



Induction

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First Things First

This section will help you to find out more about what happens after you've been accepted onto a course at Aberdeen College.

Enrolment

All Aberdeen College students have to enrol before they start their course. You will get the chance to complete your enrolment form at induction. You will be invited in to Aberdeen College for a few hours one day in the week before classes start in August.

It is very important to attend induction as you get to meet the rest of your class for the first time, and your lecturers. Your lecturers will help you complete your enrolment form, and give you your timetable. They will also answer any questions you might have, and make sure that you know where you have to go for your first class.

Core Skills

At enrolment you also will have the opportunity to complete your Core Skills profiling. This is a very important exercise, which allows your lecturers to tailor your classes to help you learn to the best of your ability. It can also help you develop as a student, and realise where your strengths in learning lie.

You can access Core Skills from the StudentNet homepage.

Timetable

An average Aberdeen College student will be timetabled to attend classes over three days, normally 16-20 hours a week. It is important that you frequently check your timetable, in case of any room changes. You will receive your first timetable at your induction. Contact your Guidance Tutor if you have any problems.

You can access your timetable from the StudentNet homepage.



Your First Day

Everything you need to know about what happens on your first day. Information includes what-you-need to know about funding, and where you can get a student card.

Funding

We appreciate that on your first day at Aberdeen College you'll be busy meeting new people and finding out about your course, but you need to give some thought to your funding.

If you have already completed your bursary form (for those not studying a HNC or HND) then your first payment should be paid automatically into your account. If you are a HNC or HND student you need to take your SAAS award letter to Learner Services reception to get scanned. This shows that you are a full time enrolled student at Aberdeen College and then SAAS can release your payments into your account.

If you have not organised any funding, you need to ensure that this is completed as soon as possible. You must apply to either Aberdeen College (for non-advanced students) or SAAS (if you are an HN-level student) to get your fees paid, as well as apply for any financial support you may be entitled to. Both Aberdeen College and SAAS have cut-off dates, so if you do not want to get stuck with a bill for your fees (over £1000 for Scottish and EU students) you must ensure that you sort out your funding. Contact Learner Services if you have any questions regarding funding.

Blackboard

Blackboard is the College's Virtual Learning Environment (or VLE).

Blackboard makes it possible to access learning materials over the internet, in class and at home.

The software contains information about your course and even allows you to communicate with lecturers and other learners. You can access Blackboard even when you are not in College so you can easily catch-up or revise materials covered in class.

Every course uses Blackboard differently but you might use Blackboard in your course to access interactive learning materials, record what you do or take assessments.

Many courses use Interactive Materials, Streaming Videos or Podcasts. Information and resources available in Blackboard include:

- Course announcements
- Course handbooks
- Lecture notes and handouts
- PowerPoint presentations
- Tests and quizzes
- Discussion boards, virtual classrooms
- Online resources, Blogs, Wikis

You can access Blackboard from the StudentNet homepage.

For further information on Blackboard, have a look at the [Blackboard Pocket Guide](#).



Password+

Aberdeen College have introduced Password+ to help you manage your password. This means that you should never be locked out of your account, and helps keep your identity safe. You need to register for Password+ as soon as you start your course.

Password+ allows you to:

- Set three security questions (i.e. mother's maiden name)
- Change your password
- Reset your password (by answering your security questions)
- Access Password+ anytime, anywhere

You can access Password+ from the StudentNet homepage.

Student Card

One of the many perks of being a student at Aberdeen College is that you can get a student card! A student card will allow you great discounts at various shops such as New Look, Topshop and many more. You can also get student discount at the cinema; and restaurants around Aberdeen. It also allows you discounted travel on buses around Aberdeen city and shire. To get your student card, visit the Aberdeen College Students' Association in EG3.

Library Card

Once you are enrolled you will be entitled to get an Aberdeen College library card. When you take out your first book the Library+ staff will issue you with your library card – there is no charge for this.

Student Email

As an Aberdeen College student you will be given your own student email address. This will be: yourstudentnumber@abcol.ac.uk

You can access your email from the StudentNet homepage.

Most students will have their own email addresses, perhaps through Gmail or Hotmail. But it is very important that you get accustomed to checking your student email frequently, as any emails from your lecturers or Guidance Tutor will be sent to your college email address, not your personal one.

You can set up your student email account so that your emails get directly sent to your own personal email account so that you never miss an email.

What We Expect From You

When you enrol at Aberdeen College you are entering a partnership with us. This means that there are rights and responsibilities on both sides.

We expect all students to respect the rights of the fellow students, Aberdeen College staff as well as helping maintain a pleasant learning environment by treating college buildings and furniture with care.

You can expect from us to be treated equally and fairly, and receive the best possible education that we can provide. Aberdeen College will maintain the facilities in a safe manner, and strive to provide a good learning environment.

Have a look at the 'Know Your Rights' section on the StudentNet homepage for more information.



IT @ AbCol

A lowdown on all the IT facilities available to students, with tips on printing and how to use the IT Centre.

Introduction

Regardless of the subject covered by your course, it will be essential for you to have access to a computer. You will need to use a computer to access course materials via blackboard, check your college email address and to print or submit your coursework. You are welcome to use your own machine, or to use those supplied by the college in the Library+ or the IT Centre.

Introduction to IT Centre

The IT Centre is an essential resource for all Aberdeen College students. Located on the lower ground floor of the Gallowgate Centre Tower Block, it houses over 200 PCs, almost 50 Apple Macs, and a study zone for laptop users, a colour printer/photocopier and several black and white printers.

The computers in the IT Centre are utilized in different ways. The Apple Macs and the majority of the PCs are primarily for teaching and are used to deliver a wide variety of units. IT Centre Instructors deliver core IT units to the majority of full time non-advanced courses, but the machines can be booked by any member of staff. The flexi use area, which contains 53 computers, is never booked for classes, and this area is used for students to drop in to whenever they require the use of a computer. (Spare machines in the teaching area can be used, but classes take priority).

IT Centre staff are available to assist users of the IT Centre with any problems, large or small. If you require assistance, please approach the ITC instructor who will be on duty in the IT Centre reception.

IT Helpdesk

The IT Helpdesk is located in the Information & Booking Centre at Gallowgate Centre and provides help for all IT issues. In addition to the IT Helpdesk provided by RM, there is also the Student Helpdesk which is manned by students from the College and is also located in the Information & Booking Centre.

Both the IT Helpdesks will be able to provide help and assistance and will log calls for any faults. If you are reporting a fault to the Helpdesk, please provide as much information as possible. You may be asked for proof of identification if your query is about your student login or password.

The Helpdesk is open from 8.00am to 5.00pm Monday to Friday.

Wireless Network

Students can access the College wireless network using their own device. When prompted, select the "student" wireless network from the list of available networks. Authentication will be required for accessing the internet – this will require logging in using your 8-digit Student ID as used to log in to the College PCs.

Printing

Printing via college computers costs money – charges are currently 4p for a single sided black and white sheet, 6p for a double sided black and white sheet, 24p for a single sided A4 colour print and 48p for a single sided A3 colour print. Before you can print, you must ensure that you have credit against your student login. You can add credit to your login either by using the print credit coin machines located in



Library+ and the IT Centre, or by approaching the staff in both these areas. You are also able to pay with credit/debit cards at the IT Centre reception.

Windows 7

Aberdeen College are always looking for ways to improve and make life easier for students, so by August 2011 Windows 7 will be standard across the all student PCs. This means all the PCs in all classrooms, Library+ and IT Centre across all College sites will operate with Windows 7.

Windows 7 has new tools which will make your computing experience at Aberdeen College even better. There is more scope to personalise it to the way you want it, and there are many performance improvements.

Here's a low-down on the new features on Windows 7:

Jump Lists

Jump lists allow you to go directly to the programmes and documents you use the most. You can also create jump lists in a particular programme, so you can view your most-viewed website in a click. For more information about jump lists [click here](#)

Snap

A new feature for Windows 7 is Snap. Snap makes it easier to drag and resize your open programmes, and you can even have programmes running side by side to make your viewing easier. [Use this link to find out more.](#)

Windows Live Essentials

Windows have introduced one simple download which means you can access a whole suite of free programmes such as Movie Maker and Writer all in one place. You can see the full suite and further information [here](#).

Windows Search

If you ever wished for a more intuitive Search function, Windows 7 is for you. Windows 7 allows you to search faster and further than ever before. See [this link](#) to find out more.

Windows Taskbar

The taskbar in Windows 7 has changed. Although it is in the same place as the previous Windows operating system, it now has a preview section, as well as allowing you to 'pin' your favourite programmes to make it faster and easier to use. Find out more [here](#)

Desktop

New graphics and backgrounds, as well as new ways to view your open windows, means that you can personalise your desktop like never before. For a preview of the new gadgets and features available [click here](#).



Know Your Rights

Everything you need to know about your rights and responsibilities of being a student at Aberdeen College.

Have a look at the 'Know Your Rights' section on the StudentNet homepage for more information.



Learner Services

If you would like some advice, help or support while you're a student, find out more here.

Funding Information

The Student Funding and Advisory Team can provide you with information on the following:

- Bursary/EMA payments
- Discretionary payments
- Childcare Support
- Information on SAAS

You can speak to someone from the team by going to Learner Services Reception, South Block Gallowgate to make an appointment or by telephoning 01224 612284. You can also speak to a Student Funding Advisor during a drop in (no appointment necessary).

There are no available appointments until the beginning of October 2011. To speak to a funding advisor, please visit their drop-in sessions between 10.30am-1.00pm Monday to Friday.

International Students

The International Guidance Tutor is based in SG6, South Block, Gallowgate. Her name is Zuzana Banicova and her telephone number is 01224 612635. Zuzana can help you with information on Tier 4 study applications, getting support during your studies here and on welfare issues. You can see Zuzana during her weekly drop in sessions, every Friday 10.30am – 11.45am. If your query is complex, you can make an appointment to talk in private to Zuzana by telephoning Learner Services Reception 01224 612284.

Careers

Learner Services has two Careers Advisers who can help you in a wide range of issues such as:

- Preparing for University
- Applying for University (UCAS)
- Job Searching
- Preparing for Employment
- Volunteering Opportunities.

You can make an appointment to speak to a Careers Adviser by contacting Learner Services Reception on 01224 612284.



Guidance

All full time students at Aberdeen College will have their very own guidance tutor. Find out more about how they can help you progress successfully on your course.

Guidance Tutors are on hand to offer you information, guidance, advice and support during your studies. Full time students will have the opportunity to meet a Guidance Tutor to discuss progress, any issues that impact on attendance and progress and progression. Guidance Tutors at the Gallowgate are based in SG30 in the South Block. There is a Guidance Tutor at Clinterty and two at Altens. You will meet your Guidance Tutor during the induction and for full time non-advanced students (except ESOL & Learning Opportunity students), your Guidance Tutor will help you with core skills profiling.

Absence Procedures

Now you are a student at Aberdeen College, you will be expected to attend all your timetabled classes. If there is an exceptional reason why you need to take time off, it is very important you let your Guidance Tutor know. You will get the contact details of your Guidance Tutor during induction. Guidance Tutors monitor attendance closely and if you are not in College when you should be, you will receive an automatic text to remind you to contact your Guidance Tutor with a reason for absence. On your return to College from any absence you should complete an absence form giving reasons for absence. Failure to complete these self certificates may result in any funding being suspended or stopped.

Individual Learning Plans (ILP)

The ILP will show your personal details, what course/s you are enrolled on and the results of the core skill profiling (if applicable). This is where you can decide on your short-term and long-term educational goals and comment on your progress. You may want to meet with your Guidance Tutor to discuss your progress on the course and complete your ILP with them.



Learning Support

If you feel that you would benefit from any additional support, this section can explain how we can help you. At some point during your studies you may want some guidance on how to develop certain aspects of your college work. Learning Development staff can provide you with guidance on how to advance in things such as:

- Core skills
- Assessment techniques
- Study skills

They will also assist in setting up special exam arrangements.

You can contact support staff by calling 01224 612342 or 01224 612164 or by speaking to your Guidance Tutor.

One-to-one

Appointments can be booked for one-to-one additional learning support with one of the support tutors. To book an appointment you can do the following:

- In person - go to the Learner Services reception desk located on the ground floor of the South Block, Gallowgate.
- By phone - contact the Learner Services Reception on 01224 612284.
- By email - send an email with your support query to: learnerservices@abcol.ac.uk

Drop-in Sessions

Drop-in sessions are held throughout the week at all of the College's centres. You do not need to book in advance to attend a drop-in session, you simply 'drop-in' to the room that the session is being held.

Please note: the area that is covered by the tutor is noted in brackets. This indicates the tutor you should meet if your query falls under one of those categories. If you are unsure about who to contact, ask at the Learner Services reception.

Pamela Cook's drop-ins (Communication/ESOL)

Gallowgate Mon 4-5pm, Wed 4-5pm, Thurs 4-5pm (SG8 all sessions)

Karen Covey's drop-ins (Numeracy/Maths)

Gallowgate – Thurs 4-5pm, Fri 4-5pm (SG8 all sessions)

Mhairi Craigmyle's drop ins (Communication)

Tuesdays at Gallowgate (SG8) at 12:00 – 12:30

Wendy Rae's drop ins (Numeracy/Maths)

Wednesday afternoon at Clinterty (Library) – appointment only



ACSA

Being a student at Aberdeen College automatically makes you a member of the Students' Association. But what does that mean for you?

Well... Aberdeen College Students' Association (ACSA) is run by students, for the students. They strive to make sure your experience at College is the best it can be. They arrange social events, do fund-raising and campaign on issues affecting student life.

They represent you at all levels, from organising Class Rep meetings to lobbying MPs. We make sure that your voice is heard at all times. The ACSA also represents the students on the College Board of Management and is one of the main links between you and the College.

The ACSA is a safe space where students can come for advice and information on anything which affects your student life.

What's In It For You?

The short answer is lots! The primary reason most students come to us in the first instance is to get a Student Card. You can find out how to do this in the next section. A Student Card entitles you to a vast range of discounts on buses, in shops, at the cinema, at the gym and much more.

The Students' Association is also here to provide help and advice to Students. You can be sure that all conversations with the Student Officers of the ACSA are kept confidential. If you feel at all uncomfortable talking with a member of staff then come and see us instead. If we can help you, we will.

The ACSA also aims to enhance the social side of Student life. We want to help you have a good time at College. We can organise nights out, Céilidhs, Quiz nights and much more. Anything really! Tell us what you want we will do our best to provide it.

We also sell the UNIRIDER bus passes from Stagecoach. For more information on pricing of bus passes and the cheapest option for you, give us a call or pop in and ask.

Get Involved

There are various ways you can get involved with the Students' Association depending on how much time you want to give. The easiest way is to become a volunteer. This way you get to do what you want when you want! You can choose what you want to get involved in; be it fund raising, the newsletter, organising social events or campaigning. Tell us what you are interested in and we will sort you out!

If you want a more formal role then you have a few options. You can become a Class Rep. Every class in the College has one and they will be elected within the first few weeks of you being at College. As a Class Rep you attend meetings once a month and represent the students in your class bringing forward to the ACSA any grievances they might have as well as any ideas for making things better.

Finally you can join our Executive Committee. There are various different roles you could take up; all are explained in the Executive Committee section, within the Committee which is where all major ASCA decisions are made.

If you want to get involved then please get in touch! You can find us in EG3 (next to main reception) at Gallowgate.



Executive Committee

The Executive Committee (or Exec) is the ACSA's controlling body. It's where all the decisions are made and is essentially the ACSA's "government". The Exec meets once a month and decides on the policy and direction of the ACSA. Being a member of the Exec means you get a real say in everything the ACSA does as well as get the chance to build your skills and enhance your CV. You could also get to travel to various National Union of Students events throughout UK and represent the ACSA there.

No matter what role you choose to take on you will be fully supported by other ACSA members and NUS Representatives.

Liberation Officers

Women's Officer

Do you feel strongly about the objectification of women in the media, abortion rights, the pay gap between men and women? Being Women's Officer means standing up and fighting for the rights of female students in Aberdeen College and the wider world. We still live in world where many women are treated like second class citizens. You can do something about it!

LGBT Officer

LGBT stands for Lesbian, Gay, Bisexual and Trans. If you self-define into any of these you can apply for this role. Being LGBT can mean facing discrimination on a daily basis. You will represent LGBT Students within Aberdeen College and try and raise awareness of the issues they face every day. You will be in charge of the ACSA's LGBT Society; holding meetings to discuss any issues that you and LGBT students may face while being at college.

Black Students' Officer

First off to avoid confusion a quote from Bellavia Ribeiro a former NUS Black Students' Officer - "Black' is a political definition. Whilst we acknowledge the immense diversity within and between the African, Arab, Asian and Caribbean communities, we also recognise that we are united, by the racism we face and the under-representation of our communities in all institutional structures"

Essential anyone who self defines as "Black" can apply for this post. The sad reality is that racism still exists today and many students face discrimination because of their race. Bellavia Ribeiro again: "The inequality that Black Students face in education and beyond cannot be underestimated. Without proper representation students unions cannot begin to redress the issue of under-representation. Black students will continue to miss out on academic and welfare support, remain on the fringe of union activities and fail to realise the full benefits of being in a union, or their own potential. A Black students officer offers this representation and is dedicated to challenging these inequalities"

Do you agree? Then come along and represent the Black Students of Aberdeen College!

Disabled Students' Officer

As Disabled Students' Officer your role is to represent the needs of disabled students on all of our campuses. Disabled students still face regular discrimination and are 10 times more likely to be bullied than non-disabled students. You can help by raising awareness of the issues faced by disabled people through various methods. These could be anything from Disability Sports days to awareness days with different support groups or even just simple poster campaigns. The choice is up to you!

Mature Students' Officer

Your role as Mature Students' Officer is to represent the needs of all students over 25. More and more mature students are returning to education and it is your role to make the return to education as easy as



possible for them. From offering advice to campaigning on specific issues, your role is to both to support mature students' and stand up for their rights.

Youth Action Officer

Are you a student under 18 years old? Represent your needs as a member of your Students' Association. If you're under 18 then you have fewer rights than many of your older counterparts! Is this fair? Become Youth Action Officer and make a difference!

Part-time Students' Officer

Being a part-time student can be a very different experience to being a full-time student. Part-time students make up the majority of students here at Aberdeen College. This is your chance to represent them and have their voice heard to the college!

International Students' Officer

Whether you're from Spain, Poland, the Czech Republic or Japan being an international student presents many different challenges and obstacles. Your role is to help other students adjust to life in the UK; fight for their rights and to offer help and advice. You could organise nights out or any other social event you want for international students. EU or non-EU it doesn't matter! Get involved!

Events Officer

As the Events Officer, you will deal with the fun, social side of being a student! You can organise various events such as Movie Nights, Evenings Out, Poker Nights, Sporting events or anything else you think students may find entertaining. Talk to students, find out what they want and then just do it! As well as this, you will be responsible for organising events to raise money for the ACSA's chosen charities. The main event is always the Torch Parade and the decoration of the ACSA float. You can also raise money by having stalls in Dinos, dress up days or any other gimmick you like. The choice is up to you! Along with the Exec you can choose a designated charity or split the money raised between a few.

Clubs and Societies Officer

As Clubs and Societies Officer, you get to start any club or society you want! It's a great way to meet new people with similar interests and socialise with friends. You will also be available to help out any other student who wants to start their own club or society as well as liaise with RGU and Aberdeen Uni's Clubs and Society Reps.

Welfare Officer

Welfare may not be the sexiest topic on students' lips, but I can assure you it is on ours! As Welfare Officer, you'll want to make sure the students' time here is the best it can be and also as safe as possible. Giving advice and help for the topics most students may not want to speak to lecturers about. You can also arrange stalls in Dino's, awareness days and campaign on campus; promoting and defending student's welfare rights.

Environmental Officer

The Environmental Officer is working to create a Student Association and College that take environmental concerns into the core of its decision making and processes to ensure Aberdeen Students and College have a positive impact both locally and globally.

Communications Officer

Centre Officers (x7)

A Centre Officer (CO) is in effect a Class Rep for the Class Reps! With this role you have much more freedom than any of the others on the Exec. The down side is that you have to already be a Class Rep. 5 COs are elected for Gallowgate Centre and 1 each for, Clinterty and Altens.



If you want to apply for one of the above roles or just want more information then you can find us in EG3 (next to main reception) at Gallowgate.

Interested? Then get in touch!

NUS

The National Union of Students (NUS) is an organisation made up of 600 students' unions (of which the ACSA is one), amounting to more than 95 per cent of all University and College unions in the UK. Through their member students' unions, they represent the interests of more than seven million students.

They have a central office in England as well as nation headquarters in Scotland, Wales and Northern Ireland. Last year NUS Scotland ran campaigns on The National Demo which was a nationwide campaign opposing the rise in tuition fees in England, Wales and Northern Ireland. As well this, there was Budget For Bursaries where the Scottish Parliament agreed to add £250,000 in College bursaries for the end of the academic year and a further £500,000 for 2011/12 academic year. Another campaign was Reclaim Your Voice which focused on saying no to tuition fees in Scotland. The ACSA was a part of this! The ACSA also did the "Stressed Out, Left Out" campaign and "Hey Ho Homo" campaign on the college campuses; these will still be continuing work for the ACSA throughout the year.

NUS fights for students at a national level. Throughout the year the ACSA will send delegates to various NUS conferences and events. Last year members went to Newcastle, Liverpool, Sheffield, Oxford, Dundee, Perth, Irvine, Glasgow and Edinburgh.

At these events you will get to discuss, persuade others and vote on various issues that affect Students. These events can be a fantastic experience so if fancy being part of it please get in touch! You can find us in EG3 (next to main reception) at the Gallowgate Centre.



FAQs

For all your questions about life at Aberdeen College.

Where can I find my timetable?

You will get your timetable from your lecturer when you enrol. But you should get into the habit of checking your timetable regularly in case of any changes. All you need to know is your course code (your lecturer will also tell you this at enrolment and your guidance tutor can help you if you forget it).

I'm hungry, where can I get some food?

Aberdeen College have a number of social areas and places to get a snack. Dinos coffee bar is on the lower ground floor of the Tower Block (directly across from the Janitors' station) and you can get tea, coffee, juice and snacks such as hot paninis there.

You can also get food at the student canteen (lower ground floor of East Block). Here you can get a wide range of hot and cold food, and chill out with friends.

At Altens you have the choice of either the Z Bar or the Skyliner Restaurant in the new M Block. The Skyliner offers you fantastic views and a range of hot and cold snacks. There is also a small coffee shop in F Block where you can grab a quick bite to eat and drink.

For students at Clinterty, the student refectory is in the heart of the centre. There is always somewhere to relax and have a snack, or if you want a game of pool you can head to the student chill out area.

Where are the nearest cash points to Aberdeen College?

Aberdeen College's Gallowgate Centre has its own cash point just across from Dinos Coffee Shop (lower ground floor of the Tower Block). You can find it under the plasma screen nearest the door. If you want to use a bank cash point, there is a Bank of Scotland on John Street, within a five minute walk.

How do I contact my lecturers?

Your lecturers will give you their contact details when you first meet them. All Aberdeen College staff have an email address so that is usually the quickest and most effective way to contact them. The majority of staff have an email address with this format a.lecturer@abcol.ac.uk so if you know their first and last names you should be able to work out their email address.

What do I do if I'm sick and can't attend college?

If you are unwell and really not able to attend your classes you must let your Guidance Tutor know on the day. You need to make sure that you catch up with any work you miss, so you should check VLE and speak to your lecturers on your return. You will also need to fill out an Absence Report on your return. This is especially important if you receive a bursary or EMA as your payments are dependent on your good attendance.

I'm confused about funding and need some help

Funding can be complicated. If you are unsure you can make an appointment to see a Funding Advisor by going to South Block Reception at the Gallowgate Centre. Alternatively you can call them on 01224 612284 to make an appointment.



I've forgotten my password, what should I do?

Aberdeen College have introduced Password+ to help you manage your password. This means that you will never be locked out of your account, and helps keep your identity safe. You need to register for Password+ as soon as you start your course.

Password+ allows you to:

- Set three security questions (i.e. mother's maiden name)
- Change your password
- Reset your password (by answering your security questions)
- Access Password+ anytime, anywhere.