

## ORIENTATION WEEK

**BSc (Hons) Chinese Medicine Acupuncture**

**BSc (Hons) Herbal Medicine**

Orientation and Welcome Programme  
September 2018

University of Westminster, 115 New Cavendish Street, London W1W 6UW

## Introducing your orientation programme

A complete timetable of all the events and sessions that make up your Orientation & Welcome programme are set out on the next page, and it is very important that you attend all the scheduled activities.

**Your first session begins at 10.00 am on Tuesday 18 September in the Large Lecture Theatre (2<sup>nd</sup> floor) at New Cavendish Street.**

Apart from the formalities of enrolment, the programme has been designed to introduce you to the University, your course, the key staff who will be teaching you and not least the other students who are starting their course with you. You will also meet your personal tutor, with whom you can discuss any queries or concerns you might have.

## Where is it all taking place?

All the Orientation & Welcome sessions are taking place at our **115 New Cavendish Street** building. A map is provided on the back page of this programme and is also accessible via the University website. We are in the heart of central London and within close walking distance of several Tube stations: Warren Street, Great Portland Street, Oxford Circus and Goodge Street.

## When you arrive

The first session at University will be at 10.00 am where you will be welcomed to the University followed by meeting your Course Team at 10.30 am. On Thursday you will also meet your own "FAN", or Friend of Arriving New Students. He or she will be one of our current undergraduate students who knows what it's like to be starting at University, and their important role is to help and support you through Orientation and the first couple of weeks of term.

In addition to your Course Leader and FAN, there will be staff and student-helpers based at various information points throughout the building who will also be providing information and advice should you have any queries about any aspect of the Orientation programme and timetable of events.

**For your enrolment in person with us please make sure you have completed pre-enrolment and bring with you:**

- 1) Printout of the completed enrolment form
- 2) Proof of identity only a valid passport or EU Identity Card will be accepted
- 3) Certificates of courses/ examinations, which do not have VERIFIED on the enrolment form
- 4) If you have not paid your fees online, bring payment or proof of payment (sponsorship/ SLC letter ) with you
- 5) If an international student, original Passport, Visa and BRP card.

Want more information? Visit [www.westminster.ac.uk/newstudents](http://www.westminster.ac.uk/newstudents)

**BSc (Hons) Chinese Medicine Acupuncture (Ac)**  
**BSc (Hons) Herbal Medicine (HM)**

ORIENTATION SCHEDULE

115 New Cavendish St

TUESDAY 18 SEPTEMBER 2018		
9.45 – 10.00	Assemble in Large Lecture Theatre (2nd Floor), New Cavendish Street	C2.12 Large Lecture Theatre (2nd Floor), New Cavendish Street
10.00 – 10.30	Introduction to Orientation (Dr Paul Curley)	C2.12 Large Lecture Theatre (2nd Floor), NCS
10.30 – 11.30	Welcome to Herbal Medicine (Course Teams) Welcome to Chinese Medicine Acupuncture (Course Teams)	1.112 1.110
11.30 – 12.00	Library Tour	Library, 3 <sup>rd</sup> floor, New Cavendish Street
12.00	Enrolment / Lunch	C1.15, New Cavendish Street
13.00 - 17:30	Course Orientation Herbal Medicine (Course Teams) and Course Orientation Chinese Medicine Acupuncture (Course Teams)	1.112 1.110

## THURSDAY 20 SEPTEMBER 2018

10.40 – 11.20	Introduction to IT / Blackboard and Library Facilities	C2.01, New Cavendish Street
11.20 – 12.00	Meet Your Fan	C2.06, New Cavendish Street
12.00 – 12.30	Health & Safety Briefing	C2.12 Large Lecture Theatre (2nd Floor), New Cavendish Street
12.30 – 12.45	Student Services	C2.12 Large Lecture Theatre (2nd Floor), New Cavendish Street
12.45 – 13.00	Students' Union	C2.12 Large Lecture Theatre (2nd Floor), New Cavendish Street
13.00 – 14.00	Lunch Break	
14.00 – 15.00	Introduction to the Faculty Academic Tutoring Scheme	C2.12, New Cavendish Street
15.00 – 16.00	Study Skills	C2.02, New Cavendish Street
16.00 – 18.00	Welcome Party	C1.18 Pavilion, 1 <sup>st</sup> floor, New Cavendish Street

NB: Elements of the programme may be subject to minor modification

## KEY CONTACTS FOR ORIENTATION WEEK

CONTACTS	NAME	TEL	EMAIL
Division of Herbal and East Asian Medicine	Felicity Moir	65882	F.Moir@westminster.ac.uk
Herbal Medicine Course Leader	Steve Davis	64605	S.Davis@westminster.ac.uk

### **Fitzrovia Registry Office**

E-mail: [fstregistry@westminster.ac.uk](mailto:fstregistry@westminster.ac.uk)

Telephone: 020 7911 5884 or 5866

### **Essential Westminster**

Essential Westminster is the University's student handbook and all new students will receive copies at their enrolment sessions. You can also download a PDF version of the guide at [www.westminster.ac.uk/study/current-students/resources/essential-westminster](http://www.westminster.ac.uk/study/current-students/resources/essential-westminster). The guide provides an introduction to the University, its services and resources, with links to more detailed online information.

### **Current students' webpage**

The "current students" webpage is your main gateway to the University's online resources. The latest news and events are also published here, so make sure you visit the page regularly to keep up to date with what's going on at the University. The webpage can be found at [www.westminster.ac.uk/students](http://www.westminster.ac.uk/students).

### **Key University Services**

Contact details for other key University services and administrative offices can be found at [www.westminster.ac.uk/key-contacts](http://www.westminster.ac.uk/key-contacts).

**Academic Services** Contact details for all academic staff are available at [www.westminster.ac.uk/academic-staff](http://www.westminster.ac.uk/academic-staff).

## University Location Map

You can also find interactive maps and directions via this link:

[www.westminster.ac.uk/about-us/visit-us/directions](http://www.westminster.ac.uk/about-us/visit-us/directions)

