

End of Welcome Week Checklist

At the end of Welcome Week it is a good idea to check how everything is going. Here is a checklist to help. By the end of Welcome Week, you should hopefully be able to answer yes to the questions below. However, if you can't, please don't worry as there is information provided to help you.

Question	Further Information
Do you know what your timetable is?	Teaching timetables can be found here .
Are you using myHWU, the Student Portal?	MyHWU is the student portal which provides access to everything you need at University. You can download the app for your phone or tablet or access it on any PC. You can use it to contact University services and get answers to any questions you might have. You can access the portal by going to portal.hw.ac.uk
Do you need some help with Responsive Blended Learning?	Responsive Blended Learning (RBL) is the way that the University will structure and deliver learning and teaching over the coming academic year. If you are not sure what RBL will mean for you there is a student guide to RBL available here .
Are you using your Heriot-Watt e-mail?	<p>If staff from the University need to contact you, they will e-mail you at your Heriot-Watt e-mail address, so make sure that you log in and check it every day.</p> <p>You should also use your Heriot-Watt e-mail when contacting the University. Mail from non-Heriot-Watt accounts (like Gmail etc.) sent to Heriot-Watt staff can get caught in spam filters. Using your Heriot-Watt email also shows staff that they are dealing with a Heriot-Watt student rather than someone they don't know and can't share information with.</p> <p>If you are having any problems accessing or using your Heriot-Watt e-mail please contact The IT Helpdesk by e-mailing ithelp@hw.ac.uk or phoning 0131 451 4045.</p>
Are you able to log in to Vision and see all your courses?	<p>Vision is Heriot-Watt's Virtual Learning Environment (VLE) and is a vital learning and communication tool for you and your lecturers, so make sure you log in and check Vision every day.</p> <p>If you are having trouble accessing or using Vision or have any questions about it you can contact the IT Helpdesk by e-mailing ithelp@hw.ac.uk or phoning 0131 451 4045.</p>

<p>Do you know how to use the Library?</p>	<p>Make sure that you are able to access Library resources, including online material. You will also find a lot of information in Subject Guide for your School.</p> <p>Each Heriot-Watt School has a Liaison Librarian.</p> <table border="1" data-bbox="528 427 1342 1137"> <tr> <td>Engineering and Physical Sciences</td> <td>Kirsty Thomson k.s.thomson@hw.ac.uk 0131 451 8074</td> </tr> <tr> <td>School of Social Sciences (not LINCS)</td> <td>Marion Kennedy m.l.kennedy@hw.ac.uk 0131 451 3583</td> </tr> <tr> <td>School of Social Sciences (LINCS)</td> <td>Astrid Faragher Astrid.faragher@hw.ac.uk 0131 451 3383</td> </tr> <tr> <td>Mathematics and Computer Science</td> <td>Rachel Whittington r.whittington@hw.ac.uk 0131 451 3215</td> </tr> <tr> <td>Energy, Geoscience, Infrastructure and Society</td> <td>Catriona Robertson catriona.robertson@hw.ac.uk 0131 451 3574</td> </tr> <tr> <td>Textiles & Design</td> <td>Laurie Roberts l.roberts@hw.ac.uk 01896 89 2155</td> </tr> </table>	Engineering and Physical Sciences	Kirsty Thomson k.s.thomson@hw.ac.uk 0131 451 8074	School of Social Sciences (not LINCS)	Marion Kennedy m.l.kennedy@hw.ac.uk 0131 451 3583	School of Social Sciences (LINCS)	Astrid Faragher Astrid.faragher@hw.ac.uk 0131 451 3383	Mathematics and Computer Science	Rachel Whittington r.whittington@hw.ac.uk 0131 451 3215	Energy, Geoscience, Infrastructure and Society	Catriona Robertson catriona.robertson@hw.ac.uk 0131 451 3574	Textiles & Design	Laurie Roberts l.roberts@hw.ac.uk 01896 89 2155
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<p>Do you know how to find out about developing the academic skills you will need for study?</p>	<p>You can find out about developing your academic skills here, including information about the Skills Hub and Learning Advisors</p> <p>If you need help with mathematical skills (whatever subject you are studying) you can access online resources or arrange a one to one consultation with the Maths Gym.</p>												
<p>Do you know who your personal tutor is and how they can help you?</p>	<p>Your personal tutor is an academic member of staff able to act as a first point of contact for you if you need advice on academic or non-academic issues and can help if you are having any difficulties adjusting to university. If you have not already met or been in contact with them, you can find out who your personal tutor is by logging in to Student Self Service (go to the Student Record tile on myHWU, the Student Portal). If you have not yet been allocated a personal tutor then your School Office will advise you on how to find out who your personal tutor is.</p>												
<p>Do you have, or think you may have a disability, specific learning difficulty (dyslexia, etc.),</p>	<p>Please make an appointment to meet with a Disability Advisor by emailing disability@hw.ac.uk or through myHWU. The Disability Team can offer information, advice and support for students who have, or think they may have, a disability.</p>												

<p>medical or mental health condition, sensory impairment or Autistic Spectrum Condition?</p>	
<p>Do you know about the content of your programme and how it is structured?</p>	<p>You can find out all about your programme by referring to your Programme Handbook. This is available on VISION and contains all the essential information about your programme, including how to contact key staff and where to find help and resources.</p>
<p>Do you know about all the clubs and activities that you can get involved in as a Heriot Watt student?</p>	<p>You can find out more about the clubs and activities at Edinburgh Campus, Student Union societies, Sports Union, and Chaplaincy by going to the myHWU Student Portal.</p> <p>Wellbeing Activities give you the opportunity to take a small break from busy university life to focus on your own physical and mental wellbeing. Whether you want to meet other students, or find techniques to overcome any stress or anxiety – we offer a wide range of activities and workshops throughout the semester.</p>
<p>Do you know about all the support available to you as a Heriot-Watt student?</p>	<p>Find out about support and services for students in Essential Information: A to Z Guide for Students. This can be found on myHWU the Student Portal.</p>
<p>Do you want to talk to a recent Heriot-Watt graduate who can give you helpful tips and advice?</p>	<p>Nobody knows the Heriot-Watt student experience better than someone who has been through it all themselves. We have a dedicated team of Student Success Advisors who are available to offer help and advice to students. Contact them at studentsuccess@hw.ac.uk</p>
<p>Do you need an answer to a question or need to talk to someone?</p>	<p>You can use the Ask HWU tile on myHWU, the Student Portal, to find answers to frequently asked questions, or to ask a question of your own. You can use the relevant tiles on the Portal to book appointments with a range of services including Student Wellbeing Services and the Careers Service</p>