Distance learning applications

Enquiry	Answers
How does distance	Thank you for your question. The NWU distance learning is a
learning work?	division of the North-West University that offers people the
What is distance	opportunity to study from home.
learning? What is	Most of the programmes offered are presented online and through
the Unit for	the NWU student portal eFundi. We still have a few courses that
Distance	are paper-based, which means that students still send in hard-
Learning?	copy assignments.
	For more assistance or information please contact distance
	learning here: http://distance.nwu.ac.za/contact_us
What is the email	Thank you for your question. Please use below specific distance
address for the	learning email address for enquiries.
NWU distance	Bed HONS: <u>UODLBEdHONS@nwu.ac.za</u>
learning's specific	ADE: <u>UODLADE@nwu.ac.za</u>
courses?	 ACT Intermediate and Senior Phase: <u>UODL-</u>
	ACT@nwu.ac.za
	 ACT Foundation Phase: UODLACTFP@nwu.ac.za
	PGCE: <u>UODLPGCE@nwu.ac.za</u>
	Bed: <u>UODLBEd@nwu.ac.za</u>
	PG Dip: <u>Debbie.Meyer@nwu.ac.za</u>
	Theology: <u>32249683@nwu.ac.za</u>
	 BSc in IT / BA in Policing: <u>24628743@nwu.ac.za</u>
	Grade R: <u>UODLGradeR@nwu.ac.za</u>
	Call centre: <u>DistancePotch@nwu.ac.za</u>
	Study material: <u>UODL-studymaterial@nwu.ac.za</u>
	Academic records: <u>UODL-Academicrecords@nwu.ac.za</u>
What can I study	Thank you for your question. We have programmes in Education,
on distance	Theology, IT, postgraduate diplomas, and a Public Governance
learning?	degree.
	Click here for more information on the programme offers:
	http://distance.nwu.ac.za/unit-open-distance-learning/programmes

	For more assistance or information please, contact Distance
	Learning here: <u>http://distance.nwu.ac.za/contact_us</u>
When can I apply?	Thank you for your question. Applications are accepted between
When do	March and October of each year, while some of the programmes
applications for	close as early as June.
distance learning	It is important to take note that distance learning receives a lot of
open?	applications, and this may result in the early closure of
	applications.
	You can apply online when clicking on the "Distance Learning"
	http://distance.nwu.ac.za/applyonline
	If you don't know how to apply, visit this link:
	https://fal.cn/OnlineApplication
	For more assistance or information please contact distance
	learning here: http://distance.nwu.ac.za/contact_us
How much does	Thank you for your question. Distance qualifications are payable
distance learning	per module. As a result, costs will vary from programme to
cost?	programme.
	Click here for a quotation for your selected programme's study
	fees: https://wfp-lb1-rh7.nwu.ac.za/study-fee-cost-
	estimation/insecure
	For more assistance or information please, contact Distance
	Learning here: PC-studyfees@nwu.ac.za or 018 299 2667/8/9
When is the	Thank you for your question. Closing dates on distance learning
closing date for	programmes are only estimated. Programmes my close earlier due
applications?	to capacity constraints.
	Please view closing dates here:
	http://distance.nwu.ac.za/applyonline
	For more assistance or information please contact distance
	learning here: http://distance.nwu.ac.za/contact_us
Where can I find	Thank you for your question.
my application	To check your status, click here: <u>https://bit.ly/3raofgx</u>
status and what	For Clarification of Application Status, click here:
does it mean?	https://bit.ly/38bY6qb
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	If you are still unsure about your application status, please contact the Central Applications Office here: • Email: distancepotch@nwu.ac.za
What is the PR02 form and where can I find it?	The PR02 form is to confirm that the applicant for ACT or Grade R is teaching at a school. The form needs to be signed by the principal and submitted with the online application. Please visit the following page under "Applying for ACT or Grade R?" column to find the PR02 forms here: <u>http://distance.nwu.ac.za/applyonline</u> Thank you for your question. Please visit the following page under "Applying for ACT or Grade R?" column to find the PR02 forms here: <u>http://distance.nwu.ac.za/applyonline</u> For more assistance or information please contact distance learning here: <u>http://distance.nwu.ac.za/contact_us</u>
I forgot my student number.	 No problem! That 8-digit number can be challenging to remember, but once you soar with us, you will remember it forever! You can retrieve your student number by following these easy steps: Step 1: Go to the online application page here: http://studies.nwu.ac.za/studies/apply Step 2: Click on "Apply online". Step 3: Click on "Forgotten Student Number". Step 4: Read the instructions and complete the open request fields. Step 5: Your student number will be sent to the confirmed email address and cell phone number. If the above was unsuccessful, please contact the Central Applications Office on 018 285 4320.
When does the academic year start?	Thank you for your question. The academic year for distancelearning is aligned with the full-time students.You can access the academic year calendar here: http://www.nwu.ac.za/content/dates-home-page For more assistance or information please contact distancelearning here: http://distance.nwu.ac.za/contact_us
Where can I get more information	Thank you for your question. Each faculty has a yearbook that is updated regularly and includes all the modules students will have.

on the programme	You can access the academic yearbook here:
structure and	http://studies.nwu.ac.za/studies/yearbooks
possible modules?	For more assistance or information please contact distance
	learning here: http://distance.nwu.ac.za/contact_us
Are there physical	Thank you for your question. Students receive a timetable as part
classes? Are	of their study material that indicates when classes are to take
there contact	place. These classes are presented online, where students can
sessions or	stream them live and take an active part in the lessons.
classes? How do	These classes can be viewed at home or at any one of our
classes work?	whiteboard centres across South Africa and Namibia. Broadcast
	session timetables for all the classes are available on our website
	under learning resources, here: http://distance.nwu.ac.za/help
	For a list of the whiteboard centres, visit the link
	http://distance.nwu.ac.za/unit-open-distance-learning/centres
How do	Thank you for your question. Students who are registered for the
assignments	Theology, BEd, BEdHons, PGCE, and PGDip in
work?	Management/Labour Law/Education complete all assessments on
	eFundi unless otherwise stated by the lecturer.
	Students registered for the ADE and Diploma in Grade R complete
	assignments in hard copy and courier them to the university well
	ahead of the due date.
	For more assistance or information please contact distance
	learning here: http://distance.nwu.ac.za/contact_us
Where do I write	Thank you for your question. The NWU distance learning has over
my exams?	90 exam centres across South Africa and Namibia where students
	can go to write their exams.
	You can view the exam centre closest to you here:
	https://fal.cn/3eXD5
	For more assistance or information please contact distance
	learning here: http://distance.nwu.ac.za/contact_us
I have done	The NWU has a general RPL (recognition of prior learning)
another	process for which students can apply for module recognition. This
qualification. How	can only be done by actively registered students. Students must
can I apply for	complete a student request form that is available online and
credits for some of	submit it to the distance learning administration office here:
the modules?	http://distance.nwu.ac.za/unit-open-distance-learning-procedures

	The North-West University accepts the principle underlying outcome-based, source-based, and life-long learning in which considerations of articulation and mobility play an important role, and subscribes to the view that recognition of prior learning, whether acquired through formal education curricula at this or another institution or informally (through experience), is an indispensable element in deciding on admission to and awarding credits in an explicitly selected teaching-learning programme of the North-West University.
	For more assistance or information please contact distance
	learning here: http://distance.nwu.ac.za/contact_us
What happens if I	The university allows a student in distance learning double the
do not complete	time to complete their qualification.
my qualification in	• E.g., BEd – minimum duration 4 years – maximum 8 years
the maximum	Should a student not perform well or advance accordingly with
amount of time	their studies, they will receive a warning letter that warns of the
provided?	termination of their studies. In an instance where they do not
	complete their studies within the maximum period, the student will
	receive a termination of studies letter. The student will have to
	complete a student request form, which will be sent to the
	programme leader for approval, depending on the number of
	modules outstanding.
	In the case where the programme has been phased out, the
	student will have to apply for a different programme.
	For more assistance or information please contact distance
	learning here: http://distance.nwu.ac.za/contact_us
I completed my	Within the Faculty of Education, we have several possible
first qualification	qualifications you can do that allow you to move to a higher NQF
and would like to	level. Click here to see how you can articulate in the education
go on. What are	field: https://fal.cn/ArticulateInfographic
my options?	For any other postgraduate qualification, you can visit the
	Postgraduate Studies page here:
	http://studies.nwu.ac.za/postgraduate-studies
	For more assistance or information please contact distance
	learning here: http://distance.nwu.ac.za/contact_us

How can I contact	Contact details for each faculty are available online under the
the faculty to which	specific faculty. You can click here to access the faculty pages:
I belong?	http://www.nwu.ac.za/faculties
	For more assistance or information please contact distance
	learning here: http://distance.nwu.ac.za/contact_us
How can I update	Thank you for your question. Prospective applicants (those who
my contact	have already submitted their applications) can update their contact
details?	details here: https://fal.cn/UpdateContactDetails
	Choose "Already have a University number" and then "Update
	Contact Details on Existing Application". The Contact Details page
	will display, and you can update your details, which will reflect
	throughout your application.
	Thank you for your question. Prospective applicants (only those
	who have already submitted their applications) can amend/change
	their personal details or request a change of qualification by
	submitting a request to the following email address:
	distancepotch@nwu.ac.za or on our DIY platform on
	https://diyservices.nwu.ac.za/
	(Please be sure to include your student number and contact
	details in the email).
	Alternatively, phone: 018 285 5900/018 299 4000
How can I reset	The digital world and all these passwords we need to remember!
my PIN?	No worries – you can easily retrieve your PIN by following these
	steps:
	Step 1: Visit the "Login window" here:
	https://vssweb.nwu.ac.za/aaa-
	webclient/StudentWebCommand.do?sf=143381&Ing=3#/top
	Step 2: Click on "Forgotten your PIN".
	Step 3: Read the instructions and complete the open
	requested fields. Click "Next".
	• Step 4: Your PIN will be sent to the email address and cell
	phone number you applied with.
	If the above was unsuccessful, please contact the Central
	Applications Office here:
	Email: distancepotch@nwu.ac.za

	• Office contact numbers: 018 285 5900/018 299 4000
How can I contact	Thank you for your question. Please visit the following page with
the distance	all the necessary contact details for Distance Learning enquiries:
learning centre?	http://distance.nwu.ac.za/contact_us
	Email: <u>distancepotch@nwu.ac.za</u>
	• Phone: 018 285 5900/018 299 4000

Distance learning registration

Enquiry	Answers
When and how do I	Thank you for your question. Successful applicants have
register?	an opportunity to register from October of the application
	year until January of the study year.
	The registration documents are personalised and sent by
	the administration staff to each successful applicant and
	as a result, you may receive your documents before or
	after someone you know.
	It is highly recommended that students register as early
	as possible as the NWU distance learning works on a
	first-pay first-serve basis.
	For more information or assistance please contact
	distance learning here:
	http://distance.nwu.ac.za/contact_us
	*Please note that the dates are subject to change.
Where do I get my	Thank you for your question. Some programmes provide
study material?	study material while other programmes only provide
	study guides and tutorial letters.
	Students that are registered for programmes that supply
	study material, which includes textbooks, will receive their
	study material upon successful registration.

	Please take note that delivery of study material is done by an external company and may be delayed due to
	numerous reasons. A tracking number will be supplied to
	help track your parcel.
	For more assistance or information please contact
	distance learning here:
	http://distance.nwu.ac.za/contact_us
When does the	Thank you for your question. The academic year for
academic year start?	distance learning is aligned with the full-time students.
	You can access the academic year calendar here:
	http://www.nwu.ac.za/content/dates-home-page
	For more assistance or information please contact
	distance learning here:
	http://distance.nwu.ac.za/contact_us
What is eFundi?	Thank you for your question. eFundi is the NWU student
	online portal where certain programmes operate:
	https://efundi.nwu.ac.za/portal/ Students interact with
	their lecturers, do assignments, and write online
	tests/quizzes.
	Please take note: students that are registered for ADE,
	ACT, and Diploma in Grade R do not use the eFundi
	portal.
	For more assistance or information please contact
	distance learning here:
	http://distance.nwu.ac.za/contact_us
Are there physical	Thank you for your question. Students receive a
classes?	timetable as part of their study material that indicates
	when classes take place.
	· · · · · · · · · · · · · · · · · · ·
	These classes are presented online where students can
	live stream them and actively take part in the lessons.
	These classes can be viewed at home or at any one of
	our whiteboard centres across South Africa and Namibia.

	Broadcast session timetables are available for all the
	classes on our website under learning resources here:
	http://distance.nwu.ac.za/help
	For more assistance or information please contact
	distance learning here:
	http://distance.nwu.ac.za/contact_us
How can I contact my	Thank you for your question. The lecturers' contact
lecturer?	details are available in the study guide for the specific
	module.
	For more assistance or information please contact
	distance learning here:
	http://distance.nwu.ac.za/contact_us
How do assignments	Thank you for your question. Students that are registered
work?	for the Theology, BEd, BEdHons, PGCE and PGDip in
	Management/Labour Law/Education complete all
	assessments on eFundi unless otherwise stated by the
	lecturer.
	Students registered for the ADE, ACT and Diploma in
	Grade R complete assignments in hard copy and courier
	it to the university well ahead of the due date.
	For more assistance or information please contact
	distance learning here:
	http://distance.nwu.ac.za/contact_us
Where do I write my	Thank you for your question. The distance learning has
exams?	over 90 exam centres across South Africa and Namibia
	where students can go write their exams.
	You can view the exam centre closest to you here:
	https://fal.cn/UODLexamcentres
	For more assistance or information please contact
	distance learning here:
	http://distance.nwu.ac.za/contact_us

What happens if I do	Thank you for your question. The university allows a
not complete my	student in distance learning double the period to
qualification in the	complete their qualification.
maximum amount of	
time provided?	• E.g., BEd – Minimum duration 4 years – maximum 8
	years
	Should a student not perform well or advance accordingly
	with their studies, they will receive a warning letter that
	warns of termination of studies. In an instance where they
	do not complete their studies within the maximum period,
	the student will receive a termination of studies letter.
	The student will have to complete a student request form
	which will be sent to the programme leader for approval
	dependent on the number of modules outstanding. In the
	case where the programme has been phased out, the
	student will have to apply for a different programme.
	For more assistance or information please contact
	distance learning here:
	http://distance.nwu.ac.za/contact_us
How can I contact the	Thank you for your question. Contact details for each
faculty to which I	faculty are available online under the specific faculty. You
belong?	can access the faculty pages here:
	http://www.nwu.ac.za/faculties
	For more assistance or information please contact
	distance learning here:
	http://distance.nwu.ac.za/contact_us
How can I update my	Thank you for your question. You can update your
contact details?	contact and personal details on the Student 360 portal.
	Update your personal details on the system to match
	your current details: http://diyservices.nwu.ac.za/student-
	<u>360-service</u>

	For more assistance or information places contact
	For more assistance or information please contact
	distance learning here:
	http://distance.nwu.ac.za/contact_us
How can I access the	Thank you for your question. Click here to access the
Student360 portal to	Student 360 How-to guide:
update my personal	https://fal.cn/Student360HowToGuide
details?	
	For more assistance or information please contact
	distance learning here:
	http://distance.nwu.ac.za/contact_us
Where can I access	Thank you for your question. You can access your
my financial	financial statement here:
statement?	http://www.nwu.ac.za/content/account-enquiries
	Use your student number and the PIN you created when
	you applied to login.
	For more assistance or information please contact
	distance learning here:
	http://distance.nwu.ac.za/contact_us
Why can't I download	Thank you for your question. The system uses a pop-up
any of my requested	window that means a new page will be opened for the
documents?	retrieval of the requested documents. Please ensure that
	your device allows for pop-ups.
	For more assistance or information please contact
	distance learning here:
	http://distance.nwu.ac.za/contact_us
How can I reset my	Thank you for your question. You can follow this link to
PIN?	change/reset your password:
	https://password.nwu.ac.za/mangiti/password_change.jsp
	For more assistance or information please contact
	distance learning here:
	http://distance.nwu.ac.za/contact_us
Where can I download	Thank you for your question. Click here to access the
my academic record?	academic record retrieval guide:

https://fal.cn/AcademicRecordRetrievalGuide or on http://distance.nwu.ac.za/help
For more assistance or information please contact
distance learning here:
http://distance.nwu.ac.za/contact_us

Complaint and Thoughts

How can I lodge a complaint?	Thank you for contacting the NWU.
	We are sorry for the inconvenience you are
	experiencing getting in contact with the
	relevant department to resolve your online
	application enquiry.
	Please send a dissatisfaction email to the
	section head of your selected campus here:
	http://services.nwu.ac.za/sala/contact-us

DIY

-Update contact details

How can I update my contact details?	Thank you for your question. You can
	update your contact and personal
	details on the Student 360 portal.
	Update your personal details on the
	system to match your current details:
	http://diyservices.nwu.ac.za/student-
	<u>360-service</u>
	For more information or assistance
	please contact distance learning here:
	http://distance.nwu.ac.za/contact_us

Where can I request an academic	Thank you for your question. Please contact
record/transcript?	Academic Records Enquiries.
I want a copy of my academic records.	For undergraduate students:
	• Mahikeng Campus: 018 389 2268/2269
	MC-Examination@nwu.ac.za
	Potchefstroom Campus: 018 299
	4201/2460 <u>PC-Undergrad-</u>
	Records@nwu.ac.za
	Vanderbijlpark Campus: Tel: 016 910
	3117/3344 <u>VC-Undergrad-</u>
	Records@nwu.ac.za
	For postgraduate students:
	You may retrieve your academic record from the
	DIY service portal, click on "Formal student
	documentation" here:
	http://divservices.nwu.ac.za/apps/postgraduate-
	students
	You can also contact the following:
	 Mahikeng Campus: <u>MC-</u>
	HigherDegrees@nwu.ac.za
	Potchefstroom Campus: <u>HigherDegree-</u>
	Enquiries@nwu.ac.za
	 Vanderbijlpark Campus: <u>VTC-</u>
	HigherDegrees@nwu.ac.za
Where may I request a letter of	Thank you for your question. Contact the Higher
confirmation of qualification obtained	Degree Administration Help Desk:
when an academic record will not be	• Tel: 018 299 4044/018 285 2618
sufficient?	Email: <u>HigherDegree-</u>
	Enquiries@nwu.ac.za

Miscellaneous

Enquiry	Answer
Where can I make an anonymous	Thank you for your question. You can
complaint?	send a complaint SMS to:

	Mahikeng Campus: 34151
	Potchefstroom Campus: 31750
	Vanderbijlpark Campus: 41617
How can I contact eFundi?	Thank you for your question. Please
	contact eFundi support here:
	http://services.nwu.ac.za/centre-
	teaching-and-learning-ctl/lecturer-efundi-
	support
Where can I find more information about	Thank you for contacting the NWU.
the Apps and Drops?	Read more about the Adds and Drops
	app here: https://fal.cn/AddsandDrops
Can I move from another institution to	Thank you for contacting the NWU. Yes,
the NWU?	you will be able to continue your study
	field at the NWU if we offer the same
	kind of degree, you apply, and meet our
	minimum admission requirement.
	The specific faculty which offers your
	study course will be able to evaluate
	your current academic results to
	determine if you need to start the degree
	from the beginning or be credited for a
	few modules to complete your degree.
	Study fields at the NWU and their
	minimum admission requirements
	available here:
	http://studies.nwu.ac.za/undergraduate-
	studies/fields-study
	Faculty contact details here:
	http://www.nwu.ac.za/faculties
	Apply to study at the NWU:
	http://studies.nwu.ac.za/studies/apply
How can I contact the library?	Thank you for contacting the NWU.
	Please contact the NWU Library here:
	https://library.nwu.ac.za/contact-us
How to I contact Protection Services?	Thank you for your question. Please
I need help with parking disks.	contact Protection Services here:

I need help with my student card.	http://services.nwu.ac.za/protection-
	services/general-contact-details