

Introducing UCL Professional Services to students...

Welcome to UCL Support Services

hosted by Students' Union UCL

Planning your induction programme: We have created four identical 75-minute-long live sessions to introduce professional services to incoming students called 'Welcome to UCL Support Services'. These four sessions will all take place on **Tuesday 29 September** and students will need to attend any one session.

Each service area will give a short introduction to what they offer (similar to an in person induction talk) and then attendees will be sent further content related to each service by email after the talk. The sessions will be relevant to all incoming students, regardless if they're studying on campus or remotely. These sessions will be hosted on MS Teams. Students who are not able to attend a session will be able to watch recorded versions online.

Session	Time	Notes
Session 1:	08:30 – 09:45	(aimed at students ahead of UK time zones)
Session 2:	11:00 – 12:15	
Session 3:	14:00 – 15:15	(hosted by Postgraduate Students' Officer)
Session 4:	16:00 – 17:15	(aimed at students behind UK time zones)

Services Included:

Student Support and Wellbeing
 Careers
 OVPA
 ISD
 Library Services
 Security
 and Students' Union UCL



Please encourage your students to attend one session by including the time and date in your induction communication, alternatively give students the choice of which session they attend by including more than one.



Have a large cohort of students ahead of UK time? Session 1 is more accessible. Have a large cohort of Postgraduate students? Session 3 will be hosted by Jim, the Postgraduate Students' Officer.



Students will be required book onto the session directly through the Welcome to UCL App, please follow the instructions we send you in your induction communication with new students.

What to do now

- Choose one or more sessions, at a time that works best for you and the time zones of your students and include this in your welcome communication.
- Promote the Welcome to UCL app as much as possible in your induction communication - students will be able to sign up for the session(s) there.
- If you're not already a member, join the Student Induction Forum Teams group.
- Let us know which session(s) you'll be asking your students to attend - this will be useful for us to understand the anticipated audience size. Use the form in the Student Induction Forum teams group.



You do not need to book or reserve space in a session for your students, but we appreciate you letting us know if you're including these in your timetable. In August you'll receive instructions to share with students so they can book onto a session via the Welcome to UCL app. All sessions will be the same and there is no student number limit for each of the sessions.