

CONTACTS

FACULTIES

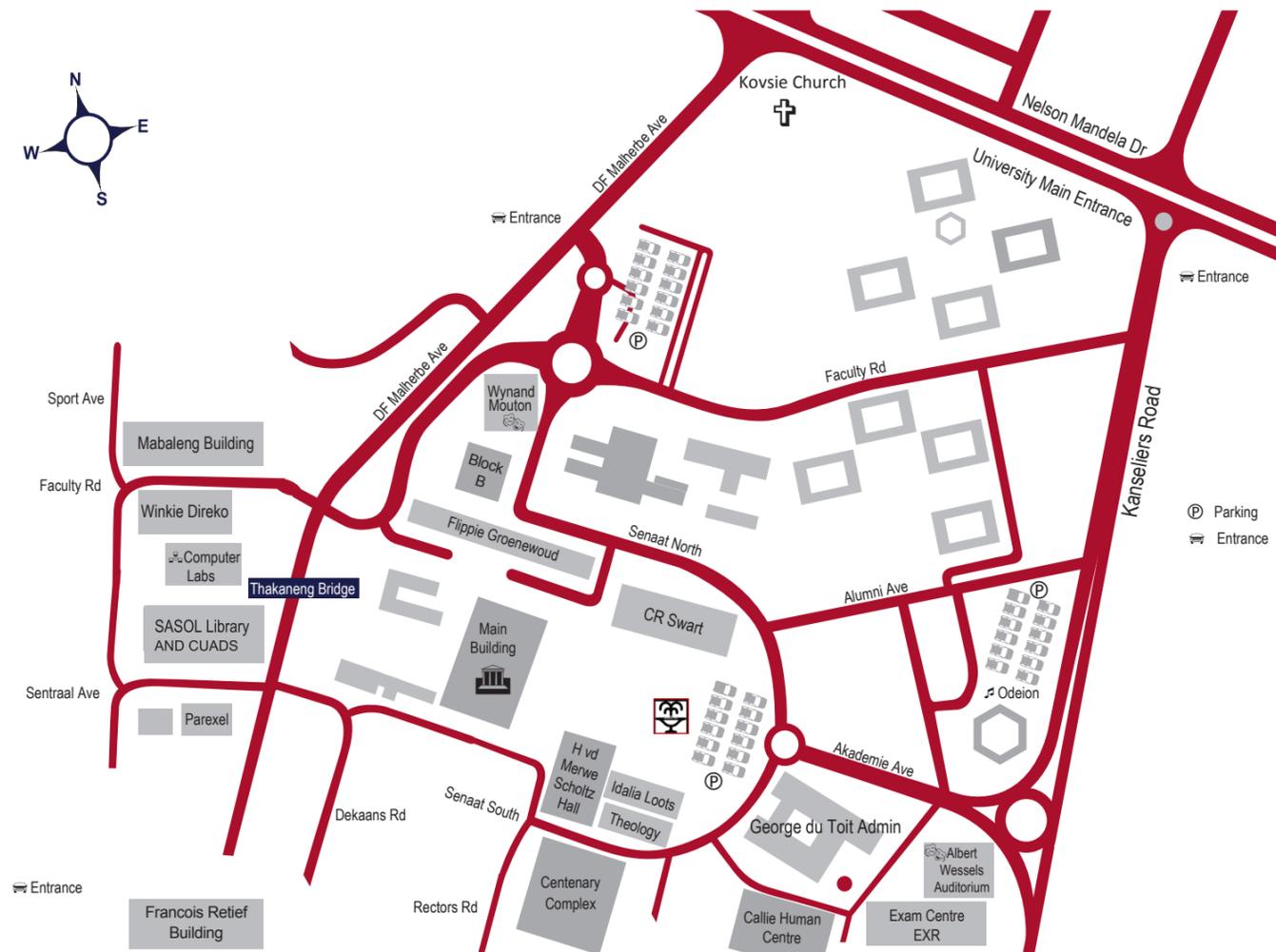
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School of Nursing	
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The Humanities	
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Natural and Agricultural Sciences	
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Law	
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Theology	
Rev Marlene Oosthuizen:	051 401 2617 / moosthuizen@ufs.ac.za
Business School:	
Office:	051 401 2874 / busregistration@ufs.ac.za

IMPORTANT NUMBERS

Registration Call Centre:	051 401 9666 / StudentAdmin@ufs.ac.za
UFS Switchboard:	051 401 9111
Unit for Prospective Students	
KovsieConnect:	051 401 3000 / info@ufs.ac.za
Security 24h:	051 401 2634 / 2911
Finances:	051 401 2806 / 3003 / tuitionfees@ufs.ac.za
Housing and Residence Affairs:	051 401 3562 / 3455
Gateway Orientation:	051 401 3689 / nthakheniv@ufs.ac.za
Marketing:	051 401 9957 / 9129 / 9028 / 3384

IMPORTANT DATES

- 9 January: Registration services open in the Callie Human Centre and the EXR Exam Centre.
- 9 January–10 February: Academic advice and registration for the Faculty of Health Sciences, UFS Business School, and the School of Financial Planning Law
- 20 January: Registration for the top achievers in Grade 12 final exams
- 21 January: First-year welcoming and orientation at 09:00 in the respective faculties
- 23–27 January: Registration for first-year students
- 23 January–4 February: Gateway Orientation
- 30 January–3 February: Registration for senior students
- 6 February: Classes start
- 6–10 February: Registration changes / corrections for all students
- 10 February: Last date for registration for the first semester



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UNIVERSITY OF THE FREE STATE

REGISTRATION SNAPSHOT 2017

REGISTRATION TIMES

Daily from 08:00 to 15:00.

PRE-REGISTRATION ACTIONS

- There are payments that need to be made before you register. These prepayments are due five (5) working days prior to registration. See below.
- You will not be able to register until these amounts reflect as CREDITS on your tuition fees account.
- Should the tuition fees be less than the prepayment required for registration, you will have to pay the full amount of the tuition fees for that module(s).
- Senior students: 2016 account balances must be zero.
- SA students:** The prepayment includes the registration fee, part of the tuition fees, and part of the accommodation fees for students residing in a UFS residence or rented room. Prepayments that must be made to register for first-semester and year modules, are as follows:

SA Students	
Residential	R12 980
Non-residential	R6 870
Students with loans	R950
Students with approved NSFAS loans	R0
Study benefits for staff members:	
Staff	R0
Staff dependents: residential	R7 060
Staff dependents: non-residential	R950

- International students:** The prepayment includes the registration fee, international levy, part of the tuition fees, and part of the accommodation fees for students residing in a UFS residence or rented room.

International Students	
Residential	R43 160
Non-residential	R28 160
Students with loans	R950
Students with approved NSFAS loans	R0
Study benefits for staff members:	
Staff	R0
Staff dependents: residential	R15 950
Staff dependents: non-residential	R950

STUDENTS STUDYING WITH FINANCIAL AID (BURSARY OR LOAN) – SA STUDENTS ONLY

- If the financial aid (bursary/loan) does not cover all the fees for 2017, you must pay the prepayment as indicated above.
- You will not be able to register until these amounts are reflected as CREDITS on your tuition fees account.
- Should the tuition fees be less than the prepayment required, you must pay the full amount.
- If the financial aid covers all expenses for the full academic year, the prepayment will be reduced by the amount of the financial aid.
- You have to fax proof of financial aid five (5) days prior to registration to 051 401 3579 and present the original proof of the bursary or loan upon registration.

BANKING DETAILS

The banking details to deposit the prepayment are:

Bank	ABSA
Name of account	UFS Tuition Fees
Branch code	630734
Account number	1 570 151 688
SWIFT CODE (for international transfers)	ABSAZAJ
Reference number	100 followed directly by your student number

REGISTRATION ROUTE

REGISTRATION ROUTE: In the Callie Human Centre and the EXR venue, staff is ready to help you at each of the 17 service stations.

BEFORE YOU START: Unsure what to study? Visit the **general** academic advice station in the foyer of the Callie Human Centre. They will help you to choose the right qualification.



Station 1: Registration information and printing of verified enrolment documents – kick-off the registration process by verifying and printing your personal detail. Also, check your academic status here. We will refer you to the next station per the service indicators, blocks, and academic advice.



Station 2: Applications – Haven't applied yet? Please do so online. Expect feedback within 24 hours. If your application is successful, you will get a SMS with your username and admission details.



Station 3: Submission of application or admission documentation – Submit your ID, parent's ID (if you are younger than 18), and Grade 12 results or other qualifications results.



Station 4: Qualification changes – want to change your qualification? You must complete the required form. If you are a registered student and want to change to a selection course, you must get a signature from the relevant faculty.



Station 5: Admissions – have your verified enrolment documents and student number that were printed at station 1, ready. Get your admission status.



Station 6: National Benchmark Tests – great! You're almost halfway. NBT staff will help you to verify your NBT results. Your results will determine whether you must take an Academic Literacy Development module. If your results are higher than the minimum requirements, you don't need to take the development module. Remember to sign for receipt of the letter.



Station 7: Financial Aid – ask any questions about, or get guidance on financial aid.



Station 8: Tuition fees – this is the one-stop service for all financial matters. Keep your verified enrolment documents, proof of payment of the pre-registration deposit, and the proof of sponsors if you have a bursary, at hand. Any financial holds will be resolved here. You can also make payment arrangements at this station.



Station 9: Housing and Residence Affairs – your home away from home. Check the availability of residence accommodation and your application status. You will be directed to the waiting area in the foyer of the Equitas Building.



Station 10: International Affairs – at this station, we will help you with the removal of service indicators, verification of personal information, visa, passport, and medical aid.



Station 11: Tuition fees for master's and doctoral students – postgraduate students must stop at station 11 to resolve financial holds, and make payment arrangements. Keep your verification documents, proof of payment of your pre-registration deposit, and the proof of sponsors if you have a bursary, at hand.



Station 12: Registration of master's and doctoral students – after you have settled the financials, you can proceed to finalise your postgraduate registration.



Station 13: UFS passwords – hang in there, you're almost done. You need a unique password to access UFS systems such as email, Blackboard, and library services. Have your ID, passport, or driver's licence at hand for verification.



Station 14: Self-service and manual registration – the modules provided by the academic advisors are captured to complete your registration. Occasional study and modules that are not part of the curriculum are captured now. Your goal is to leave with a printout of the proof of your registration.



Station 15: UFS 101 and Blackboard assistance – Blackboard is an essential part of your academic life at Kovies. The IT staff will assist you to schedule Blackboard training. You will also register for the compulsory UFS 101 module. Keep your proof of registration, UFS Campus password, and class timetable ready.



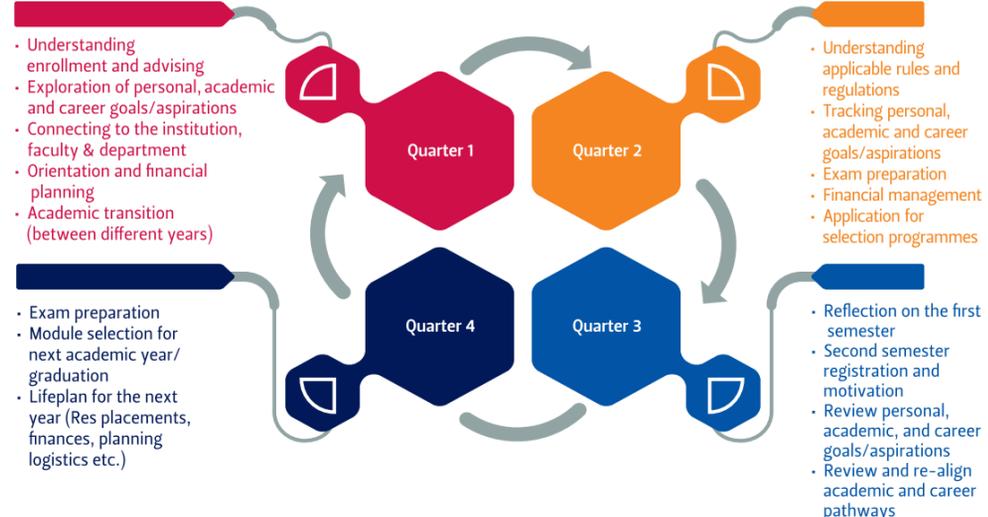
Station 16: Issuing of student cards – your registration as a Kovie student is almost complete. It is time to take your picture, and issue you with a student card. Remember to smile!



Station 17: Study material centre – you have reached the end of your registration process. Happy days! Present your proof of registration and your student card to the friendly assistant at the study material centre. Sign for the receipt of your study guides.

ACADEMIC ADVISING CYCLE

The academic advising cycle is intended to provide you as a registered student (all different years) at the UFS with an overview of key activities that take place throughout an academic year. This is to enhance your experience, support you best and guide your progression from enrolment through graduation. For academic advising service, email advising@ufs.ac.za



PAYMENT DATES IN 2017

SA Students	
January	First payment five (5) days prior to registration. This is the pre-payment as indicated above
31 March	Second payment to settle all first-semester fees
31 August	Third and final payment to settle the tuition fees for 2017 in full

International Students	
January	First payment five (5) days prior to registration. This is the pre-payment as indicated above
31 March	Second payment to settle all first-semester fees
31 June	Third and final payment to settle the tuition fees for 2017 in full

APPLICATIONS AND ADMISSIONS

- If you have not applied for studies at the UFS yet, you can apply at the Callie Human Centre from 9 January 2017. Refer to station 2 on your registration route.
- Check your application status at www.ufs.ac.za. Follow the link Students - Student self-service
- Submit outstanding documents at the Callie Human Centre from 9 January 2017 at Station 3.

ACADEMIC ADVICE AND REGISTRATION

Academic Advice:

- Academic advice is a process where you receive support and advice on your studies and subject choices for the qualification you are registering for.
- Academic advice does not only happen during the registration period, but is also a continuous service throughout your studies to support and advise you to perform better academically.
- Students should preferably obtain academic advice before registration.
- To obtain academic advice, you need to report to the Callie Human Centre, from where you will be directed to the respective faculties. Faculty-specific academic advice can be obtained from the respective faculties.
- In addition, the Centre for Teaching and Learning offers general academic advice in the foyer of the Callie Human Centre.

Registration:

- You will not be able to register if all the prepayments have not been made and reflect on your tuition fees account.
- Registration of students in the Faculties of Economic and Management Sciences, Education, the Humanities, Law, Natural and Agricultural Sciences, and Theology takes place in the Callie Human Centre and EXR venue.
- Registration of students in the School of Medicine and School of Allied Health Professions takes place at the Faculty of Health Sciences in the Francois Retief Building.
- Registration of students in the School of Nursing takes place at the Idalia Loots Building.
- Registration of students in the Business School takes place at the Economic and Management Sciences Building, Block B.
- You can also enrol for your modules (register) online at www.ufs.ac.za/register2017

POST-REGISTRATION ACTIONS

- Log into the Blackboard system to verify that your modules appear as you have registered them (<https://ilearn.ufs.ac.za>). It takes up to 24 hours for newly registered modules to appear on Blackboard. If you require assistance, contact 051 401 9452 or send an email to ehelpdesk@ufs.ac.za
- Download your personal class and timetable on the UFS student portal. Visit www.ufs.ac.za and follow the links: Students, Student Self-service.

RULES

- The rules of the University of the Free State are applicable to you in all respects during the course of your studies.
- General rules may change from year to year. Please ensure that you are familiar with the applicable rules before registration.
- It is important to consult the faculty rulebooks as the final and correct source.
- The Rules and Rulebooks can be found at www.ufs.ac.za