

SOCIAL STORY GUIDE

**Welcome to Carlow
College, St. Patrick's**

2025 / 26 Connect Guide

This Connect Guide is designed to support you as you start your journey at Carlow College St. Patrick's. The guide aims to help you feel more prepared on your journey.

ESTABLISHED 1782

Index



CONNECT to Carlow College



- [Connect and Student Supports](#) 3- 4
- [Disability Service and Needs Assessment](#) 5 - 7
- [Your New Physical Environment](#) 8
- [Your New Learning Environment](#) 9 - 10
- [Communication at Carlow College](#) 11
- [Communication by Email](#) 12
- [Communication with Lecturers](#) 13
- [Library Resources](#) 14
- [The Carlovian Dining Hall](#) 15
- [Accessing Academic Resources](#) 16



CONNECT to Carlow College



Explore your new Physical Environment -

Discover study spaces, student centres, and other key locations to help you feel at home at Carlow College.



Accessing Academic Resources

Engage with tutoring services, the writing centre, disability support and counselling services to support your successful journey through college.



Build a Supportive Network -

Connect with the Student Representation Team, peer mentors, and academic.

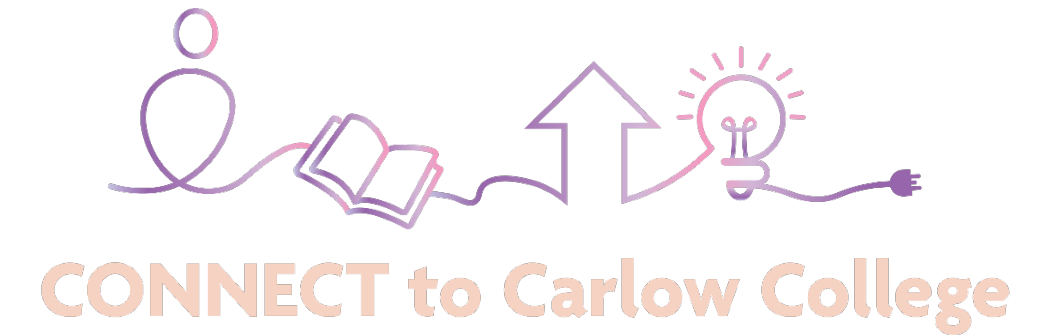


Be Curious!

Take part in cultural events, workshops, and discussions to explore all aspects of college life. A variety of sports teams and clubs and societies are also available on campus.

By exploring these key aspects of college life, you'll be well-equipped to thrive

Student Supports



Academic Advising: Connect with your advisor for guidance on your programme's academic requirements.

Academic Resource Office: Coordinates Disability Support for students with disabilities, learning differences, or long-term health conditions. If you require exam support or other accommodations, please contact Caroline Flinter at academicresource@carlowcollege.ie

Careers Office: Provides accessible information, advice, and opportunities to enhance your skills, career prospects, and overall development during your time at Carlow College. careersoffice@carlowcollege.ie

Health Service: Offers treatment, referrals, and promotes well-being through advice, information, and health promotion. nurse@carlowcollege.ie

Learner & Information Retention Officer (LIRO): Supports students throughout their time at Carlow College, offering guidance and referrals, advocating for students, and collaborating with other college offices. liro@carlowcollege.ie

Pastoral Support: The chaplaincy service addresses students' pastoral and spiritual needs, offering compassionate, confidential support. chaplaincy@carlowcollege.ie

Student Counselling Service: Free, confidential support available to all students through one-on-one sessions, workshops, and self-help resources. counsellor@carlowcollege.ie

Writing Development Tutor: Receive personalised feedback on writing assignments and attend one-on-one sessions or group workshops to improve your writing and academic skills. writingdevelopment@carlowcollege.ie



COLÁISTE CHEATHARLACH
NAOMH PÁDRAIG
CARLOW COLLEGE
ST. PATRICK'S

Academic Resource Office

Disability Service & Needs Assessment

Applying for reasonable accommodations and / or other supports



Documentation

Submit supporting documentation which confirms your disability or diagnosis.



Step
2



Registration

Contact ARO to make an appointment.



Step
3



Needs Assessment

A disability advisor will conduct a one to one needs assessment and negotiate supports with you.

Learning Support

Meet with our Learning Support Tutors who will advise on Learning Strategies and Assistive Technologies.



Step
4



Step
5



Stay in Touch

Visit the ARO on Moodle for updates, training and workshops.

Contact us at: academicresource@carlowcollege.ie

Connect to: Assistive Technology & Digital Skills

Semester One 2025/26



Technology for Organisation	Technology for Reading	Technology for Writing	Presentation of Written Work
Know how to organise and access your digital files. Imagine not being able to find your notes a week before the exams! To avoid this, it is important to store your notes properly.	Develop effective reading strategies using Immersive Reader (IR) in Office 365. Natural Reader for Windows and Web - listen to PDFs, webpages and MP3 files. Tips for Skimming, Scanning and Reading for Meaning.	Use the Dictate feature built into Microsoft Office 365 for speech to text (STT) and spell check. Develop your touch typing skills by accessing free websites to enhance your typing skills.	Know how to meet the presentation requirements when submitting your assignments using Word for Microsoft 365 Nail the basics of spelling and grammar with Microsoft Editor in your assignments and across the web.
Connect Desk Monday Sept 29th 1.00pm - 2.30pm	Connect Desk Monday Oct 6th 1:00-2.30pm	Connect Desk Monday Oct 13th 1.00pm-2.30pm	Connect Desk Monday Oct 20st 1.00-2.30pm

Kindly stop by the Connect Desk on the Main Corridor at the scheduled date and time to explore how assistive technology and digital tools can boost your academic potential.

Search '**Assistive Technology Digital Skills Workshops**' on Moodle for resources and updates.

Caroline Flinter, Academic Resource Office (ARO) Middle House, M27. Email academicresource@carlowcollege.ie





CONNECT to Carlow College

Reasonable Accommodations for End of Semester Examinations

2025/26



Monday 20th Oct 2.30pm-3.30pm
IT Resource Room (M30)

Reader-CPen, Immersive Reader (IR) in Office 365 or **Human Reader** for all final on-site exams

Monday 3rd Nov 2.30pm-3.30pm
IT Resource Room (M30)

Use of a **Microsoft Windows laptop** for all final on-site exams

Monday 10th Nov 2.30pm-3.30pm
IT Resource Room (M30)

Reader-CPen, Immersive Reader (IR) in Office 365 or **Human Reader** for all final on-site exams (repeat session)

Monday 17th Nov 2.30pm-3.30pm
IT Resource Room (M30)

Use of a **Microsoft Windows laptop** for all final on-site exams (repeat session)

Monday 24th Nov 2.30pm-3.30pm
IT Resource Room (M30)

Drop in if you have any questions about reasonable accommodation for your upcoming end of semester exams

Important: Learners across all programmes and stages who have agreed on exam accommodations, including a reader, access to a laptop, or scribe, are strongly advised to attend the relevant training sessions in advance of their end-of-semester exams 2025/26.

Further details on exam accommodation are on our website on the Disability/Learning Difference page.
Contact: Caroline Flinter, Academic Resource Office. Email: academicresource@carlowcollege.ie.
Middle House, M27 059 915 3289

Your New Physical Environment



Getting Prepared

Attend orientation as this is a great way to find out about your course, using the library and college technology and the Student Services available. Explore and find your way around the campus; get a map, locate your lecture halls, dining hall etc. If you have a mobility or sensory disability you should consider asking for an individual orientation session before the start of term so you can become familiar with routes to and from lectures, the library, the canteen etc.

If you can, familiarise yourself with the Carlow College campus. This will help you to know what to expect in the new physical environment. You are welcome to visit the campus before you start your course. A campus tour is also offered as part of first year orientation. If you are unable to visit the campus there are still some things you can do to get prepared:

- [Click here to download a campus map](#)
- [Click here to take a virtual campus tour](#)
- Research and plan how you will get to campus each day.
- Locate areas relevant to you: lecture rooms, library, dining hall, and toilets.
- Try to find a position in your lecture hall / classroom that gives you maximum access to the lecture.
- Locate services you may use such as Student Supports, Library, Dining Hall and Student Resource Building.
- Find a chillout area on campus.
- Locate the quieter areas on campus.



College is different from school. There will be more people, and sometimes it might be noisy, especially during lunchtime. If you know this ahead of time, you can plan where you'd like to go during busy times, like finding a quieter spot to eat or relax. It's okay to take your time to get used to this new environment.

Your New Learning Environment



What to Expect

Transitioning to college can be quite different from your previous educational experiences. College offers less structured guidance and places a greater emphasis on responsibility for your own learning. It's important to understand that while you will be expected to manage and organise your studies, a range of supports are available to help you succeed. These can be found on the Student Supports page [here](#).

Your Responsibilities

In college, you will be expected to take an active role in your education including:

- Attending lectures and classes regularly as relying solely on notes and PowerPoint slides is not enough when it comes to completing assessments or preparing for end of semester exams.
- Preparing for classes by reading class notes, textbooks, journal articles and other recommended materials.
- Taking relevant notes during lectures and other classes.
- Using library resources and online tools to find materials necessary to complete your assignments.
- Completing and submitting assignments by the due date. Make sure you understand your assignments and what's expected. If you are not sure, check with your lecturer.
- Understanding your college's rules and guidelines on writing assignments, including what constitutes plagiarism.

Email Judy, the College's Writing Development Tutor for support developing your academic writing skills. You can contact Judy by email [here](#).



CONNECT to Carlow College

Your New Learning Environment

- **Getting Organised:** One of the first steps to success in college is getting organised. This involves:
 - Staying on top of your academic work by creating a weekly plan.
 - The plan should include time allocated for studying, attending classes, and taking time for relaxation and recreation that you enjoy each week.
 - Preparing for assessments and end of semester exams by consistently keeping up with your studies.
 - Practise stress reduction techniques – you can find examples on the Student Counselling Service Moodle page.
 - If you ever feel overwhelmed, the Student Supports Team can help you adjust your plan to find a balance that works for you. [Contact Amanda](#), Carlow College's Learner Information and Retention Officer (LIRO) who can support you at all stages of your Carlow College journey.

Communication at Carlow College

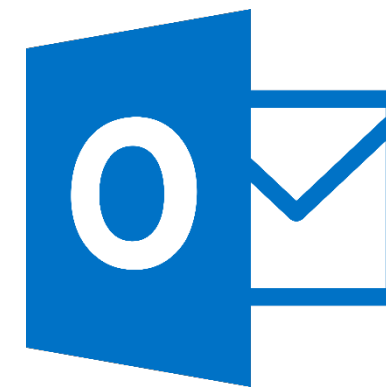
What to Expect

Carlow College uses online communication systems for sharing information and learning. Much of your communication with your lecturers, tutors and College staff will be by email through Outlook, the email programme that is part of the Microsoft Office 365 suite. Or it will be through a virtual learning environment - at Carlow College this is called Moodle.

Your student email will be assigned during your orientation and we recommend that you check your student email and Moodle daily to ensure that you don't miss any important information.

Here are examples of online learning activities

- Lecture or class notes/ study material available to download.
- Videos/Recorded study material available to view.
- Details of assessment tasks communicated.
- Assignment deadlines outlined.
- Class discussion boards and blogs.
- Email communication with lecturers and student services.
- Links to readings held in the library.
- Links to related websites and online articles.



CONNECT to Carlow College

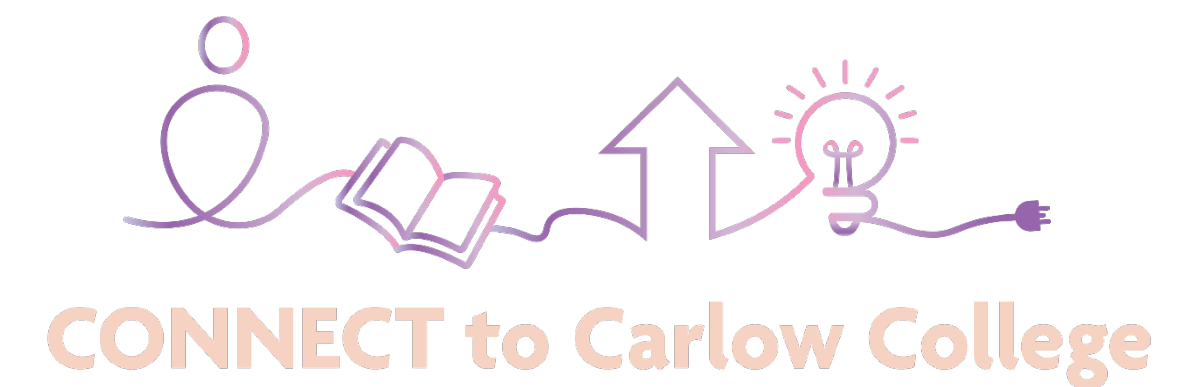


Communication Support

You will get more information on how to use Moodle, email and Microsoft Office 365 and MS Teams during your induction. If you have any questions please contact your lecturer or IT Support:

itsupport@carlowcollege.ie

Communication by Email



What to Expect

Communication by email to your Carlow College email address is the main way that Carlow College will communicate with you.

Important and general college information will be sent to you by email such as information about events, assessment and module information updates and exam information. Student Support and Academic Support services will also communicate with you this way.

Communication from your lecturers, tutors and college staff will often be done by email and/or Moodle or in-class announcements. For example, changes to assignments deadlines or times of classes. It is okay to email a lecturer directly with a question.

It is essential to check your Carlow College student email and Moodle every day.

Here is an example of an email to a lecturer

Email Address: You can find lecturer's email addresses [here](#), or your programme administrator will have the contact details of staff for your modules.

Subject Title: Question on Assignment for

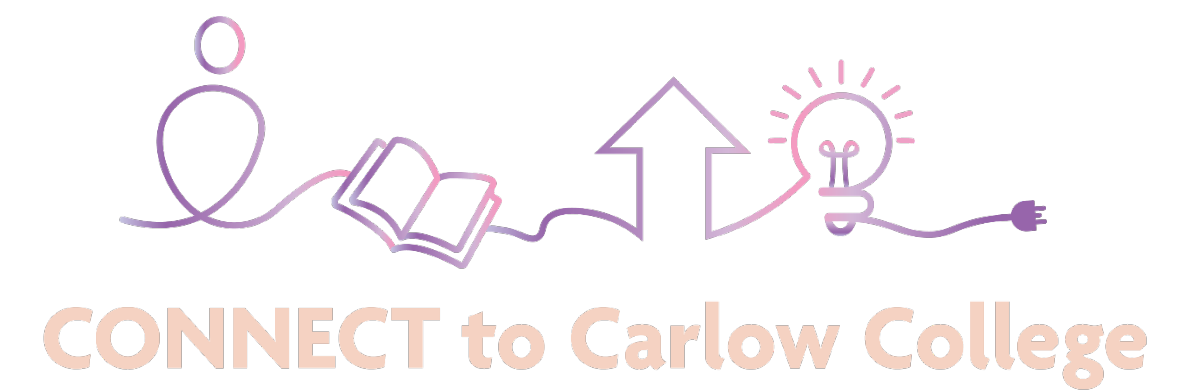
Dear Ms XXXX

I am a first-year student on the BA (HONS) IN ARTS AND HUMANITIES course. I have a question about the assignment for module code PSY2. I am finding it difficult to understand the assignment question. I think more detail about section A of the question would support me to begin my assignment.

Regards,

M O' Student

Communication with Lecturers



What to Expect

Part of college is attending lectures and tutorials. These are often held in a variety of settings; classrooms, large rooms, lecture halls or online. On campus lectures are usually attended by many students. From time to time a presentation is given by academic staff in lectures.

If you have a question, it is a good idea to wait to ask questions until the lecturer asks “any questions”. You can make a note of the questions you want to ask during the lecture or tutorial. If the lecturer does not have a section for questions during the lecture, you can email them with your question.



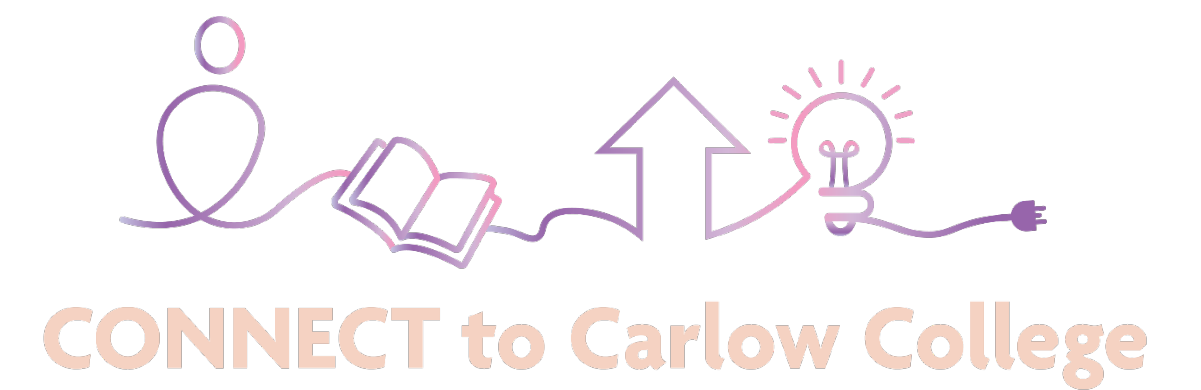
Lecturers and tutors may have different ways they offer one to one support for questions.

- They may schedule student consultation times available every week to ask questions about lecture material or assessments.
- Or they may ask you to email them any questions you have, and they will reply when they have time.

If you feel comfortable, you can go to their office to speak to them during the allocated times. If you are not comfortable doing this or the times do not suit you, you can send an email asking your question or to ask for a meeting.



Library Resources



● Access Databases

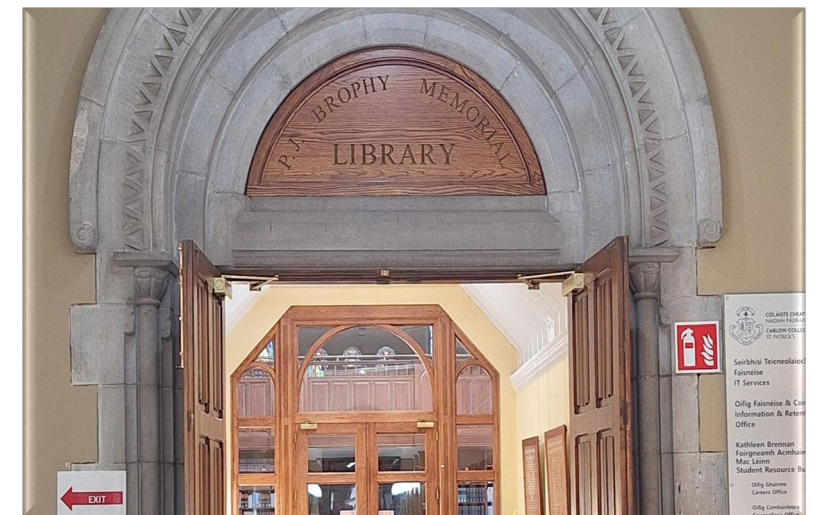
Explore the vast array of academic databases covering a wide range of subjects.

● Discover E-Books and E-Journals

Access electronic books and journals online.

● Attend Workshops and Tutorials

Participate in workshops and online tutorials to enhance your research skills.



● Use Librarian Expertise

Consult with librarians for personalised research assistance.



● Borrow Physical Resources

Check out books, DVDs, and other physical materials from the library.

● Explore Special Collections

Uncover unique archival materials and rare, historical documents.

The Carlovian Dining Hall



The Carlovian Dining Hall in Middle House offers a range of hot and cold food options. The daily menu and opening times are posted on the door or nearby noticeboard. You can use the seating area without purchasing food, and there's a vending machine by the entrance.

What to Eat

- **Will I bring my own food or buy food on campus?** Decide whether you want to pack your food or explore the options available at the Dining Hall.

Where to Eat

- **Would I like to eat inside or outside?** Consider your preference for indoor or outdoor dining, depending on the weather or your mood.
- **Where will I eat if I feel uncomfortable eating in the Dining Hall?** Identify alternative spots on campus where you can enjoy your meal if you need a quieter or more private space.

By planning ahead, you'll make your dining experience on campus more enjoyable and less stressful, allowing you to focus on your studies and college life.



As you settle into your college routine, consider creating a "What and Where to Eat" plan to stay organised and ensure your meals fit into your schedule.



Embracing Your College Journey: Confidence, Support, and Success

Starting college is an exciting new adventure. It's normal to feel a little nervous, but remember, you're not alone. There are many people at college who want to help you succeed. By preparing ahead of time, asking for help when you need it, and taking things one step at a time, you will navigate your way through your college journey successfully.

Ready to Start Your Journey: You are ready to embark on this journey. It's okay to feel nervous, but with preparation and support, you can succeed! College is a place where you can grow, learn, and discover your true self.



CONNECT to Carlow College