



Economic and Management Sciences Extended Degree Programme

T: +27 51 505 1490/1201 | E: accessinfo@ufs.ac.za | www.ufs.ac.za

 UFSUV |  UFSweb |  UFSweb |  ufsuv

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

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA
SOUTH CAMPUS



Contents

REASON FOR THIS PROGRAMME

1

EXTENDED DEGREE PROGRAMME SUPPORT

3

ACADEMIC ADVISING

3

PROGRESSION REQUIREMENTS IN THE
FACULTY OF ECONOMIC AND MANAGEMENT
SCIENCES AT THE UFS AS FROM 2019

10

PROGRESSION REQUIREMENTS IN THE
FACULTY OF ECONOMIC AND MANAGEMENT
SCIENCES AT THE UFS AS FROM 2018

12

BOOKS AND STUDY GUIDES

14

STUDENT COUNSELLING AND DEVELOPMENT

14

SOCIAL WORKER

15

CENTRE FOR UNIVERSAL ACCESS AND
DISABILITY SUPPORT (CUADS)

15

SOUTH CAMPUS CLINIC

16

STUDENT AFFAIRS
(STUDENT GOVERNANCE OFFICE)

16

TRANSPORT TO THE SOUTH CAMPUS 2022

17

NO STUDENT HUNGRY CAMPAIGN

18

THE LIBRARY

18

UFS STUDENT CARD

19

STUDENT PARKING

19

INTERNATIONAL STUDENTS

19

GENDER EQUALITY AND ANTI-DISCRIMINATION
OFFICE

20

HOW TO CHANGE YOUR UFS PASSWORD

21

HOW TO ACCESS BLACKBOARD

22

HOW TO ACCESS @UFS4LIFE EMAILS

23

HOW TO CHANGE PERSONAL INFORMATION ON
STUDENT SELF-SERVICE

24

HOW TO ACCESS TUITION FEES ACCOUNT

26

HINTS TO HELP YOU MAKE A SUCCESS OF YOUR
STUDIES

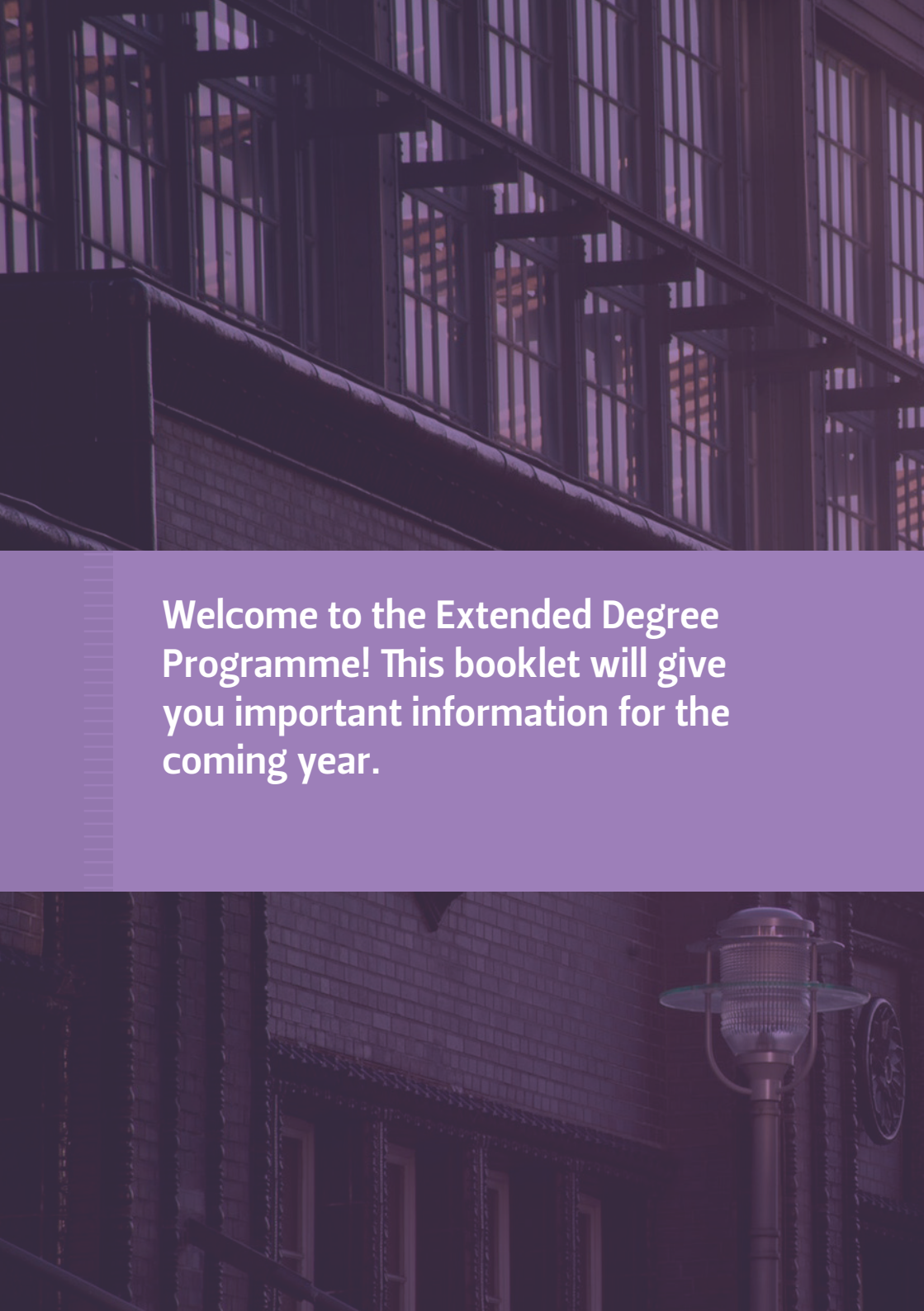
30

REMEMBER THESE DATES!

32

CONTACT DETAILS FOR INQUIRIES

33

The background image is a photograph of a building with a balcony and a street lamp. The balcony has a dark metal railing and a brick wall. The street lamp is a classic style with a glass globe. The entire image is overlaid with a purple gradient, which is darker at the top and bottom and lighter in the middle where the text is located. The text is white and stands out against the purple background.

Welcome to the Extended Degree Programme! This booklet will give you important information for the coming year.

REASON FOR THIS PROGRAMME

The four-year Extended Degree Programme was introduced in 2006 for learners who underperformed in Grade 12, and did not meet the mainstream admission requirements.

For admission to the Four-year Extended Degree Programme, a minimum Admission Point of 24 (with admission to a Bachelor's Degree) is required, and learners should show **their** potential and dedication to complete a degree programme. The additional year of the Extended Programme is to prepare learners for university. Besides the subject-specific modules, the Academic Language Literacy and Skills and Competencies for Lifelong Learning modules will be completed during the additional year.

The first two years of the Four-year Extended Degree Programme are presented on the UFS South Campus, and student admissions are kept relatively low to allow more student-facilitator contact.



IMPORTANT:

- » The first two years of the BCom and BAdmin Extended Degree Programmes are presented on the UFS South Campus. These two years are equal to the first academic year of the mainstream programmes. Students must achieve a minimum of 50% in all the prescribed modules for the first two years on the UFS South Campus in order to be transferred to the UFS Bloemfontein Campus to start the second academic year in the mainstream programme.
- » Students are allowed a maximum of three years to pass all the prescribed modules of the first two academic years of the programme. If you still have any outstanding year 1 and/or year 2 modules three years after you have registered for the first time – there will be no readmission, and you will not be able to continue with further studies at the Faculty of Economic and Management Sciences at the UFS (Please refer to progression rules section of this booklet).
- » BCom Extended Programme students must pass both MATD1554 and MATD1584 (including other prescribed course modules) to continue with the BCom second study year at the UFS South Campus. If a student passes all the other modules, but fails MATD1554 and/or MATD1584, they will be transferred to the second study year of the BAdmin (Extended Programme) at the UFS South Campus.

PLEASE NOTE:

You are a student of the South Campus and NOT yet a student of the University of the Free State's Bloemfontein Campus. All classes will be attended at the South Campus.



EXTENDED DEGREE PROGRAMME SUPPORT

Programme Director: Dr. Wayne MacPharson

- » Office D202, South Campus
- » MacPhersonWE@ufs.ac.za

Administrative Officer: Ms. Charelise Van Staden

- » Office 204, South Campus
- » VanStadenCR@ufs.ac.za

Office hours for consultations are:

- » Monday – Friday: 08:30 – 15:30

ACADEMIC ADVISING

Academic advising is a free service available to all registered students. It helps students define and meet life, career, and educational goals. Dr. Wayne MacPharson and Ms. Charelise Van Staden will help students to make realistic choices based on their abilities, interests, and values.

Academic advice is given by means of scheduled group sessions and individual sessions. To book a group or individual session, contact Ms. Charelise Van Staden, South Campus, Room D204.

You may NOT miss a class to attend a session.

Check **Blackboard** REGULARLY for important information such as dates for scheduled compulsory group sessions, closing dates of applications for selection courses, study tips, etc.

IMPORTANT:

The Programme Director will arrange a compulsory group academic advising session during the second semester of the 2022 academic year. Please check **Blackboard** and your @ufs4life email address for more information closer to the time.





COURSE AND SUBJECT ENROLMENTS

The courses in the BCom and BAdmin Extended Programmes are composed of several building blocks (modules) as indicated below:

Two University-accredited Subjects

Introduction to Human Resource Management (EFHR1515)

+

Introduction to Individual Difference (EFIO1525)

Three fundamental modules

Skills and Competencies for Lifelong Learning (SCLL1508)

+

An Academic Literacy Course in English
(EAL1508)

+

Mathematics Literacy
(MATD1554 and MATD1584/MTDE1508)

You **MUST** register for all the subjects in each building block. It is your responsibility to ensure that you have registered for the correct course and subjects.



Please take note of the following:

- » You cannot write exams in subjects for which you have not registered.
- » If you want to cancel your studies, you must cancel your course in writing to the administrative officer, Ms. Charelise Van Staden, BEFORE 1 March 2022. If you do not cancel your registration before 1 March 2022, the university will demand payment for the entire 2022 academic year. Report to the University Access office in this regard.
- » An administration fee is payable when you cancel your studies after you have registered.

EXAMINATION PROCEDURES

University-accredited subjects:

- » Most examinations will be written in October/November, but some subjects will be written in May/June.
- » Your final subject mark is a combination of your semester/year mark and examination mark. A semester/year mark is calculated by the average achieved in terms of tests, assignments, practicals, and so on. This is added to your exam mark, and divided by two for the final result. For example:

58%	+	60%	÷ 2 =	59%
(Year Mark)		(Exam Mark)		(Final Result)

- » The pass mark for university-accredited subjects is 50%.
- » Please take note that if your examination starts at 08:30 or 14:00, you must be seated and ready to start writing at that time. No extra time will be allowed for latecomers!
- » All students must write the main examinations. The additional exam is subject to approval. You may only qualify to apply for the additional exams under specific conditions.
- » To be admitted to the final official examination, you must have a minimum module mark of at least 45%.
- » Please take note that you cannot enter the examination hall without showing your ID book or student card to the examination officer.





EXAMINATION POLICY:

- One examination opportunity for each subject per year.
- One re-examination if applicable.
- NO examination results will be displayed on the notice board anymore. It is the student's responsibility to check his/her marks on Gradebook to see if they have passed/failed or have to write the re-assessment. The marks will be available approximately 10 working days after the examination. It is your responsibility to see if you have a re-examination and to make the necessary arrangements. No excuses will be accepted. A re-examination is granted at the discretion of the department and no student may demand or claim such an examination.
- Should you miss an examination due to illness, you must obtain a form from either Room D202 or Room D204. This form must be completed by a doctor and re-submitted to the same office within 48 hours from the time the exam was written.
- No examination results will be given to you over the telephone by University Access Programme or academic staff.



PROGRESSION REQUIREMENTS IN THE FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES AT THE UFS AS FROM 2019

1ST STUDY YEAR (BCOM- BC6300E3 & BADMIN-BC6340E1)

To be able to continue with studies in the Faculty of Economic and Management Sciences, you as a student in the Extended Curriculum Programme have to meet one of the following requirements:

- » Pass all the modules in Table 1 and Table 2, below.
- » Pass one module in Table 1 and all modules in Table 2.
- » Fail one module in Table 2 and pass all in Table 1 and the outstanding modules in Table 2.

Table 1: Core Modules in Extended Programme (B.Com/B.Admin)

1 ST Semester Modules	Credits	2 nd Semester Modules	Credits
EFHR1515	20	EFI01525	20
Sub-total credits:			40 B.Com/B. Admin

Table 2: Developmental Modules in Extended Programme (B.Com/B.Admin)

1 ST Semester Modules	Credits	2 nd Semester Modules	Credits
SCLL1508			32
EAL1508			32
MATD1554*	16	MATD1584*	16
MTDE1508			32
Sub-total credits:			96 credits BCom/BAdmin

- » No re-admission in EMS Extended Programme if two (2) or more modules are failed.
- » *B.Com students need to pass both MATD1554 and MATD1584.

Should the student fail MATD1554 in the first semester, s/he will be de-registered for MATD 1584 in the second semester. Furthermore, should the student fail MATD1554 and/or MATD1584:

1. *The student will repeat MATD1554 and/or MATD1584 provided s/he meet the above requirements and cannot register for EFEC2614 & EFEC2624 in second study year; or
2. **The student can change their degree to BAdmin. Extended Programme and register for MTDE1508.

*Should the student opt for option 1 above, he/she will add an additional year to the two years of BCom Extended Programme on the South Campus. Therefore, the student will continue their studies at Bloemfontein Campus in their fourth year.

**If the student opts for option 2 above, there will be no effect on the duration of their studies. In their second year of study at the South Campus, they will be registered for the following University-accredited modules:

BCom Extended Programme – 2nd Year of Study	
1ST SEMESTER	2ND SEMESTER
Business Functions (EFBM2515)	General Management (EFBM2625)
Economic Systems and Basic Microeconomics (EFEC2614)	Introduction to Macroeconomics (EFEC2624)
Accounting (EFCC2614)	Accounting (EFCC2624)
Business Calculations (EFBC2514)	Business Calculations (EFBC2524)
BAdmin Extended Programme – 2nd Year of Study	
1ST SEMESTER	2ND SEMESTER
Public Administration and Management Theories (EFPA2515)	Public Administration and Management in action (EFPA2625)
Human Resource Management in the Public Sector (EFPH2625)	General Management (EFBM2625)
Political Science (POLS1514)	Political Science (POLS1524)
Calculations for Public Managers (EFCP2514)	

To continue with the BCom Extended Curriculum Programme, students must meet the minimum requirements and pass both MATD1554 and MATD1584.

PROGRESSION REQUIREMENTS IN THE FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES AT THE UFS AS FROM 2018

2ND STUDY YEAR (B.COM- BC6300E3 & B.ADMIN-BC6340E1)

Table 3:

B.Com. Extended Programme			
Semester 1	Credits	Semester 2	Credits
EFBM2515	20	EFBM2625	20
**EFEC2614	16	**EFEC2624	16
EFCC2614	16	EFCC2624	16
EFBC2514	16	EFBC2524	16
B.Admin. Extended Programme			
Semester 1	Credits	Semester 2	Credits
EFPA2515	20	EFPA2625	20
POLS 1514	16	EFPH2625	20
EFCP2514	16	EFBM2625	20
		*POLS 1524	16

**students need to pass both MATD1554 & MATD1584 in the first study year in order to register for these modules.

*students need to pass POLS 1514 in order to continue with POLS1524.

To be able to continue with studies in the Faculty of Economic and Management Sciences (Bloemfontein Campus), you as a student of the Extended Curriculum Programme have to meet one of the following requirements:

- » Pass all the modules in 1st and 2nd study years.
- » Fail a maximum of 16 credits in 2nd study year.

Repeat Requirements:

- » Students who failed more than 16 credits will repeat the module(s) at the South Campus without additional modules in the mainstream.
- » Students are allowed a maximum of three (3) years to complete the Extended Programmes.
- » No student will be allowed to study on two campuses during anytime of the year.

If you do not meet these criteria, you WILL NOT be able to register for further studies at the University of the Free State in 2023.

SPECIFIC ADMISSION REQUIREMENTS FOR 2022 FOR THE BCOM AND BADMIN EXTENDED DEGREE PROGRAMMES IN THE FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES:

- » During the first two study years, students must complete both academic and fundamental modules. The first two years of these programmes are offered at the University of the Free State's South Campus.
- » Students must pass ALL modules in both study years before they can be transferred to the Bloemfontein Campus, where they will complete the qualification.
- » Once students have successfully completed the first two years of the Extended Curriculum Programme, they can register for any applicable BCom and BAdmin degree, EXCEPT BAcc and BCom Law.
- » Students registered for the BAdmin Extended Programme CANNOT change to the BCom Extended Degree unless they have achieved 40% for Grade 12 Mathematics.



BOOKS AND STUDY GUIDES

A list of prescribed textbooks will be provided during the registration period. It is your responsibility as the student to procure them.

Study guides will be provided by the UAP office at the beginning of each semester. The costs of the study guides will be billed directly to your tuition account.

STUDENT COUNSELLING AND DEVELOPMENT

Student counselling and development offers a variety of the following services:

- » For Individuals:
Offers individual, confidential counselling in various psychological, emotional, developmental and trauma-related issues.
- » For Groups:
Offers a variety of academic and self-development workshops ranging from effectively **managing** test/exam stress, anger management, assertiveness, coping with stress, emotional intelligence (EQ), healthy relationships, self-care, self-discovery, etc.

To arrange for a session please visit Room B119 at Bohlale B Building or email scdsouth@ufs.ac.za or call (051) 505 1298/1430 to schedule an appointment.



SOCIAL WORKER

The main purpose of the social worker on campus is to promote, restore, maintain and enhance the functioning of students by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively to create an academic climate that facilitates learning. Services are focused on protecting people who are vulnerable, at-risk and unable to protect themselves.

Some of these interventions include **programmes** focusing on personal problems such as:

- » Relationship issues
- » Financial problems
- » Abortion
- » Sexual molestation
- » Rape, alcohol and drug abuse

The **social worker** is available every Wednesday (**by** appointment). Appointments can be made with Ms Elizabeth Msadu via email msadue@ufs.ac.za or by calling (051) 401 9117.

CENTRE FOR UNIVERSAL ACCESS AND DISABILITY SUPPORT (CUADS)

The Centre for Universal Access and Disability Support (CUADS) aims to ensure that the University of the Free State increasingly becomes a universally accessible higher education institution that embraces and is welcoming to all students, including students with disabilities.

Students with special needs have to make arrangements with Ms Galekgolwe Motaung via email (MataungEG@ufs.ac.za) or by calling (051) 505 1355. Her office is located in the library Room D125.



SOUTH CAMPUS CLINIC

The South Campus Clinic has a dedicated professional nurse. The services offered include:

- » HIV Counselling and Testing
- » Contraceptives (Family Planning)
- » Treatment of Minor ailments
- » Management of Chronic Diseases
- » Pre-Exposure Prophylaxis
- » Post-Exposure Prophylaxis

Things to take note of:

- » If you are 7 minutes late for an appointment you have to book another time
- » A professional nurse does not give sick notes, only the Dr can give out sick notes
- » The clinic is closed during lunchtime (13:00 – 14:00)
- » No HIV testing will be done on Fridays and during the examination period.

Clinic Hours are: Monday – Friday: 08h30 – 16h00. To schedule an appointment, call (051) 505 1495 or send an email to SetaiKJ@ufs.ac.za.

For Emergencies, contact:

- » ER 24 Ambulance: 084 124
- » Netcare 911: 082 911
- » Provincial Ambulance: 10177

STUDENT AFFAIRS (STUDENT GOVERNANCE OFFICE)

The UFS Office for Student Governance intends to encourage engaged scholarship among students and academia in order to produce a broader landscape of well-equipped student leaders from the university, which serves as a reservoir of excellence in governance to shape an excellent landscape of leadership.

The office focuses on the following:

- » Ensuring that the Institutional SRC and Student Parliament are duly constituted.
- » Development of a structured Student Governance Training Programme.
- » Development of a registration systems and processes to ensure the effective functioning of Student Organisations and Associations. The registration process culminates into a continuous capacity building programmes.

Development of functional and effective Student Governance Structures, namely:

- » Class Representatives, School Representatives through which the Faculty Councils are constituted;

First-Year Committees, Residence Subcommittees, and Residence Committees-Residence Council;

- » Student Association and Organisation-Student Councils;
- » Campus SRCs, Campus Student Parliaments;
- » Active Student Engagement across the University
- » Active participation in University Faculty Governance and Management Structures
- » Active participation in the Institutional Governance and Management Structures (such as, University Management Committee, Integrated Transformation Plan workstreams Senate, Council etc)

TRANSPORT TO THE SOUTH CAMPUS 2022

Return bus transportation is available daily between the Bloemfontein Campus and South Campus for students who stay at the Bloemfontein Campus and the surrounding areas. You can buy a 10-day pass that is valid for each specific month. Please note that the tickets purchased are only for that specific month. The remaining trips CANNOT be transferred to a new month. A new ticket is required for each month.



- » Bus tickets can be bought at the cashiers on the South Campus. Upon purchase, a receipt (that needs to be taken to the Student Affairs Office at the South Campus to collect the bus ticket) will be issued.
- » Bus tickets can ONLY be purchased at the South Campus.
- » Please ensure that you have signed up for the bus schedule as arrangements are made according to the number of commuters.
- » No students will be allowed to use the bus if they have not filled in the INDEMNITY FORM.

NO STUDENT HUNGRY CAMPAIGN

The No Student Hungry (NSH) Programme provides UFS students in need with modest food allowances and access to one balanced meal per day. Students are selected in terms of financial need, academic performance, participation in student life, and a commitment to give back to the community. The programme allows students to focus on their studies without worrying about their next meal – increasing their chances to excel academically and ultimately obtain their degrees. Application forms are available from 14 February 2022 at the Student Affairs Office at the South Campus. The closing date to submit applications is 25 March 2022 at 16:00.

THE LIBRARY

The Library is the heartbeat of academics on campus. As a UAP student, you have access with your student card. You are also allowed to take out books on your student card. The library offers a range of services to help students with their studies. These services include:

- » A variety of academic books
- » Graded reading books for students who take English as a subject
- » Study areas that seat up to 100 students
- » A computer lab with Internet facilities
- » Photocopy services
- » Staff that will assist with queries



Library hours:

During semester:

Monday, Tuesday, Thursday and Friday: 08:00–21:00

Wednesday: 09:00–21:00

Saturday: 09:00–13:00

Sunday and Public Holidays: Closed

During holidays:

Monday, Tuesday, Thursday, Friday: 08:00 – 16:30

Wednesday: 09:00 – 16:30

Saturday: 09:00 – 13:00

Sunday and Public Holidays: Closed

The South Campus librarian is Ms D. Mashiyane.

mashiyanedm@ufs.ac.za | (051) 505 1388

UFS STUDENT CARD

Your student card is an identity card as well as a user's card offering access to the campus, the library, and the option to pay at certain UFS outlets at both Bloemfontein and South Campuses. If a student card is damaged or lost you must pay R85 (price may change) as soon as possible at the Cashier's office at the South Campus. A new student card will then be issued to you.

STUDENT PARKING

All students with cars should park in the designated area at the bottom of the campus. Students may not park on the upper side of the campus. Please make sure that you purchase your license disc at the SC protection service office to avoid a fine.

INTERNATIONAL STUDENTS

All fees for international students must be paid in full by 30 June 2022. Non-SADC students have to pay 50% extra for their fees, which also needs to be paid in full by 30 June 2022.



GENDER EQUALITY AND ANTI-DISCRIMINATION OFFICE

The Gender Equality and Anti-Discrimination Office (GEADO) forms part of the Unit for Institutional Change and Social Justice and aims to serve the staff and students of the University of the Free State.

The GEADO is part of the Student Experience as well as the Student Accommodation and Residence Culture workstreams. Through the abovementioned work streams, the GEADO intends to proactively create safe spaces for student experience by implementing its Sexual Assault Response Team (SART) and Sexual Harassment policy. It also advocates for a university culture that is inclusive, humanising, and socially just through the participation of all clients in conscientisation workshops.

Contact details of the Gender Equality and Anti-Discrimination Office at the South Campus:

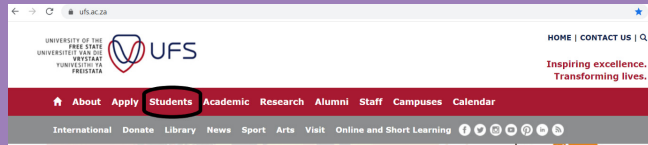
mocwamacd@ufs.ac.za | (051) 401 7544 | 0800 204 682 (24/7 toll-free line)



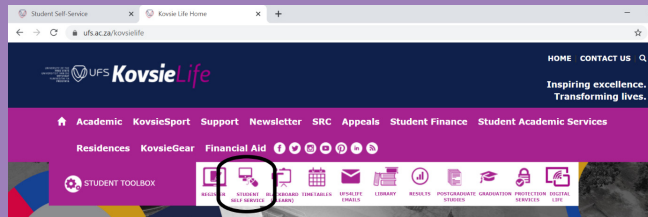
HOW TO CHANGE YOUR UFS PASSWORD

To change your password, follow the steps below:

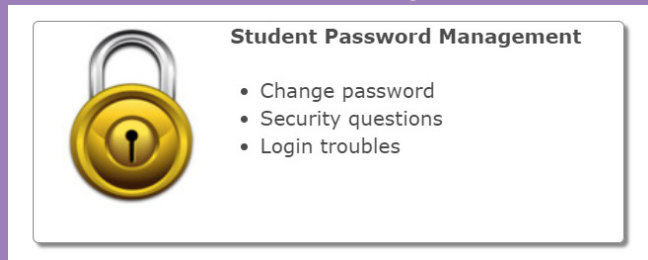
1. Go to the UFS website (www.ufs.ac.za) and click on 'Students'



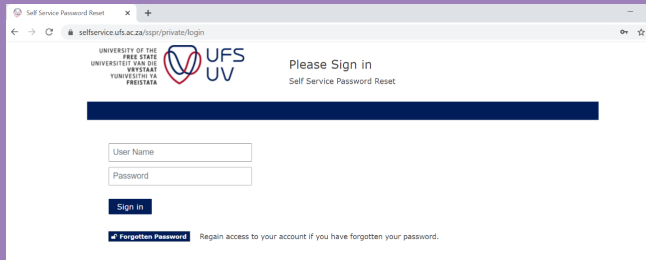
2. In the student toolbox tab, click on 'Student Self-Service'



3. Scroll down to 'Student Password Management'.



4. Sign in with your student number and password. Proceed to change your password by following the prompts, and then save.



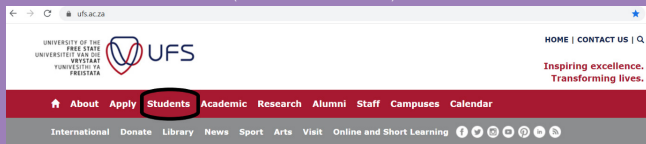
Should you continue to struggle to change your password, contact the UFS Information and Communication Technology (ICT) services for assistance:

- +27 (0)51 401 2000
- studentdesk@ufs.ac.za

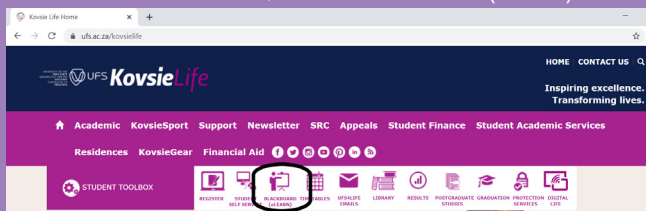
HOW TO ACCESS BLACKBOARD

To access Blackboard, follow the steps below:

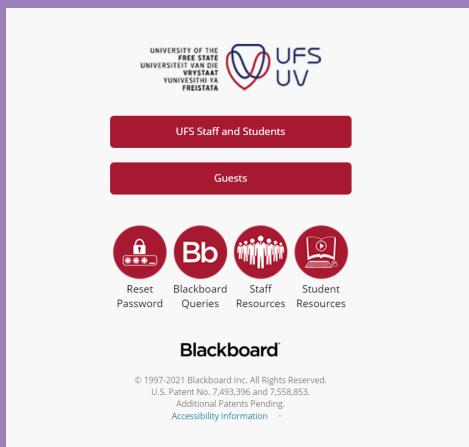
1. Go to the UFS website (www.ufs.ac.za) and click on 'Students'



2. In the student toolbox tab, click on 'Blackboard (eLearn)'



3. Click on 'UFS Staff and Students'.

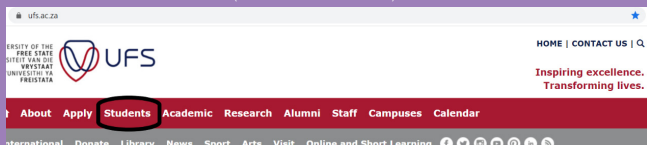


4. Enter your username (which is your student number) and password to sign in.

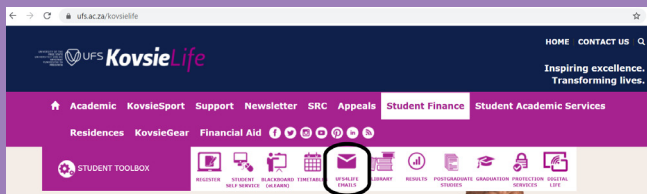
HOW TO ACCESS @ufs4life EMAILS

To access your @ufs4life emails, follow the steps below:

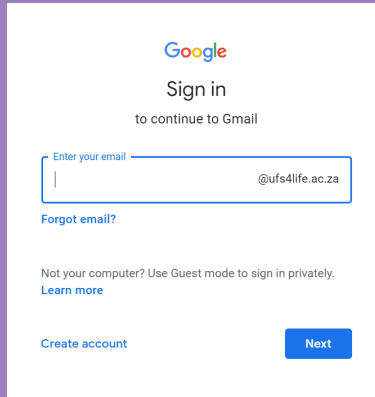
1. Go to the UFS website (www.ufs.ac.za) and click on 'Students'



2. In the student toolbox tab, click on 'ufs4life emails'



3. Enter your student number and press 'next'.

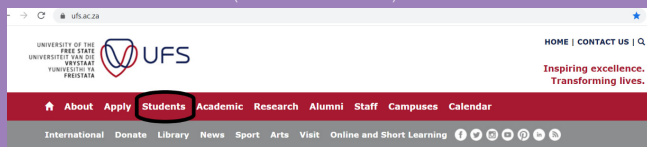
A screenshot of the Google Sign-in page. At the top is the Google logo, followed by "Sign in to continue to Gmail". Below this is a text input field with the placeholder "Enter your email" and a blue border. The email address "@ufs4life.ac.za" is partially visible in the field. Below the field are links for "Forgot email?", "Not your computer? Use Guest mode to sign in privately. Learn more", and "Create account". A blue "Next" button is at the bottom right.

4. Enter your password and then press 'enter'.

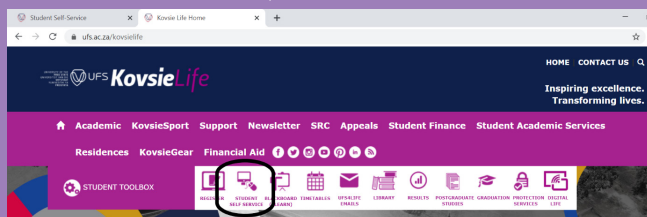
HOW TO CHANGE PERSONAL INFORMATION ON STUDENT SELF-SERVICE

To change your personal information on the student portal, follow the steps below:

1. Go to the UFS website (www.ufs.ac.za) and click on 'Students'



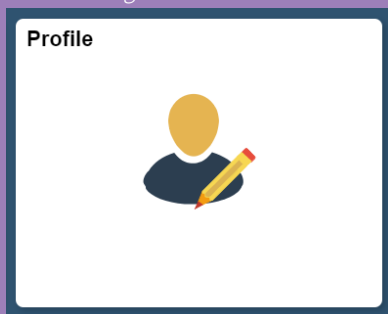
2. In the student toolbox tab, click on 'Student Self-Service'



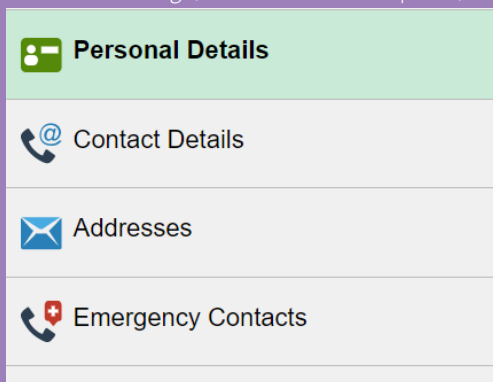
3. Scroll down to '**Student Self-Service**'. Log in with your student number and password.



4. After landing on the UFS Student Homepage, click on '**Profile**'



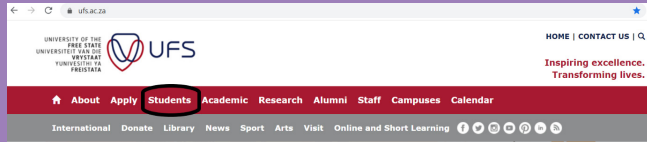
5. Proceed to change, add or delete as required, and save.



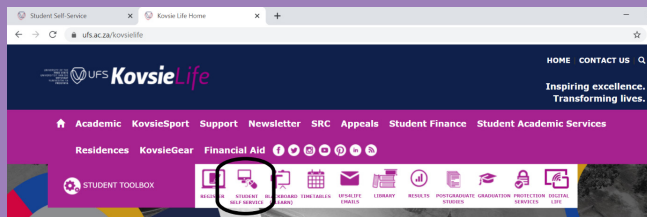
HOW TO ACCESS TUITION FEES ACCOUNT

To access your personal tuition fees account, follow the steps below:

1. Got to the UFS website (www.ufs.ac.za) and click on 'Students'



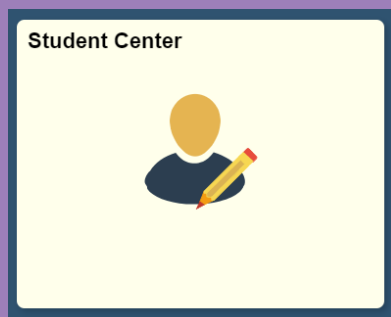
2. Under the student toolbox tab, click on 'Student Self-Service'



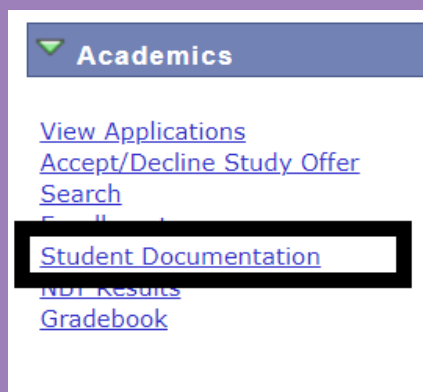
3. Scroll down to 'Student Self-Service'. Log in with your student number and password.



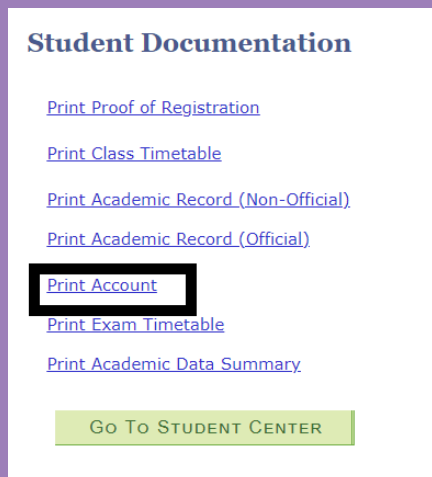
4. After landing on the UFS Student Homepage, click on 'Student Center'



5. Under 'Academics', click on '**Student Documentation**'



6. Under 'Student Documentation', click on '**Print Account**'



Once you have checked the amount payable, please make your payment at any Absa bank.

- » Bank: ABSA Bank
- » Credit: University of the Free State
- » Account No: 1570 151 688
- » Dep. Reference: Fill in 100, directly followed by your student number (e.g. 1002020123456)



IMPORTANT:

- » Examination results and admission to **study** further at the UFS in 2023 will be denied if you have not paid your tuition account in full.
- » Please take note that INTEREST may be charged on overdue accounts!
- » The final date for payment is 31 August 2022.
- » International students must pay the full amount for the year by 30 June 2022. If fees are not paid by 30 June 2022, they will automatically be deregistered during July 2022.



HINTS TO HELP YOU MAKE A SUCCESS OF YOUR STUDIES

- » If you are in doubt about anything, ask your facilitators for assistance. They are there to help you. You are also welcome to see the Campus coordinator, if you have questions.
- » Do not arrive late for your contact sessions. You will not be able to keep pace with the material if you continuously miss the contact sessions.
- » It is in your interest to obtain and safeguard the necessary study material, textbooks, calculators, etc. Past experience has proven that students who do not bother to obtain these items are often not successful in their studies. It is impossible to study at the university level without the correct study material.
- » Ensure that you have enough writing paper, pens, rulers, etc. when you attend contact sessions.
- » Attend all of the Skills and Competencies for Lifelong Learning sessions, as well as the Academic Literacy Course sessions. They will provide you with skills that will enable you to study successfully at university.
- » Take sufficient notes during contact sessions and if you DO NOT understand ASK.
- » Check Blackboard **regularly** to keep **up-to-date** on important information. If you are experiencing problems with Blackboard, please contact the Blackboard helpdesk:
 - ehelpdesk@ufs.ac.za or call 051 401 9452
 - Monday to Friday: 07:45 – 21:00
 - Saturday/Sunday/University and Public Holidays: 09:00 – 18:00
- » Check your @ufs4life email **regularly** to keep **up-to-date** on important information.
- » If you miss a contact session, you must have a valid excuse and submit supporting documentation (e.g. medical certificate) to your facilitator.



- » You must be prepared to spend at least one additional hour per day per subject studying and preparing for your contact sessions. If you need help with your study methods, please consult the Student Counselor at your campus.
- » FINALLY, make use of this opportunity to improve your life and to make the most of your potential. Remember, a journey of a thousand miles begins with the first step.



REMEMBER THESE DATES!

14 February 2022	Quarter one of the first semester begins
1 March 2022	Final date to cancel first semester modules
26 March 2022	Quarter one of the first semester ends
28 March – 1 April 2022	Student holiday
4 April 2022	Quarter two of the first semester begins
3 June 2022	Quarter two of the first semester ends (Semester 1 ends)
6 June – 18 June 2022	Mid-year examinations
20 June – 2 July 2022	Additional mid-year examinations
4 – 15 July 2022	Student holiday
18 July 2022	Quarter 3 of the second semester begins (semester 2 begins)
31 August 2022	Final date to cancel second-semester modules
2 September 2022	Quarter 3 of the second-semester ends
5 September 2022	Quarter 4 of the second semester begins
28 October 2022	Quarter 4 of the second-semester ends (Semester 2 ends)
31 October – 12 November 2022	Main end-year examinations
14 – 26 November 2022	Additional end-year examinations

CONTACT DETAILS FOR INQUIRIES

- Programme Director: Dr. Wayne MacPharson
Office D202, South Campus
MacPhersonWE@ufs.ac.za
- Administrative Officer: Ms. Charelise Van Staden
Office 204, South Campus
VanStadenCR@ufs.ac.za
- Blackboard helpdesk:
ehelpdesk@ufs.ac.za or call 051 401 9452
Monday to Friday: 07:45 – 21:00
Saturday/Sunday/University and Public Holidays: 09:00 – 18:00
- ICT to change UFS password:
(051) 401 2000
studentdesk@ufs.ac.za
- NSFAS inquiries:
FinAidenquiriesouth@ufs.ac.za
- Tuition fees inquiries:
tuitionfees@ufs.ac.za
(051) 505 1478
- Housing and Residence Affairs:
kokohj@ufs.ac.za
(051) 505 1564
- Protection Services:
(051) 505 1217/1478
- South Campus Librarian: Ms. D. Mashiyane
mashyanedm@ufs.ac.za
(051) 505 1388



- Student Affaris: Mr. Motlogelwa Moema
moemam@ufs.ac.za
(051) 401 2142
- South Campus Clinic: Ms. Judith Setai (Medical Receptionist: Health Centre)
setaikj@ufs.ac.za
(051) 505 1495
- Student Counselling and Development:
scdsouth@ufs.ac.za
(051) 505 1298/1430
- Social Worker: Ms. E. Msadu
msadue@ufs.ac.za
(051) 401 9117
- Centre for Universal Access and Disability Support (CUADS), South Campus:
motaungeg@ufs.ac.za
(051) 505 1355
- Gender equality and anti-discrimination office
mocwamacd@ufs.ac.za
(051) 401 7544
0800 204 682 (24/7 toll-free line)