



Self-help Registration 2nd Semester 2020

Self-help /Online registration is only available for current NUST students who are continuing their studies in the same programme that they registered for at the beginning of 2020. Due to COVID-19 restrictions, no registration will be conducted on campus. Students are encouraged to contact their respective faculty officers via e-mail or telephone, should they need assistance with registration.

Dates

All Faculties (except Engineering): 21 September - 02 October 2020

Faculty of Engineering: 12 - 16 October 2020

Fees

- **Deposit on Tuition Fees:** N\$4 200 (for undergraduate and honours degrees) and N\$8 400 (for Master and PhD degrees). In addition to the deposit, outstanding fees must be settled.
Full Deposit must be paid regardless of the number of subjects to be registered.
- **Deposit on Residence Fees:** N\$4 200 including refundable breakage fee of N\$1 840.

Distance Education Students

1. **All distance students** will be enrolled onto e-Learning for their relevant courses. Study Guides will be uploaded onto e-Learning in a flipbook file format, whilst the tutorial letters will be uploaded under the Course Material Section and as Turnitin assignments on the MOODLE dashboard. No hard copies will be issued.
2. **Compulsory Orientation Sessions** will be held on **03, 10 and 17 October 2020** as from 09:00. The venues are Lab 12, Engineering Basement, NUST Main Campus, and the various Centre for Open and Lifelong Learning (COLL) Regional Centres. The orientation is an opportunity for all distance students to get information on how to access the e-Learning platform, how to submit assignments, how to do e-Assessments (tests), amongst others.

3. **Compulsory Vacation School** for Business Applications and Computerised Accounting:

- BAP521S (12 to 16 October 2020), BAP621S (19 to 23 October 2020)
- BAP721S (19 to 23 October 2020), IAD720S (19 to 23 October 2020)

The vacation school is an opportunity for all distance students to attend classes and engage lecturers for a stipulated period.

Process

After payment of your registration fee, log onto www.students.nust.na and click on **"Student Kiosk"**

1. Login with your Student Number and PIN then click on "Registration".
2. Read and accept the "Rules and Regulations" as well as the "Declaration" then click on "Add Subjects to a Registration". This will enable you to add your second semester subjects/courses.
3. Register and print a Proof of Registration. Students who were not registered in the first semester 2020, must complete a Resumption of Studies form, which can be found on www.nust.na

Contacts

General Enquiries, T: +264 61 207 2056, E: admissions@nust.na
Student Debtors, T: +264 61 207 2743, E: studentdebtors@nust.na

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

Enquiries:

Office of the Registrar
13 Jackson Kaujeua Street
Private Bag 13388, Windhoek, NAMIBIA
T: +264 61 207 2056
F: +264 61 207 9056
E: admissions@nust.na
W: <http://www.nust.na/?q=study-nust>