

# NOTICE

# REGISTRATION PROCEDURE 2012

## (New Students ONLY)



### FINAL SELECTION:

1. All first-year (full-time and part-time) students must attend final selection as indicated in the schedule below. (Final selection is the last evaluation procedure for selecting the students to be enrolled in a particular programme.) Candidates must present themselves for final selection or run the risk of not being considered for places in a programme.
2. Selected applicants who applied to study through Distance Education and Mature Age Applicants need not attend the final selection unless your admission letter states that you should report for selection.

### WHAT SHOULD I BRING ALONG TO REGISTRATION?

#### 1. ORIGINAL DOCUMENTS

You are required to present your ORIGINAL school-leaving certificate or statement of results AND birth certificate/identity document/passport during registration.

Candidates with foreign qualifications must ensure that they have their educational certificates (school-leaving certificate and any subsequent certificate(s)) evaluated by the Namibia Qualifications Authority (NQA). At registration the original NQA evaluation, school-leaving certificate (and others if applicable) in the foreign language (if applicable) and original translation of the certificate(s) have to be presented to the admissions officer. Foreign candidates must also present a valid passport.

Failure to present these documents will result in candidates not being registered.

#### 2. FEES:

1. Deposit on Tuition Fees: N\$2 200
2. Deposit on Residence Fees and Refundable Breakage Fee (if applicable): N\$2 200 + N\$770 = N\$2 970.
3. Selected students may pay these fees directly into the Polytechnic of Namibia's current account, Acc. No.: 55500126319, First National Bank, Ausspannplatz Branch, Branch Code: 281872. Please ensure that your valid student number is entered in the reference block.

4. Speed point facilities will be available for payment by credit or debit card at the registration points on campus only.
5. **All NSFAF loan applicants** must pay the deposit of N\$2 200, claimable once the loan has been approved and paid by the Ministry of Education.

### REGISTRATION VENUES:

Registration will take place as indicated in the attached schedule from 26 January 2012 – 03 February 2012 at the following venues:

1. **All Full-time, Part-time and Windhoek-based Distance Education Students** will register at the Engineering Basement, Main Campus.
2. **Regional Distance Education Students** will register at their respective Regional Centres.

### OTHER IMPORTANT NOTICES:

**ALL DISTANCE EDUCATION STUDENTS** registering for Office Management (Information Administration 1A) are required to register on Monday, 30 January 2012 as from 08:00 – 13:00 at the Main Campus in Windhoek and must attend the compulsory vacation school.

#### REGISTRATION FOR MASTER / BACHELOR HONOURS DEGREES (NEW STUDENTS)

All admitted postgraduate applicants for Master or Bachelor Honours degrees may register on any day from Monday, 30 January 2012 to Friday, 03 February 2012, from 08:00 - 16:00.

#### LATE REGISTRATION: (Engineering Basement)

06 – 10 February 2012, 08:00 – 16:00

Late Fee payable - applicable to all study programmes

**There will be no late registration for regional distance education students.**

**Orientation: 4 February 2012, Auditoria**

**Classes will start on Wednesday, 8 February 2012**

## REGISTRATION SCHEDULE – NEW STUDENTS – 26 JANUARY 2012 to 03 FEBRUARY 2012

FINAL SELECTION			REGISTRATION (Engineering Basement)	
DATE & TIME	VENUE	STUDY PROGRAMME	DATE & TIME	STUDY PROGRAMME
Wednesday, 25 January 08:00 - 16:00	Room 207 – Lecture Bldg	Environmental Health Science	Thursday, 26 January 08:00-16:00	Bio-Medical Science
	Ground Floor – Office Bldg	Bio-Medical Science		Emergency Medical Care
	Room 210 – Lecture Bldg	Emergency Medical Care		Environmental Health Science
Thursday, 26 January 08:00 - 16:00	Ground Floor – Office Bldg	Engineering (All Specializations – S1 & Bridging)	Friday, 27 January 08:00 – 16:00	Engineering (All Specializations: S1 + Bridging)
Friday, 27 January 08:00 -16:00	Ground Floor – Office Bldg	Accounting & Finance	Monday, 30 January 08:00 – 16:00	Accounting & Finance
	Room 207 – Lecture Bldg	Economics		Economics
	Room 210 – Lecture Bldg	Transport Management		Office Management
Monday, 30 January 08:00 - 13:00	Room 204 – Lecture Bldg	Office Management & Technology	Transport Management	
Monday, 30 January 08:00 - 16:00	Room 207 – Lecture Bldg	Applied Mathematics & Statistics	Tuesday, 31 January 08:00 – 16:00	Agriculture
	Room 305 – Lecture Bldg	Agriculture		Architecture
	Room 210 – Lecture Bldg	Architecture		Applied Maths & Statistics
	Hotel School	Hospitality Management		Information Technology
	Hotel School	Travel & Tourism Management		Hospitality Management
	Ground Floor – Office Bldg	Information Technology		Travel & Tourism Management
	Room 204 – Lecture Bldg	Vocational Instructor		Vocational Instructor
Tuesday, 31 January 08:00 - 16:00	Ground Floor – Office Bldg	Business Administration	Wednesday, 01 February 08:00 – 16:00	Business Administration
	Room 207 – Lecture Bldg	Marketing		Communication
	Room 204 – Lecture Bldg	English		English
	Room 210 – Lecture Bldg	Communication		Marketing
Wednesday, 01 February 08:00 - 16:00	Ground Floor – Office Bldg	Human Resources Management	Thursday, 02 February 08:00	Criminal Justice
	Room 207 – Lecture Bldg	Logistics & Supply Chain Management		Human Resources Management
	Room 204 – Lecture Bldg	Criminal Justice		Journalism
	Room 302 – Lecture Bldg	Journalism		Logistics & Supply Chain Management
	Room 210 – Lecture Bldg	Nature Conservation		Nature Conservation
Thursday, 02 February 08:00 – 16:00	Ground Floor – Office Bldg	Public Management	Friday, 03 February 08:00 – 16:00	Accounting (NGSA)
	Room 207 - Lecture Bldg	Land Management (All Specializations)		Land Management (All Specializations)
				Public Management



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