

**COLLEGE OF LAW AND MANAGEMENT STUDIES
NOTICE OF ACADEMIC COUNSELLING, CURRICULUM COUNSELLING AND LEARNING
ENHANCEMENT CHECKLIST
WESTVILLE CAMPUS**

Dear Management Students on Westville 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. **You are required to attend only ONE session below.**

1a. School of Accounting, Economics and Finance (SAEF)

(BCom Accounting, BCom4 Accounting, BCom Foundation Accounting and Bachelor of Business Science)

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

Dates:	Times:	Venue:
Wednesday 10 th July to Wednesday 17 th July 2019	08h30 – 15h30	SAEF Small Boardroom, Room 004, 2 nd floor, J block

1b. School of Management, Information Technology and Governance (SMIG)

[BCom (General), BCom4 (General), BCom Foundation (General), B Admin, B Admin in Human Resource Management 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 8 th to Friday 12 th July 2019	08h30 – 12h00 noon	Apple Lan (Ground Floor, M- Block)

Please note that the final date for submitting curriculum changes is 19 July 2019.

2. **LEARNING ENHANCEMENT CHECKLIST (LEC):** The LEC is an independent self-screening, computerized diagnostic tool, which serves as an early warning strategy. The purpose of the LEC is to assist you in identifying obstacles/challenges that have been preventing you from meeting your progression requirements. This process of early warning and identification will further assist you to develop your strategy and inspire 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:

	Session1	Session 2	Session 3
Date	Wednesday 10 July 2019	Thursday 11 July 2019	Friday 12 July 2019
Venue	GREY LAN J BLOCK 2ND FLOOR	GREY LAN J BLOCK 2ND FLOOR	BIO LAN E BLOCK 4TH FLOOR
Time	14h00	09h30	09h30

Should you have any **personal challenges** that you think may be affecting your academic performance, please contact Student Support Services in L Block, Level 3 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 2019.

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

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