Read the Essential Financial Information book**let included in your Welcome Pack and keep hold of it for future reference. You can download a copy from [www.york.ac.uk/students/welcome](http://www.york.ac.uk/students/welcome).

3. **On Arrivals Weekend** pick up your keys (if living on-campus) or register your attendance in week one at the Fees Office (if living off-campus). It tells us you’re here and will trigger the release of your student loan (if you have one). Please note, any tuition fee loan will be paid direct to the University by the Student Loans Company.

4. **Open a student bank account** and make sure you have access to enough money to see you through the first two weeks, in case your funding is delayed. A weekly budget may help you keep track of your finances; sample budgets are available on the New Undergraduate Welcome pages.

5. **Make sure you know what financial help is available** if your funding is delayed.

For the latest information on University funded bursaries and scholarships visit [www.york.ac.uk/undergraduate-bursaries](http://www.york.ac.uk/undergraduate-bursaries)

To complete these tasks and find out more, visit: [www.york.ac.uk/students/welcome/finances](http://www.york.ac.uk/students/welcome/finances)

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**For further information, contact:**

- **Student Financial Support Unit**  
  Tel: +44 (0)1904 324043  
  student-financial-support@york.ac.uk

- **Student Support Hub**  
  Tel: +44 (0)1904 324140  
  student-support@york.ac.uk

- **Student Information Service**  
  (Health Sciences students only)  
  Tel: +44 (0)1904 321321  
  dohs-student-services@lists.york.ac.uk
You can make your move to York that much easier by doing some basic preparation in advance.

**Top five things to do or know...**

1. Make sure you have applied for accommodation. Most students are guaranteed a room in a college. For information on how to find campus or private sector accommodation visit [www.york.ac.uk/accommodation](http://www.york.ac.uk/accommodation).

2. Join the University of York Students’ Union (YUSU) and your college Freshers’ Facebook pages to get to know other students before you come.

3. Check out the University/college lists for suggestions on what to bring to York.

4. Know the date and time you need to arrive at your college and look out for your Second and Third Year Contacts (STYCs) who are there to help you settle in (see page 14).

5. Find out what is happening and what facilities are open near your college during your first weekend. See Your First Weekend and Welcome Week information on the New Undergraduate Welcome pages.

**Term dates 2013/14**

**Arrivals Weekend – UK undergraduate**  
27 – 28 September 2014

**Autumn Term**  
29 September 2014 – 5 December 2014

**Spring Term**  
5 January 2015 – 13 March 2015

**Summer Term**  
13 April 2015 - 19 June 2015

**Alternative term dates**

Your term dates may vary if you’re a student in the following departments or on a certain type of course. These include:

- Health Sciences
- Hull York Medical School (HYMS)
- Extended degree programmes.

Please be aware that the nature of your course means that attendance at University or work placement may fall outside the standard University of York term dates. Check with your department for further details.

Nursing and Midwifery students: visit [www.york.ac.uk/undergraduate-accommodation](http://www.york.ac.uk/undergraduate-accommodation) for more information.

**For further information, contact:**

**Accommodation Services**  
Tel: +44 (0)1904 322165  
admission@york.ac.uk

**Student Support Hub**  
Tel: +44 (0)1904 324140  
student-support@york.ac.uk

**Catering**  
Tel: +44 (0)1904 328413  
catering@york.ac.uk
Welcome Week

Get a feel for what your first week will be like at University and find out how to get involved. A timetable of events will appear on the New Undergraduate Welcome Week pages closer to the start of term.

Top five things to do or know...

1. Check out all the events and any compulsory University inductions taking place during Welcome Week; information on these can be found on the New Undergraduate Welcome pages. These include an official welcome to the University, a college induction and a departmental induction, all of which you will be required to attend.

2. Have a look at the map included in your Welcome Pack or visit our interactive map at www.york.ac.uk/maps. Find out more about your surroundings – for example getting around campus, bus routes to and from the city, campus catering and facilities, where to find your nearest supermarket and where you can practice your faith.

3. Check out the list of societies on the University of York Students’ Union (YUSU) website and plan to try out a new hobby, sport or activity – you can sign up for these during YUSU’s Freshers’ Week.

4. Look out for student membership offers and discounts with York Sport and make use of our brand new sports facilities.

5. As soon as you arrive collect your University card – you will need this straightaway for ID, access to rooms and to use the Library (see page 13).

To complete these tasks and find out more, visit: www.york.ac.uk/students/welcome/welcome-week

"Welcome Week is a great opportunity to make new friends and try out new things"

For further information, contact:

University of York Students’ Union (YUSU)
Tel: +44(0)1904 323724
enquiries@yusu.org

York Sport
Tel: +44 (0)1904 325751
info@york-sport.com
www.york-sport.com

Colleges and contacts
www.york.ac.uk/colleges
Starting your studies

Hit the ground running when the academic term starts by being prepared for your studies. Get a feel for how your learning environment will change and the support available to help you progress.

**Top five things to do or know...**

1. Understand what it means to join an academic community and study at university. Find out about the many opportunities and support available for you to improve your skills (academic writing, maths, IT or language) by searching the Student Skills Hub.

2. Take a look at any pre-study materials provided by your department such as reading lists, module choice information or essential equipment you will need. Some departments have a specific Preparing to Study Site (sometimes on the VLE)*, or have areas on their web pages for new undergraduates.

3. During your first few weeks your department will make arrangements for you to meet with your academic supervisor; this is an important relationship so make sure you attend. You will need to meet with your supervisor at least once a term.

4. Go to Information for New Users on the IT Services web page for advice and help including how to connect to the internet from your study bedroom. Take a look at the Library and study space facilities available to you at York.

5. Be aware you will need to complete the compulsory Academic Integrity Tutorial on the VLE as early as you can in your first term. This will clarify the academic behaviour the University expects of you as a student.

To complete these tasks and find out more, visit: [www.york.ac.uk/students/welcome/studies](http://www.york.ac.uk/students/welcome/studies)

*NB: The Preparing to Study sites will become live over the summer.*

For further information, contact:

**University Library**
Tel: +44 (0)1904 323873
lib-enquiry@york.ac.uk

**IT Services**
Tel: +44 (0)1904 323838
itsupport@york.ac.uk

**Student Skills Hub**
[www.york.ac.uk/student-skills-hub](http://www.york.ac.uk/student-skills-hub)
There are some basic things you can do before you arrive, and during your first few weeks, to help take care of yourself.

**Top five things to do or know...**

1. Make sure you are up to date with your immunisations, such as the Meningitis and MMR vaccinations. Hull York Medical School (HYMS) and Health Sciences students are required to complete specified immunisation programmes; please check with your department for further information.

2. If you have a disability, specific learning difficulty, mental illness or medical condition, notify the University of any additional requirements you may need. Find out more about disability support, childcare options for student parents and support for care leavers and Foyer students through the Student Support Hub.

3. Plan for a healthy lifestyle at York; take a look at all the sports clubs and activities on offer. Check the healthy eating options on offer in our catering outlets.

4. During your first week register at Unity Health, the health centre on campus, or a local General Practitioner (GP) – they will advertise sign up sessions during Welcome Week.

5. Make sure you know what to do and who to turn to if you need support or if things go wrong, by looking at the relevant information on the New Undergraduate Welcome pages.

To complete these tasks and find out more, visit [www.york.ac.uk/students/welcome/welfare](http://www.york.ac.uk/students/welcome/welfare)

“We provide support for your physical, spiritual and emotional wellbeing to help you stay happy and healthy at York”
Successful graduates generally spend their first year exploring their career options and developing their skills, and their second year gaining experience related to their intended career path. In their final year, they compete for jobs and further study.

**Top five things to do or know...**

1. Bookmark the Careers ‘What’s On’ page to keep up to date with opportunities to try out new interests and skills and meet employers.

2. Like us on Facebook and get event details and the latest careers information at [www.facebook.com/yorkcareers](http://www.facebook.com/yorkcareers) or follow us on Twitter (@uoycareers) for real time updates and top tips.

3. Use the online employability tutorial to keep a list of the great things you do while at York – this will help you achieve the York Award (our employability certificate) in your final year and provide lots of examples for those tricky application forms.

4. Consider opportunities to study abroad and add international experience to your personal skills. Contact the Centre for Global Programmes for more information.

5. Meet new people and gain experience through volunteering, local internships and enterprising activities.

“To complete these tasks and find out more, visit [www.york.ac.uk/students/welcome/career](http://www.york.ac.uk/students/welcome/career)"

“Getting involved in volunteering and work experience that enhance your skills and show commitment will impress potential employers later on – so don’t miss out! It’s never too early to start thinking about your future career”
Getting to the University

The University of York is well supported by national public transport and has easy access to major road networks. For detailed maps and directions, visit www.york.ac.uk/maps.

Please be aware that on Arrivals Weekend traffic may be slow due to the volume of students arriving on the same day. Parking information will be publicised on the University home page nearer the time.

Finding your room

STYCs (Second or Third Year Contacts) are current students who will help you find your room or pop round to see how you are settling in. You will have a STYC or college helper allocated to you.

You can pick up your keys from the porter at your local reception. For times and locations, visit www.york.ac.uk/college-arrival.

Check your room thoroughly and complete your inventory – if you have a problem you should report it via the Facilities Web Portal at www.york.ac.uk/fmhelpdesk.

Once you’ve unpacked, why not explore campus by joining a campus tour? These are usually led by STYCs and depart regularly from colleges on Arrivals Weekend.

Getting around York

The University of York has great transport links with the city centre. You can find the bus stop locations on the Interactive Campus Map at www.york.ac.uk/about/maps/campus.

Other bus services include the Clubber’s bus for late night journeys from Students’ Union club nights and the 20 Shopper for trips to the Monks Cross Shopping Centre. Visit www.york.ac.uk/transport-bus for timetables and student travel deals.

Events and meeting new people

University of York Students’ Union (YUSU) organises several big Freshers’ events during Welcome Week and all of the colleges host their own welcome events.

You’ll have plenty of opportunities to meet people but, as a start, why not introduce yourself to the people you’ll be living with and get to know them?
5 Places to eat

It’s a good idea to bring some basic food items with you to last over the weekend. It’s also worth checking out the cafés and bars around campus to grab a bite with friends and family.

There is a timetable of opening hours on Arrival Weekend at www.york.ac.uk/cs-opening-times.

For supermarkets see www.york.ac.uk/internation-students/food.

6 Settling in

There will be plenty of people around to help you settle in and lots of things to do and see.

However, if you’re having any problems settling in, from Freshers’ flu to homesickness, don’t suffer in silence. There are student support services available throughout the University. These are there to help and can be accessed via the Student Support Hub. For more information visit www.york.ac.uk/sshub.

Your University Card

This is your ID card, your room access and library lending and printing card. Keep it safe.

Full time undergraduate students: collect your card from your college reception during Arrivals Weekend, and after that from the Unicard desk at the Information Centre.

Part-time and distance learning undergraduate students: your card will be posted to your home address.

HYMS and Health Sciences students: your card will be given to you by your department.

See www.york.ac.uk/students/studying/unicards.

Emergency contact

In the case of an emergency when you get here, call 01904 323333 and immediately state ‘Emergency’. Save this number to your mobile phone in preparation for arriving at York. If using a campus phone, ring 3333.

You can also call 999 for National Emergency Services, or 9-999 from a campus phone.
<table>
<thead>
<tr>
<th><strong>People who can help</strong></th>
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<tbody>
<tr>
<td><strong>Second and Third Year Contacts (STYCs)</strong></td>
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<tr>
<td><strong>College team</strong></td>
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<td><strong>Porters</strong></td>
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<td><strong>Student Support Hub</strong></td>
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<tr>
<td><strong>University of York Students’ Union (YUSU)</strong></td>
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**General enquiries about coming to University**
Tel: +44 (0) 1904 320000
Email: ug-admissions@york.ac.uk

**Colleges**
[www.york.ac.uk/colleges](http://www.york.ac.uk/colleges)

**Departments**
[www.york.ac.uk/about/departments/academic](http://www.york.ac.uk/about/departments/academic)
Additional information for EU students
During Welcome Week we run a free programme of orientation events and social activities aimed at helping all international students, including EU students, acquire an understanding of university life, UK study skills and British culture.

**Top five things to do or know…**

1. Check the orientation timetable. This is updated regularly throughout the summer. **All new international students are expected to attend the orientation talks on Tuesday of Week 1.**

2. Use orientation as an opportunity to make friends. During Autumn Term orientation you can also meet the Welcome Team. These are current international and British students who assist students during the first weeks.

3. Attend the Information Fair to find out more about banks, University services and useful organisations, and the Freshers’ Fair to meet with student societies.

4. Participate in the city tour to find out more about the local area.

5. See our advice on what to bring with you at [www.york.ac.uk/international-students/packing](http://www.york.ac.uk/international-students/packing).

To complete these tasks and find out more, visit:

- [www.york.ac.uk/international-students/orientation](http://www.york.ac.uk/international-students/orientation) for orientation information and timetables;
- [www.york.ac.uk/students/welcome/welcome-week](http://www.york.ac.uk/students/welcome/welcome-week) for details on other welcome events, such as Welcome Week;
- [www.yorkgsa.org](http://www.yorkgsa.org) for postgraduate international student events also open to undergraduates.

“Orientation is a great opportunity to make new friends and try out new things”
Travelling to York

Airport collection will be available to students travelling from Manchester airport on Friday 26 and Saturday 27 September. Coaches will leave the airport on a regular basis throughout the day from 10:00 until the final coaches at 15:30. There will also be free coaches on these dates from York Railway Station to the University campus from 10:00 to 18:00.

Top five things to do or know…

1. Make sure you book a place in advance if you are going to use the airport collection. See www.york.ac.uk/international-students/collection.

2. If you are unable to use the airport collection, travelling to York is generally straightforward. Make sure you know how to get here by looking at the relevant international student support pages. See www.york.ac.uk/international-students/travelling.

3. Please carry your passport or national identity card, unconditional offer letter, relevant qualification certificates, accommodation confirmation email and money in your hand luggage.

4. Insure belongings against loss, theft or accidental damage as these are not covered by University insurance. See www.york.ac.uk/international-students/insurance.

5. Look at our pre-arrival checklist to make sure you are fully prepared for your arrival in York and take time to prepare emotionally and culturally for living in another country. See www.york.ac.uk/international-students/checklist.

“Make sure you plan your journey to York before you travel”

For further information, contact:

International Student Support Co-ordinator
Tel: +44 (0) 1904 324144
International-support@york.ac.uk
Welcome to the international community at the university!

The International Students’ Association (ISA) is here to help you integrate into life at the University of York.

York GSA
Representing and supporting postgraduates at the University of York

Representation
Putting postgraduate issues firmly on the University’s agenda

Academic
Helping postgraduate students get the most from their studies

Welfare
Offering confidential, non-judgemental assistance, advice and support

Sports
Providing friendly and competitive sports opportunities – for free

Events and Trips
Organising a range of social activities, entertainment and trips

Community
Enhancing the York experience through groups and volunteering

01904 32 2718 | www.yorkgsa.org
@gsayork | www.facebook.com/YorkGSA
Meals in Advance Deal

2014/15

OPTION 1
Monday – Friday
50 Breakfasts, 50 Dinners
First meal breakfast Monday week 1
Last meal dinner Friday week 10

£474 per term

OPTION 2
Monday – Friday
50 Dinners
First meal dinner Monday week 1
Last meal dinner Friday week 10

£305 per term

Where do I go?
- Galleria, Roger Kirk Centre
- Vanburgh Dining Hall

What time can I eat?

Breakfast
Monday – Friday
8.00 – 10.30am

Dinner
Monday – Friday
5.30 – 7.30pm

www.york.ac.uk/mad-scheme

For terms and conditions see our website