

University Access Programme Information Booklet

2022



SOUTH CAMPUS

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

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



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



REASON FOR THIS PROGRAMME

The University Access Programme (UAP) was introduced in 1992 to assist many deserving students who do not meet university admission requirements due to imbalances in the school system. Since the programme began in 1993, 6 927 degrees (including 472 postgraduate qualifications, 687 honours degrees, 132 master's degrees, 11 doctoral degrees) have been awarded to UAP students.

During your access year, you will get more than just academic information. We address a wider scope of needs to help you prepare for higher education studies. The programme is presented at the South Campus of the University of the Free State

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.

UNIVERSITY ACCESS PROGRAMME OFFICE

For inquiries about the programme, your course, subjects, finances, accounts, etc., please visit the University Access Programme office (D07) on the South Campus. Office hours for consultations are:

Office hours for student consultations are:

- » Monday to Friday: 08:30 to 15:30
- » Telephone numbers: 051 505 1490



UNIVERSITY ACCESS PROGRAMME TRAITS (UAP_T)

The University Access Programme provides students with access to Higher Education studies. It also provides them with the required support to be successful, therefore, it becomes “Access with Success”. The students may not have mainstream qualifying AP scores, however, the Access Programme prepares them for mainstream studies and equips them with traits that matriculating scholars with high APs might not have. Below are the traits students attain during the UAP year:

- » engaging constructively in group work and in-class sessions;
- » managing the higher education curriculum;
- » critical thinking, communication skills and problem-solving;
- » learning to make independent decisions;
- » planning better towards successful degree completion;
- » using all available student support services to enhance academic performance and
- » navigating the university platforms that are needed to succeed in their academic journey (blackboard, ufs4life email account, PeopleSoft, UFS webpage).



UNIVERSITY ACCESS PROGRAMME STAFF



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Intern

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HIGHER CERTIFICATE OPTIONS OFFERED AT THE SOUTH CAMPUS

IMPORTANT:

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

Higher Certificate in Economic and Management Sciences: Administration Route

The Higher Certificate in Economic and Management Sciences: Administration Route is composed of several building blocks as indicated below:

Major modules

Human Resource Management

Semester 1: EHHR1514, 16 credits
Semester 2: EHBM1524, 16 credits



Public Administration

Semester 1: EHPA1514, 16 credits
Semester 2: EHIO1524, 16 credits

Developmental modules

Mathematical Literacy

Year module: MTHE1508, 32 credits



English

Semester 1: GENL1414, 16 credits
Semester 2: GENL1524, 16 credits



Skills and Competencies for Life Long Learning

Semester 1: SCLL1414, 16 credits
Semester 2: SCLL1524, 16 credits

Higher Certificate in Economic and Management Sciences: Commerce Route

The Higher Certificate in Economic and Management Sciences: Commerce Route is composed of several building blocks as indicated below:

Major modules

Human Resource Management

Semester 1: EHHR1514, 16 credits

Semester 2: EHIO1524, 16 credits



Business Management

Semester 1: EIBM1514, 16 credits

Semester 2: EIBM1524, 16 credits

Developmental modules

Mathematical Literacy

Year module: MTHE1508, 32 credits



English

Semester 1: GENL1414, 16 credits

Semester 2: GENL1524, 16 credits

+

Skills and Competencies for Life Long Learning

Semester 1: SCLL1414, 16 credits

Semester 2: SCLL1524, 16 credits



Higher Certificate in Humanities: Communication Studies and Psychology

The Higher Certificate in Humanities: Communication Studies and Psychology is composed of several building blocks as indicated below:

Major modules

Communications

Semester 1: COMM1514, 16 credits

Semester 2: COMH1524, 16 credits



Psychology

Semester 1: PSIN1514, 16 credits

Semester 2: PSYH1524, 16 credits

Developmental modules

Mathematical Literacy

Year module: MTHH1508, 32 credits



English

Semester 1: GENL1414, 16 credits

Semester 2: EALH1524, 16 credits



Skills and Competencies for Life Long Learning

Semester 1: SCLL1414, 16 credits

Semester 2: SCLL1524, 16 credits



Basic Computer Literacy

Year module : CSIL1501, 4 credits



Higher Certificate in Humanities: Communication Studies and Sociology

The Higher Certificate in Humanities: Communication Studies and Sociology is composed of several building blocks as indicated below:

Major modules

Psychology

Semester 1: COMM1514, 16 credits

Semester 2: COMH1524, 16 credits



Sociology

Semester 1: SOCI1514, 16 credits

Semester 2: SOCH1524, 16 credits

Developmental modules

Mathematical Literacy

Year module: MTHH1508, 32 credits



English

Semester 1: GENL1414, 16 credits

Semester 2: EALH1524, 16 credits



Skills and Competencies for Life Long Learning

Semester 1: SCLL1414, 16 credits

Semester 2: SCLL1524, 16 credits



Basic Computer Literacy

Year module : CSIL1501, 4 credits



Higher Certificate in Humanities: Psychology and Sociology

The Higher Certificate in Humanities: Psychology and Sociology is composed of several building blocks as indicated below:

Major modules

Psychology

Semester 1: PSIN1514, 16 credits

Semester 2: PSYH1524, 16 credits



Sociology

Semester 1: SOCI1514, 16 credits

Semester 2: SOCH1524, 16 credits

Developmental modules

Mathematical Literacy

Year module: MTHH1508, 32 credits



English

Semester 1: GENL1414, 16 credits

Semester 2: EALH1524, 16 credits



Skills and Competencies for Life Long Learning

Semester 1: SCLL1414, 16 credits

Semester 2: SCLL1524, 16 credits



Basic Computer Literacy

Year module : CSIL1501, 4 credits

Higher Certificate in Humanities: Communication Studies and Anthropology

The Higher Certificate in Humanities: Communication Studies and Anthropology is composed of several building blocks as indicated below:

Major modules

Communications

Semester 1: COMM1514, 16 credits

Semester 2: COMH1524, 16 credits



Anthropology

Semester 1: ANTI1514, 16 credits

Semester 2: ANTH1524, 16 credits

Developmental modules

Mathematical Literacy

Year module: MTHH1508, 32 credits



English

Semester 1: GENL1414, 16 credits

Semester 2: EALH1524, 16 credits



Skills and Competencies for Life Long Learning

Semester 1: SCLL1414, 16 credits

Semester 2: SCLL1524, 16 credits



Basic Computer Literacy

Year module : CSIL1501, 4 credits



Higher Certificate in Humanities: Political Sciences and Psychology

The Higher Certificate in Humanities: Political Sciences and Psychology is composed of several building blocks as indicated below:

Major modules

Political Science

Semester 1: POLS1514, 16 credits

Semester 2: POLH1524, 16 credits



Psychology

Semester 1: PSIN1514, 16 credits

Semester 2: PSYH1524, 16 credits

Developmental modules

Mathematical Literacy

Year module: MTHH1508, 32 credits



English

Semester 1: GENL1414, 16 credits

Semester 2: EALH1524, 16 credits



Skills and Competencies for Life Long Learning

Semester 1: SCLL1414, 16 credits

Semester 2: SCLL1524, 16 credits



Basic Computer Literacy

Year module : CSIL1501, 4 credits

Higher Certificate in Humanities: Political Sciences and Sociology

The Higher Certificate in Humanities: Political Sciences and Sociology is composed of several building blocks as indicated below:

Major modules

Political Science

Semester 1: POLS1514, 16 credits

Semester 2: POLH1524, 16 credits



Sociology

Semester 1: SOCI1514, 16 credits

Semester 2: SOCH1524, 16 credits

Developmental modules

Mathematical Literacy

Year module: MTHH1508, 32 credits



English

Semester 1: GENL1414, 16 credits

Semester 2: EALH1524, 16 credits



Skills and Competencies for Life Long Learning

Semester 1: SCLL1414, 16 credits

Semester 2: SCLL1524, 16 credits



Basic Computer Literacy

Year module : CSIL1501, 4 credits

IMPORTANT:

The Higher Certificate is a one year full time NQF level 5 qualification. You are therefore required to pass ALL registered modules in order to obtain the qualification and further your studies at the University of the Free State in 2023 and beyond.

BOOKS AND STUDY GUIDES

A list of prescribed textbooks will be provided by the UAP office 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 cost of the study guides will be billed directly to your tuition account.

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%		59%
(semester/ year Mark)	+	(Exam Mark)	÷ 2 =	(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% for Humanities and Economic and Management Sciences.

- » 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 6 - 7 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 the University Access Programme Office. 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 **the** University Access Programme **office** or academic staff.



PROGRESSION OF STUDIES

The progression of studies process for transitioning to the Bloemfontein/ Qwaqwa Campuses will begin in semester 2 of the 2022 academic year. All University Access Programme students must complete an “application form for change of qualification” (DV3 form) to be able to register at the University of the Free State in 2023. Admission to the Bloemfontein/ Qwaqwa Campus in the 2023 academic year will only be obtained upon successful completion of the Higher Certificate qualification.

The UAP Academic Advisor, Mr Chwaro Shuping, will be assisting you with this process, as well as with all your queries relating to:

- Academic pathway planning
- Learning/study strategies
- Time management
- Goal setting
- Revision planning
- Exam preparation
- University transition
- Study guidance
- Becoming a successful graduate

Requirements for the continuation of studies in the Economic and Management Sciences Faculty (Administration and Commerce Routes) at the UFS In 2023

To be able to continue with studies in the Faculty of Economic and Management Sciences at the University in the 2023 academic year, you as a student in the Higher Certificate have to pass **all** the modules in Table 1 and Table 2 below.

Table 1: Major Modules in Higher Certificate

1 st Semester Modules	Credits	2 nd Semester Modules	Credits
Major Module	16	Major Module	16
Major Module	16	Major Module	16
Sub-total credits: 1 st Sem.	32	Sub-total credits: 2 nd Sem.	32
Total credits for major modules			64

Table 2: Developmental Modules in Higher Certificate

1 st Semester Modules	Credits	2 nd Semester Modules	Credits
SCLL 1414	16	SCLL 1524	16
GENL 1414	16	GENL 1524	16
MTHE 1508 (Year Module)			32
Sub-total credits: 1st Sem.	32	Sub-total credits: 2nd Sem.	64
Total credits to be obtained to continue studies at UFS in 2023:			160

Students enrolled for the Higher Certificate in Economic and Management Sciences (Administration route) will progress to the 2nd study year of the Extended BAdmin degree programme in 2023. Students enrolled for the Higher Certificate in Economic and Management Sciences (Commerce route) will progress to the 2nd study year of the Extended BCom Degree programme in 2023. During the first two study years (equal to the first academic year of the four-year degree) they will be based at the **South Campus**. If successful during their two years of studying at the South Campus, they will be transferred to the Bloemfontein Campus to complete the remaining years of study. **ALL** the modules of the first two study years must be passed in order to be transferred to the Bloemfontein Campus.



Requirements for the continuation of studies in the faculty of Humanities at the UFS in 2023

To be able to continue with studies in the Faculty of Humanities at the University in the 2023 academic year, you as a student in the Higher Certificate have to pass **all** the modules in Table 1 and Table 2 below.

Table 1: Major Modules in Higher Certificate

1 st Semester Modules	Credits	2 nd Semester Modules	Credits
Major Module	16	Major Module	16
Major Module	16	Major Module	16
Sub-total credits: 1st Sem.	32	Sub-total credits: 2nd Sem.	32
Total credits for major modules			64

Table 2: Developmental Modules in Higher Certificate

1 st Semester Modules	Credits	2 nd Semester Modules	Credits
SCLL 1414	16	SCLL 1524	16
GENL 1414	16	EALH 1524	16
CSIL1501 (Year Module)			4
MTHH 1508 (Year Module)			32
Sub-total credits: 1st Sem.	32	Sub-total credits: 2nd Sem.	68
Total credits for developmental modules			100
Total credits to be obtained to continue studies at UFS in 2023:			164

VERY IMPORTANT:

Students must complete the Higher Certificate before they will be able to articulate to a mainstream degree. Articulation to an Extended Curriculum Programme, with an incomplete Higher Certificate, will not be allowed.

Repeat conditions at the South Campus for 2023:

In order to be considered to qualify to repeat the Higher Certificate in the Economic and Management Sciences faculty at the South Campus, you need to meet one of the following requirements:

- i. Fail a maximum of 32 credits in table 1 and pass all modules in table 2.
- ii. Pass 64 credits in table 1 and fail a maximum of 32 credits in table 2.
- iii. Fail a maximum of 16 credits in table 1 and a maximum of 16 credits in table 2. You must have passed all the other modules.

In order to be considered to qualify to repeat the Higher Certificate in Humanities faculty at the South Campus you need to meet one of the following requirements:

- iv. Fail a maximum of 32 credits in table 1 and pass all modules in table 2.
- v. Pass 64 credits in table 1 and fail a maximum of 32 credits in table 2.
- vi. Fail a maximum of 16 credits in table 1 and a maximum of 16 credits in table 2. You must have passed all the other modules.

NO FURTHER RE-ADMISSION TO THE HIGHER CERTIFICATE will be granted if you fail any module during the **repeat year**.



ACADEMIC ADVISING

Academic advising is a free service available for all registered students. It helps you define and meet your life, career and educational goals. The UAP academic advisors will help you to make realistic choices based on your abilities, interests and values.

The UAP Academic Advisors will be assisting you with all your queries relating to:

- » Academic pathway planning
- » Learning/study strategies,
- » Time management
- » Goal setting
- » Revision planning
- » Exam preparation
- » University transition
- » Study guidance
- » Becoming a successful graduate

Academic advice is given by means of **scheduled group sessions** and **individual sessions**.

To arrange an individual session:

- » Visit room D109/D110 or email advisingsc@ufs.ac.za or call (051) 505 1491/1430 to schedule an appointment.
- » Appointments are from 10:30 – 15:30.

You may **NOT** miss a class to attend a session with an academic advisor. Check Blackboard regularly for important information from the Academic Advising Office.

STUDENT COUNSELLING AND DEVELOPMENT SERVICES

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 self-development workshops ranging from effectively managing test/exam stress, anger management, assertiveness, coping with stress, emotional intelligence (EQ), healthy relationships, self-care, etc.

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

SOCIAL WORKER

The services aim to promote, restore, maintain and enhance student success and well-being. This is done by planning and implementing appropriate social support intervention strategies and techniques. Some of these interventions include the following:

- » Family related matters (e.g. divorce, death etc.)
- » Sexual Gender Based Violence intervention & referrals (SGBV)
- » Food Support (Referrals to Foodbank and NSH)
- » Emergency Social Support needs assessment (e.g. Accidents, Evictions ect)

The social worker is available every Wednesday (on 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 (MotaungEG@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: 07h45 – 16h30. 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 student, you have access with your student card. You are also allowed to take out books with your student card. The library offers a range of services to help you with your studies. These services include:

- » A rich collection of print and electronic resources for academic and leisure purposes.
- » 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
- » Group discussion rooms
- » Staff that will assist with queries and library training

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 to 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.

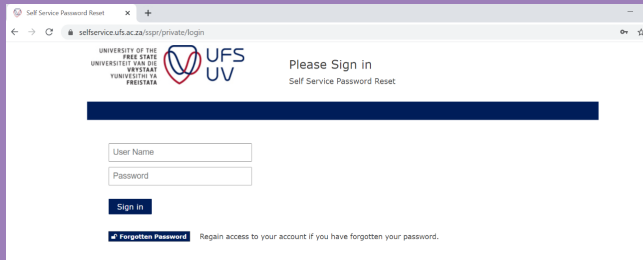
GENDER EQUALITY AND ANTI-DISCRIMINATION OFFICE

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 above-mentioned 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 participation of students and staff in awareness, advocacy and sensitization programmes

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).





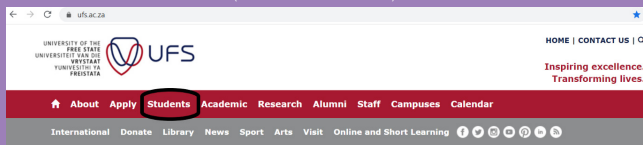
Should you continue to struggle to change your password, contact the UFS Information and Communication Technology (ICT) services for assistance:

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

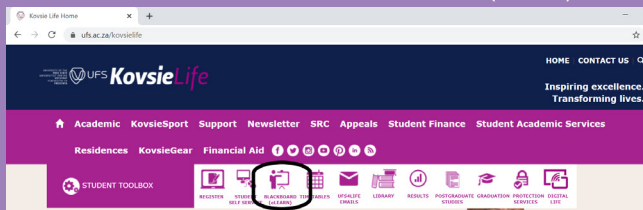
HOW TO ACCESS BLACKBOARD

To access Blackboard, follow the steps below:

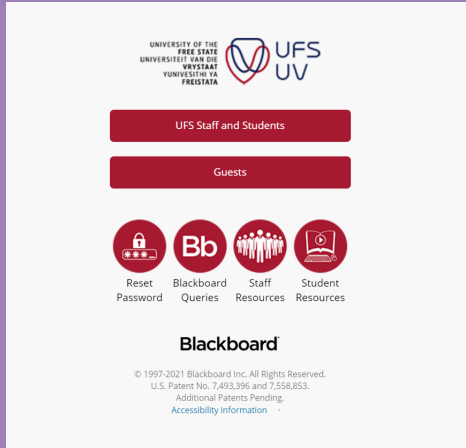
1. Go to the UFS website (www.ufs.ac.za) and click on 'Students'



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



- Click on '**UFS Staff and Students**'.

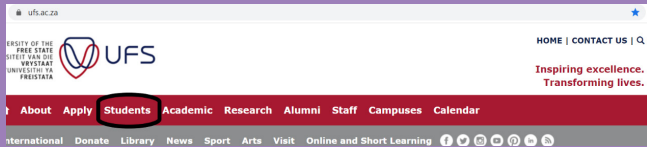


- Enter your username (which is your student number) and password to sign in.

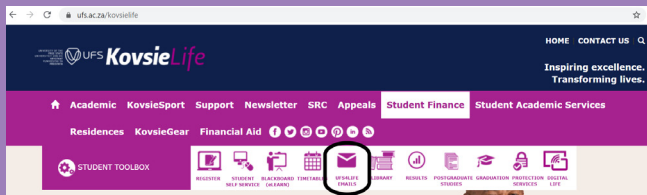
HOW TO ACCESS @ufs4life EMAILS

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

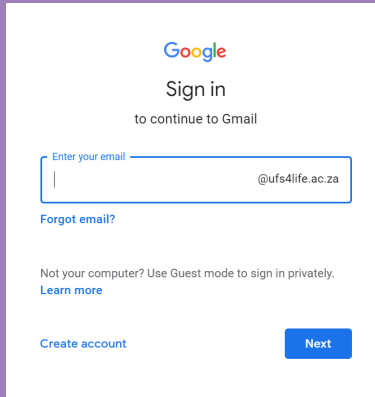
- Go to the UFS website (www.ufs.ac.za) and click on '**Students**'



- In the student toolbox tab, click on '**ufs4life emails**'



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

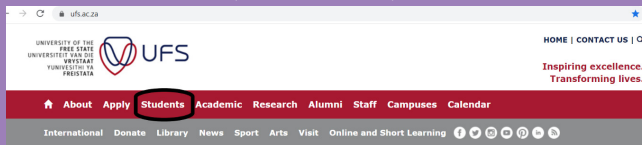


4. Enter your password and then press 'enter'.

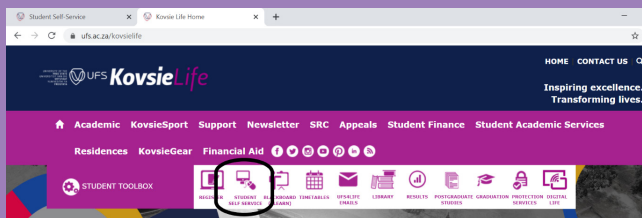
HOW TO CHANGE PERSONAL INFORMATION ON STUDENT SELF-SERVICE

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'



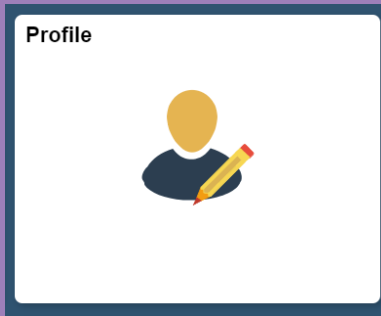
2. In the student toolbox tab, click on 'Student Self-Service'



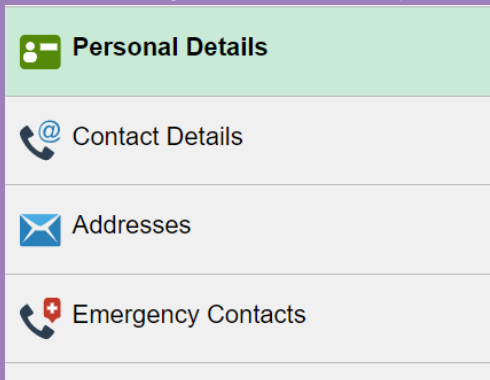
3. Scroll down to **'Student Self-Service'**. Log in with your student number and password.



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



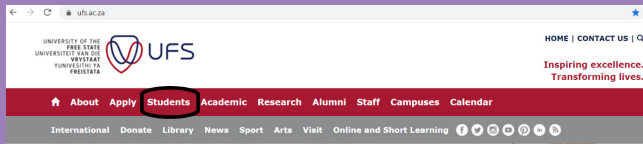
5. Proceed to change, add or delete as required, and save.



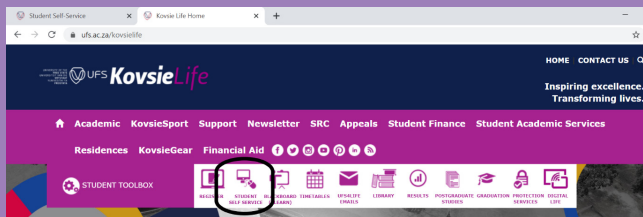
HOW TO ACCESS TUITION FEES ACCOUNT

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'



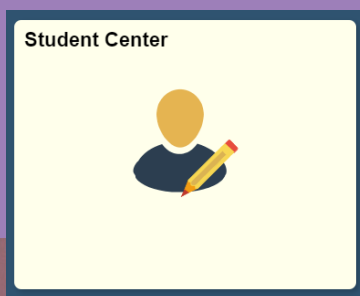
2. Under the student toolbox tab, click on 'Student Self-Service'



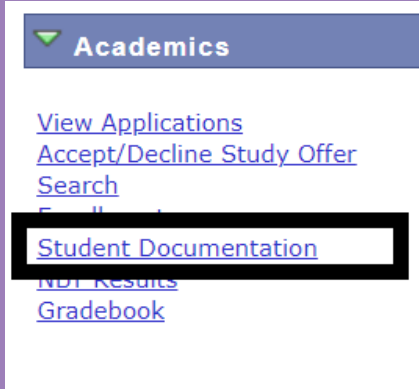
3. Scroll down to 'Student Self-Service'. Log in with your student number and password.



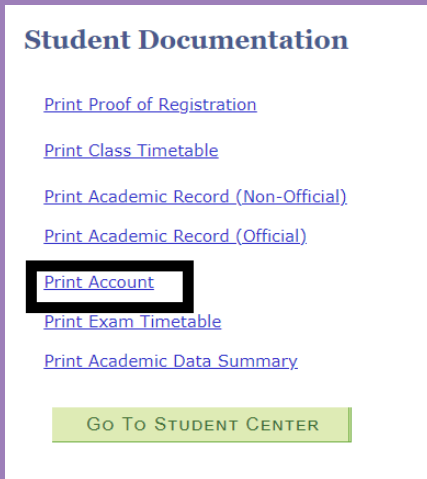
4. After landing on the UFS Student Homepage, click on 'Student Center'



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 may 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 the last 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.
- » 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 1 ends)
31 October – 12 November 2022	Main end-year examinations
14 – 26 November 2022	Additional end-year examinations



WHO TO CONTACT AT THE FOR ENQUIRIES

- University Access Programme Office:
accessinfo@ufs.sc.za
- Ms. Lydia Moilwa:
moilwaml@ufs.ac.za
(051) 505 1201
- Ms. Nkotseng Mokhosi:
mokhosimi@ufs.ac.za
(051) 505 1490
- Ms. Lerato Mosiah:
mosiahlp@ufs.ac.za
(051) 505 1508
- Ms. Elsa van Staden
vanstadene@ufs.ac.za
(051) 505 1200
- UAP Academic Advising
advisingsc@ufs.ac.za
(051) 505 1430/1491
- 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:
FinAidenquiriessouth@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:
mashiyanedm@ufs.ac.za
(051) 505 1388
- Student Affairs: 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 Antil-Discrimination Office:
mocwamacd@ufs.ac.za
(051) 401 7544
0800 204 682 (24/7 toll-free line)



