

# -How to survive going back to school-

Survival Guide in Licence/Bachelor's degree presented by the CQFD Team

# Sommaire

- ★ Becoming a student
- ★ Tools in your pocket
- ★ Find your way on campus
- ★ Digital tools
- ★ Classes: Organisation
- ★ Life on campus: University library
- ★ Life on campus (2):Organizations and services
- ★ Life on campus(3): Feeding yourself

# L'Ours

Editeur: C.Q.F.D. Asso', 43 boulevard du 11 novembre 1918 69622 Villeurbanne CEDEX; Directrice de publication: Manuela Abrantes; Rédactrice en Chef: Emilie Papin; Ont participé à ce numéro: Germain David, Pierre-ozgun Delescluse, Céline Jacqueroud, Axelle Khouma, Sephora Sallis, Florent Taupelet; N°ISSN: 2272-6845; Dépôt légal: à parution; Prix: Gratuit; Parution en ligne: http://cqfd.univ-lyon1.fr; Contact: cqfd.journaletudiant@gmail.com;



Hey you,

Before everything else, welcome to the University Claude Bernard Lyon 1 !!! You're one of us now ;)

At CQFD, we prefer being honest : going back to school is always hell (unless you spent your summer working like a slave or if your holidays were reaaaaally boring... Then it's more freeing than anything )! Don't worry, we all went through it and what doesn't kill you makes you stronger doesn't it ?

Anyway, we will be your allies during this journey, and to help you we present this guide especially made for YOU, young student coming to licence. But if you are in IUT, at polytech or somewhere else on the campus you may still find information that will save you !

Over the next several articles, you will find everything you need to successfully become a student of the faculty! The University of Claude Bernard Lyon 1 has it's own way of operating and we are going to guide you through it : the classes' organisation, the tools at your disposal, where to eat, the best places to sleep... erm, no....to "work".

Enough chit-chat and enjoy your reading !

CQFD Team

★ 🛛 Becoming a student

# Everything you have to know to succeed your enrolment.

First of all if you are an Erasmus student or beneficiated from a particular exchange this part may not help you as we will only give tips about a typical registration, sorry! Go straight to point 3!

If not, please go on :

So let's try to make it simple: there are two types of enrolment, the administrative one (IA) and the educational one (IP).

# **How to succeed your IA**?

There are two steps to this one, take notes, they can be tricky! The first one is done on the web and the second one will be the chain of enrolment.

Don't forget to activate your Sesame account 24h hours after your registration. It is necessary for the continuation of your studies.

During the second part of the IA, please come with all the files, originals and photocopies ! It's not unusual to see student being sent back home without having been registered because one of the documents was missing!

# How to succeed your IP ?

During your IP you are going to pick your classes and decide on the day you will sit them through. So take the time to read about them first !

# And then ?

Congrats, you are registered ! But don't forget to attend the briefing !



# Little description of your student gadgets

# Your student card

Let me tell you, you are going to worship this one! She will open doors, pay for your coffee (if you put money on it first of course), she will permit you to enjoy cuts in lots of stores and she will also embarrass you (that picture man, that picture...).



# Your student ID

On your card, there is a number with 8 digits. This is your student ID. Useful during your exams, as it is your anonymous ID. If the first digit is a 1, change it by a p and here you have your web identifier.

# Your email address

When you register you obtain a student mail address. She is built this way : <u>name.surname@etu.univ-lyon1.fr</u>. We will come back on this later.

# ★ 🛛 Find your 🛛 way on campus

# Le plan du Campus et les bâtiments clés

Here is the campus' map, you better keep it on you at all times... Indeed, the campus is big and full of secrets places that you may need in the future !



# Where to find this map ?

If you want to print it very very big and hang it as a poster on your wall (to learn it by heart) or just simply keep it in your agenda as a treasure hunt map here are the links :

**Online :** <u>http://oscar.univ-lyon1.fr/appli-externe/plan/plans/plan\_campus\_ouest.html</u> **PDF:** <u>http://www.univ-lyon1.fr/medias/fichier/plan-campus-doua-2013\_1411365626149-pdf</u>

# How not to get lost ?

The campus is pretty big. It is going to take a bit of time before you can wander around without getting lost. To help you here is a list of some of the most important buildings.





# Le Quai 43

It is located between the Déambulatoire and the Double Mixte just next to the tram station. In this building you will find the « scolarité ». You may also find the SOIE (for orientation), Cargo (to practice foreign languages)

26-28-30 Avenue Gaston Berger

# La Bibliothèque Universitaire Sciences (BU)

In the middle of the campus, between the stops of Université Lyon 1 and La Doua Gaston Berger. This building is difficult to miss ! Other libraries exist on the campus but this is the main one.

20 Avenue Gaston Berger



# Ariane

You are in Biology/STAPS? This is where your IP will take place. This is also where your C2i classes will be conducted and this is the place where you will be able to do up to 500 printings for free thanks to your ID!

4 rue Jean Baptiste LAMARCK



# Nautibus

You study math, info or computing ? Then most of your classes will take place here and your IP will be there.

8,10 Boulevard NIELS BOHR





# Déambulatoire

We will find the lecture halls 1,2,3,4,5 and 6 (the sixth one being the building Marie Curie just next to the Deambu in Ariane's building direction). If you are in first year, lots of your classes will take place here !

16 rue Raphaël DUBOIS 24 avenue Gaston BERGER 37 boulevard André LATARJET

### Thémis

The lecture halls 7, 8, 9, 10, and 11 and numerous TD rooms are there in the basement and on the first floor.

11 avenue Gaston BERGER



#### Astrée

This building hosts one of the CROUS cafeteria, the "Mission Handicap" (we will elaborate later), a theatre and according to us the best toilets on campus !

### 6,8 avenue Gaston BERGER



#### **SIUAPS**

If you study sport this is your building ! But during holidays everyone can go there to try and build up muscles ! (Ok it may be a bit too late...)

3 - 5 avenue Claude BERNARD



# All the numeric tools to go further and beyond

### Tomuss

You can access it thanks to the faculty website. All you gotta do is click on « Etudiants », then « Licence STS » and then « Outils », there you'll find the TOMUSS icon.

Tomuss will show you the classes you are registered to, what your TD groups are, who are the teachers in charge of these classes, but above all, this is where your grades and averages are. Those grades will show themselves either colored in green or red depending on if you are above or under the average.



The semester are displayed on the right in the menu. On the menu, you will also find a link for your schedule, the name and address of your educational referent and the « bilan Apogée ».

# ♦ ADE

This is the website that will allow you to access your schedule. If there is a problem or if it is weirdly displayed send a mail to your referent or go see the « scolarité »

When there are no problems (and that is most of the time, rest assured), you will be able to consult your schedule week by week.

Do think to consult it everyday, because your classes will always be moving around !

If it seems like you have several classes at the same time, don't worry : it simply means that all of the TD groups are displayed at the same time.





This will be your treasure box ! You will find all of the files your teachers will give you : main classes files, TD/TP files, TD/TP groups, and even sometimes your grades, councils or annals. You will also use the platform to upload your work if your teacher asked you to. Finally, Spiral possesses a mailbox that you will have to consult.

Spirol connect III Dashboard Ressources							•	🕐 Rechercher dans mes ressources 🛛 Q
→ T → Ajouter → B	9 F @ # 1	6 8 🔳 🗉 C						
	< A Mes ressources							
😝 🕨 🚾 C2i niveau 1								
O > CG - PRINTEMPS 2016			1					FORUM AVENIRS
⊖ ► T CML- Cursus de Master en Ingénierie		-1			-7		10 - 5	DES FORMATIONS
⊖ ►	rtilicat informations et						- CONTACT	POUR QUELS METTERS ?
⊖ ► 22 CML_L1_1516			<b>2</b> *			- <u>-</u>	=	51 <b>-</b>
⊖ ► TT English at UCBL	C2i niveau 1	CG - PRINTEMPS 2016	CMI- Cursus de Master en Ingénierie	CMI_L1_1415	CMI_L1_1516	English at UCBL	Evaluation : guide de l'étudiant	FORUM AVENIRS LYON1
E FORDM AVENING LYON1     O >      E Las Instants Pro'	WISTAN 75 .	C. B. Contemport		And Included in the local division of the lo				in the second
Eles Instants Pro     Security Pro	Sector 1	Projet de l'Itaalaart de Liken	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					
Posserelles Univ- BTS	6 3	0						
0 - 2 Physique Générale	<b>V</b>	0	P.	CALL STREET, ST	11/20-			C C C C C C C C C C C C C C C C C C C
Q > 2015-2016	Les Instants Pro'	P.E.L. 2	Passerelles Univ- BTS	Physique Générale	Portfolio -	Réceientation possible	Site TRANVERSALES	Synthèses des
O Annales Examens						au semestre		évaluations des ensei
Bibliographie	1000	-						
Formulaire et guide	and the second second							
O b Liens web	- Alton States	No. of Lot.						
Hecanique du point	- Harden -							
🗢 🕨 🔤 Portfolio -		<b>Z</b> •						
0 . Réorientation possible au semestre de printemps 2011/12 licence	TP Bases de l'Electricité	<b>Tutoriels Spiral Connect</b>						
♥ ► EXSte TRANVERSALES								
O > Z Synthèses des évaluations des enseignements								
😝 🗸 🏧 TP Bases de l'Electricité								
Liens Web								
O Provide de courbes								
TP2: Caractérisation de signaux à l'Oscilloscope								
Implificateur Opérationnel et Pont de Mesure								
● ► Tutoriels Spiral Connect								

# Mailbox OUTLOOK

Did you see on the faculty website an icon looking like an envelope? This is your mailbox ! When connected you will be able to send mails to your teachers, your educational referent and also receive them !

Outlook Web App		Messagerie Calendrier Contacts Tåches 😆 😜					
🕀 nouveau message	${\cal P}$ rechercher des messages et des contacts	Inscriptions 2016-2017					
	BOÎTE DE RÉCEPTION CONVERSATIONS PAR DATE -	← RÉPONDRE					
« Favoris	tout non lu à moi avec indicateur	marquer comme non lu					
Boite de réception Éléments envoyés	[etudiants] recherche de sujets pour une étude 14:10 Bonjour à tous, Dans le cadre d'une étude sur le cou	afficher its 79 destinataires					
LA SEMAIN	LA SEMAINE DERNIÈRE	Α:					
<ul> <li>Boite de réception</li> </ul>		Bonjour, La campagne d'inscription pour la rentrée de septembre 2016 est ouverte en ligne (IA-WEB et rélA-WEB) depuis le 18 juillet 2016.					
Brouillons Éléments envoyés	Etude de recherche rémunérée 22/08/2016 Bonjour à toutes et à tous, Je vous propose de parti	Pour yous inscrine, suivez les instructions sur le lien suivant : <u>http://sciences.univ-hont.fr/studiants/licences.stu/RAccuel</u>					
Éléments supprimés	LE MOIS DERNIER	Si jamais vous n'avez pas validé votre année en cours et que vous avez validé les UE Transversales (TR) de la même année alors vous n'avez pas d'Inscription en TR à faire.					
	✓ X ►	Pour toute autre question relative aux TR, adressez-vous directement à la responsable : PLENET SANDRINE sandrine.plenet@univ-lyon1.fr					
Courrier indésirable	Inscriptions 2016-2017 27/07/2016 Bonjour, La campagne d'inscription pour la rentrée d	Pour toute question relative aux IA, adresser vous à la scolarité : http://sciences.univ-lyon1.fr/etudiants/licence-sts/#Contact_Scolarit%C3NA9					
Notes	recherche sujets pour expérience rémunérée 22/07/2016 Bonjour à tous, Dans le cadre d'une étude sur le cou	Pour toute quection relative aux IP, attendre notre RDV à la rentrée. Cordialement,					
Spiral	Inscription Pédagogique (IP) 2016-17 20/07/2016 Bonjour à tous, J'ai reçu un certain nombre de mail	Enseignunt-Chercheur Untwerste Cause Bernard Livon [					
	[etudiants] Recherche de volontaires pur une éi 20/07/2016 Bonjour à tous, Dans le cadre d'un projet de recherc	Universaire Cudade Pernaita Uprin Laboratolie de Géne Crit et d'Ingénierie Environnementale					

# 🛨 Classes: Organisation

# *From the least to the most important stuff, everything will be explained !*

You will find here a quick description of your classes and your exams. We will also talk about what to do if you missed a class where attendance is mandatory.

# Pattern : Semester => UE => CM/TD/TP

Every year in licence is cut in two semesters :

L1 : S1 and S2

L2 : S3 and S4

L3: S5 and S6

Basically, every semester, all of your classes will change ! This means that every semester you will have to choose new ones, the so-called UE (for "Unités d'Enseignement"). Choose them carefully, they are essential to define what you want to do later !

Every UE are organised in « sequences ». A week has 5 of them => Seq 1 on Monday morning and Tuesday afternoon, Seq 2 on Monday afternoon and Friday morning, Seq 3 on Tuesday morning and Thursday evening, Seq 4 all-wednesday long and Seq 5 Thursday morning and Friday afternoon.

Every UE consists of main classes in lecture halls or rooms, depending on the number of people, but there are also TD(tutorials) and TP(practical exercises) taking place all over the campus (you're gonna travel !). TDs and TPs are done in small groups so don't hesitate and ask questions to the teacher doing these classes!

# Exams : CCI/CCT

Depending on the UE you may be evaluated in two different ways :

→ Final Exam = CCT (Contrôle final)

You will only have a big exam at the end of the semester with a part on the main classes and another on what you saw in TD/TP. If you have less than 10 you will be called to the re-take exams.

#### → Ongoing Exams

You will have two sessions, one in the middle of the semester and the other one at the end of it. Quite handy if the first one didn't go well ;). But beware no re-take exam will be available here ! Also you might have exams throughout the semester in TD or TP.

*CQFD Tip : Every teacher has his own way of grading students. Usually they talk about it on the first main class : pay attention !* 

Documentary evidences of absence / Credentials of absence => je sais pas lequel utiliser You have to attend sessions of TP, TD and sport. But the main classes are not compulsory . If for a really important reason (a death for instance) you cannot attend one of the compulsory classes you will have to send and bring a « document evidence of absence » at your « scolarité » and to the teacher in charge of that class. If you absence is justified then it will be mentioned on Tomuss.

If you are sick and cannot bring yourself to classes then you will need a medical certificate. All of your justifications have to be brought to the scolarité under 48h (or 24h if you missed an exam). You will have to bring the paper to the scolarité but you also have to send a scan of it ! It is important if you want no trouble and no 0/20 appearing on TOMUSS !

# \star 🛛 Life on campus

This year, the library's website was « remade », i will let you take a look at it : <u>https://www.youtube.com/watch?v=FahQ\_JBSyeM&feature=youtu.be&list=PLGXvxznB3RFZWFej</u> <u>2wU7iS5EGJmuOAjqB</u>)

# Enrolment and borrowing terms

As a member of the faculty you don't have to register : you just need to activate your account at the reception.

You're looking for books essential for your studies ? « Annales » ? Or simply to enjoy yourself with mangas, comics or movies ? And it's your first time borrowing them ? Then go to the reception with your student card and an attendant will enable your account. From then on you won't have to go back to the reception every time you want to borrow something !

But then, how to do it alone ? Go to the computers in the middle of the library where 'borne de prêt' (=loan terminal) is written. Then you pass you card under the laser light and you put your book where there is an ink splatter (you will see what i mean )and normally you will hear a littLe sound meaning everything is going as it should. Don't forget to logout !

And movies ? You have to go to the reception on ground floor, no other way !

# The many libraries of Lyon 1

# - Bu Sciences :

This is the main one. There are 4 levels where you can work. You will also find computers to work on and several documents to help you in your studies. There are also workrooms for 2/3/4/6 persons.





#### BU Math :

Located in the Jean Braconnier building. It is reserved to researchers, grad student, master's students in math, student preparing the "CAPES" or the "Agregation". It has two levels and 65 seats.

### - BU INSA :

It hosts 350 seats and more than 60 000 books on Engineering sciences and on Human and Social Sciences. As you are a part of Lyon 1 you can borrow them.



#### - BU Education :

Located near the Croix Rousse subway station. There are 274 seats and you will be able to borrow documents, use computers or the photocopier.

#### - BU Santé :

The libraries of Rockfeller (subway station : Grange Blanche), of Lyon Sud (ss : Oullins), or of odontology (ss : Laennec) can host you ! But they are almost always at full capacity and will rarely be able to welcome you.

# Library online and on your phone

On the library's website you can consult documents, book them, consult your account, book working rooms and many other things i'll let you discover : www.portaildoc.univ-lyon1.fr/bibliothegues/les-bu-lyon-1/

A new App has just been launched : Affluences. It will let you know the attendance in your library and also give you some information about it.



# Fed up with work? What if you found out everything the campus has to offer!

This list is not exhaustive but includes some services that may help you!

# The organizations

Lyon 1 hosts a lot of organizations and let just say there is one for everyone's taste !

#### - CQFD :

(Hey, that's us !) We are the students and science paper of Lyon 1. We release a paper edition twice a year but we also publish articles on our website and on our Facebook page. Moreover, we are a great team who loves to innovate !



### - AELBO :

It is the Association of Students of Lyon in Biology of Organisms. If you're interested in small and huge creatures but also plants then don't hesitate, they will be pleased to welcome you ! You can find them in the Déambulatoire opposite the Cyber Café.

#### - Avanza :

It is an organization about awareness in sustainable development and in ecology. They will be able to offer you fruit and vegetables baskets at a lower cost every month. You can also find them in the Déambulatoire opposite the Cyber Café.



#### - Turbulence :

It's the organization of students in Sciences. It's attached to Gaelis. They can offer you some game tournaments and parties. They have at your disposal equipment, overalls, annals and the possibility to use a photocopier. As always, you can find them opposite the Cyber Café !



#### - Biosphère :

You will be able to find them at the same place that describe previously. This organization is attached to the BVE, it offers to students in Biology, Biochemistry and Geosciences every kind of services. It organises parties, trips and it can come to your rescue if you need equipment/photocopies/an overall but also annals.



There you have a list of all the organization existing in Lyon 1, don't hesitate to have a look : <u>http://etu.univ-lyon1.fr/vie-etudiante/associations/associations-etudiantes-744467.kjsp?RH=ETU</u> <u>DIANTS-FR</u>

# Agoraé

This is a solidarity grocery store ! Beyond the fruits and vegetables store, this space, located at the center of the Déambulatoire, allows you to relax, to read books, to play board games, to eat a reheated meal, to nibble in the afternoon (that's not good, the CQFD declines all responsability for your futur extra pounds ...), to meet other students and also to study if you feel like it !



# Mission culture

Their mission ? Give you the chance to participate in cultural workshop such as theater, dance, poetry, jazz, writing for free! Here is the list of stuff you can try out :<u>http://etu.univ-lyon1.fr/activite/culture/activites-artistiques-777666.kjsp?RH=ETU\_CULTURE</u>

But that's not all! The Astrée Building also owns a real theatre and all year long there are numerous shows that you can watch... for Free! Here is the programming :<u>http://theatre-astree.univ-lyon1.fr/</u>

CQFD Tip: The University owns some pretty awesome museums and "collections", here is some information about it: <a href="http://www.univ-lyon1.fr/universite/patrimoine-scientifique/patrimoine-scientifique-de-l-universite/patrimoine-scientifique/patrimoine-scientifique-de-l-universite/p

# Mission handicap (Handicap mission)

If your are affected by a physical, sensory, mental, cognitive, dyslexia handicap or have incapacitating health issues than you have the chance to get some help from the handicap mission. The staff welcomes you, listens to you, informs and advises you. They can also help you setting up files which could help with your studies. You can also have a personal scribe taking notes, transcribing in Braille or adapting your documents in large characters. In brief, they have many services to offer to you.

If you want to get in touch with them, we leave you here the link with the contact details : <u>http://www.univ-lyon1.fr/universite/organisation/mission-handicap-19572.kjsp?RH=ETU\_SANTE</u>

# SOIE

The SOIE is the Service of Orientation and Occupational Integration of Students. Here you have the link that will be useful one day or another : <u>http://soie.univ-lyon1.fr</u>.

The staff is entitled to help and inform you during your cursus as a student. It will advise you for example for your CV (*curriculum vitae*, let's show off our knowledge !) and also your cover letters. You will also be able to look up for information in documents concerning the training in Lyon



1, the different existing jobs and also discover a lot of student placement advertisement if it pleases you.

# BOREAL

This service was made for you dearie ! Basically they will help you with all the administrative stuff but also help you ease into what a student life means in France. They will give you tips and "bons plans". In short they will give you a hand with whatever difficulty you may encounter. Here is a link to their contacts: <u>http://etu.univ-lyon1.fr/boreal-guichet-pour-les-etudiants-etrangers-589172.kjsp</u> Fly their way quickly little butterfly!

# 🛨 🛛 Life on campus(3)

### Have a break have a you know what

# **♦** Izly card :

Izly is a service that allows you to put money on your student ID. With this, you can pay for almost everything on the campus, from the vending machines to the RU, even the Cafeteria. You will receive a mail to activate your account, using the official website : <u>http://www.izly.fr/</u> And if you have a smartpone like 99% of the people, you can download the app on your favorite store. Very useful to put money on your account on the go. Please note that you can only use your card to pay at the RU, while the other services (vending machines, Cafeteria) also accept cash (but no credit card !)

# University restaurant (RU, Resto'U) :

Here you can buy hot meals with starters, main course and desserts, for a little over 3 euros. Like we said earlier, you can only pay with your student card. There are two of them, one near the Jussieu CROUS housing and the other when you follow the road between Quai 43 and Double Mixte. We advise you to go early to either one of them, because stocks are not unlimited. Furthermore, take at least one hour when you go to RU, because eating too fast is bad for your health and your studies !

- Resto U Jussieu : 3 Avenue Albert Einstein 69100 Villeurbanne
- Resto U Puvis de Chavanne : 118 boulevard du 11 novembre 69100 Villeurbanne

# Cafeterias and other

### Cyber Café (Déambu')

Even if you have the same choices than in Astrée, the place is radically different : there are long, rectangular tables with a



lot of people playing cards or computer games, so it is noisier. By taking the window-doors, you can go to the patio and put the final touches to your sun tanning (or not) or simply chill with your friends. This place will be your best friend when winter will come, to buy a coffee or a chocolate before your 8 am lesson (because the Déambulatoire is really really cold, trust us !)

# Kfet / Cafét U (Astrée)

You can watch the students come and go through the wide windows of this nice and lightful cafeteria. Aside from sandwiches, you can buy pasta boxes, pastries, salads, drinks and a lot of other things !



### Double mixte

At the Double Mixte, you can find a bakery with fresh pastries, various sandwiches, pizzas... It's a bit more expensive than the other places, and we know that you are poor like all the other students, so don't go there everyday !

### For the coffee addicts

True men drink coffee. And the University knows that : there are lots of vending machines throughout the campus. For 35 cents, you can buy a delicious (read "Not good but hey, it's still coffee.") coffee to wake you and help you endure whatever class you take next.

# Need a microwave to heat your lunch?

You are free to bring your own meals, and if you want to heat it, there are microwaves in various places : in the room of the students association, in the Cyber Café, at the second floor of Astrée. But there are obviously more students than microwaves, so sometimes you will have to wait, but only for a short time (Pro-tip : That's a joke.)

And here we are already at the end of this guide ! We do hope all these informations will help you survive and make your way across your Licence.

We cannot claim to know everything, so as soon as you are familiar with the university website,

don't hesitate to explore every nook and cranny of it. You will surely find something useful for you ! If by any chance you still have questions after that... Come and ask us ! We love to be asked things, and there are no stupid questions, only stupid people.

Again, welcome back to school, we wish you an amazing school year, and welcome to the faculty !

With love, CQFD !