

BORDERS



COLLEGE

Charity No. SC021180

Working Together

Student Services

Session 2011/12

- ✓ General Help and Advice
- ✓ Articulation Support
- ✓ Course Information
- ✓ Transport Arrangements
- ✓ Funding Support
- ✓ Learning Support
- ✓ Welfare Support
- ✓ Careers Advice



INVESTORS
IN PEOPLE







Student Services

At Borders College we have a team of dedicated Student Advisors on hand to provide advice and support to all our current students as well as any prospective new students.

We are based in the Student Advice Centre at the new Scottish Borders Campus but also arrange Advice Clinics throughout the year at our Newtown St Boswells and Hawick Campuses where our Advisors offer specialist advice on a range of matters, including

- ✓ General Help and Advice
- ✓ Course Information
- ✓ Funding Support
- ✓ Welfare Support
- ✓ Articulation Support
- ✓ Transport Arrangements
- ✓ Learning Support
- ✓ Careers Advice

You can drop in to see one of our Student Advisors for an informal chat or make an appointment in advance either by giving us a call on 01896 662516 or by contacting Reception at the Newtown St Boswells or Hawick Campuses.

General Help and Advice



Joanna Jaworska

Joanna is the Student Advice Centre Receptionist. She will be able to help you with general information and advice. If you need further help and assistance she will be able to tell you who the right person is to help and will be able to make an appointment for you to see or speak to the relevant person.

Contact details:
01896 662516

Course Information



Fiona McAllan and Susan Mason

Fiona and Susan are Student Advisors with specialist responsibility for all the course information and how to apply for courses at College. They will be able to give you further information and advice on

- What courses we offer
- How to apply for a course
- The interview and admissions procedure
- Career and progression opportunities



Contact details:
admissions@borderscollege.ac.uk
01896 662519 or
enquiries@borderscollege.ac.uk
01896 662534

Progression Opportunities



Lita McHale

Lita is the Articulation Support Adviser at Borders College and is based in the Student Advice Centre. Lita is able to offer advice and support on a range of issues at critical stages in the progression of Borders College students to HN Borders College courses and to University. For instance, Lita can provide advice about the SAAS and UCAS application systems.

You can make an appointment to see Lita at the Student Advice Centre.

Contact details:
lmchale@borderscollege.ac.uk
01896 662682

Funding Support



Carolyn Chapman and Sandra Imray

Carolyn and Sandra are Student Advisors with specialist responsibility for all student funding support matters. They will be able to give you in-depth information and advice relating to



- Bursaries and Education Maintenance Allowances
- Childcare
- Transport
- Discretionary funds and additional support
- Benefits and how they will be affected

Contact details:

studentfunding@borderscollege.ac.uk
01896 662504/662505

Student Welfare Team



Sheena Gillespie, Helen Chisholm and Vivienne Stavert

Sheena, Helen and Vivienne are Student Advisors with the expertise to provide you with advice and support on many welfare and well being issues which you may face, including



- Personal and emotional support
- Accommodation advice
- Learning support
- Counselling
- Financial advice
- Help filling in forms and applications



They are also supported by **Iona Cranston**, who is a Learning Support Tutor. Iona will be able to provide specialist support if you have mental health problems.

Contact details:

studentwelfare@borderscollege.ac.uk
01896 662506/01896 662680

Careers Advice



Karen Turton

Karen is the Careers Advisor at Borders College. She works with the local careers service and is available in College to provide you with help and advice about

- Career Choices
- Employment opportunities, entering training or continuing further study after college
- Applying to Higher Education through UCAS

You can make an appointment to see Karen at the Student Advice Centre or at any of the College receptions. Alternatively you can contact her directly at Skills Development Scotland on 01896 754884. The website is www.careers-scotland.org.uk and the nationwide local rate telephone helpline 0845 502502 provides quick and easy access to careers services.

Learning Support



Liz Sanderson

Liz is the Programme Leader for Learning Support. She will be able to help provide you with any additional support or advice you may need to enable you to learn and achieve at college. Contact her if you need help with

- Advice, resources and support if you have a disability or health problem
- Additional support with course work if you are dyslexic or have difficulty with Maths and/or English
- Specialist assessment and examination arrangements
- Adapted materials
- Technical support or specialist equipment
- If English is not your first language

You can contact Liz through the Student Advice Centre or by asking your Course Tutor. You can also email her at esanderson@borderscollege.ac.uk. Alternatively you can complete the yellow Student Support Form, which is available from the information displays at your campus reception.

Transport Information



Susan Williams

Susan is the Transport Administrator for Borders College students. She is available to help you with any questions you have about getting to and from the College, and is responsible for providing bus passes and any other transport requirements.

Contact details:

swill@borderscollege.ac.uk
01896 662518

Borders College Students Association (BCSA)



The BCSA is run *for* students *by* students. The BCSA team organises a variety of activities and events to encourage students to try new experiences and meet new people, giving them the wider experience of college life whilst enhancing their learning. The Students Association also has an important part to play in helping to provide events and displays for students on welfare and wellbeing issues, and is one of the valuable links between students and College management.

Helen Chisholm is the Student Association Liaison Officer and her role is to help support students through the BCSA where you will be able to meet and receive support from fellow students with similar interests or support needs.

You can get information about the Student Association by visiting their office, which is located in the stairwell to the Tower at Scottish Borders Campus, or by email at bcsa@borderscollege.ac.uk, or email hchisholm@borderscollege.ac.uk, or phone 01896 662683.

Student Support Services

Borders College is committed to supporting ALL students to help them achieve. If you would like to make a suggestion as to how student services at Borders College could be improved, what other services might be useful, or if you are unhappy with any of the help and advice provided, contact:



Clare Nairn, Head of Student Services
By phone on 01896 662516
or email cnairn@borderscollege.ac.uk.



David Killean, Vice Principal
By phone on 01896 662628 or
email dkillean@borderscollege.ac.uk.

BORDERS



COLLEGE

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www.borderscollege.ac.uk**