Steps to take for Self-registration 2021
(http://studies.nwu.ac.za/studies/registrations)

What should I do in advance?
- REMEMBER your PIN (First years will receive a sms on 5 March 2021 regarding your pin).
- Make sure that you know what subjects you want to register for according to the yearbook information).
- You do not need a registration form to register online. All the module and curriculum information will be available on the registration platform.
- Please note the compulsory minimum first payment for registration: Payable fees | Student Accounts and Bursaries | Services | NWU | North-West University

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

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 5 March 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 (Requests for possible qualification changes will be referred to the relevant faculty for a decision.)	Complete a Qualification Change form and submit it to the relevant e-mail address: http://services.nwu.ac.za/student-academic-lifecycle-administration/student-request-forms
		The status reads: "Already registered"	Registration has already been done. For module changes: http://diyservices.nwu.ac.za/adds-and-drops-service
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. http://services.nwu.ac.za/student-academic-lifecycle-administration/student-request-forms
5	Confirm your "**contact information**" [**NB:** When registration is complete the proof of registration will be sent 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 after registration	You can update your personal details after registration at: http://diyservices.nwu.ac.za/personal-details-service

Steps for self-registration 2021 – Undergraduate Administration

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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 and request to add the modules via the DIY Adds&Drops app: http://diyservices.nwu.ac.za/adds-and-drops-service
		I want to take only certain modules	Mark only the modules that are applicable
		How many extra modules within the curriculum can I take?	Two modules 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 request to add the modules via the DIY Adds & Drops app: http://diyservices.nwu.ac.za/adds-and-drops-service
8	Select study material	Which code do I select? (The language choice is only applicable to the Potchefstroom Campus)	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 sent to your e-mail address**. You can forward or print the document from your e-mail. Your proof of registration can be also be requested during the year on the **NWU DIY service:** http://diyservices.nwu.ac.za/student-360-service	Proof of registration was not sent	Only a conditional registration due to outstanding fees. Please see the following link for fees payable: Payable fees	Student Accounts and Bursaries	Services	NWU	North-West University
		How do I know when I have finished?	Proof of registration is sent to your e-mail address

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