Welcome

Law School
Get a stand-out education with us
Welcome to the University of Bristol Law School

Congratulations on achieving a place here in Bristol. Starting university is a busy and exciting time and we hope you have arrived refreshed and ready for the challenge.

The undergraduate team is looking forward to meeting you as you visit us over the coming weeks and months. In the meantime, if you have any queries, or if there is something you are unsure of, do feel free to drop by and see us.

At this stage, there really is no such thing as a silly question – we are here to help. The Undergraduate Office is Room 2.14 on the second floor of the Wills Memorial Building.

This pack contains information that you may find useful.

Look out for...
Law Matters – your regular newsletter from the Head of School
Employability bulletin – a weekly round-up of opportunities, events and more
Key notes for students

**MyBristol**
The MyBristol Portal reflects the latest version of your timetable, log in regularly and note any changes. This is a central hub for key information during your studies. [https://mybristol.bris.ac.uk](https://mybristol.bris.ac.uk)

**Blackboard**
Unit guides for all your Year 1 units can be found on Blackboard, accessed via My Bristol. There is also a Blackboard student information page where you can find forms, policies and other useful information throughout your studies. [https://ole.bris.ac.uk](https://ole.bris.ac.uk)

**Email**
Ensure you check your University of Bristol email account on a regular basis, and get in the habit of using your Bristol account for all communications throughout the duration of your studies.

**University website**
Go to student info for all information relating to units/options, results, personal information at: [https://bristol.ac.uk/studentinfo](https://bristol.ac.uk/studentinfo).

**The Faculty**
For student confirmation letters and transcripts, please contact the faculty at: [https://www.bristol.ac.uk/fssl/official-documents](https://www.bristol.ac.uk/fssl/official-documents)

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**Consultation hours:** all staff have consultation hours during the week when they can meet students on an appointment or drop in basis. Consultation hours will be available on Blackboard and displayed outside staff offices. Please check these as tutors' hours may differ.

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**Meet the team**

**Selena Power**
Student Administration Manager

**Ceri Roberts**
Deputy Student Administration Manager
+44 (0)117 95 45356

**Leanne Jeremy**
Year 1 and Year 2 Undergraduate Student Administrator
+44 (0)117 33 15114

**Kate Baker**
Final Year (including ERASMUS and Study abroad) Undergraduate Student Administrator
+44 (0)117 33 15195

**Lea Mossman**
Visit days and Open days Administrative Assistant
+44 (0)117 33 15694
How to contact us

**Opening hours:**
Monday to Friday 9am-1pm, 2pm-4pm
(daily lunch closure 1pm-2pm)

For general queries:
law-ug-office@bristol.ac.uk

For assessments queries:
law-ug-coursework@bristol.ac.uk

For extenuating circumstances and self-certification forms:
law-selfcerts-ecs@bristol.ac.uk

Where to find us

**Room 2.14 (Level 2)**
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Queen’s Road, Bristol BS8 1RJ

Law School Porter: +44 (0) 117 95 45219

How to connect with us

facebook.com/bristolunilaw
youtube.com/c/UniversityofBristolLawSchool
twitter.com/bristolunilaw
University of Bristol Law School alumni
bristol.ac.uk/law