

DEAR LAW STUDENTS ON BOTH THE HOWARD COLLEGE AND PIETERMARITZBURG CAMPUSES

Please take careful note of the term decision that has been applied to you as indicated in the attached letter. If your decision is **RISK, RSK2, FPRR, FPMA or RAPB** please take careful note of the instructions below. You are required to meet with the Academic Leader or her/his representative in order to complete your registration. You will not be allowed to register online but will be required to register manually after having received academic counselling.

Students with negative term decisions are strongly advised to do the online Learning Enhancement Checklist (LEC). This will enable you to identify possible obstacles/challenges preventing you from meeting your progression requirements and inspire you for academic success. The LEC assessment is offered by Student Support Services on each campus.

FULL TIME STUDENTS

PIETERMARITZBURG RISK, RSK2, FPRR, FPMA AND RAPB STUDENTS: Your registration will be as follows:

On Tuesday, 28th January 2020, all RISK and RSK2 students must report to the School of Law. Please make sure that at 08h30, you are seated in C12 for a compulsory academic counselling session. From 09h30 to 15h00 you will be given curriculum advice in EBR (Law Building, PMB).

If your term decision is FPRR, FPMA and RAPB, then you must report to the School of Law on Thursday 30th January 2020. Please make sure that at 09h00, you are seated in C12 for a compulsory academic counselling session. From 10h00 to 15h00 you will be given curriculum advice in EBR (Law Building, PMB).

PIETERMARITZBURG LEC ADMINISTRATION & FEEDBACK (immediately after talk on Academic Monitoring System)

Venue: NAB 227 (New Arts Block)

Time: 9h00 sharp, and 12h00 sharp-first come first served!

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

	Session 1	Session 2	Session 3
Date	Monday 27 Jan 2020	Tuesday 28 Jan 2020	Wednesday 29 Jan 2020
Venue	NAB LAN 227 NEW ARTS BUILDING	NAB LAN 227 NEW ARTS BUILDING	NAB LAN 227 NEW ARTS BUILDING
Time	9h00 (first session) 12h00 (second session)	9h00 (first session) 12h00 (second session)	9h00 (first session) 12h00 (second session)

HOWARD COLLEGE RISK, RSK2, FPRR, FPMA AND RAPB STUDENTS:

Your registration will be as follows:

On Tuesday, 28th January 2020, all RISK and RSK2 students must report to the School of Law. Please collect your documents in Suite I from Ms Kabitha Maharaj's counter. Make sure that at 08h30, you are seated in HC1 for a compulsory academic counselling session. From 09h30 to 15h00 you will be given curriculum advice in Seminar Room A (HC).

If your term decision is FPRR, FPMA and RAPB, then you must report to the School of Law on Thursday 30th January 2020. Please collect your documents in Suite I from Ms Kabitha Maharaj's counter and proceed to HC1. Make sure that at 09h00, you are seated in HC1 for a compulsory academic counselling session. From 10h00 to 15h00 you will be given curriculum advice in Seminar Room A (HC).

HOWARD COLLEGE LEC ADMINISTRATION & FEEDBACK

Venue: **ORANGE LAN (Shepstone Level 5)**

(There will be 2 sessions available during this time-slot. Details to be provided at the academic counselling session)

Tues 28 January 2020	Wed 29 January 2020	Thurs 30 January 2020	Friday 31 January 2020
Returning RISK students Session 1: 10h00 Session 2: 11h30	Returning RISK students Session 1: 10h00	Returning FPRR students Session 1: 10h00 Session 2: 11h30	Late registration Session 1: 10h00

NOTE THAT YOU MUST BE SEATED AT THE TIME STIPULATED ABOVE IN ORDER TO RECEIVE NECESSARY INFORMATION FOR YOUR REGISTRATION. IF YOU ARE NOT PRESENT AT THE COMMENCEMENT OF THE SESSION, YOUR REGISTRATION WILL BE DELAYED UNTIL THE FOLLOWING WEEK.

SUMMARY OF REQUIREMENTS IN ORDER TO REGISTER AND RECEIVE NECESSARY ASSISTANCE:

INTERVENTION	PMB VENUE	HOWARD COLLEGE VENUE
1. Academic counselling RISK and RSK2 STUDENTS	C12, LAW BUILDING	HC 1, HOWARD COLLEGE BUILDING
2. Academic counselling FPRR and RAPB STUDENTS	C12, LAW BUILDING	HC 1, HOWARD COLLEGE BUILDING
3. LEC	NAB 227 NEW ARTS BLOCK	ORANGE LAN, SHEPSTONE LEVEL 5
4. Online registration	C9 (Commerce LAN)	PURPLE LAN, SHEPSTONE LEVEL 5
5. Make an appointment for an individual consultation with Student Counsellor	1 Golf Road	Student Support Services, SHEPSTONE LEVEL 5

PART TIME STUDENTS

PIETERMARITZBURG:

All part-time students must attend registration on Thursday 30 January 2020 from 15h00 – 18h00 in the School of Law Building, PMB Boardroom.

RISK, RSK2, FPRR, FPMA and RAPB students will receive academic counselling in an adjoining venue.

First obtain approval for modules from Mr S Kruger & Ms Toohey (Law Building, 2nd Floor), then proceed to counselling (if applicable) and then proceed to the Commerce LAN for online registration.

HOWARD COLLEGE:

All part-time students must attend registration from 09h00-13h00 on Saturday 1st February 2020 in Suite I, SRA & SRB in the Howard College Building.

RISK, RSK2, FPRR, FPMA and RAPB students will receive academic counselling in an adjoining venue (HC1 or HC2).

First obtain approval for modules from the academic staff (Mr S Kruger & Team), then proceed to counselling (if applicable) and then proceed to the College Office LAN in Shepstone Level 5 for online registration.

Yours sincerely,

Dr Freddy Mnyongani

Academic Leader: Teaching and Learning
School of Law
College of Law and Management Studies