NORTH-WEST UNIVERSITY
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT
POTCHEFSTROOM CAMPUS

REGISTRATION 2012
POTCHEFSTROOM CAMPUS

1. FINANCIAL ARRANGEMENTS

Facilitate your registration process for 2012 by paying your minimum fees payable into the University's bank accounts timeously (December 2011 or January 2012). Please ensure that your outstanding university account for 2011 is settled, as you **will not be allowed** to register for 2012 until all outstanding fees for 2011 are paid in full. Please note that NO extension will be granted for payment of the minimum fees payable for 2012.

If a student's studies are financed by means of a **bursary or a loan**, the written proof thereof must be submitted during registration **every year together with the official undertaking for payment that must be completed and signed.** Such proof must clearly state what the bursary and loan amounts may be used for and when the payment will be made. Please ensure that you apply at the relevant institution in good time if you are making use of a bursary or a loan to finance your studies. The Collections section of the Potchefstroom campus can be reached at (018) 299 2662/ 2663/ 2664 or at email PUK-invorder@nwu.ac.za in this regard. More information is available in the complete booklet "Fees Payable & Financial Rules 2012" at our offices or on the University website at www.puk.ac.za/gelde

COMPULSORY 1ST MINIMUM FEES PAYABLE FOR 2012	Residence students	Town students	Off campus students
First payment on tuition fees	4,800	4,800	4,800
First payment on boarding fees	4,400	-	-
Registration fees	1,100	1,100	1,100
Meals during R&I* (Compulsory for hostel 1st years)	750	-	-
Compulsory payment	11,050	5,900	5,900
Cash meals (Suggested for the rest of February & March 2012)**	2,250	2,250	-
Total, subject to approval by the University council	13,300	8,150	5,900

* Reception and Introduction Programme for 1st year students. Town students must supply their own meals.

** **Not compulsory.** Meals at the University will be on a **cash basis**. Thus you will only have the amount available that you have paid into your **Meals account**. *No credit* will be granted for meals! Meals at R75 per day for 170 academic days amount to an average of R12,790.00 per annum or R1,500 per month. ***This is only an estimate!***

PAYMENT OPTIONS FOR TUITION, RESIDENCE & OTHER FEES

A direct bank deposit or electronic payment can be made into any of the bank accounts of the North-West University at ABSA Bank, First National Bank, Nedbank or Standard Bank. The pre-defined account named "NWU STUDENT" must be selected from the list of beneficiaries under ABSA's Account payments, FNB's Public Recipients, Nedbank's Bank-approved beneficiaries or Standard Bank's Companies list of beneficiaries. Only the student's *8-figure university number* will be accepted as beneficiary reference. The relevant account numbers are: ABSA 40-7009-9350, branch code 632-005, FNB 6216-190-7335, branch 240-438, Nedbank 1713-378-531, branch 171-338, and Standard bank 33-038-446-5, branch 052-838. Should you wish to send a payment advice, please fax it to (018) 293 5210 or email to PUK-bankdeposit@nwu.ac.za. **Payments may also still be made weekdays from 08:00 to 15:30 at the cashiers in the Joon van Rooy building.**

2. PROCEDURE

2.1 **WEB:** NB! **Not all** undergraduate + Hons. students can register from 9 – 30 January 2012 on the web while at home and in the week of 24 January – 3 February per internet on the campus. See www.nwu.ac.za/content/registration-web vir detail.

2.2 **PERSONAL REGISTRATION:** The registration form and curriculum control form must be checked and signed by a faculty adviser. These forms must be handed in during registration. After registration students must report at the Distribution centre where study material will be issued. Senior students who wish to register for **occasional studies** (Non-degree purposes) must obtain permission **every year** from the relevant faculties to continue with their studies and must report at the Admissions Section (F20) with an **approved request form** before they will be allowed to register.

3. DOCUMENTATION REQUIRED FOR REGISTRATION

Registration form, curriculum control form and your **proof of payment** if you have deposited money beforehand.

4. LATE REGISTRATION

If late registration is allowed after 4 February 2012, an amount of R500 will be levied as a **late registration fee**.

5. MODULE / CURRICULUM / QUALIFICATION CHANGES

These changes will take place from Monday, 6 February to Friday, 17 February 2012.

6. COMMENCEMENT OF LECTURES

6 February 2012

7. UNDERGRADUATE FIRST-YEAR STUDENTS

7.1 **Curriculum guidance and control:** Date: Friday, 20 January and Monday, 23 January 2012

Consult the PUK guide 2012 for details. **NB:** 1st year students who wish to change their field of study must report to the Admissions section (Bldg F20) between 23 - 27 January and may register from 24 to 27 January or from 28 January to 3 February 2012 in faculty order.

7.2 **Registration:** Date & Time: Tuesday, 24 January – Friday 27 January: 08:00 – 16:30

8. SENIOR UNDERGRADUATE AND HONOURS STUDENTS: Fulltime & part time as well as students from other tertiary institutions. EXCEPT Honours BEd students who register on Saterday, 21 January and TL students who register from 16 to 28 January 2012.

8.1 Seniors meet Deans, Faculty Advisers and School Directors in venues as indicated. The following documentation will be distributed on the scheduled dates to the students in the relevant venues:
- Registration form & curriculum control form and a list of faculty advisers
- Timetable and venue information: Web address: http://www.nwu.ac.za/af/node/8373

8.2 Curriculum guidance, control & registration: NB! *Please note that curriculum control and registration do not necessarily take place on the same day!*

FACULTY	CURRICULUM CONTROL (A)		REGISTRATION (B) Joon van Rooy registration hall, except if indicated differently	
Arts (Undergraduate & Honours) Collection of registration forms every day at Bldg F4, room G22 from 08:00 – 10:00 Curriculum control every day from 08:00 – 16:00	Mo 30 January	08:00 - 16:00	Mo 30 January	08:00 – 16:30
	ONLY COMMUNICATION STUDIES, LANGUAGE AND LITERARY STUDIES AND SOCIAL SCIENCES No web registration for seniors in these programmes			
	Tu 31 January	08:00 - 16:00	Tu 31 January	08:00 - 16:30
	ONLY BMUS, LANGUAGE TECHNOLOGY AND DEVELOPMENT AND MANAGEMENT General guidance for web registration in G22, 10:00 – 11:00 after which students can register on the web.			
	We 1 February	08:00 - 16:00	We 1 February	08:00 - 16:30
	ONLY HUMANITIES, BA WITH MUSIC SUBJECTS, BA MUSIC & SOCIETY AND DIPLOMA IN MUSIC No web registration for seniors in these programmes			
	Th 2 February	08:00 - 16:00	Th 2 February	08:00 - 16:30
	ONLY GRAPHIC DESIGN, HERITAGE AND CULTURAL TOURISM AND BEHAVIOURAL SCIENCES General guidance for web registration in G22, 10:00 – 11:00 after which students can register on the web.			
Natural Sciences (Undergraduate & Honours)	Mo 30 January NS Bldg (Foyer in front of NW204)	08:00 – 11:00	Mo 30 January	08:00 - 16:30
Theology - BTh, BA PBP, Hons BTh, Hons BA in Biblical languages/ Latin	Fr 3 February See notice at Theological School	08:00 – 10:00	Fr 3 February	10:00-12:00
Hons BA in Theology	Fr 3 February Theological School - K110	08:00 – 10:00	Fr 3 February	10:00–12:00
Educational Sciences (Undergraduate) (BEd Honours curriculum control in F2 and F3 and registration in F1: Saturday 21 January)	Tu 31 Jan Bldg C05,venues will be indicated (BEd 2nd years)	08:00 – 16:00	Tu 31 Jan (group 1) Bldg C5, venues will be indicated (BEd2nd years)	08:00 - 16:00
	We 1 Feb Bldg C05, venues will be indicated (BEd 3rd years)	08:00 – 16:00	We 1 Feb (group 2) Bldg C5, venues will be indicated (BEd3rd years)	08:00 - 16:00
	Th 2 Feb Bldg C05, venues will be indicated (BEd 4th years) + PGCE in the De la Rey hall	08:00 – 16:00	Th 2 Feb (group 3) Bldg C5, venues will be indicated (BEd 4th years) + PGCE	08:00 - 16:00
Economic & Management Sciences (Undergraduate & Honours) BCom Law excluded	Mo 30 Jan, Tu 31 Jan, We 1 Feb and Th 2 Feb: • Collection of registration documents every morning from 8:00-10:00 in the south foyer of the ES bldg E3. • Each day general guidance in G20 in the ES bldg: 10:00 – 11:00 • After you have attended a session in G20, you can register personally on the WEB in the Library computer lab or go to F1			
	Fr 3 Feb. All students who wish to change curricula and students who could not previously register on the WEB : • Collection of registration documents: 8:00 – 9:00 • General guidance in room G20: 9:00 – 10:00 • Curriculum control by faculty advisers in venues to be indicated: 10:00 – 11:00		Fr 3 Feb. Register at Administration, Joon van Rooy bldg, F1 Sa 4 Feb Register at Administration, Joon van Rooy bldg, F1	11:00 – 16:30 9:00 – 12:00
Law Only students who register for LLB, BA with Law modules and BCom Law	Mo 30 January and Tu 31 January	08:00 - 15:30	Tu 31 January	08:00 – 16:30
	30 January: Distribution of reg- documents - 7:30, G42 Dawie Du Plessis LLB 2nd and 3rd years & BA Law 2nd and 3rd years Guidance session: in JCC, G01 8:30-9:30 BA Law 2nd and 3rd years, JCC, G01 10:00-11:00 LLB 2nd and 3rd years Curriculum control in G37 - G41 JCC bldg E8 31 January: Distribution of reg- documents 7:30, JCC G01 LLB 4th years & BCom Law 2nd and 3rd years Guidance session: 8:30 - 9:30 in JCC room G01 BCom Law 2nd and 3rd years, 10:00-11:00 in JCC room G01 LLB 4th years Curriculum control in G37 - G41 JCC E8			
Engineering (Undergraduate & Honours)	Fri 27 January Report at school: Chemical – G10; E/E/R – G4 and Mech G15	08:00 - 15:30	Sat 28 January No curriculum control	08:00 – 13:00
Health Sciences (Undergraduate & Honours)	We 1 February	08:00 - 15:00	Wo 1 February	08:00 – 16:30
	Distribution of reg-documents and curriculum control: Pharmacy (G16 Foyer), Nursing Science (F8, Room G02), Physiology (F12, Room G12), Dietetics, Nutrition Science & Nutrition and Physiology (G16, Room 237 or 151 for students who repeat modules), Consumer Sciences (F15, Room L2).			
	Th 2 February	08:00 - 15:00	Th 2 February	08:00 – 16:30
	Distribution of reg-documents and curriculum control: Diploma in Sport Science (K21, Room 217), Human Movement Science / Sport Science / Biokinetics / Kinderkinetics (K3-MBW bldg), Recreation Science (K3-MBW bldg), Psychology &/ Social Work (E8-Foyer).			
All Faculties (Only Honours) (Excluding B Ed Hons)	*Hons students that could not register on the scheduled faculty dates.*	None	Sa 4 February	09:00 – 13:00
Qualification / module changes	Mo 6 – Fr 17 February 2012			08:00 - 16:00

31-10-2011