

ONLINE WEB REGISTRATION GUIDELINE NWU – Potchefstroom Campus, Mahikeng Campus and Vanderbijlpark Campus

www.nwu.ac.za

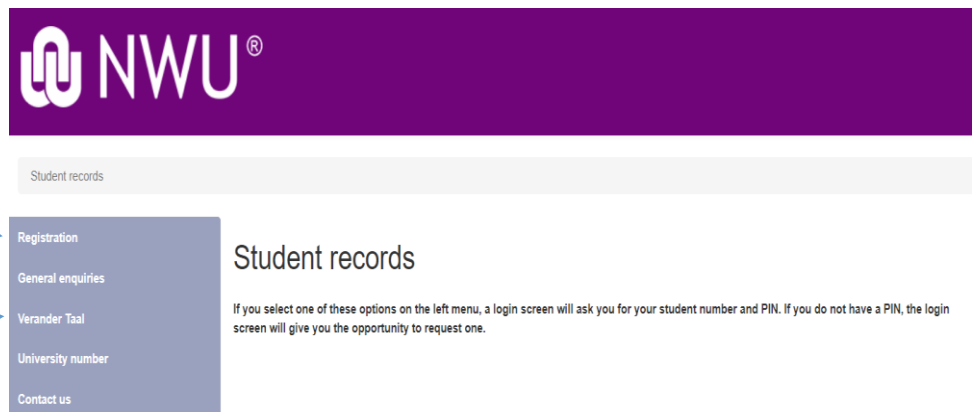
GENERAL REMARKS

- Keep your student number at hand.
- 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 HERE:

Select
"Registration"

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



Log in by entering your student number and PIN
First years will receive an sms regarding their PIN



Login

University Number*

PIN*

[PIN Forgotten](#)

[Create PIN](#)

Click here to Create a PIN

Create PIN: Step 1



Personal Verification

University Number*

12345678

Date Of Birth*

19970305

Complete these two fields and click on "Next" to proceed

Create PIN: Step 2

Supply new security information

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

Personal information

Student Number

12345678

Initials

AB

Surname

TUESDAY

Supply PIN

Choose PIN (must be 5 characters or more)

* test1

Confirm PIN

* test1

Choose a PIN

<< Previous

Cancel

Next >>

Create PIN results

PIN successfully created

Student Number :

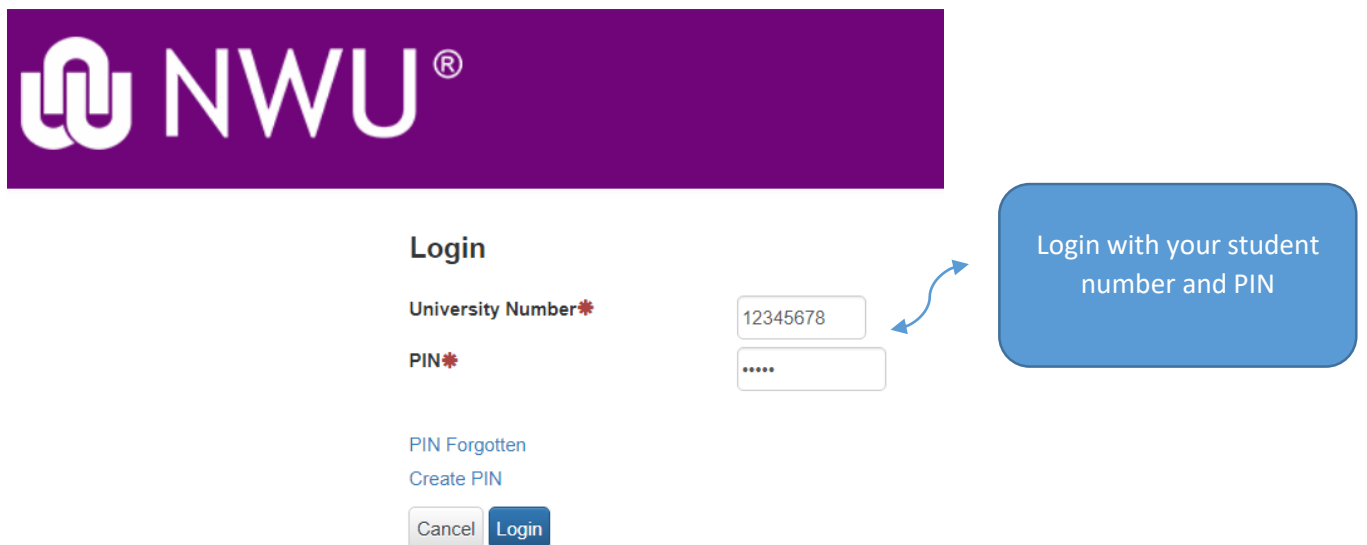
12345678

PIN :

test1

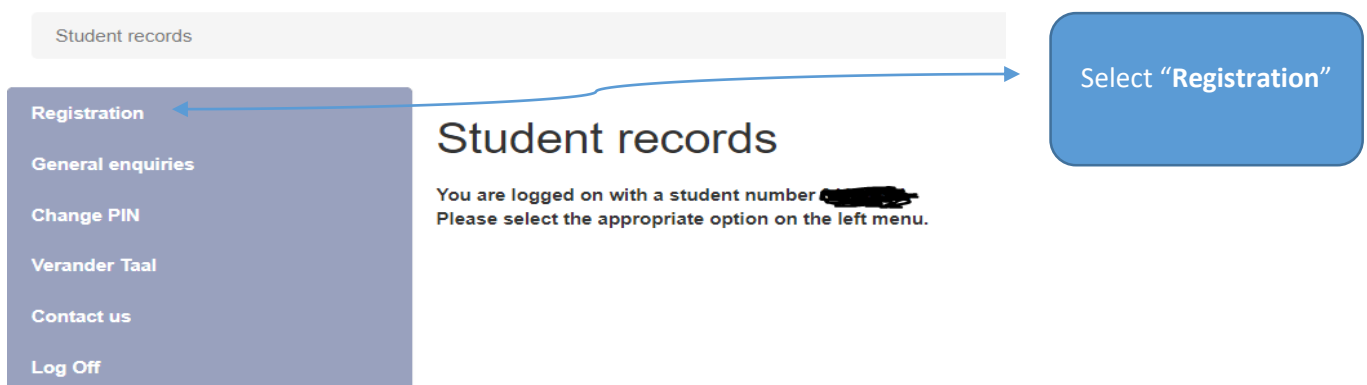
You have created your pin. This pin will be used to gain access to the NWU web enquiries in the future. Keep the PIN safe.

Step 1: Login to register



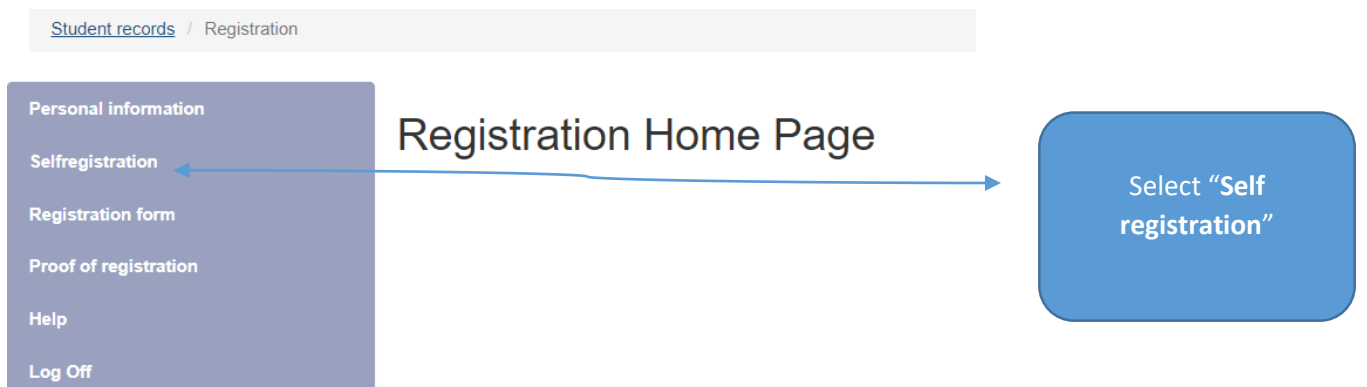
The screenshot shows the NWU logo at the top. Below it is a 'Login' section with two input fields: 'University Number*' containing '12345678' and 'PIN*' containing '*****'. There are links for 'PIN Forgotten' and 'Create PIN', and buttons for 'Cancel' and 'Login'. A blue callout box on the right says 'Login with your student number and PIN' with arrows pointing to the input fields.

Step 2:



The screenshot shows the 'Student records' page. A left-hand menu contains 'Registration', 'General enquiries', 'Change PIN', 'Verander Taal', 'Contact us', and 'Log Off'. The main content area says 'You are logged on with a student number [redacted]. Please select the appropriate option on the left menu.' A blue callout box on the right says 'Select "Registration"' with an arrow pointing to the 'Registration' menu item.

Step 3:



The screenshot shows the 'Registration Home Page'. A breadcrumb trail at the top reads 'Student records / Registration'. A left-hand menu contains 'Personal information', 'Selfregistration', 'Registration form', 'Proof of registration', 'Help', and 'Log Off'. The main content area is titled 'Registration Home Page'. A blue callout box on the right says 'Select "Self registration"' with an arrow pointing to the 'Selfregistration' menu item.

Step 4:

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"/> G301M 1GG H38 1 BSOCSCI WITH PSYCHOLOGY	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>

Click on "next" to move through the different pages.

Step 5:

Student records / Registration / Selfregistration

Qualification Information

Please Specify Additional Qualification Program Level Detail if necessary. (* indicates mandatory information.)

Qualification level

Curriculum*

Campus

Method of Delivery / Presentation Category*

<< Previous Refresh

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

- 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 if necessary.
- Fields marked with a “*”, are compulsory.

Step 6:

Please refer to the Year Book to ensure that you register for all the required modules for the year. Please ensure you register for both Semester 1 and Semester 2 if applicable.

Select Modules

Select modules from the groups as indicated above each group.

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

Compulsory modules of the current curriculum.

Compulsory modules of the current curriculum have been preselected. You can untick the modules if you choose not to register for the module(s) for the year.

Select	Module	Module Credits	Module Group	Module Period
<input checked="" type="checkbox"/>	ALDE 1 11 ACADEMIC LITERACY DEVELOPMENT 1 - ENG	12	1100	First semester
<input checked="" type="checkbox"/>	ALDE 1 22 ACADEMIC LITERACY DEVELOPMENT - ENG	12	1200	Second semester
<input checked="" type="checkbox"/>	HCOM 1 17 COMPUTERS IN COMMUNICATIONS	12	1100	First semester
<input checked="" type="checkbox"/>	PSYC 1 11 INTRODUCTION TO PSYCHOLOGY	12	1100	First semester
<input checked="" type="checkbox"/>	PSYC 1 21 SOCIAL AND COMMUNITY PSYCHOLOGY	12	1200	Second semester
<input checked="" type="checkbox"/>	PSYC 1 22 INTRODUCTION TO RESEARCH IN PSYCHOLOGY	12	1200	Second semester

Select all modules for the current curriculum.

Please refer to your Year Book for further guidance. Available here: <http://studies.nwu.ac.za/studies/yearbooks>

Where elective modules are indicated, you should choose accordingly.

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

Step 7:

Specify Module Information

Please review the module(s) information that you will be registered for.

Pass Pre-requisites	Info	Module	Campus	MOD/Presentation	Module Period
<input type="checkbox"/>	i	ALDE 1 11 ACADEMIC LITERACY DEVELOPMENT 1 - ENG	Mahikeng	FULL TIME/Contact	First semester / 2
<input type="checkbox"/>	i	ALDE 1 22 ACADEMIC LITERACY DEVELOPMENT - ENG	Mahikeng	FULL TIME/Contact	Second semester / 7
<input type="checkbox"/>	i	DEVS 1 11 INTRODUCTION IN DEVELOPMENT STUDIES	Mahikeng	FULL TIME/Contact	First semester / 2
<input type="checkbox"/>	i	HCOM 1 17 COMPUTERS IN COMMUNICATIONS	Mahikeng	FULL TIME/Contact	First semester / 2
<input type="checkbox"/>	i	HPOP 1 21 BASIC DEMOGRAPHIC MEASURES AND COMPOSITION	Mahikeng	FULL TIME/Contact	Second semester / 7
<input type="checkbox"/>	i	POLI 1 23 THE SA POLITICAL SYSTEM	Mahikeng	FULL TIME/Contact	Second semester / 7
<input type="checkbox"/>	i	PSYC 1 11 INTRODUCTION TO PSYCHOLOGY	Mahikeng	FULL TIME/Contact	First semester / 2
<input type="checkbox"/>	i	PSYC 1 21 SOCIAL AND COMMUNITY PSYCHOLOGY			
<input type="checkbox"/>	i	PSYC 1 22 INTRODUCTION TO RESEARCH IN PSYCH			

This screen confirms the modules that you will be registered for the year. Please double check on the Year Book to ensure you are registering for the correct modules.

Step 8:

[Student records](#) / [Registration](#) / [Selfregistration](#)

Proof of registration

Continuing with this registration process may have financial implications.

Continuing with the registration process may have financial applications.

Step 9:

[Student records](#) / [Registration](#) / [Selfregistration](#)

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.

Read the Agreement and "Accept" in order to proceed with your registration

Step 10:

[Student records](#) / [Registration](#) / [Selfregistration](#)

Proof of registration

The registration was successful!

Proof of registration emailed to

Proof of Registration will be sent to your personal e-mail address that you have provided.

Proof of registration

The registration process was completed, please read below:

This is only a provisional registration, since not all accounts have been settled. This registration only becomes valid once all the necessary fees have been paid at which point the system will allow you to also print a proof of registration. PLEASE NOTE Proof of registration will be required when you receive your study material.

Ok

Please take note that you will only receive your proof of registration if your finances are in order. If your minimum fees for registration are not paid yet, your registration will only be **conditional**.

Step 11:

- Sign off
- Congratulations!
- You are now a registered student of the North West University. We wish you well with your studies.

Important Information:

Year Books: <http://studies.nwu.ac.za/studies/yearbooks>

Contact details for Finance queries:

	Mahikeng Campus	Potchefstroom Campus	Vanderbijlpark Campus
Building	Admin Building A1	Joon van Rooy Building F1 Building ground floor	Admin Building 24
Contact Number	(018) 389 2503 or (018) 389 2330 or (018) 389 2372 or (018) 389 2516	(018) 299 2667 to (018) 299 2673	(016) 910 3234 or (016) 910 3156 or (016) 910 3167
E-mail address	mc-studyfees@nwu.ac.za	PC-studyfees@nwu.ac.za	vaalaccounts@nwu.ac.za
Enquiries at the above numbers can at times reach very high volumes in which case the university switchboard can be contacted at:			
Switchboard	(018) 389 2000 or (018) 389 2111	(018) 299 1111/2222	(016) 910 3111

Registration Amendments: Adds and Drops - <http://diyservices.nwu.ac.za/adds-and-drops-service>. App also available on the DIY app. Please check the NWU

webpage (<http://studies.nwu.ac.za/studies/registration>) for communication on the allowed dates to do add and drops.

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>

THANK YOU