



**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. ACADEMIC COUNSELLING:**

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. **Please be advised that if you miss your counselling and registration during the allotted times below, you will have to endure longer queues once lectures commence and potentially miss out on valuable lecture time as a consequence.**

You are required to attend the mandatory academic counselling for all undergraduate students with negative term decisions at the following dates and times:

**VENUE: C12 (Commerce Building)**

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

| <b>Mon 27 Jan 2020</b>               | <b>Tues 28 Jan 2020</b>               | <b>Wed 29 Jan 2020</b>   |
|--------------------------------------|---------------------------------------|--|
| Returning <b>first year</b> students | Returning <b>second year</b> students | Returning <b>third and fourth year</b> students<br><br>*Thereafter, academic counselling in ADO offices according to consultation times. |

**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 LEC 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:

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

**Please note:** Should you have any **personal challenges** that you think may be affecting your academic performance, please **contact Student Support Services at 1 Golf Road for assistance**. Please contact the Student Support Services Office on 031 260-7337 if you need clarification on the LEC.

**NB: PLEASE BRING A BLACK PEN AND A NOTEBOOK.**

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

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

Your attendance, co-operation and input are valued and we wish you every success for the first semester of 2020.

A prompt response to this notice will be the first step in ensuring that this will be a successful semester for you. Please contact 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 Unit**

**Dr Shariefa Hendricks**  
**Manager [Acting]**  
**Student Support Services**  
**College of Law & Management Studies**