

STEP BY STEP GUIDE FOR ONLINE REGISTRATION – SEMESTER 1

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 1 subjects and year courses. Subject codes can be obtained from Fee Structures available on the University Website.

i) Go to the IUM Website (www.ium.edu.na) >> Click on “**Student Corner**” and Select “**Tuition Fees**”

Or follow copy and paste this URL into the browser

<https://ium.edu.na/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 1 subjects and Year Courses under your current year of study.

iv) Should you have any subjects you are repeating from earlier years, also note down their subject codes.

3. Must have paid at least the 2024 registration Fee of N\$2100. Payments must be made by EFT directly into the University Bank account or at the Cashiers at any university campus. **Use your Student number as reference.** Note that Cashiers at the university premises only accept Cash payments from 08:00 to 13:00

The University Banking details are as follows:

Bank Name: Bank Windhoek

Beneficiary Name: IUM-Book Fund

Branch Name: Kudu Branch, Windhoek

Account Number: 3000338051

Branch Code: 482172

Swift Code: BWLINANX

Students who made payments through EFT should allow the university at least 2 days (i.e. 48 hours) to process the payment so that it reflects on the student account. This means that a student must make the payment at least 2 days before the day they plan to register online.

4. NSFAF loan holders can register online without registration fee payment. Those who are unable to register online because they are blocked, must contact the Finance department.



How to Register Online

Step 1:

Go to the IUM Website (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**

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: Submit Registration

After Clicking on Submit registration, search for your qualification. To search the for a Bachelor degree qualification, enter **%Bachelor%** in the last field and click on **Search**. To search for certificates, enter **%Certificate%**; For Masters: **%Master% or %MSC%**, for Postgraduate Diploma: **%Postgraduate%** and for PhDs: **%Doctor% or %PHD%**.

Click on **Search**

Step 6: Select your Qualification

Note: Click on the Qualification to proceed with the registration process.

Qualification	
BHAC	BACHELOR OF ACCOUNTING HONOURS
BHBA	BACHELOR HONS IN BUSINESS ADMINISTRATION
BHEDUM	BACHELOR DEGREE IN EDU. LEAD. MAN. HONS.
BHEPJ	BACHELOR PRE/JUNIOR PRIMARY EDUC. HONS.
BHEPS	BACHELOR OF EDUCATION SENIOR PRIMARY HON
BHESE	BACHELOR OF EDUCATION SECONDARY EDUC.HON
BHAM	BACHELOR HON DEGREE HIV/AIDS MANAGEMENT

Step 7: Enter the Mode of Study and Study Period

Qualification Choice

Student Number: 16
Name: MS. ELIZABE

Note:

- When multiple academic periods, modes of study and/or periods of study are available, you will be prompted with '---Please Select From The List ---'.
- You can select from the possible options ONLY once the correct list of options have been retrieved, and you are prompted to make a selection.
- When all of your selections have been made, click the 'Save and Continue' button in order to continue with the registration process.
- If only one choice is available in any of the fields, that choice will be pre-selected for you.

Academic Year: 2022
Qualification: BHAC - BACHELOR OF ACCOUNTING HONOURS

When would you like to study for the qualification? YEAR

How would you like to study for the qualification? WINDHOEK - PART TIME

Which study period are you interested in registering for? YEAR 4

Save and Continue Restart Process View Calendar Information

Click on Save and Continue

Possible Subject Selection

Student Number: 202100278
Name: DR. SEM SHIKONGO

Academic Year	2021
Qualification	BOSD - BACHELOR OF SCI. IN SOFTWARE DEVELOPMENT
Mode of Study	WF - WINDHOEK - FULL TIME
Academic Period	JA - YEAR
Period of Study	1 - YEAR 1

Registration Credits for This Academic Year	
Existing	0
Current	10
Total	10

Note: Please select the subjects or modules you plan to register for by clicking on the check box alongside the subject detail. When all of your selections have been made, click the 'Save and Continue' button.

Possible Subjects		
Subject		Compulsory
<input checked="" type="checkbox"/> DMT50US - DISCRETE MATHEMATICS		Yes
<input checked="" type="checkbox"/> DNW60US - DATA COMMUNICATION AND COMPUTER NETWORKING		Yes
<input checked="" type="checkbox"/> GCS41US - COMMUNICATION SKILLS		Yes
<input type="checkbox"/> OPS51US - OPERATING SYSTEMS		Yes
<input type="checkbox"/> PCP50US - PROGRAMMING WITH C++		Yes
<input type="checkbox"/> SYA51US - SYSTEMS ANALYSIS		Yes

Save and Continue Save - Continue Later Restart Process

All the subjects for your Course for that specific semester are listed here by default. Select/tick on **ALL** the subjects applicable for your course for the current year. If any of the Compulsory subjects is missing, Report it to Admissions Office. Select the subject you may be repeating

Otherwise, Click on **Save and Continue**



INTERNATIONAL UNIVERSITY OF MANAGEMENT

Process Trail: [Qualification](#) > [Study Choice](#) > [Subject](#) > [Period](#)

Subject Academic Period Selection

Student Number: 160
Name: MS. ELIZABET

Academic Year	2022
Qualification	BHAC - BACHELOR OF ACCOUNTING HONOURS
Mode of Study	WP - WINDHOEK - PART TIME
Academic Period	JA - YEAR
Period of Study	4 - YEAR 4

Note: Please select ONE Academic Period which represents when you would like to study for each of the chosen subjects.

Selected Academic Period: AEN80US - APPLIED ENTREPRENEURSHIP MANAGEMENT

Academic Period Selection

05-JAN-2022 Until 30-JUL-2022 - SEMESTER 1
 05-JAN-2022 Until 31-DEC-2022 - YEAR

Click on **Save and Continue**

Academic Year	2021
Qualification	BOSD - BACHELOR OF SCI. IN SOFTWARE DEVELOPMENT
Mode of Study	WF - WINDHOEK - FULL TIME
Academic Period	JA - YEAR
Period of Study	1 - YEAR 1

Academic Credits	
Previous Academic Years	This Academic Year
0	10
Total for This Year 10	

Subjects	Mode of Study	Academic Period
DMT50US - DISCRETE MATHEMATICS	WF - WINDHOEK - FULL TIME	2 - SEMESTER 2
DNW60US - DATA COMMUNICATION AND COMPUTER NETWORKING	WF - WINDHOEK - FULL TIME	2 - SEMESTER 2
GCS41US - COMMUNICATION SKILLS	WF - WINDHOEK - FULL TIME	2 - SEMESTER 2

Note:

- Click on 'Continue' button to display Registration Costs.
- To make amendments use the "Process Trail" at the top of the page that will take you to the appropriate page.

All the subjects you registered will be displayed. Click on **Continue**

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

If you see an error message: "**Currently prevented from registration. Exclusion action R Stop Registration [MSG 00042 at 6230]**" it means that you are blocked from registration by the Finance department and should contact the finance department.

Registration Cost

Student Number: 160034981
Name: MS. ELIZABETH MWA

Academic Year	2022
Qualification	BHAC - BACHELOR OF ACCOUNTING HONOURS
Mode of Study	WP - WINDHOEK - PART TIME
Academic Period	JA - YEAR
Period of Study	4 - YEAR 4

Previous Academic: 340

Payee	Description	Cost Estimates
Student		
	BHAC - BACHELOR OF ACCOUNTING HONOURS	
	AA180US - AUDITING AND ASSURANCE I	
	AEN80US - APPLIED ENTREPRENEURSHIP MANAGEMENT	
	AIS80US - ACCOUNTING INFORMATION SYSTEMS	
	CG180US - CORPORATE GOVERNANCE I	
	COF80US - CONTEMPORARY FINANCE MANAGEMENT	
	FRA80US - FINANCIAL REPORTING AND ANALYSIS	
	IAM80US - INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT	
	TT180US - TAXATION AND TAX PLANNING I	

Click on **Accept Registration**



Proof of Registration – PDF

The proof of registration, showing your registered subjects, can be viewed here. Make sure all details and subjects on your Proof of Registration are correct. Download and Print it. Please ensure that all your 1st semester modules and year courses are appearing on the Proof of Registration. If any subject is missing, you must add it, or contact Admissions Office for it to be added.

An Official Proof of Registration letter can be obtained from the Admissions Office at your Campus

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 the last day of registration.

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

Save Subject Cancellation Clear Form

Add Subjects to a Registration

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

Add Subjects to a Registration

Student Number: 202100278
Name: DR. SEM SHIKONGO

Note: To Setup : Refer to {GOPS-21} - External Body = INE, External Code Type = 010 If not setup the default message is : Below is a list of current enrolments. Please click on the qualification code

Academic Year	Academic Period	Mode of Study	Qualification	Description
2021	JA	WF	BOSD	BACHELOR OF SCI. IN SOFTWARE DEVELOPMENT

Select all the subjects to be added/registered.

Note: Please select the subjects or modules you plan to register for by clicking on the c

Subject

- DMT50US - DISCRETE MATHEMATICS.
Subject DMT50US already enrolled.
- DNW60US - DATA COMMUNICATION AND COMPUTER NETWORKING.
Subject DNW60US already enrolled.
- GCS41US - COMMUNICATION SKILLS.
Subject GCS41US already enrolled.
- OPS51US - OPERATING SYSTEMS
- PCP50US - PROGRAMMING WITH C++
- SYA51US - SYSTEMS ANALYSIS

Save and Continue Save - Continue Later Restart Process

Click **Save and Continue**



AcademicYear	2021		
Qualification	BOSD - BACHELOR of SCI. IN SOFTWARE DEVELOPMENT		
Mode of Study	WF - WINDHOEK - FULL TIME		
Academic Period	JA - YEAR		
Period of Study	1 - YEAR 1		

Academic Credits		
Previous Academic Years	This Academic Year	0
	This Registration	10
	Total for This Year	10

Subjects	Mode of Study	Academic Period
DMT50US - DISCRETE MATHEMATICS	WF - WINDHOEK - FULL TIME	2 - SEMESTER 2
DNW60US - DATA COMMUNICATION AND COMPUTER NETWORKING	WF - WINDHOEK - FULL TIME	2 - SEMESTER 2
GCS41US - COMMUNICATION SKILLS	WF - WINDHOEK - FULL TIME	2 - SEMESTER 2

Note:

- Click on 'Continue' button to display Registration Costs.
- To make amendments use the "Process Trail" at the top of the page that will take you to the appropriate page.

Continue Restart Process Print Registration Details

All the subjects you registered/added will be displayed. Click on **Continue**

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

If you see an error message: "**Currently prevented from registration. Exclusion action R Stop Registration [MSG 00042 at 6230]**" it means that you are blocked from registration by the Finance department and should contact the finance department.

Capturing and Printing of Student Cards

Once you have completed the online application process, you may go to your Campus to have your photo captured and your student card printed out.

How to verify yourself that you registered successfully

At end of the process, it is important to really verify that you are registered successfully and have saved the registration process. There are 3 ways to verify that you successfully completed the online registration process.

1. Under the registration folder: Click on [Proof of Registration – PDF](#)

All your 1st semester modules and year courses must appear on the Proof of Registration. If no subject is appearing, it means you did not register. If any subject is missing, you must add it yourself, or contact Admissions Office for it to be added.

2. Under the Student Enquiry folder: Click on [Progress Report](#)

The current Academic year (i.e. 2024) must appear under which all your 1st semester modules and year courses are listed. If any subject is missing, you must add it yourself, or contact Admissions Office for it to be added.

3. Under the registration Folder: Click on [Proof and Cost](#)

All your 1st semester modules and year courses must appear here