

GRADUATE FRESHERS

1. UNIVERSITY CARD

Access to College doors.

- The front gate on Turl Street, which automatically locks at 20.00 hours.
- The Middle Common Room – Graduates.
- The Computer Room, which is known as the Balsdon Suite.
- The Library.
- Exeter House doors.
- **COHEN QUAD**
- Should you lose your card report the loss to the College Office for a replacement and to the Lodge, so that all access can be blocked. (£15 charge).
- Upon request and leaving a £10 deposit, the Lodge or the Hostel Manager 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.
- Losing card late at night. Ring the lodge – 01865 279600, explain your problem to the night porter who will ask you some questions to verify your identity. The night porter can electronically unlock any door for you.

Tailgating.

- Is the person following you in, known to you?
- If you feel uneasy about the person who followed you into the college or your accommodation at Iffley Road. Contact the duty porter in the Lodge.

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 times.
- If you leave your door unlocked the Scouts will lock them.
- Losing your room key will cost you £50.

3. PIGEONHOLE in Exeter College (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.

4. 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.

Any Questions? Contact the Head Lodge Porter – Sarah McCowie
sarah.mccowie@exeter.ox.ac.uk or the Lodge lodge@exeter.ox.ac.uk