



Hello First-Year 2018

T: 051 401 7421 | E: advising@ufs.ac.za | www.ufs.ac.za

 UFSUV |  UFSweb |  UFSweb

*Inspiring excellence. Transforming lives.
Inspireer uitnemendheid. Verander lewens*

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



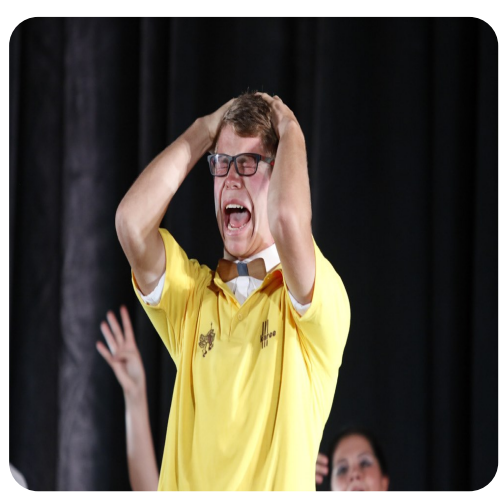
UFS·UV
CENTRE FOR TEACHING
AND LEARNING (CTL)
ONDERRIG-EN-LEERSENTRUM
(OLS)



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Dear *First-Year*

***Welcome to the University
of the Free State!***

Your first-year adventure will be one filled with many exciting moments. At first, it is all about getting into the spirit of university and living each moment in this new world.

We are here to tell you that we are here for you. It won't always be easy, and studying is hard work. Academic advisors commit their time and energy to help students become well-rounded individuals, while still making a success of their studies. Hello first-year has been created for you to enjoy, to inspire you, but also to guide you in adapting to the academic demands of your course.

Enjoy reading, and visit us soon!

Your academic advising team



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Academic Advising

The Kovsie **BUZZ** word

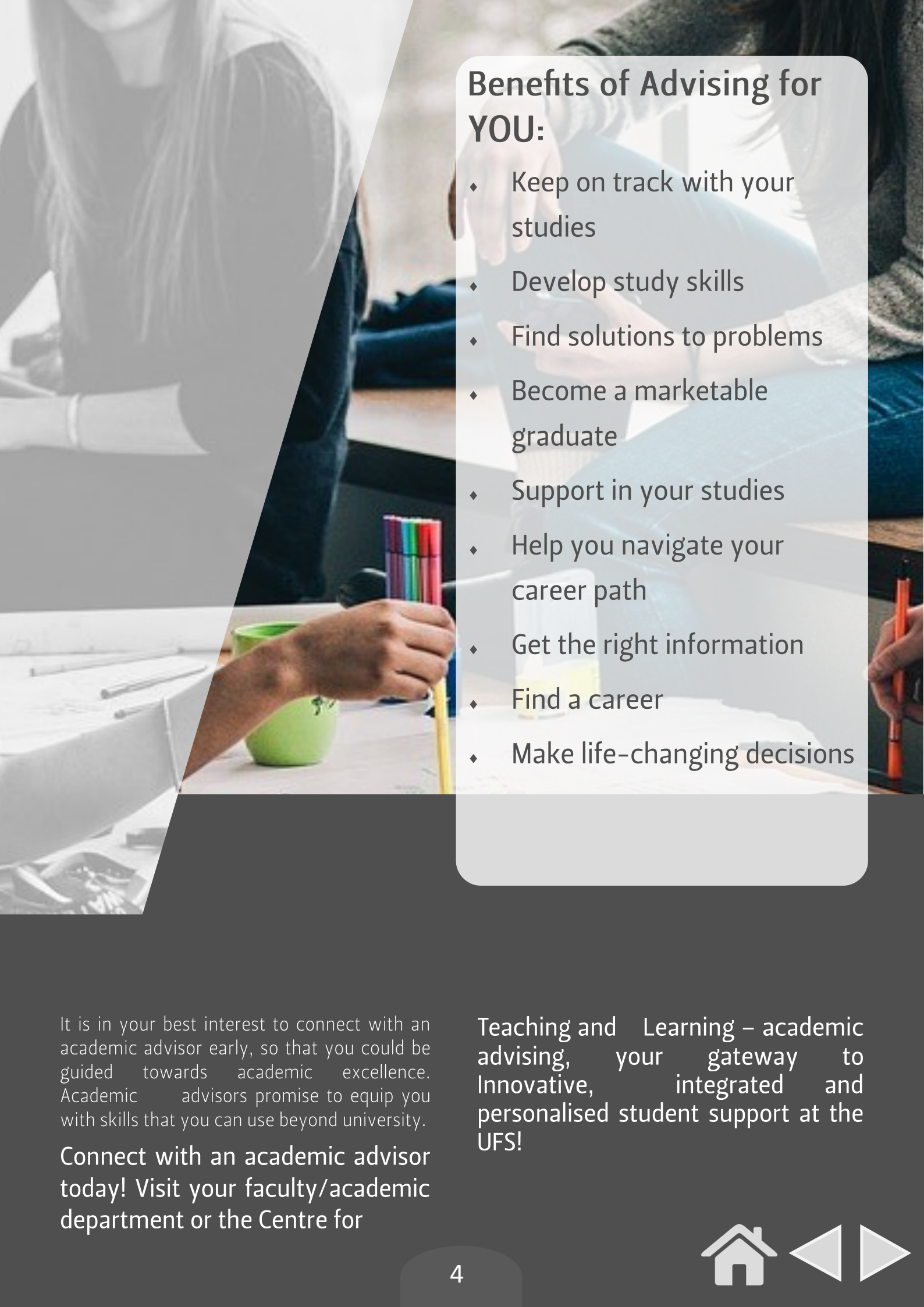
*Wondering what this phrase on everyone's lips actually means – **academic advising**?*

Academic advising at the UFS is core to you having a successful student experience- personally, academically and socially.

Offering you an array of support services and development opportunities inside and outside of the lecture halls, academic advising services are here to help you take full advantage by connecting and succeeding.

No specific path is right or recommended. An academic advisor's role is to challenge you to stretch your mind and explore your academic and career aspirations.

Advisors help provide a compass for you, and encourage you to succeed. They can also help you create relationships with faculty and support staff who can support you as you pursue opportunities.



Benefits of Advising for YOU:

- ♦ Keep on track with your studies
- ♦ Develop study skills
- ♦ Find solutions to problems
- ♦ Become a marketable graduate
- ♦ Support in your studies
- ♦ Help you navigate your career path
- ♦ Get the right information
- ♦ Find a career
- ♦ Make life-changing decisions

It is in your best interest to connect with an academic advisor early, so that you could be guided towards academic excellence. Academic advisors promise to equip you with skills that you can use beyond university.

Connect with an academic advisor today! Visit your faculty/academic department or the Centre for

Teaching and Learning – academic advising, your gateway to Innovative, integrated and personalised student support at the UFS!

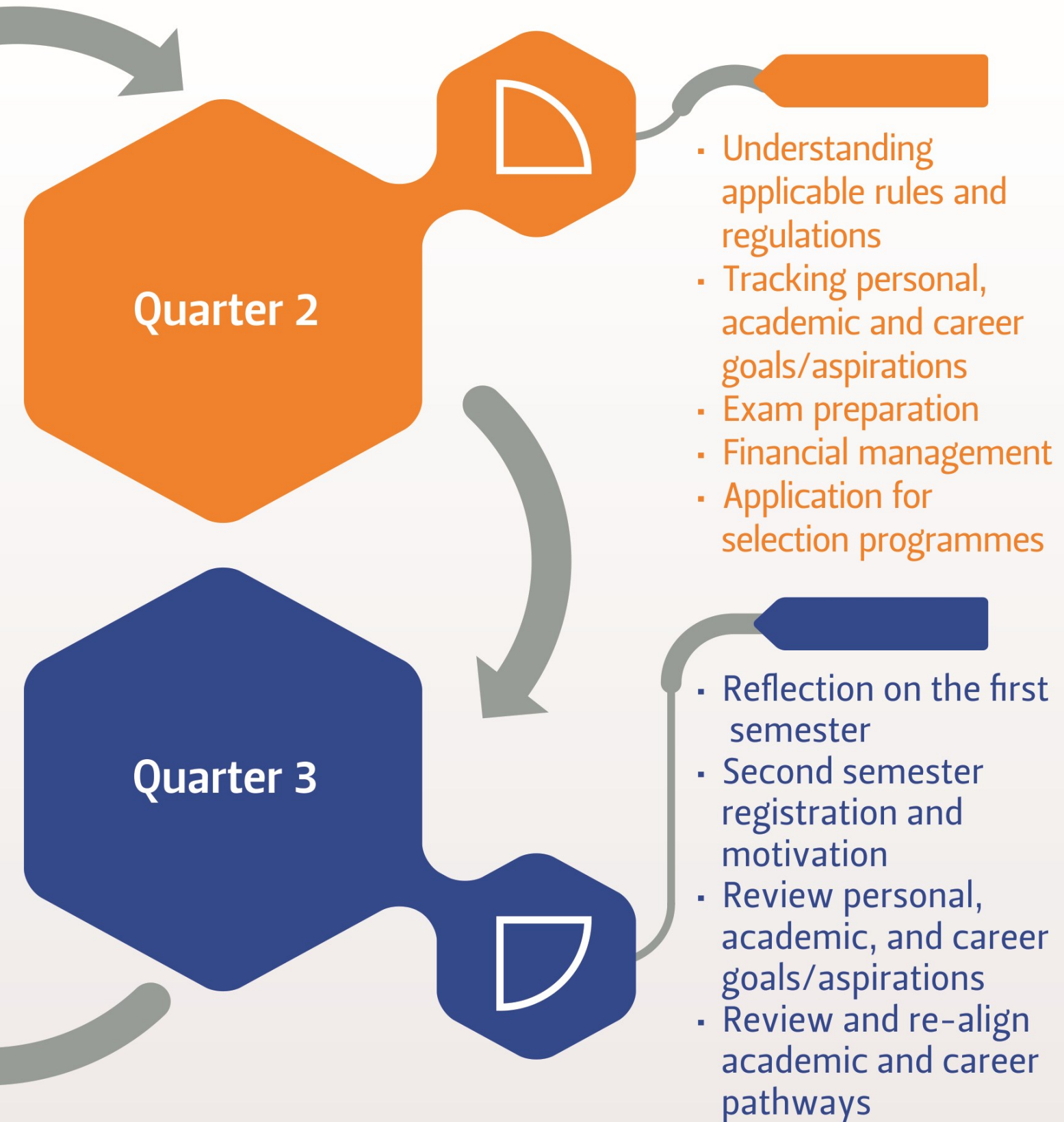
ACADEMIC AD

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- The diagram illustrates the academic advising cycle. It features two main hexagonal nodes: a red one for 'Quarter 1' and a dark blue one for 'Quarter 4'. A large, light grey curved arrow connects the bottom of Quarter 1 to the top of Quarter 4, indicating a clockwise progression. Each quarter node has a smaller, matching-colored hexagon attached to its side, containing a white quarter-circle icon. Red and dark blue arrows point from these icons to their respective lists of tasks.
- Understanding enrollment and advising
 - Exploration of personal, academic and career goals/aspirations
 - Connecting to the institution, faculty & department
 - Orientation and financial planning
 - Academic transition (between different years)

- Exam preparation
- Module selection for next academic year/graduation
- Lifeplan for the next year (Res placements, finances, planning logistics etc.)

The academic advising cycle is intended to provide you as a registered student (all dif an academic year. This is to enhance your experience, support you best and guide yo email advising@ufs.ac.za

VISING CYCLE



ferent years) at the UFS with an overview of key activities that take place throughout our progression from enrolment through graduation. For academic advising services,

Know where to **Get Support**

Being a first-year at university can be daunting at times.
But there are many support services and resources available to help you through. Make sure you get connected and supported!

Success Portal

Resources for success at your fingertips! The Student Success portal is a portal hosted on Blackboard that provides students with resources on the following:

- Study Skills
- Time Management
- Computer Skills
- Communication Skills
- Critical Thinking and Problem solving
- Leadership Skills
- Stress Management Skills
- Information Literacy Skills

[CLICK HERE](#)

A_ STEP Tutorials

The Academic Student Tutorial and Excellence Programme (A_STEP) is tasked to provide academic support to UFS students. To find out if there are A_STEP tutorials available for your modules, email: astep@ufs.ac.za

EduTechBuddy

Provides support to students during the first term towards the effective use of Blackboard in their teaching and learning.

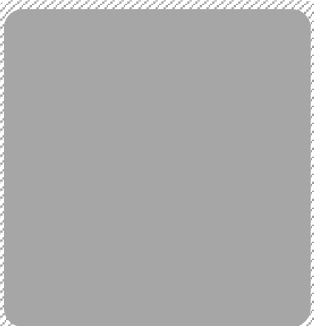
Click here to
get support
on QwaQwa
Campus

Student Counselling and Development

Students of the UFS can make use of free counselling services to ensure overall wellbeing. [Click here](#) for more information.

PASS

The Programme for Academic Student Success (PASS) is aiming to create an opportunity for students to develop the skills and capabilities that would enable them to be more successful in their academic careers. To join PASS, email pass@ufs.ac.za, or like our Facebook page: UFSPASS to stay updated on all sign-up and workshop dates.



CUADS

The Centre for Universal Access and Disability Support (CUADS) provides support services to persons with disabilities:

For more information, email: cuads@ufs.ac.za or phone 051 401 9631.

Write Site

Struggling with academic writing and constructing assignments? For more information, email: writesite@ufs.ac.za

Who we are at KOVSIES

The UFS Vision

A university recognised across the world for excellence in academic achievement and human reconciliation.

The UFS Mission

The university will pursue this vision through its mission:

- ♦ Setting the highest standards for undergraduate and postgraduate education.
- ♦ Recruiting the best and most diverse students and professors into the university.
- ♦ Advancing excellence in the scholarship of research, teaching, and public service.
- ♦ Demonstrating in everyday practice the value of human togetherness and solidarity across social and historical divides.
- ♦ Advancing social justice by creating multiple opportunities for disadvantaged students to access the university.
- ♦ Promoting innovation, distinctiveness, and leadership in both academic and human pursuits.
- ♦ Establishing transparent opportunities in lifelong learning for academic and support staff.



The UFS Values

- Superior Scholarship***
- Human Embrace***
- Institutional Distinctiveness***
- Emergent Leadership***
- Public Service***

UFS
UV

Sonnedou
Dr. van D.
EERSTE JAARS 2017

A close-up, slightly blurred photograph of a person's hands typing on a laptop keyboard. The laptop is silver, and the keyboard has black keys. In the background, a red water bottle is visible on a wooden desk. The overall tone is warm and professional.

Get in Contact with your Advisors

CLICK HERE

To get access to all academic
advisors on the UFS campus

Know your Dean and Faculty Manager:

BFN **Dean: Prof Kroukamp**
051 401 2310 / KroukHJ@ufs.ac.za

QQ **Assistant Dean: Mr Jacobus Nel**
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Manager: Lizette Pretorius
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Academic Advisor: Ms JN Zim
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BFN **Dean: Prof Jita**
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Manager: Charmell Cardoso
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Manager: Ingrid Mostert
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A person wearing a blue and white striped button-down shirt is sitting on a light blue couch. They are holding a white tablet computer with both hands. The background is slightly blurred, showing more of the couch and the person's legs in khaki pants.

24/7

Advice

Did you know that you can stay in contact with academic advising through *online platforms*? Yes, you can! We have different online platforms for you to use.

Our email address is the first platform that you can use to lodge queries or schedule an appointment with an academic advisor. Email us at: advising@ufs.ac.za

The second platform to use is our **Blackboard Organisation**. You will find valuable information regarding your studies on this organisation. You also get the chance to commit to a graduation date and you can learn how to manage your studies. In addition, there is a discussion board where you can connect with your fellow students regarding your studies, which is monitored by academic advisors.

Our Facebook page: UFS Academic Advising. Stay current with information related to your studies and the institution. Get timely information and participate with other students in a social setting, or send a message to the page for one of the advisors to get back to you, and stay up to date with interesting information and videos. Be sure not to miss out on exciting events by clicking on the button below, which will take you to our page. You can also search "UFS Academic Advising" and click on Like to stay in contact.



Wellness

What Does it Mean?

**“Health is a state of body.
Wellness is a state of
being.”**

–J. Stanford

Your Wellness matters to us at the UFS!

When you hear the word ‘wellness,’ the first thing you think of is health right? Being free from illness right? Wrong! Well, maybe not completely wrong. Wellness means more than just positive health; wellness is about your quality of life.

Coming into a new environment with new things to explore and new people to meet, there is great opportunity for change and growth, and that is the essence of wellness.

What we feel and do all relate to our wellbeing, and in turn our wellbeing affects what we do and feel ... it’s a cycle. Wellness is therefore the process of being aware of, and making choices towards a healthy and fulfilling life.

We strive to support our students in maintaining an optimal level of wellness, so that they can live a high quality of life.

There are eight (8) dimensions of wellness to achieving ultimate quality of life and a sense of wellbeing, KNOW THEM, LOVE THEM, LIVE THEM!

CLICK HERE

To visit UFS Wellness

Webpage

Dimensions of Wellness



Physical Wellness

Physical wellness involves regular physical activity, maintaining a healthy diet, and rejuvenating our bodies through rest and sleep.



Emotional Wellness

An emotionally well person can express and manage his/her feelings, thoughts, and behaviour freely. You like who you are and are in touch with your feelings. Try writing about your feelings in a story, journal, or find other ways to express emotions in a healthy way.



Spiritual Wellness

Growing your faith is an essential part of a successful life, but spiritual wellness is more than just a religion. It is being more forgiving, grateful and compassionate; to be kinder and less judgemental.



Social Wellness

A socially well person lives in harmony with fellow human beings and seeks positive, interdependent relationships with others. It enhances the feeling of being loved and provides physical, emotional and spiritual support. Be a friend and you will always have friends.



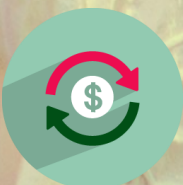
Environmental Wellness

This dimension encourages us to live in harmony with the Earth by taking action to protect it.



Intellectual Wellness

Intellectual wellness includes the ability to get personal fulfilment from your chosen studies while still maintaining balance in your life. Continuously read books. Invest in yourself by broadening your general knowledge.



Financial Wellness

Set specific financial goals and monitor what you spend. Beware of greed so that it does not cloud your values and principles. Most people work for money, but it is wiser to also get money to work for you!





Strive for Success.

You have been accepted into university and might start wondering what your year will look like and what it may take to become a successful UFS student. The Centre for Teaching and Learning (CTL) annually heads up studies on UFS students' engagement and looks at their academic performance. These studies provide some key insights into behaviours that have shown positive relationships with academic achievement.



“ The real secret of
success is **enthusiasm.** ”

– Walter Chrysler





Regular Attendance of Academic Activities

Research concurs that students who perform academically well, tend to attend classes, practicals, and tutorials on a regular basis.

Engaging with the Module Content

Students that perform academically well, actively participate in class by asking questions. These students engage further with the module content by explaining it to other students.

Not enrolling for Too many Credits/Modules

Although it is sometimes tempting to try doing each module that seems interesting, it may be counteractive, as you might not have enough time to spend on all your modules. It is also due to similar research over many years that the university has a credit limit rule that prevents you from registering for more than 32 credits beyond the credits for the specific year of the degree.



Attending Class Prepared!

Students that perform academically well, go to class having done the needed readings or assignments. In doing so, they are prepared with questions that can add value to their understanding of the work.

Good Time Management

Research agrees that students who perform academically well, use their time efficiently. They spend more time reading and preparing for classes and less time relaxing, socialising and on other student activities. However, it is important to note that balance is key, as no relaxation or socialising would be detrimental to your health and general wellbeing.

Getting academic advice

The latest data indicates that students who perform academically well, go for academic advice. For more information on academic advising, [click here](#).



Understanding Credits

Every academic year has its unique module configuration, and as you progress you come to the realisation that each module has its own uniqueness towards your degree. It is thus important for you as a student to be hands-on and to have a thorough understanding of your modules, and ultimately your degree.

Ever wondered what each module means? It's the credits that matter most. So what are credits then? - you might ask. Simply put, it is the "points" you need to accumulate for each module you successfully pass in order to obtain your degree. Below are simple steps to help you better understand your credits and to do a credit audit for your degree.

Step 1: Refer to your faculty rulebook

You need to download the faculty yearbook (rulebook) for the year in which you first enrolled as a first-year in that specific degree (i.e. If you were a first-year LLB student in 2014, you need to refer to the Faculty of Law Yearbook for 2014). [Click here](#) to find the various faculty rulebooks. Check how many credits your degree consists of. Write the number of credits needed for each category of modules (i.e. core, major, electives) per year.

Step 2: Check passed credits

Check the credits of the modules you have successfully passed during the different academic years (ie: Year 1 - = SCLL 1508 = 32 credits: Year 2 = LCRM 2614 = 16 credits etc.) This is how you calculate the credits for a module:

Take the last digit in the subject code, and multiply by four, e.g.: SCLL 1508 ($8 \times 4 = 32$ Credits)

Step 3: Calculate the total number of credits successfully passed

Do this by calculating the total of all the credits of the modules you have passed each year (i.e. $32 + 16 + 16 + 32 + 16 = 112$ credits for year 1).

Step 4: Verify the modules done

Compare your academic record to the yearbook (rulebook) to ensure you have passed all the required modules. In the cases where there are various options to choose from, ensure that the number of credits needed for that section correspond with what you have done according to the combinations offered.

If, at any stage, you are in doubt, schedule an appointment with your faculty advisor or simply email: advising@ufs.ac.za

[CLICK HERE](#) to download a complete template to calculate your credits.

Keep Track of your success!

Calculate your credits for 2018:

Semester 1		Semester 2	
Module code	Credits	Module code	Credits
Total credits semester 1		Total credits semester 2	

NB! If you have registered for more than 160 credits in total for the academic year in total, you are credit overloaded. Please consult an advisor (advising@ufs.ac.za)

Did you know?

Credits X 10 = Notional hours (numbers of hours you need to spend on the module to cover the work)

Time to take the



In your UFS 101 classes during February/March, you will be asked to complete the Beginning University Survey of Student Engagement (BUSSE). The link to the online survey will be on Blackboard and it takes about 20-30 minutes to complete.

What's in it for you?

1) For completing the survey, you will receive one extra class attendance for UFS 101.

2) We use what students tell us to put back into UFS 101 modules. For example:

Almost half of the 2017 UFS first-year students told us that they expect to spend less than 10 hours a week studying, doing homework, and preparing for class for all their modules. This information will be used to help you plan more effectively how you use your time in UFS 101's time management module.

3) Also, with your feedback we adjust how we support you. For example, with academic advising.

Interesting facts from the BUSSE data of 2015-2017:

50% of first-year students entering university want to obtain a master's or doctoral degree.

87% of first-year students entering university feel certain that they would stay positive, even after doing poorly in a test or assignment.

66% of first-year students entering university feel that they would regularly interact with other students who have different religious beliefs.

Need Study Method assistance?

Get in contact with a CTL Advisor

Academic advisors at CTL will make sure that you get what you need in order to achieve academic excellence. They can assist students with:

- General academic enquiries
- Degree changes
- Study skills
- Goal-setting
- Time management
- Career advice
- Setting up an educational plan
- Referring students to UFS support services

[Click Here](#)

to send an email now



Get Time on Your Side

Y

ou may need to plan your time carefully in order to be the best you can be as a first-year. Here are a few ideas about time management that might help you get time on your side.

- *Manage your time so that you have more time for the things you love.* Time management is more than just focusing on work. The main reason for planning to get things done is to have more time for the things we love. Taking time to get ahead with your studies and preparing for class, for example, will result in you not being behind with your work, and having time to go to the movies over the weekend.
- *Planning is key to good time management.* Taking a few minutes each day to plan what needs to be done, will help you prioritise and limit procrastination. You can make use of a monthly calendar to plan your assessments and important dates for each month. Using a fixed commitment calendar (a timetable that includes all your priorities, such as class, sports, house meetings, etc.) to plan where you need to be when, will help you focus your activities. Also, taking five minutes each morning to plan your day will help you be more efficient.
- *Effective time management requires discipline.* Merely knowing how to set up schedules and making to-do lists will not change anything for the better. In order to get your 24 hours on your side, you need to make a conscious decision every day to be disciplined in your choices, and stick to what you have planned. Of course, things will get in the way of your plans! Friends will visit and interesting new ventures will rock up, but sticking to your plan today will help you be ready for tomorrow.
- *Schedule time for yourself.* Having a balanced life means also spending time with your loved ones and having downtime. Taking a breather every day will help you renew your mind, relieve stress, and get focused for the next important task at hand. Acknowledge when you have worked hard, and reward yourself for getting things done.

[Click here](#) for examples of schedules that you can use throughout the semester. If you struggle to use these, or if you are uncertain how to divide your time, schedule an appointment by emailing: advising@ufs.ac.za and we will gladly assist you.

my To Do List



"We do not manage our time to work harder or be more diligent, but rather to work ahead so that we have more time doing the things we love"

Make your Finances work for you

Being at university is an exciting time! It's also a time to learn how to work carefully with your money. For some, it might be the first time you have the responsibility of a vast amount of money that you need to pay school fees with and cover living costs. This is the perfect time to start learning about financial planning. Here are a few tips to manage your finances at university best:



View this video on
Living on a student budget

Budget, Budget, Budget

A budget is a simple tool that helps you to plan how you'll spend your money each month. You need a plan to keep everything in order or you'll fall behind fast. You need to learn to live within your means and a budget can help with that. You also need to commit to sticking to your budget. At the end of this article is a helpful budget tool that you can use.

Keep Track

In order to stick to your budget, you need to keep careful records of what you've paid out and what is still left in your account(s). An easy way to keep track is to try the Envelope System. [Click here](#) to view a short video on how the Envelope System works.

Minimise Student Debt

Use the credit that you get through loans wisely by spending it on the right things and borrowing only what's really necessary. If you get more than you need, put the extra money back into paying the loan back quicker.



Learn to love Frugality

One day you would be one of those people who look back fondly on your 2-Minute-Noodles-days. You know why? Because your future will be financially comfortable, since you made smart money decisions now. You can also save money by playing up your student discounts. Some businesses provide better rates for students, especially in the entertainment sector. Make sure you know about these, and opt for them as opposed to normal rates where possible.

Don't Buy New

There isn't always a need to purchase a new textbook, if you can find the right one at a reduced price. Also remember that your room does not need the latest of everything. You would be surprised at the great stuff you can find in second-hand stores and online apps like Gumtree, Bid or Buy, and OLX.

Learn to Save a little each Month

The final (and possibly best) money tip is to start saving small and incrementally increase. One of the easiest ways is to save all your coins and deposit them into a savings account with no ATM card (to avoid temptation to withdraw for frivolous things). In doing so, you start the excellent habit of saving that will help you well in the future.



Monthly Budget:

Income

Allowance R

Bursary R

Work R

Other R

Total: R

Expenses

Rent R

Toiletries R

Car payment R

Entertainment R

Fuel R

Stationery R

Groceries R

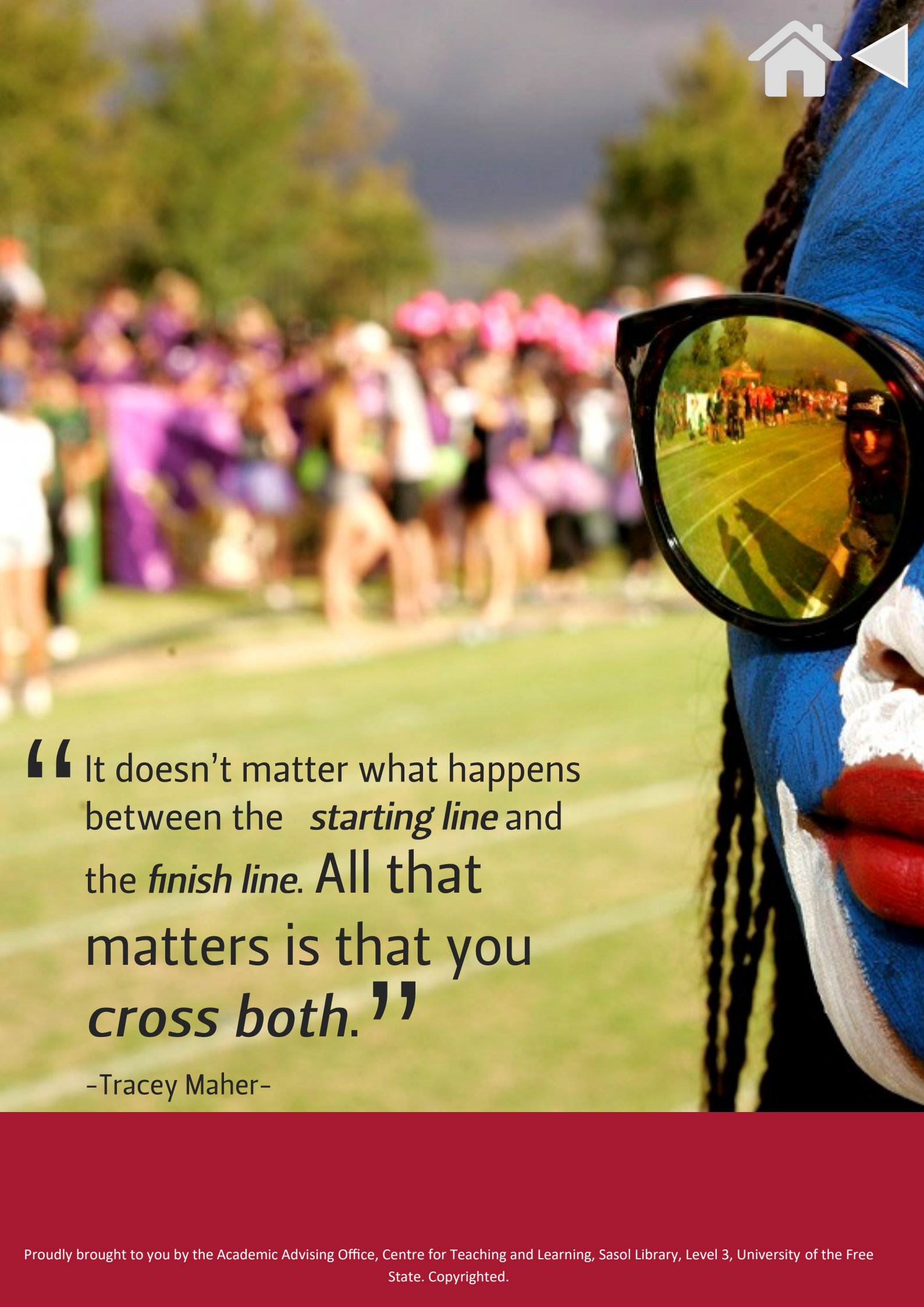
Airtime/Data R

Transport R

R

Total: R



A close-up of a person wearing a blue costume with white lace trim and red lips. They are wearing large, dark sunglasses that reflect a scene of a race track with a crowd of spectators in the background. The background is slightly blurred, showing a green field and trees.

“ It doesn't matter what happens between the *starting line* and the *finish line*. All that matters is that you *cross both*. ”

-Tracey Maher-