

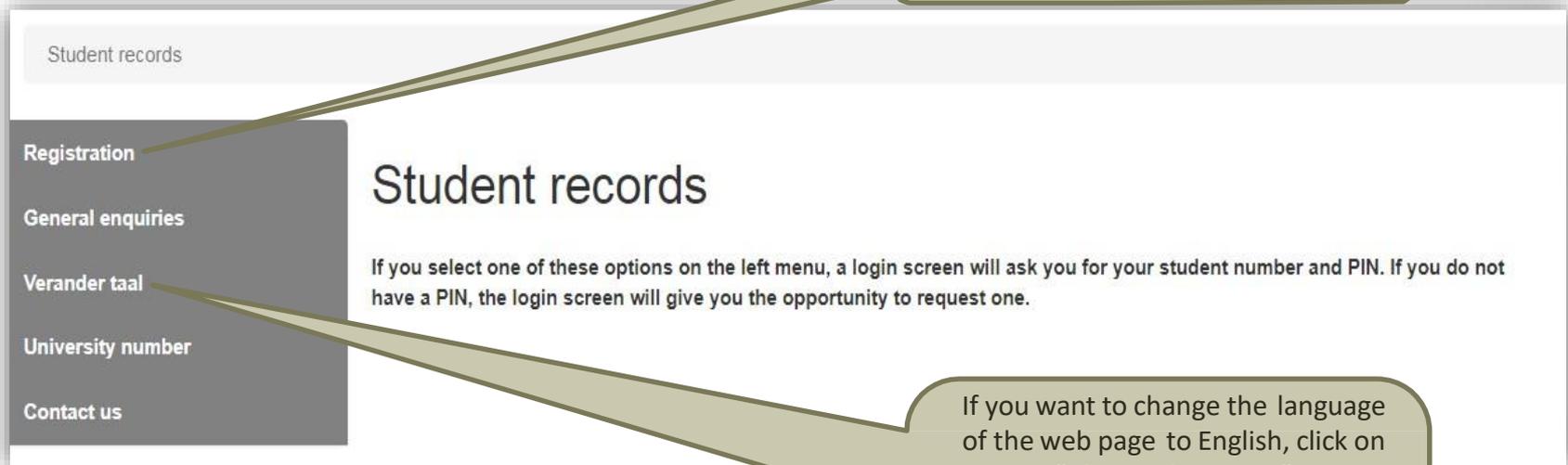
GUIDELINES FOR SELF- REGISTRATION

General remarks

- Keep your student number at hand.
- First years will receive a sms on 5 March regarding your pin.
- If your minimum fees for registration are not paid yet, your registration will only be **conditional**.
- **Start here to register**
<http://studies.nwu.ac.za/studies/registrations>

Begin

Select "Registration".



If you want to change the language of the web page to English, click on "Change language"

Indien jy die taal van die webblad na Afrikaans wil verander, kliek op "Verander taal".

Log in / Create PIN

Login Window

* This area is only available for students.

* Follow the links at the bottom of the page to create a new pin number or to request your pin if you forgot yours.

* The maximum length is 10 characters and the minimum is 5 characters.

Student Number

*

PIN

*

[Forgotten your PIN](#)

[Create PIN](#)

Cancel

Login

Log in by
entering your
student number
and PIN

First years will
receive a sms on
the 5th of March
2021 regarding
your pin.

Click here to
create a pin.

Create PIN: step 1

Personal verification

Please enter the following information:

Student Number *

Date of birth *  ccyymmdd

Complete these two fields and click "next" to proceed.

Supply new security information

You do not have a PIN yet, please provide the necessary information to create one.

Personal information

Student Number

Initials

Surname

Supply PIN

Choose PIN (must be 5 characters or more)

Confirm PIN

Create PIN: step 2

Choose a pin.

Create PIN results

PIN successfully created

Student Number :

PIN :

Print or save this page for your record.
You can now log in using the new PIN.

You have created your pin.
This pin will be used to
gain access to the NWU
web enquiries in the
future.

Login

Login Window

- * This area is only available for students.
- * Follow the links at the bottom of the page to create a new pin number or to request your pin if you forgot yours.
- * The maximum length is 10 characters and the minimum is 5 characters.

Student Number

* 12345678

PIN

* *****

[Forgotten your PIN](#)

[Create PIN](#)

Cancel

Login

Log in to register.

Student records

The image shows a screenshot of a web application interface for student records. At the top, there is a header bar with the text "Student records". Below this is a dark grey sidebar menu containing several options: "Registration", "General enquiries", "Change pin", "Verander taal", "Contact us", and "Log off". The "Registration" option is highlighted with a white background. A callout box, which is a light olive green rounded rectangle with a pointer, points to the "Registration" option and contains the text "Select 'Registration'". The main content area of the page has a white background and contains the heading "Student records" in a large, bold font. Below the heading, there is a message: "You are logged on with a student number 28850297. Please select the appropriate option on the left menu."

Student records

Registration

General enquiries

Change pin

Verander taal

Contact us

Log off

Student records

You are logged on with a student number 28850297.
Please select the appropriate option on the left menu.

Select "Registration".

Self-registration

The image shows a screenshot of a web application interface. At the top left, there is a breadcrumb trail: "Student records / Registration". Below this is a dark grey sidebar menu with the following items: "Personal information", "Selfregistration", "Registration form", "Proof of registration", "Help", and "Log off". The main content area is white and contains the text "Registration Home Page". A callout box with a pointer to the "Selfregistration" menu item contains the text "Select 'Selfregistration'".

Student records / Registration

Personal information

Selfregistration

Registration form

Proof of registration

Help

Log off

Registration Home Page

Select "Selfregistration".

Qualification Registration

Student records / Registration / Selfregistration

Qualification Registration Selection

(* indicates mandatory information.)

Continuing with this registration process may have financial implications.

Registration Year *

Qualification Program Level	Status
<input checked="" type="radio"/> L306P 100 133 2 BA IN DEV & MAN	Register

Registration year must be the current year for registration.

Continue with registration process.

Click "Next" to continue, if indicated that you may register.

Possible qualification changes:

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>

PERSONAL INFORMATION

- Click on "next" to move through the different pages. Most of the data are shaded and you are not allowed to make changes yourself - You can update your personal details after registration at:
<http://diyservices.nwu.ac.za/personal-details-service>
- If a field is not shaded, you can make amendments.
- Fields marked with a “*”, are compulsory.

Permission to disclose personal information and confirmation of contact detail

Biographical

Father

Guardian

Employment History

Contact Information

School Subjects

Post School Information

Contact Detail of the Student

Please enter details below.

(* indicates mandatory information.)

Please ensure that the information on this screen is correct.

I hereby grant permission to the NWU to disclose my personal information as defined in the Protection of Personal Information Act 4/2013 to third parties, including bursary providers, financial institutions, parents and guardians, potential employers, etc. I understand that I have the right at any time to withdraw this consent in writing by submitting a student request.

Yes

No

Permission to disclose personal information must be confirmed.

Confirmation of preferred method of account correspondence and e-mail addresses

Preferred method of correspondence *	Mail ▼
Preferred method of account correspondence *	E-Mail ▼
E-mail address	abcd12340@gmail.com
Confirm e-mail address	abcd12340@gmail.com
Account E-mail address	xyz45678@vodamail.com
Confirm account E-mail address	xyz45678@vodamail.com

Personal e-mail address of student. When the registration is complete, the proof of registration will be sent to this e-mail address. **Confirm all e-mail addresses!!**

E-mail address for all financial correspondence. This e-mail address may differ from the student's address.
Confirm all e-mail addresses!!

Note example on the screen to create a new address / change an old address:

NB: Town/Post office/Post code may not be captured in "Address lines 1 – 4".

Confirmation of contact numbers

Contact numbers

Purpose	Area Code	Number
Home Number		
Cellphone		0987456321
Account Cellphone		0123456789

<< Previous Save Refresh Cancel Next >>

Confirm **personal cellphone number** of the student.

Confirm **account cellphone number**. This number may differ from the student's personal cellphone number.

Qualification Information

Student records / Registration / Selfregistration

Qualification Information

Please Specify Additional Qualification Program Level Detail if necessary.

(* indicates mandatory information.)

Qualification level

100 133 2 BA IN DEV & MAN

Curriculum

*

L306P - PUBLIC GOVERNANCE AND POLITICS WITH LAW SUBJECTS

Campus

Potchefstroom

Method of Delivery / Presentation Category

*

<< Previous

Cancel

Next >>

Refresh

This is the qualification and curriculum for which you were accepted or previously registered.

Possible qualification changes:

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>

Important for first years

- TAG-test results will determine the following:
 - Students that receive codes 1, 2, 3 or 3G, will register for ALDA/E111 in the first semester and for ALDA/E122 in the **second semester**.
 - Students that receive codes 4 or 5, will be exempted for ALDA/E111 and register for ALDA112/122 according the relevant grouping per Faculty, or ALDE122 (module is marked automatically).
 - ALDE122 is only offered in the second semester.

Important: Please note the notifications in red, if you marked only 1 module, or only first semester modules!!

Select Modules

Select modules from the groups as indicated above each group.

Because of outstanding fees, this will only be a provisional registration.

Failed and/or previously non-registered modules.

Select	Module	Module Group
<input checked="" type="checkbox"/>	IURI 1 71 INTRODUCTION TO LAW	1700

Modules of current curriculum.

Select	Module	Module Group
<input checked="" type="checkbox"/>	IURI 2 12 CONSTITUTIONAL LAW	2100
<input checked="" type="checkbox"/>	LLAW 2 21 INTRODUCTORY LABOUR LAW	2200
<input checked="" type="checkbox"/>	POLI 2 13 COMPARATIVE POLITICS	2100
<input checked="" type="checkbox"/>	POLI 2 23 AFRICA POLITICS	2200
<input checked="" type="checkbox"/>	PUMA 2 12 MUNICIPAL MANAGEMENT	2100
<input checked="" type="checkbox"/>	PUMA 2 22 THE GOVERNMENT AND SUSTAINABLE DEVELOPMENT	2200
<input checked="" type="checkbox"/>	WVSS 2 21 UNDERSTANDING	2200

Choose 1 module(s) from the following group.

Select	Module	Module Group
<input type="checkbox"/>	HIST 2 13 REFLECTIONS ON	
<input checked="" type="checkbox"/>	SOCL 2 11 SOCIOLOGY OF D	

Important: Remember to check the class and examination timetables on the web to ensure there is no clashes

<< Previous Cancel **Next >>** Refresh

Select all modules for current curriculum. Where elective modules are indicated, you should choose accordingly (senior students see next slide for more instructions).

Senior students

On the previous screen, modules will be displayed as follows:

- All **FAILED** and **OUTSTANDING** modules for previous years are listed:
 - Of these you can select a **MAXIMUM** of 2 first and 2 second semester modules, **OR** 1-year module.
 - If you need to register for more than 2, and/or other modules, 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>
- Thereafter all the **CURRENT YEAR'S** modules are listed.
- **ELECTIVE MODULES** in your curriculum (if any), are listed separately for selection.

Specify Module Information

Please Specify Additional Information per Module (if necessary).

Pass Pre-requisites	Info	Module	Campus	MOD/ Presentation	Module period
<input type="checkbox"/>	↓	IURI 1 71 INTRODUCTION TO LAW	Potchefstroom	FULL TIME/Contact ▼	Year Subject ▼
<input type="checkbox"/>	↓	IURI 2 12 CONSTITUTIONAL LAW	Potchefstroom	FULL TIME/Contact ▼	First semester ▼
<input type="checkbox"/>	↓	LLAW 2 21 INTRODUCTORY LABOUR LAW	Potchefstroom	FULL TIME/Contact ▼	Second semester ▼
<input type="checkbox"/>	↓	POLI 2 13 COMPARATIVE POLITICS	Potchefstroom	FULL TIME/Contact ▼	First semester ▼
<input type="checkbox"/>	↓	POLI 2 23 AFRICA POLITICS	Potchefstroom	FULL TIME/Contact ▼	Second semester ▼
<input type="checkbox"/>	↓	PUMA 2 12 MUNICIPAL MANAGEMENT	Potchefstroom	FULL TIME/Contact ▼	First semester ▼
<input type="checkbox"/>	↓	PUMA 2 22 THE GOVERNMENT AND SUSTAINABLE DEVELOPMENT	Potchefstroom	FULL TIME/Contact ▼	Second semester ▼
<input type="checkbox"/>	↓	SOCL 2 11 SOCIOLOGY OF DEVELOPMENT AND SOCIAL PROBLEMS	Potchefstroom	FULL TIME/Contact ▼	First semester ▼
<input type="checkbox"/>	↓	WVSS 2 21 UNDERSTANDING	Potchefstroom	FULL TIME/Contact ▼	Second semester ▼

Remove All Unsuccessful Modules

<< Previous

Cancel

Next >>

Refresh

The modules for registration are listed on this screen (senior students see next slide for more instructions). The campus, method of delivery and the module period are indicated.

Senior students

- When you have selected your modules, proceed to the next screen, where changes can be made.
- Click “next” to apply the prerequisite test.
 - The ticks below "Pass prerequisites" indicate the modules for which you will be allowed to register.
 - Click on the "i" to see the reason why the module does not satisfy the prerequisite requirement.
- The modules for which you qualify to register are displayed on this screen, together with those that did not meet the requirements.
 - Click on “Remove unsuccessful modules” to remove them from the screen.
 - Only the allowed modules for registration, remain on the screen.

Select study material

Select Study Material

Please Select your Study Material per Module.

Continuing with this registration process may have financial implications.

Preferred Address for Study * Material

Module	Study Material	Select
IURI 1 71 INTRODUCTION TO LAW	0038620 IURI 171 PAC	<input type="checkbox"/>
IURI 1 71 INTRODUCTION TO LAW	0038394 IURI 171 PEC	<input checked="" type="checkbox"/>
IURI 2 12 CONSTITUTIONAL LAW	0038398 IURI 212 PAC	<input type="checkbox"/>
IURI 2 12 CONSTITUTIONAL LAW	0038104 IURI 212 PEC	<input checked="" type="checkbox"/>

<< Previous

Cancel

Next >>

Refresh

Select your study material. The code after the study material reads as follows:

PAC=Potchefstroom/Afrikaans/Contact;
PEC=Potchefstroom/English/Contact.

Notification of financial implication

Proof of registration

Continuing with this registration process may have financial implications.

<< Previous

Cancel

Next >>

If your minimum fees are not paid, you will only be registered conditionally. You will not be able to print a "Proof of Registration".

No study material will be issued.

Undertaking

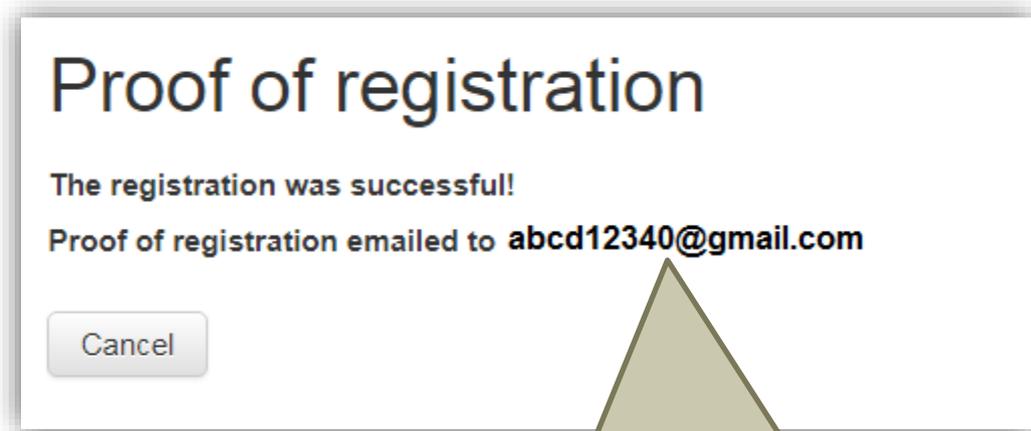
Agreement : I hereby subject myself to the general academic and applicable faculty rules of the University, the financial regulations of the University, the institutional statute of the University and the applicable provisions of the Higher Education Act.

Accept

Do Not Accept

Accept the terms of agreement.
Please note: If you do not accept the terms of this agreement, you will not be registered.

Proof of registration



Proof of Registration will be sent to your **personal e-mail address**.

Proof of Registration can be forwarded or printed from your e-mail. The proof of registration can also be requested on the **NWU DIY service on the web** (Formal Student Documentation).

- ❖ Sign off
- ❖ Congratulations!
- ❖ You are now a registered student of the North-West University!!