

## End of Welcome Week Checklist, September 2023

At the end of Welcome Week, it is a good idea to check how everything is going. Here is a checklist to help. By the end of Welcome Week, you should hopefully be able to answer yes to the questions below. However, if you can't, please don't worry as there is information provided to help you.

Question	Further Information
<b>Do you know what your timetable is?</b>	Teaching timetables can be found <a href="#">here</a> .
<b>Are you using myHWU, the Student Portal?</b>	<a href="#">myHWU</a> is the student portal which provides access to everything you need at University. You can download the app for your phone or tablet or access it on any PC. You can use it to contact University services and get answers to any questions you might have. You can access the portal by going to <a href="http://portal.hw.ac.uk">http://portal.hw.ac.uk</a>
<b>Are you using your Heriot-Watt e-mail?</b>	<p>If staff from the University need to contact you, they will e-mail you at your Heriot-Watt e-mail address, so make sure that you log in and check it every day.</p> <p>You should also use your Heriot-Watt e-mail when contacting the University. Mail from non-Heriot-Watt accounts (like Gmail etc.) sent to Heriot-Watt staff can get caught in spam filters. Using your Heriot-Watt email also shows staff that they are dealing with a Heriot-Watt student rather than someone they don't know and can't share information with.</p> <p>If you are having any problems accessing or using your Heriot-Watt e-mail please contact The IT Helpdesk by e-mailing <a href="mailto:ISHelp@hw.ac.uk">ISHelp@hw.ac.uk</a></p>
<b>Are you able to log in to Canvas and see all your courses?</b>	<p>Canvas is Heriot-Watt's Virtual Learning Environment (VLE) and is a vital learning and communication tool for you and your lecturers, so make sure you log in and check Canvas every day.</p> <p>Please see <a href="#">Canvas: help and support (sharepoint.com)</a> for more information about using Canvas.</p>

<p><b>Do you know how to use the Library?</b></p>	<p>Make sure that you are able to access Library resources, including online material. You will also find a lot of information in <a href="#">Subject Guide</a> for your School.</p> <p>Each Heriot-Watt School has a Liaison Librarian.</p> <p>Engineering and Physical Sciences Kirsty Thomson <a href="mailto:k.s.thomson@hw.ac.uk">k.s.thomson@hw.ac.uk</a></p> <p>School of Social Sciences (apart from Languages and Intercultural Studies) Marion Kennedy <a href="mailto:m.l.kennedy@hw.ac.uk">m.l.kennedy@hw.ac.uk</a></p> <p>School of Social Sciences (Languages and Intercultural Studies) Astrid Faragher <a href="mailto:Astrid.faragher@hw.ac.uk">Astrid.faragher@hw.ac.uk</a></p> <p>School of Mathematics and Computer Science Rachel Whittington <a href="mailto:r.whittington@hw.ac.uk">r.whittington@hw.ac.uk</a></p> <p>School of Energy, Geoscience, Infrastructure and Society Sarah Kelly <a href="mailto:s.kelly@hw.ac.uk">s.kelly@hw.ac.uk</a></p> <p>School of Textiles &amp; Design Please contact <a href="mailto:Libhelp@hw.ac.uk">Libhelp@hw.ac.uk</a> for any enquiries.</p>
<p><b>Do you know how to find out about developing the academic skills you will need for study?</b></p>	<p>You can find out about developing your academic skills <a href="#">here</a>, including information about the <a href="#">Skills Hub</a> and <a href="#">Learning Advisors</a></p> <p>If you need help with mathematical skills (whatever subject you are studying) you can access <a href="#">online resources</a> or arrange a one to one consultation with the <a href="#">Maths Gym</a>.</p>
<p><b>Do you know who your personal tutor is and how they can help you?</b></p>	<p>Your <a href="#">personal tutor</a> is an academic member of staff able to act as a first point of contact for you if you need advice on academic or non-academic issues and can help if you are having any difficulties adjusting to university. If you have not already met or been in contact with them, you can find out who your personal tutor is by logging in to <b>Student Self Service (go to the Student Record tile on myHWU, the Student Portal)</b>. If you have not yet been allocated a personal tutor then make an enquiry using AskHWU on <a href="#">myHWU</a></p>

<p><b>Do you have, or think you may have a disability, specific learning difficulty (dyslexia, etc.), medical or mental health condition, sensory impairment or Autistic Spectrum Condition?</b></p>	<p>Please make an appointment to meet with a Disability Advisor by emailing <a href="mailto:disability@hw.ac.uk">disability@hw.ac.uk</a> or through <a href="#">myHWU</a> . The Disability Team can offer information, advice and support for students who have, or think they may have, a disability.</p>
<p><b>Do you know about the content of your programme and how it is structured?</b></p>	<p>You can find out all about your programme by referring to your Programme Handbook. This is available on Canvas and contains all the essential information about your programme, including how to contact key staff and where to find help and resources.</p>
<p><b>Do you know about all the clubs and activities that you can get involved in as a Heriot Watt student?</b></p>	<p>You can find out more about the <b>clubs and activities</b> at Edinburgh Campus, <b>Student Union societies, Sports Union, and Chaplaincy</b> by going to <a href="#">myHWU</a>.</p> <p><b>Wellbeing Activities</b> give you the opportunity to take a small break from busy university life to focus on your own physical and mental wellbeing. Whether you want to meet other students, or find techniques to overcome any stress or anxiety – we offer a wide range of activities and workshops throughout the semester at both <a href="#">Edinburgh</a> and <a href="#">Scottish Borders</a> Campuses.</p>
<p><b>Do you know about all the support available to you as a Heriot-Watt student?</b></p>	<p>Find out about support and services for students in Essential Information: <a href="#">A to Z Guide for Students</a>. This can also be found on <a href="#">myHWU</a>.</p>
<p><b>Do you want to talk to a recent Heriot-Watt graduate who can give you helpful tips and advice?</b></p>	<p>Nobody knows the Heriot-Watt student experience better than someone who has been through it all themselves. We have a dedicated team of <a href="#">Student Success Advisors</a> who are available to offer help and advice to students. Contact them at <a href="mailto:studentsuccess@hw.ac.uk">studentsuccess@hw.ac.uk</a></p>
<p><b>Do you need an answer to a question or need to talk to someone?</b></p>	<p>You can use the <b>Ask HWU</b> tile on <a href="#">myHWU</a>, the Student Portal, to find answers to frequently asked questions, or to ask a question of your own. You can use the relevant tiles on the Portal to book appointments with a range of services including <a href="#">Student Wellbeing Services</a> and the <a href="#">Careers Service</a></p>