WELCOME TO

Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

SETTLING IN & STUDENT SERVICES
• First steps
• Administrative Supports
• Academic Supports
• Health & Wellbeing
• IT Services
• Health & Safety
FIRST STEPS...

To get you ready for your semester
1. **REGISTER**
   1. Register online at my.tcd.ie
   2. Get your student card from the Academic Registry (in the Watts Building)

2. **GET CONNECTED**
   1. Connect your devices
   2. Get your TCD email (when you register)
   3. Download the MyDay app

3. **FIND YOUR WAY AROUND**
   1. Find your course/school offices
   2. The College Health Centre
   3. The Global Room
   4. House 6 (for the SU)

4. **MEET YOUR COORDINATOR**
   1. Email your coordinator
   2. Meet them to introduce yourself and have them sign off on your module enrolment form

5. **ENROL IN YOUR MODULES**
   1. Return your complete form to the Academic Registry
   2. Verify your chosen modules on my.tcd.ie

6. **GET INVOLVED!**
   1. Activate your Sports Centre membership
   2. Join some clubs & societies
   3. Brush up on your Trinity jargon!
STUDENT SERVICES & SUPPORTS

ADMINISTRATIVE SUPPORTS
To help you navigate College administration
1. Your personal tutor
2. The Academic Registry

ACADEMIC SUPPORTS
To help you succeed in your course
1. Student Learning Development
2. The Library
3. The Disability Service

HEALTH & WELLBEING SUPPORTS
To help keep you healthy, happy & fit
1. College Health Centre
2. The Sports Centre
3. Student Counselling Services
4. S2S Peer Supporters
5. The Chaplaincy

STUDENT LIFE
Getting involved in College life
1. The Students' Union
2. S2S Mentors
3. Clubs
4. Societies

Trinity College Dublin, The University of Dublin
ADMINISTRATIVE SUPPORTS
To help you navigate College administration
What does your Trinity tutor do?

The tutorial system in Trinity

- Your tutor is not a Teaching Assistant or seminar leader.
- Your tutor is an academic staff member who looks after you, not your grades.
- They can provide personal and academic advice.
- They will advocate on your behalf to College in certain circumstances that affect your academic progress and support you in applications for accommodations should you encounter difficulties with your studies.
- However, they can only do this if they KNOW that you are struggling in some way, so it is important to let them know if you are going through a hard time or if something unexpected has happened.
- Your relationship with your tutor is entirely confidential, and they can provide a listening ear, as well as advice on options.
• Registration, ID cards, timetables, exam results and other important administrative functions are handled by the Academic Registry.

• They will issue you with:
  • Proof of Registration
  • Proof of Address

• Return your Garda Vetting forms to them
ACADEMIC SUPPORTS

To help you succeed
WHAT KIND OF ACADEMIC SUPPORT DOES TRINITY OFFER YOU?

- Help writing essays
- Help using the Library resources
- Help for students with disabilities
- Help with study skills
**STUDY SKILLS**

**Student Learning Development**
- Free workshops
- Online resources
- Academic Skills Blackboard module

[student-learning.tcd.ie](http://student-learning.tcd.ie)

**IMPROVING YOUR ENGLISH**

**Centre for English Language Learning and Teaching**
- English for Academic Purposes course

[tcd.ie/silscs/english/eap.php](http://tcd.ie/silscs/english/eap.php)

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**DISABILITY ASSISTANCE**

**Disability Service**
- Academic support
- Assistive technology
- Exam accommodations

[tcd.ie/disability](http://tcd.ie/disability)

**USING THE LIBRARY**

**Trinity College Library**
- Legal Deposit
- Online training & support
- Library workshops

[tcd.ie/library/supports](http://tcd.ie/library/supports)
HEALTH & WELLBEING

To keep you healthy, happy & fit
WHAT KIND OF HEALTH & WELLBEING SUPPORT DOES TRINITY OFFER YOU?

- Help getting fit
- Mental health services
- Medical service
- Spiritual guidance
- Peer support
**Student Counselling Service**
- Online Counselling
- Group workshops
- One-to-one counselling

[tc.d.ie/student_counselling](http://tc.d.ie/student_counselling)

**Sports Centre**
- Full gym
- Swimming pool & climbing wall
- Fitness classes

[tc.d.ie/sport](http://tc.d.ie/sport)

**College Health**
- Free for students
- Doctors, nurses & emergency clinics
- Physiotherapist (small charge)
- Appointments within 3 weeks

[tc.d.ie/collegehealth](http://tc.d.ie/collegehealth)

**Chaplaincy**
- 4 Chaplains - Roman Catholic, Methodist & Church of Ireland
- Prayer groups, services
- Free lunch on Tuesdays

[tc.d.ie/chaplaincy](http://tc.d.ie/chaplaincy)

**S2S Peer Support**
- Trained peer supporters
- Non-judgmental listening
- Drop ins and arranged meetings

[student2student.tc.d.ie/peer-support/](http://student2student.tc.d.ie/peer-support/)
STUDENT LIFE

Getting involved in College Life
STUDENT LIFE

- Student organisations
- Leadership opportunities
- Social life
STUDENTS' UNION
- Represent you to College
- Provide support to students
- International Officer - Ross Cooke
- Organise social events

tcdsu.org

S2S MENTORS
- Fellow students
- Will introduce you to other students
- Keep in touch through the year
- Invite you to events

GLOBAL ROOM
- Student space
- Global Room Ambassadors
- Film nights, coffee mornings, music & art showcases...

GLOBAL ROOM

CLUBS
- Over 50 student sports clubs
- Aikido to Windsurfing
- Different levels of competition

SOCEITIES
- Over 120 student societies
- Afro-Caribbean to Zoological
- Frequent events

Society

trinitysocieties.ie/

tcd.ie/Sport/student-sport/

tcd.ie/study/non-eu/global-room/
Mentoring
how it works

ORIENTATION

Not sure where to start when you come to Trinity?
Lots of people feel that way - that's why we have the S2S Mentoring programme

Your first Mentor meet-up is part of your orientation timetable
Make sure you attend so you can meet your mentors and get to know your group members

FAQ?

Answer any questions you have
Introduce you to classmates
Mentors are fellow students who will give you tours

Then they'll stay in touch by email
Invite you to events and socials
And share all the tips and tricks they've learned since arriving here themselves

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http://student2student@tcd.ie
student2student@tcd.ie
01 896 2438

Helping you on your own path to success!
S2S

PEER SUPPORT

Fancy a chat
with someone who's not going to judge, tell you what to do or tell everyone what you've said?

Phone, email or go online
to request a meet-up with a Peer Supporter

And you can go for a coffee or a walk and talk to them

Your Peer Supporter will get in touch to arrange a meet-up

You can even look at our profiles
and let us know who you'd like to talk to, or what you're looking for in a Peer Supporter

It doesn't matter if you just need one hour, or if you'd like to make regular arrangements

You can call in to our drop-in instead or as well

We're highly trained (get it?) and here for you

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Helping you on your own path to success!
Lean on Us @TCD
IT SERVICES

Get connected
Username & Password

You receive a unique Trinity IT account username and password at the Student Information Portal (my.tcd.ie)

Access to your Trinity email, Wi-Fi, Library services, course documents in the virtual learning environment (Blackboard Learn – mymodule.tcd.ie)

Manage your password with the Password Recovery Service (mypassword.tcd.ie)

Trinity Code of Conduct (www.tcd.ie/about/policies)
IT Security what you need to know

Computers and phones are so integral to our lives, it can be easy to forget what we put at risk when we use technology.

Learn more about IT Security and what you can do to protect yourself and your devices at www.tcd.ie/itservices/security
Email service for students **myzone.tcd.ie**

Access at **myzone.tcd.ie**, your email address is **username@tcd.ie**

Official college emails are sent to this address

**Mail, Calendar & Drive**

Unlimited space to store email & files

When you graduate, you get to keep this email address for life
Dear user,

We noticed a violation of our services on your E-mail account and for this reason, your E-mail account will be closed if you fail to resolve the issue within the next 48 hours.

This will only take a moment. Click the “RESOLVE” link below and enter the requested details to complete the process.

RESOLVE

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Microsoft Office 365 ProPlus for students

Available to all students & can be accessed at office.tcd.ie

Use online or download for free on up to five devices, running Windows, Mac, Android or iPhone

Suite of apps including Word, OneDrive, Excel, PowerPoint, Outlook, Lync and more

OneDrive: 1TB of storage with a maximum file size of 2GB
Connecting your computer, phone or tablet to WiFi TCDconnect

WiFi is available in most areas of college

Connection instructions available at IT Services website or in TCDconnect guide (distributed during orientations)

One-to-one help is available by booking an appointment at IT Services website (tcd.ie/itservices)
Accessing the software you need for your courses

Lots of campus computer rooms, some with 24-hour access (you will need your ID card)

Software installed includes MS Office & other course-specific software

Visit IT Services website & search for ‘student software’ for more information and details on purchasing software for your computer
Printing, Copying & Scanning

Service provided by Datapac, managed by IT Services & the Library

Check your Trinity email at myzone.tcd.ie for more info about your print account & PIN

Full details available at www.tcdprint.ie
Useful websites & services

IT Services website:  www.tcd.ie/itservices

IT Training Portal:  www.tcd.ie/itservices/training

Trinity myday:  www.myday.tcd.ie

Student Information Portal:  www.my.tcd.ie

Blackboard Learn VLE:  www.mymodule.tcd.ie

Password Recovery and Management:  www.mypassword.tcd.ie
Getting help with IT

Email itservicedesk@tcd.ie
Phone 01 896 2000
Visit us at the IT Service Desk on ground floor in Áras an Phiarsaigh
Log or check an enquiry at www.ask.tcd.ie

Our website also has lots of helpful information, including step-by-step instructions and FAQs.
HEALTH & SAFETY

Staying safe on campus
ICE numbers

EMERGENCIES

National Emergency Numbers
112 or 999

College Emergency Number
01 896 1999

www.tcd.ie/estatesandfacilities/health-and-safety/
FIRE DOS

- Raise the alarm at break glass unit
- Inform staff member or Security (018961999)
- Leave building quickly
- Go to Assembly Point

FIRE DON'TS

- Don't obstruct exits
- Don't fight fire unless trained to do so
- Don't wedge fire doors open

FIRE ACTION

ON DISCOVERING A FIRE
1. Sound the alarm.
2. Dial [________] to call the Fire Brigade.
3. If possible, tackle the fire using the appliances provided. (Do not endanger yourself or others in doing so).

ON HEARING THE FIRE ALARM
4. Leave the building by the nearest available exit. [________]
5. Close all doors behind you.
6. Report to person in charge of your assembly point at: [________]
7. Do not take risks.
   Do not stop to collect personal belongings.
   Do not use lifts.
   Do not re-enter the building for any reason unless authorised to do so.
PERSONAL SECURITY

- Be careful with your belongings - phones, laptops etc
- Park your bike in a secure, visible area - and use a good lock!
- Be alert - on campus and off
- Use public transport and taxis at night
  - Dublin Bus - 23.15
  - LUAS - 00.30
  - DART - 23.30
SUSTAINABILITY

Creating a sustainable campus
• Trinity is a Green Flag campus and is committed to sustainability.
• We recycle 49% of our waste, and there are recycling bins all over campus
• In three years energy efficiency has been increased by 23% and water conservation has been increased by 40%
ENERGY CONSERVATION

UNPLUG
- Unplug appliances (kettles, toasters etc) when not in use
- Or plug into a power strip and turn off when not in use (TV, consoles, wifi etc)

SMART LIGHTS
- Turn off lights when not in the room
- Open the blinds!
- Buy compact fluorescent bulbs (save €20/year)

SWITCH OFF
- Switch off monitors & computers
- Switch off electronics when not in use
- At a minimum, put to sleep
WHAT TO RECYCLE?

- Office paper
- Other paper and cardboard
- Drink cans, clean foil trays
- Food cans
- Plastic bottles & containers
- Glass bottles & jars
- Food recycling
- Rubbish

CLEAN AND DRY!

WHERE TO RECYCLE?
RE-USE IS BETTER!

- Use a water bottle and coffee mug (Trinity vendors give discount of 40 cents on reusable mugs!)
- Refill water bottles at water fountains around Trinity
- Use reusable plastic containers for packed lunches
- No need for paper towels (save up to €250 per year); use J cloths/old t-shirt cloths. Wash and reuse!
GET INVOLVED

• Join the Green Campus Committee (Meetings first Thursday each month at 1pm in Civil Eng. Library, Museum building. All welcome!)
• Join the Environmental Society (EnviroSoc)
• Get involved in Trinity Green Week
• Contact S.U. Environmental Officer Simon Benson
• Check out the Sustainability Guide for more info!
INFORMATION ON ALL STUDENT SERVICES & STUDENT LIFE IS AVAILABLE AT:

TCD.IE/STUDENTS