

**COLLEGE OF LAW AND MANAGEMENT STUDIES
NOTICE OF ACADEMIC COUNSELLING MEETING
PMB CAMPUS**

Dear Management Studies students on Pietermaritzburg campus,

Your academic well-being is important to us and we want you to succeed in your studies. For this reason, the College will be holding a meeting for students who have not achieved the required standard in the last examination period. It is a **mandatory College requirement** that you comply with the requirements outlined in 1 and 2 below:

1. Attend the academic counselling meeting to be held in:

VENUE: C12 (Commerce Building)

TIME: 08h30 SHARP OR 12H00 SHARP – PLEASE CHOOSE ONE

and according to the DATE and information in the table below:

Mon 29 Jan 2018	Tues 30 Jan 2018	Wed 31 Jan 2018
Returning First year students	Returning Second year students	Returning Third and Fourth year students *Thereafter, academic counselling in ADO offices according to consultation times.

There will be input from the College Office and the Teaching and Learning Unit (Commerce basement, B3) to help you to focus on your studies and reduce the risk of underachievement and possible failure. You will be informed of the resources available to you to enable you to complete your degree successfully.

IMMEDIATELY AFTER ACADEMIC COUNSELLING YOU WILL GO TO THE NAB TO DO THE LEC.

2. Complete the Learning Enhancement Checklist (LEC):

VENUE: New Arts Block, NAB 227

TIME: Sessions start at 10h00 sharp, and 12h30 sharp.

(There will be 2 sessions available each day. Please ensure you attend one).

Mon 29 Jan 2018	Tues 30 Jan 2018	Wed 31 Jan 2018
Returning First year students: LEC NAB 227 immediately after academic counselling	Returning Second year students LEC NAB 227 immediately after academic counselling	Returning Third and Fourth year students. LEC NAB 227 immediately after academic counselling

This assessment and feedback session is offered by the College Student Support Services. The LEC is aimed at assisting you in identifying obstacles/challenges preventing you from meeting your progression requirements and achieving academic success.

Thereafter, you may proceed to registration.

Please note: It is imperative that you book a compulsory individual feedback session with a Student Counsellor where you can discuss your individual report and explore possible solutions to the challenges identified in your LEC report. Please contact Student Support Services at 1 Golf Road for assistance.

NB: Please bring the official UKZN letter (unsatisfactory performance), a black pen and a book to write on.

SUMMARY OF REQUIREMENTS IN ORDER TO REGISTER AND RECEIVE NECESSARY ASSISTANCE

INTERVENTION	VENUE
1. Academic counselling – Teaching & Learning	C12 (Commerce Block)
2. LEC	NAB 227
3. Curriculum Counseling	C3 (Commerce Block)
4. Online registration	C9 (Commerce Lan)
5. Make an appointment for an individual consultation and LEC with Student Counsellor	1 Golf Road – from 5 Feb onwards

Your attendance, co-operation and input are valued and we wish you every success for the first semester of 2018. Should you require any further clarification please contact the **Teaching & Learning Office on 033 260-6207/5014.**

Issued by

Ms Prim Naidoo
Co-ordinator
Academic Monitoring & Support
Teaching & Learning Office

Ms Aliya Vaid
Manager
Student Support Services
College of Law & Management Studies