

# Welcome Handbook 2012



New Zealand's specialist land-based university



**Lincoln  
University**

*Te Whare Wanaka o Aoraki*  
CHRISTCHURCH • NEW ZEALAND

# Welcome to Lincoln University

## A guide to your first few days on campus and Orientation

People often ask – what will life at Lincoln University be like, what’s been organised and what will they have access to? We thought the easiest way to answer these questions was to provide this handbook.

It may be handy to bring this with you when you come to Lincoln University to refer back to.

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## Congratulations

On behalf of the Council and staff of Lincoln University, welcome to our campus – it's an absolute pleasure to have you here with us. We are 100% committed to transforming land, people and economies and we will do everything we can to provide you with the university education you need to take you where you want to be.

Starting university life can be overwhelming, but thankfully we are here to help you get ready for life on campus. A highlight of the academic year is Orientation – an exciting and fun introduction to student culture. Our team have also organised events and seminars for you to participate in. These include campus tours to introduce you to all the facilities we have on campus and will be scheduled throughout the first few weeks.

You are about to start a new and exciting chapter in your life and we look forward to partnering with you to achieve your goals and dreams and to celebrate your successes. Best wishes for your time with us and I look forward to seeing you around campus.

Kind regards

Professor Roger J Field  
Vice-Chancellor

# Before you get here

## Enrol and register...online

When you applied to study at Lincoln University we sent you an email, with a username and password to enable you to access the University's student management system known as LUCAS (<http://lucas.lincoln.ac.nz>).

You can check the status of your application on LUCAS. When you have been admitted you will be able to accept your offer. Once you have accepted your offer you will be able to complete enrolment check lists and enrol in courses. Selecting courses is easy:

1. Use the 2012 Course Information Guide
2. Check the planning guides on our website [www.lincoln.ac.nz/Studying-at-Lincoln/Planning-your-study](http://www.lincoln.ac.nz/Studying-at-Lincoln/Planning-your-study), or
3. Make contact with a Course Advisor, the Campus Contact Days provide you with an opportunity to do this.

Once you have enrolled in courses, the tuition fees will be calculated and you can indicate how you intend to pay. If you are a domestic student and intending to use StudyLink for support you should apply for a Student Loan promptly. Other payment options are available online or students can pay their fees at the Cashiers desk in Student Administration.

International students must visit Student Administration before they can complete their registration to clear visa and insurance requirements.

It is a good idea to complete your enrolment and registration before lectures begin. However, it is possible to make changes to your enrolment during the following week if you wish. (Check the important dates section in your Course Information Guide to ensure you finalise your courses before the last date permitted to make any changes.)

Once enrolled and registered you are given access to the Lincoln University network two weeks prior to the beginning of each semester; this is when your campus email address will be activated. You must check your campus emails at least once a week to pick up any important emails we may send you. Class notes will be available on the student intranet from the first day of lectures.

The staff in Student Administration can assist students to enrol.

Our contact details:

Campus location

Ground floor of the George Forbes  
Memorial Building  
Monday to Friday, 8.30am-4.30pm

Phone: 0800 10 60 10 (within New Zealand)

Email: [enrol@lincoln.ac.nz](mailto:enrol@lincoln.ac.nz)



## Once you're here

### **Orientation: A must-do in every sense**

It's a big step coming to university – new people, new routines, new ways of working, first time away from home for some ... To help ensure you make the switch successfully, both academically and socially, every year the Lincoln University Students' Association (LUSA) organises a week-long introduction to student culture during the first week of semester. Prior to the start of the semester, the University hosts events to help you get used to academic life on campus. Don't miss it.

There are more details in the timetable, but some of the things you can look forward to include:

- Interactive campus tours
- Official welcome to Lincoln University
- Student Learning workshops
- 'Unismart' presentation
- International Happy Hour
- Plus a range of special events for halls students.

# Key events

## Campus contact days

A one stop shop for all things academic. All students who are new to Lincoln University are strongly encouraged to take this opportunity to discuss your course options with a course advisor, sign up for a tutorial that will help you get ahead and register for the compulsory Library Skills Workshop. Student Administration staff will also be available in the Landscape Architecture Building to assist you in completing your enrolment if required. Course advisors from each of the three Faculties will be available to meet with you at different times, so check the timetable to find out when to come to campus to finalise your studies for 2012.

## Interactive campus tours

If you're new to Lincoln University – whether you're a domestic student, international student, studying post-graduate, undergraduate or pre-degree, this is the best way to discover where all the facilities and support people are. Meet the Lincoln University Students' Association (LUSA) President, the library staff and the Student Administration team – among others! Tours are run the week prior to the start of the semester for various student groups including mature students, halls students and international students. Tours will run regularly during the first few weeks of semester one.

## Official welcome

Your official welcome into the Lincoln University family. A senior member of the University will welcome you and all the other new staff and students to our campus. This is a great way to meet and mingle with staff and students.

## Registration and special welcome events for Study Abroad and Global Mobility students

If you're a Study Abroad or Global Mobility student, make sure you register for your courses at the appropriate registration session. We'll have course advisors and admissions staff on hand to help you decide. The first two weeks of lectures are open, meaning you can try a number of courses before making your final choices.

Study Abroad and Global Mobility students also have specific welcome events at the beginning of each semester. This is a great opportunity to meet other students from around the world.

## International students' orientation seminar

If you have not studied at a New Zealand school or university before, this workshop gives you an opportunity to find out what is expected of students in New Zealand universities and how these expectations might differ from other countries. It will also give you a fun insight into Kiwi culture to help you make the transition to Lincoln University. This is compulsory for international students.

## Scholarship orientation

If you're a Sports or Future Leaders Scholarship winner, you'll be expected to attend a number of activities and information sessions. These include:

- Vice-Chancellors' meeting with parents and BBQ
- Team building exercises
- Presentations from the Student Learning Centre and Health Centre
- Lunch and individual meetings with the associations/unions (Sport Scholars only)
- Presentations on leadership and campus tour workshop (Future Leaders only)
- Meetings with second and third year scholars (Future Leaders only)



### **Te Kura Whākāmārama - Welcome for new Māori students.**

Te Kura Whākāmārama is a programme and series of activities designed specifically for Māori students. It's held in the week leading up to registration, and provides an opportunity to meet other Māori students, Māori support staff, Māori academics and researchers and members of the three divisional Kaupapa Māori Units. The activities, jointly planned through the Māori Students Association (Te Awhioraki) and Māori staff network (Te Puna Whakapuāwai) are also a chance to get to know Māori facilities on campus including - Te Whare Whakakotahi (Māori Students Whare), Ngā Kete e Toru (Māori collection in the Library) and the Kaupapa Māori Units.

### **Te Tumu Pacifica – Welcome for Pacific students**

Te Tumu Pacifica is an induction programme specifically designed to welcome new as well as returning Pacific students to Lincoln University. Its focus is to get students comfortable, and connected amongst themselves and staff, to ensure a smooth transition into university life. Set out in a Pacific way, it is packed with fun and laughter whilst incorporating academic skills and a learning guide for Pacific students to achieve and excel at Lincoln University. The day wraps up with a cultural performance and lunch. This is an event not to be missed, by any Pacific student, local and international, new or returning.

### **‘New start’: a welcome for mature students**

This programme is specifically designed for students starting at Lincoln University who have had a break from formal education for a number of years. It is important to book your place for ‘New Start’ as places are limited. See the website for more details.

### **The big move in**

The Halls of Residence provide a welcoming arrival and orientation programme to help you settle into your new home. Throughout the week you'll have an opportunity to go on a campus tour and take part in a number of events and activities to meet your new hall-mates.

### **Faculty events**

Many of the Faculties and Departments run BBQ's and orientation sessions for students who are new to Lincoln University at the undergraduate and postgraduate level. Check the website for more details or speak to your Faculty secretary.

### **Diploma of Agriculture and Diploma of Horticulture orientation seminar**

This is a compulsory introduction to two programmes - the Diploma of Agriculture and Diploma of Horticulture and will be held on Friday 24 February at 10.00am in Commerce 1. You will have the opportunity to meet the Horticultural Management and Farm Management lecturers who will introduce the resources required, lecture formats, the timetable, field trips and assessments. They will also be on-hand to answer any questions you have related to the two Diploma courses.

### **Certificate in Foundation Studies (CFS) and Certificate in University Preparation (CUP) welcome**

All CFS and CUP students are invited to a special welcome to the programme on the first day of lectures-Monday 27 February at 9.30am in Hudson one.

Learn more about everything that's going on at [www.lincoln.ac.nz/orientation](http://www.lincoln.ac.nz/orientation)

# Here's what's happening

## Sunday 19 February:

What?	When?	Where?
Sport Scholar orientation	3.00pm	Commerce one
Future Leader orientation	3.00pm	Commerce one

## Monday 20 February:

What?	When?	Where?
Assisted enrolment	8.30am-4.30pm	Student Administration
International check in	11.00am	Student Space, Union Building
International check in	3.00pm	Student Space, Union Building

## Tuesday 21 February:

What?	When?	Where?
Assisted enrolment	8.30am-4.30pm	Student Administration
International check in	11.00am	Student Space, Union Building
International check in	3.00pm	Student Space, Union Building

### Wednesday 22 February:

What?	When?	Where?
Assisted enrolment	8.30am-4.30pm	Landscape Architecture Building
Halls move in	9.00am-4.00pm	Accommodation Office
Study Abroad registration	9.00am-12.00pm	Landscape Architecture Building
New start: a welcome for mature students	9.15am-12.00pm	H122
International check in	11.00am	Student Space, Union Building
Te Tumu Pacifica	11.00am-2.00pm	TBC
Campus tour for mature students	1.00pm	Library Steps
International check in	3.00pm	Student Space, Union Building
Campus tour for halls students	3.30pm	Library Steps
Unismart presentation	7.30pm	Recreation Centre

### Thursday 23 February:

What?	When?	Where?
Assisted enrolment	8.30am-4.30pm	Landscape Architecture Building
Campus contact day (AGLS)	9.00am-12.00pm	Landscape Architecture Building
Campus tour for halls students	9.00am	Library Steps
Starting university	9.30am-10.30am	TBC
International check in	11.00am	Student Space, Union Building
Make the most of lectures	11.00am-12.00pm	TBC
International student orientation seminar	12.30pm-3.30pm	Commerce one
Campus contact days (ESD)	1.00pm-4.00pm	Landscape Architecture Building
Writing at university	1.00pm-2.00pm	TBC
Te Kura Whakāmārama	1.00pm-3.00pm	TBC
International check in	3.00pm	Student Space, Union Building
BBQ for international students	3.30pm	Commerce

### Friday 24 February:

What?	When?	Where?
Assisted enrolment	8.30am-4.30pm	Landscape Architecture Building
Campus contact day (Commerce)	9.00am-12.00pm	Landscape Architecture Building
Starting university	9.00am-10.00am	H122
Orientation session for Diploma in Agriculture and Diploma in Horticulture students	10.00am-11.30am	Commerce two
Make the most of lectures	10.30am-11.30am	TBC
International check in	11.00am	Student Space, Union Building
International check in	3.00pm	Student Space, Union Building
Campus tour for students new to Lincoln University	3.30pm	Library Steps

### Monday 27 February:

What?	When?	Where?
Official welcome to Lincoln University	12.30am-1.30pm	Forbes Lawn

# Great facilities

People who study at Lincoln University all talk about the friendly, warm atmosphere. We want to make your time with us as enjoyable and as fun as we can, whilst providing you with a specialist education that helps you land where you want to be.

## Your student ID card

When you register, you'll receive your student ID card. You'll need this for:

- Exams and tests
- Library services
- University-wide printing and copying services
- Meals, if you are a halls resident
- Recreation Centre
- Access to computer labs and other relevant buildings.

Your ID card is valid for two years, but you'll need to arrange for an update to your card every year. If you lose your card, report it immediately to the Library ID Card and Copy Centre. You'll then need to get a replacement card. This costs \$15.

## Computer suites and free WiFi

There are nearly 300 computers available for use on campus. You'll also get 24 hour access to the wireless network, with wireless hotspots all over the campus.

## Library skills seminar and library facilities

We have a full range of library services available, and you'll learn everything you need to know about how to make the most of our facilities at the Library skills seminar. In fact, the seminar is so useful, it's compulsory.

## Recreation Centre

Get your body up to speed with your mind at the Lincoln University Recreation Centre. For just \$90.00 for the year for a student membership or \$65.00 per semester, you get:

- Full access to gym facilities
- Group exercise classes (including Les Mills)
- A programme orientation
- Table tennis and badminton racquet hire
- Basketball, football, volleyball, rugby and netball hire
- Access to boxing studio, including free glove hire
- Access to sports hall and squash courts.

## Student Health and Support

Our trained staff can offer you confidential support and advice. Our team consists of:

- Doctor(s), nurses (Primary Health Care and Mental Health), and a clinical psychologist
- Inclusive Education, provides support for students with a disability, injury or illness
- International Student Advisor
- Ethical Behaviour (harassment) Co-ordinator.

## Lincoln University Students' Association (LUSA)

LUSA works hard to ensure you have a great time here through representation services, support and extra-curricular activities. If there's something you want to know about, talk to them. They're here to make your experience at Lincoln University as good as it can be.

LUSA also organise a week long orientation to student culture in the first week of the semester. Keep an eye out for details when you arrive on campus.



Want to find out more?

[www.lincoln.ac.nz/orientation](http://www.lincoln.ac.nz/orientation)

**0800 10 60 10** in New Zealand  
[land@lincoln.ac.nz](mailto:land@lincoln.ac.nz)