



## **Orientation Procedures**

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The Trinity College Academic English Program (TCAEP) leading into February Main 2020 Orientation program runs from **Thursday, 24<sup>th</sup> October** to **Friday, 25<sup>th</sup> October 2019**. Orientation consists of student registration, course information, information sessions, and activities.

All Orientation activities have been designed to assist you in your studies and your overall wellbeing at Trinity College and Melbourne. It is important to participate in Orientation as the activities organised provide the very important first step towards making friends, getting to know staff, understanding cultural differences and settling into a new environment, both academically and socially.

## **Enrolment Procedures**

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The enrolment process has the following stages:

### **1. Student Welcome and Registration – Day 1**

You will start your first day of Orientation at **715 Swanston Street, Trinity College Swanston Street Campus** (Square no. 2, on lower Campus Map) on Thursday, 24<sup>th</sup> October 2019. Please arrive by **8:30am sharp**.

Please bring to Student Registration:

- a printed copy of your Confirmation of Enrolment (CoE)
- a pen

Please note that you will need to report to the Swanston Street campus on the first day of Orientation on Thursday, 24<sup>th</sup> October. If you arrive before this date and have any queries, go to Student Hub, located in Gateway Building (Dot No. 10, Reference B13, Trinity College Main Campus Map) is open between 8:30am and 4:00pm Monday to Friday.

### **2. City Tour – Day 2**

The City tour is an excellent opportunity to settle into Trinity College, Melbourne and surroundings and it is a great way to become familiarised with shopping and find entertainment venues.

## **Book List**

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All students will be given their course textbooks on the first day of class.



## Orientation Activities

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**\*\*All orientation activities and workshops are compulsory. Students are strongly discouraged from missing any workshop or activity, especially as attendance is taken\*\***

Orientation is a crucial part of our program as it offers you an opportunity to make friends in a fun and relaxing manner, and to experience Australian culture before beginning a very intense study course. The program is designed to assist you with the start of your international educational experience at Trinity College and Melbourne.

You will participate in a series of group activities and workshops as part of the orientation. Each group is led by a staff member, who will help you familiarise yourself to your new surroundings and provide support and assistance as required. All activities are conducted in a safe and supportive environment.

Though Melbourne's noted for getting four seasons in a day, you are advised to dress in clothing suitable for spring. Clothing should be **comfortable** and **casual**. To make your orientation experience, a comfortable and safe experience you should bring the following:

- **Lunch money**
- **Waterproof jacket**
- **Apply on sunscreen (SPF 30 +)** 20 minutes before going outdoors and reapply every two hours – make sure the sunscreen is broad spectrum and water resistant.
- **Comfortable shoes**
- **Sunglasses and a hat**
- **Umbrella** – this is essential
- **Refillable water bottle**

**Alcohol:** Trinity College Foundation Studies is alcohol-free. The consumption of alcohol is not permitted at any TCAEP activity.

**Smoking:** You are **strictly forbidden** to smoke in non-designated areas and inside buildings. It is crucial that you refrain from smoking during a Total Fire Ban.



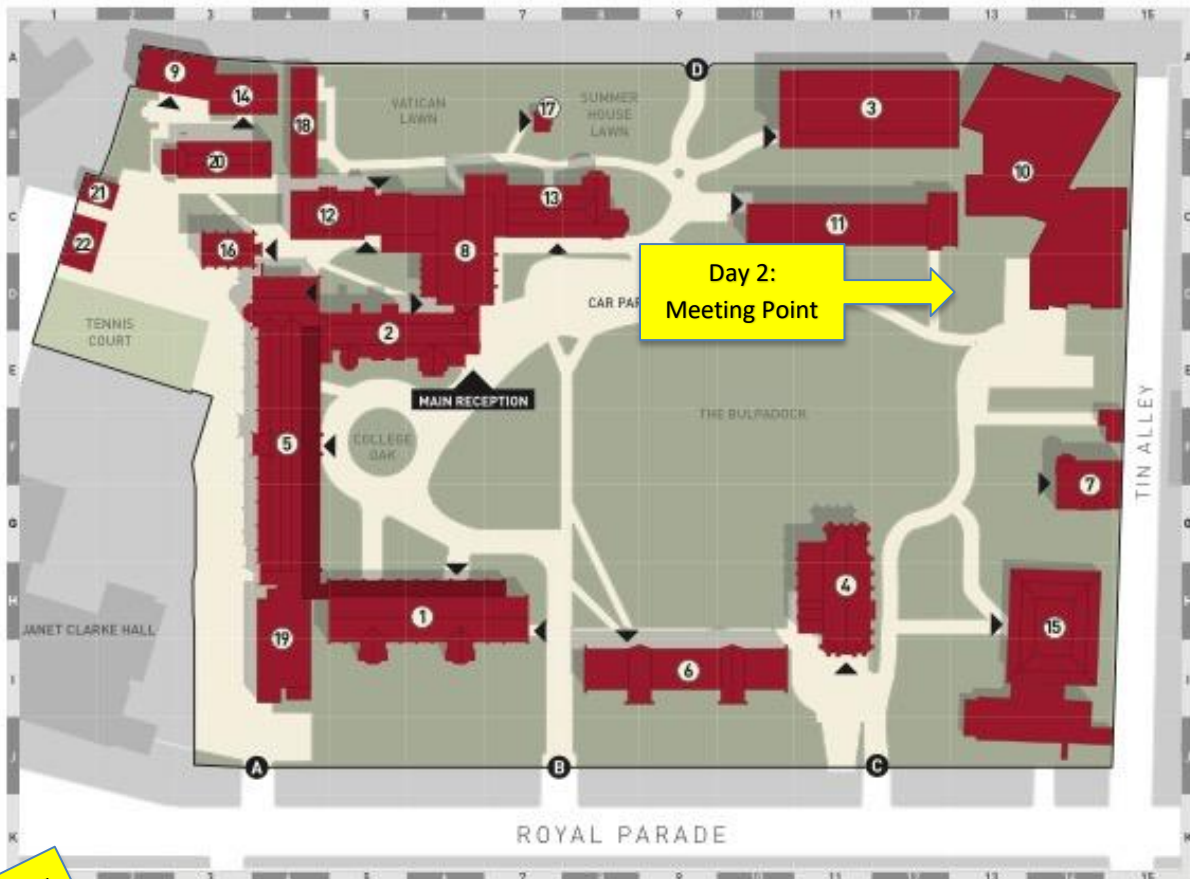
## Orientation Timetables

The timetable for your first day at Trinity is shown in the table below. Please attend all sessions as indicated. Please arrive at the scheduled time for each event.

<b>Thursday, 24<sup>th</sup> October</b>
<p><b>Student Registration &amp; Photos</b> Lecture Theatre 1 &amp; Tutorial Room 3, Swanston Street Campus (Square No. 2, Yellow arrow, Trinity College lower Map) <b>Starts at 8:00am – 9:00am</b></p>
<p><b>Welcome to Students &amp; Information Session: TCAEP</b> Lecture Theatre 1, Swanston Street Campus (Square No. 2, Yellow arrow, Trinity College lower Campus Map) <i>Charles Meek, Program Manager and Kate Nicholson, Program Coordinator</i> <b>Starts at 9:00am-10:00am</b></p>
<p><b>Morning Tea</b> The Atrium, Swanston Street Campus <b>10:00am-10:30am</b></p>
<p><b>Information Session: Student Wellbeing</b> Lecture Theatre 1, Swanston Street Campus (Square No. 2, Yellow arrow, Trinity College lower Campus Map) Tanya Hempshell, College nurse and Say Chin Lim, Manager of Student Wellbeing <b>10:30am-11:15am</b></p>
<p><b>Campus Tour: Administrative and Scavenger Hunt</b> <i>Led by: Kate and TCAEP Teaching staff</i> <b>11:15am – 12:45pm</b></p>

<b>Friday, 25 October</b>
<p><b>Registration</b> 10:30am</p>
<p><b>City Tour, Part I</b> Royal Parade commencement Meeting point: The Bull Paddock <b>11:00am-12:00pm</b></p>
<p><b>Lunch</b> Melbourne Central Food court <b>12:00pm-1:00pm</b></p>
<p><b>City Tour, Part II</b> <b>1:00pm-2:00pm</b></p>
<p><b>Ice cream visit</b> Pidapipo, Lygon Street <b>2:00pm-2:30pm</b></p>
<p><b>End of tour</b></p>

# Trinity College Main Campus Map



## TRINITY COLLEGE MAIN CAMPUS

### BUILDINGS

- ◀ Entrance point
- ① Behan
- ② Bishops'
- ③ Burge
- ④ Chapel
- ⑤ Clarke's
- ⑥ Cowan
- ⑦ Deanery
- ⑧ Dining Hall
- ⑨ Dorothy
- ⑩ Gateway
- ⑪ Jeopardy
- ⑫ Kitchens
- ⑬ Leeper
- ⑭ Moorhouse
- ⑮ Old Warden's Lodge (OWL)
- ⑯ Sharwood Room
- ⑰ Summer House
- ⑱ Vatican
- ⑲ Gourlay
- ⑳ Wynne Cottage
- ㉑ Substation
- ㉒ Property & Facilities Services workshop

### OPERATIONAL AREAS

- C7 Archives
- C4 Property & Facilities Services
- B11 Buzzard Lecture Theatre
- C7 Chaplain's Office
- C7 Communications
- C7 Dean's Office
- C7 Residential College
- C7 Development Office
- D6 Dining Hall
- C7 Accounts, Finance & Administration
- C7 Human Resources
- C7 Trinity Institute Office

### B3 FOUNDATION STUDIES (TCFS)

- B3 TCFS Main Office
- B3 TCFS Marketing & Admissions Office
- B2 TCFS Registrations Office
- B12 Information Technology
- D4 Junior Common Room
- C5 Kitchen deliveries
- B11 Libraries
- J8 Main Entrance

### GATES

- A Gate A - Carpark & Deliveries
- B Gate B - Main Entrance
- C Gate C - Chapel
- D Gate D

### E6 MAIN RECEPTION & ENQUIRIES

- E6 Senior Common Room
- H14 Theological School
- D1 Tennis Court
- A9 University Gate

### AFTER HOURS

- ☎ 0417 034 396 or extension 8003 on building keypads.

- 1 29-35 Royal Parade - Foundation Studies Centre
- 2 716 Swainston Street - Foundation Studies Teaching
- 3 18-20 Lincoln Square North - Foundation Studies Teaching
- 4 243 Bouverie Street - Foundation Studies Teaching
- 5 200 Victoria Street - Foundation Studies Teaching
- Ⓟ Tram Number
- Tram Route