



# Jacobs for Freshies 2.0

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## The Basics

### Connecting to the Wifi

As a part of the worldwide eduroam network, Jacobs University offers Internet service using your credentials that are handed to you upon arrival in your Welcome Package. This does not only enable you to connect to the Internet on Campus but also in almost every academic institution in Europe and in several others around the world.

Instructions on how to connect are included in your Welcome Package. Once you log on to the eduroam network, your device will automatically connect to the network without requiring you to log in again.

### The Transponder

The round black object with a button in the middle that comes with your keys is called a transponder. You use it for access to most buildings on campus, i.e., the colleges, the research halls, kitchens, Multi-Media Room (MMR), and in some cases, your rooms as well.

To use it, click on the button within 20 cm of the circular knob attached under the door handle. The knob is activated once you hear a beep. Turn the knob counterclockwise until you feel the latch has retracted, and immediately push or pull the door open. After approximately 3 seconds, the knob will deactivate and you will have to use your transponder again to activate it.

### Your Campus Card

You get your Campus Card as part of your Welcome Package when you first check-in during O-Week. Your Campus Card serves two purposes – first as proof that you study at Jacobs University in Bremen (in order to qualify for concessions at the movies), and secondly as a mode of payment on campus. Electronically, your Campus Card stores 2 “e-wallets”, namely the meal plan, and the cash wallet.

### The Meal Plan

At the beginning of every semester, your meal plan is loaded with around 80€, which you can use around campus to purchase food at the server or the Coffee bar. Your meal plan is automatically loaded every day with around 12€.

Don't save too much meal plan money, as the meal plan maxes out at around 180€.

Unfortunately, the money you have in your meal

plan can only be used within Apetitio's (the university's catering partner) ecosystem. About one week before the end of a semester, the Campus Net System will stop topping up your meal plan, and you will have to work with whatever you have left to purchase your meals for the week.

When you run out of money on your meal plan, the system would then deduct money off your cash wallet. If you find yourself out of meal plan money, ask your friends to pay for your meal!

### The Cash Wallet

The cash wallet is not topped up by the university—you have to fill it yourself at a small machine located at the Security Office. Please note that the machine only accepts 5€, 10€, and 20€ bills.

You use the cash wallet mostly for laundry, printing, and for purchasing items that are not purchasable with your meal plan at the Coffee bar (such as gourmet sandwiches).

Unfortunately, when your Apetito purchases exceeds the amount of meal plan money, the system will automatically take off money from this wallet [or you can choose to return the food item to avoid this from happening]. In case you lose your campus card, your cash wallet balance will be reset to zero on your new card and you will not be refunded the money in your previous card.

Charge your cash wallet with more money than you think you'll need to avoid walking all the way to the Porters all the time.

## Dining Options

The university offers two options where you can purchase food with your meal plan money—the colleges' cafeteria and the Coffee bar at the Convention Center next to the IRC (Library). There is also a small cafe called The Friseur Cafe /Bollie's Bistro, located across from Research I, behind the Security Office.

### Cafeteria/Mensa [aka The Servery]

This is where you get your warm meals from. You take what you want and pay with your meal plan. There is at least one servery open for breakfast, lunch, and dinner during the semester, and sometimes in between semesters.

Opening times may vary throughout the year. Check the opening hours which are posted on each servery's entrance to be sure. At Jacobs, we try to be inclusive with our meal options. There is always a vegetarian option available, and Halal options are marked clearly.

Check out what's cooking this week

- ▶ [info.apetito-catering.de/jub](http://info.apetito-catering.de/jub)

### Coffee bar

It is the only place in the university where you can get freshly squeezed orange juice and coffee made with an actual espresso machine with your meal plan money. The Coffee bar also serves sandwiches, cookies, muffins, cakes, smoothies, and lemonades.

Their offerings differ daily, but it's always a pleasant surprise. Most of the items at the Coffee bar are covered under the meal plan. However some are not—check with the super friendly Coffee bar baristas to be sure.

Don't worry if you missed breakfast from the servery, just grab a sandwich from the Coffee bar when it opens at 09:30.

### The Friseur Café / Bollie's Bistro

Please take note that you will have to pay with actual cash were you to choose this option.

Check out The Friseur's weekly offerings

- ▶ [jacobs-university.de/dining-services](http://jacobs-university.de/dining-services)

## Food at Odd Hours

### Ordering Food

Sometimes you might feel like ordering in. You can either call or order your food online. Here are a couple of websites which you can order from to get you started:

- ▶ [pizza.de](http://pizza.de)
- ▶ [lieferando.de](http://lieferando.de)

Addressing your food delivery

Your delivery address should look similar to this:

Freshie McFreshface  
College Ring #<sup>1</sup>  
Room # (e.g. KA-101)  
Bremen 28759  
Germany

It is best to wait for your delivery in your room as the delivery person would usually buzz you via the intercom in your apartment. You can open the college entrance door using the intercom. Or they might just call your mobile instead. Many restaurants often accept cash-on-delivery payments in addition to the usual electronic payment options, like PayPal, MasterCard, or Visa.

[1] Your address would be:

College Ring 2 for Krupp E  
College Ring 3 for Nordmetall  
College Ring 4 for Krupp  
College Ring 6 for Mercator  
College Ring 7 for C3

# Getting Around

## Das Semester Ticket

Your semester ticket allows you to travel within the VBN designated region on all buses, trams, and commuter trains for free. You may also take certain Regio (RE) or Metronom (ME) trains to cities outside the VBN region, like Hamburg, Hannover, Lübeck, Kassel, Münster (Westfalen), Magdeburg, and Osnabrück for free. More detail and destinations are available on the reverse side of the ticket or the link on the adjacent column.

Laminating your semester ticket can be a tricky process – read through all the steps before you start peeling anything off!

See where your Semester Ticket can take you

- ▶ [dein-semesterticket.de/alles-zum-ticket/streckennetz](http://dein-semesterticket.de/alles-zum-ticket/streckennetz)

## Google Maps / DB Fahrplaner

Your personal concierge to help you commute like a local in no time. Both apps are available for free on the Google Play Store or the App Store.

## Buses

There are three bus stops located along the southern border of the university complex. They are all served by the same bus lines: 94 and 95. The buses come every 5 – 30 minutes depending on the time and day of the week. The nearest bus stop depends on where you are on campus. Refer to the map at the end for more details.

## Trains

The nearest train station to the campus is Bremen-Schönebeck Station, which is located next to the campus. You can reach the station by walking up north along the road from the school's main entrance, or the side gate (dubbed "TOS gate") if you have a transponder. Walking time is around 10 minutes from the back gate. When you arrive at Schönebeck Station from the direction of downtown, you will have to go up the stairs and cross the bridge to take the stairs down to reach the other side of the platform (that goes in the direction of downtown) connected to the car park. You can also take the incline next to the stairs and get on the bridge, in case you're carrying lots of baggage. From the car park, you follow the path that leads you to the TOS gate.

Alternatively, you may choose to take Bus 94/95

(towards Lesum) to Bremen-Burg station to get on the train. You won't have to walk as much [especially for people who live in C3, Mercator, or Krupp], but you will have to plan so that you arrive in time to catch the train / bus [if you're going back to campus]. For Nordies, it's the same distance to walk to the bus stop / train station, so walking to Schönebeck would be the better option. Refer to the map at the end for more details.

Consult Google Maps / DB Fahrplaner to help you decide which train station would be best for you at that time.

## Bicycles

There are bike stands at the entrance of every building on campus, and around Bremen as well. Bremen is a bike-friendly city—most sidewalks have a dedicated bike lane which are clearly marked by red bricks or painted red. You can purchase bicycles from your seniors, check your Jacobs email account for spam emails about them. Otherwise you can also get them from eBay or even Rewe.

# Shopping

## Supermarkets

There are many places where you can get your groceries from. The closest one to campus is Netto (a discount supermarket) on Friedrich-Humbert-Straße, which is 2 stops away from Taunusstraße. There is also ALDI and REWE which offer many discounted items and are not too far from campus.

## Gerhard-Rohlfs-Straße

Is the main shopping street in Bremen-Vegesack. Not only does the street have useful services such as bookstores, banks, and photo centers, there is an abundance of restaurants, cafes, and boutiques.

## IKEA

There is an IKEA right at the southern outskirts of Bremen in Ochtum Park (a huge outlets complex which also has several brands on discount). A bus heads there every 20-30 minutes during daytime from Bremen Hbf. Alternatively, you can check for other commute options on your VBN app (see above). Bear in mind that the VBN (public transport service in Bremen and Lower Saxony) does not allow extensive transportation of massive furniture pieces using trams and buses. You will probably have to rent a car/van, or request for delivery service at IKEA which is available for a small fee.

## Upperclassmen

In the beginning and end of every semester, upperclassmen will spam the school about items they are willing to sell. Most popular are bikes, sofas, printers, vacuum cleaners, and more! Keep an eye on your email—you may find some useful items for a quarter of the price.

## Amazon Prime

[Amazon.de](#) offers university students one-year of free subscription to its Amazon Prime service, which allows you to get items that are marked "Prime" delivered for free, and often with express shipping. Shopping with Amazon is great as you are protected by a 30-day no questions asked return policy and free returns with prepaid labels.

Read up on how to address your online shopping packages on page 8.

## Shopping Lists

We've compiled a few shopping lists that we wish we had when we first started.

### **First Supermarket Trip (Essentials)**

- Trash bags (because the university doesn't provide them)
- Laundry detergent (because you'll get dirty during O-Week)
- Condoms (because sexual safety)
- Water kettle (because you really shouldn't drink hot water from the tap)
- Hand Sanitizer and Face Masks (because Corona)

### **First Grocery Shopping**

- Snacks
- Coffee / Tea
- Drinks
- Alcohol

### **More Supermarket Essentials**

- Clothes hangers (the SSC often have free spare hangers)
- Clothes hooks
- Table lamps
- Bed sheets (90 × 200 cm) + pillow sheets (often comes in a set)
- Duvet cover
- Laundry basket
- 5€ coffee table
- Fancy office chair with wheels (Nordmetall rooms get them for free)
- Doormats, bathroom mats, rugs
- Couch

## Things you can buy from other students

- Couches
- Bicycles
- Lamps
- Rugs
- Textbooks

And more!

## Food you can get on your meal plan

- Lactose-free milk
- Fruit
- Halal sausages
- Pudding
- Yoghurt

## Things you don't have to buy

- Toilet paper (get them from your laundry room in the basement)
- Light bulbs (get them from your College Office)

## Random Stuff

### Your mailing address

If you stay on campus, you will receive your mailbox number with your Welcome Package. You should direct all your physical mails or packages to your mailbox address. Your letters and small packages are usually put delivered into your physical mailbox. All mailboxes are located at the basement of the Convention Center (CC)—down the stairs outside the library.

This is how your mailing address should look like:

Freshie McFreshface  
College Ring #<sup>2</sup>  
Mailbox #<sup>3</sup>  
Bremen 28759  
Germany

You collect larger packages from the Student Services Center (SSC)—which is located on the first floor of the Reimar-Lüst Hall. Do this only after you received a “You’ve Got Mail” email from them, otherwise you’ll disrupt the 99,99% foolproof system which has worked effectively for years. You may also ask the SSC people to mail your letters. Fun fact: The SSC is completely run by volunteers, so please be respectful!

Be nice to the SSC volunteers – they have lots of sweets!

<sup>2</sup> Your address would be:

College Ring 3 for Nordmetall  
College Ring 4 for Krupp  
College Ring 5 for Mercator  
College Ring 7 for C3

<sup>3</sup> Included in your Welcome Package

## Washing your clothes

Each college block has a laundry room in the basement. In Krupp, Mercator, and College 3, there is an average of 2 washers, and 2 dryers. Instructions on how to use the machines are clearly stated and posted on the walls. To use the laundry machine, it costs 1€ and to use the dryer, it costs 0,50€.

To use the machines, you use your Campus Card cash wallet. Detergent is available for a small fee from the dispenser in every laundry room. However, it is cheaper to buy detergents in bulk from the supermarket, than from the dispensing machine in the laundry room.

If you have less than 1,50€ on your card, the laundry card machine will reject your card. So keep your cash wallet charged at all times!

## How to wash / dry your clothes

1. Put your clothes (only clothes – no dishes or other objects!) into the washing machine / drying machine
2. Add laundry detergent into the detergent slot
3. Rotate the knob to the desired setting
4. Refer to the instruction in the laundry room
5. Insert your card into the card machine
6. Press the button referring to laundry machine you want to use
7. Press the green / start button on the laundry / drying machine

It is good practice to leave your laundry basket in front of the machine you are using, so that the person after you may empty the machine into your basket [and not the floor]. Remember to pick up your laundry after the machine has run its course. Wet laundry smells if it sits.

## Cleaning your room

The university does not provide personal cleaning services, and as such you must clean your apartment yourselves! Fortunately, you only have to clean your own apartment. The kitchens, hallways, and common spaces are cleaned by cleaners paid by the university on a weekly basis.

You are able to borrow a vacuum cleaner from your college office by leaving your campus card as a deposit until you return it again, but you will have to purchase other additional cleaning supplies on your own.

## Kitchen

There is a common kitchen available on every floor of each college. Access to the kitchen requires a transponder, and your transponder can only open the kitchen on your floor block. Also don't steal! Respect the labels on every food item inside the fridge. If you desperately need to eat that ice cream, ask for the owner's permission first. And lastly, no one likes a dirty kitchen space. There's nothing worse than coming into the kitchen to find dirty plates, or spoiled milk in the fridge.

Your Resident Associates (RA) /Mentors (RM) may revoke kitchen access if the kitchen is left dirty for an extended period of time.

Never leave your cooking unattended; this happened last year and it didn't end well!

## Trays and Cutlery

Remember to return trays and cutlery to the tray racks in the servery! Do not leave them in the floor kitchens, or in your rooms! Dirty plates will attract unwanted guests into the room. The current hygiene concept of the severy requires your campus card as a deposit for your tray, which you will get back if you return your tray while the severy is open. If you don't make it in time, than your campus card will be kept in the severy and you will be able to pick it up at the next meal.

## Multimedia Room (MMR)

Every college has an MMR, often located close to the Common Room. Access to the multimedia rooms require a transponder, and your transponder can only open the MMR in your college. However, usage of the MMR is open to everyone. Most colleges have their own MMR booking system, so check with your College Office (CO) to be sure. Don't forget to clean up after you use the MMR, as your MMR access may also be revoked.

## Quiet Study Areas (QSA)

Each college has a dedicated area that students use almost exclusively to study, or pretend to study. The college QSAs are available for use 24/7. During exam season, these areas are rarely empty, so take care not to cause too much noise [and not turn it into a noisy study area]. Alternatively, you may also choose to use the QSA in the IRC (library), which is located on one end of the third floor (elevator side). However, the QSA follows library opening times

## Group Study Areas (GSA)

There are also Group Study Areas (GSAs) in every college. These are dedicated spaces where you can discuss and talk about academic stuff, but can be used as a place to hang out. The college GSAs are also available for use 24/7. There is also a GSA in the library which is located on the other end of the third floor. Just like the QSA in the library, the GSA follows library opening times.

## Lost Items

Misplaced your pencil case? Forgot your jacket at TOS? Lost your Campus Card? Say no more—spamming all colleges will most likely ensure the return of your precious belongings. By notifying the student body at large, the chances that your valuable being found increases. Of course, incentive is created by sweetening the deal.

See page 11 about losing college items, like keys or a campus card.

Only spam once you have checked everywhere – your pockets, your room, your lunch tray, or where you sat for lunch.

Sometimes you can hit up the cleaning ladies (again, please be polite) or the Apetito staff, or if it's not there, you may check the official "Lost and Found" at the Security Office. However, if something gets stolen, e.g. your bike, or you lose your passport, you must notify the police and file a report. The chances of getting your bike back, however, is not very likely.

## Printing

The IRC has two print / copy / scan machines located on the ground and third floor of the library, and a plotter machine on the ground floor. You can send your documents for printing from the desktop computers on the third floor of the IRC (most recommended), or use the QPilot software installed on your personal computers.

You pay for printing at the IRC using the cash wallet on your campus card. Alternatively, you may also print for free<sup>4</sup> at your college offices.

## Install QPilot on your computer

- ▶ [teamwork.jacobs-university.de/display/ircit/](http://teamwork.jacobs-university.de/display/ircit/)

## Getting locked out

If you ever get locked out, your first point of contact should be your roommate. During office hours on Mondays to Fridays, you may try the College Office to check if you can find the Resident Mentors [but please don't knock on their apartment door]. If the RM is unavailable, you can call the RA on duty through a campus landline. Do this in the evenings and the weekends as well. On the chance you are locked out of your room at a very late hour, you can walk to the Security Office and ask for their assistance.

Call the RA on duty from a campus landline

Add [+49 421 200] before the numbers below when calling from a mobile phone or outside

- ▶ 5001 for Krupp
- ▶ 5301 for Mercator
- ▶ 5601 for C3
- ▶ 6001 for Nordmetall

Our campus directory is the ultimate place to stalk your crush on campus. Jokes aside, the platform is an excellent initiative by your predecessors to double check which country your friends are from – or to check their College, major, and room number (useful for when you're playing Secret Santa). You will need to be logged in or on Campus to access the directory.

## People

- ▶ [people.jacobs.university](http://people.jacobs.university)

## Smoking

Smoking is prohibited inside any building on campus. If you get caught, you will be dealt with accordingly by your Resident Advisor or Mentor.

Smoking outside, however, is acceptable. Refer to the Fire Safety booklet handed out during O-Week for more details.

## Getting Fined

- ▶ Lose your transponder, room keys, or mailbox keys  
[Replacement fee: up to 150€](#)
- ▶ Lose your semester ticket or campus card  
[Replacement fee: up to 30€](#)
- ▶ Damage your apartment (including painted/dirty walls)  
[Reparation fee: up to 1500€](#)
- ▶ Unnecessarily summoned an ambulance  
[Fee: upwards of 300€](#)
- ▶ Unnecessarily summoned the fire brigade  
[Fee: upwards of 500€](#)

## People

## Staying Fit and Healthy

### Gym

The gym is located on the second floor of the Sports and Convention Center (SCC). Membership for the gym costs 50€ per semester. The facility is open early in the morning and from noon until night.

Lookout for emails from the recreation-center staff for the exact opening hours!

### Swimming Pool

The pool facilities used by the University is located across the Taunusstraße bus stop. There is a membership fee of 20€ per semester to use the pool. The pool is open exclusively for Jacobs students several nights each week. Make sure to lookout for emails from the pool staff. Opening hours are Monday, Wednesday, Friday, from 9 to 10 PM.

### Halls, Courts, Tanks, and Fields

Playing a sport at Jacobs University is truly an experience second to none. The two outdoor tennis courts and a basketball court are located right next to our full size football field. Practice your serves as you overlook the big green field—a view rare to be found elsewhere. Perfect your volleyball slide on with the soft cushioning of our outdoor sand volleyball court and witness tackles taking place on the football pitch at the same time—truly an experience like no other.

Our spacious sports hall doubles as a convention center and can be divided into four courts at a time to accommodate your favorite sport when it gets too cold to play outside.

Nestled under the sports hall is our renowned rowing tank where our rowers row day in, day out, into glory. These dedicated athletes wake up every morning at 5 to practice!

Best of all, all these facilities are available to students free of charge!

Book with the Community Coordinators

- ▶ [community@jacobs-university.de](mailto:community@jacobs-university.de)

### Dr. Schmidtmann

When the flu season hits, you'll see lots of Jacobs students flocking into Dr. Hagen Schmidtmann's clinic waiting room.

Why—because apart from the very close proximity of his practice to campus, Dr. Schmidtmann also

speaks excellent English :) Which means no more mistaking a common cough for tuberculosis...or even worse COVID-19.

The clinic is located on Pumpenstraße 10, and the closest bus stop is Richthofenstraße, which is only one stop away from Finkenschlag. When you get off at the bus stop, walk past Gut Weilen and turn right into Pumpenstraße. After walking for about 200 meters, you will see the clinic on your right.

Remember to bring your insurance card on your first visit. Afterwards, you needn't bring your insurance card each time; they keep your insurance record for 3 months until the next quarter. You can purchase your prescribed medication [at a subsidized rate] at one of the many Apotheke (pharmacy) along the Friedrich-Humbert-Straße (the main road), Haven Höövt, or Gerhard-Rohlfs Straße.

### Counseling Services

There is a free counseling center offered on campus as well as therapists in Bremen. These are typically covered by insurance. It is normal to seek advice from these professionals as students, especially as you could be homesick or too stressed from academics. Whatever your reasoning, Jacobs is here to help. We know that every student deserves top physical and mental care.

This links allows you to search in all of Bremen for all types of physical and mental health professionals specifying in what languages they speak as well:

- ▶ [kvhb.de/arztsuche](http://kvhb.de/arztsuche)

### Alcohol

Please, drink wisely. We cannot emphasize this enough. With regard to the legal drinking age, 16 year-olds may drink beer and wine. However, to consume drinks with containing more than 15% alcohol, one must be 18.

That being said, please drink safely and responsibly. Calling an ambulance because someone has alcohol poisoning is not a typical college night someone wants to experience.

### Emergency

Please notify the Security Office on campus of situations requiring external emergency services.

### Call the Security Office

Add [+49 421 200] before the numbers below when calling from a mobile phone or outside

- ▶ 4800 / 4815

## Call the Fire Brigade / Ambulance

- ▶ 112 (from any phone / mobile)

## Clubbing / Pubbing

### The Other Side (TOS)

Located behind the IRC, this building is the main attraction of students on the weekends. Typically, Fridays are reserved for drinking in a chill atmosphere, in which the bar is only open.

Because Jacobs students run and maintain TOS, you might see your friends behind the bar!

Connected to the bar room is the Music Lab, a large room used by students for larger activities that attract a larger number of students on campus. Typically used on Saturdays for themed parties or after parties of large events. If you love to dance, but also want to stay close to campus, coming to TOS on a Saturday night would be right up your alley.

You can also book TOS after a deposit to use for personal parties or events.

Book with the Community Coordinators

- ▶ [community@jacobs-university.de](mailto:community@jacobs-university.de)

### Discomeile

When in Bremen, one must go where Bremers go on the weekends. And one cannot overlook Discomeile, an area close to Bremen Hbf where major clubs, pubs, and bars can be found in a 3-block radius. Some clubs have student-discount evenings, like La Viva, where the entrance fee is cheaper or even free. If you want to bust out some sick moves, go to this hotspot! While most clubs are open every evening, some are not.

Be sure to check before you leave campus.

### Das Viertel

This eccentric and lively neighborhood prides itself for being the Bremers' number one destination for a night out. A stone's throw away from the Weser it begins with the Theater am Goetheplatz and from there onwards you are spoiled for choice: smokers' bars, your casual around the corner pubs, craft beer bars, trattorias, burrito and Gyros shops and a few clubs. The most foolproof way to get there from the central train station is taking the tram number 10 towards Sebaldsbrück until you reach Sielwall.

# Good Weather Spots

## Parks

If you want to have a nice walk or picnic, then you should definitely check out Knoops Park and Bürgerpark.

Knoops park is located near campus and can be reached either by a 20 minute walk or by taking the 94 to Marßel from Taunusstraße and driving one stop. The river Lesum adjoins to Knoops park and creates a beautiful landscape.

Bürgerpark is the biggest park in Bremen and is located behind the Hauptbahnhof. It has a lot of things to offer besides a nice stroll. In Bürgerpark one can find a free of charge mini zoo, minigolf and one is also able to rent boats to explore the small lake.

## Rivers and lakes

If the weather in Bremen is very good for once, then going for a swim seems like a good thing to do.

The most known spots include Unisee and Werdersee. These places are very crowded during a hot summer day, but still enjoyable and fun!

If you just want to hang out by the water, then Osterdeich is the perfect place. It is directly next to the Viertel with a view on the Weser and the stadium. It is common to go get snacks and drinks in a supermarket in Viertel and then enjoy those with friends while sitting down on the grass.

# Events in Bremen

Bremen is known for specific events they have during the year. Most of them have sadly been canceled this year due to Corona, but you should definitely look out for them once bigger events are allowed again.

## Freimarkt and Osterwiese

Freimarkt is a big fair that happens annually behind the Hauptbahnhof. You have a lot of great food, carousels and roller-coasters, as well as multiple party tents.

Osterwiese is basically the same thing, just in a smaller version.

Freimarkt always happens around November, whereas Osterwiese happens around Easter.

## Breminale

Breminale is a music festival that happens annually during the summer. It is located at Osterdeich and keeps on going for three weekends. The best thing about it: You don't have to pay for entrance!

## Football games

Bremen and its people love their football club Werder Bremen. Even if you're not a football fan, I would encourage you to visit at least one game, to experience the atmosphere and a huge part of the city.

# The Campus Support System

## Campus Life

You can think of Campus Life as the referee of all events that go down on campus. Officially, Campus Life oversees the Residential Colleges; Counseling and Intercultural Services; and all Extra-Curricular activities, events, and outreach.

Now, all events are student-planned, student-organized, and student-run. What Campus Life does is accept your application for an event, decides if it is feasible, and then either approves or disapproves it. You will also have to involve Campus Life for planning, advising, budgeting, accounting, purchasing, venue, and logistics management your on campus events. So, having a good relationship with Campus Life means a smoother-running event.

### For general queries

- ▶ [campuslife@jacobs-university.de](mailto:campuslife@jacobs-university.de)

### Residential and Student Welfare issues

- ▶ [resident-mentors-list@jacobs-university.de](mailto:resident-mentors-list@jacobs-university.de)

### Counseling and Intercultural services

- ▶ [counseling@jacobs-university.de](mailto:counseling@jacobs-university.de)

### Extra-curricular activities and events

- ▶ [community@jacobs-university.de](mailto:community@jacobs-university.de)

## College Office (CO)

Throughout this booklet, college offices have been mentioned as the location where you'll find ways to use your college's media room and more. But the CO offers more than that—staffed by your Resident Mentor, Resident Associates, and fellow students known as College Office teams, the CO organizes intra-college events, cheer-ups throughout the exam season to give you encouragement, and even large inter-campus events to celebrate the larger holidays of the year.

Because Jacobs is an international university, you can be sure to experience the traditions and cultures of different nations all due to the hard work and dedication of your College Office. Learn the dynamics of your CO! You won't regret it.

Because of COVID, office hours are online for the CO. Your college office team will still be able to assist you, but unlike previous years hanging out in the CO won't be allowed.

## Student Records Office (Registrar)

Direct your questions or requests regarding academics or loss of semester ticket or cards to the Registrars. However, as the Registrar's mailbox is always flooded with silly requests from students, it may be a better idea to directly pay them a visit. Their office is on the first floor, West Wing of the Reimar-Lüst-Hall. You can also find different forms [e.g. change of major, credit transfer, change of Academic Advisor] online.

### Write the Student Records Office

- ▶ [registrar@jacobs-university.de](mailto:registrar@jacobs-university.de)

### Get forms online

- ▶ [student-records.user.jacobs-university.de](mailto:student-records.user.jacobs-university.de)

The Student Records Office has odd and short visiting hours, check their opening hours posted outside the office to be sure!

## Undergraduate Student Government (USG)

The USG aims to represent and give students a voice within the university. Students can join the USG as parliamentarians and get involved with projects that improve the quality of academics on campus, foster integration with the local community, and much more.

An integral function of the USG is managing their budget which comes from part of the fee that every student pays. This money goes towards events and projects meant to benefit the entire campus community. If you are planning a campus event, you can apply for funding.

The USG is the best way to take a step forward and be a part of the change you want to see at Jacobs. You can run for parliament, join one of the committees, or just simply vote when the time comes.

### Write the USG

- ▶ [parliament@jacobs-university.de](mailto:parliament@jacobs-university.de)

## Graduate Student Association (GSA)

The GSA serves a similar function as the USG (see above section), albeit exclusively for Graduate students. However there are often events in which both the USG and the GSA cooperate.

## Write the GSA

- ▶ [jacobs-gsa@jacobs-university.de](mailto:jacobs-gsa@jacobs-university.de)

## Clubs on Campus

Many clubs exist on campus. Track which ones are present using this link: <http://teamwork.jacobs-university.de/pages/viewpage.action?pageid=130617522>.

Also, refer to the club fair at the beginning of each fall semester.

If you have an idea for a club that is not on campus yet, you are more than welcome to start it!

## Start a club

- ▶ [community@jacobs-university.de](mailto:community@jacobs-university.de)

**Designed & edited by:**



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