

Higher Education Student Handbook 2025/26



Contents

03	Welcome
04	Induction
05	HE Contacts & Enrolment
06	Attendance and Absence Reporting
07	College Policies and Procedures
08	Careers
09	Supporting You
11	Safeguarding and Welfare
12	Widening Participation and Financial Support
13	Our Facilities
15	Where to Eat
16	Digital Skills
18	The Library
19	Library Information Advisers
20	Common and Study Rooms
21	Get Involved Student Council/Governor
22	Key Dates
23	Key Contacts

Welcome!

“It is my pleasure to welcome you to the start of your academic journey at Lincoln College University Centre. This handbook outlines the support you can expect to receive to ensure that you experience an enjoyable and informative transition into Higher Education (HE).

We understand that you may be filled with a variety of emotions as you look to the year ahead but I want to reassure you that the team at Lincoln College University Centre are here to support and answer any questions that you may have.

At the start of your course, you can expect access to our support services and facilities to ensure you are supported whilst studying, providing you with every opportunity to achieve your qualification. You will be invited to an induction programme which aims to highlight essential information and guide you through those first few weeks.



Your overall experience is very important to us so throughout the year you will have the opportunity to provide feedback on your course and student life here. We will also be actively looking to recruit students within the first few weeks to the College HE Student Representative System to support the student community and hope you will consider getting involved.

Should you have any questions regarding your course, please do get in touch with your tutor who will be able to help.

Again, I want to express a warmest welcome and wish you the very best with your studies at Lincoln College University Centre”.

Melanie Watson
Assistant Principal Higher Education

Expectations to Succeed

- Participate fully and commit to producing work of the best possible standard
- Take responsibility for your own learning and wellbeing
- Access support when needed and share relevant information with tutors
- Be considerate and respectful
- Appreciate diverse opinions and learn from others

Induction

Your induction will take place over the first five – six weeks of term. The induction programme is designed to support you to get the best start to your time studying at Lincoln College University Centre.

Your induction will include the following topics:

1. Welcome to the College
2. Introduction to your programme
3. Getting online
4. Becoming an expert learner
5. Student wellbeing and protection
6. Higher Education (HE) policies and procedures
7. Belonging

Your induction programme will be delivered by your course team in collaboration with staff from the Higher Education team and colleagues from across the support departments.

You can contact support departments directly with any queries and you'll find key contact information at the end of this handbook.

HE Contacts

Assistant Principal Higher Education: Melanie Watson

Email: melaniewatson@lincolncollege.ac.uk | Tel: 01522 876204

HE Senior Administrative Officer: Ann Rowntree

Email: he@lincolncollege.ac.uk | Tel: 01522 876398

HE Administrative Assistant: Lynn Freeman

Email: he@lincolncollege.ac.uk | Tel: 01522 876000 ext 6647

HE Student Wellbeing Coordinator: Angie Lester

Email: alester@lincolncollege.ac.uk

Academic Writing Development Officer: Dr Duncan Foster

Email: duncanfoster@lincolncollege.ac.uk

Widening Participation Team:

Email: HEstudentsupport@lincolncollege.ac.uk

HE Quality and Compliance Officer: David Horsfield

Email: dhorsfield@lincolncollege.ac.uk

Library Information Advisers

Email: library@lincolncollege.ac.uk | Tel: 01522 876232

Safeguarding

Email: safeguarding@lincolncollege.ac.uk | Tel: 07580 975854

Enrolment

Before you can enrol with Lincoln College you will need confirmation of how your course will be funded. This is usually a letter from your employer or Student Finance England (SFE).

Apart from exceptional circumstances and with the prior agreement of the College, if we have not received payment of all or part of your fees before the first half term, you will be invoiced an amount equal to what the College should have received by this date from SFE. Failure to pay fees without adequate reason will result in your suspension and withdrawal of access to the College's IT system until payment is received.

Where applicable you will also be required to arrange with SFE for the College HE Admin Officer to have permission to discuss the progress of your Tuition Fee Loan application.

Apprentices studying for a degree do not pay their own tuition fees. These will be covered by your employer. Apprentices cannot take out a student loan, so you will need to cover your own living costs, including housing, travel and materials.



Attendance and Absence Reporting

Attendance is crucial to your success and we expect 100% attendance.

Appointments for the doctor or dentist should be made outside of lesson times wherever possible. Check the College calendar for term dates to help with planning holidays. Exams and tests take place throughout the year.

- Keep us informed of your contact details including email and mobile number, so we can continue to keep you updated
- Absences must be reported as soon as you know you will be absent
- Please log your absence before 8.45am on each day of your absence
- You will need to provide your name, Student ID, course, and the reason for your absence

Important!

Please ensure that your contact details are kept up-to-date.
These can be updated via ProPortal: <https://portal.lincolncollege.ac.uk>

Scan the QR Code below or use the link below for absence reporting

<https://discover.lincolncollege.ac.uk/absence-and-lateness-reporting>



College Policies and Procedures

There are a number of policies and procedures that you will need to be aware of as you may need to make reference to them at some point during your time with us.

You can find the link to all of the appropriate policy documents on Canvas, or using the QR Code/link here: lincolncollege.ac.uk/important-policies-documents

Your personal tutor will ensure that these policies and procedures are fully explained to you as part of your course induction. If you have any questions, please just ask!



Careers - Your Opportunities



Careers Guidance Service

Personal one-to-one careers guidance is available for all our students.

Our fully qualified and experienced careers guidance practitioners provide impartial advice and guidance. Careers Guidance appointments are available throughout the year.

Our Careers Guidance Advisers can help with:

- Career planning and career decisions
- Researching career opportunities
- Next steps after graduating
- Job search and application advice

Book an appointment: https://lincolncollege-uk.libwizard.com/f/careers_appointment

Our service has achieved the nationally recognised Matrix standard for excellence in the delivery of information, advice and guidance.

The College also holds the national Quality in Careers standard achieved through the Career Mark approach.

Our careers website includes information to support you in your career planning and decision making.

This includes Career Coach which provides information about different career choices, skills needed, salaries and job vacancies.

Visit our website at: <https://lincolncollege-uk.libguides.com/careers>



Contact us:

careers@lincolncollege.ac.uk or call our dedicated Careers and Course Information Office on 030 030 32435

Supporting You

Additional Learning Support

The Assessment and Support Team are on hand to support students with Special Educational Needs and/or Disability.

They offer various forms of support, both in and out of the classroom.

They can meet you to find out what type of support you would benefit from which could include:

- Specialist equipment, e.g., Dictaphone, lumbar supports, coloured overlays, reading pens
- Access Arrangements for your exams, e.g., extra time, separate room, reader, scribe
- Out of class support to help you with your studies and for pastoral support
- Strategies to support you in the class, such as extra time

Once they have met with you and agreed a plan, they will liaise with your teachers to ensure they know how to support you.

For more information:

studentservices@lincolncollege.ac.uk
01522 876225

Visit our Student Services pages

<https://lincolncollege-uk.libguides.com/SS/>

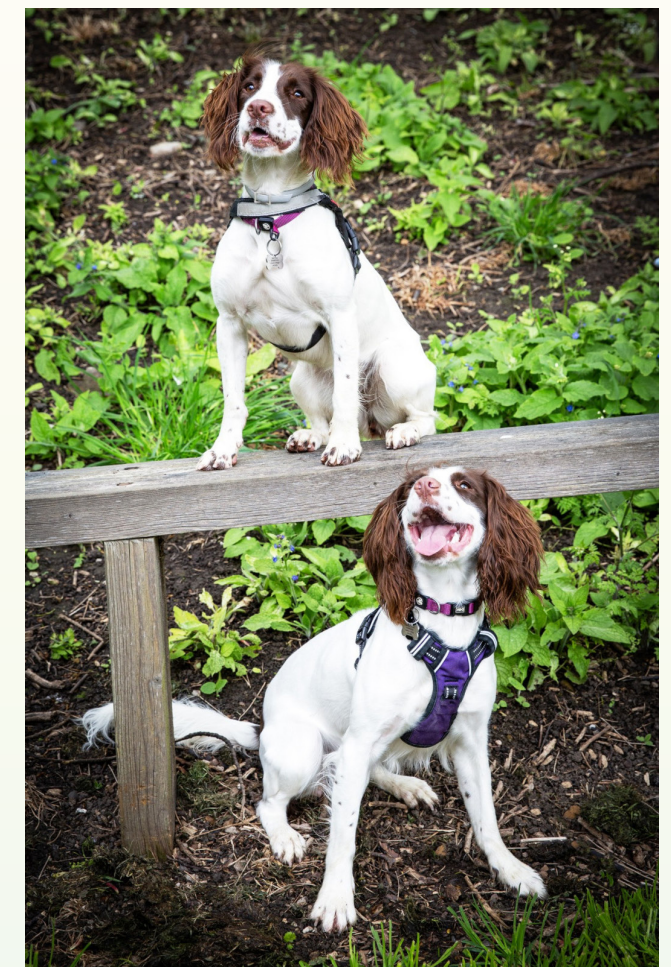


Betty and Margot Therapy Dogs

Betty and Margot are the College's therapy dogs in-training. They joined the College in August 2023.

They can be found across all our sites and in our common room spaces. You can play, cuddle or take them for a walk. You can contact them via the below email:

therapydogs@lincolncollege.ac.uk



We have zero tolerance of sexual violence
and sexual harassment

ENOUGH IS ENOUGH!

Unwanted 'jokes', comments of a sexual
nature, suggestive remarks....

WE WANT TO KNOW!

Visit our Sexual Violence and
Harassment webpage to learn more, view
policies or contact safeguarding.
[www.lincolncollege.ac.uk/support/
sexual-violence-and-harassment](http://www.lincolncollege.ac.uk/support/sexual-violence-and-harassment)



Call | Message | Email

Safeguarding Team 07580975854
safeguarding@lincolncollege.ac.uk

Safeguarding and Welfare

Lincoln College University Centre puts your welfare at the heart of all they do. To support this there are a number of areas within Student Services you can connect with:

- The Safeguarding Team
- Assessment and Support Coordinators for Mental Health
- Counsellors

Safeguarding

Safeguarding are there to support and advise both staff and students where there are concerns that someone is being abused, maltreated or there is some impairment to their health and development. These could be issues related to physical or sexual abuse, as well as bullying, cyberbullying, drugs and alcohol, domestic abuse or peer on peer abuse amongst other issues.

The Safeguarding Team are contactable on the Single Point of Contact (SPoC) on:

07580 975854 or

safeguarding@lincolncollege.ac.uk

Calls and emails are monitored 8.30am to 4.30pm
Monday to Friday

Counselling

The College have qualified counsellors who are available for short term interventions (six sessions) to help and support you with issues that may be impacting on you. This could include a significant life event or emotional difficulties you may be experiencing, as well as mental health issues such as anxiety or depression.

Counselling is available via the Student Services team who will assess your needs and identify the best support for you

Single Point of Contact

The SPoC is there to ensure that staff and students have a clear line of communication with the teams and that concerns are recorded properly and allocated to a member of staff.

This ensures that concerns aren't missed and that any referral or enquiry can be given to the right person to respond.

Drop In Service

Drop In is a service provided by Student Services at Lincoln and Newark. The Drop In allows you to meet with a member of the team and discuss any issues impacting on you. This is done in private, and the focus is very much on your thoughts and feelings and can relate to anything that is causing you concern or worry. The team can offer you advice and guidance or refer you on to other support with the College. The Drop In service is available via Main Reception at Lincoln and Newark.

Assessment and Support Coordinators for Mental Health

The Assessment and Support Coordinators are able to offer you support and guidance if you are struggling with your mental health which can happen to any of us at any time. The team are very much focused on getting you the right support as quickly as possible and identifying where the best place is to receive support. It may be that you just need that initial reassurance and guidance on how to help yourself or you may need longer term support which is available internally or externally to College. The Assessment and Support Coordinators are available by either accessing the Drop In services or contacting the Single Point of Contact (SPOC) on **07580 975854 or** safeguarding@lincolncollege.ac.uk

All staff, students and visitors are expected to wear lanyards whilst on our campuses.

This is so that we can be clear who is welcome and part of our community.

In order to keep you safe, you must wear your lanyard at all times.

Widening Participation and Financial Support

Widening Participation is a national agenda which is in place to ensure everyone who is capable of studying at degree level is able to do so regardless of their circumstances and background. Widening Participation activity addresses patterns of under-representation in Higher Education.

For example, some students live in an area which means they are less likely to study to that level, BAME students or those who are care leavers are also under-represented at this level of education.

Lincoln College University Centre believes that all students should benefit from studying and learning, regardless of their background, and we endeavour to ensure that barriers students face are limited.

We are committed to supporting all of our students and wish to ensure that under-represented groups are able to study and achieve their best.

We address areas for improvement through our Access and Participation Plan which can be found on the Lincoln College website

How We Can Support You

The Widening Participation Team offer lots of opportunities to enhance your studies including one-to-one sessions, workshops and seminars throughout the year. These include:

- One-to-one coaching to equip you with skills to be successful in your educational and life journey.
- One-to-one appointments with our academic writing officer to help to improve your critical thinking and assignment structure.
- Workshops and seminars covering topics such as stress management, how to write well and how to write a dissertation.

The team will be in touch to let you know what's going on and how to book.

If you would like to find out more then please contact HEstudentsupport@lincolncollege.ac.uk



Scan to view the Access and Participation Plan

Financial Support

As part of our commitment to the Widening Participation Agenda, there are a number of financial support packages available.

Please see our website for more information on our:

- **Disabled Student Allowance (DSA)**
- **Success Fund (previously Hardship Fund)**
- **Career Degree Bursary**
- **Travel Bursary**
- **Scholarships**
- **Access Scholarship**
- **Returner Incentive**

For more information visit:
lincolncollege.ac.uk/financial-support-career-degrees

Or email:
he@lincolncollege.ac.uk
HEstudentsupport@lincolncollege.ac.uk



Try Our New Support Chatbot!

You can also find out more information using our new chatbot. Scan the QR code or visit:
lincolncollege.ac.uk/he-support-chatbot



Angie Lester
HE Success and Wellbeing Coordinator
alester@lincolncollege.ac.uk



Dr Duncan Foster
Academic Skills Development Adviser
duncanfoster@lincolncollege.ac.uk

If you would like to raise any concerns, please contact the HE Quality and Compliance Officer David Horsfield via email:
dhorsfield@lincolncollege.ac.uk

Our Facilities

Deans Sport and Leisure

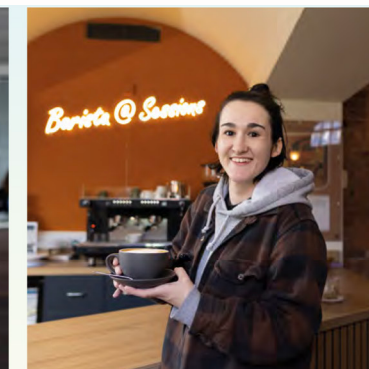
All students are entitled to **free gym membership** at Deans Sport and Leisure (Lincoln campus). Deans relaxed and friendly facilities are there to give students an active experience they'll enjoy. Students can play a range of racquet sports, work out in our Fitness Suite or join one of the vibrant fitness classes on offer. *When available. £10 joining fee required.

Opening Times

Monday-Friday 6.30am-8.30pm

Saturday 8.30am-2pm | Sunday 8.30am-12pm

www.deans-sport.co.uk



AURA

Visit our city centre based hair and beauty academy. This is a commercially run salon with qualified stylists. We offer 10% student discount on all of our services with a valid student card/lanyard.

Opening Times

Level 3 Students - Monday 9am-5pm

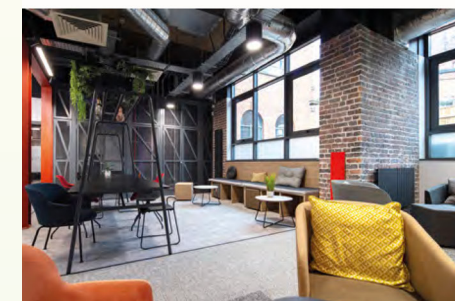
Qualified Stylists - Tuesday-Sunday 9am-5pm

www.auralincoln.co.uk | 01522 576447



The Salon

There are student run training salons at Lincoln and Newark. Hairdressing appointments are available at both Lincoln and Newark. Beauty Therapy treatments can be booked at Lincoln. Weekday and evening appointments are offered to students and members of the public during term time. To make an appointment, telephone 01522 876392 or email thesalons@lincolncollege.ac.uk.





STUDENTS GET FREE GYM MEMBERSHIP

At Deans Sports and Leisure, Lincoln.
Includes Classes. Lincoln College Group Students Only. £10 joining fee required.



Where to Eat

Our campuses at Lincoln, Newark and ASI serve a variety of drinks, hot and cold food to eat in or take-away. Our dedicated catering team prepare all food on site using fresh ingredients that are delivered daily, catering for everyone's requirements.

The CornerHouse

The CornerHouse canteen at Lincoln offers freshly cooked food including daily specials, salad and yoghurt bar, sandwich and sub roll meal deals and confectionery items.

Monday to Friday 7.45am-2.15pm

Deans Coffee Shop

You can also drop in at Deans Coffee Shop at Lincoln for a Costa Coffee, 'Grab & Go' food offer, sandwiches and sub rolls, fruit and yoghurt pots along with confectionery.

Monday to Friday 7.45am-3.00pm

NG24 Canteen

NG24 at Newark offers freshly cooked food including daily specials, sandwiches and sub rolls and confectionery items.

Monday to Friday 7.45am-2.00pm

ASI Coffee Shop

ASI Coffee Shop offers freshly cooked food including daily specials, sandwiches and sub rolls and confectionery items.

Monday to Friday 7.45am-2.00pm

All our food outlets offer contactless payment and accept all major cards at the till points.

We also have a HE Common Room at Lincoln, CHT and Newark campus with kettle and microwave facilities, perfect for relaxing with your packed lunch.

Enjoy a **free Stokes hot drink** on us at the CornerHouse, Deans Coffee Shop, NG24 or ASI Coffee Shop using the voucher below.

We look forward to seeing you soon!

Sessions Restaurant

Lincoln College Sessions Restaurant offers a high-quality dining experience in a city centre location. Enjoy fine dining in our 40 cover dining area, relax in the bar or grab a hot drink and pastry and enjoy the fresh air in our alfresco courtyard. All meals are prepared by our students using locally sourced ingredients. The students are completing nationally recognised qualifications and are supervised at all times.

Sessions House is open daily Tuesday - Friday (Term time only)

- 10am-2pm for coffee and pastries (eat in or take away)
- 12pm-1.15pm lunch (two and three course options available)
- 12pm-1.30pm bar snacks and light bits

Wednesday Evening Fine Dining and Chef Tester Menus:

Tables available from 6pm. Booking is recommended.

To book please call 01522 876343 or email sessionsrestaurant@lincolncollege.ac.uk



Digital Skills

WiFi hotspots are available across campuses. Students simply log in with their College username and password.

Lincoln College Student Computer Account

Your username is your student ID number.

Once you have completed your enrolment you will be sent your login details via text. Please look out for this, follow the instructions and keep it safe.

When you start College you will be provided with further information and details about using the College digital learning platforms.



Microsoft Office 365

All College students have access to Office 365. This provides access to your College email account, Office programs (e.g. Word, PowerPoint and Excel), as well as online storage for your College files through OneDrive. You will need to use your College email address and password to login.



Student Email - Using Microsoft Outlook

Your email address is your Student ID Number@student.lincolncollege.ac.uk. Your College email account is accessed through Office 365. You will receive important information to your email, so it is vital that you check it regularly. Download the Outlook App to your smartphone so you can easily check your College emails wherever you are.



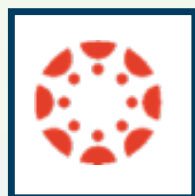
Microsoft Teams

Microsoft Teams allows you to connect to online content and classes. You can use video calling for remote classes and share files between groups. Microsoft Teams allows you to stay connected with your classmates and tutors. Teams can be accessed through Office365 or you can download the Teams App.



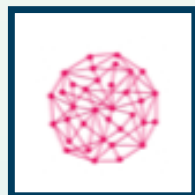
Microsoft OneDrive

Microsoft OneDrive is a cloud based file storing system where you can store your College work while you are studying. You can access OneDrive through Office365 and retrieve your work wherever you are studying.



Canvas Virtual Learning Environment (VLE)

The College VLE is called Canvas. Canvas is our learning platform providing access to your course materials, assessments and communication about your course and College. Download the Canvas App to have your course materials at your fingertips.



Century

Century is an online learning platform used for English and maths to revise, complete assessments and track progress. Expectations of study time and progress will be explained to each student and independent learning is encouraged.



Individual Learning Plan (ILP) & ePortfolio

ProPortal is your online individual learning plan for you to review your learning, set targets and monitor your progress.

Details of how to access your ProPortal account will be discussed with you in your first few weeks.

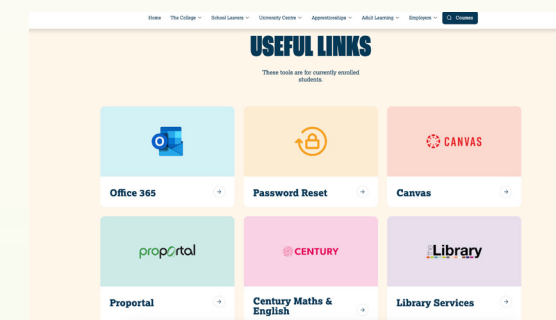


Smart Assessor

Smart Assessor is an online portfolio system used for apprenticeships. The platform is used by apprentices and their assessors to collect evidence of achievement against criteria relevant to their specific apprenticeship standard and or qualifications. Once enrolled, login details will be sent via email.

Studying off Campus

You can access the College resources off campus – simply go to the College website www.lincolncollege.ac.uk and click on Students in the top navigation bar. From here you can access most of the College digital learning platforms. You will need to enter your username and password to log into these platforms when you are off campus. Your username is usually your Student ID number, but when logging into Microsoft, please use your student email address. Your password will remain the same.



Digital Skills Helpdesk

Please contact the Digital Skills Helpdesk for support and advice about using the College digital learning platforms.

Tel: 01522 876234
Email: digitalskills@lincolncollege.ac.uk
Digital Skills Live Chat and website
<https://lincolncollege-uk.libanswers.com/digitalskills>



Printing

You will have a printing and photocopying allowance for each year. There are multi-functional devices (MFDs) on campus which enable you to print, copy and scan. There are MFDs in each library and student accessible MFDs in other locations across campuses.

The Library

Our spacious and well-equipped libraries are designed to provide a safe, supportive and stimulating environment for independent study. The Library opening times can be found at <https://lincolncollege-uk.libguides.com/home>. Students have access to computers and laptops to use within the Library. You can also use your own laptop or mobile device with WiFi hotspots available across campus.

The Resources in the Library are arranged in colour-coded subject zones to help you find the books and periodicals you need. You can borrow up to 20 items at a time.

Providing a reservation has not been placed on an item, loans are automatically renewed four times without you needing to bring your loans into the Library. Items must be returned to the helpdesk every fifth renewal.

Library Pages

Our Library pages can be found at <https://lincolncollege-uk.libguides.com/home> and will provide you with all the information you need to support your studies whilst you are here at College.

The Library pages provides you with access to:

- Online Library Catalogue to search for books and periodicals.
- Discover More is our advanced online search tool providing you with further access to a wide range of resources, eBooks and thousands of full text eJournal articles.
- Live Chat so you can talk to a member of the Library team online during Library opening hours.
- Subject Guides where you can find many useful resources that have been carefully selected for you and your course.
- Study Skills information detailing guides including Referencing, Researching Your Assignment, Time Management, Writing Essays.
- Book a Study Skills appointment on a 1-1 basis with a Library Information Adviser for help and support using the Library, including borrowing items, Click & Collect, postal loans, interlibrary loans, IT, printing and much more.

To access your Library Account, visit our Library pages then click on the My Account link in the top right-hand corner of the page and log in with your usual College login details.

Library Information Advisers (LIAs)

Our team of friendly Library Information Advisers are on hand to help you with your studies. If you already know who your Adviser is, click on their profile within the Library pages to find their contact information. If you are unsure which Library Information Adviser covers your area, search for them via 'By Subject'.

You can also book a provisional meeting with your Library Information Adviser via the Meet the Team page. Appointments can be made up to seven days in advance.

What services do we offer?

The Library Information Advisers (LIAs) are here to support you with your studies here at College.

We are available for group workshops but students can also make appointments to see an Adviser on a 1-2-1 basis for more in-depth support.

LIAs can provide support for the following topics:

- Researching for your assignments
- Referencing
- Evaluating Resources
- Assignment Planning and Writing
- Time management and note-taking skills

Contact the Library team

Tel: 01522 876232

Email: library@lincolncollege.ac.uk

Scan to view Study Skills Support pages



<https://lincolncollege-uk.libguides.com/studyskills>



Gibney HE Common Room

The HE Common Room is located in Gibney Building (Drawing Room) and is a communal area designed solely for HE students. This is a social area with kitchen facilities available. Please make use of it and keep it clean and tidy.

Students are permitted to eat and drink in this area but it is each individual student's responsibility to ensure that litter is placed in the bins provided and that work areas are left clean and tidy for others to use.

The HE Common Room is not staffed, although the security staff will patrol the areas throughout the day. It is therefore essential that students behave appropriately and responsibly at all times whilst using them. If you are concerned about the behaviour or conduct of a fellow student you must report this in the first instance to your personal tutor.



CHT HE Common Room

Students studying at our Christ's Hospital Terrace campus also have a dedicated common room to study, unwind and relax in. This also has kitchen facilities.



Gibney HE Study Skills Centre

The HE Study Skills Centre is located in Gibney Building (G005) and is an area designed solely for HE students.

There are many laptops available to use or you are welcome to bring your own.

If you need any help, our friendly HE Admin team are right next door in G004!



HE Admin Office - G004

Newark College HE Study Room

Students studying at our Newark College campus also have a dedicated study room in the Newark Learning Zone. Students can unwind and relax on the seating area or use the computers to study. The room includes kitchen facilities.



ASI HE Common Room

Students studying at our ASI campus also have a dedicated common room. Students can unwind and relax on the seating area or use their laptops to study at the tables. The room includes kitchen facilities.



Get Involved

Student Council

Your views are really important to the College. There are many opportunities for you to contribute your feedback and ideas to help us to improve the student experience, including joining the HE Student Council or becoming the HE Student Governor.

On the Student Council, you'll attend regular virtual Council meetings throughout the year. All meetings will be held through Microsoft Teams. You'll meet different College staff and have the opportunity to contribute to improving College life.

Student Governor

As the HE Student Governor, you'll attend Academic Affair meetings throughout the year and contribute your ideas and feedback.

If you would like to join the HE Student Council or become the HE Student Governor, please speak with your tutor and let them know that you'd like to take part.

Key Dates

College Calendar 2025/26

Autumn Term 2025

Term Begins: Monday, 01 September 25
Term Ends: Friday, 17 October 25
Term Begins: Monday, 03 November 25
Term Ends: Friday, 19 December 25

Spring Term 2025

Term Begins: Monday, 05 January 26
Term Ends: Thursday, 12 February 26
Term Begins: Monday, 23 February 26
Term Ends: Wednesday, 1 April 26

Summer Term 2026

Term Begins: Monday, 20 April 26
Term Ends: Friday, 22 May 26
Term Resumes: Monday, 01 June 26
Term Ends: Friday, 26 June 26

BIG WELCOME 2025

Join us for free food and drinks and get to know other Higher Education students!

- **Friday 19 September, 4pm - 8pm, Sessions (Lincoln)**

Bank Holidays 2025/26

Thursday, 25 December 2025 (Christmas Day)
Friday, 26 December 2025 (Boxing Day)
Thursday, 01 January 2026 (New Year's Day)
Friday, 03 April 2026 (Good Friday)
Monday, 06 April 2026 (Easter Monday)
Monday, 04 May 2026 (Early May Bank Holiday)
Monday, 25 May 2026 (Spring Bank Holiday)

Key Contacts

College Switchboard | 01522 876000
Examinations Team | 01522 876227 | exams@lincolncollege.ac.uk
Library | 01522 876232 | library@lincolncollege.ac.uk
Special Educational Needs and Disabilities Team |
01522 876225 | studentservices@lincolncollege.ac.uk
Student Services | 01522 876220 | studentservices@lincolncollege.ac.uk
Safeguarding | 07580 975854 | safeguarding@lincolncollege.ac.uk
www.lincolncollege.ac.uk/support/safeguarding-prevent
Digital Skills Helpdesk | 01522 876234 | digitalskills@lincolncollege.ac.uk
HE Admin Team | he@lincolncollege.ac.uk
Library Information Advisers | 01522 876232 | library@lincolncollege.ac.uk
Widening Participation Team | HEstudentsupport@lincolncollege.ac.uk
HE Quality and Compliance Officer | dhorsfield@lincolncollege.ac.uk

Emergency Out of Hours Contact Numbers

Lincolnshire Children's Care Services | 01522 782333
Nottinghamshire Children's Care Services | 0300 4564546
Police | 101 | 999 in an emergency
Samaritans | 08457 909090



Scan for reception opening times
www.lincolncollege.ac.uk/contact-us

Try Our New Support Chatbot!

Got a question?
You can chat with HEnrietta, our virtual assistant, on your phone or laptop. It's quick and easy – ask about support services, college policies, facilities, digital skills and much more. To get started:

- Scan the QR code below using your phone or visit the link:
lincolncollege.ac.uk/he-support-chatbot
- Follow the instructions on screen
- Open a chat and start asking your questions!





Lincoln College
Monks Road | LN2 5HQ
01522 876000

Newark College
Friary Road | NG24 1PB
01636 680680

ASI Newark
Great North Rd | NG24 1BL
01636 680680