SENIOR STUDENTS

REGISTRATION GUIDE

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Inspiring excellence, transforming lives through quality, impact, and care.

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DEAR **STUDENT**

We are excited to welcome you into the curriculum year for 2023.

Enrolment (registration) will start from **30 January 2023**. If you are a senior student who requires assistance with registration, please contact your faculty for curriculum advice. This is available from **30 January to 17 February 2023**.

You'll find comprehensive registration information here: ***www.ufs.ac.za/register***

IMPORTANT DATES:

	First semester	Second semester
Curriculum advice and registration for senior students	30 January – 17 February 2023	17–21 July 2023
Classes start on	20 February 2023	17 July 2023
The last date to add or change modules	24 February 2023	21 July 2023
The last date to cancel modules with full credit	31 March 2023	15 August 2023

Important note:

- Classes for the first semester commence on **20 February 2023.**
- The last date to cancel first-semester modules with full credit is **31 March 2023.**

Full information is also available online at www.ufs.ac.za/register

7 STEP PROCESS
The following steps will guide your registration process:
1
Make sure that your UFS password is active
2
Confirm your academic standing on your ADS
3
Complete the compulsory registration task with the registration agreement on PeopleSoft Campus Solutions (student portal)
4
Make the required first payment five (5) working days before registration or submit confirmation of your approved bursary/loan.
5
Contact your faculty for curriculum advice
6
Proceed with your registration as advised by your faculty
7
Confirm your modules on Blackboard. Wait 24 hours before logging into Blackboard.
8
Access your study material via Blackboard.

STEP 1: **UFS PASSWORD**

Please ensure that your UFS password has not expired, as you will require it to access electronic systems used by the UFS. You can set (or reset) your UFS password here: ***http://selfservice.ufs.ac.za***

For further assistance with this facility, please contact the Student Helpdesk on +27 051 401 9111 **(press 4).**

STEP 2: **CONFIRM YOUR ACADEMIC STANDING**

Access your ADS on PeopleSoft Campus Solutions and confirm your academic standing. A detailed explanation of academic standing is accessible ***HERE.***

STEP 3: **REGISTRATION TASK**

Please login to PeopleSoft Campus Solutions (***click here***) to complete the registration task and sign the registration Terms and Conditions.

STEP 4: **FEES PAYABLE**

Although the information included in this guide has been compiled as carefully as possible, the Council and Senate accept no responsibility for any errors or omissions.

You will be able to submit your registration request via online platform or DV form even though you have not made the first payment. Registration of the student shall be final upon fulfilment of the following condition:

- No outstanding fees on the student's account, proof of funding submitted or first payment made
- Students whose request for registration could not be processed by the deadline due to either of the documents and/or payments mentioned herein above outstanding, such request shall remain incomplete. Refer to the Registration Terms of Conditions for more clarity.

Important note:

The agreement that results from the admission or registration of a student shall be deemed as concluded, notwithstanding the method of registration.

The registration of a student becomes official after:

- the first payment has been made or confirmation of a bursary covering all fees for the year has been submitted;
- the student has registered for the qualification and modules during the registration period; and
- the student has received an official proof of registration.

FIRST PAYMENTS FOR REGISTRATION 2023

1. STUDENTS STUDYING WITH FINANCIAL AID (SA students only) (NSFAS, Bursaries, Loans)

- 2022 Account balance must be zero.
- Students with confirmed NSFAS funding **are exempted** from paying the first payment provided that their 2022 account balances are zero.
- Students with other funding (bursaries/loans) covering full cost of study for the year, **are exempted** from paying the first payment provided that their 2022 account balances are zero.
- Students who applied/appealed for funding but have not received funding confirmation, must pay the first payment as indicated for SELF-PAYING students. Payments will be refunded when funding is confirmed.
- Proof of confirmed funding must be submitted to Student Finance **five (5) working days prior to registration**. Email confirmation letters to tuitionfees@ufs.ac.za
- **Students with financial aid (bursary/loan) which does not cover all the fees for the year, must pay the first payment five (5) working days prior to registration.**
- Should a student qualify for an academic merit award, it may be used, partially or fully, to cover the first payment provided that their 2022 account balances are zero.
- Visit ***https://www.ufs.ac.za/kovsielife/unlisted-pages/bursaries/financial-aid*** for more information about bursaries/funding you may apply for.

2. SELF-PAYING and PARTIALLY FUNDED STUDENTS (SA and International Students)

- 2022 Account balances must be zero.
- First payments are payable by students without funding confirmation or who are only partially funded.
- First payments are payable by all international students irrespective of whether they have funding confirmation or not.
- First payments are due five (5) working days prior to registration. Students will not be able to register until these amounts reflect as CREDITS on their tuition fees accounts.
- The full amount is payable when the total fees are less than the first payment required.
- Should a student qualify for an academic merit award, it may be used, partially or fully, to cover the first payment provided that their 2022 account balances are zero.

Amounts payable as first payments prior to registration

We've made it easy for you, with a link that takes you directly to our Student Finance portal:
https://www.ufs.ac.za/kovsielife/student-finance

Programme prices

Tuition fees are charged per module. Programme prices vary according to the modules (courses) you register for. They are also estimated average costs per year. International non-SADC students pay the module price plus 50%.

NB **Because we cannot publish all programme prices here, you are able to get an official quote online. Please visit *https://kovsielife.ufs.ac.za/quote/quote.aspx***

Be aware that you will need module codes to get a quote. These are available in your relevant faculty's rulebook. Follow the links: [www.ufs.ac.za] Academic | Academic Programmes and select the relevant faculty.

WHERE TO PAY

ABSA Bank Any branch
Name of account: University of the Free State
Branch code: 630734
Account number: 1570 151 688
SWIFT code for international transfers: ABSAZAJJ

Reference number: 100 followed by student number for first payment, tuition and accommodation fees. Email proof of payment to: ***tuitionfees@ufs.ac.za***.

Internet (EFT): You must register the university as a beneficiary. You can do this at any branch of your bank. Use the ABSA bank details shared previously. **Reference number: 100** followed by student number. Email proof of transaction to: ***tuitionfees@ufs.ac.za***.

Online credit card payment facility: This facility is available at ***https://www.ufs.ac.za/kovsielife/student-finance***. Please note that an official UFS student number is required when using this facility for payment.

On-campus Cashiers' Office
Bloemfontein Campus: Monday to Friday: 08:30–14:30
Qwaqwa Campus: Monday to Friday: 08:30–15:00

SAMBA
Payments with SAMBA cards can be made at the cashiers on the Bloemfontein Campus. Email proof of payment to:
tuitionfees@ufs.ac.za.

RULES WITH REGARD TO FEES

Tuition and accommodation fees are payable in full, irrespective of whether any services to be rendered by the university are disrupted by circumstances beyond the university's control, such as strikes, student boycotts, public unrest, or any other disruption on campus.

Payment dates

Tuition fees are calculated per course or semester. Accommodation fees are calculated per semester. Account statements are emailed to your **UFS4LIFE email address**. It is your responsibility to forward the account to the person(s) responsible for paying it. Equally, it is your responsibility to make enquiries if you did not receive an account. All fees must be paid, whether an account has been received or not.

SA students	International students
First payment: January–March 2023 – five (5) days prior to registration	**First payment:** January–March 2023 – five (5) days prior to registration
First semester: All fees for the first semester are payable on or before 31 March 2023.	**First semester:** All fees for the first semester are payable on or before 31 March 2023.
Second semester: All fees for the second semester are payable on or before 31 August 2023.	**Second semester:** All fees for the second semester are payable on or before 30 June 2023.

All other fees, including the amenities levy, are payable no later than the end of the month following the month in which the transaction took place, as indicated on the account, unless specifically stipulated in the regulations.

STEP 5: FACULTY CURRICULUM ADVICE

Curriculum advice for seniors is available from **30 January to 17 February 2023**. **Last date to add or change modules: 24 February 2023.**

For detailed academic information, please contact your faculty directly.

UFSS1504/UFSS1522

As per Rule A12.7 of the General Rules of the University of the Free State, the UFSS1504 module is a compulsory module for all students registering for a first qualification at the UFS, and a qualification cannot be obtained from the UFS if UFSS1504 has not been completed successfully. UFSS1504 is a sixteen-credit, year-long compulsory module for mainstream students. If you have failed UFSS1504, you must register for it again in order to repeat it.

UFSS1522 is an eight-credit, second-semester compulsory module for students in the extended programme who have passed SCLL1504 or SCNS1504 or SCLL1412+SCLL1522. Students in the extended programme register for this module in their second year. For extended programme students, a qualification cannot be obtained from the UFS if UFSS1522 has not been completed successfully.

For students repeating UFSS1504, the aim of UFSS1504 in the first semester is to support you in the transition from high school to university by teaching you the academic skills you need to be successful in your studies. These academic skills are taught in the first semester in a condensed, high-impact three-day summer school.

For extended programme students, or senior students who receive recognition for UFSS1512, the aim of UFSS1522 in the second semester is to support you in your studies, and to get you thinking about how to make the most of your undergraduate experience to prepare for life after university. These skills are taught in the second semester in a condensed, high-impact three-day winter school.

You will receive an email to your ufs4life email address that includes your dates, times and venues for the summer and/or winter school(s). It is important that you check your emails so that you do not miss your UFSS1504/UFSS1522 classes.

STEP 6: HOW TO ENROL (REGISTER)

Registration will take place according to your faculty advising schedule. Please visit your faculty website for more information: ***https://www.ufs.ac.za/templates/faculty-list***

It is important that students enrol (register) modules for the campus they are studying at.

For comprehensive information, visit the relevant UFS webpage: ***www.ufs.ac.za/register***

Important note: Classes for the first semester will commence on **20 February** and **17 July 2023** for the second semester.

PROOF OF REGISTRATION

It is your responsibility to ensure that your registration is completed correctly, with the correct study code/module code(s)/centre of presentation.

You must make sure that you are correctly registered on or before the last date allowed for changes, to avoid financial complications or problems with bursaries.

You can cancel first-semester and year modules until **31 March 2023** and second- semester modules until **15 August 2023**.

After you have completed your registration, please print a copy of your Proof of Registration. (A Proof of Registration can also be printed any time during the year through self-service.)

Deregistration of modules/studies

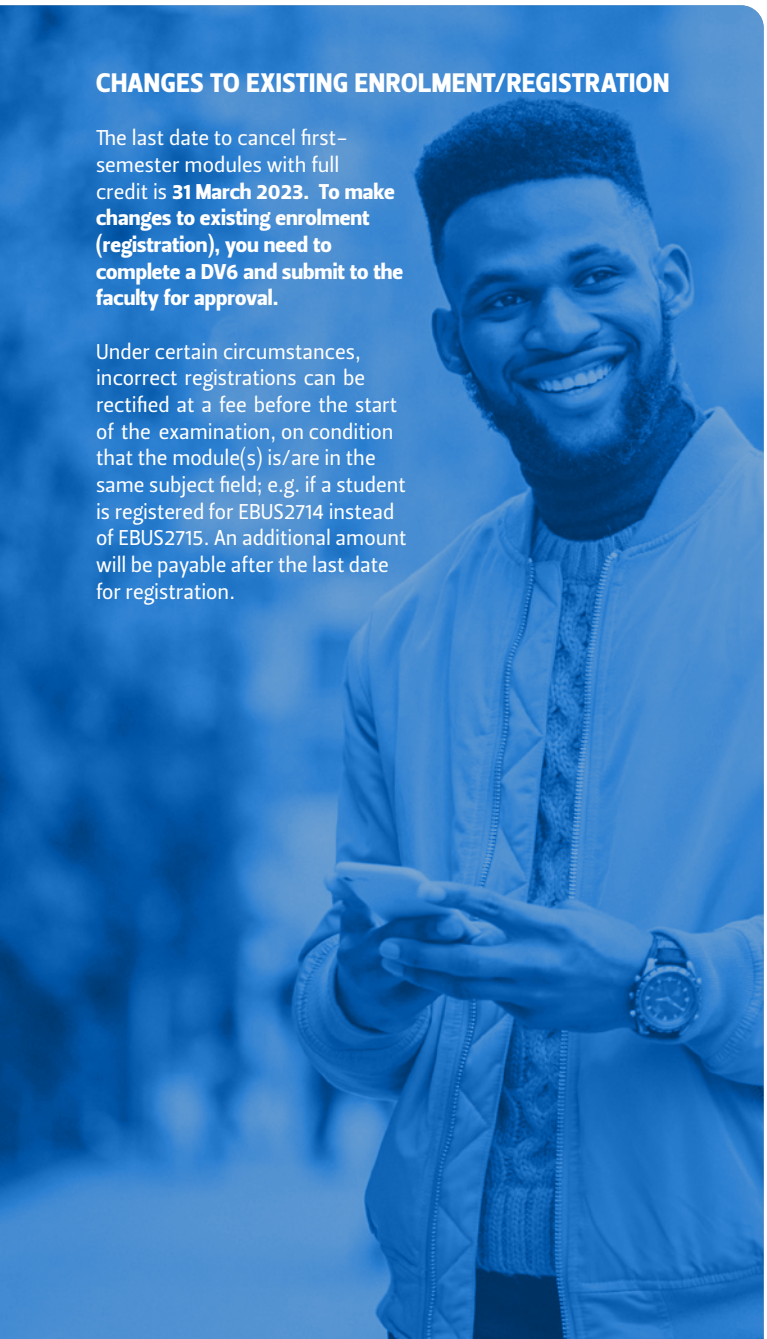
If you are unable to continue with your studies after registration, you can drop/cancel modules by completing the **DV6 form** and submitting it to Student Academic Services via email on iStudentAdmin@ufs.ac.za. Cancellations made after **31 March 2023 for the first semester and after 15 August 2023 for the second semester** will incur a financial liability.

Please note that you cannot carry over uncompleted/discontinued modules to the next year. You will have to register for that module again the following year.

CHANGES TO EXISTING ENROLMENT/REGISTRATION

The last date to cancel first-semester modules with full credit is **31 March 2023. To make changes to existing enrolment (registration), you need to complete a DV6 and submit to the faculty for approval.**

Under certain circumstances, incorrect registrations can be rectified at a fee before the start of the examination, on condition that the module(s) is/are in the same subject field; e.g. if a student is registered for EBUS2714 instead of EBUS2715. An additional amount will be payable after the last date for registration.



STEP 7: CONFIRM YOUR MODULES ON BLACKBOARD

Please note: Newly enrolled modules will only be available on the platform after 24 hours of finalising your enrolment request.

Please contact the Blackboard Helpdesk at +27 051 401 9111 (press 5) or email your query to ehelpdesk@ufs.ac.za for assistance if the modules you registered for are not reflected on the portal after 24 hours of registering.

To access Blackboard, visit the following website:
https://ufs.blackboard.com/

STEP 8: ACCESS YOUR STUDY MATERIAL

Access your study material via Blackboard. **Be on the lookout for communication on Blackboard training if you need a refresher on how to navigate the Blackboard platform.**

RULES

The rules of the UFS apply to you in all respects during the course of your studies. Please be aware that:

General rules may change from year to year. Please ensure that you are familiar with the applicable general rules before registration. They can be found here: ***https://www.ufs.ac.za/about-the-ufs/governance/policy-documents/#2018_General_Rules***

The faculty rule books can also be found on the UFS website at ***http://www.ufs.ac.za/templates/yearbooks***

Financial rules are available at ***https://www.ufs.ac.za/kovsielife/student-finance***

CAREER COUNSELLING AT STUDENT COUNSELLING AND DEVELOPMENT (SCD):

Student Counselling and Development (SCD) offers registered and prospective students the opportunity to undergo career counselling to explore their "best fit" career. The process includes a psychometric evaluation of interests, aptitude, and personality, as well as an intensive consultation with a professional personnel member. This is available at a fee.

CONTACT DETAILS

CAREER COUNSELLING AT STUDENT COUNSELLING AND DEVELOPMENT (SCD)

T: +27 51 401 9111 (***press 7***)

E: SCD@ufs.ac.za **Bloemfontein Campus**

E: SCDSouth@ufs.ac.za **South Campus**

E: SCDQQ@ufs.ac.za **Qwaqwa Campus**

CENTRE FOR UNIVERSAL ACCESS AND DISABILITY SUPPORT (CUADS)

T: +27 51 401 9111 (***press 7***)

E: cuads@ufs.ac.za

BLACKBOARD

T: +27 51 401 9111 (***press 5***)

E: ehelpdesk@ufs.ac.za

FACULTIES

T: +27 51 401 9111 (***press 2***)

FINANCIAL AID

NSFAS enquiries:

Helpdesk: +27 51 401 9111 (***press 3***)

E: finaidenquiriesbfn@ufs.ac.za **Bloemfontein Campus**

E: finaidenquiriessouth@ufs.ac.za **South Campus**

E: FinAidQwa@ufs.ac.za **Qwaqwa Campus**

For other bursaries, please contact:

Mr J Bacela

E: bacelaj@ufs.ac.za

Ms S Nzimeni

nzimenis1@ufs.ac.za

STUDENT FINANCE

T: +27 51 401 9111 (***press 3***)

F: +27 51 401 3579

E: tuitionfees@ufs.ac.za

HOUSING AND RESIDENCE AFFAIRS

T: +27 51 401 9111 (***press 6***)

E: res_infoqc@ufs.ac.za **Qwaqwa Campus**

E: resapplications@ufs.ac.za **Bloemfontein Campus**

E: SCResApplications@ufs.ac.za **South Campus**

OFFICE OF INTERNATIONAL AFFAIRS

Immigration, Accreditation, Medical Aid and Student Administration:

Jeanne Nieman

T: 051 401 3219

E: niemannaja@ufs.ac.za

Letlela Tshabalala

T: 051 401 9032

E: tshabalalal@ufs.ac.za

STUDENT CONTACT SERVICES:

T: +27 51 401 9111 (***press 1***)

E: StudentAdmin@ufs.ac.za