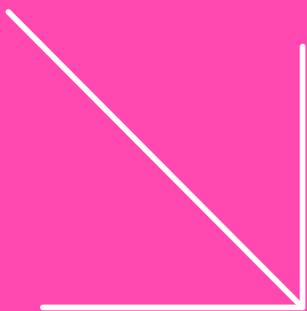


WEL -  
COME

GUIDE

2016 -

17



---

# CONTENTS

---

1

Welcome to LCC

2

Getting set up

3

How we can help

4

Support for international students and study abroad

5

Get involved

6

Making the most of College facilities

7

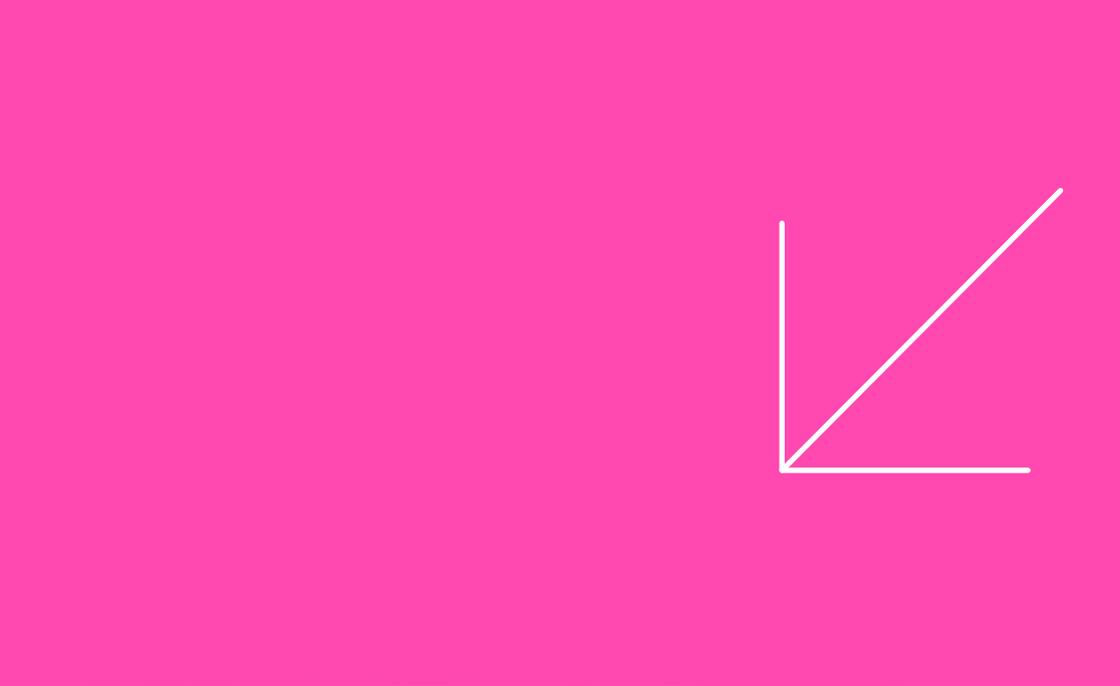
Work and funding opportunities

8

If things go wrong

LONDON  
COLLEGE  
OF  
READY  
SET





WEL-  
COME ✓  
TO  
LCC-20  
16-  
17

## 1 ■ Welcome to LCC

Welcome! There's a lot going on at London College of Communication and we've done our best to come up with a guide packed full of need-to-know information to help you make the most of your time at the College, starting from day one.

You're joining a creative community of around 5,000 students and we want you to enjoy the experience.

Most of the time you'll be lucky enough to stumble across exciting projects, clubs and other opportunities, but sometimes you have to seek them out.

This guide tells you where you'll find information on inspiring and exciting activities, joining societies and sports clubs and how to go about meeting like-minded – or not so like-minded – people.

It includes information about fantastic University resources you can use such as our in-house recruitment agency, Artstemps, where you can find work placements; and Careers and Employability where you can find out how to get funding for your creative business ideas; how to sign up for evening classes; and how to access our impressive technical facilities.

This guide also aims to cover the less exciting but still important stuff such as where to go for advice on finances, accommodation and who's there to help when you need someone to talk to.

We can't wait to see what you bring to life at LCC. And remember, we're here to support you along the way.

**Good luck!**

## 2 ■ Getting set up

It's easy to tap into the latest news and events and find out about work placements and networking opportunities happening across the College. Here's how:

### **Student pass**

The College operates a strict no pass no entry policy to ensure security within the building, so please remember to bring your student pass with you every day. Students are still encouraged to be vigilant with their belongings, especially in busy areas like the Library and the canteen.

### **Your College email address**

It's really important that you regularly check your College email account. This is where you'll receive all important news from LCC and it's the best way to keep in touch with the University. You can set up an auto-forward from your LCC email to your personal address to make sure you don't miss anything.

### **E-bulletin**

Keep a look out for this regular bulletin, emailed to your LCC

email address, full of news, events, upcoming opportunities, work placements, exhibitions and lots more.

### **Moodle**

Our virtual learning environment (VLE) is where you'll find course-specific information and your timetable: [moodle.arts.ac.uk](http://moodle.arts.ac.uk)

### **Showing off your portfolio**

As you develop your portfolio of work, you can share it with the world via the Showtime facility: [showtime.arts.ac.uk](http://showtime.arts.ac.uk)

### **You can also keep in contact in all the usual places:**

**LCC news blog** via LCC homepage [arts.ac.uk/lcc](http://arts.ac.uk/lcc)

**Facebook** [facebook.com/londoncollegeofcommunication](https://facebook.com/londoncollegeofcommunication)

**Twitter** @LCCLondon

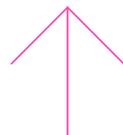
**Instagram** @LCCLondon

**Flickr** [flickr.com/photos/lcclondon](https://flickr.com/photos/lcclondon)

**YouTube** [youtube.com/user/artslondonlcc](https://youtube.com/user/artslondonlcc)

**LCC Events** via LCC homepage [arts.ac.uk/lcc](http://arts.ac.uk/lcc)

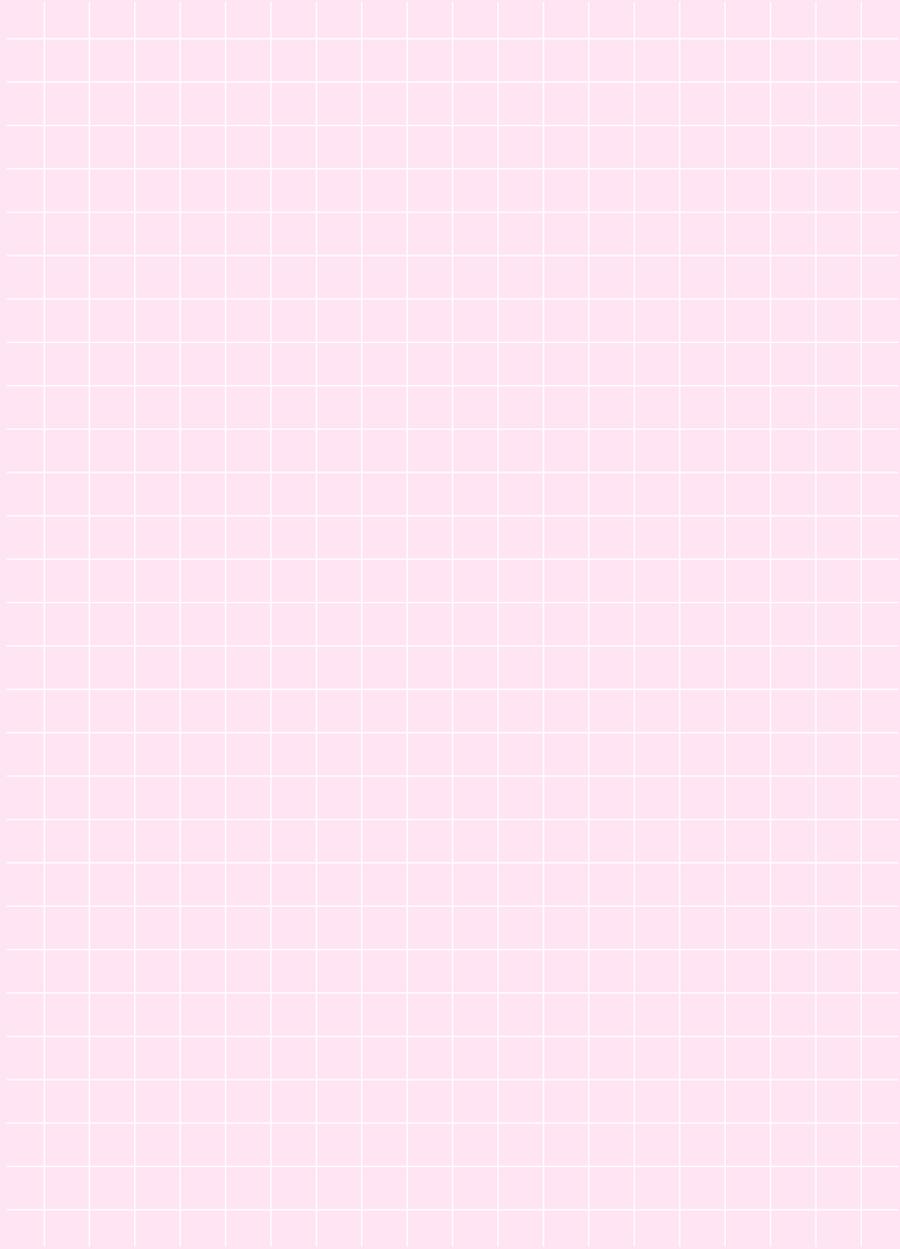
WELCOME



GETTING  
SET  
UP



NOTES-



LOND-  
DON  
COLL-  
EDGE OF  
HELPING  
HANDS

## 3 ■ How can we help

At LCC we offer an extensive range of services to support students through all kinds of challenges and help you make the best of your time here. Here's a round-up of some of the services that you might find useful.

### Ask at the Information Centre

The Information Centre is the first port of call for any questions you might have about just about anything, including:

- Replacement ID Cards
- Letters including council tax, bank and status letters
- Help with accessing Moodle
- Changing College login details
- Collection point for bursary cheques

**Where** Go to Reception at the Main Entrance, LCC

**When** Monday to Friday, 9.30am – 4.30pm

**Telephone** 020 7514 6599

**Email** [info@lcc.arts.ac.uk](mailto:info@lcc.arts.ac.uk)

### Help with money, immigration and personal issues

When you have to deal with your own money or immigration matters for the first time, or if other things happen that affect your studies, it's important to know there are specialist staff on site available to help. The staff in the Student Services area specialise in Student Advice, Student Counselling, Health Advice and Disability and can help with many support matters.

**Where** Student Services

**When** Monday to Friday, 9.30am – 4.30pm

**Telephone** 020 7514 6590

**Email** [student.services@arts.ac.uk](mailto:student.services@arts.ac.uk)

**MyArts** Search 'student services'

### Improve your academic performance

Academic Support provides additional guidance to develop and enhance your independent learning strategies and skills. A team of experienced tutors from a range of art, design and media backgrounds work across courses and programmes to develop the skills that will underpin your success at university and beyond.

**Where** LCC Learning Zone

**When** Monday to Friday, 9.30am – 4.30pm

**Telephone** 020 7514 6607

**Email**

[academicsupport@lcc.arts.ac.uk](mailto:academicsupport@lcc.arts.ac.uk)

**UAL Website** Search 'academic support'

### Disability advice and support

The Disability Service provides confidential advice and support for disabled students including those with dyslexia, long term health and mental health issues, sensory or physical impairments and autistic spectrum disorders. Disability Advisers are based in the Student Services area.

**Where** Student Services

**When** Monday to Friday, 9.30am – 4.30pm

**Telephone** 020 7514 6156

**Email** [disability@arts.ac.uk](mailto:disability@arts.ac.uk)

### Health and Safety advice

Our Health and Safety Adviser can help you with advice on how to complete risk assessments for projects, exhibitions, work placements and any other College activities. If you need extra assistance during fire evacuations due to a disability, the Health and Safety Adviser can work with the Disability Service to develop a personal emergency evacuation plan for you.

**When** Monday to Friday,

9am – 5pm

**Telephone** 020 7514 6614

**MyArts** Search 'health and safety'

### University IT Services

The University's IT Services provide students with access to secure IT systems across UAL. IT provide 24/7 support services, host UAL accounts and email, maintain WiFi and enable access to computer and printing facilities at each UAL site.

You can find out more about what University IT Services does in the Student Service Catalogue. For more information about software discounts for students, digital learning and IT terms of use go to MyArts.

**Telephone** 020 7514 9898

**MyArts** Search 'IT services'

**Website** [myit.arts.ac.uk](http://myit.arts.ac.uk)

### MyUAL App

MyUAL is a free mobile app providing core digital services including print credit and top-up, College maps, library information, UAL news, Moodle and timetables.

MyUAL offers a convenient way to access information and services without having to sign on to multiple systems.

**UAL Website** Search 'MyUAL App'

# HOW CAN WE HELP?

## 4 ■ Support for international students and study abroad

### Support for international students

The International Development Office offers advice and support to all international students. If you have a query or comment about your experience at LCC, our International Experience Officer, Chris Bryant, is happy to help. He can also point you in the right direction if the team can't offer the services you need.

**Where** W208, 2<sup>nd</sup> Floor, Workshop Block

**When** Monday to Wednesday and Friday, 10am – 4pm

**Drop ins** Chris will hold drop in sessions every Thursday, 10am – 4pm, in the Information Centre for general international queries

**Telephone** 020 7514 8494

**E-mail** [c.bryant@lcc.arts.ac.uk](mailto:c.bryant@lcc.arts.ac.uk)

### Information about international exchanges and placements

The International Development Office also offers advice to any student interested in participating in an Erasmus/international study exchange or work placement. All exchanges and work placement arrangements are specific to individual courses. Opportunities will be promoted during the first year of the course.

**Where** T411, 4<sup>th</sup> Floor, Tower Block

**When** Monday to Friday, 10am – 4pm

**Telephone** 020 7514 2251

**E-mail** [mobility@lcc.arts.ac.uk](mailto:mobility@lcc.arts.ac.uk)

**UAL Website** Search 'exchanges'

### Becoming a Student Ambassador

Be paid to support a variety of internal and external events that promote the work and ethos of LCC and the University. Sign up with UAL's student temp agency, ArtsTemps, to register your interest.

**Email** [artstemps@arts.ac.uk](mailto:artstemps@arts.ac.uk)

**MyArts** Search 'ArtTemps'

### Outreach Student Ambassadors

Our Outreach Student Ambassador programme enables you to make creative education at LCC open and accessible for all, by working with young people in partner schools and colleges. Training is provided and the University will carry out a DBS check.

**E-mail** [g.waters@lcc.arts.ac.uk](mailto:g.waters@lcc.arts.ac.uk)

**UAL Website** Search 'outreach'

SUPPORT FOR  
INTERNATIONAL  
+  
STUDY ABROAD



## 5 ■ Get Involved

### Students' Union

On enrolling at the University as a full or part-time student you automatically become a member of your Students' Union (SUARTS).

SUARTS is the body that represents students across all Colleges at the University and is led by democratically elected officers.

The Students' Union run the following services:

#### • Creative Opportunities –

These include external exhibition spots and one of the largest creative networking and buddying schemes in the country.

#### • Sports and Societies –

This is the best way to meet other students from across UAL, with groups ranging from Capoeira classes to the African Caribbean cultural society.

#### • Advice –

SUARTS offers an independent and impartial student advice service. The advice team can help if things aren't going how you expected them to and believe that every student's course experience should be fair and equal.

#### • Course Representatives –

Your course will elect a course rep who can support you to make your course better and listen to your feedback.

### • Events –

You can hire out the Darkroom Bar at LCC for your event for free. Contact Bar Manager Bliss Wilson for more information.

**Email** [b.m.wilson@su.arts.ac.uk](mailto:b.m.wilson@su.arts.ac.uk)

**Where** Main Office: Students' Union, 1<sup>st</sup> Floor, 272 High Holborn

**When** Monday to Friday, 10am – 6pm  
**Telephone** 020 7514 6270  
(LCC: 020 7514 2116)

**Email** [info@su.arts.ac.uk](mailto:info@su.arts.ac.uk)

**Website** [suarts.org](http://suarts.org)

### Find housemates, tips, recipes and advice

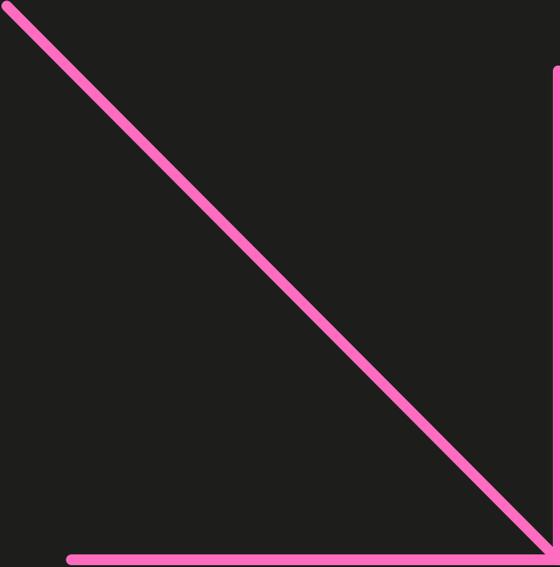
Commonplace is a great website run by UAL students which includes a swap shop noticeboard to find house/flatmates, swap skills and collaborate with students from other courses and disciplines. Also available is a student-illustrated guide to eating and hanging out in Elephant and Castle, the area around LCC. You can also find illustrated FAQs, maps, recipes and advice about living in London and studying at UAL, all from existing students.

You can also contribute to the content or post an ad on the swap shop just by logging on with your student ID and password.

**Website** [commonplace.arts.ac.uk](http://commonplace.arts.ac.uk)

GET INVOLVED

LONDON  
COLLEGE  
OF



GETTING  
YOUR  
HANDS  
DIRTY

## 6 ■ Making the most of College facilities

### College opening times

Term time hours:

Monday to Friday: 8.30am – 9pm

Saturdays: 11am – 5pm

Sundays closed apart from Library

Hours will vary outside term-time.

### Technical resources and facilities

As an LCC student you have access to a range of impressive facilities including industry standard workshops, studios and equipment. Access arrangements to certain resources are subject specific and scheduled on a priority use basis.

Most of our open access facilities are accessible after completing an induction session and subject to availability. Access is at times prioritised for some specific courses.

Our technical resource structure enables all students, where possible, to explore all of the College's technical facilities. For full information on all of our technical resources check the LCC Technical Passport or visit the LCC Technical Moodle page.

### Library Services

Library Services supports teaching, learning and research within the Learning Zone and individual study within the Silent Zone.

Services include a variety of resources: books, journals, DVDs, e-books, e-journals, databases, printers, computers and more.

You will be offered a library introduction and tour at the beginning of your course where you can find out much more; speak to your course team for details about your induction.

**Where** 1<sup>st</sup> floor, Tower Block

**When** Term time: Monday to Friday, 9am – 10pm; weekends, 10am – 8pm. Hours will vary outside term-time (see website for more information)

**Telephone** 020 7514 6527

**MyArts** Search 'library services'

### Learning Zone

These are located within the Library at LCC and also in the Library at CSM, King's Cross. Both are informal, flexible student-focused group working spaces with IT facilities and staff to help you.

**Where** LCC Library / CSM Library

**When** Term time: Monday to Friday, 9am – 10pm; weekends, 10am – 8pm (term time only, see website for holiday opening times)

**Email** [learningzone@arts.ac.uk](mailto:learningzone@arts.ac.uk)

**UAL Website** Search 'learning zone'

### Archives and Special Collections Centre

The University's Archives and Special Collections Centre, based at LCC, holds a remarkable range of archives and special collections with strengths in film making, sound arts, graphic design and the history of printing.

The Centre houses many different collections including:

#### Stanley Kubrick Archive

The archive spans Kubrick's entire career from his time as a photographer for Look Magazine to his final film Eyes Wide Shut. It includes records created during the making of his films, fan letters, correspondence, memos and equipment.

#### Tom Eckersley Collection

Eckersley, a poster arts teacher, established the first graphic design course in Britain at London College of Printing, a former incarnation of LCC. This collection contains many of his posters, magazine covers and original artwork showing his work processes.

### London College of Communication Archive

Among the printing history-related collections is the London College of Communication Archive. The collection contains materials relating to the activities of the College and its predecessor bodies, from 1893 to the present day.

This area can get very busy so it is best to book an appointment.

**Where** Well Gallery, LCC

**When** Monday to Friday, 1pm – 5pm

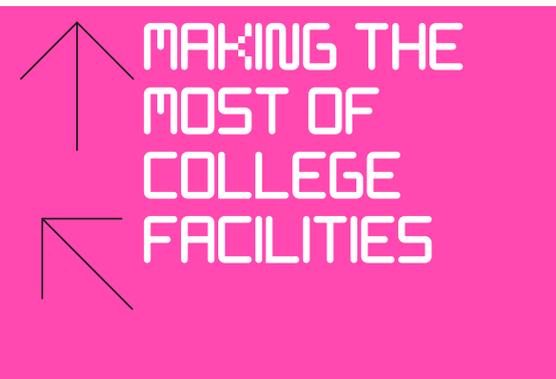
**Telephone** 020 7514 9333

**UAL Website** Search 'archives'

### Research at LCC

LCC has renowned practitioners and theorists specialising in film, contemporary practices and histories of photography, communication studies, sound arts, graphic, information and service design, as well as spatial design.

The College hosts two world leading research centres: UAL Photography and the Archive Research Centre (PARC) and the Centre for Research in Sound Arts Practice (CRiSAP), as well as several research forums open to established and emerging researchers. →





These include:

- **Photography and the Contemporary Imaginary**
- **Design Activism**
- **Conscientious Communicators**
- **Documentary**
- **Gender and Sexuality**

Research outputs include artefacts and objects, exhibitions and events, journals, books and publications, digital archives and information systems.

**UAL Website** Search 'LCC research'

### Language Centre

If English is not your first language, a range of support is available to you. A team of tutors work across the Colleges, providing help through tutorials, classes and workshops during the academic year. These are free to students on a main course at UAL.

Evening courses are available in French, German, Italian, Japanese, Mandarin and Spanish, taught in the context of art and culture.

**Where** 272 High Holborn.

English language support is also offered at each of the Colleges.

**When** Monday to Friday, 9am – 5pm (evening classes are 6pm – 8:30pm)

**Telephone** 020 7514 2309

**Email** [language-centre@arts.ac.uk](mailto:language-centre@arts.ac.uk)

**MyArts** Search 'language centre'

### Peer Mentoring

Mentoring is an opportunity for students to share knowledge, make connections and support each other.

Student mentors from the 2nd and 3rd years are available for informal meetings to answer any questions you may have about your course or life as a student at LCC. Mentors provide valuable support by sharing their experience of individual courses, the College and the surrounding area.

**Email** [lcc-peermentoring@arts.ac.uk](mailto:lcc-peermentoring@arts.ac.uk)

**Telephone** 020 7514 6505

### Quiet space and multi-faith room

The quiet space in the Workshop Block is multi-functional and can be used for a variety of activities including first aid, expressing milk and washing prior to prayer.

The multi-faith space is next to Lecture Theatre B in the Tower Block, and is available to all staff and students for quiet reflection and prayer.

**Where** 1<sup>st</sup> Floor, Workshop Block, W102. Ground Floor, Tower Block, TG12

### Student Storage Facility

In this space students can leave portfolios, models and other bulky items, reducing the need for students

to take work home each day. The Student Storage Facility can be found in the Workshop Block alongside the Kit Room.

A range of lockers has been installed across the College for students to store personal items and project work throughout the term. Lockers can be booked for up to two weeks.

**Where** W236a, 2<sup>nd</sup> Floor, Workshop Block.

**Moodle** Search 'LCC Technical Resources'

### Gender neutral toilets

The College is committed to providing facilities for everyone. Gender neutral toilets can be found across the site.

**Where** 4<sup>th</sup> Floor, Media Block. Rear of Typo Café. 7<sup>th</sup>, 11<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup> Floor, Tower Block

### Showers

Showers are available for both students and staff.

**Where** Ground Floor, Workshop Block. 11<sup>th</sup> and 14<sup>th</sup> Floor, Tower Block

## Work and funding opportunities

### Careers and Employability

As a student or graduate you can...

- Find jobs and internships on the Creative Opportunities jobs board and through UAL's temping agency ArtsTemps.
- Develop the skills you need to get a job, freelance or start a business using our extensive online resources and practical guides and workshops, guiding you through everything from CV writing and interview skills to pricing your work or producing a business plan.
- Attend exciting and informative events and industry talks which take place throughout the year across UAL's six Colleges and during Creative Enterprise Week (November) and Graduate Futures Week (July).
- Access funding to help develop your practice or start your own business and opportunities to showcase your work at exhibitions and trade fairs.
- Benefit from a mentor to help support your transition into professional working life.
- Get practical information about your Intellectual Property (own-it.org) and how to make work, sell work, find work and network.

**UAL Website** Search 'careers'



## 8 ■ If things go wrong

All students from time to time have issues they wish to resolve, from questions about where to get support to concerns they may have. It is important to us that any problems are dealt with promptly and we hope that the following information will outline the support and processes available to you.

The first point of contact is your Course Leader who will be able to resolve the majority of your queries.

A second point of contact is your student representative on your course or a member of the Students' Union. You can contact the Students' Union for confidential advice and support via their website: [suarts.org/help/advice](https://suarts.org/help/advice) or on 020 7514 6270.

Alternatively, you can seek advice through LCC's Information Centre, located next to the Reception desk. The staff there will be able to direct you to the full range of support and advice services.

LCC's Complaints and Appeals Officer will be able to advise you on our complaints and appeals processes and procedures as well as offering advice prior to submitting an Extenuating Circumstances form for consideration.

You can contact them via the Information Centre, or directly on 020 7514 6633 or [student.complaints@lcc.arts.ac.uk](mailto:student.complaints@lcc.arts.ac.uk)

We always want your feedback to make LCC better. You can give feedback on your course experience through your student representative at your Course Committee, the School Board of Studies, the Dean's Forum held once a term or through the College Forum held once a year. If you wish to know more about the nature and timing of these meetings please contact the Information Centre.

Fuller details about the procedure can be found via the Students' Union website: [suarts.org/yourunion/coursereps](https://suarts.org/yourunion/coursereps)

IF THINGS  
GO WRONG

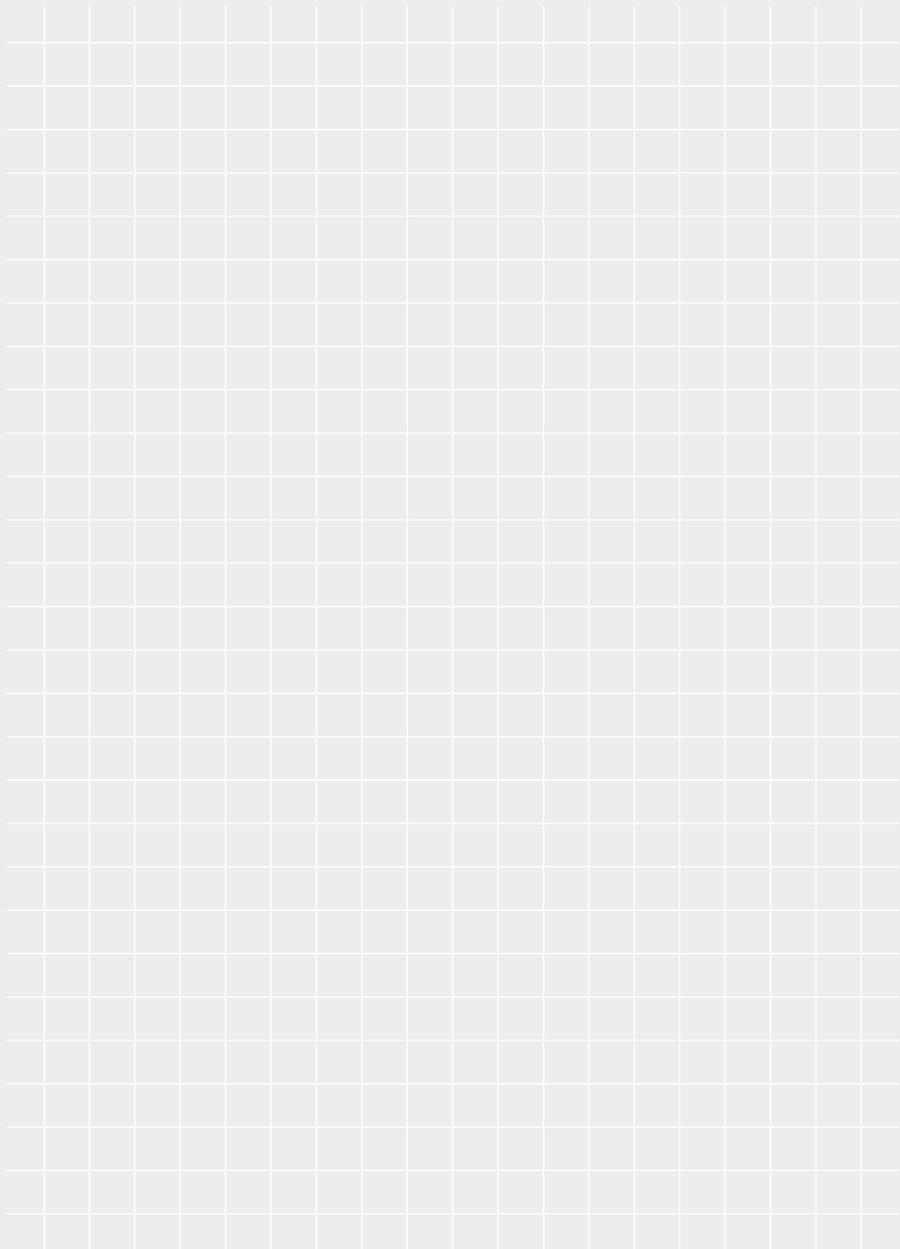
## 9 ■ Make the most of it

As you explore the College, finding intriguing workshops in its depths and breathtaking views from its heights, enjoy this once in a lifetime opportunity to try out new experiences and form friendships with other future creatives.

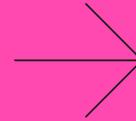
LCC is part of the largest creative community in the world and this is your time to start collaborating, realising dreams and building foundations for your future. The contacts you make here will stay with you throughout your career.

MAKE  
THE  
MOST  
OF  
IT

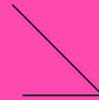
NOTES-

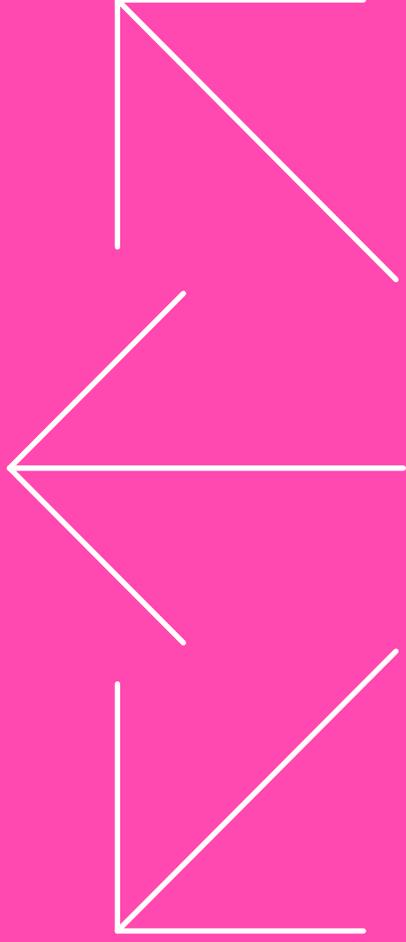


LONDON  
COLLEGE OF  
COMMUNICATION



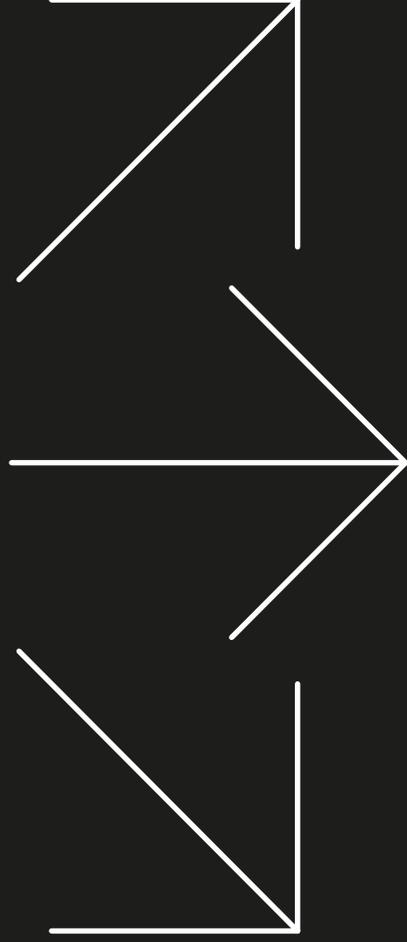
IS WHATEVER  
YOU WANT  
IT TO BE



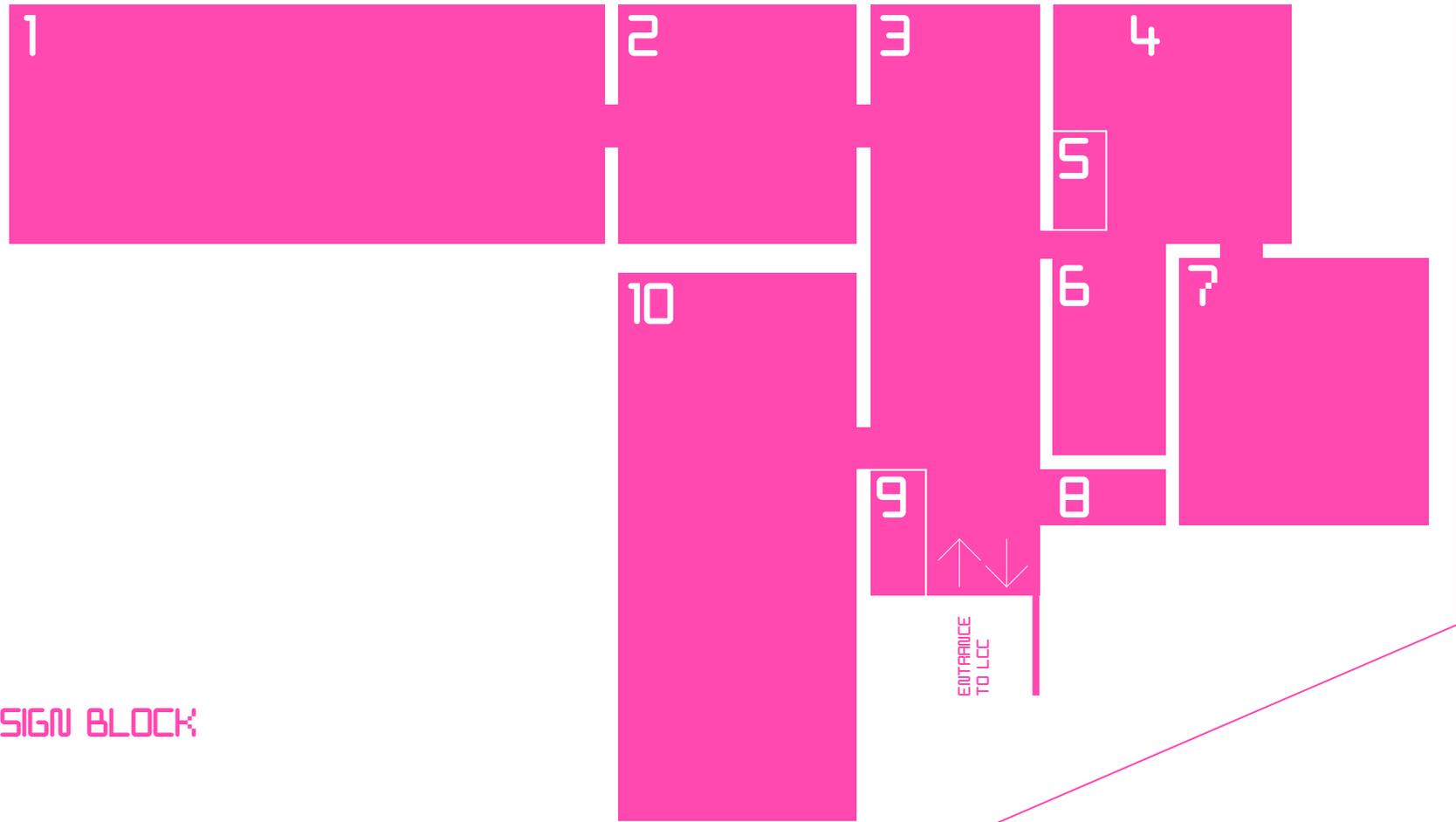


# OF LONDON COLLEGE

# SALESBILITIES SSATON



# COLLEGE MAP:



## KEY:

- 1 MEDIA BLOCK
- 2 WELL GALLERY + DESIGN BLOCK
- 3 UPPER GALLERY
- 4 CANTEEN
- 5 SHOP
- 6 LIBRARY
- 7 TOWER BLOCK
- 8 TYPO CAFE
- 9 INFORMATION CENTRE + STUDENT SERVICES
- 10 WORKSHOP BLOCK

ELEPHANT  
& CASTLE  
PENINSULA

OUR ADVICE IS  
THROW YOURSELF  
INTO LIFE AT LCC;



IF YOU SEE  
SOMETHING  
HAPPENING  
YOU LIKE,  
JOIN IT;



IF YOU CAN'T  
SEE IT,  
FIND IT;

AND IF IT'S  
NOT THERE,  
START IT

