



STEP BY STEP GUIDE FOR ONLINE REGISTRATION – 2024: SEMESTER 2

Important!!

- 1. Online Registration for semester 2 starts 15 July 2024 until 19 July 2024**
- 2. The online registration is only applicable to continuing students who are registered in 2024 Semester 1, and must now register for semester 2 modules.**
- 3. Continuing students registered for qualifications e.g. Postgraduate diploma in Higher Education, that do not comprise of any semester 2 only modules need not to register for semester 2, as there are no any semester 2 modules to add.**
- 4. Continuing students who are not registered in 2024 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 go for Face-to-Face Registration at their respective campuses. They are liable to pay the full registration fee (N\$2200).**

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) >> 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 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.

Repeat Subjects need to be registered Face to Face, after completion of the Online registration for the Normal Subjects.

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**

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

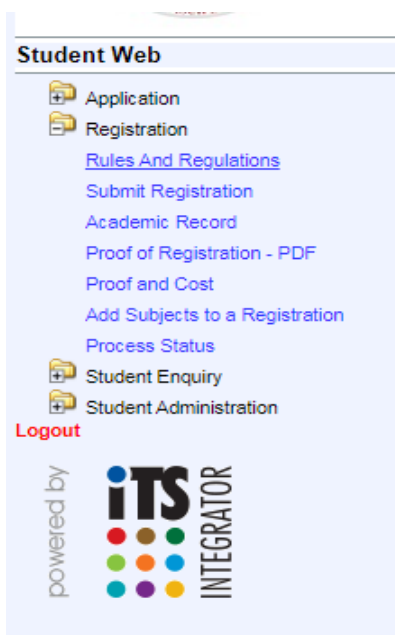
Pin (5 numeric digits. Do not start with a 0.)

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



Step 3:

Open the Registration Menu/Folder



Step 4:

Rules and Regulations

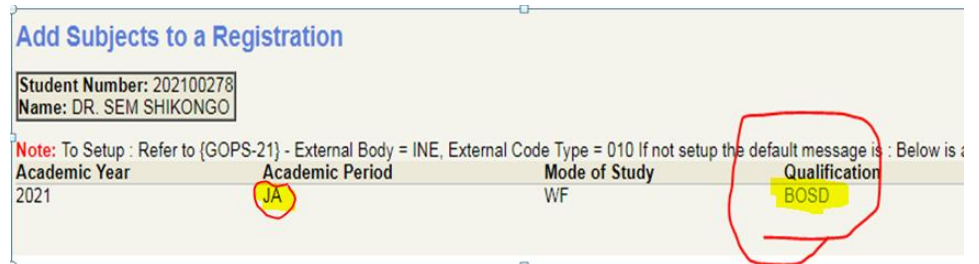
Read and Accept the Registration rules and Contract. If you don't accept these rules, you cannot continue with the registration process. If you had already accepted the Rules before or earlier, the "Accept" button will not appear again and you simply proceed to next step.

Step 5:

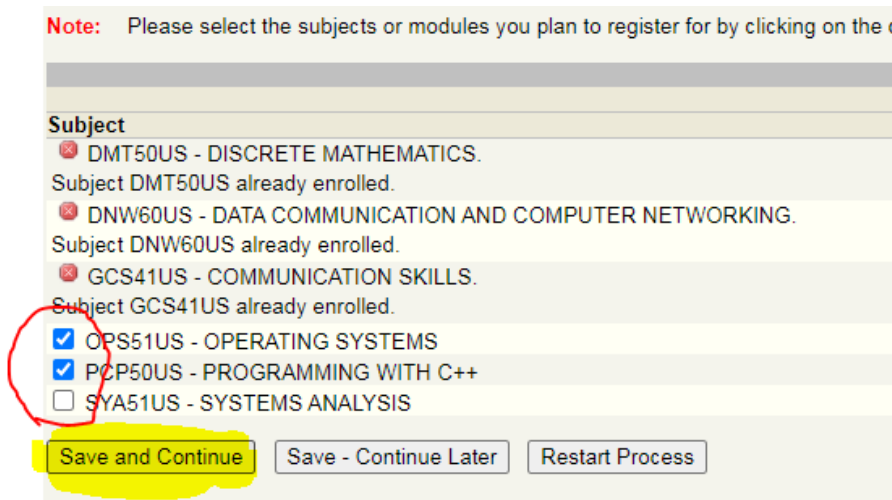
Add Subjects to a Registration

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.

Warning: If there is more than one qualification code listed, ensure you select the one with an "Academic period" of "JA"



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



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	This Academic Year
Academic Years	This Registration
0	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 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 [IUM-LMS STUDENT SELF ENROLLMENT AND USER GUIDE](#), available on the University Website under the LMS section. If your experience difficulties with LMS subjects self enrollment contact the LMS team: E-mail: iumlms@ium.edu.na Tel: WILLEM: +264817300103

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.

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.

Proof of Registration – PDF

The proof of registration, showing your registered subjects, can be viewed and downloaded here. Ensure all your subjects appear on the Proof of Registration.


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 **31 July 2024**



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

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

[How to verify yourself that you registered successfully](#)

At end of the process, it is a **must** to verify that you have registered successfully and 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 semester 2 modules must appear on the Proof of Registration. If no semester 2 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 semester 2 modules must be listed. If no semester 2 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.

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

All your semester 2 modules and year courses must appear here. If no semester 2 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.

GENERAL ENQUIRES

If you forgot your PIN, send an email to 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