

## STEP BY STEP GUIDE FOR ONLINE REGISTRATION – SEMESTER 2

### Important!!

1. The online registration is only applicable to continuing students who are registered in 2021 semester 1, and must now register for semester 2 modules.
2. Continuing students registered for qualifications e.g. Postgraduate diploma in Education, that are strictly comprising of only year courses need not to register again in semester 2.
3. Continuing students who are not registered in 2021 semester 1 because they did not have any semester 1 module(s) to do, and now need to register in semester 2, will not be able to register online on their student portals/iEnabler. They need to request, through email, for a Continuing Students Registration Form from Admissions Office. Email addresses for Admissions Offices are listed on the last page of this guide. They are liable to pay the full registration fee (N\$1900).

Before you start with the Online Registration process, you must have the following

1. Access to an internet connected computer.
2. The subject codes for all your semester 2 subjects. Subject codes can be obtained from Fee Structures available on the University Website.
  - i) Go to the IUM Website ([www.ium.edu.na](http://www.ium.edu.na)) >> Click on “**Student Corner**” and Select “**Tuition Fees**”  
  
Or follow copy and paste this URL into the browser  
[http://www.ium.edu.na/student\\_corner/tuition\\_fees](http://www.ium.edu.na/student_corner/tuition_fees)
  - ii) Select your qualification type and search for the Fee Structure of your specific course
  - iii) Write down all the subject codes for all semester 2 subjects under your current year of study.
  - iv) Should you have any subjects you are repeating from earlier years, also note down their subject codes.

**Note: Online Registration for semester 2 starts 19 July 2021 unti 30 July 2021**

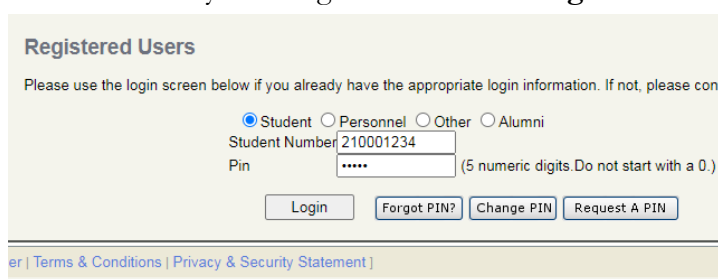
### How to Register Online

#### **Step 1:**

Go to the IUM Website ([www.ium.edu.na](http://www.ium.edu.na)) >> Click on **Student Corner** and Select **Student Portal/iEnabler**

#### **Step 2:**

Enter your **student number** and your 5-digit **PIN** and click **login**



**Registered Users**

Please use the login screen below if you already have the appropriate login information. If not, please cont

Student  Personnel  Other  Alumni

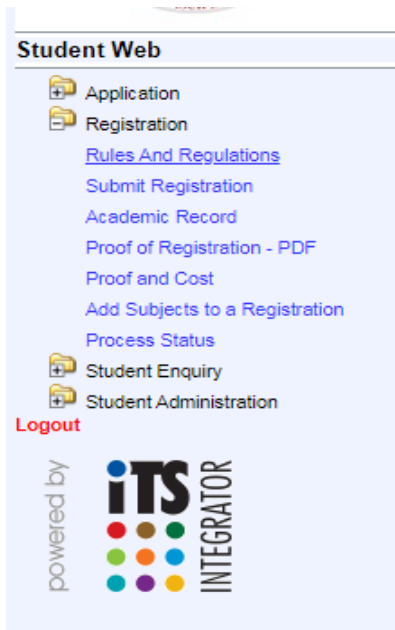
Student Number

Pin  (5 numeric digits. Do not start with a 0.)

[er | Terms & Conditions | Privacy & Security Statement |](#)

**Step 3:**

Open the Registration Menu/Folder



**Step 4:**

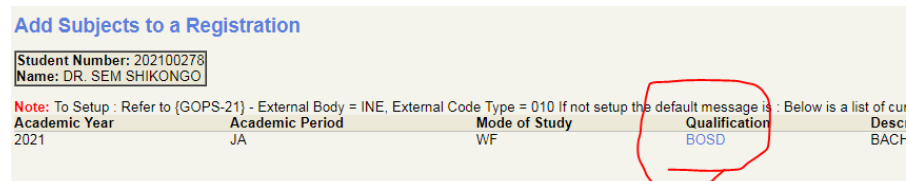
**Rules and Regulations**

Read and Accept the Registration rules and Contract. If you don't accept these rules, you cannot continue with the registration process.

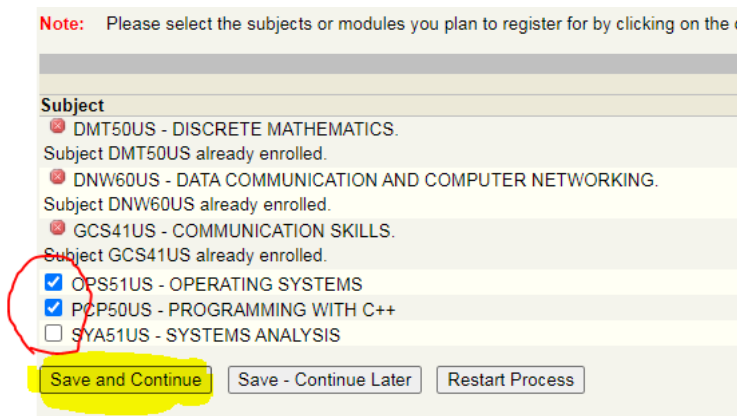
**Step 5:**

**Add Subjects to a Registration**

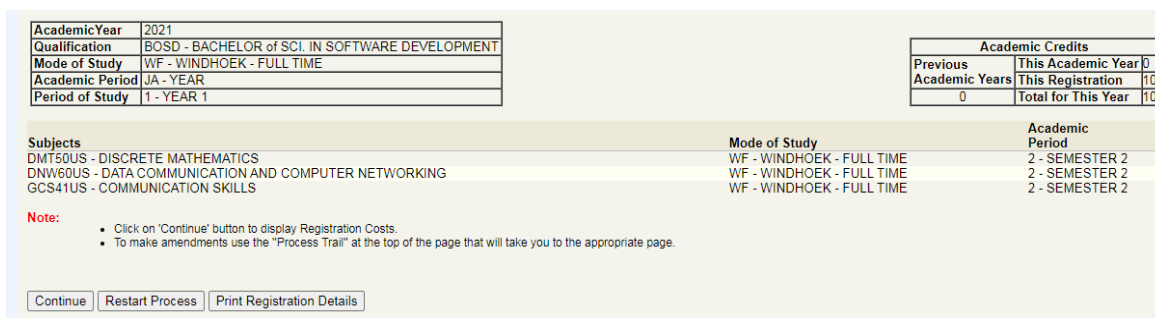
This is where you can add/register for the current semester's subjects. Click on the qualification code for which you wish to add subjects.



Select all the subjects to be added/registered in the current semester.



Click **Save and Continue**



All the subjects you selected for registration will be displayed. Click on **Continue**



After successful registration, a list of registered subjects will be displayed.

**NB!: After successful registration, you need to enrol yourself on LMS for each of the semester 2 subject. For assistance, read the [LMS STUDENT USER GUIDE](#), available on the University Website under the “Upcoming Events & Notices” or contact the LMS team: E-mail: [iumlms@ium.edu.na](mailto:iumlms@ium.edu.na) Tel: +264813062832 +264817329174**

**NOTE: If there are any errors here in Step 5, which are normally highlighted in red, you won't be able to continue with the registration, report the errors to Admissions office, and once it is resolved, you can then continue with the registration.**

### Proof of Registration – PDF


The proof of registration, showing your registered subjects, can be viewed and downloaded here

### Subjects Cancellation

Cancellation of subjects can be done here. Select/tick the subject you wish to cancel and indicate the reason for cancellation. Self-cancellations of subjects by students shall only be allowed until **06 August 2021**

NOTE: Select the subjects to cancel. You cannot select all the subjects for cancellation, you must first cancel the qualification using the Cancel Qualification s

Cancel	Subject	Description	Reason	Registration Date	
<input checked="" type="checkbox"/>	DMT50US	DISCRETE MATHEMATICS	MEDICAL REASONS	16-JUL-2021	1
<input type="checkbox"/>	DNW60US	DATA COMMUNICATION AND COMPUTER NETWORKIN	==Please Choose==	16-JUL-2021	1
<input type="checkbox"/>	GCS41US	COMMUNICATION SKILLS	==Please Choose==	16-JUL-2021	1

An image of  indicates that the particular subject is not available for cancellation

### GENERAL ENQUIRES

If you forgot your PIN, send an email to [itssupport@ium.edu.na](mailto:itssupport@ium.edu.na) Your student number must be mentioned in the email.

Should you experience problems with the online registration process or for any other admissions related enquiries, Contact Admissions Office at one of the following

CAMPUS	Contact Number	Email
Windhoek Campus	061 – 433 6000	admissionswindhoek@ium.edu.na
Ongwediva Campus	065 - 230 145/065 230 149	admissionsongwediva@ium.edu.na
Coastal Campus	064 - 206 647	admissionscoastal@ium.edu.na
Nkurenkuru Campus	066 - 264 957	admissionsnkurenkuru@ium.edu.na