Welcome

People, communications & information
Where to go for help

Your teachers of course but also

- The Student Office
- Personal tutor
- Student helper
- International Partnership Office
The Student Office

Job: To provide administrative support e.g. bank letters and module changes.

The Student Office, Level 2 building 58

Contact:
Menna Barclay ccc58so@soton.ac.uk
Tutor—Personal Academic Tutor

Job: to provide advice and support to tutees in matters related to academic work and students’ progress

Your tutor is John Aldrich, jca1@soton.ac.uk
Murray Building Room 4008 (this week)
Office hours
Tuesday 2.00-3.00
Wednesday 11.00-12.00
Thursday 11.00-12.00
Student helper

Job: To hold drop-in sessions for students to deal with minor problems. (Major problems go to tutor)

Yu-shen Liu (‘Eric’)  
Murray Room To Be Confirmed  
Office hours TBC
International Partnerships Office

Job: to provide additional administrative support including Language Development classes. If you are not sure who to ask this is your first point of contact.

Kira Terry k.terry@soton.ac.uk
Names

Our names

personal name first—family name last
e.g. John Aldrich  and  Menna Barclay

Address her as Mrs Barclay (formal) or Menna (informal)  NOT as Barclay or Mrs Menna

Call me Mr Aldrich or John  NOT  Aldrich or Mr John
Your names

Here Xi Jinping becomes Jinping Xi
I address him as Mr Xi (formal) or Jinping (informal) NOT as Xi or Mr Jinping

Lists are usually arranged alphabetically by family name, often with initial of personal name.
Thus Aldrich, J.
   Barclay, M.
   Xi, J.
Email is the essential medium for University communication, so check your University email regularly.

Use your University email to communicate with us.

Write in English!

Make sure you identify yourself. Write Jinping Xi NOT Darren or Jason. Your student ID is useful if we need to look at records.
Information – “my friend says ....”

- Trust your friend about food, music, clothes

- Do NOT trust your friend about university rules

- Friends do NOT usually know the rules

- Consult somebody who knows or look up the rules yourself
The rules (or regulations)

- They are written down
- Everybody has access to them

The university regulations are at
http://www.calendar.soton.ac.uk/sectionIV/sectIV-index.html

Information for Social Science & Economics
http://www.southampton.ac.uk/socscinet/ug/booklets.html
**Timetable information**

- **Activity**
  
  L – Lecture  
  C – Class  
  MC – Masterclass  
  T – Tutorial  
  LS – Library Session

- **Location**: (Building/Room) this lecture theatre is 2a/2065

- **Active weeks**: for a L typically 1-11, 15; for a MC possibly 3-11, 15. Always check.

  A lecturer may announce changes in a lecture or via Blackboard or both.
Oh!!! Lunch?

- The university day begins at 9.00
- uses every hour until 17.00-18.00
- so you may be unlucky and have teaching across your lunch time
Options

- All programmes offer students some choice

- The particular modules you have registered for may not suit you.

- If they do not, investigate alternative modules by sitting-in on them
Changing modules

- Changes of modules are **only** allowed in weeks 1 and 2 of teaching – that is, by 10 October.

- You need to collect a form from the Student Office and have it approved and signed by me.

- Do **not** leave changes until the last minute.
Help with study

- Often the first sign I have that a student is in difficulty comes with the first semester exam results.
  
  **This is too late**

- If your results are bad you will have to take **resits** in August—if they are very bad you will have to **repeat** the year.

- If you cannot do the work you must tell somebody—your lecturer or your tutor.

  We will help you to improve.
Any Questions?