

# WELCOME TO FIFE COLLEGE

Starting college is exciting, but we know at times it can be a little daunting with lots to get organised.

Luckily, our Wall Planner includes handy info to help get you started. It also has a number of important dates to help keep you on top of things during your time at College.

## QUESTIONS?

Have a question but don't know who to ask? The Front of House Team are available on 0344 248 0115, by email [info@fife.ac.uk](mailto:info@fife.ac.uk), or at each of the main reception desks. They can answer most questions – and if they can't, they will always put you in touch with the person who can.

## GUIDANCE

The Guidance team can help you with any issues or concerns that may affect you when you are at College. This includes any personal issues, financial concerns, ongoing support and exit guidance for when you progress to further study or employment. The team will spend time with you to find practical solutions or refer you to someone who can help.

To make an appointment, just call the College or visit any of the receptions or email [guidance@fife.ac.uk](mailto:guidance@fife.ac.uk).

**DID YOU KNOW?**  
As a student you are entitled to free sanitary products, they are located throughout our campuses.

## KEEP FIT

The College aims to be a healthy place for everyone - both students and staff. Healthy living initiatives such as free fruit weeks and fitness classes run year round. You can also make use of our College gym at our Kirkcaldy Campus.

## THEATRE

Our Acting and Performance students put on several annual productions which are open to the public. You will find show times and information for all of these productions throughout the year on the events page on our website and on our social media pages.

## EAT WELL

Hungry? Our campuses have their own cafes and restaurants serving full meals, quick bites and snacks.

If you fancy something a little more special visit our College Bistros located at Dunfermline Campus, Levenmouth Campus, and Kirkcaldy Campus.

## BOOM RADIO

Boom Radio is Fife College's first student radio station, providing you with current and informative live entertainment throughout the academic year.

Boom Radio is broadcast during College hours throughout the academic year and can be accessed online on the Boom Radio website: [www.droptheboom.com](http://www.droptheboom.com).

## LOOK GREAT

Need to relax, unwind and pamper yourself? Our Inspired Salons are commercially run, providing the perfect professional environment with a variety of the latest hair and beauty products.

To find out more about the range of treatments and services visit the College website.

**DID YOU KNOW?**  
We are the only college in Scotland with an eco-friendly hairdressing salon!

## FUNDING

Have a question about funding? Need help with your application or having problems receiving your payments? Our Student Funding team are available at certain times to check application forms. You can also contact them with any funding queries by emailing [studentfunding@fife.ac.uk](mailto:studentfunding@fife.ac.uk).

## INCLUSION TEAM

If there is anything which could get in the way of your learning and participation at College, or you encounter a problem with learning then you can speak to the Inclusion Team by emailing [learning@fife.ac.uk](mailto:learning@fife.ac.uk) or call 0344 248 0115 and ask to speak to a member of the Inclusion team.

## ASK FOR HELP

Never struggle in silence, there is a range of support services available. Contact our Guidance team on 0344 248 0115 or email at [guidance@fife.ac.uk](mailto:guidance@fife.ac.uk).

**DID YOU KNOW?**  
You can hire a bike for only £2.50 a week! Email [FCSA@fife.ac.uk](mailto:FCSA@fife.ac.uk) for more information

## FCSA

Once you have enrolled, you automatically become a member of Fife College Students' Association (FCSA), one of the best students' associations in Scotland!

The FCSA represents you in all matters affecting your interests as individual students, as a class, a department and nationally as part of NUS Scotland. It also works in partnership with the College Management to express your views and suggestions.

At the beginning of the term, you will be given the opportunity to get directly involved with FCSA by becoming a student officer, you can also volunteer or get involved in the many campaigns run throughout the year.

Want to know more?

- Follow the FCSA on social media, search "FCSAStudents"
- Email: [fcsa@fife.ac.uk](mailto:fcsa@fife.ac.uk)
- Drop into your local FCSA campus office

## EMPLOYABILITY HUB

Our Student Employability team will ensure your career development is an integral part of your time at College. For more information, including current vacancies visit, [fife.ac.uk/studying-with-us/student-employability-hub](http://fife.ac.uk/studying-with-us/student-employability-hub) or email: [info@fife.ac.uk](mailto:info@fife.ac.uk).

## ATTENDANCE

Attendance Advisers can assist with concerns or issues that are affecting your attendance. This can include anything from financial concerns to ongoing medical conditions. If you have any concerns regarding attendance you can email [attendance@fife.ac.uk](mailto:attendance@fife.ac.uk).

For any unavoidable absences follow our Attendance Procedure and report your absences online through the student portal or by calling the College.

## LIBRARY

Our well-resourced libraries, with dedicated study spaces, are the perfect place to find out what you need for your research or simply to find a quiet place to write up a report, read a textbook, or use a computer. For more information, visit [fife.ac.uk/libraries](http://fife.ac.uk/libraries).

**DID YOU KNOW?**  
All students get Microsoft Office for free! Visit iLearn to find out more.

## TOP TIPS!

Top tips to help you stay focused at college

- Wall Planner** – Use your Student Wall Planner or a diary to help you keep track of key dates, it's much easier than keeping it all in your head and will help you stay organised.
- Set goals** – Thinking about what you want to achieve and when you want to achieve it helps you stay focused.
- Study time** – Scheduling your study time will help you stay on track with your course work.
- Write to-do lists** – Lists help you organise your workload better and you get a great sense of achievement when you can score things off.
- Back things up** – Backing up your work is always a good idea, make sure that it's saved on your cloud as well as on a hard-drive so that it doesn't get lost and is always accessible.
- Organise** – Start with having folders for each subject and subject area this will help you better use your notes to study for future exams.
- Have fun** – Get involved in college life this will help you meet people who are also studying, helping you build a great support network.
- Sleep** – Getting a good night sleep will help make sure that you stay focused and ready to learn.

## CHECKLIST

Use this handy checklist to make sure you don't miss out on anything at your Welcome to College Event or during the first few weeks of term.

### The first weeks of term – what should you be finding out or doing?

- I have picked up my copy of the Welcome Guide and I now know how to access help if I need it.
- I have organised my funding – if not, I know that I can make a Guidance appointment or speak with Funding in order to do so.
- I have fully enrolled on my course and have my Student ID card.
- I have read the Attendance Guidelines and know how to correctly record any absences I have and also who to talk to if I am having any issues attending.
- I know who all of my lecturers are.
- I know what my course involves, including what assessments there will be and when my deadlines are.
- I know that the College has policies and procedures that I should be aware of including the Positive Behaviour Procedure and I know that I can find them on iLearn.
- I've found out all about the Students Association (FCSA) and have thought about becoming a Class Rep.
- I've logged onto the student portal, started checking my student email account regularly and had a look for course materials on iLearn.

0344 248 0115 | [fife.ac.uk](http://fife.ac.uk) | [info@fife.ac.uk](mailto:info@fife.ac.uk)



# FIFE COLLEGE WALL PLANNER 2020-2021



## MY COURSE CONTACTS

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
31 August	Semester 1 Starts				
7 September					
14 September	Semester 1 Starts (Degree)				
21 September	FCSA Freshers Week				
28 September					
5 October					
12 October	Holiday - No Classes	Holiday - No Classes	Holiday - No Classes	Holiday - No Classes	Holiday - No Classes
19 October					
26 October					
2 November					
9 November					
16 November					
23 November					
30 November					
7 December					
14 December					
21 December	Revision Week		Holiday - College Closed	Holiday - College Closed	Holiday - College Closed
28 December	Holiday - College Closed	Holiday - College Closed	Holiday - College Closed	Holiday - College Closed	Holiday - College Closed
4 January	Holiday - College Closed	Holiday - College Closed	Revision Week		
11 January	Exam Week (Degree)				
18 January					
25 January	Semester 2 Starts (Degree)				
1 February	Semester 2 Starts				
8 February					
15 February				Holiday - No Classes	Holiday - No Classes
22 February					
1 March					
8 March	Semester 2 Feedback Week (Degree)				
15 March					
22 March					
29 March	Holiday - No Classes	Holiday - No Classes	Holiday - No Classes	Holiday - No Classes	Holiday - No Classes
5 April	Holiday - No Classes	Holiday - No Classes	Holiday - No Classes	Holiday - No Classes	Holiday - No Classes
12 April					
19 April					
26 April					
3 May	Holiday - College Closed				
10 May	Revision Week (Degree)				
17 May	Exam Week (Degree)				
24 May					
31 May					
7 June					
14 June	Last week (Degree)				
21 June					FCSA Awards

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