



STAFFORDSHIRE
UNIVERSITY

PART-TIME

STEP BY STEP

YOUR GUIDE TO STARTING UNIVERSITY



WELCOME

welcome

to Staffordshire University!

Studying part-time is a big commitment and we know there'll be lots for you to do, plan, arrange and sort out before you join us. That's why we've put together this helpful guide, so you'll know exactly what you'll need, what support we can offer you and what to expect during the first few weeks.

That's about it for now - other than to say that at Staffordshire University we are committed to helping you make the most of your student experience and preparing you for life's great adventure. We look forward to welcoming you to the University!

before you join us

e-enrol

By far the most important thing to do next is e-enrol with us. This is the first stage in the enrolment process that will officially register you as a student of Staffordshire University. E-enrolment is quick, easy and done online. You will receive more information once you've accepted your place, including how to enrol, getting your student card and how to enrol if you don't have internet access.

send us your snap shot

The Student Card is your passport to the Students' car park, Union, library, IT facilities and more. To create your card, we need you to **send us a passport photograph of yourself**, otherwise your card won't be ready for the start of the semester. You can do this by uploading a digital photograph when you e-enrol or by posting it to us:

Lynn Hassall, Student Records, Staffordshire University, FREEPOST ST655, College Road, Stoke-on-Trent, ST4 2BR. **Remember to include your name, course and date of birth.**

Visit our new student website – Important Information!

Make sure you visit our new student website **www.staffs.ac.uk/newstudent** which contains loads of additional info about what to expect, see and do when you arrive at Staffordshire University. There's important stuff about the various support services we offer.

Don't have Internet access?

If you don't have Internet access - don't panic! Simply call or email our friendly student guidance team or email **studentexperience@staffs.ac.uk** Stoke campus, Nicola Laurie, **t: 01782 292768**

taking care of your health - very important

Vaccinations

Outbreaks of mumps are on the rise nationally and regionally in the West Midlands amongst University students. If you have not already been immunised for mumps, or had two doses of the mumps (MMR) vaccine, even if you think you have already had mumps, it is very important to arrange for vaccinations before you start your studies on campus. Speak to your current doctor or Student Health Services if you need to know more.

NHS charges

A reimbursement application form (HC1) for students on low income is available from the Student Advice Centres (in the Students' Union) or from the Student Health Services. It is renewable every six months.

For further health information call:

Student Health Centre (Stoke)

t: 01782 747174/212305

Beaconside Health Centre (Stafford)

t: 01785 353570

Contraception and sexual health

Contraception and advice regarding all sexual health matters are available to all students registered with the Student Health Service.

welcome week checklist

Here's a quick reminder of some of the more important things to get done during your first week. (During Welcome, reps will be on hand to help make sure you don't forget anything.)

- Complete enrolment Stage 1, your student ID card will then be posted to you.
- Register for all your modules
- Confirm how your tuition fees will be paid (if appropriate)
- Checked what financial support you could be entitled to
- Get a Student Handbook from your Faculty Student Information web page
- Find out how to access details of modules that make up your course
- Check the location of your Faculty Office and where/when classes take place
- Find out who your personal tutor is - and arrange to meet them
- Know the name and location of the award leader
- Find out when coursework is due and how to submit it
- Learn how to obtain information about your modules and results
- Know where to get information about your timetable
- Discover how your course Personal Development Plan will be delivered
- Decide whether to apply for Accreditation of Prior (or Experiential) Learning
- Know where to go for funding advice
- Set up a University IT password and e-mail account. You will be expected to check your email account every week
- Find out how to use the library and its catalogues
- Know where to go for advice and help
- Find out who your Faculty Student Guidance Advisor is.

making the most of our library and IT facilities

We have excellent Library and IT facilities to help you make the most of your time at University and to develop your skills to become a successful, confident learner.

At a glance

Fast and free access to online resources, reliable wireless connectivity, 24 hour opening and 24 hour help, drop-in workshops, one-to-one support, online support with planning and writing essays via our award winning Assignment Survival Kit (ASK), InfoZone and RefZone, Flexible Learning Areas (FLAs), access to course packs, access to other libraries, printing, scanning and photocopying facilities, assistive technology, laptops, CDs, DVDs, are just a few of the resources available to you throughout your studies.

First things first

From the moment you start, our staff will help guide you through the maze of information and resources available at Information Services (IS) and navigate you through our facilities.

InfoZone

InfoZone sessions contain all the essential information to help get you started. In addition to the drop-in sessions, information is also posted on the InfoZone website and is available throughout the year. Find out more at:

www.staffs.ac.uk/infozone

Academic Skills Tutors (Librarians and Study Skills Team)

There's such an array of information 'out there', available in so many different forms, accessible in so many different ways, that it can be quite daunting to wade through it. Fear not, help is at hand in the form of Academic Skills Tutors. Not only can they help you to sort the good information from the bad, but they can help you to develop your skills and reach your full potential.





They'll help you to refine your research and writing skills, give advice on referencing and plagiarism and provide easy to access information on a range of databases, eresources and elearning.

Drop-in sessions and tutorials are available throughout the year, in addition to bespoke workshops (designed by yourselves), delivered to you and your friends.

For more information on how the Team can help, visit: www.staffs.ac.uk/studyskills or www.staffs.ac.uk/library

Once you've settled

By giving yourself time at the beginning of your studies, you'll be able to spend more time on planning and research and less time panicking. As they say, 'planning is everything'.

Become familiar with our facilities; ask about the smartboards, presentation equipment, web technologies and how to use them. Get to know your subject librarian, know what information is available to you and how to access it. Familiarise yourself with ASK, RefZone and other learning support material which can help you to plan your assignments. Play to your strengths and know your weaknesses. Try to pin point the areas where you need more support and ask for it!

You can also get practical support for time management and learn exam stress techniques.

Most importantly, find out exactly what your lecturer has asked of you and don't just presume. For example, check which referencing style you should use, see www.staffs.ac.uk/refzone

Taking these steps will help you to plan out your assignments and access the most reliable information quickly, as and when you need it, using your time more effectively.

Help and Support

We have a range of Help and Support on offer, some of which is available 24/7.

24 hour help line

For all your Library and IT related enquiries, day or night and during weekends and vacations

Stoke	Stafford and Shrewsbury
01782 29 4771	01785 35 3339
01782 29 4135	

Live Help

Chat online with Service Desk staff at www.staffs.ac.uk/ishelp or access via MyPortal (This service is available during staffed hours)

Customer Services

For library account enquiries

Stoke	Stafford
01782 29 5770	01785 35 3236

Academic Skills Tutors

For support with study skills such as academic writing, critical analysis, time management and exam stress
Email studyskills@staffs.ac.uk or visit www.staffs.ac.uk/studyskills

For subject support, referencing and plagiarism advice and training on how to access and use our resources
Email libraryhelpdesk@staffs.ac.uk or visit www.staffs.ac.uk/library

**These facilities and resources are yours,
make best use of them!**

Find out more about IS at www.staffs.ac.uk/infoservices



making the most of the facilities

Where to eat on campus

Just like an army... a University marches on its stomach! That's why Catering Services provide a whole range of restaurants and cafes where you can enjoy great-value, good quality food... and catch-up with classmates and friends. The Students' Union also offers varied, value-for-money meal choices at each of its venues.

Normal catering services

Normal catering opening times are a Monday - Friday service from 8.00am. For further details please go to: www.staffs.ac.uk/studentsservices.

Stoke

The Pavilion Café, College Road.

DolcHE Vita, Pavilion, College Road.

B:Ten, Cadman Building, College Road (B:Ten is located close to the entrance of the Thompson Library and offers vended coffee and snack services throughout library opening times.)

Bush House, Leek Road.

DolcHE Vita, Brindley Building, Leek Road.

Café Resource, Ashley Building, Leek Road.

Stafford

Terrace Café, Beacon Building, Beaconside.

Gallery Restaurant, Beacon Building, Beaconside.

DolcHE Vita, Beacon Building, Beaconside.

DolcHE Vita, Tom Ruxton Foyer, Beaconside.

Food for Thought, Blackheath Lane.

General enquiries call 01782 295845

afford it...

There is support available for part-time students whether you are an undergraduate or postgraduate. This ranges from Government funding such as fee support and a grant, Access to Learning financial assistance, Professional and Career Development Loans from your bank, Disability Students' Allowance and Postgraduate bursaries. To find out more about what you may be entitled to visit our Students' Union Advice Centre's Money Doctors web pages to assess your eligibility for support. www.staffsunion.com/moneydoctors

Our Financial Services Department has a cashier's office at the Stoke and Stafford sites for the payment of tuition fees and/or accommodation fees.

t: 01782 294412 (Stoke) t: 01785 353536 (Stafford)

getting a part-time job during term time

The Careers Centre (part of the Student Office) at Staffordshire University offers a wide range of innovative FREE services to students, including a JobShop, which advertises part-time and holiday work to students. When you've found a job you'd like to apply for, the Careers Centre can help you to write a CV, fill in application forms and prepare for interviews.

You can find out about it all on the careers centre website at www.staffs.ac.uk/careers. To view jobs, you will need to register on to the jobs database at www.staffs.ac.uk/jobzone. Alternatively you can give us a call using the numbers below, email us at careers@staffs.ac.uk or pop in to one of our Careers Centres and chat to our friendly staff.

Stoke Careers is on the Ground Floor of the Cadman Building (Thompson Library), opposite B:10, **t: 01782 294991**. Stafford Careers is in the Beacon Building, opposite Dolce Vita, **t: 01785 353233**. Both offices are open 9 – 5 pm, Monday – Friday

Jobs with the Students' Union

Every year the Students' Union recruits and trains over 200 students for part-time jobs in the Union venues. For more details, call t: 01782 294629 or visit: www.staffsunion.com

Student Ambassadors

Another way to earn extra cash is by becoming a Student Ambassador and helping out at future student recruitment events. Call t: 01782 292763 or email: I.coulthard@staffs.ac.uk for more details.

Fitness fun ...

Here at Staffs we have made sure we have quality leisure facilities for our students. We have two sports centres, the Sir Stanley Matthews Sports Centre at Stoke and also Beaconside Sports Centre at Stafford.

Both have fully equipped Health Connections fitness suites, a multi-function sports hall and an activities room. In addition, they have all-weather pitches and playing fields suitable for multi-sports. The sports centres also offer a wide range of fitness and relaxation classes and fitness programmes to suit all abilities.

Contacts:

Sir Stanley Matthews
Sports Centre

t: 01782 294124

Beaconside Sports Centre

t: 01785 353286

support...

Student guidance

Lots of students need a bit of help on a wide range of issues and that's why we have Faculty Student Guidance Advisors, and a Student Guidance Officer, at hand to offer specialist information and support.

You may have concerns that you have chosen the wrong course, or during your course you may consider time out or leaving, need advice on University regulations, have special

or extenuating circumstances or have a general query and don't know who to go to for support, come and see one of us.

Visit: www.staffs.ac.uk/study_here/student_services/student_guidance/index.jsp for individual contact details or ask at your Faculty to see your Faculty Student Guidance Advisor. The University Student Guidance Officer in Stoke is based within the Information Centre.



support...

Students' Union

The Students' Union not only have an Information Centre for first point of contact for students, staff and visitors to the Students' Union, but also have a Students' Union Advice Centre. This is one of the Students' Union core services which offers free independent and confidential advice to all students. So if you need advice or guidance on funding, benefits, housing laws, course regulations, legal matters etc then visit the Students' Union Advice Centre for more information.

Visit: www.staffsunion.com

t: 01782 294629 Stoke

t: 01785 353311 Stafford

The Students' Union have Money Doctors to help you to understand what you are entitled to financially, learn financial knowledge and skills to survive higher education and beyond and to know where to go before you get into difficulty.

t: 01782 294469

e: moneydoctors@staffs.ac.uk

Nurseries

For students with children from birth to 5 years old, we offer quality, affordable childcare and education delivered by a highly qualified and experienced team. To find out more about the University Nurseries, please contact:

Amanda Sherratt,
Childcare Services

Stoke Campus

t: 01782 294981

Stafford Campus

t: 01785 353371

Or visit: www.staffs.ac.uk/nursery

e: nursery@staffs.ac.uk

Support for disabled students

Staffordshire University welcomes students of all abilities. As part of the Student Office we have Student Enabling Centre teams at Stoke and Stafford campuses, where specialist staff can provide support and advice.

To arrange disability-related additional support during the Welcome period and/or for the duration of your course, please contact us without delay.

Disability support at enrolment

Let us know promptly about your disability and we will aim to arrange support for your enrolment, registration and induction. For daily living support needs, please contact your local Social Services Department immediately.



Disability - Data Protection

Rest assured, when you tell us about your disability/ medical condition, the University Guidelines on Data Protection will be followed and all information will remain confidential. Where beneficial to you, we may need to share some of your information with others (eg Faculty Disability Officers, Award Leaders/Tutors/ Specialist Tutors or Educational Psychologist). This will only be done with your consent.

For a full list of our services for disabled students and to discuss whether you may be entitled to Disabled Students' Allowances, please contact:

Student Enabling Centre
Cadman Courtyard
College Road
Stoke-on-Trent, ST4 2DE
t: 01782 294977

Specialist Advice

We are committed to promoting the good mental health and well-being of all students. If you have a mental health difficulty, please take advantage of the facilities provided by the Doctor you are registered with, and/or the Student Enabling Centre, where Specialist Student Advisors and Counsellors are available to support you according to your own needs.

For further information, please contact:

Student Health Centre, Federation House, Stoke

t: 01782 747174 / 212305

Beaconside Health Centre, Stafford Court, Stafford

t: 01785 353570

Student Enabling Centre, Cadman Courtyard, Stoke and D001 Beacon Building, Stafford

t: 01782 294977 (Stoke)

t: 01785 353615 (Stafford)

Counselling

Starting University is a new, exciting experience. For some students, however, it can prove difficult and upsetting. If you find it hard to settle in, don't bottle it up. The Student Office provides a Counselling Service, through the Student Enabling Centre, where you can talk to a Counsellor in a supportive, confidential setting.

Find out more at: **www.staffs.ac.uk/uniservices**

Stafford, D001 Beacon Building

t: 01785 353302

Stoke, 4/5 Winton Square

t: 01782 294977

Multi-faith Chaplaincy

The Multi-faith Chaplaincy offers pastoral and spiritual support, advice and friendship for people from all faiths and those from none.

They offer help in exploring issues of faith and spirituality with a place to meditate and pray or just a quiet place to spend time with friends.

e: chaplains@staffs.ac.uk

t: 01782 294974 Faith House, Stoke

t: 01785 353382 Beacon Building, Stafford



we agree to...



Respecting the Staffordshire University Student Charter

At Staffordshire University, we take your quality of experience as a student here seriously and want to make sure you get the best out of your time with us.

We recognise the value of the Student-University relationship and have developed a Student Charter that details how this should work in practice. The Charter explains what you can expect from us and what we expect from you in return.

Please take time to read the Student Charter at:
www.staffs.ac.uk/assets/student_charter_tcm44-26822.pdf

getting out and about...

Our two main campuses, at Stoke and Stafford, are about 18 miles (29km) apart. Many students travel between the two sites, some for study and others for purely social reasons. The University sponsors a public bus service - the X1 - that travels between Stoke and Stafford, Monday to Saturday to a regular timetable.

As a student, you are entitled to special reduced fares when you show your Student Card to the bus driver. Daily, weekly and termly tickets are available.

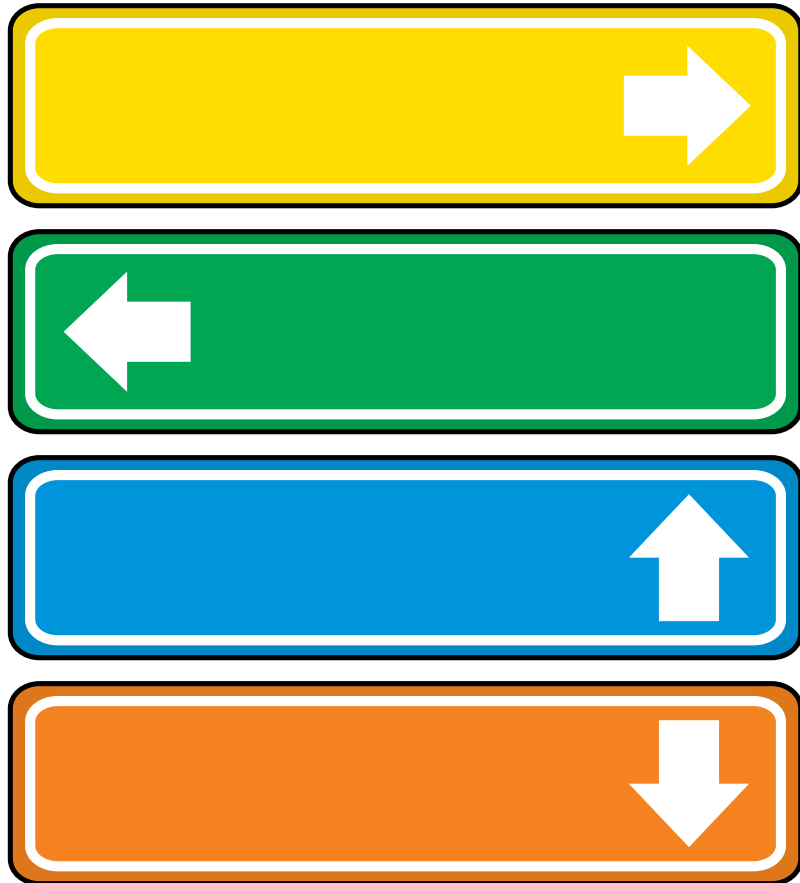
For more information, please visit:
www.staffs.ac.uk/facilities_management/campus_services/intersite_bus



campus maps

To see maps and directions to each of our campuses, please see our campuses and maps web pages:

www.staffs.ac.uk/about_us/campuses_and_maps







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