

## REGISTRATION INFORMATION 2013 (MAFIKENG CAMPUS)

Information is provided below to guide both new first year students and returning students in the registration process for the 2013 academic year. Please note that this information is subject to change without notice. The website of the University <http://www.nwu.ac.za> should be checked periodically for the latest information.

### 1 REGISTRATION SCHEDULE

#### IMPORTANT INFORMATION FOR NEW UNDERGRADUATE STUDENTS

##### ADMISSION TO A PROGRAMME OF STUDY

First year undergraduate students should ensure that they have been **fully admitted** to a programme of study in 2013 before they arrive at the Mafikeng campus for registration on the dates indicated below. Students who have written their National Senior Certificate (NSC) examinations in 2012 and who may have been provisionally admitted, will receive an SMS advising them of whether their application for study has been successful and whether they have been fully admitted to a programme of study in 2013.

Final decisions on admission can only be taken once the NSC results have been released to the University. It is expected that the University will communicate whether your application has been successful from 14 January 2013 onwards. Applicants should not contact the Admissions Office before 14 January 2013, as no outcome will be available.

Once you have received an SMS notifying you that you have been successful, please pay the minimum deposit for study of **R5 980,00** and the residence deposit of **R5 980,00**, **IF** admitted into a University residence, into the bank account of the University:-

**Account Holder: North-West University**  
**Bank: Standard Bank**  
**Account Number: 030 890 195**  
**Branch Name: Mafikeng**  
**Branch Code: 050040**

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

**PLEASE NOTE THAT REGISTRATION WILL BE HANDLED STRICTLY IN ACCORDANCE WITH THE SCHEDULE BELOW – PLEASE ENSURE THAT YOU COME ONLY AT THE CORRECT DATE AND TIME. THE UNIVERSITY WILL REGISTER STUDENTS UNTIL THE TARGET NUMBERS FOR EACH PROGRAMME HAVE BEEN REACHED AND THEN REGISTRATION FOR THAT PROGRAMME WILL BE CLOSED. IT IS THEREFORE VERY IMPORTANT TO REPORT FOR REGISTRATION AT THE CORRECT DATE AND TIME AS REFLECTED IN THE SCHEDULE BELOW.**

##### ADMISSION TO A PLACE IN A UNIVERSITY RESIDENCE

Students who have applied on time for a place in a University residence will be contacted by the Residence Office by SMS advising them whether their application has been successful. Prospective students should note that the campus has only limited spaces available in residence. **Students should under no circumstance arrive on the campus without confirmation that they have a place in residence or without securing private accommodation. The University will not be able to accommodate students who arrive without confirmation of a place in residence.**

Residences will be open for first year students, who have been accepted into a University

residence from Sunday 20 January 2013.

## MEETING WITH PARENTS OF FIRST YEAR STUDENTS

Parents of first year students, who have been fully admitted (note FULLY and not PROVISIONALLY ADMITTED) into a programme of study for the 2013 academic year, are cordially invited to a meeting with the Rector of the campus on **Sunday, 20 January 2013 at 11h00**. Due to space limitations, it is respectfully requested that only one parent attend. The purpose of the meeting is for parents to be introduced to the campus and to receive information about what is expected of students during the course of their studies. Students will also receive information relating to the registration process which will commence from Monday, 21 January 2013.

**PLEASE NOTE THAT NO CASH PAYMENTS WILL BE ACCEPTED ON A SUNDAY – CASH PAYMENTS MUST BE DEPOSITED INTO THE UNIVERSITY BANK ACCOUNT INDICATED ABOVE.**

## REGISTRATION PROCEDURE

Students, who have received an SMS notifying them that their application to study has been successful, will be provided with an Admission letter from the Admissions Office, which they should collect from 20 January 2013 onwards. Full details of the registration procedure will be provided at the time of registration.

## TEST OF ACADEMIC LITERACY LEVEL (TALL TEST)

All first year undergraduate students who are required as part of their curriculum to register for the module AGLE 111 (Academic Literacy), **MUST** write the TALL test in groups at the following dates and times:-

Date and time	Venue
Saturday 26 January 2013	Student Centre and CLB 106
Group 1 – 8h30 to 9h30 Group 2 – 10h00 to 11h00 Group 3 – 11h30 to 12h30 Group 4 – 13h00 to 14h00 Group 5 – 14h30 to 15h30	FULL DETAILS WILL BE PROVIDED AT REGISTRATION
For those student who do not write at the date above there will be one further opportunity to write the test on Saturday 2 February 2013 from 9h00 to 10h00	CLB 106

Students who pass the TALL test will get exemption from AGLE 111, except for B Sc students who must write the TALL test, and complete the module and module assessments.

## 1.1 REGISTRATION OF FIRST YEAR UNDERGRADUATE STUDENTS

Registration for first year undergraduate students will take place, in the Great Hall, as follows: -

	DATE	TIME	DEGREE/ DIPLOMA	FACULTY
First Year Students	2013-01-21	8h00 to 10h00	Bachelor of Commerce (Financial Accounting & Chartered Accounting)	Commerce & Administration
	2013-01-21	9h00 to 13h00	Bachelor of Education (Foundation Phase & Senior and FET Phase)	Education
	2013-01-21	10h00 to 14h00	Bachelor of Laws	Law
	2013-01-21	11h00 to 14h00	Bachelor of Social Work	Human & Social Sciences
	2013-01-21	12h00 to 13h00	Diplomas in Animal Health, Animal Science & Crop Science	Agric, Science & Tech
	2013-01-22	8h00 to 10h00	Bachelor of Administration	Commerce & Administration
	2013-01-22	9h00 to 10h00	Bachelor of Arts (Communications)	Human & Social Sciences
	2013-01-22	10h00 to 11h00	Bachelor of Arts (Tourism)	Human & Social Sciences
	2013-01-22	9h00 to 15h00	Bachelor of Commerce (All programmes except Financial & Chartered Accounting)	Commerce & Administration
	2013-01-22	8h00 to 10h00	Bachelor of Nursing Science	Agric, Science & Tech
	2013-01-22	10h00 to 12h00	Bachelor of Science (Agriculture)	Agric, Science & Tech
	2013-01-22	9h00 to 14h00	Bachelor of Science (All programmes)	Agric, Science & Tech
	2013-01-23	8h00 to 15h00	Bachelor of Social Science (Politics & International Relations, Sociology, Psychology, Development Studies & Development and Population Studies)	Human & Social Sciences
	2013-01-23	9h00 to 10h00	Bachelor of Theology	Human & Social Sciences

	2013-01-23	10h00 to 11h00	Diploma in Sports Science	Human & Social Sciences
	2013-01-23	10h00 to 15h00	Extended Bachelor of Commerce	Commerce & Administration
	2013-01-24	8h00 to 10h00	Extended Bachelor of Administration	Commerce & Administration
	2013-01-24	9h00 to 15h00	Extended Bachelor of Science	Agric, Science & Tech
	2013-01-30	8h00 to 10h00	Advanced Certificate in Education; National Professional Diploma in Education	Education

## 1.2 REGISTRATION FOR RETURNING UNDERGRADUATE STUDENTS

Senior (returning) undergraduate students must register in the Great Hall at the dates and times indicated below:-

Senior (Returning) Students	DATE	TIME	DEGREE/ DIPLOMA	FACULTY
	2013-01-24	8h00 to 10h00	Bachelor of Arts (Communications)	Human & Social Sciences
	2013-01-24	9h00 to 11h00	Bachelor of Social Science (Psychology)	Human & Social Sciences
	2013-01-24	10h00 to 11h00	Bachelor of Theology	Human & Social Sciences
	2013-01-24	11h00 to 13h00	Diploma in Sports Science	Human & Social Sciences
	2013-01-25	8h00 to 15h00	Bachelor of Laws	Law
	2013-01-25	8h00 to 12h00	Bachelor of Social Science (Politics & International Relations; Sociology; Development Studies; and Population Studies)	Human & Social Sciences
	2013-01-28	8h00 to 12h00	Bachelor of Commerce (Financial Accounting & Chartered Accounting)	Commerce & Administration
	2013-01-28	8h00 to 15h00	Bachelor of Social Work	Human & Social Sciences
	2013-01-29	8h00 to 10h00	Bachelor of Administration	Commerce & Administration
	2013-01-29	8h00 to 11h00	Bachelor of Nursing Science	Agric, Science & Tech
	2013-01-29	9h00 to 13h00	Bachelor of Science (Agriculture)	Agric, Science & Tech
	2013-01-29	10h00 to 12h00	Extended Bachelor of Administration	Commerce & Administration
	2013-01-30	9h00 to 13h00	B Com (Economics; Logistics Management; Operations Research; & Transport Economics)	Commerce & Administration
	2013-01-30	8h00 to 11h00	Bachelor of Arts (Tourism; Ind Knowledge Systems; Ind Sociology; Land Reform; Peace Studies)	Human & Social Sciences
	2013-01-30	12h00 to 15h00	Extended Bachelor of Commerce (Economics; Transport Economics; Logistics Management)	Commerce & Administration
	2013-01-31	9h00 to 13h00	Bachelor of Commerce (Human Resource Man & Ind Psych; Informations Systems; Management; Marketing Management; Statistics)	Commerce & Administration
	2013-01-31	8h00 to 15h00	Bachelor of Science	Agric, Science & Tech
	2013-01-31	12h00 to 15h00	Extended Bachelor of Commerce (Informations Systems; Marketing Management; Statistics)	Commerce & Administration
	2013-02-01	8h00 to 11h00	Diplomas in Animal Health, Animal Science & Crop Science	Agric, Science & Tech
	2013-02-01	9h00 to 14h00	Extended Bachelor of Science	Agric, Science & Tech
	2013-02-04	10h00 to 13h00	Postgraduate Certificate in Education	Education
	2013-02-04	9h00 to 12h00	Advanced Certificate in Education; National Professional Diploma in Education	Education
	2013-02-04	8h00 to 15h00	Bachelor of Education (Foundation Phase & Senior and FET Phase)	Education

## 1.3 RETURNING OFF CAMPUS ACE AND NPDE STUDENTS

Off campus (ie distance students who attend at centres around the country) Advanced Certificate in Education and National Professional Diploma in Education students will register at the following date in the Great Hall on the Mafikeng campus:-

DATE	TIME	DEGREE/ DIPLOMA	FACULTY
2013-02-08	8h00 to 15h30	OFF CAMPUS ACE and NPDE	Education

## 1.4 REGISTRATION FOR NEW AND RETURNING HONOURS, MASTERS AND DOCTORAL STUDENTS

New and returning Honours students must register in the Great Hall at the date and times indicated below. New and returning Masters and Doctoral students may register at the date and times indicated below or (which may be more convenient) may register by no later than 30 March 2012 in the Faculties. Please see the Faculty Manager in this regard. MBA and PGDM students register in the Graduate School in terms of its schedule:-

DATE	TIME	DEGREE/ DIPLOMA	CATEGORY OF STUDENTS	FACULTIES	VENUE
2013-02-05	8h00 to 15h00	Honours Degrees	New and Senior (Returning) Students	All Faculties	Great Hall
2013-01-21		Master of Business Administration; and	New and Senior	Commerce &	Graduate School:

		Postgraduate Diploma in Management (until 2013-02-08)	(Returning) Students	Administration	Offices G34 & G47
2013-02-11		Masters and Doctoral Students (until 2013-03-28)	New and Senior (Returning) Students	All Faculties	Offices of Faculty Administrators

## 1.5 QUALIFICATION AMENDMENTS AND ADDING AND DROPPING OF MODULES

Students who have registered according to the schedule above may make qualification changes and add and drop modules at the following times:-

DATE	TIME	PROCESS	CATEGORY OF STUDENTS	FACULTY	VENUE
2013-02-06	8h00 to 15h00	Add Drop	All students	Commerce & Administration	Great Hall
2013-02-06	10h00 to 14h00	Add Drop	All students	Law	Great Hall
2013-02-07	8h00 to 14h00	Add Drop	All students	Human & Social Sciences	Great Hall
2013-02-07	10h00 to 15h00	Add Drop	All students	Agric, Science & Tech	Great Hall
2013-02-08	8h00 to 14h00	Add Drop	All students	Education	Great Hall

## 1.6 STUDY GUIDES

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

## 1.7 WEB REGISTRATION FOR RETURNING STUDENTS

Returning students in *certain faculties and programmes* may elect to register via the internet from 9 January 2013 to 1 February 2013. Please note that if the qualification or programme is not available on the web registration site, it means that you may not register on the internet but must register in the Great Hall according to the schedule above.

No first year students and no students in the Faculty of Education will be permitted to register via the web.

Please see the website of the university: <http://www.nwu.ac.za/> for full details in this regard. Please read the instructions carefully to ensure that you are able to register successfully.

Students who wish to register on the web may do so on the internet anywhere. A self-service venue to do so is provided also on campus at Building A2 (Old Library) in Computer Laboratory G19.

## 1.8 ORIENTATION PROGRAMME FOR NEW STUDENTS

Orientation for new undergraduate students will take place from 28 January to 2 February 2013 and is only open to registered students. Details of the programme will be made available at the time of registration.

## 1.9 INTERNATIONAL STUDENTS

All international students should be in possession of a valid study permit, 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.

## 1.10 RESIDENCE FOR RETURNING STUDENTS

Returning students will have been advised of whether they have been accepted back into a University residence for 2013. University residences will be open for returning students, who have been re-admitted into a University residence for 2013, on Wednesday 23 January 2013. Please note that no temporary accommodation is available for students who have not been re-admitted into a residence.

## **2 TUITION AND RESIDENCE FEE INFORMATION FOR 2013**

### **2.1 MINIMUM AMOUNT PAYABLE ON REGISTRATION**

Full information about fees and other charges for 2013 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. All students (both new and returning) must pay the following amounts on registration: -

1. a non-refundable registration fee of R1 230 and a minimum tuition deposit of R4 750 (in total **R5 980**); and
2. a minimum residence deposit of **R5 980** (if admitted to a University residence).

The balance of tuition and other academic fees for 2013 must be paid on registration or students may arrange to pay in six equal monthly instalments from 28 February to 31 July 2013. Students, who are in arrears with their fee accounts, will be charged interest on outstanding amounts.

***PLEASE NOTE THAT NO RETURNING STUDENT WILL BE ALLOWED TO REGISTER FOR 2013 UNLESS ALL OUTSTANDING FEES FROM PREVIOUS YEARS HAVE BEEN PAID IN FULL.***

#### **IMPORTANT INFORMATION**

The University reserves the following rights in respect of students who fail to comply with the above provisions: 1) handing over of overdue accounts to the University's attorneys to collect the amount owing; and/or 2) exclusion of students in default from examinations, graduation and residences and deregistration. 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 (hours : 08H00 to 15H30 Mon to Fri, closed on Sat & Sun) on campus:-

**Account Holder: North West University**

**Bank: Standard Bank**

**Account Number: 030 890 195**

**Branch Name: Mafikeng**

**Branch Code: 050040**

**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 AND BURSARIES**

Students should contact the Financial Aid and Bursaries Office on 018 389 2372/2330 for information and assistance.

**Campus Registrar**

12 December 2012