

### 3. Tips for registration

Students are encouraged to register online.

If you need to register over the counter instead of online for some reason (such as the termination of your studies), you need to complete your registration documents correctly, and have it signed by a faculty advisor (the forms are available at the Faculty of Law – room 116). The signed documents then need to be taken to Academic Administration (F1) on the 30<sup>th</sup> and the 31<sup>st</sup> January in order for you to register. See the document with the following title, namely *2. Programme and dates for registration*, on e-Fundi for more details regarding the available advisors for specific curricula.

It is your responsibility to see to it that your registration accords with the Faculty rules. Therefore, read the remarks below carefully before you endeavor to register. The purpose is to ensure that you are fully informed:

1. You should know what programme/curriculum you are enrolled for (BA Law, B Com Law or LLB)? Your programme and curriculum codes are to be found on your academic record and registration documents.
2. Your academic record, containing a list of all modules passed, is available on the NWU DIY portal.
3. Do you know what the curriculum for your programme looks like – what modules you need to register for this year? If not, consult the Faculty yearbook or the curriculum control forms for the different programmes which have been posted on e-Fundi;
4. Use your academic record to determine those modules which you already passed, and mark them on the curriculum control form (available on e-Fundi).
5. Mark those modules on the curriculum control form which you failed last year. The general NWU and Faculty rule is that a student must first register for modules from a previous year which he had not passed, and then for modules in the curriculum of the following year (historic year - 2020).
6. The next step would be to mark all those modules on the control form for the year level for which you will register in 2020.
7. Keep in mind that there is a limit on the amount of modules that you are allowed to register. It may, therefore, happen that you are not allowed to register for all the modules indicated on your curriculum control form (as determined above), especially if you carry modules over, or if you transferred from another programme/ curriculum/ university. Kindly refer to, and read the separate document with the title *4. How many modules may I register?* which have been posted on e-Fundi in this regard.
8. If it appears that there is a difference between your own curriculum control, and the information available on the NWU online registration system, you should consult a faculty advisor after registration.
9. If you need to change any of the modules after your online registration, it can be done on the DIY system (adds and drops).
10. If you are a third year student, or if you register for any 3<sup>rd</sup> year module, you should read the transitional rules for pipeline students which are applicable to all 3<sup>rd</sup> year students. These rules were developed due to the fact that new curricula are being phased in on 3<sup>rd</sup> year level in 2020 (and the old ones are being phased out).
11. If you have difficulties to register online, you need to consult a Faculty Advisor. You may also complete an electronic student's request which can be found on e-Fundi, and submit it to Law-PC.

12. Faculty advisors are available at the Faculty (F5) from 29 January to 31 January 2020. You are advised to consult an advisor in case you experience difficulties to register online, should you have queries of whatever nature, or should you need personal advice. Refer to the table in the document with the following title: *2. Programme and dates for registration*, for more details regarding the available advisors for specific curricula.
13. Final year students choose 'February/March' for graduation month. If you will graduate in the second semester choose 'September'.
14. Students are allowed to register online even if the minimum registration fee has not been paid yet. However, it must be paid before the classes start, or else your name will not appear on the class list. Should you have any challenges in this regard, you should contact Mrs. Alta van Zyl in building F1, room G40.
15. Students who cannot register due to financial challenges are advised to attend classes, and to write tests in meantime.
16. "Proof of Registration" may be printed upon successful registration, or will be sent via e-mail (only once you have paid the applicable minimum registration fees). If you made an electronic transfer, you should give more or less 4 days before it will be reflected on your account.
17. If you are in a university residence, you need not provide a home address – the system will automatically update it from your residence application.