





#first5weeks

# FIRST FIVE WEEKS WELCOME **PROGRAMME**

7th September – 9th October 2015

**GMIT Galway Campus** 

GMIT Centre for Creative Arts and Media (CCAM)

**GMIT Mayo Campus** 

**GMIT Letterfrack Campus** 

GMIT (Official)

Student Services, GMIT GMIT Students' Union

**GMIT Careers Office Jobboard** 

@GMITOfficial @GMITStudentSrvs @GMITSU @GMITCareers

6th September Family Day (Galway & Mayo Campuses)

### **WELCOME**

Welcome to GMIT – we are delighted you have chosen to study with us.

Your #first5weeks at GMIT will be the most important time you spend in college.

During this time it is hoped that you develop a healthy student lifestyle and discover GMIT's social and community networks which will help you to achieve your academic goals. It is important to attend on Monday 7th & Tuesday 8th September as per your programme start time, which you will find in this brochure.

While each of GMIT's five campuses will have different schedules for the welcome programme, common elements will be expanded upon during the #first5weeks of the first term.

Your academic schedule will start on Wednesday 9th September



### TRANSFER STUDENTS

GMIT are delighted to welcome transfer students into different stages of our programmes. A Welcome Session is scheduled for;

- Transfer Students
  - International Transfer Students
- Add On Degree Programme Students
- Post-Graduate Students

### **Tuesday 8th September**

Time	Activity	Location
9.45	Welcome & Assembly	Room 941
10.00	Introduction to the Library, IT facilities and information on paying your fees	Room 941
10.30	Guided Tour of the Campus	
11.00	Assistance with Registration if required & collection of your student ID	Room 347
12.15	Introducing the Students' Union – Student Life Starts Here	Room 941
12.45	Introduction to Student Services – We are here for you	Room 941

### LETTERFRACK CAMPUS

CAO	PROGRAMME	MONDAY START TIME	VENUE	TUESDAY START TIME	VENUE
GA970	BSc Furniture Design and Manufacture	9.30am	LT3	Per timetable distributed on Monday	
GA981	BSc (Hons) in Furniture Design and Manufacture	9.30am	LT3	Per timetable distributed on Monday	
GA971	BSc Furniture and Wood Technology	9.30am	LT3	Per timetable distributed on Monday	
GA982	BSc (Hons) in Furniture and Wood Technology	9.30am	LT3	Per timetable distributed on Monday	
GA980	BSc (Hons) Education (Design Graphics and Construction)	9.30am	LT3	Per timetable distributed on Monday	

### **MAYO CAMPUS**

CCAO	PROGRAMME	MONDAY START TIME	VENUE	TUESDAY START TIME VEN	IUE
GA869	HC Business with Administration and ICT skills	10am	St Marys Hall	Per timetable distributed on Monday	
GA870	BA Outdoor Education and Leisure	10am	St Marys Hall	Per timetable distributed on Mo	onday
GA872	BA Culture and Environment (with Tourism)	10am	St Marys Hall	Per timetable distributed on Mo	onday
GA877	Bachelor of Business	10am	St Marys Hall	Per timetable distributed on Mo	onday
GA878	BA Accounting and Financial Management	10am	St Marys Hall	Per timetable distributed on Monday	
GA879	BA Applied Social Care	10am	St Marys Hall	Per timetable distributed on Monday	
GA880	BSc (Hons) General Nursing	10am	St Marys Hall	Per timetable distributed on Monday	
GA881	BSc (Hons) General Nursing Mature Applicants	10am	St Marys Hall	Per timetable distributed on Monday	
GA882	BSc (Hons) Psychiatric Nursing	10am	St Marys Hall	Per timetable distributed on Mo	onday
GA883	BSc (Hons) Psychiatric Nursing Mature Applicants	10am	St Marys Hall	Per timetable distributed on Monday	
GA884	BSc (Hons) Digital Media and Society	10am	St Marys Hall	Per timetable distributed on Monday	
GA885	BA (Hons) Outdoor Education	10am	St Marys Hall	Per timetable distributed on Monday	
GA886	Bachelor of Business (Hons)	10am	St Marys Hall	Per timetable distributed on Mo	onday

### **MOUNTBELLEW CAMPUS**

CCA0	PROGRAMME	MONDAY START TIME	VENUE	TUESDAY START TIME	VENUE
GA172	BB Rural Enterprise and Agri-Business	10am	Reception Area	Per timetable distributed on Monday	
GA777	BSc Agriculture and Environmental Management	10am	Reception Area	Per timetable distributed on Monday	

### **GALWAY CAMPUS**

CAO	PROGRAMME	MONDAY START TIME	VENUE	TUESDAY START TIME	VENUE
GA160	Accounting Technician	9.45	941	Per timetable distr	ibuted on Monday
GA170	Bachelor of Business	11.00	903	Per timetable distr	ibuted on Monday
GA171	BSc Business Information Systems	9.45	941	Per timetable distr	ibuted on Monday
GA174	BB Marketing and Sales	11.00	903	Per timetable distr	ibuted on Monday
GA175	BB Finance	11.00	903	Per timetable distr	
GA176	BB with Entrepreneurship	11.00	903	Per timetable distri	
GA181	BB (Hons) Accounting	9.45	941	Per timetable distr	
GA182	Bachelor of Business (Hons)	11.00	903	Per timetable distr	
GA183	BSc (Hons) Business Information Systems	9.45	941	Per timetable distr	
GA184	BB (Hons) Marketing and Sales	11.00	903	Per timetable distr	
GA185 GA186	BB (Hons) Finance and Economics BB (Hons) with Entrepreneurship	11.00 11.00	903 903	Per timetable distr	
GA272	BA Heritage Studies	9.30	1000	Per timetable distri	
GA272 GA282	BA (Honours) Heritage Studies	9.30	1000	Per timetable distr	
GA360	HC Business in Tourism	9.30	1000	Per timetable distr	
GA361	HC Culinary Arts	10.00	903	Per timetable distr	
GA362	HC Hotel and Hospitality Operations	10.00	903	Per timetable distr	
GA363	HC Bar Supervision	10.00	903	Per timetable distr	
GA370	BB Hotel and Catering Management	9.30	1000	Per timetable distr	
GA372	BB Culinary Arts Management	10.00	903	Per timetable distri	
GA374	BB Tourism Management	9.30	1000	Per timetable distr	
GA375	BB Retail Management	9.30	1000	Per timetable distri	
GA376	BB Event Management with Public Relations	9.30	1000	Per timetable distr	ibuted on Monday
GA380	BA (Honours) Hotel and Catering Management	9.30	1000	Per timetable distr	ibuted on Monday
Direct Admission	Professional Cookery Traineeship	10.00	903	Per timetable distr	ibuted on Monday
Direct Admission	Bachelor of Arts in Culinary Arts (flexible learning)	10.00	903	Per timetable distr	ibuted on Monday
Direct Admission	Total Immersion Chef Programme (TICP)	10.00	903	Per timetable distr	ibuted on Monday
GA460	HC Construction Management	10.00	994	Per timetable distr	ibuted on Monday
GA461	HC Construction Economics and Quantity Surveying	10.00	994	Per timetable distr	ibuted on Monday
GA462	HC Architectural Technology	10.00	994	Per timetable distr	ibuted on Monday
GA463	HC Civil Engineering	10.00	994	Per timetable distr	ibuted on Monday
GA470	BSc Construction Management	10.00	994	Per timetable distr	ibuted on Monday
GA471	BSc Construction Economics and Quantity Surveying	10.00	994	Per timetable distr	ibuted on Monday
GA472	BSc Architectural Technology	10.00	994	Per timetable distr	
GA473	BEng Civil Engineering	10.00	994	Per timetable distr	
GA480	BSc (Hons) Construction Management	10.00	994	Per timetable distr	
GA482	BSc (Hons) Construction Economics and Quantity Surveying	10.00	994	Per timetable distr	
GA483	BSc (Hons) Architectural Technology	10.00	994	Per timetable distr	,
GA484	BEng (Hons) Civil Engineering	10.00	994	Per timetable distr	,
GA570	BEng Computer and Electronic Engineering	11.00	1000	Per timetable distr	,
GA573 GA670	BEng Electrical Services and Automation Engineering	11.00 11.00	1000 1000	Per timetable distr	
GA673	BEng Mechanical Engineering BEng Energy Engineering	11.00	1000	Per timetable distri	,
GA680	BEng (Hons) Mechanical Engineering	11.00	1000	Per timetable distr	
GA681	BEng (Hons) Energy Engineering	11.00	1000	Per timetable distr	
GA770	BSc Applied Freshwater and Marine Biology	Begins or		10.00	1000
GA770	BSc Applied Biology and Biopharmaceutical Science	Begins or		10.00	1000
GA772	BSc Chemical and Pharmaceutical Science	Begins or		10.00	1000
GA773	BSc Physics and Instrumentation	Begins or	•	10.00	1000
GA774	BSc Science (Undenominated)	Begins or		10.00	1000
GA775	BSc Computing in Software Development	Begins or	•	9.30	903
GA776	BSc Business Computing and Digital Media	Begins or	•	9.30	903
GA780	BSc (Hons) Applied Freshwater and Marine Biology	Begins or	•	10.00	1000
GA781	BSc (Hons) Applied Biology and Biopharmaceutical Science	Begins or		10.00	1000
GA782	BSc (Hons) Chemical and Pharmaceutical Science	Begins or	•	10.00	1000
GA783	BSc (Hons) Physics and Instrumentation	Begins or		10.00	1000
GA784	BSc (Hons) Science (Undenominated)	Begins or	•	10.00	1000
GA785	BSc (Hons) Medical Science	Begins or		10.00	1000
GA786	BSc (Hons) Forensic Science and Analysis	Begins or	n Tuesday	10.00	1000
GA787	BSc (Hons) Computing in Software Development	Begins or	n Tuesday	9.30	903

### COLLEGE OF CREATIVE ARTS AND MEDIA (CCAM)

CAO	PROGRAMME	MONDAY START TIME	VENUE	TUESDAY START TIME VENUE
GA270	BA Art and Design	2.00pm	First year Room (111) CCAM	Per timetable distributed on Monday
GA281	BA (Hons) Film and Documentary	2.00pm	First year Room (111) CCAM	Per timetable distributed on Monday
GA283	BA (Hons) Contemporary Art	2.00pm	First year Room (111) CCAM	Per timetable distributed on Monday



### **Galway Campus**

Catch our weekly calendar flyers, check your student email account or log onto the student portal (once registered) for event schedules for each of the#first5weeks. Why not bring your family to the campus on Sunday 6th September from 12-2pm for Family Day.



Centre for Creative Arts and Media (CCAM), Galway CCAM students will spend Monday afternoon, 7th Sept in CCAM & will meet at the Galway Campus at 11am on 8th Sept. CCAM specific events will be advertised for the #first5weeks.



### Letterfrack Campus

In addition to the calendar of events scheduled on campus for the #first5weeks, The Students' Union and Student Services will visit the Letterfrack Campus within the first two weeks to meet the students and highlight what they have to offer.



### Mayo Campus

The Mayo Campus have several interesting Student Information Sessions and events lined up for the #first5weeks. It all kicks off with Family Day on Sunday 6th September from 3-4.30pm. Details of all other events will be emailed to your student account and advertised on campus.



Aounthellew Campus

The Mountbellew Students will visit the Galway Campus on Wednesday 9th September and have the Students' Union, Student Services, IT, and Library Presentations as well as Campus and Library Tours and if

### FIRST FIVE WEEKS - WELCOME PROGRAMME

Your student experience and success in GMIT is important to us and so we have developed a five week welcome programme which integrates the social and academic aspects of life as a student. Events on each campus will vary so check out the student portal; student.gmit.ie, your student email and weekly flyers for details of events happening on your campus each week!

Week 1
7th - 11th
September

### Welcome Week

**Welcome to GMIT! We are delighted you are here!** This week is about helping you to settle in, get familiar with your surroundings, meet the staff, get your timetables and make friends. Monday 7th & Tuesday 8th of September is your opportunity to register, receive your student ID, meet the academic and support staff, learn about the library, get your IT access and much more. There will be lunch time entertainment and activities. Lectures begin on Wednesday 9th – (These are what you are here for ... don't miss them). Any questions? Just ask! Talk to any of the Staff, PASS Leaders, Student Ambassadors or anyone wearing a yellow "Ask Me" badge.

Week 2

14th - 18th
September

### College Knowledge

**Let us introduce you to learning in GMIT!** You will have the opportunity to learn how to access Moodle, (GMIT's online learning database) book in for a Class Tour of the Library and find out about the many other academic supports available in GMIT. Attend your Learning Innovation and skills (LIS) class – examples of the topics covered each week include study skills, effective note taking, problem solving skills and the exploration of different learning styles.

Look out for the Student Assistance Fund Clinics run by Student Services. Some schools will have Former Graduates/Industry Talks to give you an idea of what your degree can do for you!

The Students' Union will host "Fresher's Week" with lots of social activities on and off campus, launch their "Don't Walk Home Alone Campaign" and provide information on becoming a Class Representative. Take the opportunity to sign up to some of the many Clubs & Societies that are on offer.

Week 3
21st - 25th
September

### **Positive Student Lifestyle Tips**

Get off to a Good Start! Your health and positive lifestyle choices are the focus for week three where you are encouraged to develop and maintain healthy lifestyle habits from the very start of your college career. Visit our Information stands on Managing Your Money and Budgeting Tips. Complete an online survey to establish an awareness of your own drinking/smoking habits and attend the Healthy Eating Demonstration. Watch out for the health promotion and fitness activities advertised for this week.

Looking for a part-time job? The Students' Union and the Careers Office have teamed up to bring you the Part-time Job – Employability Campaign.

Engineering students can avail of the Built Environment Careers Day which is organised as part of The Next Step - Transitioning to the Workplace Module, which won the Association for Higher Education Career Services (AHECS) Employability Award in 2015.

Week 4
28th
September 2nd October

### Sole to Soul: Healthy Body and Mind

We want you to stay healthy! This week is about making deliberate efforts to stay physically, mentally and emotionally well during your time in GMIT. Visit our information stands on Stress Management and discover the benefits of Mindfulness. Focus on managing life outside of your course, making good use of your time and keeping fit and healthy.

Never forget where you've come here from, look out for the display of GMIT Student photos from around Ireland and the world.

The Students' Union will run a Drug & Alcohol Awareness Campaign and be sure to check out the SU's Welfare Wednesday's for health matters that are relevant to students.

Week 5
5th - 9th
October

### Reaching for the Stars

**Start Building your CV!** Activities during this week will allow you to start building your CV and assist in developing your career by taking full advantage of opportunities available in GMIT. Events will include the Careers fair on the Galway Campus, presenting opportunities to meet and talk to employers from all industries. Careers fair dates on the other GMIT campuses will be advertised.

Getting involved with civic engagement and volunteering will be facilitated and encouraged through volunteering fairs. There will be a focus on the development of professional skills with an emphasis on becoming engaged citizens which will target early participation and exposure to career planning.



### Learning and Innovation Skills

Here at GMIT we want to empower you with the skills to succeed in your educational goals and equip you with life skills that will benefit you in the workplace. To assist with this we have developed a five credit **active learning module** that is mandatory for first year students – Learning Innovation and Skills (LIS).

In this class you will:

- Analyse time management skills,
- Engage in problem solving and work as an effective group member,
- Demonstrate ability in academic writing and referencing sources of information,
- Apply the basic principles of critical thinking/problem solving and communication skills,
- Appraise different learning styles and apply appropriate learning strategies to your discipline.

These topics will be covered in every year one programme throughout the year. **Useful Tip -** ATTENDANCE IS THE KEY TO SUCCESS HERE!.

### **Parking**

Parking permits are required at the Galway and Mayo Campuses.
Permits are not required at CCAM, Letterfrack and Mountbellew campuses. Student permits are distributed on campus following application online.

In the Galway campus there are designated green parking areas for students with permits. In order to avoid penalties, students should only park in designated areas. Checking of student parking permits will commence on 21/09/15. For further information on GMIT car parking visit: http://www.gmit.ie/about/visiting-gmit.

### **Public Transport**

What public transport connections are available?

City bus routes **409** (Eyre-Square –Parkmore ),

402 (Eyre Square - Merlin Park) and

410 (Galway Station to Oranmore) stop at the Galway Campus.

Route **405** (Rahoon – Ballybane) stops close to CCAM and in Ballybane, close to the Galway Campus

403 (Eyre Square - Ballybrit). Stops at CCAM

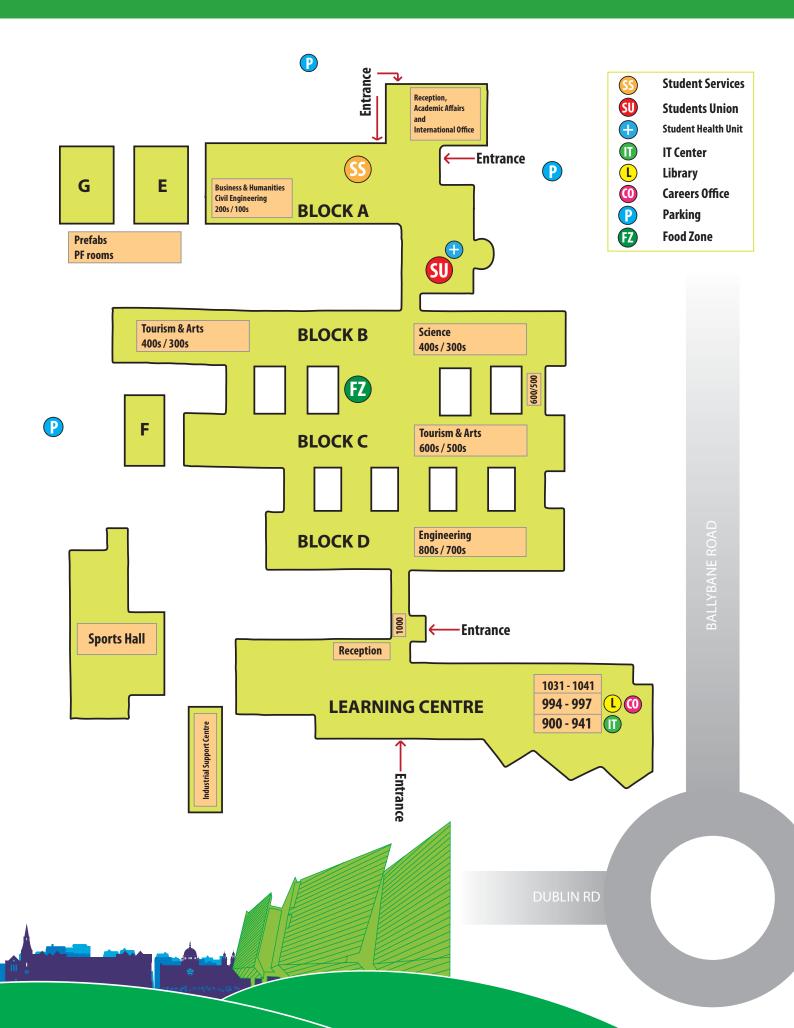
http://www.galwaytransport.info/2009/07/city-bus-services.html

http://www.transportforireland.ie/

http://www.gmit.ie/about/visiting-gmit-galway-campus

There are also a number of private bus operators providing daily and weekly service to GMIT. The Student's Union will have details of all transport providers.

# **Galway Campus Map**



### Where do I go on my first day?

The start times and venues for each programme are listed in this brochure. Our Student Ambassadors will meet and greet you on your arrival on campus and ensure you find out where you should be for all the day's activities.



### Libraru

There will be a brief introduction to the Library during the IT Services

Library tours will be organised later during your first term.



Our Student Ambassadors will give you a tour of the campus on your first day - helping you to familiarise yourself with the layout and location of everything you need.

020000

### IT SERVICES

During the IT Services session, you will be shown the wide variety of IT services available to students,

- Information on the IT Centre, IT Helpdesk and computer labs
- Password and login information
- WiFi access
- Using Moodle, the GMIT Virtual Learning Environment.
- Using the Student Portal <a href="https://student.gmit.ie">https://student.gmit.ie</a>

### ID CARDS

Student ID cards are issued after you have registered online as a student in GMIT.

- To avoid queues, register online https://ssb.ancheim.ie/gmit/ and also complete the online HEA survey
- If you are waiting for grant approval, you can still register - just select "Pay Later"
- Once registered, collect your ID at the designated collection point
- In addition to your designated ID time slot, ID's can also be collected in Room 347 from Wed -Fri 10th-12th September in Dublin Rd Campus.
- ID Cards will be sent to the Letterfrack Campus.

### Student **Portal**

The Student Portal is the place to go for information on everything you need to know – from bus routes to photocopying and exam timetables – check it out at https://student.gmit.ie

### **Yellow Feet &** Yellow Doors -Galway Campuses

Yellow Feet and Yellow Doors represent Student Services in GMIT's Galway Campuses.

Yellow feet on the ground mark the way between the Student Services Office and the Student Health Unit and Chaplain's office, passing the Counsellors Offices en-route. Just follow the Yellow Feet and help will be at hand.

### STUDENT SERVICES

666666

**GMIT** provides a Student Health Unit, Counselling, Careers, Chaplaincy and Access & Disability services to GMIT students.

You will meet the Student Services team over the first two days, who can offer advice and information on each service.

Remember to contact Student Services throughout the year if you need advice. Our doors are always open.



During the first few weeks of term, we have a team of Staff and Students wearing "Ask Me" badges, so if you have a question, don't be shy, just ask for help.

### E-MAIL

You will have access to all IT services as soon as you register as a student in GMIT. Your email address will be your student number followed by @gmit.ie eg: G00493746@gmit.ie

Ensure you use this email address. for the duration of your studies to receive all GMIT correspondence.

### PASS

PASS stands for "Peer Assisted Study Sessions"

PASS sessions mean you can get support from 2nd or 3rd year students who have successfully completed the first year of your programme and are trained as PASS Leaders.

You will work together and learn cooperatively under their guidance.

### Family Day at **GMIT**

GMIT invites parents to come along to the Galway Campus from 12noon to 2pm or Mayo Campus from 3pm to 4.30pm to meet with a selection of staff and students on Sunday, 6th of September.



# We're here for you - A useful Guide Q&A

### How do I get IT access?

You must be registered and have our ID card to get IT access. You can register online or in the designated rooms where ID cards are also being issued (room 347 for Galway campuses).

On receipt of your ID Card, you should go to the IT Help Desk in the IT Centre to obtain your password which provides access to Computer Labs, WiFi, E-mail, the Student Portal and Moodle. ID cards & IT passwords will be issued in the Mayo and Letterfrack campus also. Students from Mountbellew and CCAM campuses will be issued them in the Galway Campus.

# I'm still awaiting grant approval/I don't have the money to register now. Can I register?

Yes you can register online (https://ssb.ancheim.ie/gmit/) using the "Pay Later" option. If you can't pay all your fees immediately, request an instalment plan from feecollection@gmit.ie and a schedule of payments and dates will be arranged for you.

However, after 31st October, your IT access will be disabled if you have not paid. If you are still waiting for grant approval at that stage, please email feecollection@gmit.ie and inform them of this so that your IT account can be reactivated.

# Who should I talk to if I am encountering problems, either personal or academic?

If you are encountering personal problems, you should either make an appointment with one of the Counsellors in Room 160 or visit them during their drop-in sessions. If the problems are academic, your Lecturer, Programme Chair or Head of Department should be your first port of call.

# I'm thinking of leaving my programme, what should I do?

Before you make any decisions, please take time to speak to all relevant parties both within GMIT and your family. What to do if you want to leave for:

**Academic Reasons** - If the programme isn't what you expected, you don't like your programme, or you have problems academically, you should talk to your Programme Chair or Head of Department. A visit to the Careers Office may also be advisable.

**Financial Reasons** - call to Student Services to see if there is any financial support available. Also contact Fees/Grants to check the financial implications of leaving, and how it will affect you if you wish to do another course in the future.

**Personal Issues** - Please make an appointment to see one of the Counsellors.

Please note that if you leave before the 31st October and complete the necessary documentation, there are no fee implications. If you leave after the 31st of October, there are fee implications.

# Are there any financial supports available within GMIT?

The Student Assistance Fund (SAF) is a fund which is designed to support students from socio-economically disadvantaged backgrounds and students with other circumstances giving rise to short or longer term financial difficulties. Eligibility for SAF is based on income. Initial Closing Date 31/10/14.

Students experiencing an unexpected financial emergency may apply for the Emergency Fund.

In exceptional circumstances, students liable for fees may apply for Fee Waivers.

Forms for all these funds are available from the Student Services Office. The SAF form is also available on the Student Portal.

# As a student with a disability, how can I ensure that I receive the supports which I require?

Students will disabilities should contact the Access Office in advance of commencing their course or as early as possible in the Academic year to ensure they receive the range of supports and accommodations which they may require.

Contact accessoffice@gmit.ie or ring 091-742182 for further details.

### What does the Students' Union Do?

The Students' Union is there to make sure you have a great student experience in GMIT. From assisting with accommodation problems to helping with exam appeals, the Students' Union is there for you for whatever you need. They also take care of any entertainment and social outings that go on both within and outside of the college! They are always looking for people to get involved so you can build up valuable experience by just paying them a visit.

# How can I make contact with staff or services in GMIT?

The GMIT Switchboard number is: 091-753161. The Receptionist will put you through to whatever section/individual you are looking for.

Here are some useful e-mail generic addresses you may need to use over the course of your studies.

Academic Affairs (Admissions, Registration, Examinations,

Fees, Grants, IDs)

Student Services (Counsellings, Careers, Chaplaincy, Student Health Unit)

Access and Disability Office

Students' Union

Students Official

School of Business

School of Science

School of Engineering

College of Tourism and Arts

<u>Centre for the Creative</u> Arts & Media

Letterfrack Campus

Mayo Campus

academicaffairs@gmit.ie

studentservices@gmit.ie

accessoffice@gmit.ie

suoffice@gmit.ie

schoolofbusiness@gmit.ie

science@gmit.ie

engineering@gmit.ie

CTA@gmit.ie

CCAM@gmit.ie

letterfrack@gmit.ie

GMIT Castlebar Info@gmit.ie











