

Self-help Registration: 03 to 07 July 2017

NB: Off-campus self-help registration is only available for current NUST students who are continuing their studies in the same programme of studies.

For Students Who Have Off-Campus Internet Access:

Students may register any day or any time from 03 to 07 July 2017

Log on to our website at www.students.nust.na and click on Student Kiosk. Log on with your student number and pin and click on Registration. Read and follow the steps for Online Registration and click on "Add subjects" to add your second semester subjects/courses. Register and print a proof of registration.

Notes:

- If you register on distance mode, collect your study material on weekdays on or before 07 July 2017 from COLL or your nearest Regional Centre. You will be expected to present your proof of registration to collect your study material.
- You will not be able to register online unless the deposit on tuition fees has been paid and reflects on your student account. See "Fees".

For enquiries regarding online registration contact: The HelpDesk – 061 -2072056, Email: admissions@nust.na

Registration will take place as indicated on the schedule below from 03 - 07 July 2017 at the following venues:

- All full-time, part-time and Windhoek Distance Education students should register at the Science and Technology Building on the Main Campus.
- Regional distance education students may register online at their respective Regional Centres.

Fees:

- Deposit on Tuition Fees: **N\$3,500** (undergraduate); **N\$7,500** (postgraduate). Full Deposit must be paid regardless of the number of subjects to be registered for.
- Deposit on Residence Fees: N\$3,500 including refundable breakage fee of N\$830.

- Students with outstanding accounts will NOT be allowed to register. Check the Student Kiosk - Student Enquiry for outstanding fees on Tuition / Accommodation].
- Students may pay directly into the NUST current account number: 55500126319, at First National Bank, Ausspannplatz Branch, Branch Code: 281872. Please ensure that your valid student number is indicated in the reference block. NUST will only accept the direct deposits or EFT's that appear on its bank account. Such deposits/EFT's have to be made at least three (3) days in advance to allow the necessary processing.
- Personal cheques will no longer be accepted.
- Speed Point facilities will be available for payment on campus.
- Enquiries regarding payments: Tel: +264 61-207 2110, Email: studentdebtors@nust.na.

Other Important Notices:

- All Distance Education students registering for Business Application 1B and Information Administration 2B and 3B must attend the compulsory vacation school from 17 to 21 July 2017.
- All Distance Education students registering for computerised accounting must attend the compulsory Vacation School from 12 to 14 July 2017.
- All First Year students who registered with their statement of results in the first semester, should present their ORIGINAL final school leaving certificates at this registration.
- Postgraduate students can register on any day of their choice as from 03 to 07 July 2017.
- First Year students must register for the SAME mode of studies for which they were registered in the 1st Semester 2017.

For Students Who Need to Use The ICT Facilities of NUST Online Registration Schedule: 03 to 07 July 2017

Students are Advised to Turn Up During The Times lots Allocated as per The First Letter of Their Surname. This Will Minimise Waiting Time.

Date	Programme	Time	Surname	Date	Programme	Time	Surname
Monday 03 July	Faculty of Management Sciences: • Business Administration • Business Management • Logistics and Supply Chain Management • Office Management and Technology • Business and Information Administration Faculty of Human Sciences: All programmes	08:00 - 09:00	A-D	Thursday 06 July	Faculty of Natural Resources and Spatial Sciences: All programmes Faculty of Management Sciences: • Entrepreneurship • Hospitality Management • Tourism Management	08:00 - 09:00	A-D
		09:00 - 10:00	E-G			09:00 - 10:00	E-G
		10:00 - 11:00	H-I			10:00 - 11:00	H-I
		11:00 - 12:00	J-K			11:00 - 12:00	J-K
		12:00 - 13:00	L-M			12:00 - 13:00	L-M
		13:00 - 14:00	N-O			13:00 - 14:00	N-O
		14:00 - 15:00	P-S			14:00 - 15:00	P-S
		15:00 - 16:00	T-Z			15:00 - 16:00	T-Z
Tuesday 04 July	Faculty of Management Sciences: Accounting and Finance Faculty of Health and Applied Sciences: All programmes Centre of Entrepreneurial Development: CATS	08:00 - 09:00	A-D	Friday 07 July	Faculty of Engineering: All programmes Faculty of Management Sciences: • Economics • Marketing	08:00 - 09:00	A-D
		09:00 - 10:00	E-G			09:00 - 10:00	E-G
		10:00 - 11:00	H-I			10:00 - 11:00	H-I
		11:00 - 12:00	J-K			11:00 - 12:00	J-K
		12:00 - 13:00	L-M			12:00 - 13:00	L-M
		13:00 - 14:00	N-O			13:00 - 14:00	N-O
		14:00 - 15:00	P-S			14:00 - 15:00	P-S
		15:00 - 16:00	T-Z			15:00 - 16:00	T-Z
Wednesday 05 July	Faculty of Management Sciences: • Human Resources Management • Transport Management Faculty of Computing and Informatics: All programmes	08:00 - 09:00	A-D	Timetables can be downloaded from the NUST Website at: www.nust.na Classes start on Monday, 10 July 2017			
		09:00 - 10:00	E-G				
		10:00 - 11:00	H-I				
		11:00 - 12:00	J-K				
		12:00 - 13:00	L-M				
		13:00 - 14:00	N-O				
		14:00 - 15:00	P-S				
		15:00 - 16:00	T-Z				

Enquiries:
 Office of the Registrar: Admissions
 T: +264 61 207 2056
 E: admissions@nust.na