



# London Centre Information 2008

The following information was put together to help you better understand the operation of the AHA Office in London and our expectations of you as a student here. Please read this carefully, and refer to it throughout your time in London.

## AHA International

6 Great James Street, London WC1N 3DA  
Tel: 0207 831 2760 - Fax: 0207 831 2388

## Hours of Operation:

Monday – Thursday 9.30 am – 5.30 pm

AHA Staff Contact Information	Faculty ILACA Fall 2008
Programmes Director, Martin Upham - Mon to Fri morning Email: martinaha@btconnect.com Home: 020 8340 8202 - Mobile : 07886 259297	. James Thompson- Dept. of Art, Willamette University jthomps@willamette.edu, mobile 07503224735
Study Abroad Administrator, Leah Wells - Mon to Fri morn. Email: Leah.aha@btconnect.com Phone: 020 7831 2760	. Lisa Bowers-Isaacson - lisabi@mac.com
Housing Co-ordinator, Maggie Kovacevic At the Centre on Mondays 9.30am - 2.30pm Email: maggie12@btinternet.com Home: 01923 826114 - Mobile: 07952 491520	. Julia Pascal – pascal7038@aol.com . Jean Elliott - ellie.dickens@telinco.co.uk . Zoe Telford - zoetel@hotmail.com . Carole Machin - carole.machin@btinternet.com

## Academic information

### Course Registration – DEADLINE 1:00pm September, 18<sup>th</sup>

You have about a week to choose your courses and finalise your timetable. During that time, you can freely audit classes to make an informed decision. Please check your registration with that posted in the hallway and return your 'Course Registration Form' to Leah before the deadline on September 18<sup>th</sup>. **Even if you don't want to make any changes, you still need to return the signed form.** Don't forget to ask your university if you are not sure about credit transfer.

### Excursions

We expect exemplary behaviour during excursions, this includes being on time and awake! During the week, teachers will take you out on field trips and you will sometimes have to make your way there yourself (your 6 zone Oyster card is valid on the tube, buses and trains). Always make sure you have enough time to travel to your location and that you know the best route. If unsure, refer to your weekly bulletin or ask a staff member.

### Mandatory Group Meeting: every Monday at 12.00 pm (20-30mins) with James, Maggie and Martin.

We will give you your weekly bulletin "What's coming up" filled with information about your weekly schedule and forthcoming events. Theatre and event tickets will also be distributed. If a special circumstance prevents you from attending, please inform a staff member and ask a student to collect handouts for you. If no one collects your tickets, we will assume that you do not wish to use them. Maggie should also be available then for a few minutes if you want to talk about a particular issue in private.

### Travelling Forms

For your own safety it is important that we know where you are, especially if you are going overseas for weekend trips and mid-term break. Don't forget to fill in your travel forms and give them to a member of staff (if you need a form get one from Leah or Maggie).

### Website - [www.ahalondon.org.uk](http://www.ahalondon.org.uk)

The AHA London Centre website is updated at once a week and your input will be greatly appreciated (talk to Leah about submitting articles or photos). On it you can find excursions photos, administrative data (forms, weekly bulletin, timetable...), academic information, all about the AHA centre and practical info about London and its surroundings.

## London Centre Facilities

### General behaviour

6 Great James Street is a beautiful listed Georgian building—we know you will take great care of it! Please help us to keep the building clean by not leaving food or drinks lying around, avoiding spills, and placing your gum and paper in the bin. The building dates from the 18<sup>th</sup> century and the wood panelling the classrooms is original so it's important that you do not pin anything to the walls. Our stairs are also quite uneven, so take great care when on the stairs and do not run or push each other. Please also remember that the Centre is a quiet building, so no shouting or loud singing (yes, it happens!).

**The Centre applies a strict no smoking policy. This includes the threshold and the area immediately outside the building.**

### Administration

Leah and Martin are always available to answer any queries. Please note that the office telephone is not available for student use except in an emergency. The copy machine is available for university business only.

### Food and drinks

**Please do not eat or drink in the computer room and library.** Food can be eaten almost anywhere else in the building (like your classroom or in the student lounge), but keep in mind you should **only discard food remains in the big bin in the kitchen**. Cold water from the kitchen tap is perfectly drinkable. Please, bring your own cups and keep them with you. If you do borrow one of our cups or mugs we ask that you return it to the kitchen and wash it.

### Keep yourself informed

Always check the front hallways for academic updates, useful information and things to do around London. And don't forget to have a look at the website for your weekly schedule and for excursion pictures. And if you're not sure about something, just ask us!

### Student Lounge (basement)

We hope you will make this room your own and feel comfortable in it. It is an ideal spot for a chat, to have lunch or type away on your laptop. All we ask is that you keep the room tidy and respect your fellow students. The refrigerator located in the student lounge is for your use, we just ask that you please label any food placed in the fridge with your name. **Also remember food waste should only be disposed of in the trash cans in the upstairs kitchen.**

### Study areas

The study rooms open and close with the centre (see hours above) so computer and internet facilities are available ONLY on class days. The premises will be locked up after the last class finishes for the day. Please remember all study areas are quiet areas so please no loud headphones, talking, etc.

#### . **Library** (rear annexe, first floor)

You can relax with a book in the Library and also research and write essays. Books can be taken overnight; please sign them out and back in. *Thank you for putting books back where you found them* (refer to the coloured labels).

#### . **Computer room** (rear annexe, first floor through library)

The Computer Room is equipped with desktops (with wireless internet access) and a printer. Be considerate of your fellow students; if anyone is waiting for a computer for academic reasons, limit your time. **If you are the last person to use a computer for the day, please shut down the computer before leaving the room.** We have wireless internet access available all around the centre so you can use your laptop in the library, student lounge or in your classroom in between classes. Please note that laptops should not be used during class.

### Reaching your teachers

Their contact details are on the front page. Teachers also have letter trays in the admin office (the room between Leah and Martin) and you can drop messages and essays for them there. Martin, Maggie and Leah all have mail boxes in the front office. The faculty lounge is in the basement and you might find teachers there before classes start.

***We welcome you to the London Programme and wish you a very enjoyable stay in Great Britain!***