

**COLLEGE OF LAW AND MANAGEMENT STUDIES
NOTICE OF ACADEMIC COUNSELLING, CURRICULUM COUNSELLING AND LEARNING
ENHANCEMENT CHECKLIST
PIETERMARITZBURG 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 provide counselling and assessment for students who have not achieved the required standard in the last semester. It is a **mandatory College requirement** that you comply by attending the academic counselling, curriculum counselling (per school) and the Learning Enhancement Checklist (LEC) as outlined in **1 and 2** below.

1. ACADEMIC COUNSELLING AND CURRICULUM COUNSELLING

There will be input from the College Office, the Teaching & Learning Unit (T&L), Schools of SAEF and SMIG to help you 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.

**1a. School of Accounting, Economics and Finance (SAEF)
(BCom Accounting, BCom4 Accounting and BCom Foundation Accounting)**

The School will be holding mandatory academic and curriculum counselling for all undergraduate students with negative term decisions in the **Commerce Building, ground floor** at the following times:

Dates:	Times:	Venue:
Thursday 12 th – Friday 13 th July	8h30 – 15h30	Commerce building, Room C2
Monday 16 th – Thursday 19 th July	8h30 – 12noon	Commerce building, room C5

**1b. School of Management Studies, Information Technology and Governance (SMIG)
(BCom (General), BCom4 (General), BCom (Law) and Bachelor of Business Administration)**

The School will be holding mandatory academic and curriculum counselling for all undergraduate students with negative term decisions as follows:

Dates:	Times:	Venue:
Monday 9 th – Friday 13 th July 2018	9h00 – 14h30	Commerce building, Room C10
Monday 16 th – Friday 20 th July 2018	14h00 – 16h00	Commerce building, Room 28, School of MIG

Please note that the final date for submitting curriculum changes is 27 July 2018.

College of Law and Management Studies
Teaching & Learning Office (T&L) ~ Student Support Services (SSS)
Postal Address: Private Bag X54001, Durban, 4000, South Africa
Telephone: T&L: +27 (0) 31 260 1526 SSS: +27 (0) 31 260 7337 Email: naidoopri@ukzn.ac.za Website: www.ukzn.ac.za

2. **LEARNING ENHANCEMENT CHECKLIST (LEC)**: The LEC is an independent self-screening, computerized diagnostic tool, which serves as an early warning strategy. It is aimed at assisting you in identifying obstacles/challenges preventing you from meeting your progression requirements and inspiring you for academic success. **You are thus required to attend ONE assessment AND feedback session offered by the Student Support Services. Please be punctual as latecomers disrupt the administration process.**

You should choose ONE of the sessions below that does not clash with your classes:

	Session 1	Session 2
Date	Friday 20 July 2018	Friday 20 July 2018
Venue	NAB LAN 227 NEW ARTS BUILDING	NAB LAN 227 NEW ARTS BUILDING
Time	10h00	13h30

Should you have any **personal challenges** that you think may be affecting your academic performance, please contact Student Support Services at the College Office, PG Centre, 1 Golf Road for an appointment.

NB: PLEASE BRING A BLACK PEN AND A NOTEBOOK.

Your attendance, co-operation and input are valued and we wish you every success for the second semester of 2018.

A prompt response to this notice will be the first step in ensuring that this will be a successful semester for you. Please call the **Teaching & Learning office** on 031 260-1526 if you need clarification on **academic counselling**.

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

Dr Devika Pillay (SMIG)
Academic Leader (Teaching and Learning)
School of Management Studies, Information
Technology & Governance

Dr Patsy Shewell (SAEF)
Academic Leader (Teaching and Learning)
School of Accounting, Economics & Finance