

UNDERGRADUATE FRESHERS

**Sarah McCowie
Head Lodge Porter**

- 1. University card.**
- 2. Room key.**

1. UNIVERSITY CARD

Your University card has two main functions at Exeter, access through designated College doors and adding cash on your card to spend on food/drink at the College bar/Servery.

The Catering Manager can advise you on paying for dining events that are held in the Dining Hall.

Access through College doors.

In your first year, you will have access to the following doors.

- The front gate on Turl Street, which automatically locks at 20.00 hours. Make sure that you take your card so you can gain access when the door is locked.
- The Junior Common Room Kitchen, which automatically locks at 21.00 hours.
- The Computer Room, which is known as the Balsdon Suite. This door is unlocked from 08.00 hours until 18.00 hours; however, access outside of those times is by use of your card.
- The Library – card access only (24/7). (No guests or food are allowed).
- **COHEN QUAD (Walton Street)** – access outside of these times 08.00 hours and 17.00 hours is by use of your card.

University card.

- Should you lose your card report the loss to the College Office for a replacement and to the Lodge, so that all card access can be blocked. (£15 charge). Any money that is on your card is not lost; it is on the college Uniware system.
- Upon request and leaving a £10 deposit, the Lodge will issue you with a temporary card until your replacement arrives. Please return the temporary card to the lodge as soon as your replacement one arrives. There is a £10 fee for not returning the card.
- It is a disciplinary offence to lend your card to any other person.

Tailgating – That is when people are waiting for you to open any door, and follow you in.

- Is the person following you in, known to you?
- If you feel uneasy about the person who followed you into the college, contact the duty porter in the Lodge. (01865 279600)

Thieves usually target new students because they see you as a generally trusting person.

Although the Lodge is staffed 24 hours a day, we do not always see who is coming into the College especially when the college is open to visitors from 2.00pm until 5.00pm each day. Stay alert, and contact the duty porter if you deem anything suspicious.

2. ROOM KEYS

- When you leave your room for whatever reason, **LOCK** your room door, do not just close it. It will take a thief no more than 10 seconds to steal your laptop.
- Keep your key on you at all time, because your staircase scout (cleaner) will lock your room if it is un-occupied.
- Should you come to the Lodge and ask for your spare key because you have been locked out by the Scout, Before you request your spare key, you need go and find your scout (AM ONLY) to be let back into your room, the spare key is the last resort.
- Losing your room key will cost you a £50 fee.
- At the end of each term when you leave, you must hand in your room key or you will incur a £50 fee. Should you forget to book out in the Lodge at the end of Term and not hand in your key you may be charged the daily cost of your room until the key is returned.

Guests

- If you are expecting any visitors, you must meet them in the Lodge
- Overnight Guests must be **signed in** at the lodge for 2 nights' maximum stay per week. This is because in the event of a fire, your guest can be accounted for.

Pigeonholes (post box)

Every student has their own pigeon hole which is located in the mail room. Student access is via staircase 2. Pigeon holes are used for the purpose of receiving post, not storing food or clothing.

Keep your pigeonhole as empty as possible by checking it daily.

- Parcels delivered to Turl Street will be scanned upon delivery, once scanned they will be placed in the parcel area within the mail room. Students will receive an email to notify them of a delivery and will need to use the tablet in the mail room to sign upon collection. Email reminders will continue until you have collected and signed for your delivery.
- Any parcel/post that requires a signature, will be kept in the main lodge, students will need to show their QR code for the porter to scan to receive their signed for post.

SOME IMPORTANT RULES – As per the Red Book.

- Do not walk on the grass on the front quadrangle.
- Access to the Fellows' Garden is between 09.00am and 8.00pm.
- Ensure that your bicycle is registered (Monday to Friday 09.00 – 19.00) at the lodge as soon as possible. Do not ride your bicycle around the quadrangles. Cohen residents register at Cohen Quad front desk, Iffley Road residents register with the Hostels supervisor at Exeter House.
- **Read the 'Red Book', RULES FOR STUDENT MEMBERS, and the 'Green Book', THE COLLEGE STUDENT HANDBOOK, both of these books contains a lot of very important and comprehensive information that I have not included in this script.**

Lodge Staff

- The lodge Team are here to help you with any enquiries you may have and will be happy to direct you to the right person if you have any questions. We are here to help and endeavour to make your stay at Exeter happy and safe.
- If junior deans are required, the lodge can contact the on duty junior dean.

Enjoy your time at Exeter.

If you have any questions contact Sarah McCowie (Head Lodge Porter) – sarah.mccowie@exeter.ox.ac.uk or The Lodge lodge@exeter.ox.ac.uk