

HOW TO CANCEL OR ADD A SUBJECT ONLINE

STUDENT KIOSK

Rules:

1. Students may add or cancel a course (subject) with 100% refund until **last working day in February each year**.
2. Courses/subjects on **distance mode** cannot be added on the Student Kiosk. Kindly contact COLL.
3. Change of Programme cannot be done on the Student Kiosk.
4. You will only be able to add subjects that are in the curricula of your programme or year of studies. E.g. If you are registered as a 2nd year student – you will only be able to add/cancel courses (subjects) for 1st and 2nd year. You will NOT be able to add 3rd year subjects. For this you need the services of your Faculty Officer.

TO CANCEL

ITS Web Interface 200237195 - Windows Internet Explorer

http://itsmainsrvp003.nust.na:7771/pls/prodi03/w99pkg.mi_main_menu

ITS tertiary software

Student iEnabler

Application
Residence Registration
New Student Registration
Registration
Rules And Regulations
Declaration and Agreement
Qualification Registration
Proof of Registration with Fin Statement
Add Subjects to a Registration
Subject Cancellation
Qualification Cancellation
Personal Contact Detail
Address Detail
Detail Address/Contacts Enquiry
Process Status
Student Admin
Student Enquiry
E-Payments
Request For Information
Access Control
OPAC

Click on "SUBJECT CANCELLATION" and choose the subject that you want to cancel.
Click on "save subject cancellation".

Qualification 21BBAD - BACHELOR OF BUSINESS ADMINISTRATION

Note: 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

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	TIMETABLE CLASHES	30-JAN-2015	1	1	DI

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

Save Subject Cancellation Clear Form

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Thursday, 5th February 2015

Message from webpage

Subject(s) cancelled successfully

OK

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Items: 3 505 Unread: 976

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ADD A SUBJECT

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Note: Below is a list of current enrolments. Please click on the qualification code to add subjects to the selected enrolment.

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

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Other Subjects Available for Selection

Subject	Compulsory	Study Period	Academic Credits
<input type="checkbox"/> BMIS11S - INTRODUCTION TO BUSINESS MANAGEMENT	No	1 - FIRST YEAR	Not Applicable
<input checked="" type="checkbox"/> EPR511S - ENGLISH IN PRACTICE	No	1 - FIRST YEAR	
Subject LIP411S - LANGUAGE IN PRACTICE must be completed before this subject may be selected.			
<input type="checkbox"/> LIP411S - LANGUAGE IN PRACTICE	No	1 - FIRST YEAR	
<input type="checkbox"/> PCO611S - PROFESSIONAL COMMUNICATION	No	1 - FIRST YEAR	
<input type="checkbox"/> PMA512S - PRINCIPLES OF MACROECONOMICS	No	1 - FIRST YEAR	
<input type="checkbox"/> PWR611S - PROFESSIONAL WRITING	No	1 - FIRST YEAR	
<input checked="" type="checkbox"/> BAC211S - BUSINESS ACCOUNTING 2A	No	2 - SECOND YEAR	
Subject BAC211S already enrolled.			
<input checked="" type="checkbox"/> BBS111S - BASIC BUSINESS STATISTICS 1A	No	2 - SECOND YEAR	
<input type="checkbox"/> BOP611S - BUSINESS OPERATIONS	No	2 - SECOND YEAR	
<input type="checkbox"/> PMIS11S - PRINCIPLES OF MICROECONOMICS	No	2 - SECOND YEAR	
<input type="checkbox"/> BPM611S - PURCHASING MANAGEMENT	No	3 - THIRD YEAR	
<input type="checkbox"/> ICE712S - INNOVATION, CREATIVITY AND ENTREPRENEURSHIP	No	3 - THIRD YEAR	
<input checked="" type="checkbox"/> IMI611S - INTERMEDIATE MICROECONOMICS	No	3 - THIRD YEAR	
Subject PMI511S - PRINCIPLES OF MICROECONOMICS must be completed before this subject may be selected.			

Save and Continue Save - Continue Later Restart Process

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CANCEL A QUALIFICATION

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Logout

AcademicYear 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

Save Qualification Cancellations Clear Form

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Logout

ws20pkg.ws20_canc_qual

Message from webpage

Qualification cancelled successfully

OK

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