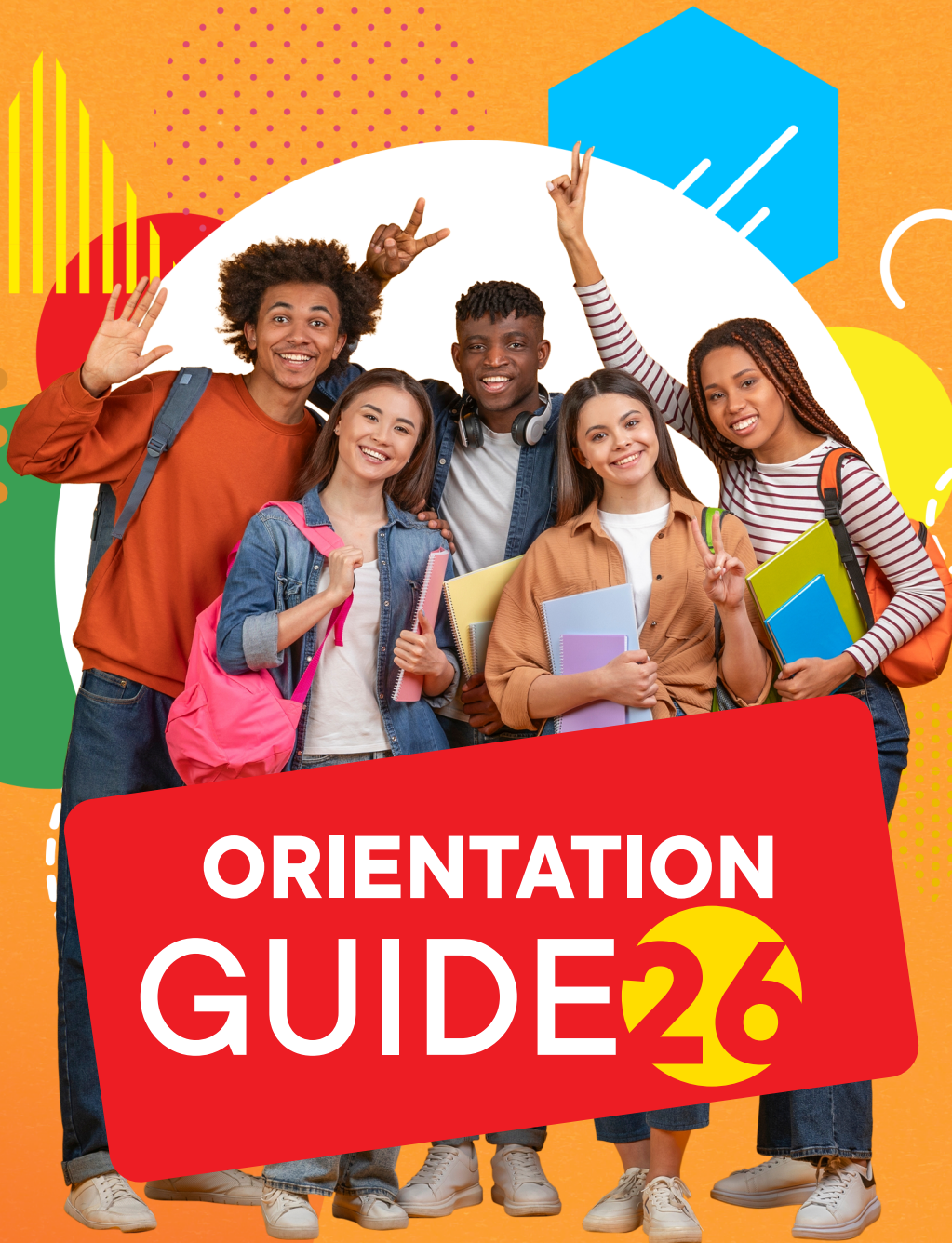




ORIENTATION GUIDE 26

WELCOME MESSAGE FROM THE DEAN: TEACHING & LEARNING

Dear 2026 Students,

Welcome to the University of KwaZulu-Natal's (UKZN) College of Law and Management Studies (CLMS). We are grateful and delighted that you chose us, UKZN, to pursue your tertiary academic journey. You are now part of a vibrant and diverse academic community committed to excellence, innovation, and student success. Entering university is a significant milestone - one filled with possibility, growth, and transformation.

At CLMS, we believe that education is more than the acquiring of knowledge; it is the development of critical thinkers, ethical leaders, and socially responsive citizens. Your time in this College will challenge you, inspire you, and equip you with the skills to shape a future that contributes meaningfully to our society, our economy, and our world.

You are not alone in this journey. We offer a range of support services – Teaching & Learning Unit, which includes Academic Development Officers (ADOs), Writing Place, First-Year Experience Programme and Student Support Services – all designed for you to thrive. Additionally, our committed academic staff are all here to support your academic, personal, and professional growth. I encourage you to take full advantage of these resources, engage actively in your learning, and cultivate habits that will sustain you throughout your studies.

Please make time and read this Orientation Guide that has been created to help you navigate your first year and beyond as well as make your transition from high school to university. It provides essential information about your college programme, university systems, available support, and success strategies. Treat it as a companion – one that will assist you in making informed decisions and finding your place in our community.

As you embark on this exciting chapter, remember that every lecture attended, every page read, every question asked, and every challenge faced brings you one step closer to the graduate and leader you aspire to become.

We are delighted to walk this journey with you. May your time in the University and this College be filled with purpose, curiosity, resilience, and achievement.

Warm regards,

Professor Bomi Nomlala

Dean: Teaching & Learning
College of Law & Management Studies

COLLEGE OF LAW AND MANAGEMENT STUDIES PROGRAMMES

BACHELOR OF COMMERCE – ACCOUNTING (BCOM-C)

This degree is offered at the Pietermaritzburg and Westville campuses. It is a three-year full-time qualification that prepares graduates who wish to train as Chartered Accountants for the one-year Bachelor of Commerce Honours (Accounting). UKZN is registered with the South African Institute for Chartered Accountants (SAICA) and provides courses in accordance with the curriculum approved by SAICA.

BACHELOR OF COMMERCE – GENERAL (B-COM)

This degree is offered at the Pietermaritzburg and Westville campuses. It is a three-year full-time qualification that allows for specialisation in Accounting, Economics, Finance, Human Resources Management, Information Systems, Management, Marketing, Supply Chain Management and Public Administration.

BACHELOR OF BUSINESS SCIENCE (BBSC AND BBSC)

This degree is only offered at the Westville campus. It is a four-year full-time qualification that allows for intensive specialisation in Economics, Finance, Human Resources Management, Information Systems, Management, Marketing or Supply Chain Management.

BACHELOR OF ADMINISTRATION (BADMIN)

The Bachelor of Administration degree is only offered at the Westville campus. It is a three-year full-time qualification, which brings together the disciplines of Public Administration, Human Resources and Business Management. This interdisciplinary approach of the programme promotes the study of governance at all levels through carefully designed modules of the relevant disciplines.

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

This degree is offered at the Pietermaritzburg and Westville campuses. It is a three-to-four-year qualification offered through evening classes. The BBADM is accepted by all the major industries and public utilities in KwaZulu-Natal and has gained recognition throughout Southern Africa as well as the United Kingdom.

BACHELOR OF LAWS (LLB4)

The LLB is a four-year undergraduate degree. Students who already have a three-year degree, such as a Bachelor of Commerce or Bachelor of Arts, with Legal Studies as a major subject, can complete the LLB in two years.

EXTENDED CURRICULUM PROGRAMS (BCOF-C AND BCOF-G)

The BCom General (Foundation) requires an NSC Deg with an APS of 26, English (HL or FAL), Mathematics and LO Level 4.

The BCom in Accounting (Foundation) requires a NSC degree pass with an APS of 28, Mathematics at level 5 and English (HL or FAL) and LO at level 4.

Applicants who do not meet the minimum APS or Mathematics requirements and are from quintile 1-3 schools may be eligible for the Foundation Programme. The BCom Foundation programme spans four years, with the first year dedicated to foundational study. This includes five developmental modules designed to equip students for regular courses, enhance academic literacy, and develop quantitative and analytical skills in Economics, Mathematics, and Statistics. The programme is offered at both the Pietermaritzburg and Westville campuses.

TEACHING AND LEARNING UNIT

The role of CLMS' TLU is to implement teaching and learning initiatives and conduct teaching-related research among staff and students in all the schools of the College. The unit contributes to the commerce-related degree programmes through a range of student-focused activities (interventions) that are concerned with assisting students in making the transition from school learning to more independent and critical approaches at university. These aspects are dealt with very specifically in students' first year of study to enable them to continue these practices throughout their undergraduate years and beyond.

ACADEMIC MONITORING AND SUPPORT

Academic Monitoring and Support assists with identifying underperforming students early and offering them academic advice, study skills, academic literacy, and mentorship. Academic Monitoring and Support focuses on three programmes/initiatives: ADO, the Writing Place and the First Year Experience programme.

ACADEMIC DEVELOPMENT OFFICERS

The ADOs to whom 'at risk' students are referred for academic counselling are postgraduate students appointed to provide academic support within particular disciplines. They receive ongoing training and support from TLU because their role is seen as not only related to helping students acquire academic concepts but also to encourage good learning practices. ADOs assist students during individual consultations or small group workshops, covering work on specific content topics, as required, and providing assignment, test and examination preparation and revision support. ADOs are influential in enhancing the student experience, supporting the process of academic and social integration and positively impacting student retention, achievement and satisfaction. The ADO role is holistic, with ADOs providing ongoing support with academic and pastoral care, and acting as points of referral and communication with the wider university community.

☉ SERVICES AVAILABLE:

- Test, exam and assignment preparation
- Group discussion on module concerns
- Individual content consultation
- Handling the textbook
- Study approaches

CONTACT DETAILS:

Academic Development Officer (Westville): Fulufhelo Mulidzwi

Email: MulidzwiF@ukzn.ac.za / **Tel:** +27 (0) 31 260 8063

Academic Development Officer (PMB): Aluncedo Zikhali

Email: ZikhaliA@ukzn.ac.za / **Tel:** +27 (0) 31 260 6982

Academic Development Officer: Pamela Nomzaza (Westville),

Email: NomzazaZ@ukzn.ac.za / **Tel:** 031 260 7349

Academic Development Officer: Lungelo Madondo (PMB),

Email: MadondoL@ukzn.ac.za / **Tel:** 033 260 5399

Academic Development Officer: Zodumo Gumede (Howard),

Email: GumedeZ4@ukzn.ac.za / **Tel:** 031 260 3129

Academic Monitoring and Support Coordinator: Prim Naidoo

Email: Naidoopri@ukzn.ac.za / **Tel:** +27 (0) 31 260 8734

🕒 WRITING PLACE

The Writing Place offers academic writing and literacy support to students in the College. These skills are crucial to students' achievement at the university. Writing support is offered in small-group peer tutoring that is student-centered and promotes active learning. The Writing Place also facilitates larger writing workshops. Writing Place tutors are trained postgraduate students experienced in subject knowledge and literacy. It strives to make all interactions with students positive and motivating, and to develop students who are more engaged in their own learning and writing. There is growing evidence that students benefit from literacy support, both in terms of improved performance in written assessments and in respect to student satisfaction and integration into university experience.

CONTACT DETAILS:

Writing Place Coordinator: Serrenta Naidoo

Email: NaidooS2@ukzn.ac.za / Tel: +27 (0) 31 260 2121

🕒 FIRST YEAR EXPERIENCE PROGRAMME

The First Year Experience programme assists students as they transition from high school to university. It fosters a strong sense of belonging, while empowering and equipping them with the necessary skills needed to navigate the university and be successful. This is achieved through a series of activities, including extended orientation, workshops and social activities.

First year students are also allocated a mentor, a fellow undergraduate student in the second or third year of study, who provides guidance and support through the first year of university. Students are further directed to key support structures such as Student Support Services for personal (psycho-social) support and career issues, the Campus Clinic that addresses health concerns and Financial Aid (NSFAS) that addresses financial concerns. A proactive attitude and using these services have been linked with enhanced academic performance of first-year students.

🕒 SERVICES AVAILABLE:

- Adjusting and thriving at the university level
- Managing a stress-free university life
- Learning styles
- Time management
- Financial literacy
- Teamwork
- Coping with test & exam anxiety
- Bouncing back after failing
- Extracurricular activities
- Exam techniques
- CV writing skills training

WHY MUST I SIGN UP FOR THE FIRST-YEAR EXPERIENCE PROGRAMME?

The FYE programme will support you in making a smooth transition to university life, equip you with the skills needed to succeed, and link you with an experienced student who acts as a mentor.

To sign up for the FYE programme, please visit <https://fye.ukzn.ac.za/>

CONTACT DETAILS:

Head: Teaching and Learning Unit

Prof Annah Bengesai

Email: bengesai@ukzn.ac.za / **Tel:** +27 (0) 31 260 8911

FYE Coordinator (Westville/Howard College, Pietermaritzburg)

Mandisa Ndawonde

Email: ndawondem@ukzn.ac.za / **Tel:** +27 (0) 31 260 2873

FYE Administrator

Mxolisi Sgalelana

Email: sgalelanam@ukzn.ac.za / **Tel:** +27 (0) 31 260 8911

Academic Monitoring and Support Coordinator

Prim Naidoo

Email: Naidoopri@ukzn.ac.za / **Tel:** +27 (0) 31 260 8734

INFORMATION COMMUNICATION TECHNOLOGY

MOODLE - LEARN

Moodle is the Course Management System used at UKZN, where your lecturer will:

- Post all learning materials for your module
- Conduct online discussions and other activities

Your lecturer will expect you to:

- Familiarise yourself with the tools you need to participate
- Read all course materials posted on Moodle
- Participate in activities created on Moodle

The UKZN Moodle/Learn site (moodle.ukzn.ac.za) has many resources to help you to familiarise yourself with this particular system format and there are also many video tutorials available on YouTube. For more information on how to use Moodle visit this address: <http://utlo.ukzn.ac.za/ULOP/Moodlestudent.aspx>.



STUDENT EMAIL

University staff and students receive a free Office 365 account including a free 25GB mailbox, 25GB online storage solution, instant messaging tools and much more. Your student email is UKZN's official mode of communication to keep you informed about university events and announcements.

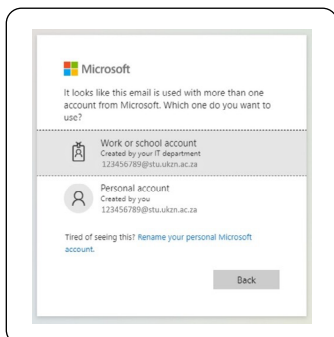
🕒 INSTRUCTIONAL GUIDE

- Using your web browser (Recommended: Google Chrome), go to this web address <http://my.ukzn.ac.za/> and the screen below should display. Click on **Login**.

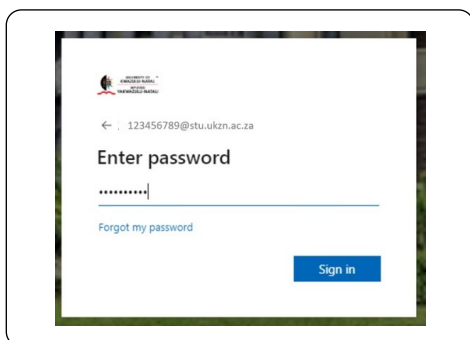


- On the screen that comes next, enter your UKZN student email address, that is, your student number ending with @stu.ukzn.ac.za (e.g. 123456789@stu.ukzn.ac.za). Click **Next**.

- If you see the screen below, select **Work or school account**.



- Enter your UKZN LAN Password. Click Sign in. If you forgot your password, click **Forgot my password** and follow the instructions that are provided.



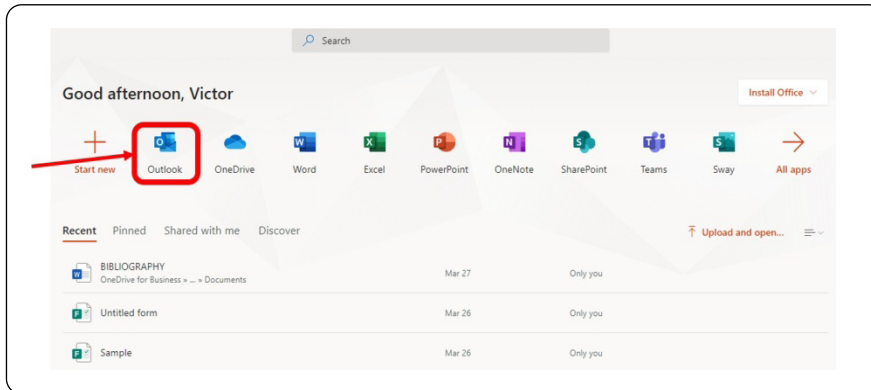
- If the screen below appears, decide if you want to stay signed in or not by clicking either **No** or **Yes**. It is recommended to click **No** if you are NOT using your personal computer.



- Next, the landing page below will be displayed after a successful login. All the applications displayed on the landing page are for Microsoft 365 and are free to use when using your student account. To access your student email, click Outlook.
- For more information about the basic functions of your Outlook web application visit the following website: <http://utlo.ukzn.ac.za/ULOP/studentemail.aspx>

STUDENT CENTRAL

UKZN Student Central is the student portal to access vital information and carry out academic activities. The portal provides links intended to facilitate easy access to the information you need



to ensure that your studies proceed as smoothly as possible. The student central login page (<https://sc.ukzn.ac.za/>) looks like this:

Student Central

Secure Student Login

Student Number

Proceed

Switch to Sponsor Login Form

IMPORTANT NOTICE

UKZN Private Accommodation Forms

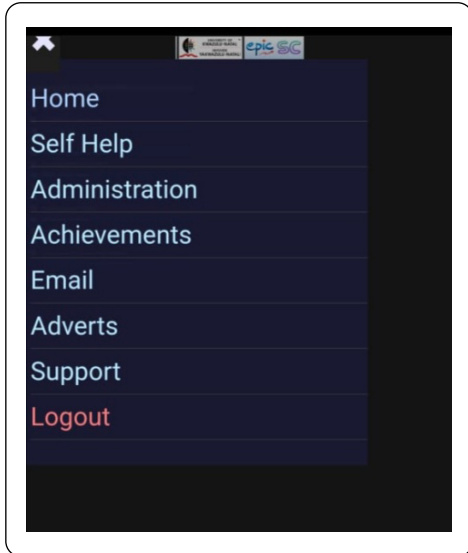
CLICK TO DOWNLOAD

Private Accommodation Verification Form

Private Accommodation Blue Lease Agreement Form

Cancellation Form

- Enter your student number and password to login and access functions such as:



MYUKZN APP

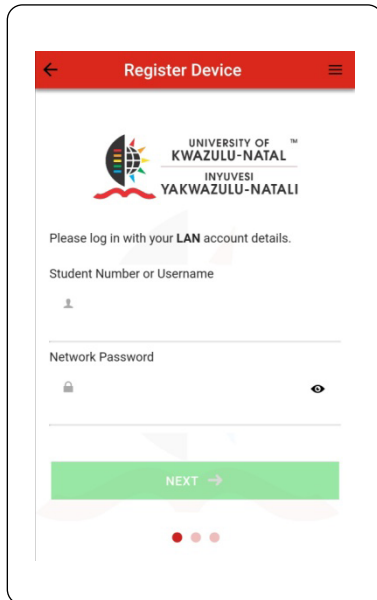
The MyUKZN app provides complete access to university and student information. Students can access course and examination schedules, check your admission and funding application status, graduation information and various other self-service functions. Use the emergency features to notify campus security about an imminent threat and find helpful contact details for other university services.

Features:

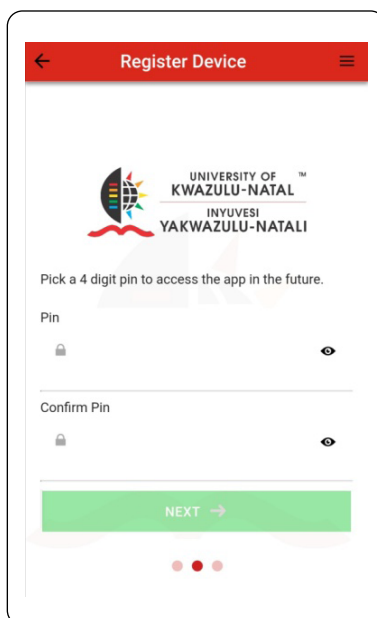
- ⦿ Facilities in and around campuses such as buildings and libraries on campus as well as places to eat, shop and bank within close proximity of campuses. Contact details and map locations are provided.
- ⦿ Status checks on admission and funding applications and financial clearance.
- ⦿ Student services such as mini fee statements; personalised course timetables; examination timetables and venues and graduation information.
- ⦿ Official campus notices to keep the student up to date with important activities on campus.
- ⦿ A jobs section where students search for any positions.
- ⦿ Helpdesk access where students can perform ICT self-help functions or ask questions pertaining to information technology related issues.
- ⦿ Emergency tracking and contact information.

To install and register the MyUKZN App on your device:

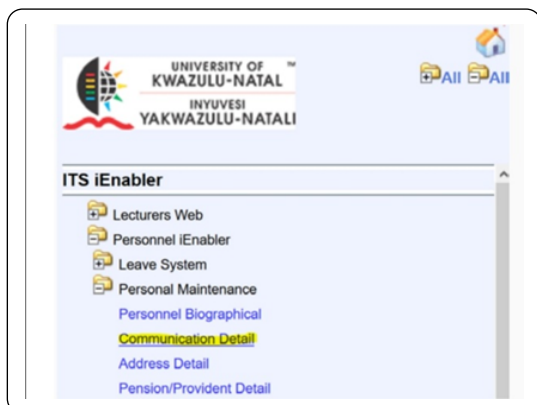
- Go to the App Store on your mobile phone and search for MyUKZN and download.
- You will be prompted to register using your LAN login credentials.



- You will then be prompted to enter a 4-digit pin to access the application in the future.



- After entering your 4-digit pin, a verification code will be sent to you via an SMS to the mobile phone number that you have captured in ITS iEnabler. You then need to enter that code in order to complete your registration. The MyUKZN App requires you to have captured your mobile phone number in the ITS iEnabler system (see yellow highlight in screenshot below), as it makes use of this number to send you an SMS message.



If you are having problems logging on, just visit one of the Information and Communication Services (ICS) Walk-In centres on campus for assistance.

STUDENT SERVICES DIVISION

UKZN prides itself in the promotion of excellence in teaching, learning and research. The role of Student Services Division therefore complements this and ensures the provision of a conducive environment that supports students in their academic journey and promoting retention and throughput through effective support structures. We promote the university's vision by contributing to the holistic development of students as well-rounded innovative and socially responsible global leaders.

STUDENT FUNDING

The Student Funding Department allocates funding in three main categories of student financial need:

- ☉ Loans
- ☉ Bursaries
- ☉ Scholarships Loan

Funding is based on financial need and academic performance, whilst bursary funding is based on a combination of financial needs, equity and academic merit. Bursary funds are received from external sponsors such as the National Student Financial Aid Scheme (NSFAS) and deceased estates. The main source of scholarship funding is the University Council and the National Research Foundation (NRF)

CONTACT DETAILS:

Head – Scholarships

Denise Govender

Email: pillaydn@ukzn.ac.za **Tel:** +27 (0) 31 260 2239

Head – Bursaries

Nozipho Ndwalane

Email: ndwalanen@ukzn.ac.za **Tel:** +27 (0) 31 260 8687

Loans Coordinator

Mbuyiswa Sokhela

Email: sokhelam@ukzn.ac.za **Tel:** +27 (0) 31 260 2989

HEALTH AND WELLNESS

☉ CAMPUS CLINICS

The Campus Health Services provide effective and efficient health care to all UKZN students. Each campus has its own fully-fledged clinic which focuses on the following:

- ☉ Treatment of minor ailments
- ☉ Family planning and prevention of unplanned pregnancies
- ☉ Referrals for termination of pregnancy
- ☉ Referral of students to government and private hospitals
- ☉ Partnering with HIV/Aids Programme and other internal/external stakeholders during campaigns and information sessions.

Clinic contact details:

- ☉ Howard College: +27 (0) 31 260 3285
- ☉ Westville: +27 (0) 31 260 7302
- ☉ Pietermaritzburg: +27 (0) 33 260 5208

☉ HIV/AIDS PROGRAMME

The HIV/AIDS Programme responds to the needs of students through provision of specialised services in relation to prevention, care, support and treatment for HIV/ AIDS (and related) at UKZN. In line with the national requirements, the programme offers HIV testing and counselling (HCT) on all five campuses at the Campus Health Clinics, where there are dedicated counsellors. The programme also provides in-house limited ongoing care and support to students who are HIV positive but do not need ARV treatment yet. The programme also has mobile units as a drive to publicise awareness across the University community. As part of the prevention, the programme hosts key campaigns on campus and in residences as a proactive means to mitigate the spread/risk of HIV/AIDS (and related). The programme also distributes male condoms in residences. The provision of condoms is an important component of the prevention of HIV infection, and the positive upward trend observed in recent years must not only be consolidated but also maintained and improved.

CONTACT DETAILS:

HIV/Aids Programme Coordinator
Dr Chauntelle Bagwande
Email: bagwandeenc@ukzn.ac.za / **Tel:** +27 (0) 31 260 1670

HIV/Aids Programme Health Promoter
Pinky Mnyaka
Email: Mnyaka@ukzn.ac.za / **Tel:** +27 (0) 31 260 7104

STUDENT RESIDENCE AFFAIRS

UKZN is a residential university, with student residence buildings in four campuses, four off-campus residences for the Westville Campus, and one off-campus residence for the Medical School. The Student Residence Affairs Department aims to provide safe, secure and suitable housing for a minimum of 1:5 contact students, which translates to 20% of the enrolled contact students at the University. In addition, there are several leased buildings to augment the current shortfall residence space. The demand for residential spaces has been escalating in the recent past with increased access and changes in enrolment planning. Students staying on off-campus University residences (including leased properties) are transported daily to and from campuses. This is to ensure that students staying off-campus are not disadvantaged in accessing essential services such as lecture halls, LANS, libraries, sport facilities, laboratories, offices and other resources. The department also arranges with the Finance Division to pay rentals for students who are on financial aid.

CONTACT DETAILS:

Head – Howard College
Sifundo Nkosi
Email: NKOSIB@ukzn.ac.za / **Tel:** +27 (0) 31 260 2182

Head – Westville
Sibusiso Khumalo
Email: Khumalos@ukzn.ac.za / Tel: +27 (0) 31 260 7901

Head – Pietermaritzburg
Mdukhy Mabaso
Email: Mabasm@ukzn.ac.za / Tel: +27 (0) 33 260 6226

STUDENT SUPPORT SERVICES/ STUDENT COUNSELLING

Your well-being, personal development, and academic success are important to us. At Student Support Services, we aim to provide you with the tools to optimise your personal development, psychological wellbeing, and academic success. We offer the following services free of charge:

- ⦿ Confidential personal counselling and psychotherapy
- ⦿ Career assessment and counselling
- ⦿ Therapeutic support groups
- ⦿ Life skills and psycho-educational workshops
- ⦿ Career development services
- ⦿ Train-the-trainer & leadership development workshops
- ⦿ Advocacy, campaigns & seminars
- ⦿ Learning enhancement checklist (LEC)

CONTACT DETAILS:

Student Support Services Administrative Officer
Nomathemba Lucia Makhathini
Email: makhathinin@ukzn.ac.za / Tel: +27 (0) 31 260 7337

Toll free line: 080 080 0017

To book a counselling appointment: <https://clmsstudentsupport.ukzn.ac.za/book-online>

To access the website: <https://clmsstudentsupport.ukzn.ac.za/>

DISABILITY SUPPORT UNIT

UKZN is committed to providing a comprehensive programme of services and adaptations that allow students with disabilities to access programmes and activities at the University. The Disability Support Unit acts as an advocate, educator, facilitator, planner and trouble-shooter for assuring access for students with disabilities to the academic, cultural, sporting and recreational offerings of the University. The overall objective is to optimise academic success for students with disabilities and to work towards inclusion and acceptance whilst supporting both academic and support staff in accommodating students with disabilities. The Disability Support Unit works closely with students who have a range of disabilities, including:

- ⦿ A range of visual impairments
- ⦿ A range of hearing impairments
- ⦿ Chronic illness (epilepsy, diabetes etc.)
- ⦿ Learning disability
- ⦿ Mobility impairments
- ⦿ Psychiatric disabilities
- ⦿ Other disabilities

CONTACT DETAILS:

Disability Coordinator – Westville
Ashley Subbiah,
Tel: +27 (0) 31 260 8725

Disability Coordinator – Howard College
Nevil Balakrishna
Email: Balakrishna@ukzn.ac.za / Tel: +27 (0) 31 260 3140

Disability Coordinator – Pietermaritzburg
Mongezi Zondo
Email: Zondom@ukzn.ac.za / Tel: +27 (0) 33 260 5065

LIBRARY SERVICES

Library facilities are available to all registered staff and students on all campuses. Your student card is also your library card and is required to access every library. All libraries have a code of conduct applicable to all users. Facilities and services available include:

- ⦿ Extensive print and online book collection, theses and journals
- ⦿ Databases (subject-specific and general)
- ⦿ [Academic / course reserves](#) for high-demand lecture-related material
- ⦿ ResearchSpace (digital archives of UKZN theses and research papers) (researchspace.ukzn.ac.za)
- ⦿ Yabelana – data management system (<https://yabelana.ukzn.ac.za>)
- ⦿ Open Journal System (<https://journals.ukzn.ac.za/>)
- ⦿ [Off-campus access](#)
- ⦿ [Inter-campus and inter-library loans](#) (borrowing books from other campus libraries and books and copies of articles from other South African libraries)
- ⦿ Study areas with plug points for laptops and cellphones charging
- ⦿ Computers for searching library resources
- ⦿ Free Wi-Fi
- ⦿ Master's and PhD Research Commons
- ⦿ Photocopiers/scanners/printers (use your student card)
- ⦿ Subject librarians to assist you

The library's website is the discovery tool for identifying and locating all the print and online resources available to UKZN library patrons, as well as providing general information about the library, services, off-campus access, a link to the library blog, staff contact details, and more. Library Guides are available on the website, which are subject-specific guides to library resources in various disciplines. The library offers training in the use of the catalogue and databases throughout the year. A team of subject librarians is available to assist you. They provide formal training as well as one-on-one help at various libraries.

UKZN Library website: <https://library.ukzn.ac.za>

Contact details for all UKZN subject librarians can be found at the following link: <https://library.ukzn.ac.za/contact-subject-librarians/>

TIME MANAGEMENT

How you use your time will determine how well you do as a student. Your time is your greatest resource, and when used effectively, it allows you to focus, stay organised, and manage your workload better. It is important to remember that no student has more time than another; that's why good time management can make all the difference in achieving your goals.

Four ways in which time management can make you a better student:

☉ YOU BECOME MORE ORGANISED

An important part of time management is planning, which helps you stay on top of all your assignments, exams, and study times. You can schedule your time day by day and right down to hour by hour for a more detailed schedule. This gives you an overview of everything you need to do and how you will accomplish it. When you follow your plan, you are more organised. This will give you peace of mind and will help you to enjoy your studies, and this habit will benefit you long after you have completed your studies.

☉ YOU BUILD A GOOD REPUTATION

When you have good time management skills, you can honour your appointments and meet your deadlines. When you do this consistently, you build a reputation for being reliable. Demonstrating effective time management shows you can be trusted with responsibility. This will not only benefit your studies, but also your career.

☉ YOU BECOME MORE FOCUSED

Effective time management can provide relief from stress resulting from procrastination or falling behind with schoolwork. The skills can help you become focused, can help you become an effective learner, and can help you avoid constantly feeling as though you have too little time. When you are focused, you deliver quality work, you can set goals and plan for how you will reach them, and you are able to achieve these goals. Focus is an important trait you can use in your future, too.

☉ YOU HAVE MORE TIME FOR YOUR SOCIAL LIFE

To enjoy your life while you are studying, it is important that you maintain a good balance between your studies and your social life. You need to take time out from your studies to relax and have fun with friends and family. However, this can only happen if you develop good time management skills. It will help you plan well in advance, so that you can really enjoy your down time without worrying about work that needs to be done. Time is an important resource in the life of a student. How you use this resource determines how well or how badly you do in your studies. This is why good time management skills are crucial for success. Time management workshops, as well as individual counselling, are offered by Student Support Services and the ADOs in the Academic Monitoring and Support Programme.

Student Support Services Administrator

Nomathemba Lucia Makhathini

Email: makhathinin@ukzn.ac.za / Tel: +27 (0) 31 260 7337

Academic Monitoring and Support Coordinator

Prim Naidoo

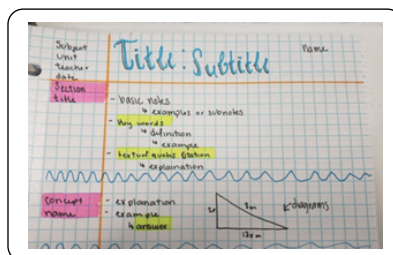
Email: Naidoopri@ukzn.ac.za / Tel: +27 (0) 31 260 8734

STUDY SKILLS

Study skills enable you to study and learn efficiently – they are an important set of transferable life skills. They can increase your confidence, competence, self-esteem and reduce anxiety about tests and deadlines. Effective study skills can help you cut down on the time spent studying, leaving more time for other things in your life. They will also improve your ability to learn and retain knowledge.

Many unsuccessful attempts at studying occur because the student has approached it with too 'casual' an attitude. In fact, studying well is a skill that needs to be honed through constant practice. Learning study skills will not only help you in university, but they will also help you succeed in life, and involves habits and skills such as:

- ⦿ finding regular times for study
- ⦿ learning to concentrate
- ⦿ learning how to read effectively
- ⦿ learning how to take notes
- ⦿ learning how to solve a mathematical problem
- ⦿ learning how to write an essay or report.



More information about how to develop key reading, note-taking and study skills can be found in CLMS' Online Learning Orientation Guide available on: <https://clmstl.ukzn.ac.za/online-learning-orientation-guide/>

Study skills workshops, as well as individual counselling, are offered by Student Support Services and ADOs in the Academic Monitoring and Support Programme.

CONTACTS

Student Support Services Administrator

Nomathemba Lucia Makhathini

Email: makhathinin@ukzn.ac.za / Tel: +27 (0) 31 260 7337

Academic Monitoring and Support Coordinator

Prim Naidoo

Email: naidoopri@ukzn.ac.za / Tel: +27 (0) 31 260 8734

SPORTS AND RECREATION

Sport is an important part of university life, and UKZN caters for everyone, from the recreational to highly competitive persons. The Howard College, Pietermaritzburg, and Westville campuses all have an impressive range of indoor and outdoor facilities. Each of the campuses has its own tennis and squash courts, swimming pool, jogging areas and gymnasium for those who want to enjoy recreational sport in their own time. Those interested in a more structured sporting and competitive experience can join one or more of the available sports clubs, which provide excellent facilities, coaching and equipment for students who wish to compete at any level, from beginner through to international level. The following sports codes and extra-mural activities are offered at the Howard College and Pietermaritzburg campuses: athletics, aerobics, basketball, ballroom dancing, canoeing, chess, cricket, cycling, hockey, karate, mountaineering, netball, rowing, rugby, soccer, softball, squash, swimming, tennis, underwater sports, volleyball, water polo and yachting. Howard College, which has its own indoor sports complex, also offers gymnastics, surfing and badminton, while Pietermaritzburg also offers water-ski, golf and boxing. The Westville campus boasts a well-equipped and modern indoor sports complex and an Olympic-size swimming pool. Westville campus offers athletics, aerobics, badminton, basketball, boxing, ballroom dancing, chess, cricket, gymnastics, golf, hockey, karate, netball, soccer, softball, squash, swimming, table tennis, volleyball and weightlifting. All sport is administered by the Sport Administration Office on each campus.

University sport is affiliated to South African Student Sports Union (SASSU), and many opportunities are provided for competition at the regional and national level, culminating in the World Student Games, which are held biennially. Bursaries are available for top performers. Any student who is selected for provincial or national representation can apply to the Sports Administration for financial assistance.

FOR MORE INFORMATION, PLEASE CONTACT:

Howard College: +27 (0) 31 260 2281
Westville: +27 (0) 31 260 7362
Pietermaritzburg: +27 (0) 33 260 5189

RISK MANAGEMENT SERVICES

Risk Management Services (RMS) is primarily responsible for the safety and security of the entire University community and property across its five campuses. The safety and security of UKZN staff, students, contractors and visitors is of paramount importance to the University. Staff, students, contractors and visitors are encouraged to report any suspicious behaviour in and around campus buildings and in parking areas to RMS. We provide a 24-hour-a-day, 7-day-a-week, and 365-day-a-year service with the objective of creating a safe environment at the University.

EMERGENCY CONTROL ROOM NUMBERS:

Howard College: +27 (0) 31 260 2540/2542
Westville: +27 (0) 31 260 7133/7265
Pietermaritzburg: +27 (0) 33 260 5211/5231