Steps to take for Self-registration 2020
(http://studies.nwu.ac.za/studies/registrations)

What should I do in advance?
- REMEMBER your PIN (First years will receive a sms on 10 January 2019 regarding your pin)
- Make sure that you know what subjects you want to register for (registration and curriculum control form)
- Check the **class and examination timetables for 2020** on the web, before you choose your modules to ensure there is no clashes: http://studies.nwu.ac.za/studies/class-and-assessment-timetables
- Please note the compulsory minimum first payment for registration

Can I only register in computer rooms on campus?
- No, please feel free to use your own computer, laptop, smart phone or tablet

Also refer to the **complete manual for web registration at the above** web address.
(ASA-members will be available for assistance during the first-years' registration)

STEP	DISCRIPTION	POSSIBLE PROBLEM	POSSIBLE SOLUTION
1	Choose "**Register online**" at the following link: **http://studies.nwu.ac.za/studies/registrations**		
2	Sign on with your student number and PIN (not your Novell pin. First years will receive a sms on 18 January regarding your pin)	I do not have a PIN	Select "Create PIN" and follow the steps
		I cannot remember my PIN	Select "Forgot PIN" and complete the steps. Your pin will be shown on the screen and send to your e-mail
		The language is not understandable	Choose **"Change language"**
3	Under Registration "**Self registration**". Check your qualification and select "Next"	I would like to change qualification	First-years: Go to the Help Desk at F20 Seniors: Go to the relevant Faculty Administrator, at the new qualification
		The status reads: "Already registered"	Registration is already done. For changes, go to building F1 during the module change period
4	It is compulsory to complete the permission for providing personal information (POPI)	Choice has not been made	The question is compulsory. You may change your choice at any time by submitting a written request, after registration, to Academic Record Enquiries (building F1, G44)
5	Confirm your **"contact information"** [**NB:** When registration is complete the proof of registration will be send to the e-mail address indicated here. Please ensure it is your **personal e-mail address**]	What is important?	- select preferred method for **account (e-mail / post)**. If e-mail, then indicate an **account e-mail address**. It can be to your parents or bursary - your personal **e-mail address** - your personal **cell phone number** - correct **postal and residential addresses**
		I would like to change some of the information but I do not have the option	Request address change at Academic Records Enquiries (building F1, G44)

Steps for self-registration 2020 – Undergraduate Administration

STEP	DISCRIPTION	POSSIBLE PROBLEM	POSSIBLE SOLUTION
6	Select the correct modules for registration, by clicking/marking next to each module	I would like to take more/other modules that are not in the list	Complete the rest of the self-registration. To change, hand in an approved student request- and module change form during the period for changes to Undergraduate Administration in Building F1 (counters)
		I want to take only certain modules	Mark only the modules that are applicable
		How many extra modules can I take?	Two per semester or one year module
7	Prerequisites are being tested	Message: modules are unsuccessful	Use "i" to determine what modules are unsuccessful
		What do I do now?	Select "remove all unsuccessful modules"
		But do I need permission to take the modules?	Complete the rest of the self-registration. To change: During the module change period, hand in an approved student request- and module change form at Undergraduate Administration in Building F1 (counters)
8	Select study material	Which code do I select?	The middle character indicates the language of the Study Guide: PAC – Afrikaans / PEC – English
		Some of my modules/ all my modules do not have codes or options	Not all modules have study guides. Check with your faculty
9	"**Accept**" undertaking	If I do not accept?	Registration does not save. Start again
10	**Proof of registration will be send to your e-mail address**. You can forward or print the document from your e-mail. Proof of registration can be requested on the **NWU DIY service** (Formal Student Documentation)	Proof of registration was not sent	Only a conditional registration. See registration schedule for 2018 for fees payable
		How do I know when I have finished?	Proof of registration is sent to your e-mail address