

# 2022

## REGISTRATION GUIDE FIRST-YEAR STUDENTS

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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



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## **Important note:**

- Classes for the first semester commence on **14 February 2022**.
- The last date to cancel first-semester modules with full credit is **31 March 2022**.

*Full information is also available online at [www.ufs.ac.za/register](http://www.ufs.ac.za/register)*

Gateway orientation information **9**

Confirm your **modules** on Blackboard **8**

Access your study material via **Blackboard**  
*(Wait 24 hours before logging into Blackboard. Make sure to sign up to attend a Blackboard orientation session.)*

Contact **Card Division** for student card service **7**

Log in on the **PeopleSoft** system for self-service enrolment or click [www.ufs.ac.za/register](http://www.ufs.ac.za/register) **5**

Contact your faculty for academic advice (modules you need to register for). **4**

*In case you are undecided or want to change your programme, make contact with the Central Advising Office at 051 401 9111. Also, check your NBT score or algorithm prediction*

Make sure that your UFS **password** is active or set it up if you did not use it before. Step 2 on page two will guide you on how to set your password <http://selfservice.ufs.ac.za> **2**

Make the required **first payment** five (5) working days prior to registration or submit confirmation of approved bursary/loan **3**

Get your **student number** **1**

# 9 STOPS

The registration journey consists of 9 pit-stops



## Dear prospective first-year student

Congratulations, you have been accepted to study in 2022 and we know that you just can't wait to start a new chapter in your life as a student. The UFS is also excited to welcome you as a KOVSIE.

Your admission to study has been confirmed by the University of the Free State (UFS), and the next step will be to enrol (register) for the learning programme (degree) and modules (courses) that you will be attending as part of your studies during this year.

**What does it mean?** *You have applied for study in a particular learning programme – say a bachelor's degree. Each learning programme consists of a curriculum, which is all the modules (courses) you will be studying during the next year. Each year you have to register for the particular modules that you want to study during the first and second semester of the academic year.]*

Because we value your academic success, we would like to help you register (enrol) correctly, and this brochure offers some important information that you need to take note of as part of the planning for your studies.

It is mandatory for first-year students to obtain academic advice prior to registration. It is therefore advisable that all first-year students contact their relevant faculty during the week of

1–11 February 2022. After obtaining academic advice, students will use the online self-service platform to enrol for all the modules indicated in the curriculum for the first year of study.

Students who need assistance with online enrolment should contact the Student Service Centre for guidance on 051 401 9111 (**select option 1**).

## STEP 1: STUDENT NUMBER

Once you apply for admission to a learning programme at the UFS, you receive a unique 10-digit student number.

**Your student number is something like: 2017000000 which you received earlier**

## STEP 2: UFS PASSWORD

You will require a UFS password during your studies to access electronic systems used by the UFS.

### How to set your UFS password:

- Log on to: <http://selfservice.ufs.ac.za>
- To activate your password, log in with the following:  
Username: student number (as given to you by the UFS)  
Password: password issued by the UFS (sent by SMS) – this is only a temporary password and must be changed the first time you log in to the system.

If you need further assistance with this process, please contact the student helpdesk at +27 051 401 9111 (press option 4).

## STEP 3: 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.*

### Important note:

- The agreement that results from the admission or registration of a student shall be deemed as concluded in Bloemfontein, notwithstanding the method of registration.
- The registration of a student only becomes official after the required first payment has been made, the student has registered for the learning programme and modules during the registration period and has received an official proof of registration.

**What does it mean?** *First payments are not the same for all students. If you are not from South Africa, you may pay a different amount. Whether you register in person or online from a different location – all registrations legally happen in Bloemfontein. You are only registered once you have paid all the required fees, completed the online registration process, and we have sent you an official document stating that you are registered – without proof, you are not registered.]*

## FIRST PAYMENTS FOR 2022

1. 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-fee accounts.
2. The full amount is payable if the total fees are less than the first payment required.
3. Students studying with financial aid (bursary/loan) (**SA students only**):
  - a. Students with confirmed NSFAS funding are exempted from paying the first payment, provided that their 2021 account balance is zero.
  - b. First-time-entering students who applied for NSFAS funding but have not received funding confirmation, must make the first payment. Payments will be refunded once NSFAS is confirmed.
  - c. Students with financial aid (bursary/loan) that does **not cover all the fees for the year**, must make the first payment five (5) working days prior to registration. Failure to do so will delay registration.
  - d. If the financial aid covers all the expenses for the full academic year, the first payment will be reduced by the amount of the financial aid.
  - e. Should a student qualify for an academic merit award, it may be used, partially or fully, to cover the first payment.
  - f. Proof of financial aid must be faxed to +27 51 401 3579 or emailed to [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za), five (5) working days prior to registration. The ORIGINAL CONFIRMATION of the bursary/loan must be presented during registration.



- g. **IMPORTANT:** If you have a bursary, it is your responsibility to ensure that your bursary donor makes payments on time, and in accordance with university regulations. You must also make sure that your bursary provider has your student account details.
- h. If your bursary provider does not pay your account on time, interest will be charged and debited to your account. You or your parents/guardian will be responsible to pay such interest.
9. First-time-entering students (students who will register for the first time at the UFS) and who will still be minors in February or March 2022, are reminded to have their parent/guardian/other third party complete and sign the Financial Agreement (Credit Facility form), which was emailed to them. Students must upload the document as per the instructions, or alternatively email the documents to [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za) as soon as possible prior to registration. Failure to do so will delay registration. For enquiries, call +27 51 401 9111.

### Amounts payable as first payments prior to registration

Please take note of the amounts that are payable **five (5) working days** prior to registration:

			SA Students	SADC	Non-SADC
1	Bloemfontein and Qwaqwa Campuses: All degrees, certificates, diplomas	Residence students	R14 790	R26 430	R51 820
		Non-residence students	R7 790	R15 930	R33 370
2	South Campus: ACT	Residence students	R13 150	R22 010	R34 150
		Non-residence students	R6 150	R 11 510	R15 700
		Online ACT session course	R3 040	R 3 485	R6 520
3	South Campus: All other programmes	Residence students	R14 790	R26 430	R51 820
		Non-residence students	R7 790	R15 930	R33 370
4	Business School		R8 985	R17 125	R34 565
5	School for Financial Planning Law:		R7 400	R12 120	R16 490
6	UFS study benefits: <b>No historic debt</b>	Employees: Residence	R 7 000	R10 500	R18 450
		Employees: Non-residence	R 0	R0	R0
		Employee dependents: Residence	R 8 280	R11 780	R19 730
		Employee dependents: Non-residence	R 1 280	R1 280	R1 280
7	NSFAS, bursaries and loans: <b>No historic debt</b>	Students with <b>100%</b> bursaries / loans	R0	<b>As in categories 1-5</b>	<b>As in categories 1-5</b>
		Students with partial bursaries / loans	<b>As in categories 1-5</b>	<b>As in categories 1-5</b>	<b>As in categories 1-5</b>

### Programme prices

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

**NB** We cannot publish all programme prices here. You can get an official quote for UFS programmes online. Please visit <https://kovsielife.ufs.ac.za/quote/quote.aspx>

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

SA students	International students
<b>First payment:</b> January–March 2022 – <b>five (5) days</b> prior to registration.	<b>First payment:</b> January–March 2022 – <b>five (5) days</b> prior to registration.
<b>First semester:</b> All fees for the first semester are payable on or before <b>31 March 2022</b> .	<b>First semester:</b> All fees for the first semester are payable on or before <b>31 March 2022</b> .
<b>Second semester:</b> All fees for the second semester are payable on or before <b>31 August 2022</b> .	<b>Second semester:</b> All fees for the second semester are payable on or before <b>30 June 2022</b> .
<b>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 otherwise in the regulations.</b>	

All financial rules, information, and processes are available at <https://www.ufs.ac.za/kovsielife/student-finance>

## 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 directly by student number for the **first payment**, tuition, and accommodation fees.

**E-mail proof of payments to:** [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)

### Internet (EFT)

You must register the university as a beneficiary at any branch of your bank. Use the same ABSA bank details as above.

**Reference number 100** followed directly by your student number.

**E-mail proof of transaction to:** [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)

### Online credit card payment facility

At <https://www.ufs.ac.za/kovsielife/student-finance>

NB: An official UFS student number is required when this facility is used for payment.

### On Campus cashiers' office

Bloemfontein Campus: Mondays to Fridays: 08:30–14:30.

QwaQwa Campus: Mondays to Fridays: 08:30 – 15:00

### SAMBA

Payments with SAMBA cards can be made at the cashiers on the Bloemfontein Campus..

**E-mail proof of payments to:** [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)



## STEP 4: ACADEMIC ADVICE AND REGISTRATION (ENROLMENT)

### WHAT IS ACADEMIC ADVICE?

Academic advice is a process where students receive support and advice on their studies and curriculum (subjects and modules), which is required for each year of study registration. Academic advice does not only happen during the registration process but is a continuous process throughout your studies where you can receive support and advice in order to progress better through your higher-education career.

It is mandatory for first-year students to receive academic advice before registration. To get academic advice from your faculty or the central academic advisers, submit your query on the Registration Query link on the UFS website ([www.ufs.ac.za](http://www.ufs.ac.za)) or call 051 401 9111 (press option 2).

### WHAT IS A FACULTY?

A faculty organises a grouping of academic departments specialising in similar major fields, such as Natural and Agricultural Sciences or Theology and Religion. Therefore, when you applied for study at the university, you applied for a particular learning programme such as a Bachelor of Science degree, and that qualification is offered by the Faculty of Natural and Agricultural Sciences.

### WHAT IS AN ACADEMIC DEPARTMENT?

A faculty consists of many academic departments, and the department will focus on specific academic fields of specialisation, such as History or Chemistry.

### WHAT IS AN ACADEMIC ADVISER?

An academic adviser is either an academic staff member (programme director, lecturer), academic administrative member from the faculty, or a support service within the Centre for Teaching and Learning (CTL) that offers you information/guidance on the degree/learning programme you are studying. The adviser will assist you in mapping out your academic plan and will discuss your majors, career, and life goals.

### WHO SHOULD I CONTACT FOR ACADEMIC ADVICE?

The academic advisers of the various faculties will only be available for certain periods during the registration process.

Academic advice for first-years is offered during the week of **1-11 February 2022**;

**All students are advised to contact an academic adviser (submit your query on the Registration Query tab on [www.ufs.ac.za](http://www.ufs.ac.za) or call 051 401 9111, press option 2).**

**The National Benchmark Test (NBT) and Registration for English Academic Literacy (EAL) classes**

### CHECK YOUR NBT SCORE OR ALGORITHM PREDICTION

As you may be aware, it is normally compulsory for all prospective first-year students at the University of the Free State to write the National Benchmark Tests (NBTs). The UFS uses these results to provide the best possible academic support to students. Based on the NBT results, students may be required to complete an academic literacy development module (EAL) in their first year of study.

However, in light of the COVID-19 pandemic, we are aware that some students have found it difficult to write the NBTs. Therefore, in an attempt to place students in the EAL modules as accurately as possible, the UFS has an additional algorithmic strategy in place for those students who have not had an opportunity to write the NBTs. This is so that we are able to enrol students into the appropriate EAL modules. The aim of the EAL modules is to provide you with literacy skills that will enhance your chances of academic success.

Mainstream programme students may be required to register for one of these modules. Please note that all extended programme students must do the appropriate EAL module.

### What happens if I wrote the NBT?

If you are a mainstream student who wrote the NBT and scored 64% or more for the academic literacy portion of the test, you will be exempted from doing the English Academic Literacy developmental module.

### What happens if I didn't write the NBT?

If you are a mainstream student and didn't write the NBT, the team at Academic Language and Literacy Development will automatically apply the algorithm. You will see a message (also known as a 'positive service indicator') at the top of your enrolment documentation whether or not you will need to register for the EAL module. This message will appear under the 'HOLD' heading. Please note that a message about the NBT and algorithm IS NOT A BLOCK. It will not restrict you from registering.

### This is what the positive service indicators mean:

**Check NBT:** You may need to register for the relevant EAL module. Please contact the NBT office/academic advisers for assistance.

**Algorithm Not Proficient:** You have to register for the relevant EAL module. Please contact the NBT office/academic advisers for assistance.

**Algorithm Proficient:** You do not have to register for the EAL module if you are registering for a mainstream programme. But if you are an extended programme student, you still need to register for EAL.

### Where can you get more information?

If you need more clarification on the above information, please phone the UFS NBT office:

T: 051 401 9111 (**press option 2**)

E: [nbt@ufs.ac.za](mailto:nbt@ufs.ac.za) (Bloemfontein)

E: [nbtqwa@ufs.ac.za](mailto:nbtqwa@ufs.ac.za) (Qwaqwa).

### UFSS1504/UFSS1522 Modules:

UFSS1504 is a sixteen-credit, year-long compulsory module for mainstream students, and the successful completion of UFSS1504 is a prerequisite for degree completion. UFSS1522 is an eight-credit, second-semester compulsory module for students in the extended programme who have passed SCLL1504 or SCNS1504 or SCLL1412+SCLL1522.

UFSS1504/UFSS1522 is equivalent to UFS101, thus Rule A3.9 of the General Rules of the University of the Free State is applicable to all students registered for 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 online summer school.

In the second semester, you will learn how to make the most of your undergraduate experience to prepare for the world of work. The aim of UFSS1504/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.

### If you have any questions or queries, you can contact us at:

Bloemfontein Campus [ufs101@ufs.ac.za](mailto:ufs101@ufs.ac.za)

Qwaqwa Campus [ufsqq101@ufs.ac.za](mailto:ufsqq101@ufs.ac.za)

### DISTANCE/OPEN LEARNING AND E-LEARNING STUDY

The following are the contact details for the Open Learning programmes.

### Faculty of Natural and Agricultural Sciences

Approved distance-tuition students in the programmes BSc (Quantity Surveying) and BSc (Construction Management) can contact the department at:

Mr H du Plessis

T: +27 51 401 9624

E: [DuPlessisHB@ufs.ac.za](mailto:DuPlessisHB@ufs.ac.za)

## STEP 5: HOW TO ENROL FOR MODULES

### WHAT IS ONLINE ENROLMENT?

During the academic advice process, your academic adviser will discuss the various modules (courses) that you will be studying during the academic year. The modules form the curriculum of the learning you will be studying for. The next step is to enrol for each of these modules (courses).

At the UFS, we will make use of an online system to allow students to enrol for the courses they have discussed with their academic advisers.

### Enrolment

An enrolment guide will be sent to you for step-by-step guidance on using the online system.

For full information, you can also go to the UFS webpage at: [www.ufs.ac.za/register](http://www.ufs.ac.za/register)

## STEP 6: ACCESS YOUR STUDY MATERIAL

Printed study material is issued by Minolta on behalf of the UFS. For certain modules, you can also access your study material via Blackboard (our online learning system).

## STEP 7: GET YOUR STUDENT CARD

You must present your student card as proof of registration. You will need this card during your studies to access university facilities.

## STEP 8: CONFIRM YOUR MODULES ON BLACKBOARD

Blackboard is an online learning management system where you will find study material and assessment related to the modules you registered for at the university. Students must verify that the modules they registered for reflect on the Blackboard portal, where applicable.

**Please note:** Newly enrolled modules will only be available on the platform after 24 hours.

Please contact the Blackboard Helpdesk at +27 051 401 9111 (**select option 5**) 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://learn.ufs.ac.za> To log into your Blackboard account, type:

**Username:** Student number | **Password:** UFS campus password

## STEP 9: FIRST-YEAR ORIENTATION PROGRAMME

The First-Year orientation team will assist you with:

- The First-Year orientation programme and information pamphlet
- Assigning to colleges
- Assigning to mentors

Please click on the link below for more information on orientation: <https://www.ufs.ac.za/kovsielife/gateway>

## PROOF OF REGISTRATION

**NB:** It is the responsibility of the student to ensure that his/her registration is completed correctly and has the correct study code/module code(s)/centre of presentation.

After you have completed your online registration, we will email a copy of the proof of registration to your **UFS4LIFE** email address.

You must make sure that you are registered correctly 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 2022** and second-semester modules until **15 August 2022**.

If you are unable to continue with your studies after registration, notify your faculty administration officials of your cancellation or drop/cancel modules from the self-service platform. Cancellations made after **31 March 2022** and **15 August 2022** will incur a financial liability.

**NB.** You cannot carry over any uncompleted/discontinued modules to the next year – you will have to register for that module again the following year.

### INCORRECT MODULE REGISTRATIONS

In motivated cases, 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.

## RULES

The rules of the UFS are applicable to you in all respects during the course of your studies.

- General rules may change from year to year. Please ensure that you are familiar with the applicable rules before registration. The rules can be found on the following link: General rules



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

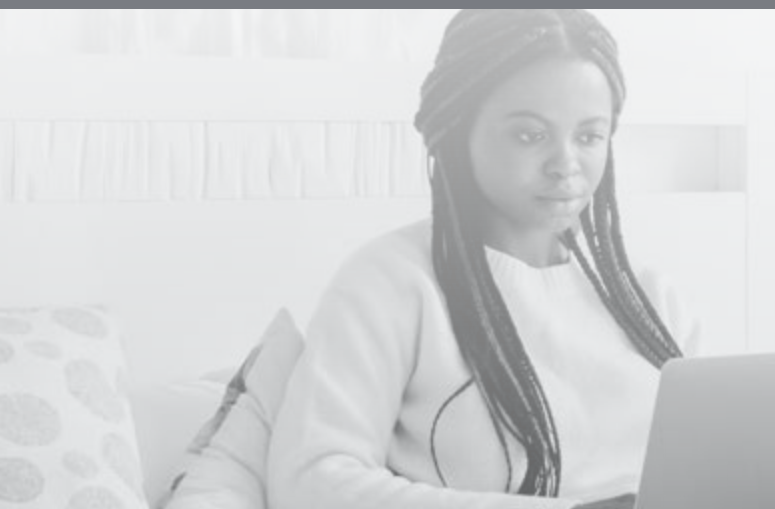


Financial rules are available at <https://www.ufs.ac.za/kovsielife/student-finance>

## UFS4LIFE EMAIL ADDRESSES

Each student has a dedicated UFS4life email address for university communication and/or sharing of information. It is the only email address that the university uses to reach students and to provide the necessary information.

It is important that the email address is activated and used continuously for your written communication to the university.





# CONTACT PERSONS



## REGISTRATION CONTACTS

### STUDENT FINANCE

#### Student Finance

#### Undergraduate/Postgraduate Certificates and Diplomas and Honours degrees

T: +27 51 401 9111 (select option 3)

F: +27 51 401 3579

E: [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)

### FINANCIAL AID

#### NSFAS enquiries:

Helpdesk: +27 51 401 9111 (select option 3)

E: Bloemfontein Campus: [fnaidenquiriesbfn@ufs.ac.za](mailto:fnaidenquiriesbfn@ufs.ac.za)

E: South Campus: [fnaidenquiriesouth@ufs.ac.za](mailto:fnaidenquiriesouth@ufs.ac.za)

E: Qwaqwa Campus: [FinAidQwa@ufs.ac.za](mailto:FinAidQwa@ufs.ac.za)

#### For other bursaries, please contact:

Mr David Macheu

E: [Maheutd@ufs.ac.za](mailto:Maheutd@ufs.ac.za)

### STUDENT SUPPORT SERVICES

#### CENTRE FOR UNIVERSAL ACCESS AND DISABILITY SUPPORT (CUADS):

T: +27 51 401 9111 (select option 7)

E: [cuads@ufs.ac.za](mailto:cuads@ufs.ac.za)

#### CAREER COUNSELLING AT STUDENT COUNSELLING AND DEVELOPMENT (SCD):

Student Counselling and Development offers registered and prospective students the opportunity to explore their 'best fit' career by undergoing the career counselling process. The process includes a complete psychometric evaluation of interests, aptitude, and personality, as well as an intensive decision-making process with a professional personnel member. Career counselling is offered to prospective students at a fee.

T: +27 51 401 9111 (select option 7)

Bloemfontein Campus: E: [SCD@ufs.ac.za](mailto:SCD@ufs.ac.za)

South Campus: E: [SCDSouth@ufs.ac.za](mailto:SCDSouth@ufs.ac.za)

Qwaqwa Campus: E: [SCDQQ@ufs.ac.za](mailto:SCDQQ@ufs.ac.za)

### STUDENT SERVICE CENTRE AND REGISTRATIONS:

#### Call Centre:

T: +27 51 401 9111 (Option 1)

E: [StudentAdmin@ufs.ac.za](mailto:StudentAdmin@ufs.ac.za)

#### Blackboard

T: +27 51 401 9111 (Option 5)

E: [ehelpdesk@ufs.ac.za](mailto:ehelpdesk@ufs.ac.za)

#### Housing and Residence Affairs

T: +27 51 401 9111 (Option 6)

E: [resinfoqc@ufs.ac.za](mailto:resinfoqc@ufs.ac.za)

#### Internationalisation

Mr KE Mokgosi

E: [mokgosike@ufs.ac.za](mailto:mokgosike@ufs.ac.za)

### FACULTIES

**STUDENTS SHOULD CONTACT THEIR FACULTIES VIA THE REGISTRATION QUERY TAB OR OPTION 2 ON +27 51 401 9111.**