Dear LPAB/LEC Student

Welcome to the Law Extension Committee’s teaching and learning program for the 2009 Winter Session (May 2009 to August 2009). Our website is currently being updated with Subject Guides and supplementary resources in preparation for the commencement of teaching.

This letter accompanies your Enrolment Package which includes your LPAB enrolment form. Please read carefully all the accompanying documents, particularly the Course Information Handbook.

Once you have enrolled with the Board, a common question is: **WHAT DO I DO NEXT?**

Here is a checklist. Information about each item can be found on the following pages.

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<td>4. Familiarise yourself with the Webcampus and materials available online. Download your Subject Guide(s), locate Book List and source text books and other materials</td>
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<td>5. New Student? Attend LEC Orientation</td>
<td>Friday 1 May from 3.00pm – 7.00pm in the New Law School Lecture Theatre 101, main campus</td>
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<td>7. Other Student? Attend lectures</td>
<td>Lectures commence in the week beginning 11 May 2009 (but check your individual subject timetable for any variations)</td>
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<td>8. Complete all assignments required in your subject(s). <strong>Note: there are compulsory assignments in ALL subjects from this semester.</strong></td>
<td>Assignments and due dates are available on Webcampus. <strong>Remember: satisfactory completion of the assignments is a prerequisite to be able to sit the final examination in each subject</strong></td>
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1. REGISTRATION WITH THE LEC: THURSDAY 23 APRIL – FRIDAY 1 MAY 2009

All students enrolled for the Legal Profession Admission Board’s examinations must also register online with the Law Extension Committee in each subject for which they are enrolled with the Board. This must be done each session (even if you have a pending application with the Board).

The online registration period is from 23 April – 1 May 2009.

Detailed guidelines for LEC online registration are included in your Enrolment Package.

The LEC online registration process allows the Board’s students to gain access to their assignments and course materials (where applicable) by the commencement of their lectures. Students must note that registering online is not a confirmation of their enrolment with the Board and that any changes to their enrolment must be notified to the LEC as soon as they are known. If students have not received their enrolment confirmation letter within 3 weeks of lodging their enrolment application, students are advised to contact the Boards’ Student Services Officer. A successful online registration with the LEC does not mean a student’s enrolment application has been processed and accepted by the Board.

If you have not registered between 23 April and 1 May in each subject for which you are enrolled, you will not have access to the supplementary online resources that are an essential part of the LEC program. Registration during this period is also necessary to allow your University Student/Library Card and Unikey login and password protocols to be processed in a timely fashion.

If you have an application pending with the Board you must still register; enter the current date and indicate on the online form that you are awaiting confirmation of your enrolment with the Board. You should attend lectures and prepare compulsory assignments. Late enrolment is not a valid reason for an extension of time to submit an assignment.

If, for any reason, you are unable to register online or access the LEC Webcampus, please contact the LEC, either by email at enquiries@lec.pip.com.au or by phone on (02) 9392 0320.

2. OBTAIN UNIKEY ACCOUNT

All students will require a Unikey Account (also called an Extro Account) to access the resources provided through the Law Library.

New LPAB/LEC students can generate their own Unikey Account through the LPAB Student Self Registration page. Simply follow the links given on the Webcampus and follow the instructions on the page by entering your:

- Student Number (this is the same Six Digit Student Number (e.g. 010000) that you use for your Webcampus Login)
- Surname (this is title case sensitive i.e. Smith not smith or SMITH)
- Date of Birth

For new students who have registered online by Friday 1 May 2009, self registration for their Unikey Account will commence from Monday 4 May 2009. Please refer to page 3 of the Step by Step LEC Online Registration and Unikey Account Information Guide enclosed in this package.

For existing students, your Unikey Account will be re-validated once you have completed your online registration with the LEC between 23 April and 1 May 2009.
Passwords
This process generates an account, however you will then need to assign your own password. If you forget this password, the LEC does not have a record of it – you will need to contact the ICT Help Desk. Their contact details are:

Email: support@usyd.edu.au
Phone: (02) 9351 6000

If you have any problems with this process, please contact the ICT Help Desk.

3. LIBRARY/STUDENT CARDS

New students
The University of Sydney Card Centre will post your Student Library Card to you as soon as practicable after your enrolment has been received and processed by the Board and after you have completed the LEC Online Registration process. If you have not received your Library Card within 3 weeks of the commencement of the course, you should contact the University Card Centre (telephone (02) 9351 2423 or email: university.cards@usyd.edu.au).

Continuing students
Library Cards will be re-validated once your enrolment with the Board has been completed and after you have completed the LEC Online Registration process.

4. BROWSE WEBCAMPUS AND DOWNLOAD SUBJECT GUIDES

Spend some time making sure you are familiar with the Webcampus, and that you can access all of its features. Remember to check the Webcampus regularly throughout the session for updates, new materials and changes.

When you register online with the LEC between 23 April and 1 May you should download your Subject Guides. Subject Guides are not password-protected. If you have a problem downloading, contact the LEC.

Download and peruse the Booklist for each subject in which you are enrolled. Source the relevant text books and begin any introductory reading before lectures commence.

Course Materials and notes are available in several subjects. Please note that not all subjects have the same type or range of support materials and what is provided in one subject should not create an expectation with regard to other subjects.

Subject Guides, the Booklist and supplementary materials are only available online. The LEC does not issue paper copies unless your circumstances prevent you from downloading materials. Since online facilities are now so essential in studying law, very few students will need to be sent paper copies. Regular access to a computer which can access the internet is necessary to obtain assignment questions, submit assignments and access course materials and library materials. Your Unikey Account allows you to use the computers in the computer labs on main campus, but if this is not convenient for you, ensure that you have other access to a computer. Securing access to computer facilities is best done before lectures commence.

When downloading materials it is important to appreciate that they are subject to copyright and made available for your individual study. No material is to be copied to another medium, for example another website. If you are in doubt about appropriate use of materials, please read the relevant entries in the Course Information Handbook and contact us if you require further information.
At the Introductory Legal Institutions Weekend School, we will issue a folder for Legal Institutions students containing preliminary Course Materials. If you already have the folder from a previous enrolment you need only collect the inserts. You will not need a new folder.

5. LEC ORIENTATION – FOR ALL NEW STUDENTS

An Orientation for New Students is provided by the LEC on Friday 1 May in the New Law School Lecture Theatre 101 (New LSLT 101) on the main campus of the University, from 3.00pm to approximately 7.00pm. You will find this venue on the map in your Course Information Handbook.

The Orientation will provide you with an opportunity to understand the roles of the Legal Profession Admission Board (LPAB) and the Law Extension Committee (LEC); we will explain the features of the Webcampus; the LEC Law Librarian will explain library resources; approaches to the course by former and present students will be discussed and you will be able to meet other students.

6. INTRODUCTORY WEEKEND SCHOOL – FOR ALL LEGAL INSTITUTIONS STUDENTS

On Saturday 2 May and Sunday 3 May the introductory topics of the Legal Institutions course will be covered for ALL Legal Institutions students. Students will also undertake exercises in computer based legal research, problem solving, case analysis and the fundamental aspects of legal reasoning. The program will be held in the New Law School Lecture Theatre 101 (New LSLT 101) on the main campus on Saturday 2 May from 9.00am to 5.00pm and on Sunday 3 May from 9.30am to 5.00pm.

A full program for the LEC Orientation and Legal Institutions Introductory Weekend School is enclosed in your Enrolment Package.

How important is attendance at the introductory program? Very important. We have devised this program in the light of needs expressed by students and because of the high attrition and failure rates in early subjects. It is designed to give you an early start in developing essential study and research techniques.

7. LECTURE ATTENDANCE

The next step is to attend lectures. The importance of attending lectures or, if you are an external student, Weekend Schools cannot be emphasised enough. If you are an external student, Weekend Schools are your lectures. Online resources are not a substitute for attendance. In our teachers we (that is, all of us) have a unique resource that is the centre of the LEC’s teaching program.

The first lectures are the Orientation for new students and the Introductory Weekend School for all Legal Institutions students. All evening lecture Legal Institutions students should then attend lectures which commence Wednesday 6 May.

Lectures for most other students begin in the week commencing 11 May 2009.

Attend lectures actively: make notes rather than verbatim copying or recording. Use your Subject Guides intensively. You will benefit greatly by doing the preliminary reading before each lecture.
8. COMPULSORY ASSIGNMENTS

Please note that there is now a compulsory assignment in all subjects. Requirements for subjects 1-12 will not change for this session, but in subjects 13-25 a satisfactory assignment must be submitted as a condition of eligibility to sit for the Board’s examination.

Assignment due dates are available in the individual Subject Guides and on the Assignment Question – please make a careful note of these due dates. No extensions will be given unless the LEC is contacted prior to the due date with a valid request for an extension, and will only be granted in exceptional circumstances.

Make sure you read carefully the Guide to the Presentation and Submission of Assignments and the relevant sections of the Course Information Handbook. Note that in subject 01 Legal Institutions both Assignment 1 and Assignment 2 are compulsory.

ADVICE

If you encounter difficulty in fulfilling course requirements, contact us as soon as possible. We often find that it is just too late to help when we are contacted very late in the session.

Enclosed:

- LPAB Enrolment Form
- LPAB Checklist
- Step by Step Online Registration and Unikey Account Information Guide
- LEC Orientation and Legal Institutions Introductory Weekend School Program
- What’s New in May 2009
- 2009 Winter Session Course Information Handbook

IMPORTANT NOTICE TO LEGAL INSTITUTIONS STUDENTS

Students enrolled in Legal Institutions for 2009 Winter Session should attend lectures as follows:

**Orientation Day:** Friday 1 May: ALL new students should attend.

**Legal Institutions Introductory Weekend School:** Saturday 2 May and Sunday 3 May: ALL Legal Institutions students should attend. This material will **not** be covered in evening lectures. As we hope to provide students with research instruction in web-based computer labs it is vital that Legal Institutions students have registered with the LEC prior to the Introductory Weekend so that they may be placed in a seminar session. Numbers are limited and registrations will **NOT** be available on the day.

**Evening Lectures:** ALL evening lecture Legal Institutions students should attend lectures which commence **Wednesday 6 May**. (Note: Legal Institutions lectures commence in the week prior to lectures in other subjects. ALL Legal Institutions students should attend the Sunday morning session of each Weekend School which is scheduled for Sunday 31 May 2009 at 8.00am – noon in Eastern Avenue Auditorium (EAA) and Sunday 26 July 2009 at 8.00am – noon in Carslaw Lecture Theatre 159 (CLT 159)). Refer to page 52 in the Course Information Handbook for the Legal Institutions Evening Lecture Timetable.

Course Materials will be available for all **new** students at the Legal Institutions Introductory Weekend School. **New students** will receive a **folder** and the **insert**. The Course Materials will also be available online to download.

Returning students should not need to collect new folder.