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## New Students - Induction Checklist

This checklist is to help you to orientate yourself to the University and its various services and facilities. We hope that you find it useful and that it helps you to feel at home here.

The information in the checklist below covers the key things that we feel you should find out about to help you to succeed on your course here at the University of Northampton. There may be other things that you also do, and you may not get through everything on the list, but we hope that this helps to direct you to the key areas in your first few days and weeks here. We have provided key web pages from the University website to assist you further.

When going through the list, do take a look at the following resources to help you:

* The New Students Webpages ([www.northampton.ac.uk/new-students/](https://www.northampton.ac.uk/new-students/))
* Information on the Student Hub ([mynorthamptonac.sharepoint.com/sites/student/](https://mynorthamptonac.sharepoint.com/sites/student/))
* Information on your NILE programme site

You can also discuss this with:

* Your Students’ Union representatives
* Your Programme Leader
* Your Personal Academic Tutor (PAT)
* Staff on the Student Desk

We wish you all the best for the start of your course and your university studies.

**Kathryn Kendon**

Deputy Director, Student and Academic Services

University of Northampton

## New Students Induction checklist

## 2017/18 Academic Year

| Activity | Where to go if you need help with this | Notes you may want to make | **🗸** |
| --- | --- | --- | --- |
| Within first week | | | |
| Log on to NILE and access your programme and module sites | Learn Tech / Student Desk |  |  |
| Navigate the library and the library systems | Library  [www.northampton.ac.uk/about-us/services-and-facilities/library/](http://www.northampton.ac.uk/about-us/services-and-facilities/library/) |  |  |
| Access the Student Hub | This should be set up for you at enrolment |  |  |
| Access your personalised online timetable | [www.northampton.ac.uk/new-students/timetables/](http://www.northampton.ac.uk/new-students/timetables/) |  |  |
| Get your ID card | This should be given to you at enrolment |  |  |
| Meet your programme leader | Programme Leader |  |  |
| Meet the SU and decide which clubs/societies you might like to join | Students’ Union – (Union Days are taking place on 25-26 September) |  |  |
| Go inside the SU | Students’ Union [www.northamptonunion.com/](http://www.northamptonunion.com/) |  |  |
| Complete your Welcome Week programme | Programme Leader |  |  |
| Meet other students on your course | Programme Leader |  |  |
| Within first month | | | |
| Understand what you need to do to undertake your first assignment | Module Leaders/ Programme Leader |  |  |
| Find out about Changemaker  Visit the Changemaker Hub | [www.northampton.ac.uk/study/student-life/changemaker/](http://www.northampton.ac.uk/study/student-life/changemaker/)  Changemaker Hub  [mynorthamptonac.sharepoint.com/sites/student/changemaker-hub](https://mynorthamptonac.sharepoint.com/sites/student/changemaker-hub) |  |  |
| Understand the University’s main regulations and student policies, as set out in the Student Handbook e.g. Mitigating Circumstances, Academic Integrity, Visa compliance checks | [www.northampton.ac.uk/about-us/governance-and-management/university-policies-procedures-and-regulations/](http://www.northampton.ac.uk/about-us/governance-and-management/university-policies-procedures-and-regulations/) |  |  |
| Download library e-resources | Library  [mynorthamptonac.sharepoint.com/sites/student/support-and-services/library-and-learning-services](https://mynorthamptonac.sharepoint.com/sites/student/support-and-services/library-and-learning-services) |  |  |
| Continue to join the SU clubs/societies that fit in with your interests | Students’ Union  [www.northamptonunion.com/](http://www.northamptonunion.com/) |  |  |
| Meet your personal academic tutor | Personal Academic Tutor  [www.northampton.ac.uk/new-students/support-for-your-studies/personal-academic-tutor/](http://www.northampton.ac.uk/new-students/support-for-your-studies/personal-academic-tutor/) |  |  |
| Apply for a temporary job through Unitemps | Employability at the University  [www.northampton.ac.uk/study/student-life/employability/](http://www.northampton.ac.uk/study/student-life/employability/)  Unitemps  [www.unitemps.com/](http://www.unitemps.com/) |  |  |
| Find and talk to Student Support Services when you need to e.g. ASSIST, Counselling and Mental Health, Financial Guidance | Student Centre  [www.northampton.ac.uk/study/student-life/student-support/](http://www.northampton.ac.uk/study/student-life/student-support/) |  |  |
| Take part in inter-halls activities if you are living in halls of residence | Residential Life  [www.northampton.ac.uk/study/student-life/student-support/](https://www.northampton.ac.uk/study/student-life/student-support/)  [residentiallife@northampton.ac.uk](mailto:residentiallife@northampton.ac.uk) |  |  |
| By the end of the first term | | | |
| Complete an assignment | Module Leaders/ Programme Leader |  |  |
| Contact your programme and Faculty student rep to give feedback on your experiences | Students’ Union/ Module Leader/ Programme Leaders |  |  |
| Take part in events during the University’s Employability Week | Changemaker Hub  [mynorthamptonac.sharepoint.com/sites/student/changemaker-hub](https://mynorthamptonac.sharepoint.com/sites/student/changemaker-hub) |  |  |
| Provide some feedback to your module leaders on the modules you are studying | Module Leaders |  |  |

#### Notes…