Cass Business School  
BSc (Hons) Actuarial Science with foundation year  
BSc (Hons) Accounting and Finance with foundation year  
Course Induction Timetable 2017

City, University of London’s induction period, known as “Welcome Week” (25th – 29th September 2017), is intended to formally welcome you to the institution and ensure that you are fully equipped for the start of your course. Attendance at the induction sessions shown below is compulsory unless otherwise indicated. Please ensure that you arrive on time to all events.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
<th>Facilitator/s</th>
<th>Additional Information</th>
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<tbody>
<tr>
<td>Friday 29th September</td>
<td>09:00 – 09:50</td>
<td>Course Director and Course Officer Welcome</td>
<td>AG07b, College Building, Northampton Square</td>
<td>Dr David Smith (Course Director) and Nick Howes (Senior Course Officer)</td>
<td>An introduction to your degree course and structure, and information on administrative support during your studies.</td>
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<tr>
<td>Friday 29th September</td>
<td>10:00 – 10:45</td>
<td>Library Induction</td>
<td>C309, Tait Building, Northampton Square</td>
<td>Catie Tuttle (Subject Librarian for Cass)</td>
<td>An introduction to the University’s Library services.</td>
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<tr>
<td>Friday 29th September</td>
<td>11:00 – 11:30</td>
<td>In-person registration for all (and UKVI checks for international students)</td>
<td>Levels 1 &amp; 2, Rhind Building, St John Street</td>
<td>Student Records team</td>
<td>Collection of University ID cards for ALL new students. City is obliged to check the identity and eligibility to study of ALL new students, so must check everyone’s passport or national identity card and visas where required. We are legally obliged to take copies of international students’ visas and passports as part of the UKVI Tier 4 visa requirements. NB: All students must complete online registration before attending this session. You must bring your confirmation of online registration completion email and passport or national identity card to confirm your identity and nationality.</td>
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<tr>
<td>Friday 29th September</td>
<td>11:45 – 12:15</td>
<td>IT/Moodle Induction</td>
<td>A130, College Building, Northampton Square</td>
<td>Cass IT</td>
<td>A 30 minute introduction to the Cass IT facilities and Moodle, an e-learning tool that you will use throughout your course for online course materials, resources, interactive activities, assessment and communication.</td>
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<tr>
<td>Friday 29th September</td>
<td>14:45 – 15:30</td>
<td><strong>Optional session</strong></td>
<td>Geary, Centenary Building, Northampton Square</td>
<td>William Power (Careers)</td>
<td>Introduction to the Buddy Scheme for students who have signed up to this.</td>
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<td>Buddy Scheme Introduction</td>
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<td><strong>Save the date!</strong></td>
<td></td>
<td><strong>Cass Welcome Party</strong></td>
<td>McQueen’s Bar, Shoreditch</td>
<td>Cass UG Admissions</td>
<td>Tickets will be available from the start of term for this free party for new Cass undergraduate students! Keep your eyes peeled for the party fliers and expect an email invitation in late September.</td>
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<tr>
<td>Thursday 12th October</td>
<td>Evening</td>
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Then….from Monday 2 October your lessons will begin!

**Campus Tours**

Campus tours leave from the bandstand in the centre of Northampton Square every 20 minutes between 10:00 and 16:00 daily from 25th to 29th September. These are led by Student Ambassadors who will take you to key locations around the site. Tours last 30 minutes – no need to book, just turn up and join the next group.

**Freshers’ Fair**

The Freshers’ Fair will take place on Tuesday 26th (12pm – 7pm) and Wednesday 27th September (11am – 5pm) at The Business Design Centre, 52 Upper Street, Angel, N1 0QH. Further details about the event will be posted online at [http://www.city.ac.uk/new-students/your-first-weeks/whats-on](http://www.city.ac.uk/new-students/your-first-weeks/whats-on). This will be a drop-in event throughout the day.

**Navigating around City University London**

The University’s main campus is located at Northampton Square. This is where the majority of your time will be spent. In addition to classrooms Northampton Square is also home to the main library, Students’ Union and the Student Centre.

Northampton Square is approximately 10 minutes’ walk from both Angel and Farringdon tube stations. There are also a number of bus routes that stop close to the campus. The main entrance to the campus is on Northampton Square although there are other entrances on St John Street and Spencer Street which you may choose to use when accessing certain rooms.

Navigating around Northampton Square can seem tricky initially as the campus is made up of several buildings, many of which are interconnected on the 1st floor. Most of the teaching rooms have names that start with a letter. The buildings they are located in are as follows:

- Rooms starting with A are located in the College Building. This is also where the Great Hall is located.
- Rooms starting with B are located in the University Building.
• Rooms starting with C are located in the Tait Building. This is also where the Oliver Thompson Lecture Theatre is located.
• Rooms starting with D are located in the Rhind Building. This is located across the street from the main campus building on St John Street.
• Rooms starting with E are located in the Drysdale Building. The Cass Undergraduate Programme Course Office and Student Study Area are located on the 3rd floor of the Drysdale Building.
• Rooms Birley, Geary, Oakden and Poynton are all Lecture Theatres and are located in the Centenary Building which is often easier to access directly from Spencer Street.

Cass Business School also occupies a building on Bunhill Row which is located close to Moorgate tube station. It takes about 20 minutes to walk between Bunhill Row and Northampton Square sites.

Alternatively you can catch a public bus for part of the route. Bunhill Row is where most of the teaching staff have their offices, and you will have access to the learning resources centre located within the building.

The rooms at our Bunhill Row site are numbered with the first number indicating the floor (i.e. 5010 is located on the 5th floor). Rooms on the ground begin with G and on the lower ground with LG.

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