

Steps to take for Self-registration 2017

(<http://www.nwu.ac.za/pc/undergraduate-and-honours-admin>)

What should I do in advance?

- REMEMBER your PIN (First years will receive a sms on 20 January 2017 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 2017** on the web, before you choose you modules to ensure there is no clashes: <http://www.nwu.ac.za/content-time-tables>
- Please note the compulsory minimum first payment for registration; amount available on the registration schedule for 2017, at the above web address

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 during the first-years' registration)

Step 1

On the following page: <http://www.nwu.ac.za/pc/undergraduate-and-honours-admin>

The screenshot shows the NWU web registration page. On the left, there is a navigation menu with links like 'General Information', 'Exam results', 'Class timetable', etc. The main content area is divided into three columns: 'Prospective students', 'Current NWU students', and 'Academic record enquiries'. Under 'Current NWU students', the 'Web registration' link is circled in red. A red box with an arrow points to this link, containing the text: 'Click on Web registration Step 2: Click on Web registration link'.

STEP	DISCRIPTION	POSSIBLE PROBLEM	POSSIBLE SOLUTION
3	On the student records page, select " Registration "	The language is not understandable	On the menu left click " Change language "
4	Sign on with your student number and PIN (not your Novell pin. First years will receive a sms on 20 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"
		One of the security questions was wrongly answered	Remember to use upper case and lower case letters in the right places Should you still not manage, please go to Building F1, Room 44 to have your PIN deleted

STEP	DISCRIPTION	POSSIBLE PROBLEM	POSSIBLE SOLUTION
5	Under Registration “ self registration ”. Check your qualification and select “Next”	I would like to change qualification	<u>First-years:</u> Go to F20 (Admissions) <u>Seniors:</u> Go to the relevant Faculty Adviser, at the new Qualification
		The status reads: “Already registered”	Registration is already done. For changes, go to building F1 during the module change period
6	Complete compulsory 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)
7	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 from Academic Records Enquiries (building F1, G44)
8	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
9	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)
10	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
11	“ Accept ” undertaking	If I do not accept?	Registration does not save. Start again
12	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 was not sent	Only a conditional registration. See registration schedule for 2017 for fees payable
		How do I know when I have finished?	Proof of registration is sent to your e-mail address