



PAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY

Office of the Registrar

2024

# Registration Guide



## Welcome to the Namibia University of Science and Technology (NUST).

This guide will assist you to successfully complete the online registration. Registrations for senior students will take place ONLINE as from 08 January to 02 February 2024.

Registrations for new students will be from 22 January 2024 to 02 February 2024. New students will be able to register online from anywhere. There will be thus no need for new students to visit the campus during registration, unless they are invited to do so.

If you experience any problem, you are welcome to visit us at NUST Lower Campus, Auditoria or any regional centre or contact us on 061-207 9999.

We wish you all the best on this new journey!



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# 1. GENERAL INFORMATION

## 1.1 Final Selection (new students)

NUST will receive the final school results of all current Grade 11 and 12 learners from the Ministry of Education during January 2024. Final selections will take place during the first 2 weeks of January 2024. Applicants will be informed via email about the status of their applications.

There will thus be no need for applicants to visit the campus.

### Notes:

- If selected, applicants who applied to study through Advanced Standing or Mature Age Entry Scheme as well as applicants who applied for postgraduate programmes, will receive full admission and can register themselves from the comfort of their homes or offices. International Applicants who received provisional admission, will be able to register themselves, as soon as they present their admission documents at the NUST Campuses.
- Should you experience any challenge during the registration, you are welcome to contact us or visit our office at the NUST Lower Campus, Auditoria or any Regional Resource Centre or Campuses in Eenhana, Rietfontein or Luderitz. Contact details and physical addresses can be found under 'Important Contacts'.

**General Enquiries:** T: +264 61 207 9999, E: admissions@nust.na

## 1.2 Registration Dates

### New Students

- 22 January 2024 to 02 February 2024  
[Note: Applicants who are fully admitted will be able to register as from 08 January 2024]

### Senior/Continuing Students:

- 08 January 2024 to 02 February 2024

## 1.3 Late Registration

- 06 to 10 February 2024

## 1.4 Fees Payable for Registration

### 1.4.1 Deposit on Tuition Fees

- Diploma, Degree and Honours: N\$4,500 (which includes a non-refundable registration fee of N\$1,910)
- Masters and Doctorate: N\$9,000 (which includes a non-refundable registration fee of N\$1,910.)



Kindly note that the amounts mentioned above, do not reflect the full tuition fees. These amounts are only for deposit on your tuition fees and include non-refundable registration fees. For more information regarding the cost of programme, kindly consult the 2024 Fees Booklet [www.nust.na](http://www.nust.na)

### 1.4.2 Hostel Accommodation

**Deposit on Hostel accommodation:** N\$4 500 including a refundable breakage fee.

## 1.5 Payment Methods

Before you register, you will need to pay registration fees. Internet and direct bank payments do not reflect immediately on your student account and processing may take up to **TWO** working days. Payments must thus be made at least two days prior to registration.

- **Via the DPO online payment facility available on the iEnabler**

To make use of the facility you need your credit /debit card credentials. This facility allows you to make an online payment via the DPO portal and is cleared within 20 minutes. You can immediately complete your registration after a matter of minutes. This payment facility is available on the Student Kiosk. To make payment and register yourself, use your student number and pin to log in.

- **Electronic Fund Transfers**

If you choose to pay NUST directly via electronic fund transfer (EFT), indicate your STUDENT NUMBER as your deposit reference. This will enable us to allocate the payment to your student account.

- **Direct Deposits**

Indicate your STUDENT NUMBER as a reference on the deposit slip. Your student number will enable us to allocate the payment to your student account.

- **Cashier Pay Points:**

The cashier pay points at Main Campus and Regional Centres will be open daily from 08h00 to 16h00 and close between 13h00 to 14h00 from Mondays to Fridays. Speed-point facilities are available for debit or credit card payments.

Payments made at NUST cashier points will reflect immediately on your student account. Verify that the amount paid and student number reflects correctly on your receipt.

## 1.6 Banking Details

Bank:	First National Bank
Account Number:	55500126319
Branch Code:	281872
International Swift Code:	FIRNNANX
Reference:	Your student number (very important)
E-mail payment confirmation to:	<a href="mailto:studentdebtors@nust.na">studentdebtors@nust.na</a>

**Bank payments do not immediately reflect on your student account. Allow at least three working days for processing.**





## 1.7 Sponsorships/Bursaries/Bank loans

Confirmation of sponsorship/bursaries should appear on an official company letterhead and must be addressed to Namibia University of Science and Technology (NUST). Letters must be submitted at least **two working days (48 hours)** before registration. Letters are subjected to verification by NUST.

NUST will only consider confirmation letters e-mailed directly from the Sponsor and should indicate that payments will be made directly to NUST, and must contain your student number. E-mail the sponsorship confirmation to **bursaries@nust.na**. **Only letters received directly from the Sponsor will be considered.**

## 1.8 NSFAF LOANS

You will only be allowed to register NSFAF Letter of Confirmation clearly stating that a loan has been allocated to you. The Letter of Confirmation must specify the loan amount approved for you. New loan holders must pay the registration deposit in full. You will be refunded once NSFAF has paid the loan.

A NEW loan holder will be treated as a private student until such time that your loan has been approved and you received a final award letter. The final award letter must specify the loan amount awarded to you. For enquiries send an e-mail to **bursaries@nust.na** Include your student number and programme of studies in the e-mail.

Current loan holders must have an annual "PASS" result code.

# 2. SELF-HELP REGISTRATION

Upon receiving a "FULL" admission letter, applicants will be able to register themselves online from anywhere at any time from the comfort of their homes or offices. All they need is computer equipment and data. There will thus be no need for applicants to visit the campus to register unless they are experiencing a challenge. In such cases, applicants can visit the NUST Lower Campus, Auditoria. There will be dedicated staff that will assist the students to register.

Continuing Students will be allowed to register as from 08 January 2024 to 02 February 2024.

For more information regarding how to register, kindly follow the instructions on pages 6 to 9 of this guide.

## 2.1 Check List

- ✓ Registration fees are paid. Electronic (EFT) payments must be made three days before registration.
- ✓ Received a notification that your confirmation letter for a sponsorship/loan has been accepted. If not, send an e-mail to **studentdebtors@nust.na**



## 2.2. 6 EASY STEPS TO REGISTER ONLINE!

Welcome and best wishes with your studies. Successful registration depends on the following:

- You must have at least N\$4,200 (undergraduate) and N\$8,400 (Masters and Doctorate) on your student account.
- NSFAF Loan-holders must have an annual result of PASS (Senior Students).
- Private Bursary/sponsorship letter has been forwarded and processed by Finance Department (2 days waiting period). If not, send an e-mail to [bursaries@nust.na](mailto:bursaries@nust.na)
- Bank deposits / electronic transfers has been processed (3 days waiting period). Check your financial statement on the Student Kiosk, or send an e-mail to [studentdebtors@nust.na](mailto:studentdebtors@nust.na)
- You have received an SMS / E-mail stating that you are fully admitted.

To register visit our website at [www.nust.na](http://www.nust.na), click on **“My Nust Portal”**, and choose **STUDENT KIOSK**.

### STEP 1 – Insert Student Number And Pin

NAM University of Science and Technology

**PROSPECTIVE STUDENTS**

If you are a prospective student, not registered at this institution, please select one of the following options:

**View a list of study areas and qualifications offered at this institution.**

**Apply, Register, Change personal information, get academic and other information and make payments.**

**REGISTERED USERS: LOGIN CREDENTIALS**

Student  Personnel  Other  Alumni

**Student Number:**  
221000003

**Pin:**  
|

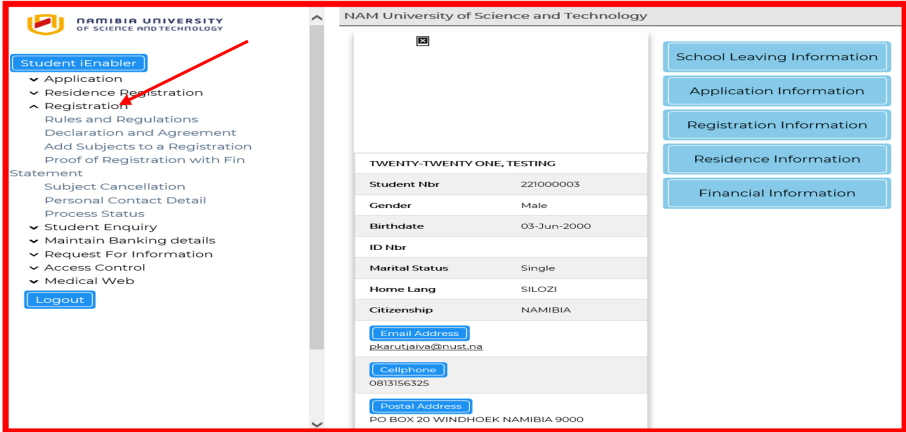
(5 numeric digits. Do not start with a 0.)

Login Forgot Pin Change Pin Request A Pin  
Forgot Student Number

Notes:

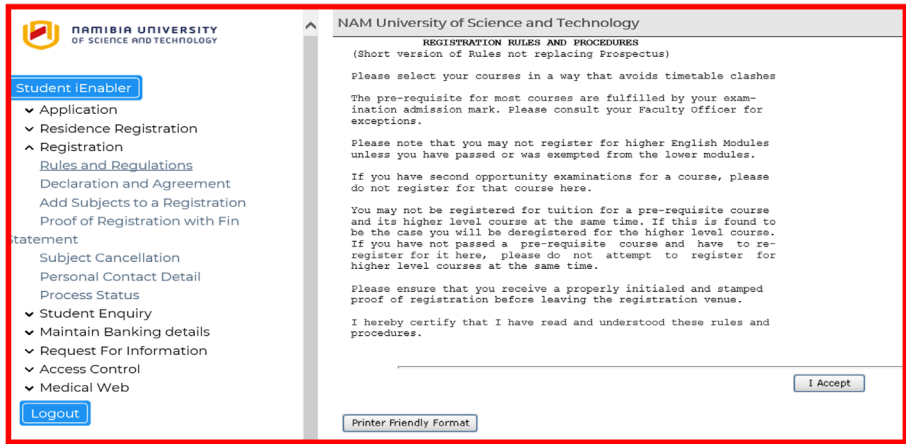
- If you forgot your pin or did not receive a pin, type in your student number and click on “Request a Pin”, and check your inbox. Otherwise contact the Admissions office at [admissions@nust.na](mailto:admissions@nust.na) or +264 61 207 9999.

**STEP 2 – CLICK ON “REGISTRATION”**



The screenshot shows the 'Student iEnabler' interface. On the left is a navigation menu with 'Registration' highlighted. On the right, the student profile for 'TWENTY-TWENTY ONE, TESTING' is displayed with fields for Student Nbr, Gender, Birthdate, ID Nbr, Marital Status, Home Lang, and Citizenship. There are also buttons for 'Email Address', 'Cellphone', and 'Postal Address'.

**STEP 3 – READ AND ACCEPT THE RULES AND REGULATIONS AS WELL AS THE DECLARATION & AGREEMENT AND ACCEPT.**



The screenshot shows the 'REGISTRATION RULES AND PROCEDURES' page. The text includes instructions on course selection, prerequisites, and registration procedures. At the bottom right, there is an 'I Accept' button and a 'Printer Friendly Format' button.

Note: The acceptance of the "Rules & Regulations" and "Declaration and Agreement" is mandatory and serves as your electronic signature. The indicator is stored on your Student File and can be used as a Legal Agreement in a dispute / disciplinary matter.





## STEP 4: CLICK ON "QUALIFICATION REGISTRATION" AND SAVE.

Process Trail: [Qualification](#) > [Study Choice](#)

### Qualification Registration

Student Number: 22100003  
Name: MS. TWENTY-TWENTY ONE TESTING

**Note:** All fields indicated with a \* must be completed.  
Click 'Save and Continue' to continue with registration process.  
Click 'Restart Process' to select different 'Admitted Application' if available.

Academic Year: 2021  
Qualification: 07BOAC - BACHELOR OF ACCOUNTING NQF: 7

How am I going to study for this qualification: [DISTANCE EDUCATION: WINDHOEK] ▾

When am I going to study for this qualification: 0 - YEAR BLOCK  
My intended study period: 1 - FIRST YEAR

Required Registration Credits	
Minimum	Maximum
None	None

Should we Create a Meal Account for you: [No] ▾  
Your Employment Status: [Unemployed] ▾

[Save and Continue] [Save - Continue Later] [Restart Process] [View Calendar Information]

Note: New students can only register for the mode of studies they have been admitted to.

## STEP 5: SELECT THE SUBJECTS YOU WANT TO REGISTER FOR, AND CLICK ON "SAVE AND CONTINUE".

Process Trail: [Qualification](#) > [Study Choice](#) > [Subject Choice](#)

### Possible Subject Selection

Student Number: 22100003  
Name: MS. TWENTY-TWENTY ONE TESTING

Academic Year: 2021  
Qualification: 07BOAC - BACHELOR OF ACCOUNTING NQF: 7  
Mode of Study: [DISTANCE EDUCATION: WINDHOEK]  
Academic Period: 0 - YEAR BLOCK  
Period of Study: 1 - FIRST YEAR

**Note:** Please select the subjects or modules you plan to register for by clicking on the check box alongside the subject detail. When all of your selections have been made, click the 'Continue' button to proceed with the registration process.

Possible Subjects		
Subject	Compulsory	
<input type="checkbox"/> CML111S - COMMERCIAL LAW 1A	Yes	
<input type="checkbox"/> PFLJ411S - PRINCIPLES OF ENGLISH LANGUAGE USE	Yes	

Other Subjects Available for Selection		
Subject	Compulsory	Study Period
<input type="checkbox"/> BSC410S - BASIC SCIENCE	No	1 - FIRST YEAR
<input type="checkbox"/> CUS411S - COMPUTER USER SKILLS	No	1 - FIRST YEAR
<input checked="" type="checkbox"/> EAP511S - ENGLISH FOR ACADEMIC PURPOSES	No	1 - FIRST YEAR
Subject EPRS11S - ENGLISH IN PRACTICE must be completed before this subject may be selected.		
<input checked="" type="checkbox"/> EPRS11S - ENGLISH IN PRACTICE	No	1 - FIRST YEAR
Subject PFLJ411S - PRINCIPLES OF ENGLISH LANGUAGE USE must be completed before this subject may be selected.		
<input type="checkbox"/> FAC511S - FINANCIAL ACCOUNTING 101	No	1 - FIRST YEAR
<input type="checkbox"/> PM511S - PRINCIPLES OF MICROECONOMICS	No	1 - FIRST YEAR
<input type="checkbox"/> QTM511S - QUANTITATIVE METHODS	No	1 - FIRST YEAR

[Save and Continue] [Save - Continue Later] [Restart Process]

### NOTES:

- Accuracy of Registration: To ensure and verify that you are registered for all required courses (subjects), refer to the Programme Coding Forms at <https://www.nust.na/?q=programme-coding-forms>.
- Application for Credits/Exemptions:  
1<sup>st</sup> Year Students: Some institutional core courses or programmes offers exemptions when you have obtained certain Grades in Grade 11 and 12 final examinations. This includes certain courses in the Introduction to Science, Technology, Engineering and Mathematics (InSTEM) bridging programme, English Modules, Basic Science, Basic Mathematics and Computer User Skills. For further information kindly refer page 8 of this Guide.

Exemptions for courses at other institutions of higher learning: Complete a Credit/Exemption form, attach the syllabi as well as academic record and email to the Faculty Officer. Details can be found under page 10 of this Guide. Forms can be found at the back of this booklet.

- Registration for English Modules: will be done manually by your Faculty officer. If you qualify for an exemption for an English Module, you can scan and email your final Grade 11 or 12 examination results to the Admission Officer.

**CHOOSE THE MODE OF STUDIES AND SAVE**

**STEP 6 ACCEPT REGISTRATION AND PRINT YOUR PROOF OF REGISTRATION**

**NOTES:**

- You can add or cancel subjects online till 28 February 2024 with 100% refund. Kindly note that if you cancel your programme of study, your registration fee of N\$1,910 will be non-refundable.
- It is the responsibility of the student to ensure that his/her biographical information is correct.
  - For changing personal biographical information changes send an email to your Admissions Officer.
  - For postal address & contact details changes: Click on "Personal Contact Detail".



KINDLY UPLOAD YOUR FINAL GRADE 12 RESULTS UNDER "APPLICATION, FINAL STEP".

What to do when you received error messages below:

"The institution has not yet permitted..."

## Student iEnabler

The institution has not yet permitted the use of this option to you.  
Please contact us with any queries.  
Thank You.

Did you pay the registration fees yet? If yes,  
contact finance at [studentdebtors@nust.na](mailto:studentdebtors@nust.na)  
or +264 61 207 9888

1. Financial Error Message: send email to [studentdebtors@nust.na](mailto:studentdebtors@nust.na)

Are you fully admitted? If yes, contact  
Admissions at [admissions@nust.na](mailto:admissions@nust.na) or +264  
61 207 9999.

Registration Details			
Student Number: 221000003			
Name: MS. TWENTY-TWENTY ONE TESTING			
Academic Year	2021		
Qualification	07BOAC - BACHELOR OF ACCOUNTING NQF: 7		
Mode of Study	DI - DISTANCE EDUCATION: WINDHOEK		
Academic Period	0 - YEAR BLOCK		
Period of Study	1 - FIRST YEAR		
			Required Mini
Subjects	Mode of Study	Academic Period	Attendance Type
CML111S - COMMERCIAL LAW 1A	DI - DISTANCE EDUCATION: WINDHOEK	1 - SEMESTER 1 BLOCK	N - NORMAL EXAM
PLU411S - PRINCIPLES OF ENGLISH LANGUAGE USE	DI - DISTANCE EDUCATION: WINDHOEK	1 - SEMESTER 1 BLOCK	N - NORMAL EXAM
<b>Note:</b>			
<ul style="list-style-type: none"> <li>• Click on 'Continue' button to display Registration Costs.</li> <li>• To make amendments use the "Process Trail" at the top of the page that will take you to the appropriate page.</li> </ul>			
PRINCIPLES OF ENGLISH LANGUAGE USE - ORA-20101: i06pkg_raise_fees:invsql=3825 : Event 07 Qual/Subj PLU411S Fees not Finalized : Registration Stopped *			
Continue	Restart Process	Print Registration Details	

## 2.3. Application for Course Credits / Exemptions:

“Exemption from doing a course (subject)” means “you do not have to register for that specific subject”. The Faculty Officer captures details of exemptions.

Exemptions for Grade 11 and 12 Learners: Namibia Senior Secondary Certificate (NSSC) or Equivalent		
Institutional Core Courses		
Institutional Core Course	School Subject(s)	Grade
Basic Mathematics	Mathematics	Minimum B (NSSCO) or d (NSSCAS)
Basic Science	Biology and Physical Science	Minimum B (NSSCO) or d (NSSCAS)
Computer User Skills	Computer Studies	Minimum B (NSSCO) or d (NSSCAS)
Language in Practice	English Language	Minimum B (NSSCO) or d (NSSCAS)
Introduction to Science, Technology, Engineering and Mathematics (InStem) Programme Code: 04STEM		
InSTEM Course	School Subject	Minimum Symbol Required
Introduction to Mathematics A and B	Mathematics	NSSCAS - d
Introduction to Physics A and B	Physical Science	NSSCAS - d
Introduction to Chemistry A and B	Physical Science	NSSCAS - d
Introduction to Biology	Biology	NSSCAS - e or NSSCO – B
Introduction to General Geography	Geography	NSSCAS - e or NSSCO – B
Computer User Skills	Computer Studies	NSSCAS - e or NSSCO – B

Exemptions for English Courses					
The [x] indicates the English course the student should be registered for.					
	PLU 411S	EPR511S	EAP511S	PWR611S	PC0611S
Various English results/ Grades or symbols scored:	Principles of Language Use	English in Practice	Eng. Acad. Purposes	Professional Writing	Professional Communication
English First Language (NSSCAS)					
Symbol a, b, c, d, e	Exempted	Exempted	x	x	x
English First Language NSSCO					
Symbol A, B, C	Exempted	Exempted	x		
Symbol D and below	Exempted	x			
English Second Language NSSCAS					
Symbol a, b, c, d	Exempted	Exempted	x		
Symbol e	Exempted	x			
English Second Language (NSSCO)					
Symbol A, B	Exempted	x			
Mature Age Entry: English Proficiency Tests	40-59%	60-69%	70-90%		



## 2.4. How to Add or Cancel a Subject on the Student Kiosk

### 2.4.1 Rules:

- Students may add or cancel a course (subject) with 100% refund until **last working day in February each year.**
- Change of Programme CANNOT be done on the Student Kiosk.
- Note: You will only be able to add subjects that are in the curricula or your programme or year of studies. E.g. If you are registered as a 2<sup>nd</sup> year student – you will only be able to add/cancel courses (subjects) for 1<sup>st</sup> and 2<sup>nd</sup> year. You will NOT be able to add 3<sup>rd</sup> year subjects. For this you need to complete an amendment form.

### 2.4.2 To Cancel

The screenshot shows the ITS Web Interface for 'Subject Cancellation'. The page title is 'Subject Cancellation' and the student number is 200237195. The student's name is MS. PETRO CHINEEN KARUTJAWA. The academic year is 2015 and the qualification is BACHELOR OF BUSINESS ADMINISTRATION. A note states: 'Select the subjects to cancel. You cannot select all the subjects for cancellation; you must first cancel the qualification using the Cancel Qualification step in the left hand menu'. A table lists the subjects to be cancelled:

Cancel	Subject	Description	Reason	Registration Date	QualNo	Academic Period	Mode of St
<input type="checkbox"/>	BAC211S	BUSINESS ACCOUNTING 2A	==Please Choose==	30-JAN-2015	1	1	DI
<input checked="" type="checkbox"/>	BBS111S	BASIC BUSINESS STATISTICS 1A	==Please Choose==	30-JAN-2015	1	1	DI

Below the table, there is a message: 'An image of indicates that the particular subject is not available for cancellation'. There are two buttons: 'Save Subject Cancellation' and 'Clear Form'.

The second screenshot shows the same interface after the cancellation process is complete. A message box titled 'Message from webpage' displays the text: 'Subject(s) cancelled successfully'. The 'OK' button is visible in the message box.

### 2.4.3 Add A Subject

**ITS Web Interface 202327195 - Windows Internet Explorer**

http://itsmainrsvp003.nust.na:7771/pls/prod03/w9pkipg\_mi\_main\_menu

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**Add Subjects to a Registration**

Student Number: 200237195  
Name: MS. PETRO GHINEEN KARUTJAJVA

Note: Below is a list of current enrolments. Please click on the appropriate course or courses to be added to the previously selected course.

Academic Year	Academic Period	Mode of Study	Qualification	Description
2015	0	DI	21BBAD	BACHELOR OF BUSINESS ADMINISTRATION

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**ITS Web Interface 202327195 - Windows Internet Explorer**

http://itsmainrsvp003.nust.na:7771/pls/prod03/w9pkipg\_mi\_main\_menu

Polytechnic Of Namibia Int3 Production

**Other Subjects Available for Selection**

Subject	Compulsory	Study Period	Academic Credits Not Applicable
<input type="checkbox"/> BMIS118 - INTRODUCTION TO BUSINESS MANAGEMENT	No	1 - FIRST YEAR	
<input checked="" type="checkbox"/> EPR5118 - ENGLISH IN PRACTICE	No	1 - FIRST YEAR	
Subject LIP4118 - LANGUAGE IN PRACTICE must be completed before this subject may be selected.			
<input type="checkbox"/> LIP4118 - LANGUAGE IN PRACTICE	No	1 - FIRST YEAR	
<input type="checkbox"/> POC6118 - PROFESSIONAL COMMUNICATION	No	1 - FIRST YEAR	
<input type="checkbox"/> PMA5128 - PRINCIPLES OF MACROECONOMICS	No	1 - FIRST YEAR	
<input type="checkbox"/> PWRP118 - PROFESSIONAL WRITING	No	1 - FIRST YEAR	
<input checked="" type="checkbox"/> BAC2118 - BUSINESS ACCOUNTING 2A	No	2 - SECOND YEAR	
Subject BAC2118 already enrolled.			
<input checked="" type="checkbox"/> BB6118 - BASIC BUSINESS STATISTICS 1A	No	2 - SECOND YEAR	
<input type="checkbox"/> BOP6118 - BUSINESS OPERATIONS	No	2 - SECOND YEAR	
<input type="checkbox"/> PPM5118 - PRINCIPLES OF MICROECONOMICS	No	2 - SECOND YEAR	
<input type="checkbox"/> BPM6118 - PURCHASING MANAGEMENT	No	3 - THIRD YEAR	
<input type="checkbox"/> ICE7128 - INNOVATION, CREATIVITY AND ENTREPRENEURSHIP	No	3 - THIRD YEAR	
<input checked="" type="checkbox"/> IAB1118 - INTERMEDIATE MICROECONOMICS	No	3 - THIRD YEAR	
Subject PPM5118 - PRINCIPLES OF MICROECONOMICS must be completed before this subject may be selected.			

[ Save and Continue | Save - Continue Later | Restart Process ]

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## 2.44 Cancel A Qualification

Kindly note that your registration fee of N\$1,910. are non refundable.

ITS Web Interface 215091221 - Windows Internet Explorer

http://itsmainsrvp003.nust.na:7771/jpls/prod03/w99pkg\_mi\_main\_menu

**Click on Qualification Cancellation and Save**

ITS erjory software

Polytechnic Of Namibia Int3 Production

Tuesday, 10th February 2015


**Qualification Cancellation**

Student Number: 215091221  
Name: MS. WANG XINQI

Academic Year: 2015

**Note:** If you want to cancel a qualification click the 'tick box' next to the qualification. The subjects for the relevant qualification will be cancelled automatically.

Cancel	Qualification	Description	Reason	Registration Date	QualNo	Primary	Academic F
<input checked="" type="checkbox"/>	06DPAF	DIPLOMA IN ACCOUNTING AND FINANCE NQF	TIMETABLE CLASHES	26-JAN-2015	1	Y	0

An image of  indicates that the particular qualification is not available for cancellation

Logout

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Internet | Protected Mode: On

Page: 2 of 2 | Words: 11

10:28 AM 2015/02/10



### 3. HOSTEL ACCOMMODATION

Application forms for hostel accommodation can be found on our website at [www.nust.na](http://www.nust.na) All contact details are found on the form.

**For enquiries:**

E: [fgreen@nust.na](mailto:fgreen@nust.na); T: +264 61 207 2298

### 4. LECTURES

Classes will start on **05 February 2024**. Classes will be offered in a blended mode of study with include remote learning (online) and face-to-face classes.

**NOTE: It is the responsibility of the student to ensure that he/she has access to data as well as devices (laptops, computers, internet data, etc.) to be able to attend classes online.**

#### 4.1 Compulsory Online Orientation for New Students:

The use of technology in learning is now the norm since the COVID-19 pandemic invaded our lives. During the Online Registration Orientation Session, all new students will be introduced to how to be prepared, to learn and understand the teaching strategies and methods employed by their lecturers **via online platforms (MyNUST and Microsoft Teams)**. For easy communication with the facilitators, you are requested to install the **“Telegram”** application on your mobile device. This application is similar to WhatsApp but can handle a large number of users in a group. To access the Telegram Channel named **“students.nust”** please use this link once connected to the application: <https://tinyurl.com/h55576x6>

The orientation will be done online and more information will be e-mailed to all registered new students after registration. For more information, contact [gschroeder-nependa@nust.na](mailto:gschroeder-nependa@nust.na)

#### 4.2 Full-time and Part-time Students:

Timetables for full-time and part-time classes can be downloaded from our website at [www.nust.na](http://www.nust.na).

#### 4.3 Distance Students:

All distance education students are integrated into the Faculties and will be enrolled onto eLearning for their relevant courses.

Study Guides will be uploaded onto eLearning in a flipbook file format. The course outlines will be uploaded onto eLearning under the Course Material Section and as Turnitin Assignments on the dashboard on MOODLE. No hard copies will be issued.



## 5. IMPORTANT CONTACT DETAILS

- General Enquiries: T: +264 61 207 9111
- **ICT Support (Passwords):**  
E: ictsupport@nust.na; T: +264 61 207 2608 or visit the website at <https://www.nust.na/?q=ictservices>
- If your registration has been **blocked due to financial reasons:**  
E: studentdebtors@nust.na; T: +264 61 207 9888
- If you do not receive a response regarding **admissions** or getting stuck during the registration process:  
E: admissions@nust.na; T: +264 61 207 9999
- Enquiries regarding **bursaries and loans:**  
E: bursaries@nust.na; T: +264 61 207 9888
- **International Student Support:**  
akiimba@nust.na, T: +264 61 207 2727
- **Distance Education Support**  
E: coll@nust.na; T: +264 61 207 9777

### 5.1 Faculty/Admissions Officers

For all faculty academic administration related enquiries and concerns, please contact:

Faculty/Department	Faculty Officer	Admissions Officer (Undergraduate Programmes – Admissions Enquiries Only)
<b>Faculty of Commerce, Human Sciences and Education</b>		
Department of Economics, Accounting and Finance	Ms Yvonne Shipanga T: +264 61 207 2671 E: yshipanga@nust.na	Mr Javakaije Kasaona T: +264 61 207 2671 E: jkasaona@nust.na
Namibia Graduate School of Accounting (NGSA)		
Harold Pupkewitz Graduate School of Business (HP-GSB)		
Department of Governance and Management Sciences	Mr Gilbert //Hoebeb T: +264 61 207 2320 E: ghoeb@nust.na	Ms. Brenda Anton T: +264 61 207 2151 E: banton@nust.na
Department of Marketing, Logistics and Sport Management	Ms Indira Mbako T: +264 61 207 2170 E: imbako@nust.na	Ms Rachel Hangula T: +264 61 207 2775 E: rhangula@nust.na
Department of Social Sciences	Ms Gillian Feris T: +264 61 207 2160 E: gferis@nust.na	Ms Rachel Hangula T: +264 61 207 2775 E: rhangula@nust.na
Department of Communication and Languages		
Department of Technical Vocational, Education and Training (TVET)		
Department of Hospitality and Tourism		



<b>Faculty of Computing and Informatics</b>		
INCEIT	Ms Julia Semi	Ms. Julia Kashupi
Department of Computer Science	T: +264 61 207 2923	T: +264 61 207 2741
Department of Cyber Security	E: jsemi@nust.na	E: jkashupi@nust.na
Department of Software Engineering		
Department of Journalism and Media Technology		
<b>Faculty of Engineering and The Built Environment</b>		
Department of Civil, Mining and Process Engineering (CMP)	Ms Sonja Samuels	Mr Shanville Van Rooyen
Department of Mechanical, Industrial and Electrical Engineering (MIE)	T: +276 61 2016 E: ssamuels@nust.na	T: +264 61 207 2881 E: svanrooyen@nust.na
Department of Architecture, Planning and Construction (APC)	Mr Phen Ilukena	
Department of Land and Spatial Sciences (LSS)	T: +264 61 207 2661 E: pilukena@nust.na	
INSTEM Department		
<b>Faculty of Health, Natural Resources and Applied Sciences</b>		
Department of Agriculture and Agribusiness	Ms Seanie Van Wyk	Ms Mathilda Kondombolo
Department of Natural Resource Sciences	T: +264 61 207 2835 E: sfvanwyk@nust.na	T: +264 61 207 2017 E: mkondombolo@nust.na
Department of Clinical Health Sciences		
Department of Preventative Health Sciences		
Department of Mathematics, Statistics and Actuarial Science		
Department of Biology, Chemistry and Physics		



## 5.2 Centres and Satellite Campuses

### Regional Centres

Town	Contact Person	Tel (+264)	E-mail
Gobabis	Ms Elvire Theron Ms Chandre Beukes	+264 62 564 071	etheron@nust.na cbeukes@nust.na
Katima Mulilo	Mr Christopher Madyaao Natasha Muletwa	+264 66 252 388	cmadyaao@nust.na nmmuletwa@nust.na
Keetmanshoop	Mr Antonio Stuurmann Mr Millian Josob	+264 63 221 033	astuurmann@nust.na mjosob@nust.na
Oranjemund (Public Library)	Ms Evi-Ndapanda Nampolo (Librarian)	+264 81 4174 566	enampolo@nust.na
Otjiwarongo	Ms Gwendoline Beukes Ms Jacqueline S Hunibes	+264 67 301 149	gbeukes@nust.na jhunibes@nust.na
Rundu	Mr Charles Lushu Ms Aplonia Dikuwa	+264 66 255 270	clushu@nust.na adikuwa@nust.na
Tsumeb	Mr Menason Katjirua Ms Paulina Hamukwaya	+264 67 220 483	mkatjirua@nust.na phamukwaya@nust.na
Walvis Bay	Ms Ndapanda Amupueja	+264 64 203 603	namupueja@nust.na

### Resource Centres

Town	Contact Person	Tel (+264)	Email
Outapi	Ms Theresia Kuuwilwa	+264 65 251368	tnkuuwlwa@nust.na
Ongwediva	Ms Josefina Skrywer	+264 65 231 276	jskrywer@nust.na

### Eenhana Satellite Campus

Contact Person	Tel (+264)	Email Address
Dr Lukas Shikulo (Head)	+264 65 231 276	lshikulo@nust.na
Ms Julia Kabuwanwa	+264 65 251 368	jkabuwanwa@nust.na
Mr Festus Shimhulu		fshimhulu@nust.na

### Rietfontein Satellite Campus

Contact Person	Tel (+264)	Email Address
Mr Menason Katjirua (Acting Head)	+264 81 262 6070	mkatjirua@nust.na

### Lüderitz Satellite Campus

Contact Person	Tel (+264)	Email Address
Mr Antonio Stuurman (Acting Head)	+264 63 204 040	astuurman@nust.na



## 7. GENERAL RULES AND REGULATIONS

You are responsible for familiarising yourself with the General Rules and Regulations of NUST and the information as given in the faculty yearbooks for 2024. These documents can be found on our website at <https://www.nust.na/?q=download/annual-reports-documents>.

Academic activities including examinations and graduation, take place from Mondays to Saturdays.





# AMENDMENT FORM

## CHANGING QUALIFICATION OR MODE OF STUDIES / ADDING OF COURSES (FULL- AND PARTIME ONLY)

STUDENT NUMBER:		QUALIFICATION REGISTERED FOR:	
SURNAME AND INITIAL(S):			
EMAIL ADDRESS:		TELEPHONE NUMBER:	

**CHANGE OF STUDY PROGRAMME**

**KINDLY NOTE THAT CHANGES OF PROGRAMME IS SUBJECT TO AVAILABLE SPACES IN THE PROGRAMME.**

Name of PROGRAMME registered for currently:		PROGRAMME CODE:	MODE:
Name of PROGRAMME changing to:		PROGRAMME CODE:	MODE:

Head of Department (full name):..... Signature: ..... Date:.....

Approved:  Not Approved:  Reason (if any):.....

**CHANGING MODE OF STUDIES / ADDING OF COURSES**

Changing mode of studies: This form makes provision for changing of courses from distance to **full- and part-time**, or from full-time to part-time and vice versa depending on the availability of spaces in classes.

**Adding of courses:** Kindly note that you can add or cancel courses on the Student Kiosk. This form should be used **ONLY** if the course is not available for selection on the Student Kiosk.

COURSE (SUBJECT) NAME	CODE	MODE OF STUDIES		LECTURER	
		FROM	TO	NAME & SURNAME	SIGNATURE

STUDENT'S SIGNATURE: ..... DATE: .....

*For office use only:*

Comments from FO (if any)	Type of Discontinuation	Faculty Officer Signature	Date

**EMAIL FORM TO [facultyofficers@nust.na](mailto:facultyofficers@nust.na).**



**NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**  
**Office of the Registrar**

Student Admissions

13 Storch Street  
Private Bag 13388  
Windhoek  
NAMIBIA  
T: +264 61 207 2056  
F: +264 61 207 9775  
E: admissions@nust.na  
W: www.nust.na

## APPLICATION FOR CREDIT OF COURSES

**Please refer to Academic Regulations AC2 and Fees, F.3.2 of the Yearbook, Part 1, General Information and Regulations**

STUDENT NUMBER: ..... STUDENT INITIALS & SURNAME: ..... QUALIFICATION: .....

EMAIL ADDRESS: ..... TELEPHONE NUMBER: .....

Course(s) to be recognized / credited (Offered by NUST)	Name(s) of course(s) you have passed previously / at another institution (Attach Syllabi AND Academic Record)	Date Passed	Name of Institution	Percentage /Grade Obtained	Lecturer	
					Recommended Yes/No	Name & Surname Signature

DOCUMENTS ATTACHED CHECKLIST: PLEASE CROSS (x) ORIGINAL ACADEMIC RECORD / TRANSCRIPT  SYLLABI

STUDENT SIGNATURE: .....

For office use only:

<b>Head of Department</b>	Recommended	Not Recommended	Signature	Remarks:
<b>Dean</b>	Approved	Not Approved	Signature	Remarks:
<b>Faculty Officer</b>	Credit Recorded	Yes / No	Signature:	Remarks:



**NAMIBIA UNIVERSITY**  
OF SCIENCE AND TECHNOLOGY

**2024 Registration Guide**

Compiled by: Petro Karutjaiva

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Private Bag 13388  
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NAMIBIA

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E: [registrar@nust.na](mailto:registrar@nust.na)

