

2020



Kovsie Advice

Quarter 1, 2020

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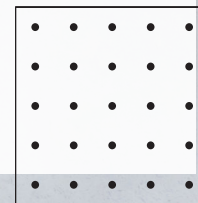


UFS·UV
CENTER FOR TEACHING
AND LEARNING (CTL)



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IT'S YOUR YEAR! SEIZE IT!

A new year brings fresh opportunities to achieve academic success. As the Central Advising Office, we would like to welcome our new and returning students. We trust you will have a successful 2020 academic year. We as an office are here to support you with things like:

- Aligning your academic and career aspirations
- Maximising your time management
- Adapting and effecting study strategies
- Setting achievable goals to maximize success

The Kovsie Advice is a student success magazine designed to support you. We trust you will enjoy reading every edition. It will be released every quarter with a package of support materials which will equip you to succeed both in the curricula as well as co-curricula space. In closing, as your year kicks off, ensure you've also attended to the following:

- Finalised and committed to your timetable
- Connected to student associations
- Collected all your study material





What is **Academic Advice** all about?

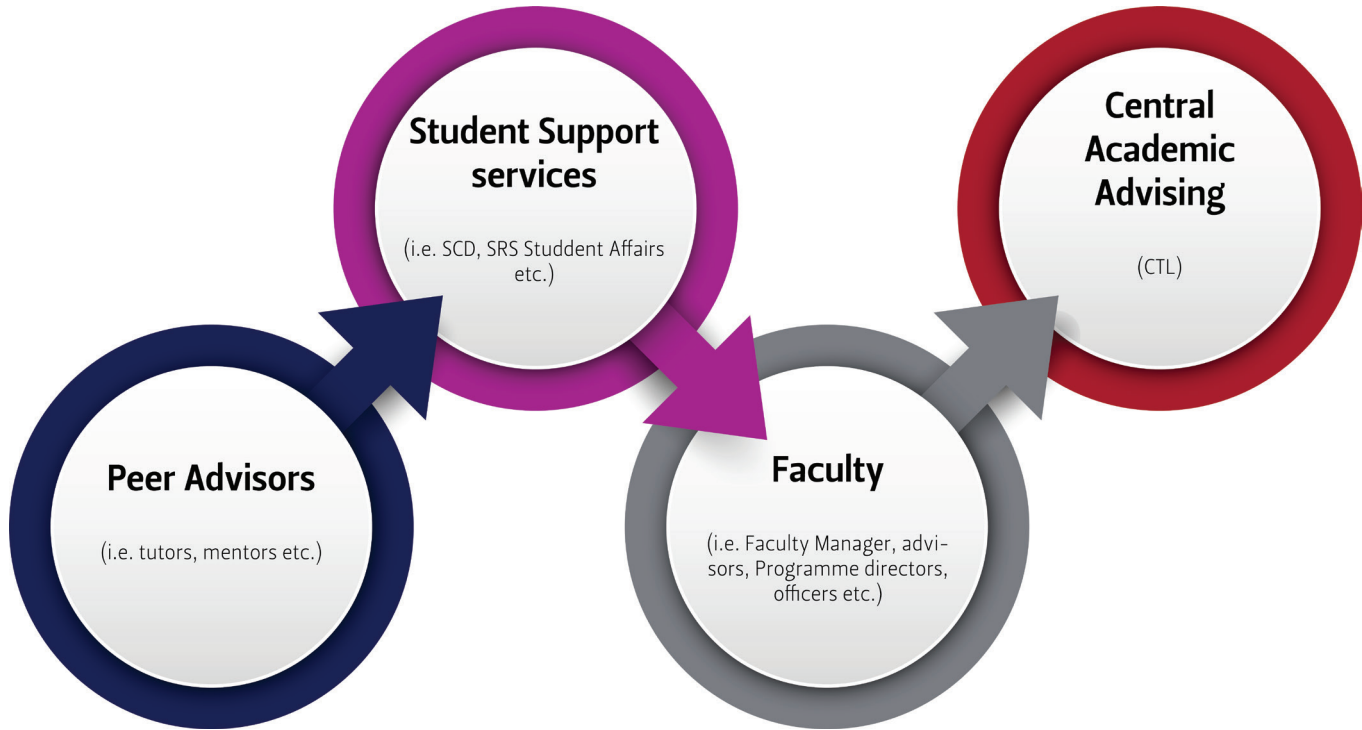
Benefits of Advising for **YOU**:

- Keep on track with your credits
- Develop study skills
- Find solutions to problems
- Become a marketable graduate
- Manage your time effectively
- Navigate your career path
- Get the right information
- Monitor your academic progress
- Make life-changing decisions

Academic advising at the UFS is core to you having a successful student experience. Offering you an array of support services and development opportunities inside and outside the lecture halls, academic advising services are here to help you take responsibility for your success. An academic advisor's role is to challenge you to stretch your mind and to explore your academic and career goals with you. Advisors provide you with a compass and encourage you to succeed. They can also help you create relationships with faculty and support staff, who can support you as you pursue opportunities.

It is in your best interest to connect with an academic advisor early, so that you can be guided towards academic excellence. Advisors promise to equip you with skills that you can use beyond university. Make sure you connect to your academic advisor today. For general academic advice and help with study skills, visit the Centre for Teaching and Learning (CTL) on the 3rd floor of the Sasol Library. Your faculty advisors are also ready to help you plan your curriculum and check your progress towards graduation. Click on the icon below to send an email to our academic advisors today!

ACADEMIC ADVISING CATEGORIES



ACADEMIC ADVISING CYCLE

Quarter 1

- Understanding Academic Advising and Adoption of Academic Advising institutional culture
- Exploration of academic and career advice
- Setting and Alignment of personal, academic and career goals
- Educational plan
- Registration/ Enrolment
- Connection to the institution support network
- Integration into the institution

Quarter 4

- Exam preparation
- Module selection for the next year and credit check
- Reflection (i.e. my pathways)
- Life plan- What lies ahead
- Career advice and Development

Quarter 2

- Motivation
- Campus awareness
- Understanding rules + regulations (credit load, progression, pre-requisites, qualifying for exams)
- Application for selection programmes and campus transfer application
- My success tracking (i.e. time management, study skills, credit load, financial management)
- Exam Preparation

Quarter 3

- Reflection on the first semester
- 2nd semester registration and motivation
- Career planning – review and re-alignment
- Leadership development
- Planning for success (i.e. exam preparation, application for financial assistance)



GET TO KNOW YOUR FACULTY

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A New Year brings new excitement. This is the time of year that you are psyched-up and ready for what is to come. So, what better time than now to get ready and explore the things that can help you succeed at university.

You can look at these things as the contents of a backpack (your success starter pack). In your success starter pack, you will find that you need to set goals, manage your time efficiently, be money-wise, and use effective note-taking strategies.

LET US LOOK AT THE CONTENTS IN THIS PACK:

A successful entrepreneur and author, Seth Godin, once said: “... **the people who get things done, who lead, who grow and who make an impact... those people have goals.**”

If you want to do more than just pass your modules, it is vital that you set goals. Once you have your goals, you can look at managing your time efficiently effectively so that you spend enough time on your priorities without missing out on opportunities to connect to others at university. As a student, you also have to take responsibility for money entrusted to you so that you can have money for what is important at the time without incurring unnecessary debt.

In addition, as a student you are primarily here to study. It is thus necessary that effective note-taking strategies form part of your starter pack for success. As academic advisors who work with these things every day, we put together some short courses for you to help you with each of these. Click on the bubbles to go to each of these short online courses.



TIPS FOR A SUCCESSFUL TRANSITION

FROM HIGH SCHOOL
TO UNIVERSITY



The majority of you, as new undergraduate students, have been going to school for the past 12 years in a controlled environment with familiar classmates and teachers. This may have made you comfortable because you always knew what to expect. After you graduate high school, a whole new world of freedom and opportunity quickly becomes available to you.

The world of certainty you previously knew suddenly becomes the world of uncertainty, and that can be scary at times. The biggest difference between high school and university is that you have to become self-directed.

1. PRIORITIZE YOUR TIME.

Time management is the most important factor to make the transition from high school to university easier. Between all of your assignments, midterms and extracurricular activities, your schedule will get hectic and you need to develop time management skills to make sure you are getting things done on time.

2. LEARN HOW TO STUDY.

If you didn't learn how to study in high school, you should learn fast. Unlike high school, where teachers give you ample time for problem solving in class, most university lectures will go through a topic once and move on to the next. This means that there is much more independent work involved.

Know when you're most productive and do your homework then if possible. UFS has Central Academic Advising Office (CAAO) to help you with good study habits and time management.

3. BE ORGANIZED.

This tip is overlooked by many, but can be instrumental in ensuring a successful semester.

Write down all of the important dates of your assignments and test week in chronological order. Once you map out your semester in this way, it is easy to see the parts of the semester that you will be very busy and the parts of the semester when you can be much more relaxed.

4. LEARN HOW TO MANAGE STRESS.

Another very important tip. You need to manage your stress, and make sure you have time to decompress. Study breaks are key to ensure you don't burn out. Go for a walk, hang with friends for a few hours, or play a sport. Do something to get your mind off school.



5. ASK FOR HELP.

UFS, like many other universities, has an excess of resources available to you in order to make the transition easier. Academic resources include help centers, such as faculties, academic advisors, tutors, etc., and are available on campus.

For outside the classroom, UFS has programs such as

- Student Affairs
- Student Counselling and Development
- Centre for Teaching and Learning
- Protection Services
- No Student Hungry
- Centre for Universal Access and Disability Support

6. HAVE FUN!

University is a very exciting time, so get out, meet new friends, take risks, and seize opportunities when they come! A great way to enjoy your university experience is to get involved in campus activities and in your community by joining clubs and groups, and volunteering! You will meet new people, give back to your community, and it's always something that you can put on a Résumé.

Make your few university years count, you're only young once!



WHY BOTHER?

MY STUDY GUIDES

Once you are registered you get study guides that are either printed or available on Blackboard. However, did you know that a study guide is more than just a short book to read once to see how you will be assessed? Let me explain what I mean; Your study guide is literally there to guide you constantly through the module. Thus, the guide is usually made up of different parts:

- Background information on the module and perhaps how it fits in with the other modules in that subject field. For example, the module guide for PSIN1514 (Psychology) will have information on the module as a whole and where it fits in with the other first year psychology modules.

Psychology modules

- There is also an overview of the different units/parts/themes/chapters that make up the content of the module. Then it usually has general learning outcomes for the module that state what you should be able to do once you pass the module.
- Important information about how you will be assessed it is also shared at the beginning of the study guide.

All of these are important to take note of, however, you will need your study guide for more than just this information. The rest of the study guide is there to help you know when what will be covered in class (class schedule) and what is important in every unit/part/theme/chapter, and how this information will be assessed (unit learning outcomes/chapter objectives).



In most instances, the learning outcomes are the same as the test or exam questions. Therefore, if you study them, you are well on your way to doing well. Here is how you can make the most out of what the study guide offers:

GET ORGANISED

O1

Organisation makes the study guide easier to navigate.

Use sticky note flags to mark where to find the class schedule and the learning outcomes for each unit/part/theme/chapter.

PREPARE FOR CLASS

O2

Before class look at the learning outcomes.

Compare the learning outcomes with the headings in the text.

MAKE NOTES

O3

Use the learning outcomes to make your notes.

Do not only use your lecturer's slides to study, they may not be complete.

UNDERSTANDING ADVISING LINGO

1 2 3 4 5 6 7 8

RECTOR

Also known as the “Vice Chancellor” in other universities. The rector is like the principal of a school but for the entire university.

DEAN

This individual has a significant authority over a certain academic unit.

FACULTY MANAGER

This is the head of a faculty. A faculty is a body of lecturers who teach students the content of the courses they are enrolled in, so the faculty manager “leads” them.

CURRICULUM

These are the lessons and the academic content that is taught in the course a student is enrolled in.

APPEAL

A process a student has to follow when they have missed a class, test, assignment, etc. to request a second opportunity or for the opportunity to be granted to them.

PREDICATE/PREDICATE DAY

This is the last day of classes in each semester where students’ marks for the semester become available to them (Student marks based on the assessments done throughout the semester).

MAJOR/MINOR/ELECTIVE

Major– the main subject that a student commits to in their undergraduate degree

Minor– subjects that are a secondary focus and complement the major of the student

Elective– these are additional subjects that students take because they may be interested in the content.

SEMESTER TEST

A test or assessment written in each semester on the content covered during that semester, like a “pre-exam”. It contributes towards a student’s final semester mark.

UNDERSTANDING ADVISING LINGO

9 10 11 12 13 14 15 16

CREDITS

Points that you get in order to obtain your degree after your studies. For example, you gain these credits when you attend class.

MODULE

This is part of the course that you are studying. It usually lasts for one term.

SUBJECT

This is a broad field of study/knowledge within various sub-topics.

NOTIONAL HOURS

These are an indication of the number of hours a student should spend on a module to achieve the learning outcomes.

RESIDENTIAL PERIOD

The period that a student is given to complete their degree in a university institution.

PROGRESSION RULE

Conditions that a student must meet in order to progress to the next semester or year.

LECTURER

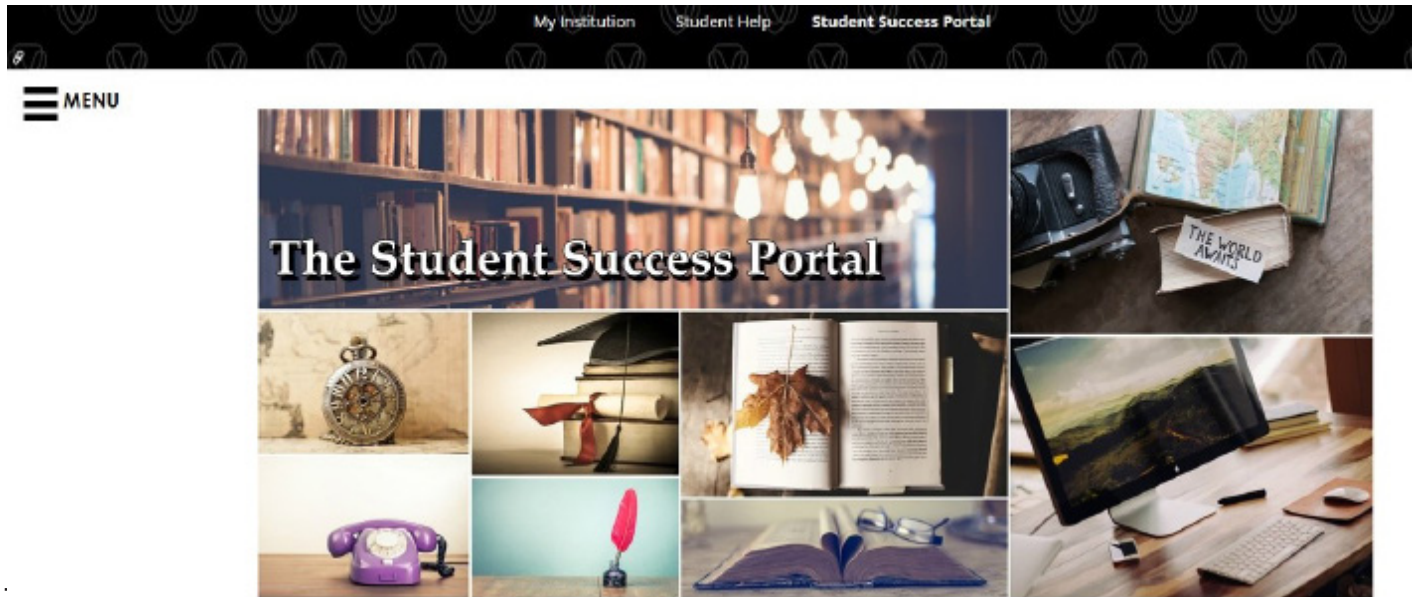
An individual that gives lessons or classes at a university, college or higher education institution.

COURSE

A set of classes or a plan of study on a particular subject, usually leading to an examination or a qualification.

STUDENT SUCCESS PORTAL

The Student Success Portal provides instant information about all the skills you need to succeed. Access the Student Success Portal on Blackboard today! <https://ufs.blackboard.com/webapps/login/>



TAKE CARE

Self-expression has always been used as a tool to aid in the healing process, and of late, it has even been used to confront social ills. Even so, discussions such as campus safety continue to be approached with uneasiness or fear of opening up unhealed wounds. That said, the

able to express yourself enables you to create healthy habits that contribute to personal growth. Moreover, the Advising Office continues to encourage the notion of self-care of which personal safety and self-expression are components.

Regarding your personal safety and self-expression, you have a constitutional right to be free from harm in terms of your health and well-being. So, prioritize your health and well-being. You can do this by being Safe, Seeking Support, and Speaking Up (SSSSu).



Below are five (5) recommended self-care tips that may contribute to SSSSu:

1. Always be vigilant in keeping an eye on what is going on around you.
2. Trust your gut, if it feels wrong it probably is.
3. Create healthy boundaries.
4. Stand firm in your “No!”
5. Put yourself first. A healthy you, is a better you for everyone around you.

For the opportunity to “express and not suppress”, visit the Student Counselling & Development (SCD) webpage for emotional and psychological support on:

<https://www.ufs.ac.za/supportservices/departments/student-counselling-development-home>

Protection services is also a visible and active force that continues to provide safety and security on the UFS campus grounds. For more information on the ‘Duties’ the ‘room’ fulfills, visit

<https://www.ufs.ac.za/supportservices/departments/protection-services-home/general/staff>



ADDITIONAL INFORMATION

HEALTH AND WELLNESS CENTRE

[[Click here](#)] for more information about the Health and Wellness Centre. Facilities available are the medical practice, campus clinic and the sports and exercise medicine clinic.

STUDENT TOOLKIT

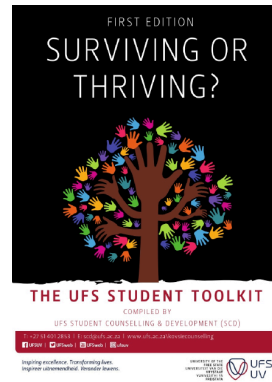
Student Counselling and Development has created a Student Toolkit to assist you with the challenges you face while at University. [[Click here](#)] for more information.

GET TO KNOW

https://www.ufs.ac.za/about-the-ufs/governance/policy-documents/#admission_req

CAREER SERVICES

Need help preparing for the world of work or choosing a career? [[CLICK HERE](#)] to find out more about career services.



LINK: <https://ufs.blackboard.com/webapps/login/>

WRITE SITE

Do you need help writing assignments? [\[Click here\]](#) for more information about booking an appointment with a trained consultant at the **Write Site**.

NO STUDENT HUNGRY PROGRAMME

For more information about the No Student Hungry Programme, contact: **VisagieA@ufs.ac.za**



**LIVE THE VISION & GOODLUCK FOR
THE YEAR 2020**

