



LEARNING ENHANCEMENT CHECKLIST® Procedures



Welcome to the Learning Enhancement Checklist LEC® for UKZN

Dear Student,

WHAT IS THE LEARNING ENHANCEMENT CHECKLIST - LEC® ?

This is a computerised diagnostic tool to help you identify your barriers to your academic success! This tool was originally developed by NMMU Student Counselling, Career and Development Centre but has been modified for UKZN by Student Support Services (SSS) in the College of Agriculture, Engineering and Science (CAES) and ICS. The questionnaire explores the following 6 areas which may impact your academic performance:

1. Career and degree choice
2. Socioeconomic factors
3. Academic skills
4. University environment
5. Relationships
6. Personal issues

WHY DO I HAVE TO DO THIS?

- This is compulsory for all students who are academically at risk i.e. On orange (**RISK1 or RISK2**) or red (**UNDERPERFORMING or PROBATION**) on the UKZN Academic Monitoring and Tracking System (the robot system).
- Experience has shown that students who are aware of their difficulties will be more likely to achieve good academic standing (**Green**).
- This Assessment will enable you to screen yourself to identify your challenges and access appropriate support and help.
- **It is compulsory for all at risk AES students to do the LEC® assessment online** unless you did it in the 2nd semester of 2020. If you did the LEC before the 2nd semester 2020, you will need to do it again because it is a new assessment developed by UKZN CAES SSS and ICS and also because the Covid-19 pandemic has led to a change from contact teaching and learning to online which brings with it new challenges and opportunities which need to be taken into consideration.
- **If you already completed the LEC® in the 2nd semester of 2020, you will need to make an appointment with a student counsellor to discuss your progress to date. Please go to caes-ukzn.bookem.com to make your 30-minute appointment. Please ensure that you complete this individual consultation before 16h00 on 19 March 2021 to avoid being deregistered by College office.**
- Since this is not a test, there are no right or wrong answers. Please complete this questionnaire as honestly and thoroughly as possible in order to get the most benefit out of the Assessment.
- You may be tempted to view this as a 'waste of time', but research has shown that students who engage positively with the LEC® are more likely to overcome their challenges.
- The Assessment should take approximately 15 minutes.

WHAT DO YOU NEED?

- ✓ A computer/device/laptop with internet access
- ✓ Your LAN login details (your username and password)
- ✓ It will be advantageous for you to be able print the report but this is not essential
- ✓ Access to Zoom

HOW DO YOU DO IT?

- ✓ Go to the following website: <https://caeslecr.ukzn.ac.za> or start the assessment from the link below. The assessment will be available online from 05 February 2021 until 16h00 on 19 March 2021.
- ✓ Once completed, please save the assessment report by emailing it to yourself or saving it on a USB.
- ✓ You will then need to take part in a 60-minute group feedback session online via Zoom.
 - These sessions will take place several times a day from 05 February 2021 until 19 March 2021 weekdays during office hours.
 - There will be a maximum of 20 - 30 students per online group on a first come first served basis.
 - You can check on <https://aessupport.ukzn.ac.za> for the available online group feedback times and dates for your campus, as well as the zoom meeting id details and then join an online zoom session.
 - Only the first twenty - thirty students will be allowed into the session so if you miss that one, please go to another session later in the day or on another day.
 - We suggest that you try to do your LEC® assessment and feedback session as soon as possible once you have received your results.



NB: Although you can continue with the registration process even if you have not completed the LEC® and attended an individual or group feedback session, you will need to ensure that you complete both of these 10 business days from the close of registration on 05 March 2021. Should you fail to complete the LEC® and attend an individual or group feedback session by 16h00 on 19 March 2021, you will be deregistered by the College office.

- ✓ Once you have completed the LEC®, and attended an online group feedback session, your registration will be finalised.

For any queries, please contact your CAES Student Counsellors via the toll-free line 0800 800 017 during office hours or e-mail aessupport@ukzn.ac.za. Please note that you should only use this email address for queries related to completing the LEC® and group/individual feedback sessions and queries regarding personal counselling. Please do not address matters related to registration queries, financial aid, accommodation to the aessupport@ukzn.ac.za email address as this email address is specifically for counselling related queries.

You may use the following email addresses for queries not related to counselling services:

- **Howard College** - engineering@ukzn.ac.za
- **Westville** - sciencewst@ukzn.ac.za
- **PMB** - sciencepmb@ukzn.ac.za
- **Details regarding registration** - <https://caes.ukzn.ac.za/registration/>
- **Academic transcripts /Syllabus enquiries** - studentrecords@ukzn.ac.za
- **Fees related Queries:** howardfees@ukzn.ac.za;
Westvillefees@ukzn.ac.za;
pmbfees@ukzn.ac.za
- **Student Funding:** Mkhizen3@ukzn.ac.za – Supervisor
PMB - NtamoteM@ukzn.ac.za and singhh@ukzn.ac.za
HC - naickerge@ukzn.ac.za and mdungel@ukzn.ac.za
WVL - mkhizemb@ukzn.ac.za and khumalo@ukzn.ac.za
- **ICS related queries:** ICSupport@ukzn.ac.za
- **Residences queries:** **Howard College** - Mtembut@ukzn.ac.za,
Westville - Khumalosg@ukzn.ac.za,
PMB - sibist@ukzn.ac.za

ACADEMIC DEVELOPMENT OFFICERS (ADO):

HOWARD COLLEGE:

Engineering:

Godfrey Marumure: marumureg@ukzn.ac.za

WESTVILLE CAMPUS:

Agriculture, Earth & Environmental Sciences and Chemistry & Physics:

Rogerant Tshibangu: tshibangu@ukzn.ac.za

Life Sciences:

Boby Varghese: varghese@ukzn.ac.za

Mathematics, Statistics & Computer Sciences:

Dalia Varghese: varghesed@ukzn.ac.za

PIETERMARTIZBURG CAMPUS:

Agriculture, Earth & Environmental Sciences and Chemistry & Physics:

Ashwin Manival: ManivalA@ukzn.ac.za

Life Sciences and Mathematics, Statistics & Computer Sciences:

Khethukuthula Hlalukane: HlalukaneK1@ukzn.ac.za

