Orientation Procedures

The October Fast Track 2015 Orientation program runs from **Thursday, 1 October** to **Friday, 9 October 2015**. Orientation consists of **Student Registration**, course information, introductory lectures, subject selection, information sessions and activities.

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

Enrolment Procedures

The enrolment process has the following stages:

1. **Student Registration**
   You will start your first day of Orientation at the Evan Burge Building, Trinity College Main Campus (Dot No. 3, Reference B11, Trinity College Main Campus Map) on **Thursday, 1 October 2015**. Please arrive by **8:00am sharp**.

   Please bring to Student Registration on Thursday, 1 October:
   - a printed copy of your Confirmation of Enrolment (CoE)
   - a pen

   If you arrive before Thursday, 1 October and have any queries, the Pathways School Main Office, Wynne Cottage (Dot No. 21, Reference B3, Trinity College Main Campus Map) is open between 9:00am and 4:30pm Monday to Friday.

2. **English Diagnostic**
   All students must sit the **English Diagnostic** on Thursday, 1 October at the scheduled time as shown on the Orientation Timetable (distributed to students on Thursday, 1 October). This assists in the appropriate placement of English language classes.

3. **Subject Selection**
   This takes place after you have attended the **Introductory Lectures** (Friday, 2 October) and consulted with a Subject Selection adviser. Subject Selection will take place on Friday, 2 October. **Introductory Lectures** introduce you to the elective subjects at Trinity. Lecturers will explain the syllabus, assessment, course format, expectations and are available to answer your questions.

Lecture Notes

Students can purchase Trinity printed course materials (**Lecture Notes**) after **Subject Selection** on **Friday, 2 October**. Please note textbooks will not be sold. This is a temporary set up during orientation which enables students to purchase their Trinity printed course materials (Lecture Notes) easily. Textbooks can be purchased at several book shops around the college vicinity. This information will be made available to students on the book list.

The **Book List** will be distributed during Student Registration on Thursday, 1 October.

All students are advised to purchase books and notes only **after** they have confirmed their subject selection.
Orientation Activities & Workshops

**All orientation activities and workshops are compulsory. Students are strongly discouraged from missing any workshop or activity, as attendance will be 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 year of studies. 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. Groups will participate in a varied and stimulating program which includes indoor, outdoor, team-building and creative activities. All activities are conducted in a safe and supportive environment.

Each group of students will link up with several other groups at different times during the activities. This will enable you to meet lots of other students who will be studying with you.

It is spring in Melbourne. The temperature is usually between 8 – 20 °C. The weather can be cold, wet and windy; or, sunny and dry. Clothing should be **comfortable and casual**. Dress in layers and wear covered shoes. The following tips are recommended if you are outdoors to make your orientation experience a comfortable and safe experience for you:

- **Windproof & waterproof jacket/ Coat** – It is advisable to dress in layers.
- **Warm hat/ Beanie**
- **Gloves/ mittens and a scarf**
- **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
- **Always carry an umbrella** in your bag (in case it rains)

Please bring along a refillable water bottle for all orientation activities. You may wish to bring a camera and pocket money.

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

**Valedictory Ceremony – Information for Parents**

Your family and friends are warmly invited to accompany you to your Valedictory Ceremony to celebrate the completion of your Foundation Year. The **Valedictory Ceremony** for the October Fast Track 2015 intake will be held on **3 June 2016**. All students are required to pick up guest tickets for all their guests **at least 2 weeks** prior to the ceremony.

All information regarding venue, time, guest tickets, seating etc. will be sent to your Trinity email address 4 weeks prior to the ceremony. This information will also be published on the TCFS Students Internal web-link closer to date.
Student First Day Timetable

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. A complete timetable will be available at the Student Registration.

<table>
<thead>
<tr>
<th>Thursday, 1 October 2015</th>
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</thead>
<tbody>
<tr>
<td><strong>Student Registration</strong></td>
</tr>
<tr>
<td>Evan Burge Building, Trinity College Main Campus</td>
</tr>
<tr>
<td>(Dot No. 3, Reference B11, Trinity College Main Campus Map)</td>
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<tr>
<td>Please arrive by 8:00am</td>
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<tr>
<td><strong>English Diagnostic</strong></td>
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<tr>
<td>Lower Theatre,</td>
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<tr>
<td>Melbourne School of Land and Environment, The University of Melbourne</td>
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<tr>
<td>(Access is by an external door located on the side of the building that faces Royal Parade – Building No. 142, Reference F11, Campus Locations Map)</td>
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<tr>
<td>10:00 – 12:00</td>
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<tr>
<td><strong>Students’ Lunch</strong></td>
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<tr>
<td>Dining Hall, Trinity College Main Campus</td>
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<tr>
<td>(Dot No. 8, Reference D6, Trinity College Main Campus Map)</td>
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<tr>
<td>12:00 – 12:30</td>
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<tr>
<td><strong>Tour of Trinity College &amp; the University of Melbourne</strong></td>
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<tr>
<td>With Trinity College Foundation Studies alumni</td>
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<tr>
<td>Tours depart Dining Hall and concludes in the Buzzard Lecture Theatre, Evan Burge Building, Trinity College Main Campus</td>
</tr>
<tr>
<td>12:30 – 2:00</td>
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<tr>
<td><strong>Official Welcome</strong></td>
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<tr>
<td>Buzzard Lecture Theatre, Evan Burge Building, Trinity College Main Campus</td>
</tr>
<tr>
<td>(Dot No. 3, Reference B11, Trinity College Main Campus Map)</td>
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<tr>
<td>2:00 – 2:30</td>
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<tr>
<td><strong>Trinity College Foundation Studies Course Information</strong></td>
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<tr>
<td>Buzzard Lecture Theatre, Evan Burge Building, Trinity College Main Campus</td>
</tr>
<tr>
<td>(Dot No. 3, Reference B11, Trinity College Main Campus Map)</td>
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<tr>
<td>2:30 – 3:30</td>
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<tr>
<td><strong>The University of Melbourne Courses &amp; Programs</strong></td>
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<tr>
<td>Buzzard Lecture Theatre, Evan Burge Building, Trinity College Main Campus</td>
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<tr>
<td>(Dot No. 3, Reference B11, Trinity College Main Campus Map)</td>
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<tr>
<td>3:30 – 4:00</td>
</tr>
<tr>
<td><strong>The University of Melbourne Course Expo</strong></td>
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<tr>
<td>Room 1 &amp; Room 2, Evan Burge Building, Trinity College Main Campus</td>
</tr>
<tr>
<td>(Dot No. 3, Reference B11, Trinity College Main Campus Map)</td>
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<tr>
<td>4:00 – 5:00</td>
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</table>

To assist you in locating the various venues, maps are attached after page 6 of this document.
Parent Events

Trinity College has organised a series of activities and information sessions for all parents who accompany their children on Thursday, 1 October. The Parent Event Timetable is shown below. This is a wonderful opportunity for your parents to learn more about Trinity College, The University of Melbourne and to become familiar with staff who will be working closely with the students.

RSVPs are essential if your parents are attending the Parents’ Events on Thursday, 1 October.

Please do so by completing the RSVP form on page 5 of this document.

Thursday, 1 October
Parent Event Timetable
Please note that all other activities, including Registration, are for students only.

All morning sessions to be presented in the:
Sharwood Room, Trinity College Main Campus
(Dot No. 15, Reference C3, Trinity College Main Campus Map)

Parent Coffee
8:00 – 9:00

Parent Information Sessions
9:00 – 9:30

Break
9:30 – 9:45

Parent Information Sessions continued
9:45 – 10:30

Parent Tour of Trinity College & The University of Melbourne 10:45 – 12:00

Parents’ Light Lunch
12:00 – 1:00

All afternoon sessions to be presented in the:
Buzzard Lecture Theatre, Evan Burge Building, Trinity College Main Campus
(Dot No. 3, Reference B11, Trinity College Main Campus Map)

Official Welcome
2:00 – 2:30

Trinity College Foundation Studies Course Information
2:30 – 3:30

The University of Melbourne Courses & Programs
3:30 – 4:00

The University of Melbourne Course Expo
Room 1 & Room 2, Evan Burge Building, Trinity College Main Campus
(Dot No. 3, Reference B11, Trinity College Main Campus Map)
4:00 – 5:00

This document is subject to change. Please check the Trinity web site at http://www.trinity.unimelb.edu.au/tcfs/orientation/ for the most up-to-date information.

Last updated Friday, September 11, 2015 12:24 PM.
Student Dietary Request Form

If you require a special diet, please contact Student Services by emailing the following information to: rsvp-studentservices@trinity.unimelb.edu.au by Monday, 28 September 2015.

Family Name/Surname: ____________________________________________________________
First Name/Given Name: __________________________________________________________
Phone: (include country code) ______________________________________________________
Student ID: (if known) _____________________________________________________________

☐ Halal    ☐ Vegetarian    ☐ No beef    ☐ Other __________________________ (please state)
☐ Vegan    ☐ Lactose Intolerant    ☐ No seafood

Parents’ Events (Thursday, 1 October) RSVP Form

If your Parents will be attending the Parents’ Events on Thursday, 1 October, please contact Student Services by emailing the following information to: rsvp-studentservices@trinity.unimelb.edu.au by Monday, 28 September 2015.

Student’s Name:
Title: ________________________
Family Name/Surname: _____________________________________________________________
First Name/Given Name: __________________________________________________________
Student ID (if known): ________________________

Parent 1:
Title: ________________________
Family Name/Surname: _____________________________________________________________
First Name/Given Name: __________________________________________________________
Phone (include country code): ____________________________

Parent 2:
Title: ________________________
Family Name/Surname: _____________________________________________________________
First Name/Given Name: __________________________________________________________

Thursday, 1 October
Parent Events

Please tick:
☐ Yes, I/We will attend the Parent Events
☐ No, I/We are unable to attend the Parent Events

Trinity Gifts & Memorabilia

Trinity has a range of gifts and memorabilia that can be purchased from the Advancement Office or the new Trinity College online shop at: http://www.trinity.unimelb.edu.au/supporting/merchandise.html
BUILDINGS
- Entrance point
- Behan
- Bishops'
- Burge
- Chapel
- Clarke's
- Cowan
- Deanery
- Dining Hall
- Dorothy
- Jeopardy
- Kitchens
- Leeper
- Moorhouse
- Old Warden's Lodge (OWL)
- Sharwood Room
- Squash Court
- Stewart House
- Summer House
- Vatican
- Gourlay
- Wynne Cottage

OPERATIONAL AREAS
- Accounts
- Archives
- Arts Precinct
- Property & Facility Services
- Buzzard Lecture Theatre
- Carpark K
- Chaplain’s Office
- Dean’s Office
- Residential College
- Development Office
- Dining Hall
- Finance & Administration
- Trinity Institute Office
- TCFS Main Office
- TCFS Admissions Office
- TCFS Accommodation Office
- Information Technology
- Junior Common Room
- Kitchen deliveries
- Libraries
- Main Entrance

FOUNDATION STUDIES (TCFS)
- TCFS Main Office
- TCFS Admissions Office
- TCFS Accommodation Office
- Information Technology
- Junior Common Room
- Kitchen deliveries
- Libraries
- Main Entrance

TRINITY COLLEGE MAIN CAMPUS

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

AFTER HOURS
- 0417 034 396 or extension 8003 on building keypads.

TRINITY COLLEGE
- 29-35 Royal Parade - Foundation Studies Centre
- 199 Grattan Street - Foundation Studies Student Services
- 715 Swanston Street - Foundation Studies Teaching
- 18-20 Lincoln Square North - Foundation Studies Teaching
- 243 Bouverie Street - Foundation Studies Teaching

Train Station
- Train Number
- Train Route