



## SEMESTER 2 REGISTRATION SCHEDULE: 2020

### CONTINUING STUDENTS

Documents required at registration:

**Continuing Students:** Academic Record/Results from portal; Completed Application form for Continuing students

<b>MORNING SESSION: 08:00</b>	<b>AFTERNOON SESSION: 14:00</b>
<b>Monday 13 JULY 2020</b>	
<b>FACULTY of INFO COMMUNICATION TECHNOLOGY and FACULTY of TOURISM HOSPITALITY EVENTS MAN</b>	
<ul style="list-style-type: none"> <li>• Certificate, Diploma, Bachelor and Bachelor Honours in Business Information Systems</li> <li>• Bachelor and Bachelor Honours in Software Development</li> <li>• Bsc in Electronics</li> <li>• Hon Degree Digital Communication Technology</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate, Diploma, Bachelor and Bachelor Honours in Tourism, Hospitality &amp; Events Management</li> </ul>
<b>Tuesday 14 JULY 2020</b>	
<b>FACULTY of STRATEGIC MANAGEMENT &amp; LEADERSHIP</b>	
<ul style="list-style-type: none"> <li>• Certificate, Diploma, Bachelor and Bachelor Honours in HR Management</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate, Diploma, Bachelor and Bachelor Honours in Marketing Management</li> </ul>
<b>Wednesday 15 JULY 2020</b>	
<b>FACULTY of BUSINESS ADMINISTRATION</b>	
<ul style="list-style-type: none"> <li>• Certificate, Diploma in Business Administration</li> <li>• Bachelor Honours in Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor and Bachelor Honours in Business Administration</li> </ul>
<b>Thursday 16 JULY 2020</b>	
<b>FACULTY of BUSINESS ADMINISTRATION</b>	
<ul style="list-style-type: none"> <li>• Certificate, Diploma in Finance Management</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor and Bachelor Honours in Finance Management</li> </ul>
<b>Friday 17 JULY 2020</b>	
<b>FACULTY of EDUCATION</b>	
Diploma in Education: Pre & Junior Primary	Diploma in Education: Pre & Junior Primary
<b>Monday 20 JULY 2020</b>	
<b>FACULTY of EDUCATION</b>	
Bachelor of Education Hons. (Secondary Education)	Bachelor of Education Hons. (Secondary Education)
<b>Tuesday 21 JULY 2020</b>	
<b>FACULTY of EDUCATION</b>	
Bachelor of Education Hons. (Senior Primary)	Bachelor of Education Hons. (Senior Primary)
<b>Wednesday 22 JULY 2020</b>	
<b>FACULTY of EDUCATION</b>	
Bachelor of Education Hons. (Pre & Junior Primary)	Bachelor of Education Hons. (Pre & Junior Primary)
<b>Thursday 23 JULY 2020</b>	
<b>FACULTY of HEALTH AND SOCIAL SCIENCES</b>	
<ul style="list-style-type: none"> <li>• Certificate, Diploma, Bachelor and Bachelor Honours in Health and Wellness studies</li> <li>• Diploma, Bachelor and Bachelor Honours in HIV/AIDS Management</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor in Nursing Honours</li> </ul>
<b>Friday 24 JULY 2020</b>	
<ul style="list-style-type: none"> <li>• All Masters, Postgraduate Diplomas and PhD qualifications</li> <li>• Bachelor in Education: Edu. Lead., Man. &amp;</li> </ul>	<ul style="list-style-type: none"> <li>• All Masters, Postgraduate Diplomas and PhD qualifications</li> <li>• Bachelor in Education: Edu. Lead., Man. &amp;</li> </ul>



## **SEMESTER 2 REGISTRATION 2020 – INFORMATION GUIDELINES**

### **1. Registration Dates/Period**

Registrations for semester 2 will commence on Monday, 13 July until Friday, 24 July 2020. This registration is only for the continuing students. No new intakes.

### **2. Documents required at registration:**

Academic Record/Results from portal; Completed Application form for Continuing Students

### **3. Registration Schedule**

There is a registration schedule which indicates which students from which faculty and qualification will register on a particular date and session.

Students are advised to strictly come on the date and time they are scheduled. Students who come on a wrong date will be turned away and told to come on their scheduled date.

### **4. Registration Process (Windhoek, Ongwediva and Nkurenkuru Campus)**

- a) Complete the Application form for Continuing Students. The form will be issued in the registration venue
- b) Indicate the semester 2 subjects to be registered.  
Use the Fee structure for your qualification to determine the correct subjects names and codes required for semester 2 registration. Fee structures are available on the university website: [www.ium.edu.na](http://www.ium.edu.na). On the Home page, Go to: Student Corner>>Tuition Fees>>select your qualification type, and scroll to find your qualification's fee structure.
- c) Once you are done with the registration and your Proof of registration is printed/issued, verify that all your semester 2 subjects are registered and are appearing on the proof of registration and on the Progress report on the student portal, including those semester 2 subjects that may be outstanding from previous years.

### **5. Registration Process (Coastal Campus)**

- a) Complete the Application form for Continuing Students. The form will be available for download from the university website.
- b) Indicate the semester 2 subjects to be registered.  
Use the Fee structure for your qualification to determine the correct subjects names and codes required for semester 2 registration. Fee structures are available on the university website: [www.ium.edu.na](http://www.ium.edu.na). On the Home page, Go to: Student Corner>>Tuition Fees>>select your qualification type, and scroll to find your qualification's fee structure.
- c) students who only have outstanding module(s) in semester 2 and did not register in semester 1 will be required to pay the registration fee of N\$1900. This payment should be paid directly into the University bank account, whose details are on the university website, and proof of payment attached to the application form.
- d) Scan and email the completed form, in pdf format, to the following email address:  
**[admissions@ium.edu.na](mailto:admissions@ium.edu.na)**
- e) Verify that all your semester 2 subjects are registered and are appearing on the proof of registration and on the Progress report on the student portal, including those semester 2 subjects that may be outstanding from previous years.



## **6. Registration Fee**

There is no registration fee to be paid by continuing students who had paid the registration fee or late registration fee during semester 1 registrations. However, students who only have outstanding module(s) in semester 2 and did not register in semester 1 will be required to pay the registration fee of N\$1900.

## **7. Payment of Annual tuition fees**

In order for students to register for semester 2, students must have paid the deposit plus 4 instalments to date.

## **8. Requirements for compliance of the Covid-19 regulations**

- (a) Students coming for registrations are required to wear masks at all times. Students without masks will not be allowed to enter the registration venue
- (b) Students will have their body temperatures taken at the main campus entrance
- (c) Students will complete the registers in the registration venue
- (d) Hand sanitisation and hand washing hygiene facilities available at the entrance of each building and in the ablution facilities respectively.
- (e) Social distancing will strictly be observed during the registration process

**/END/**