



Where to Go in College for Questions About...

Emergencies

In an emergency please contact the Porters' Lodge (01865 277830).

Academic Issues

Undergraduates: If you have a query about your course you should talk to one of your Tutors or, if that is not possible, to the Senior Tutor via the College Office.

Graduates: If you have a query about your course then you should address it to your department.

Accommodation

All maintenance issues can be reported to the Workshop using the Submission Portal: <https://submit.bnc.ox.ac.uk/>.

Batels

Queries about batels should be addressed to the Finance Bursary (bursary@bnc.ox.ac.uk).

Bicycles

If you have a bicycle please ensure that you go to the Porters' Lodge to register it with college.

Bod Card

If your card is broken or lost then please contact the College Office (college.office@bnc.ox.ac.uk).

Dietary Requirements

If you have special dietary requirements please notify the Catering team (kitchen@bnc.ox.ac.uk).

IT and Computer Issues

Please visit or contact the IT Office (computer.office@bnc.ox.ac.uk) for IT support.

Letters Confirming Student Status

Once you are fully registered you will be able to print off a Certificate of Enrolment (www.ox.ac.uk/students/studentselfservice/) which can be used to open bank accounts and for other official purposes. If you need the document stamped, or need something in addition to this, please contact the College Office (college.office@bnc.ox.ac.uk).

Medical Issues

The College Nurse can be contacted via nurse@bnc.ox.ac.uk, and appointments can be booked via www.bnc.ox.ac.uk/collegenurse.

Post

All post will be put in your pigeon hole in the Porters' Lodge.

Tuition Fees/Student Loans

Queries about student loans or the payment of tuition fees should be addressed to the Finance Bursary (bursary@bnc.ox.ac.uk).

Welfare Support

There are a variety of sources of help and support available to students – please check the notice boards on each staircase for information on the Welfare Network.

Other Things

If you have questions about anything else please check the College Intranet (www.bnc.ox.ac.uk/intranet) or the Blue Book, or ask a member of staff, who will be happy to point you in the right direction.