

NB: On-line registration is only available for existing Polytechnic students who are continuing their studies in the same programme.

A. For students who have off-campus Internet access:

No need to keep the registration schedule below. You can register from anywhere, at any day and time between 12-25 January 2012.

STEP 1: Deposit your registration fee of N\$2 200 at least 3 working days before your scheduled registration date. It is not necessary to fax the deposit slip, provided that the student number is correctly indicated on the reference line or as recipient reference (for on-line banking). Otherwise, fax a copy of your deposit slip to 061 207 2952. For enquiries regarding on-line payments call: Tel: 061 207 2069 or email: anekongo@polytechnic.edu.na.

STEP 2: Log onto www.students.polytechnic.edu.na, click on Student Kiosk, then read and follow the steps for Online Registration. Register and print a Proof of Registration. Please follow the 6 EASY STEPS FOR ONLINE REGISTRATION on the website.

STEP 3: If you register on **Distance mode**, collect your study material on weekdays between 17 and 25 January 2012 from COLL or your nearest Regional Centre. You will be expected to show your Proof of Registration for the collection of study material.

B. For students who need to use the on-campus ICT facilities of the Polytechnic of Namibia Main Campus or Regional Centres:

Registration will take place as indicated on the schedule below from 17 – 25 January 2012 at the following venues:

- **ALL FULL-TIME, PART-TIME AND WINDHOEK-BASED DISTANCE EDUCATION STUDENTS** will register at the Science & Technology Building, on the Main Campus.
- **REGIONAL DISTANCE EDUCATION STUDENTS** will register at their respective Regional Centres.

Other Important Notices:

1. ALL DISTANCE EDUCATION STUDENTS registering for **Information Administration 2A and 3A are required** to register before or on Monday, 23 January 2012 as from 08:00 – 13:00 at the Main Campus in Windhoek and must attend the compulsory vacation school.
2. All **CONTINUING POST-GRADUATE STUDENTS** may register on any day from 17-25 January 2012, between 08:00-16:00.

Fees:

1. Deposit on Tuition Fees: N\$2 200 (including non-refundable registration fee of N\$900). If the total fee account is below the minimum amount specified above, then the full fee account is payable on the day of registration.
2. Deposit on Residence Fees and Refundable Breakage Fee (if applicable): N\$2 200 + N\$770 = N\$2 970.
3. Students with outstanding accounts will NOT be allowed to register. Check the Student Kiosk (OPAC for outstanding Library Fees and Student Enquiry for outstanding fees on Tuition/Accommodation).
4. Students may pay directly into the Polytechnic of Namibia's current account: 55500126319, First National Bank, Ausspannplatz Branch, Branch Code: 281872. **Please ensure that your valid student number is entered in the reference block.**
5. **Speed Point facilities will be available for payment by credit or debit card on campus and at the Regional Centres.**

ONLINE REGISTRATION SCHEDULE for

students who need to use the ICT facilities of Polytechnic of Namibia

Dates: 17 – 25 January 2012

***PLEASE NOTE: Registration of the PROGRAMME(S) OF THE DAY takes place according to your SURNAME, at the specified TIME**



Day and Date	Programme of Study	Times	Surname	Day and Date	Programme of Study	Times	Surname
Tuesday, 17 January 2012	Hospitality Management Travel & Tourism Management	14:00 - 15:00	A - K	Monday, 23 January 2012	Office Management Business Administration Communication Criminal Justice / Police Science	08:00 - 09:00	A - Z
		15:00 - 16:00	L - Z			09:00 - 10:00	A - D
Wednesday, 18 January 2012	Applied Mathematics & Statistics Economics Entrepreneurship Journalism & Communication Technology Marketing	08:00 - 09:00	A - D	Tuesday, 24 January 2012	Architecture Civil Engineering Electronic Engineering Mechanical Engineering Mining Engineering Power Engineering Public Management Vocational Instructor	09:00 - 10:00	E - G
		09:00 - 10:00	E - G			10:00 - 11:00	H - I
		10:00 - 11:00	H - I			11:00 - 12:00	J - K
		11:00 - 12:00	J - K			12:00 - 13:00	L - M
		12:00 - 13:00	L - M			13:00 - 14:00	N - O
		13:00 - 14:00	N - O			14:00 - 15:00	P - S
		14:00 - 15:00	P - S			15:00 - 16:00	T - Z
Thursday, 19 January 2012	Agriculture Business Computing Computer Systems & Networking English Land Management (All qualifications) Logistics & Supply Chain Management Software Engineering Transport Management	08:00 - 09:00	A - D	Wednesday, 25 January 2012	Biomedical Sciences Emergency Medical Care Environmental Health Sciences Human Resources Management Nature Conservation	09:00 - 10:00	E - G
		09:00 - 10:00	E - G			10:00 - 11:00	H - I
		10:00 - 11:00	H - I			11:00 - 12:00	J - K
		11:00 - 12:00	J - K			12:00 - 13:00	L - M
		12:00 - 13:00	L - M			13:00 - 14:00	N - O
		13:00 - 14:00	N - O			14:00 - 15:00	P - S
		14:00 - 15:00	P - S			15:00 - 16:00	T - Z
Friday, 20 January 2012	Accounting & Finance	08:00 - 09:00	A - D	Classes start on Wednesday, 08 February 2012			
		09:00 - 10:00	E - G				
		10:00 - 11:00	H - I				
		11:00 - 12:00	J - K				
		12:00 - 13:00	L - M				
		13:00 - 14:00	N - O				
		14:00 - 15:00	P - S				
15:00 - 16:00	T - Z						