

PART G – COMMUNICATIONS AND CONTACTS

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G.1 COMMUNICATIONS AND CONTACTS

Your contact information

It is important to keep your contact information up-to-date, via the Student Self Service website www.ox.ac.uk/students

Mail and Email

If you change your address (either home or lodgings) you must notify the Academic Office in writing, using the form available from either the Academic Office or the Lodge. You should also update your records on the Student Self Service Website www.ox.ac.uk/students

All mail for members of the College is put in the pigeonholes in the Lodge. Students living in off-site College houses should use the main College site as their address, as there are no facilities for dealing with mail in the off-site houses during the vacations and once students have left College.

The post is delivered daily (except Sundays and Bank Holidays) to the Lodge. All students should ensure that their correspondence is collected daily from their pigeonholes. Parcels should be collected as soon as possible after delivery. Students should also check email daily, as this means of communication is used by tutors and College administrators for important matters.

The Lodge does not forward mail and students should make their own arrangements. Students who have left St Hilda's or are on a year away will have their mail returned to sender.

Students leaving St Hilda's on completion of their degree must inform all of their correspondents of their change of address. The College cannot continue to redirect mail indefinitely. Mail for undergraduate students will be returned to sender from the end of August and mail for postgraduate students from the end of September. The Royal Mail operate a forwarding service and this can be accessed at www.royalmail.com.

Status and Official Name Changes

Any student who marries or otherwise changes their status or official name before taking their degree should inform their tutor and the Academic Registrar in writing, and indicate the name by which they wish to be known. It may be necessary to provide identification documents, such as a passport, or deed poll notification.

Messenger

The College employs a messenger, who delivers official letters during the term (without charge) to other colleges and University institutions. Letters are collected from the box in the Lodge at 10.00 am and 4.30 pm Monday - Friday and at 10.30 am on Saturday. Details of the messenger post and what the messenger will and will not carry are available at the Lodge.

Grocery/Takeaway Deliveries

Grocery or takeaway deliveries for students will not be accepted at the Lodge unless the student is there to sign for and collect the delivery.

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Fax

Please note that students are **not** allowed to send or receive fax messages through the official College fax numbers and the College will not deliver any that are received.

Information

The Oxford University Press publishes a Pocket Diary for each academic year. This gives the dates of term, degree days, examinations and various University events; also general information, e.g. names of University staff and telephone numbers of University institutions. The diary can be bought from the Oxford University Press bookshop (in the High Street) and from most booksellers and stationers.

In an emergency, callers should contact the Lodge, Academic Registrar, or relevant tutor and leave a message, which will be relayed to the student as soon as possible.