Department of Civil Engineering
Welcome handout

Welcome to the Department and the first year of your undergraduate degree. We are looking forward to meeting you and hope that you find your time with us enjoyable as well as rewarding. Below is some initial information that will be useful over the coming weeks.

Contacting Staff
The best method of contacting staff is by email, a full list of staff within the faculty can be found at: [http://www.nottingham.ac.uk/engineering/people/index.aspx](http://www.nottingham.ac.uk/engineering/people/index.aspx). Staff will normally respond to emails within 2 working days during term time. To ensure you get a response please always use a subject line on the email, use your University of Nottingham email account, and within the email please make it clear which module/course and year your email relates to. If you use an external account or do not put a subject line it is likely that the email will be removed a spam filter.

Personal Tutors
You will meet your personal tutor during your first week and will have a chance to meet them as well as the other members of your tutor group. Your first point of contact should you have any questions, queries or problems is your Personal Tutor (or, if it is a module specific matter then please see the Module Convenor).

Libraries
There are several libraries across the University of Nottingham Campuses that you can visit, study and work. The main Engineering library is the George Green library, right next to the Coates Building (see map at the end of this document). Further information regarding library policies and facilities can be found at: [https://www.nottingham.ac.uk/library/index.aspx](https://www.nottingham.ac.uk/library/index.aspx)

Student Services
The University Student Service Centres are a one stop shop for student support and access to specialist services (e.g. counselling, finance, careers). The local Service Centre is UP East, located in the end of Physics Building, opposite the George Green Library. You can also access many services online: [https://www.nottingham.ac.uk/studentservices](https://www.nottingham.ac.uk/studentservices)

Moodle
The University uses Moodle moodle.nottingham.ac.uk as its virtual learning environment where you will find online materials for the modules you are registered to as well as a department specific site called “Civil Engineering Information Page”. You should be able to access these pages once you have registered with the university. The Civil Engineering Information site contains the Student Handbook along with information and guidance to help with all aspects of your course and university life.

nottingham.ac.uk/engineering
In your first week you will have time to explore the campuses and you will find a map to local teaching rooms at the end of this handout. In addition, University Building floor plans can be found here:
http://www.nottingham.ac.uk/estates/spaceresource/accessplans/home.aspx

Faculty of Engineering Student Welfare Team
As part of the new Student Services, there is a Faculty Welfare Team who will be offering a combination of appointments and drop in sessions to any student with any welfare concerns. Students will be able to access the welfare team either directly or book appointments through the Service Centre reception. The new welfare team will consist of three members: Matt Orton, Jack Iliffe and Claire Newbury. They are based in the Coates Building, room A8 and can be contacted on the following email addresses:
matt.orton@nottingham.ac.uk, jack.iliffe@nottingham.ac.uk, claire.newbury@nottingham.ac.uk

Further information about local and central welfare support can also be found on the student services website:
http://www.nottingham.ac.uk/studentservices/healthwelfare/index.aspx

Safety Equipment
Free safety equipment will be given out during the Wednesday Health and Safety session. You must attend this session.

Teaching Timetables
Teaching begins on Monday 3rd October. You will be able to access your individual timetable for lectures and support classes here
http://www.nottingham.ac.uk/studentservices/services/teaching-timetabling.aspx

Laboratory Timetables
You will be able to access your personalised workshop and laboratory timetables via this link http://www.nottingham.ac.uk/~ee/portal/ using your university username and password.

Finding Your Way Around
During Welcome week you will receive a teaching timetable
http://www.nottingham.ac.uk/studentservices/services/teaching-timetabling.aspx and you will see room locations in abbreviated format. For example, UP-COAT-C20 is University Park campus, Coates Building, C floor, Room 20.

The main Engineering Buildings are shown on the map. However, modules will be taught across multiple locations and campuses. You can find campus maps here,
http://www.nottingham.ac.uk/about/visitorinformation/mapsanddirections/mapsanddirections.aspx
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<thead>
<tr>
<th>Staff</th>
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<tbody>
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Office locations, email and telephone numbers for all staff in the department can be found at [http://www.nottingham.ac.uk/engineering/departments/civeng/people/index.aspx](http://www.nottingham.ac.uk/engineering/departments/civeng/people/index.aspx)
Building numbers on the map above relate to building numbers on the University Park Campus map. The local Student Services Centre (University Park East) is located adjacent to the Physics Building as indicated.

**Students’ Union welcome festival**

The welcome festival is one of the biggest events of the week 1 programme with hundreds of stalls, freebies and performances and it is free to attend. Starting on 24 September and running for five days, the fair will feature a number of societies, sports, opportunities and local businesses. Further details can be found on the students’ union website.