



PAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Office of the Registrar

Registration Guide 2022



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 2022 Academic Year.

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. 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

1.1.1 New Students

- 1 to 11 February 2022 (International, Mature Age, Advanced Standing, and Postgraduate students)
- 1 to 11 March 2022 (NSSCO and NSSCAS)

1.1.2 Senior /Continuing Students:

- 17 January to 11 February 2022
- Late Registration (Senior Students): 14 to 18 February 2022 (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, 910)
- Masters and Doctorate: N\$8,400 (including the 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 Fees 2022 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 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.

1.4 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 the 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 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. This letter must include the specified amount that you are sponsored for. For enquiries send an e-mail to **facultyofficers@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. REGISTRATION

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

Kindly note that you may lose your place to study at NUST if you fail to register by 11 March 2022.

2.1 Final Selections

Final selections will take place from **21 to 28 February 2022**, based on the final examination results of all qualifying candidates.

Current Grade 11 and 12 learners (Namibia): Final results for NSSCO and NSSCAS applicants will be received directly from the Ministry of Education, so there is no need for you to visit our campus, unless you receive an invitation from us.

Applicants will be informed via sms or can check their admission status during the final selection period. You will be able to register online when you receive "FULL" admission.

2.2 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**

2.3 The Registration Procedure Explained

<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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2.4 Other Important Information

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

2.4.1 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	Professional Writing	Professional 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%		



2.4.2 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 Passport Photo** to be used on the Student Card.

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

2.4.3 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 14 April 2022**, 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.

For enquiries:

E: fgreen@nust.na; T: +264 61 207 2298



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.

4.1 Compulsory Online Orientation for New Students:

The use of technology in learning is now the norm since COVID-19 pandemic invaded our lives. During the sessions of the online orientation, 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 on your mobile device the messenger software named **“Telegram”**. 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 Telegram installed on your mobile device: <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

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.

Registered students are welcome to attend any of the face-to-face induction sessions that will be offered on the following days:

- **15 Feb 2022 at 17:30 to 19:30**
- **19 Feb 2022 at 08:00 to 12:00**
- **12 Mar 2022 at 08:00 to 12:00** (scheduled for **first year students - NSSCO and NSSCAS**)

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
- **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:**
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:
- **Distance Education Support**
E: coll@nust.na; T: +264 61 207 9777

Faculty	Department	Faculty Officer	Telephone	Email
Computing and Informatics	• Computer Sciences	Ms Julia Semi	+264 61 207 2923	jsemi@nust.na
	• Informatics, Journalism and Media Technology			
Engineering and Spatial Sciences	• Civil and Environmental Engineering	Ms Sonja Samuels	+264 61 207 2016	ssamuels@nust.na
	• Electrical and Computer Engineering			
	• Mining, Mechanical and Process Engineering			
	• Architecture and Spatial Science	Ms Neriene Hoebes	+264 61 207 2963	nhoebes@nust.na
Health, Applied Sciences and Natural Resources	• Health Sciences	Ms Mercia Richards	+264 61 207 2964	mrichards@nust.na
	• Applied Sciences			
	• Agriculture and Natural Resources Sciences			
Commerce, Human Sciences and Education	• Human Sciences	Ms Gillian Feris	+264 61 207 2160	gferis@nust.na
	• Technical and Vocational Education and Training			
	• Accounting, Economics and Finance	Ms Yvonne Shipanga	+264 61 207 2671	yshipanga@nust.na
	• Management	Mr Gilbert Hoabeb	+264 61 207 2320	ghoabeb@nust.na



<ul style="list-style-type: none"> • Marketing and Logistics • Harold Pupkewitz Graduate School of Business [HP-GSB] • Namibian German Centre for Logistics [NGCL] 	Ms Indira Mbako	+264 61 207 2170	imbako@nust.na
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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
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 Kuuvilwa	+264 65 251368	tnkuuvilwa@nust.na
Ongwediva	Ms Josefina Skrywer	+264 65 231 276	jskrywer@nust.na

Eenhana Satellite Campus

Contact Person	Tel (+264)	Email Address
Mr Lukas Shikulo (Head) Ms Julia Kabuwanwa Mr Festus Shimhulu	To be announced	Ishikulo@nust.na jkabuwanwa@nust.na fshimhulu@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 2022. 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.



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Private Bag 13388
Windhoek
NAMIBIA

T: +264 61 207 2118
F: +264 61 207 9118
E: registrar@nust.na
W: www.nust.na