



THINGS TO DO and THINGS TO BRING

A guide for Freshers

BEFORE YOU GET HERE we advise that you:

- Organize **Ambulance Cover**, especially if you have any known illness or condition – if you are bleeding profusely, unconscious or have broken something we will call an ambulance!! (see <http://www.saambulance.com.au/publicweb/products-amb.html> for more info.)
- Let us know your **intended arrival date and approximate time!**

A **taxi** from the airport will be around \$20 Australian and take about 20 minutes.

If you are arriving after hours or late you may want to ensure that you have a small snack available or coins for the vending machines in the common room. The vending machines dispense chips, soft drinks, chocolate, sweets, and milk. You will need between \$2 and \$5 for a small snack.

Filtered water is available from most sinks in the common spaces. You will need to provide your own container.

ARRIVAL

Collect your key, and any other pre-ordered items from the Residential Duty Tutor or College Central when you arrive (use the phone at the front door of number 45 Brougham Place North Adelaide to contact the Duty Tutor if you are arriving on a day other than Saturday 19th February 2011 or after hours).

Someone will assist you to your room and give you a brief orientation: stairs, bathrooms, kitchens, common rooms, laundry, dining hall etc.

On “Moving-In Saturday” you will be able to pay fees, set up phone and computer accounts, collect bike storage, music room and car park keys between 8.30am and 12 noon. College Central is not usually open on weekends or after-hours.

On “Moving-In Saturday” a welcome BBQ for parents and residents will be held on the College Lawns from 12noon until 1pm. This will be followed by a Compulsory orientation sessions will be held on Saturday afternoon for all new residents. If you are unable to attend these sessions due to academic commitments please advise the College with details of what prevents you from attending the session you need to miss.

YOUR RESPONSIBILITIES ON ARRIVAL

Paperwork:

You are obliged to complete a “room condition report”, otherwise known as an *inventory*; it is your acknowledgement of the condition your room is in on arrival. The form should be in your room. *It is your responsibility to ensure the return of this form to College Central within 2 days of arrival.* This form

will be used to check against the condition of your room when you vacate it at end of contract. If you do not return the form and for whatever reason your room is not in good condition when you leave we will assume the room was in a good condition when you arrived and therefore make claims against your bond for any reparation or cleaning. If you have any questions ask your Residential Tutor or a staff member to assist you.

Handbook:

Each resident is provided with a hard copy of the Handbook. The College Rules and Conditions Governing Residency are included within the Handbook. These documents are also available on the Lincoln Intranet. As a resident you have already signed a contract stating that you will abide by these rules and conditions so you must read them.

It is each resident's responsibility to familiarise themselves with the policies and information outlined in these documents as they form part of your contractual obligations. You can find out information about residential life here, University services, who people are and when things happen – so it really is in your best interests to read it as soon as possible.

WHAT WE HAVE AND WHAT YOU NEED

Bed/Study rooms:

Each bed/study room contains a bed base and mattress, desk, bookshelves, wardrobe/closet, pin board, swivel study chair, and mattress protector, heater, waste paper bin, mirror, curtains, carpet, internet cable point, towel rail, telephone directory and telephone. You are not permitted to bring your own bed without written approval from the Principal.

Please note: International students will receive linen for 1 week from arrival but then must purchase their own bed linen. Whilst Adelaide has a mild and temperate climate nights can be cold – especially for those from hot humid climates such as Malaysia/Singapore

Kitchens, Wet areas and Laundry:

Coin-operated Washing Machines and Tumble Dryers are provided in the Laundry. Irons and Ironing boards are set up (free of charge) in the laundry and other areas around college. Wet areas and common areas are cleaned regularly by the Housekeeping staff. You will need to organise dishwashing equipment for personal items of crockery and cutlery. Two outdoor clothes drying areas are accessible for residents only.

Personal Items:

Medication and prescriptions. If you have a serious or life threatening condition it is best to let your Residential Corridor Tutor know what and where your medication is.

The college does not provide adequate feminine hygiene products. Condoms are available from a coin-operated machine in the Scott building.

Women: you will need to ensure that you have a system in place for adequate disposal of feminine hygiene products – they must be disposed of in the correct bins not down the toilet or in regular bins.

Communications:

We have one public phone in the Administration building. Phone cards for the public phone system can be purchased in North Adelaide from various newsagents. We have a fax in the office that students can use through arrangement with College Central Staff. Faxes will be charged at a commercial rate. Internet cables for your room can be organised through College Central. A computer lab is available and open 24 hours per day with limited technical assistance. You will need to sign for a key for this privilege. All room phones have free calls to rooms in college. All phones have message capacity.

WHAT TO BRING (many of these items are of course, optional and will depend on personal preferences):

- Toiletries and toiletry tote basket
- Laundry hamper/basket and washing powder, pegs
- Drying rack for room (optional – dryers and drying area provided)
- Coat hangers
- Towels and linen including quilts and pillows (International students all receive complimentary linen for the first week of occupancy)
- Books, stationery, computer disks, cd ROMs, pen drives etc.
- Stereo (earphones are essential if you wish to listen to your music at any volume!!),
- Television, VCR, DVD player (TVs available in common rooms. A limited number of VCR/DVD players are available.)
- Bar fridge (Drip trays must be used for bar fridges in rooms and are available from the Administration Office on weekdays.)
- Labelled microwave containers and other containers for personal food items and late dinner orders
- Personal computer and printer (A computer lab available is available which has both computers and printers),
- Camera
- Scanner
- Grooming equipment such as hairdryer, curling tongs, and shavers
- Alarm clock
- Study/reading lamp
- Power board if you have a number of electrical appliances – safety certified with safety switch and individual switches.
- Bicycle – must be stored in bike shed or bike racks
- Musical instruments such as guitars, clarinets, flutes – able to be practiced in the music rooms and quieter instruments may be played in your bed/study room
- Casual clothing and footwear
- Formal and semi-formal attire for special occasions such as Formal and Mentoring Dinners, Dances, Balls etc. eg:
 - o Men; suit or jacket, shirt, tie and trousers (not jeans)
 - o Women; dress or skirt and shirt/blouse or "dressy" trousers (not jeans),
 - o Traditional dress for international students
 - o Appropriate footwear (not sandals or sporty shoes)
- Sports equipment, uniforms, long sports socks and footy boots, hockey boots, sandals, etc. in blues and yellow of course....
- Money for sports shirts, t-shirts, Lincoln jumpers, stubby holders and other Lincoln paraphernalia
- Your address book and a few favourite photos!
- A great attitude and a community spirit!

WHAT NOT TO BRING:

- Blow heaters, bar heaters, electric blankets- these will be confiscated if brought into College
- Microwaves
- Toasters
- Non-automatic switch-off kettles
- Home brew kits or illegal substances or firearms
- Chemicals and poisons
- Pets other than small fish in small tanks (and remember, staff will NOT look after them when you are away)
- Candles, incense, oil burners, roach bombs and any other open flame or smoke-making devices
- Double adaptors
- Any electrical equipment in disrepair or too aged to pass security standards – eg. Frayed cords on irons, shavers or hair dryers.

Things you can bring if you feel you need them **but that cannot** be used in your room – only in the kitchens and which **must not be left unattended** whilst in use:

- Toastie or sandwich machines and presses, electric grills
- Rice cookers, slow cookers,
- Blenders, food processors
- Electric woks, electric frypans, and
- Any other electrical or fuel powered cookware or equipment

Please note that nebulisers and other breathing equipment are medical items that you can use in your room but that we would appreciate being recorded with your Residential Corridor Tutor or with maintenance.

If in doubt, it is always best to give the Dean, Assistant Dean or Administration a call to check what you are allowed to bring or not bring to the college.

Contact admin@lincoln.edu.au or +61 8 8290 6000