



PAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Office of the Registrar

Registration Guide



2021

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

Due to the uncertainties and restrictions caused by the ongoing COVID-19 pandemic, all students, including first-year students, are required to register online during the 2021 Academic Year. The registration period for first-year students is from 15 - 19 February 2021.

For senior students it is from 08 to 12 March, except Faculty of Engineering students, that will register from 23 to 26 March 2021.

You can, therefore, register anywhere, anytime during the aforementioned period.

This Guide is aimed at assisting you to register successfully online. Remember, help is just a phone call or e-mail away.

We wish you all the best on this new journey!



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1. IMPORTANT GENERAL INFORMATION

All students will be required to register online, off-campus. We will make every effort to provide you with guidance and. Please do not make any payments unless you have received an e-mail or SMS that states that you have "Full" Admission.

1.1 Registration dates

New Students

- 15 to 19 February
- Late Registration: 22 to 26 February

Senior /Continuing Students:

- All Faculties except Engineering: 08 to 12 March
- Late Registration: 15 to 19 March (late fees payable)
- Faculty of Engineering: 23 to 26 March
- Late Registration: 29 March to 01 April (late fees payable)

1.2 Fees payable for registration

1.2.1 Deposit on Tuition Fees

- Diploma, Degree and Honours: N\$4,200 (including the non-refundable registration fee of N\$1 840)
- Masters and Doctorate: N\$8,400 (including the non-refundable registration fee of N\$1 840)

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 Fees 2021 booklet www.nust.na

1.2.2 Hostel Accommodation

Deposit on Hostel accommodation: N\$4 200 including a refundable breakage fee of N\$1 180

1.3 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 **THREE** working days. Payments must thus be made at least three days in advance before registration. **Due to Covid-19 restrictions, students are strongly encouraged to use EFT or direct deposits and make use of cashier pay points as a last resort.**

- 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 from Mondays - Fridays. They will be closed between 13h00 and 14h00 for the lunch break. 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.

1.4 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:	studentdebtors@nust.na

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

1.5 Sponsorships/Bursaries/Bank loans

Confirmation of sponsorship/bursaries appears 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 approval by NUST.

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

1.6 NSFAF LOANS

You will only be allowed to register with a confirmation letter from NSFAF indicating the loan was allocated to you. This must include the specified amount you are sponsored for. New loan holders must pay the registration fee in full. You will be refunded once NSFAF has paid the loan.

Current loan holders must have an annual "PASS" result code. For enquiries send an e-mail to **facultyofficers@nust.na** Include your student number and programme of studies in the e-mail.



2. REGISTRATION

All students will be registering online, off-campus. Students will be informed via e-mail or SMS when they have been fully admitted.

Registration for new students will be from **15 to 19 February 2021**. Kindly note that you may lose your place to study at NUST if you fail to register by 19 February 2021.

2.1 Check list

- ✓ Registration fees are paid. Upfront payments must be made three days before registration.
- ✓ Received a confirmation that your confirmation letter for a sponsorship/loan has been accepted. If not, send an e-mail to **studentdebtors@nust.na**
- ✓ Received an e-mail or SMS that you have been fully admitted. If not send e-mail to **admissions@nust.na**

<p>Student iEnabler</p> <ul style="list-style-type: none"> ✓ Application ✓ Residence Application ✓ Residence Registration ✗ Registration <ul style="list-style-type: none"> Rules and Regulations Declaration and Agreement Qualification Registration Add Subjects to a Registration Submit Registration Proof of Registration with Fin Statement Subject Cancellation Qualification Cancellation Personal Contact Detail Subject Cancellation Process Status ✓ Student Enquiry ✓ Request For Information 	<p>Step 1: Logon to www.nust.na and follow the E-NUST Tab. Click on "Student Kiosk" and insert your student number and pin number.</p> <p>Step 2: Read the Rules and Regulations as well as Declaration of Agreement and click on the "I Accept" button. 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.</p> <p>Step 3: Click on "Qualification Registration", select the subjects you want to register for and click on "Save and Continue". For exemptions, kindly see point 2.3.2 below.</p> <p>Step 4: Select the mode of studies and click on "Save and Continue"</p> <p>Step 5: Make sure your registration details are correct and click on "Accept Registration".</p> <p>Step 6: Make sure your Proof of Registration is correct. Double check the following: Year of Studies, courses registered for, Mode of studies, Fees charged etc. Print your Proof of Registration.</p>
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2.2 The Registration Procedure Explained

2.3 Other important information

All important documents such as yearbooks can be found on our website.

2.3.1 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.

If you meet any of the requirements below for an exemption, please e-mail your Grade 11/12 Results to your faculty officer (**See Important Contact Details**)

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 (Ordinary Level) or 4 (Higher Level)
Basic Science	Biology and Physical Science	Minimum B (Ordinary Level) or 4 (Higher Level)
Computer User Skills	Computer Studies	Minimum B (Ordinary Level) or 4 (Higher Level)
Language in Practice	English Language	Minimum B (Ordinary Level) or 4 (Higher Level)
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	NSSCH – 3
Introduction to Physics A and B	Physical Science	NSSCH – 3
Introduction to Chemistry A and B	Physical Science	NSSCH – 3
Introduction to Biology	Biology	NSSCH - 4 or NSSCO – B
Introduction to General Geography	Geography	NSSCH – 4 or NSSCO – B
Computer User Skills	Computer Studies	NSSCH – 4 or NSSCO – B

Exemptions for English Courses					
The [x] indicates the English course the student should be registered for.					
	PLU 411S	EPR511S	EAP511S	PWR611S	PCO611S
Various English results/ Grades or symbols scored:	Principles of Language Use	English in Practice	Eng. Acad. Purposes	Prof Writing	Prof Communication
English First Language (NSSC/HIGCSE)					
Grade 1, 2, 3, 4	Exempted	Exempted	x	x	x
English First Language (NSSC/IGCSE)					
Symbol A, B, C	Exempted	Exempted	x		
Symbol D and below	Exempted	x			
English Second Language (NSSC/HIGCSE)					
Grade 1, 2 and 3	Exempted	Exempted	x		
Grade 4	Exempted	x			
English Second Language (NSSC/IGCSE)					
Symbol A, B	Exempted	x			
Mature Age Entry: English Proficiency Tests	40-59%	60-69%	70-90%		



2.3.2 Student Cards

Registered students will, from the comfort of their homes, **apply** for their student cards **on the My NUST Portal** by uploading a picture and selecting a pick-up point of where to collect their student cards.

- **Step 1:** Go to your **internet browser** and **type: my.nust.na**

Click **LOGIN**. Enter your **StudentNumber@students.nust.na** (e.g **212053814@students.nust.na**)

Enter your PassWord and proceed to login.

NOTE: *The student active directory password will be communicated to you through SMS. The password give access to online systems such as MS Teams, Webmail and the student portal (my.nust.na)."*

- **Step 2:** On login you will see **Notice Board**.

Click the first Notice that says: **CLICK HERE TO APPLY FOR A STUDENT CARD**

- **Step 3:** Select **Pick-up point** and **Upload a Photo** to be used on the Student Card.

That's it. Your student card will then be transported to the selected pick-up point.

2.3.3 How to add or cancel a subject after being registered.

Students are allowed to add or cancel a subject or their programme of studies **before or on 16 April 2021**, with 100% refund (excluding the non-refundable registration fee). Guidelines on how to add or cancel a subject can be found on our website at <https://www.nust.na/?q=download/annual-reports-documents>

3. HOSTEL ACCOMMODATION

Application forms for hostel accommodation can be found on our website at www.nust.na All contact details are found on the form.

4. LECTURES

All classes will be offered via remote learning (online) with scheduled face-to-face time for practical 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.**

NUST has partnered with NSFAP to provide pocket Wifi devices to Namibian students, sourced from Telecom Namibia at half price and with supplementary data. The price is a N\$345 once-off cost with 10 GB data loaded per month, for 12 months. This offer is valid for Namibian students only.

4.1 Compulsory Online Orientation for New Students:

During these sessions, all new students will be introduced to preparation, learning and teaching **via online platforms (MyNUST and Microsoft Teams)**. For easy communication



with the facilitators, you are requested to **install** on your mobile device the messenger software named “**Telegram**”, it is similar to WhatsApp but can handle a large number of users in a group. The orientation will be done online and more information will be e-mailed to all registered new students after registration. For more information, contact **mnkusi@nust.na**

4.2 Full-time and Part-time students:

Further details on how lectures will be presented will be shared with you by your lecturers for each course.

4.3 Distance Students (COLL):

All distance education students will be enrolled onto eLearning for their relevant courses and Study Guides will be uploaded onto eLearning in a flipbook file format. The tutorial letters 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

It is in your own best interest to ensure that all requirements are met before registering online.

- General Enquiries: T: +264 61 207 9111
- If your registration has been **blocked** for financial reasons:
E: studentdebtors@nust.na
- If you do not receive a response regarding **admissions** or getting stuck during the registration process:
E: admissions@nust.na
- Enquiries regarding **bursaries and loans**:
E: bursaries@nust.na; T: +264 61 207 2069 (NSFAF loans), +264 61 207 2734 (Private)
- International student support:
E: skambrude@nust.na or ygeises@nust.na; T: +264 61 2473 or 2315
- For all faculty academic administration related enquiries and concerns, please contact:

Faculty	Telephone	E-mail
Computing and Informatics: Ms Julia Semi	+264 61 207 2923	jsemi@nust.na
Engineering: Ms Sonja Samuels	+264 61 207 2016	ssamuels@nust.na
Health and Applied Sciences: Ms Mercia Richards	+264 61 207 2964	mrichards@nust.na
Human Sciences: Ms Gillian Feris	+264 61 207 2160	gferis@nust.na
Natural Resources and Spatial Sciences: Ms. Neriene Hoebes	+264 61 207 2963	nhoebes@nust.na
Management Sciences:		
· Department of Management Sciences: Mr. Gilbert //Hoabeb	+264 61 207 2320	ghoabeb@nust.na
· Department of Accounting and Economics: Ms Yvonne Shipanga	+264 61 207 2671	yshipanga@nust.na
· Department of Hospitality and Tourism and the Department of Marketing and Logistics: Ms. Indira Mbako	+264 61 207 2170	imbako@nust.na

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
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Otjiwarongo	Ms Gwendoline Beukes Ms Jacqueline S Hunibes	+264 67 301 149	gbeukes@nust.na jhunibes@nust.na
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Walvis Bay	Mr Lukas Shikulo Ms Ndapanda Amupueja	+264 64 203 603	lshikulo@nust.na namupueja@nust.na

6. 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 2021. 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





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