

Important Contacts

NMU has specific Departments which each perform specific functions.

The **best way to communicate at NMU is via email** – and specifically your **NMU Student Email account**.

- The Department of Development Studies only assists with **purely academic issues**.
- Please contact the relevant department for **non-academic queries**.
- Below is an outline of the most important departments relevant to the MA Development Studies (Coursework) degree and what their functions are:

Department	Function	Contact Person	Emails
Admissions	<ul style="list-style-type: none"> • Process Applications: deal with ALL application issues • Provide Application status and process information 	Ms. Mzingelwa 041-504-3610	hombakazi.mzingelwa@mandela.ac.za
Faculty Officer – Masters:	<ul style="list-style-type: none"> • Responsible for the registration process / registration status • Registration is ONLINE – www.mandela.ac.za • Assist with your academic programme, process and credits • All Faculty rules and regulations for degrees • Application for exemptions / special cases • Special requests for module registration / cancel modules 	Adanaan Smith 041-504 2939	Adanaan.Smith@mandela.ac.za
International Office:	<ul style="list-style-type: none"> • International Applications • Responsible for the pre-registration process • Visa enquiries 	Natasha September 041-504-2029	Natasha.september@mandela.ac.za
Development Studies	<ul style="list-style-type: none"> • Provide lectures and assessments for each module • Marking assignments 	Dr Florah Modiba	Florah.Modiba@mandela.ac.za Developmentstudies@mandela.ac.za
ICT Helpdesk	<ul style="list-style-type: none"> • All computer-related and internet / online related queries • Student email accounts • Moodle site problems: uploading assignments, access to Moodle site, all technical problems with Moodle 	Helpdesk 041-504-3000 Helpdesk:	helpdesk@mandela.ac.za helpdesk@mandela.ac.za

ICT Helpdesk	<ul style="list-style-type: none"> • ITS system technical queries • Any NMU online / NMU website issue 	041-504-3000	
Exams Office:	<ul style="list-style-type: none"> • They organise and manage the entire Examinations process • Rules and regulations are set by the Exams Department • Examination Timetables and Venues will be communicated via your student email and portal by the Exams Office • Applications for Special Examinations • If you miss an exam – contact the Exams Office • ALL examination related queries – including results 	Vusumzi Mjuza 041-504-3543	Vusumzi.Mjuza@mandela.ac.za exams@mandela.ac.za pgexams@mandela.ac.za
Library:	<ul style="list-style-type: none"> • The Libraries – online website and the physical library • Literature searches: online access to journals and databases • Letters for access to other University Libraries 	Vuyani Mhlontlo 041-504 2285	Vuyani.Mhlontlo@mandela.ac.za
RCD	<ul style="list-style-type: none"> • Bursaries and Scholarships • Google: NMU RCD to find the Bursary Booklet 	041-504-2538	http://rcd.mandela.ac.za/ rcd@mandela.ac.za
Student Academic Development	<ul style="list-style-type: none"> • Centre for Teaching and Learning – CTLM • NMU Writing Centre – improve academic writing skills • Keys to Academic Success program – improve academic skills • Help with Understanding Moodle and Turn it In 		http://sdu.mandela.ac.za/ http://writing.mandela.ac.za/
Student Records:	<ul style="list-style-type: none"> • Provide Academic records • Marks / results • If you can't view marks because your ITS system is blocked 	041-504-4271/3536	studentrecords@mandela.ac.za
Student Accounts:	<ul style="list-style-type: none"> • All Fee's and finance related queries • Fee estimates and Quotes - Google: NMU Fee Estimation 	041-504-2258	studentaccounts@mandela.ac.za
Student Counselling:	<ul style="list-style-type: none"> • Provide personal and academic counselling • Career guidance, stress management 	041-504-2511	