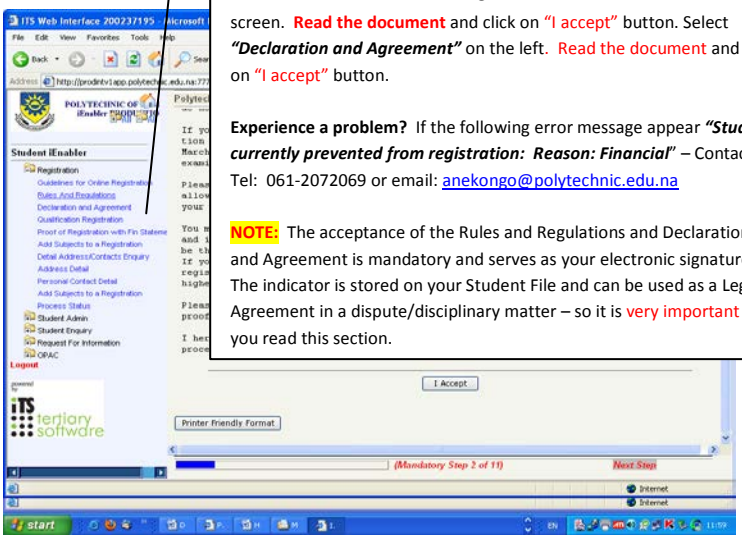
ONLINE REGISTRATION IN 6 EASY STEPS!!!

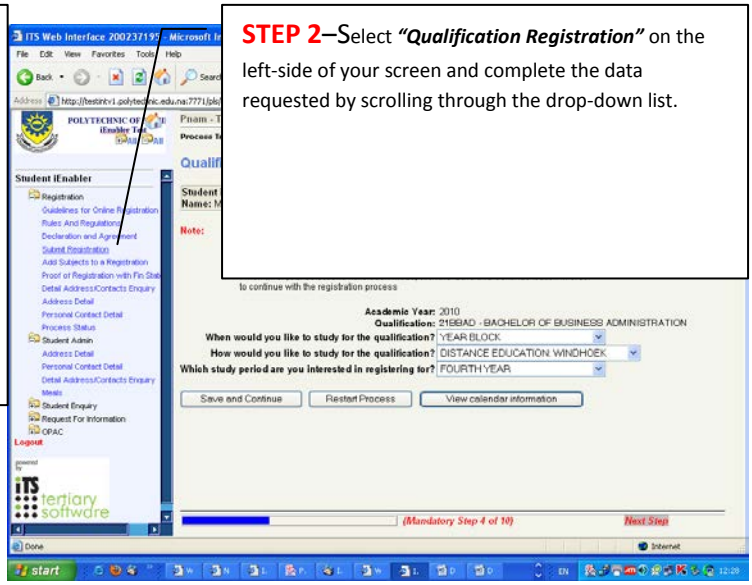
Log on to www.students.polytechnic.edu.na, Select "STUDENT KIOSK", Enter your student number and pin – *Forgot it*? Follow the **Steps to get your pin number**



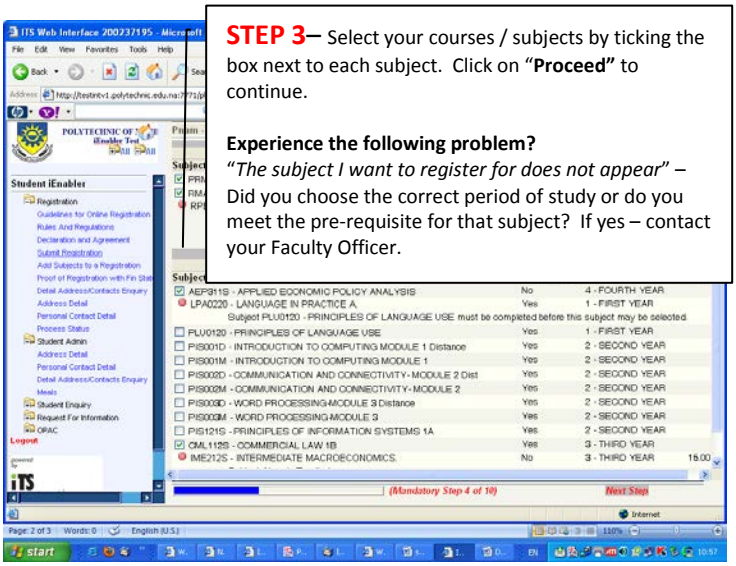
STEP 1 – Select ***"Rules & Regulations"*** on the left-side of the screen. **Read the document** and click on "I accept" button. Select ***"Declaration and Agreement"*** on the left. Read the document and click on "I accept" button.

Experience a problem? If the following error message appear ***"Student currently prevented from registration: Reason: Financial***" – Contact Tel: 061-2072069 or email: anekongo@polytechnic.edu.na

NOTE: The acceptance of the Rules and 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 – so it is very important that you read this section.

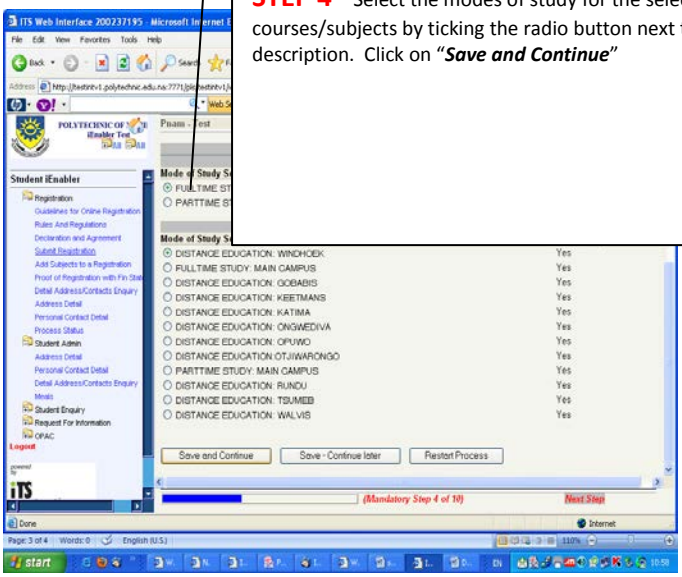


STEP 2–Select ***"Qualification Registration"*** on the left-side of your screen and complete the data requested by scrolling through the drop-down list.

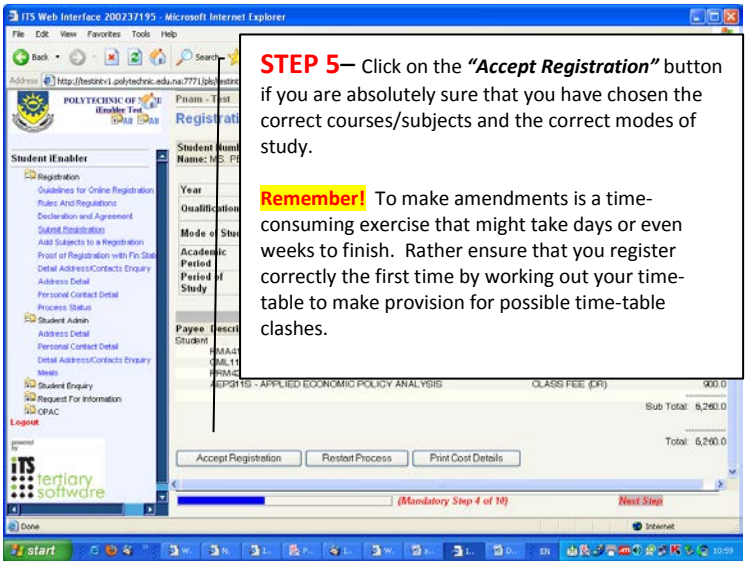


STEP 3– Select your courses / subjects by ticking the box next to each subject. Click on "**Proceed"** to continue.

Experience the following problem?
"*The subject I want to register for does not appear*" – Did you choose the correct period of study or do you meet the pre-requisite for that subject? If yes – contact your Faculty Officer.

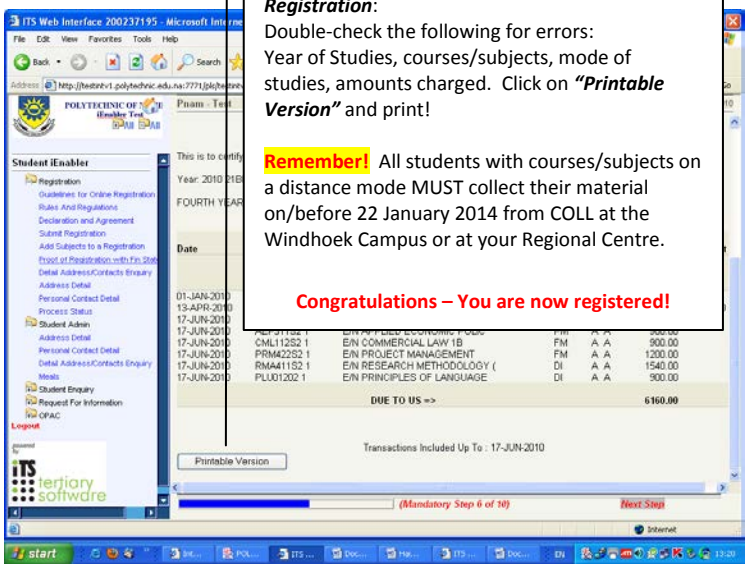


STEP 4– Select the modes of study for the selected courses/subjects by ticking the radio button next to the description. Click on "***Save and Continue***"



STEP 5– Click on the ***"Accept Registration"*** button if you are absolutely sure that you have chosen the correct courses/subjects and the correct modes of study.

Remember! To make amendments is a time-consuming exercise that might take days or even weeks to finish. Rather ensure that you register correctly the first time by working out your time-table to make provision for possible time-table clashes.



STEP 6–Read through your ***Proof of Registration***:
Double-check the following for errors:
Year of Studies, courses/subjects, mode of studies, amounts charged. Click on ***"Printable Version"*** and print!

Remember! All students with courses/subjects on a distance mode MUST collect their material on/before 22 January 2014 from COLL at the Windhoek Campus or at your Regional Centre.

Congratulations – You are now registered!