



## 2016 NEW UNDERGRADUATE STUDENT ADMINISTRATIVE PACK CONTENTS

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Welcome to Christ's College. You will find in this pack information to help you get settled in College together with two forms to be completed and returned by **Friday 23rd September 2016** in the enclosed A5 brown envelope pre-addressed to the Tutorial Office. Please make sure you affix sufficient postage: **we recommend at least a large letter stamp**. (Non-EU students who receive this pack via email can hand the forms in upon arrival instead.)

When you arrive in Cambridge please visit the **Welcome Hub in the Lloyd Room** adjacent to the College car park to collect your University card and welcome pack. The Hub will be open on **Sunday 2nd October** from **11am to 2pm**.

### PACK CONTENTS

We have listed below with brief explanatory notes the documents enclosed. Please read the information carefully and if you still have any queries you can contact us at [tutorial@christs.cam.ac.uk](mailto:tutorial@christs.cam.ac.uk).

#### Personal Information Sheet

This is a helpful summary of information relevant to your arrival in Cambridge, such as your Tutor's name, your room number, your termly rent, and your unique CRSid reference.

#### First week of Michaelmas Term 2016: *Compulsory events for new undergraduates*

This sheet summarises the formal College events that you will need to attend during your first week. The overall timetable for your first week including student-run social events can be found on pages 6 and 7 of the JCR Guide.

#### Emergency Contact Details Form

*You must complete this form.* It is important that we have a number of ways of reaching your next of kin/nominated family friends if there is an emergency. Please complete as much of this form as possible and return it in the envelope addressed to the Tutorial Office.

#### College Nurse Health Questionnaire and Return Envelope

*You must complete this form.* You should seal it in the confidential envelope addressed to the College Nurse then place it within the A5 envelope addressed to the Tutorial Office. It will be forwarded to her unopened. Please ensure that you include details of any food allergies/dietary requirements so that the Nurse can pass the information on to the Catering staff.

#### Problems and Advice Leaflet

The College has a range of support mechanisms in place if you need any guidance or help while you are at Cambridge. This leaflet gives you more information and also lists the days and times during 2016–17 when you can visit your Tutor without an appointment.

#### Travel Directions

Directions for reaching the College by car are enclosed with a street map of central Cambridge overleaf (one-way streets indicated).

#### Getting Started with IT @ Cambridge

In early September you will receive an email from University Information Services outlining how to collect your passwords and activate your computing accounts. The enclosed leaflet provides more information.



### Senior Tutor's Tea Invitation

An invitation is enclosed for tea with the Senior Tutor on Sunday 2nd October. Two guests of your choosing may attend (e.g. parents or guardians, or other people who are bringing you to Cambridge) so please pass the invitation to them. You will not be able to attend yourself.

### JCR Student Guide and welcome letters

The Christ's College Student Union (JCR) has organised many social events and activities during your first week in Cambridge. Enclosed you will find welcome letters from members of the JCR and a copy of the 2016 Christ's College Freshers' Guide which is produced by the JCR for new students (it is not an official College publication).

## OTHER DOWNLOADS AND LINKS

**Web page reference:** [www.christs.cam.ac.uk/current-students/downloads-october-2016-entry](http://www.christs.cam.ac.uk/current-students/downloads-october-2016-entry)

We have made available a range of documents and links through the web page above, but we would like to draw your attention specifically to a number of documents. These are:

### Chaplain's Reply Form and Choir Interest Expression Form

If you are interested in being involved in Chapel Life and/or singing in the College Choir you will need to return one or both of these forms when you arrive. Copies will be available in the Welcome Hub if you wish to complete them. You can also download them from the web link above and enclose in the A5 envelope (*Section 1, numbers 11-13*)

### Accommodation Forms and Licences

If you would like to review a copy of your room licence before you arrive, please visit the downloads page mentioned above and click the link 'College – Accommodation Room Licence: Undergraduate version' (*Section 1, number 6*). After you arrive you will be asked to complete the following online through our Intranet pages:

- Licence Acknowledgement Form
- Student Room Inventory Form
- Inventory of Portable Electrical Appliances

The web page reference for these documents is [www.christs.cam.ac.uk/current-students/student-onboarding](http://www.christs.cam.ac.uk/current-students/student-onboarding) but you will need to wait until you have obtained your computing password (Raven) to complete all online forms.

Finally we wish you a very warm welcome to the College and hope you have a safe and pleasant trip to Cambridge for the start of term.

Jo, Dee and Louise

Tutorial Office, Room Y4, Third Court, Christ's College, Cambridge CB2 3BU

Email: [tutorial@christs.cam.ac.uk](mailto:tutorial@christs.cam.ac.uk) Telephone: +44 (0)1223 334952/65

## FORMS CHECKLIST

**These compulsory forms are included in your pack.** Please complete them both and return as soon as possible in the brown A5 envelope provided.

Deadline: **Friday 23rd September 2016**

- A. Emergency Contact Details Form
- B. College Nurse Health Questionnaire



CHRIST'S COLLEGE  
CAMBRIDGE

# Problems and Advice

*Most students at Christ's spend an enjoyable and trouble-free few years at the College. But University can be a stressful place at times, and unforeseen pressures can arise from all sorts of causes. Such pressures can make work more difficult, and even your normal day-to-day life can become disrupted. If at any time you encounter problems, or if there is anything that concerns you and you need advice or help, there are various options readily available to all students which are outlined in this leaflet and also on the College's Welfare and Support web page, [www.christs.cam.ac.uk/current-students/welfare-and-support](http://www.christs.cam.ac.uk/current-students/welfare-and-support)*

September 2016



## *Where should I go for advice?*

### **The Tutors**

For most problems, of any kind, students usually find it best to consult a College Tutor first. The Tutors in Christ's are all senior academic members of the College and the University. They are very experienced in a wide range of matters affecting student life in Cambridge and are regularly available to see students *in complete confidence*, without an appointment, about *any* personal or academic difficulty ranging from the relatively minor (a problem with your College room, for instance) to the serious (medical, emotional or financial problems, for example). They are happy to listen to all of your worries, even if you think they aren't important enough to bother your Tutor with.

You may find that you have a problem that is affecting – or is likely to affect – your work and ultimately your examination results. It is vitally important that you let a Tutor know about this kind of problem at the earliest possible opportunity, so that the Tutor can intervene if necessary with the University to ensure that no lasting damage is done, so far as is possible.

Your conversations with your Tutor are kept entirely confidential within the tutorial team and are shared only so far as is strictly necessary to get you any help that you need and keep you safe. In particular, your Director of Studies will not be told about your problems if you do not want him or her to know.

The College appoints a Tutor for every individual student, undergraduate and graduate alike, and you can consult either your own personal Tutor or – if you prefer, or if it is more convenient – any other College Tutor. Your own Tutor won't object if you visit another Tutor! There are both male and female Tutors at Christ's and all of them have regular times when they are available for consultation (listed on the back page of this leaflet). For urgent matters a "Duty Tutor" is readily available 24 hours a day, seven days a week, all year round, and may be contacted by telephone via the Porters' Lodge.

### **The Directors of Studies**

The College also appoints for every individual undergraduate a Director of Studies who is a senior academic at the University in that student's subject. If you have a problem that is *directly* related to your academic work (for instance, your choice of examination papers, or difficulties with a supervisor) then you should contact your Director of Studies for advice.

### **The College Nurse**

The Nurse ([nurse@christs.cam.ac.uk](mailto:nurse@christs.cam.ac.uk)) is available in her surgery on Q staircase for confidential consultations with any student (no appointment necessary) between

10.30 a.m. and 12.30 p.m. every weekday in term-time, and for one additional week at either end of each term. She has excellent contacts with Cambridge GPs and other medical professionals.

## **The Chaplain**

The Chaplain welcomes visitors to his room (A1 Second Court) at any time, or he may be contacted by email ([chaplain@christs.cam.ac.uk](mailto:chaplain@christs.cam.ac.uk)) or telephone (01223 334922). He is very happy to see any student – which certainly includes those who are not at all religious, as well as those who are, of any faith whatsoever – and offers a sympathetic ear to all. Any discussions you might have with the Chaplain are entirely confidential, and nobody else in College (not even your Tutor or Director of Studies) will be told about them unless you request it.

## **College Counsellors**

If you need somebody to talk to generally about your worries, the Nurse is able to offer counselling sessions on Wednesday afternoons by appointment. For deeper or longer-term counselling, the College has its own in-house counselling service to which you can be referred by your Tutor. You can opt to visit the counsellors either in their counselling suite in another part of Cambridge, outside the College, or in the College's Student Welfare Room located near to the Nurse's surgery.

All of our counsellors are professionally qualified and are happy to discuss confidentially with students anything that is worrying them: anxiety, bereavement or loss, depression, drug or drink problems, eating disorders, exam panic, gender issues, harassment, homesickness or home tensions, life and career planning, loneliness, pregnancy and abortion, relationship issues, sexual anxieties, stress, suicidal feelings, work or study difficulties, or anything else.

Students may also get advice from the College's Consultant Psychiatrist, who meets students in his consulting rooms near the railway station. He deals with the most severe difficulties and therefore students may only be referred to him by a Tutor.

## ***Where else can I go for advice outside the College?***

Most problems can be resolved through informal discussions with Tutors, Directors of Studies, the Nurse, Chaplain, College Counsellors, GPs, parents, friends and others. But sometimes, professional help outside the College environment is required. You will find a range of helpful links on the College's website at [www.christs.cam.ac.uk/current-students/welfare-and-support](http://www.christs.cam.ac.uk/current-students/welfare-and-support).

There is also a University Counselling Service, to which you can refer yourself without needing to approach anybody in College at all. More details can be found on its website, [www.counselling.cam.ac.uk](http://www.counselling.cam.ac.uk), and a leaflet will be included in your Welcome Pack on arrival.

## ***Open Tutorial Hours 2016–17***

Every weekday during Full Term, Tutors are available in College during the “Open Tutorial Hours” listed below for which you do *not* need an appointment. It is usually best to visit your own Tutor if possible but you may always see another Tutor if you prefer during their open hours.

### **Professor Bayly (Room B6, Second Court)**

- Tuesdays 1.45–2.15 p.m.
- Wednesdays 6.30–7.00 p.m.
- Thursdays 6.30–7.00 p.m.

### **Dr Browne (Room B1, Second Court)**

- Mondays 4.30–5.00 p.m.
- Wednesdays 2.00–2.30 p.m.

### **Dr Hunt (Room A4, Second Court)**

- Mondays 6.30–7.00 p.m.
- Thursdays 2.00–2.30 p.m.

### **Dr Monie (Room G6, First Court)**

- Tuesdays 12 noon–12.30 p.m.
- Thursdays 9.30–10.00 a.m.

### **Dr Punskeya (Room B3, Second Court)**

- Mondays 1.30–2.00 p.m.
- Wednesdays 1.30–2.00 p.m.

### **Dr Rees (Room B5, Second Court)**

- Mondays 1.45–2.15 p.m.
- Thursdays 6.30–7.00 p.m.

### **Dr Williams (Room V4, Third Court)**

- Wednesdays 11.00–11.30 a.m.
- Fridays 9.30–10.00 a.m.

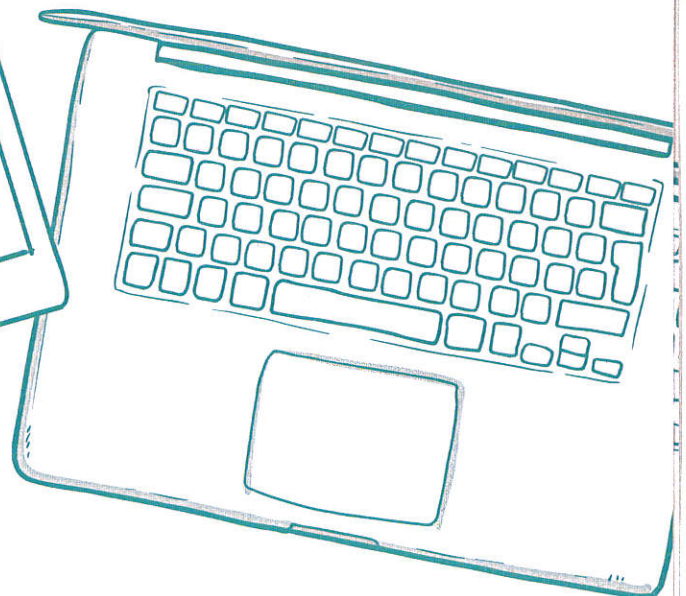
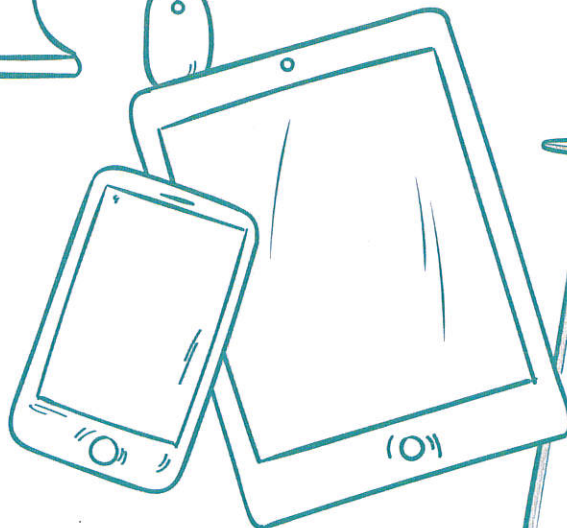
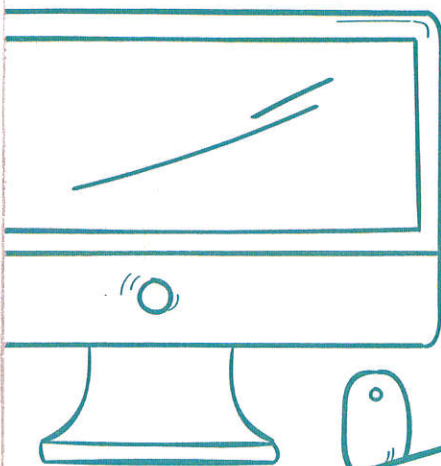
### **Dr Winter (Room H4, First Court)**

- Mondays 9.30–10.00 a.m.
- Wednesdays 1.30–2.00 p.m.
- Fridays 6.30–7.00 p.m. (*except first Friday of each month*)

# Getting started with IT @ Cambridge

Quick start guide for new students

- Your username and password
- Your @cam email account
- Free Microsoft Office 365 software
- Free 1TB OneDrive filestore
- Free Intel Security anti-virus software
- Dropbox accounts at preferential rates



University Information Services  
Summer 2016



You don't have to wait until you get here to start using the IT services the University provides for you. Follow the three steps below to get your UIS Password and email account.

Once you have these, you can access some of the University Library's online resources, download free software for your personal devices, and save money on cloud-based storage.

1

## Complete Student Registration online

Late August (earlier for graduate students): look out for an email from the Student Registry ([student.registration@cam.ac.uk](mailto:student.registration@cam.ac.uk)), and follow the instructions.

2

## Get your University login and email

Follow the link at the end of the Student Registration process to go on and collect your username, initial password and @cam.ac.uk email address.

3

## Change your password

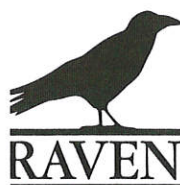
Finally, use the Password Management app to change your password:

**[password.csx.cam.ac.uk](http://password.csx.cam.ac.uk)**

(If you forget your new password after doing this, wait until you get to Cambridge and ask your local IT staff for a Password Reset Token.)

### *Raven*

Many services across the University use our login system to control access to restricted online resources. We call this system *Raven*.



### *Hermes*

The University-wide email system is known as *Hermes*. Some Colleges and Departments send emails before the start of term, so please check your @cam email regularly, via the web interface at

**[webmail.hermes.cam.ac.uk](http://webmail.hermes.cam.ac.uk)**

or configure your own device(s):

**[www.uis.cam.ac.uk/  
email-settings](http://www.uis.cam.ac.uk/email-settings)**





## With your Raven login, you can now access:

### Free Microsoft software

Under the University's licence you can download and use Microsoft software for free. Shortly after Step 3 you can download and use:

#### Office 365 Pro Plus

Word, Excel, Powerpoint, OneNote, Outlook, Access<sup>†</sup>, Publisher<sup>†</sup> and the Office Online cloud-based apps:

[www.uis.cam.ac.uk/office365](http://www.uis.cam.ac.uk/office365)

<sup>†</sup>Windows only



#### OneDrive – University of Cambridge

A 1TB cloud-based file store, allowing you to share files and sync them across your devices. Accessible via sync clients for most platforms, and a web-based interface for all:

[www.uis.cam.ac.uk/onedrive](http://www.uis.cam.ac.uk/onedrive)



### Free Intel Security anti-virus software

Keeping your devices up-to-date with anti-virus software is a requirement for use of the University's data network.

We provide Intel Security (McAfee) anti-virus products (Windows, Mac, Linux) for you to install free under the University's licence:

[www.uis.cam.ac.uk/anti-virus](http://www.uis.cam.ac.uk/anti-virus)



### Dropbox storage at a discounted rate

All the benefits of the popular file syncing and sharing app, available to you at a preferential rate:

[www.uis.cam.ac.uk/dropbox](http://www.uis.cam.ac.uk/dropbox)



## In Cambridge, you can also access:

- Shared-use PCs and software (Win, Mac and Linux)
- Shared-use scanners and printers
- Additional software
- Online timetables
- Virtual learning environment (Moodle)
- Wi-Fi in many locations around the city (eduroam)





## Rules

Your use of computing services at Cambridge is governed by these rules:  
[www.uis.cam.ac.uk/rules](http://www.uis.cam.ac.uk/rules)

## Online security

All devices you connect to the University's data network (called the *CUDN*) must be:

- secured by strong passwords
- kept up-to-date with anti-virus patches.

Your computing accounts give you access to many valuable resources. Your accounts are personal.

**Never share your passwords with anyone, no matter how trusted. Doing so puts you at risk.**

## Assistive Technology

Advice and support for people with specific IT requirements is available from College IT staff, the UIS Service Desk and online:

[www.uis.cam.ac.uk/assistive-technology](http://www.uis.cam.ac.uk/assistive-technology)

### Need help..?

Contact the UIS Service Desk team:  
[service-desk@uis.cam.ac.uk](mailto:service-desk@uis.cam.ac.uk)

**01223 762999**

Or search the online help at:

[www.uis.cam.ac.uk/help](http://www.uis.cam.ac.uk/help)



Follow UIS for IT service alerts and news:

[@UniCamIT](https://twitter.com/UniCamIT)

## FAQs

### Do I have to bring my own computer?

Most students choose to, but you don't have to. There are shared computing facilities (Windows, Mac, Linux) available in various locations around the University.

### I haven't received my email from the Student Registry (Step 1). What should I do?

If you haven't received your welcome email by the end of August, please contact the Student Registry directly, by email:

[student.registration@cam.ac.uk](mailto:student.registration@cam.ac.uk)

### I've forgotten my UIS Password – how can I get it reset?

If you forget your initial password, you can repeat Step 2 and collect it again. If, however, you have used the Password Management app to create your own password in Step 3, you'll need to wait until you get to Cambridge to ask your local IT staff for a Password Reset Token.

### What other information services are available to Cambridge students?

See the University's IT Service Catalogue:

[www.itservices.cam.ac.uk](http://www.itservices.cam.ac.uk)

### What's the Wi-Fi like at Cambridge?

Cambridge has one of the largest wireless deployments in the UK, covering many of the Departments and shared/open areas. The Colleges are responsible for providing their own wireless solutions, so the quality of Wi-Fi services may vary between Colleges.

You can find an introduction to our IT services for students at:

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



This information may be available in other forms. Please telephone the Communications Group on **01223 334598**, or email [communications@uis.cam.ac.uk](mailto:communications@uis.cam.ac.uk) to discuss how we can meet your needs.

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## TRAVELLING TO THE COLLEGE BY ROAD

The College's car park is located off Hobson Street. There is only limited space available, so students and parents arriving by car with luggage are asked to limit their stay to not more than 90 minutes. After unloading please move your car out of College (there are several car parks in the City Centre: the nearest one is in Park Street, though it is not cheap). Overnight parking is not available in the College. There are normally no parking spaces available on the streets outside the College either. In general, access and parking is much easier on Sundays than on other days.

### *Approach to the College*

For cars and other vehicles, there is only one access route to the College, which is to travel along St Andrew's Street heading northwards. Because of the City's one-way system, the most straightforward approach is to start from Gonville Place travelling North-East (see overleaf) with Parker's Piece on your left. When you see the Swimming Pool on your right and the Fire Station off to the left, turn left at the traffic lights into Parkside. At the next set of traffic lights go straight ahead into Parker Street; at the mini-roundabout continue straight ahead, then follow the road round to the left (Emmanuel Street). This area is part of the bus station, but carry on to the T-junction (entrance to the Grand Arcade shopping centre will be facing you) and turn right into St Andrew's Street. (To get here you will have had to drive past *Restricted Entry* road signs: this is permitted for access to Christ's College, but ignoring *No Entry* signs is not permitted.) Beware of pedestrians and cyclists in St Andrew's Street, which is often very congested, especially close to the College. Pedestrians may not be expecting to meet cars!

From St Andrew's Street, pass the Great Gate of Christ's College and immediately veer right at the fork in the road into Hobson Street. The entrance to the College car park is about 100 metres further, on the right-hand side of Hobson Street (just after a currently disused cinema on the opposite side of the street). The gate is clearly signed but you may need to use the intercom to ask the Porters to open it.

### *To reach Cambridge City Centre from London and the South*

Leave the M11 at junction 11 heading towards Cambridge City Centre. Drive through Trumpington; after 2 miles (straight ahead all the way) you will reach Cambridge on Trumpington Street. At a double mini-roundabout turn right into Lensfield Road then ahead onto Gonville Place, with a large green park (Parker's Piece) on your left. Turn left into Parkside and proceed as above.

### *To reach Cambridge City Centre from Huntingdon and the North*

The simplest route is to leave the A14 to join the M11 travelling south, then exit at junction 11 and proceed as for access from London. Adventurous drivers might like to choose the slightly shorter route from the A14 along Huntingdon Road (the A1307) then find their way along Northampton Street, Queens' Road ("the Backs") and Fen Causeway into Lensfield Road, Gonville Place and Parkside.

**A map of the approach roads to the College can be found overleaf.**

*Warning: some maps found on the Internet, and some sat-navs, have incorrect information about the one-way system in the City Centre.*





# CHRIST'S COLLEGE

## How to find us

Christ's College  
St Andrew's Street  
Cambridge  
CB2 3BU  
Tel. 01223 334900

