

1. 2019 MC academic registration for first time first year undergraduate students:

1.1. 2019 MC Online academic registration with assistance for first time first-year undergraduate students will take place, in the Great Hall & IT Laboratories as follows:

DATE	TIME	DEGREE/ DIPLOMA/ CERTIFICATE	FACULTY
21 January 2019	08h00 - 15h00	All first years programmes	Faculty of Natural & Agricultural Sciences Faculty of Health Sciences Faculty of Theology
22 January 2019	08h00 - 15h00	All first years programmes	Faculty of Economic & Management Sciences Faculty of Law
23 January 2019	08h00 - 15h00	All first years programmes	Faculty of Education Faculty of Humanities
24 January 2019	08h00 - 15h00	All first years programmes where space is available	All Faculties
25 January 2019	08h00 - 15h00	All first years programmes where space is available	All Faculties
26 January 2019	09h00 - 13h00	Official welcoming of first time first year undergraduate students and parents	All Faculties
28 January 2019 to 03 February 2019	09h00 - 17h30	Orientation programme for first time first year undergraduate students	All Faculties
01 February 2019	08h00 - 15h00	Final date for 2019 late academic registration(all undergraduate and Honours Bachelors qualifications students)	All Faculties
04 February 2019	07h45 - 17h30	2019 Academic Classes and Practical commence 2019 Undergraduate Qualifications, curriculum and module(s) changes	All Faculties
15 February 2019	08h00 - 15h00	Final date for 2019 First Semester First Years Undergraduate Qualifications, curriculum and module(s) changes	All Faculties

1.2. Qualification amendments and adding and dropping of module(s):

Students who have registered according to the schedule above can proceed with add and drop of modules at the faculty, from 08h00 for signatures and Great hall from 08h00 for capturing, starting on the **4th February 2019 to 15th February 2019**.

1.3. Study guides material:

After academic registration, students should present themselves at the A3 Building Academic Development Centre (ADC) Study Guide Distribution Office (A3 General Academic Building, Block C) *after final completion of academic registration* to collect their study guides materials.

1.4. Orientation programme for new students

Orientation for new undergraduate students will take place from **28th January 2019 to 3rd February 2019** and is only open to registered students. Details of the programme will be made available at the time of registration.

1.5. International students

All international students should be in possession of a valid study permit and a valid medical aid, before they register. No extension of registration will be permitted if an international student is not in possession of a study permit at the time of registration. Please note that in order to obtain a study permit, an admission letter and proof of membership of a comprehensive medical aid scheme must be submitted to the Department of Home Affairs or a South African foreign mission.

2. Tuition and residence fee Information for 2019 academic year

2.1. Minimum amount payable on registration

Full information about fees and other charges for 2019 will be available on the website of the university and at registration. Students are liable for tuition fees and, if they stay in a University residence, residence fees.

- a) Non-refundable academic registration fee
- b) Minimum tuition deposit
- c) Minimum residence deposit (If admitted to a university residence).

The balance of tuition and other academic fees for 2019 must be paid on registration or students may arrange to pay in six equal monthly instalments from 28th February 2019 to 31 July 2019. Students, who are in arrears with their fee accounts, will be charged interest on outstanding amounts.

Important Information:

The University reserves the following rights in respect of students who fail to comply with the above provisions:

- a) Handing over of overdue accounts to the University's attorneys to collect the amount owing;
- b) exclusion of students in default from examinations, graduation and residences and deregistration.
- c) No student may be admitted to a residence unless the registration fee and 50% of the annual residence fee has been paid. **Students may not attend classes and write tests and examinations for modules for which they are not registered.**

Payments may be made into the University bank account or at the Cashiers Office on campus (between 08h00 - 15h30, Monday to Friday, closed on Saturday & Sundays). The banking details are:

- ABSA Account No: 40-7009-9350, Branch Code: 632-005
- FNB Account No:6216-190-7335, Branch 240-438
- Nedbank Account No:1713-378-531, Branch 171-338
- Standard Bank Account No:33-038-446-5, Branch 052-838
- FNB Namibia Account No: 6224-883-9823, Branch 281-174
(Old Power Station)

Please use your **STUDENT NUMBER** as a reference and keep a copy of the receipt to produce at the time of registration.

2.2. Financial Aid & Bursaries

Students should contact the Financial Aid & Bursaries Office at **018 389 2516, 2521 2372 & 2464** for information and assistance.

**Campus Director: MC SALA Operations &
NWU Integrated Assigned Function: Registration & Student Records Management
14 November 2018**