



Hello First-year

#UFSMyAdvice

Kovsies[®]
Advice



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Inspiring excellence. Transforming lives.

UNIVERSITY OF THE
FREE STATE
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VRYSTAAT
YUNIVESITHI YA
FREISTATA

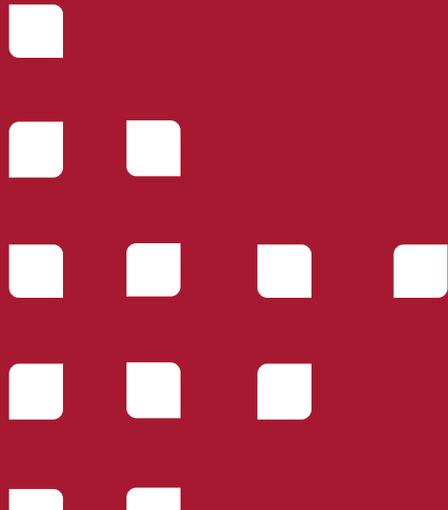


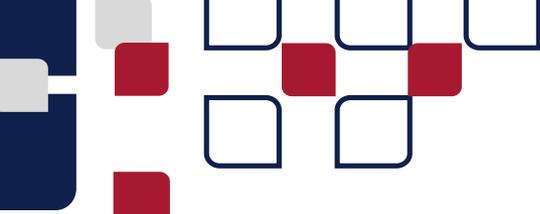
UFS
CENTRE FOR TEACHING
AND LEARNING (CTL)

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Tshimologo (The beginning)





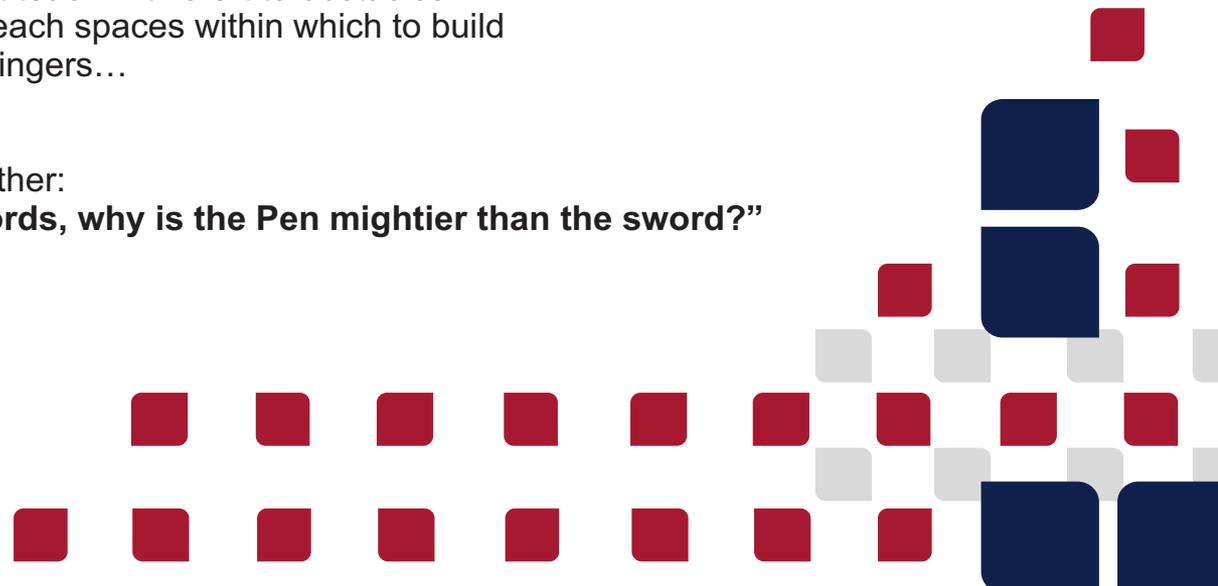
Tshimologo (The beginning)

This is the beginning of what life is uncovering of its hidden treasures
The path to becoming one with your career
You are now in the colorful world to call your own
Don't be fooled, don't be confused...
Meeting what's meant to be yours is scary yes ??
No worries, you are not alone
Rest assured, your first step is acknowledged
And efforts appreciated

Your eyes paneling each window
Your mind channeling enriched decision making
Your ears hearkening those that teach with alert to obstacles
Your lips harnessing words to reach spaces within which to build
Pen and paper; Keyboard and fingers...
This is your journey.

Contemplate upon the words hither:

“If actions are louder than words, why is the Pen mightier than the sword?”



Hello First Year: **Welcome message**





Hello First Year: **Welcome message**

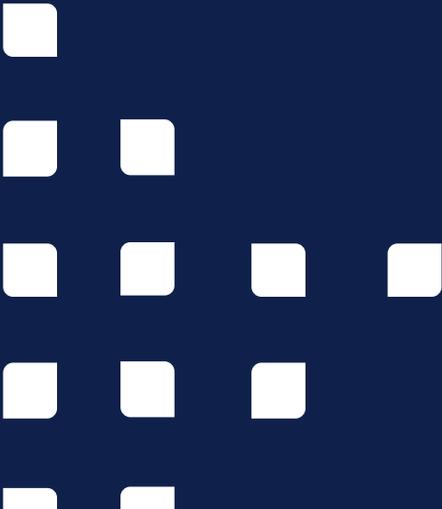
The Central Academic Advisors at the Centre for Teaching and Learning (CTL) welcome you, Kovsie First Year, to the beginning of a new journey filled with a new way of learning, a new way of connecting and a new (adjusted) way of succeeding.

This A-team wishes you well and vows to support you on your journey to success!

Regards The Central A-team



What is an **Academic Advisor**?



What is an **Academic Advisor**?

An academic advisor is an individual who knows how to navigate the university and provide you with the advice and assistance you need to be successful in your studies. Advisors can connect you with the relevant support. Advisors, either in the faculty/department or CTL connect you to relevant support and guide you to success, so that you get the most out of your studies. Wondering what the difference is between faculty advisors and CTL advisors?

Faculty advising (curriculum advising)	Central (CTL) advising
<p>Is there to assist students with curriculum specific advising. Students seek faculty advisors during registration and other points of their academic journey that require faculty specific guidance</p>	<p>Is a central service and contact point from which students can be further guided and referred to other student support services and resources when necessary.</p> <p>CTL Academic advisors assist with:</p> <ul style="list-style-type: none">• How to manage your workload• Time management• Goal setting• Learning/study strategies• Revision planning• Exam preparation• Academic and career pathway planning• University transitioning

Meet the CTL Advisors



Gugu Tiroyabone

Faculty: Health Science
Bloemfontein campus



Ninette Aucamp

**Faculty: Natural and
Agricultural science**
Bloemfontein campus



Masabata Mosoeu

**Faculty: Economic and
Management Sciences**
Bloemfontein campus



Keitumetse Poen

**Faculty: Education;
Theology and Religion**
Bloemfontein campus



Khethiwe Bhiyo

**Faculty: Education;
The Humanities**
Qwaqwa campus



Monique Schoeman

Faculty: The Humanities
Bloemfontein campus



Boitumelo Mokhatla

Faculty: Law
Bloemfontein campus

For support - email: advising@ufs.ac.za / advisingqq@ufs.ac.za

A word from **the South**

Chwaro "King Vandal" Shuping, I am the academic advisor for South Campus and Sub-regions

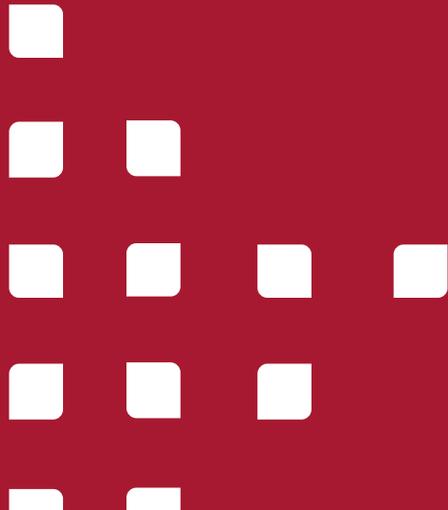
"I know you're here coz you "SBWL" a degree. Always remember that success is connected to action. This journey won't be that easy, so always keep your head up because you got yourself and Me. We shall rise together against all odds!"



Chwaro Shuping

South campus
AdvisingSC@ufs.ac.za

Starter Pack for
Blended learning at the UFS



Starter Pack for **Blended learning at the UFS**

This **starter pack for blended learning** is created specifically to equip you with all the necessary resources, tips and tools you will need to jumpstart the 2021 academic year successfully. These resources, tips and tools will also introduce you to the types of teaching and learning you will experience in semester 1 of 2021. See them below:

Study material

Study material/guides are issued by Minolta on behalf of the UFS. You can access your study material via [Blackboard](#). Experiencing challenges accessing blackboard or need support using blackboard, email ehelpdesk@ufs.ac.za

If you want to learn how to effectively study using the learning outcomes from your study material, you can book an appointment with a central academic advisor at advising@ufs.ac.za or advisingqq@ufs.ac.za

Prescribed Textbooks

Your study material/guide for each module has the prescribed textbooks that your lecturer will expect you to have for the duration of the semester/year.

Check on Blackboard under each of your modules for more information about [textbooks](#) required.

Orientation

Within the Student Affairs division, the Gateway Orientation programme is in place to help you transition into university. Check out:

- Visit the virtual orientation and take a virtual campus tour and all other information to cope with university.
- Assigning to mentors Please click on the link below for more information about gateway orientation. [Click here.](#)

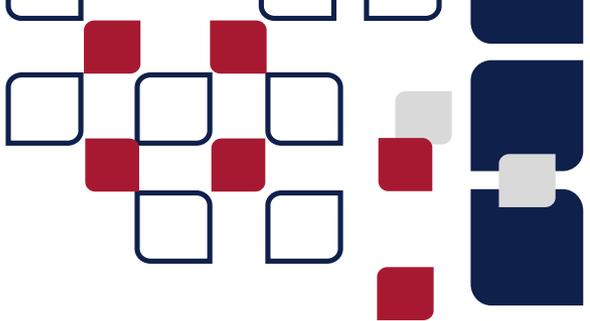
You can also watch the virtual student orientation by [clicking here](#)



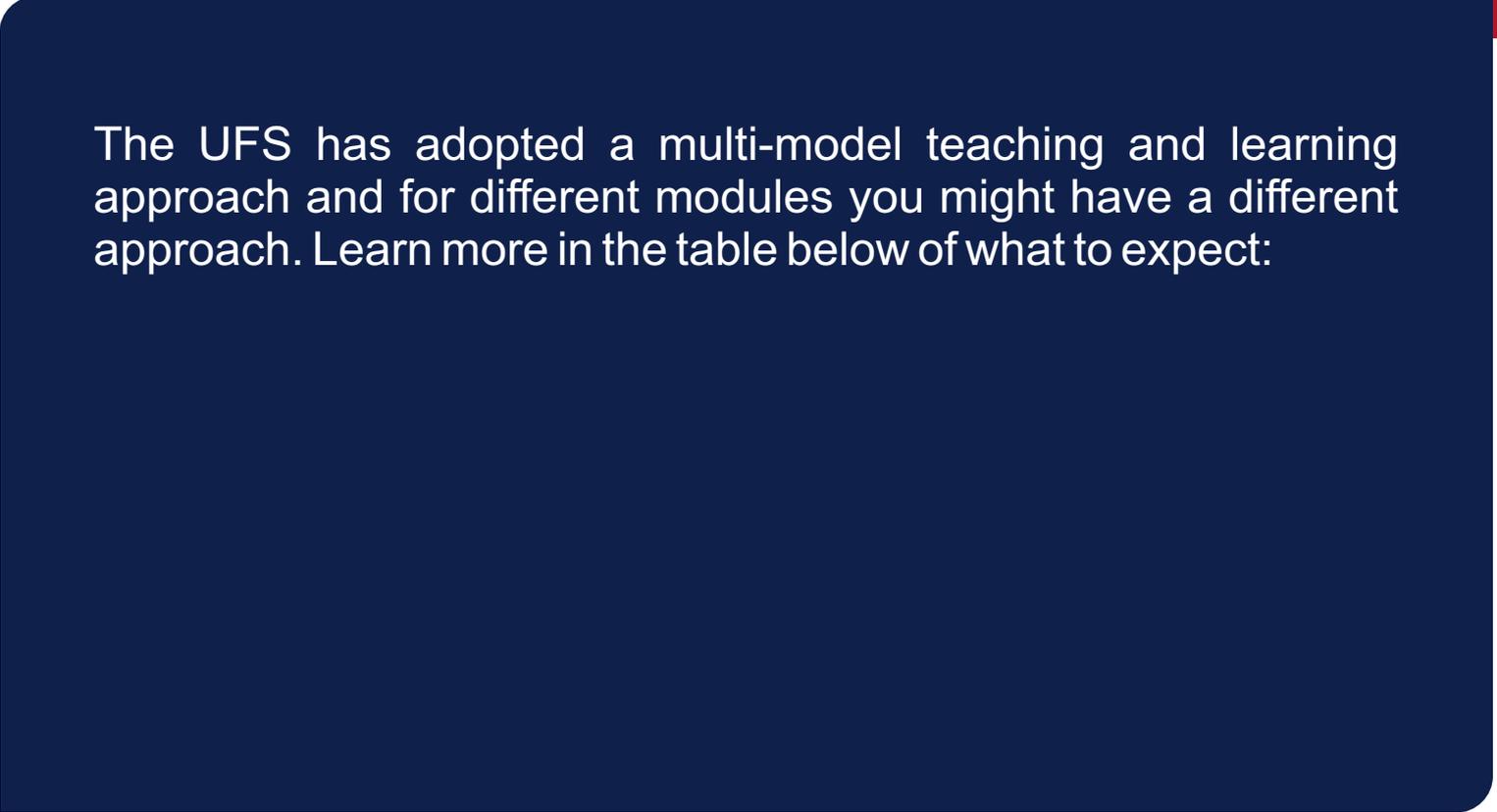
TO DO: Make sure you have gathered all the material needed to kickstart your academics with ease.

How can I expect to
learn at the UFS in 2021?

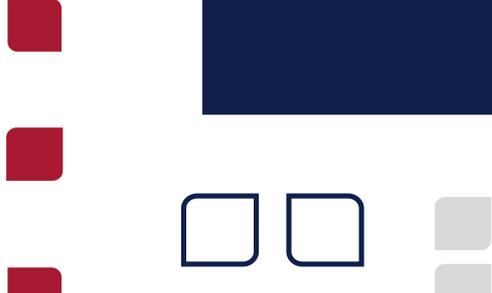




How can I expect to **learn at the UFS in 2021?**



The UFS has adopted a multi-model teaching and learning approach and for different modules you might have a different approach. Learn more in the table below of what to expect:



Face-to-Face Learning

This method of learning consists of the course content and learning material being taught in-person to a group of students. Allowing for live interaction between students and a lecturer. Students benefit from a higher level of interaction with their lecture. Only certain classes will use this method during semester one.

Blended Learning

This is a combination of face-to-face and online learning. Individually, both have their advantages. However, together, a blended learning strategy can offer better learning experience for students. It allows for face-to-face and online interaction between students and lecturers, as well as peer interaction in both formats between students. Only certain classes will use this method during semester one.

Online Learning

Online learning is completely depended on electronic resources such as a computer/ smartphone and the internet. There is no face-to-face interaction between the lecturer and the students nor among students. All study materials are downloaded or accessed online and learning activities and assessments are all completed online. Peer and lecturer interaction can be in the form of one-on-one emails, for instance or group discussions online. Most classes will be conducted using this method in semester one.

Peer Learning/Tutorials

This method consists of facilitation and teaching that is done by senior students in order to assist lecturers to supplement the module content and for students (mostly first year) to retain the module content. Peer learning/ tutorials can be conducted through face-to-face or online learning. However, most of the peer learning/ tutorials in semester one will be conducted online.



TO DO- find out which approach your faculty will use and prepare for it!

Academic Advice **at your fingertips!**



Academic Advice at your fingertips!

Not able to reach an academic advisor to help you navigate strategies to support your learning and academic success? TheCentral Academic Advisors have developed a series of short online workshops that you can complete at your own pace and time. What will it cost, you might ask? Nothing. We have ensured that you do not incur data costs! Don't be left behind! Access the support you need.

Click on the workshop title to access the link:



WORKSHOP

DESCRIPTION

Healthy Sleep Habits for Online Learning

A healthy student life starts with effective sleep habits. Find out how you can ensure that you get enough sleep to be the best version of you.

Note-taking Strategies that work

Notes are more than merely writing down what you read. Find your way to creative note-taking strategies that will boost your studying, and help you revise work effectively and efficiently.

Time management strategies when studying from home

Studying from home has many challenges. This workshop might help you get a fresh perspective on how you are currently managing your time between all the realities of being at home.

A New Study Approach: PRSSST

Here is a new study strategy that is sure to help you grasp those difficult parts of your module content. . Thstrategy is designed to help you with comprehension, and retention of information in your long-term memory.

Setting goals to stay successful

Keep your eye on the prize! Make sure you don't lose sight of your goals. Let this workshop help you clarify your vision, and set short- and long-term goals for academic and personal success.

Stress Free Academics

Faced with difficult times, this workshop is aimed at helping you deal with the everyday pressures of being a student. Work your way through this content for helpful ways of dealing with academic stress, and get connected to helpful resources.

Get Ready for the Exam

Ensure you remain ready for online assessments. Find helpful information and tips that will help you prepare for and work through a variety of online assessments. Be ready to ACE your assessments!

10 Habits of Successful Online students

As Aristotle said: "We are what we repeatedly do. Excellence, then, is not an act, but a habit." This workshop will help you develop Healthy Habits that will ensure you are successful in the current remote learning environment.

The Do's and Don'ts of **Online Learning**



TIPS AND TRICKS

The Do's and Don'ts of Online Learning

1

Do stay engaged: Familiarise yourself with online learning platforms (e.g. Blackboard via the Blackboard App, TurnItIn, Google Scholar etc.).

2

Constantly check your email: All official communication will be sent to you via your ufs4life email. Be sure to monitor your Inbox regularly. Also, join the university' social media pages for regular updates.

3

Do use proper language and avoid abbreviations and "text" writing: Your online discussions will require professional and academic writing. An online software like Grammarly can assist you with spelling and grammatical construction

4

Don't be afraid to communicate and ask for clarity from your lecturers: Ask questions when you are not certain of something or when you do not clearly understand anything related to your module content. Note that your lectures will respond to your emails as soon as possible but will mostly access their emails during work hours (and not over weekends).

5

Don't assume you can study anytime, establish a routine: Afford each module sufficient time in a week. Stick to a routine as close as possible. Work out a schedule for each day, and try to be consistent each day so you can participate in your classes.



TO DO- The do's



Habits of **Successful Students**



Habits of **Successful Students**

One of the most influential people, Dr Stephen R. Covey, once looked at what successful people do that others do not and found that there are 7 habits that highly effective people have. These habits can also help you as a first-year student to make a success of your educational journey. Your central advisor from Advising, Access and Success in the Centre for Teaching and Learning (CTL) is also there to help you along the way but implementing the 7 habits will help you start on the right track.



1

Take control, responsibility and action.
Do this by preparing for classes using the unit's learning outcomes in your study guides and at least scanning through the unit before class.

2

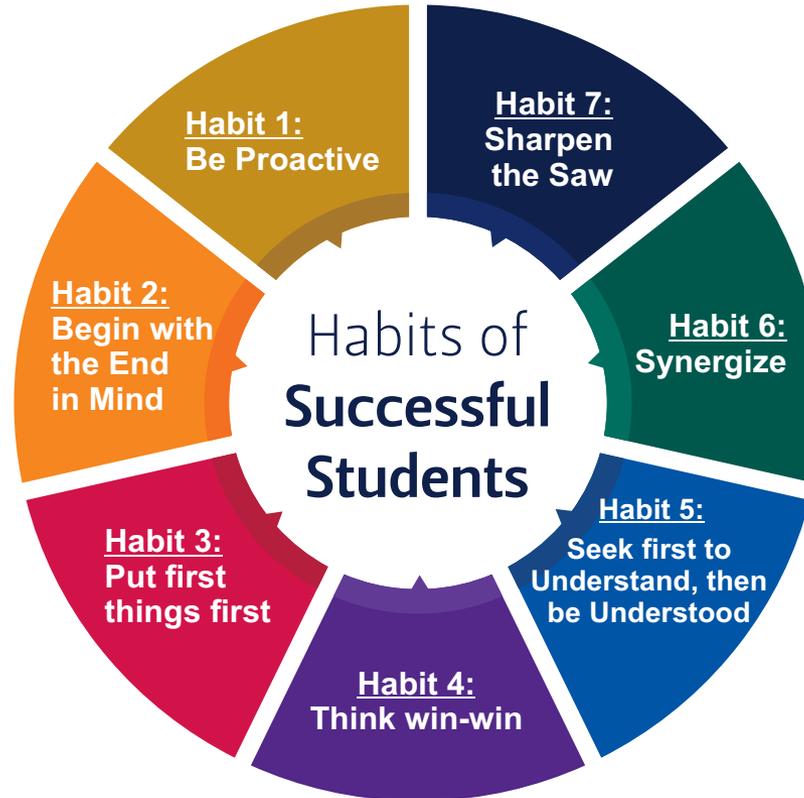
Start with a clear destination in mind (consider why you are studying). Then set goals and plans to achieve your objectives.

3

Prioritise work and create holistic schedules to include all responsibilities.

4

See life and your academics not as a competition to win at the expense of others. Rather see that your fellow students can also help you succeed.



7

It's important that you take good care of your body, brain, heart, and soul. Balance is the key here. Get enough sleep, eat healthy, socialise with friends, and ensure that you rejuvenate between study sessions.

6

Remember that 2 heads are better than 1. Successful students value diversity and cooperatively finding solutions.

5

You'll have many group work tasks & assignments. For success in these, first listen with your eyes, heart and ears before opening your mouth. Such empathetic listening skills will help you both at university and in your job.



TO DO: Be effective and adopt healthy habits for academic success

Tools for
Teaching and Learning 2021





Tools for **Teaching and Learning 2021** (i.e. data, device and connectivity)

One of the challenges that we never anticipated or were never ready for was studying online. You probably have never thought you will begin your first year online or blended, but here we are, all we must do is to get ready and do the best we can to ensure we succeed together. Online learning can sound so scary and to others so wonderful that some students start with an unrealistic vision. In reality, online learning requires just as much, if not more, time and energy as traditional classroom learning. It also requires specific computer skills and learning strategies in order to succeed. University of the Free State staff members are here to assist in this transitioning phase.

Whether you will be using a blended learning, flipped classroom, or distance-learning model, you'll need to determine your objectives, assets, and logistics before you begin. And because an ever-growing wealth of online content and collaborative tools exist, you will want to spend time researching to discover the best resources.

In order for you to effectively engage with learning materials and educational technology, you need to have access to devices and data. This is how you can get started:



(i) Data/Network

There are a number of networks to assist with online learning, you just need to choose the one that works best for you and the best deals:

MTN		Telkom		CELL C		Vodacom	
Data quantity				Data quantity		Data quantity	Daily rate (1day/24hrs)
150MB/120MB	R39	All Networks Data Bundle – 100MB	R39	200MB	R49	150MB	R29
300MB/350MB	R60	All Networks Data Bundles – 500MB	R100	500MB	R99	325MB	R55
500MB	R75	All Networks Data Bundle – 1GB	R180	1GB	R149	500MB	R79
1GB	R100	All Networks Data Bundle – 2GB	R349	2GB Anytime	R249	1GB	R99
				3GB	R299	3GB	R229

RAIN		
19 hours unlimited off-peak for any devices R250 Month-to-month	Unlimited 4G for phones R299 Month-to-month	Unlimited 4G for any device R479 Month-to-month
<ul style="list-style-type: none"> • 19 hours unlimited off-peak data every day • Off-peak (11pm - 6pm the next day) • R50 a gig during peak (6pm - 11pm) • Set your monthly peak gig limit • Use on any 4G enabled device • This service is a best effort service* 	<ul style="list-style-type: none"> • Unlimited data • Basic quality streaming resolution* • For use on 4G phones only • No hotspotting • Data calls only 	<ul style="list-style-type: none"> • Unlimited data • Speeds up to 10Mbps • Basic quality streaming resolution* • Use in any 4G enabled device – including phones, MiFis and home routers.
<p>*Speeds and streaming quality may vary due to rain's network management policy or network load.</p>	<p>*Basic streaming resolution will provide a streaming quality resolution of up to 360p.</p>	<p>*Basic streaming resolution will provide a streaming quality resolution of up to 360p.</p>

Capitalise on night-time deals where you get additional data, and use this 'bonus' data to download your study materials

(ii) **Choosing the right Device for your eLearning**

- Desktops and laptops-the reliable old standard.
- Tablets-the fastest growing segment ever in the mobile device category.
- Smartphones-always with you (on the go learning)

(iii) **Connectivity**

Staying connected might sound like something you are already used to. This time make it work for your learning. Don't isolate yourself thinking you are all by yourself, use the following steps to connect with others:

1. **Reach out right away**

Beginning of the semester always seem to be the hardest, you need to keep in mind that all students are in the same boat. Unsure of the expectations and wondering where to get assistance. Navigate around campus and familiarise yourself with campus resources.

2. **Embrace Social Media**

You need to start nurturing relationships outside the classroom, social media can also be a useful way to fortify new friendships, get help with assignments and even start study groups (find your study Buddies online).

3. **Be an Active Participant**

Never sit at the back of the classroom, be that student who is curious to know more/be eager to learn. Establish a solid presence in the first group by remaining an active participant in all class sessions and discussions over the entire course of the semester

4. **Add Value**

Think about your contributions in quality in terms of quality? Are your responses thoughtful? Original? Constructive? Proactive? All of these things make you a reliable, valued and appreciated in the classroom community.

5. **Put yourself out there**

Just because you're an online student, it doesn't mean you're forbidden from participating in on-campus activities. If you live near your campus, visit the library or join a student club. If you're a long-distance learner, make use of your local school/library so that you have an educational environment to motivate you.



TO DO- Manage your finances around online access

Global Protect App

The UFS is proud to present Digital Life, a portal that links you to learning resources while off-campus. Below are steps and tips to maximise the use of it.

What is Digital Life?

The Digital Life Portal links you up to available zero-rated academic resources while working during these uncertain times. It hosts zero-rated resources which means you can access these websites and are exempted from data fees when accessing them through the <https://myaccess.ufs.ac.za> platform. The **myaccess.ufs.ac.za** platform {Global Protect App} is your gateway to accessing these zero-rated resources.

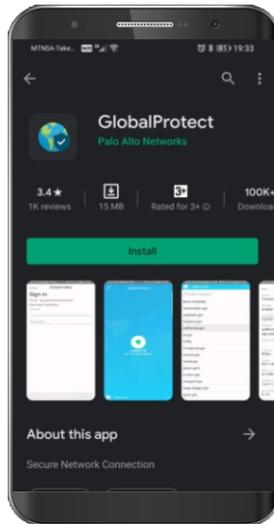
If you are using a desktop/laptop, please refer to the [site](#) for full details. This document focuses on getting connected on your phone as a start.

So let's get started!

Step 1.

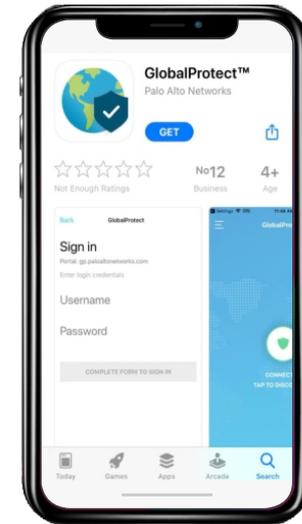
Using an Android device?

On Play Store, download and install the GlobalProtect App from Palo Alto Networks.
(Note: Downloading the App will require personal data -20MB.)



Using an Apple device?

On App Store, download and install the GlobalProtect App from Palo Alto Networks.
(Note: Downloading the app will require personal data -20MB.)



Tip: 75MB for 1hr costs R5 on **Telkom** (*180#)
100MB cost R17 on **Vodacom** (*100#)

Tip: 65MB cost R9 on **Cell C** (*109# or *147#)
75MB cost R12 on **MTN** (*141#)



Step 2.

Open the App:

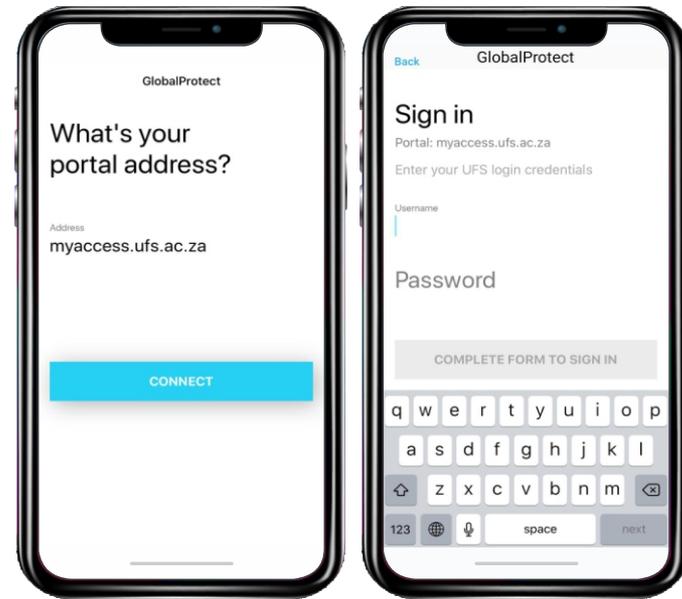
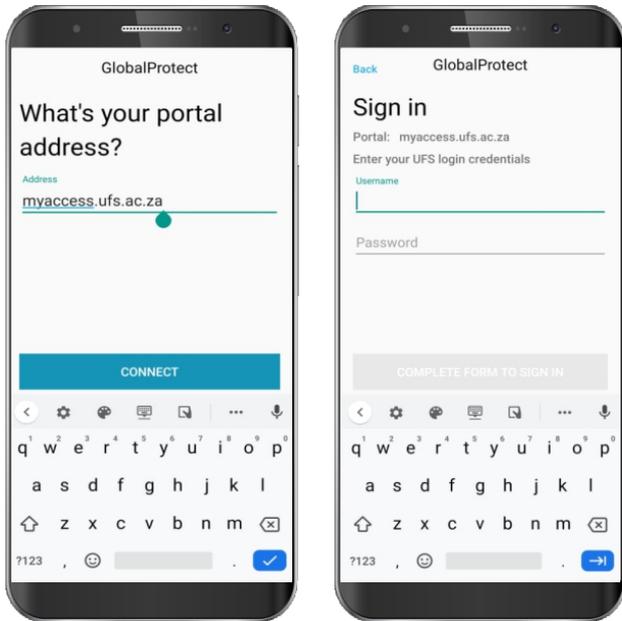
When prompted to enter 'Portal address'

Enter: **myaccess.ufs.ac.za**

Enter your **Username** ("Student number")

Enter your **Password** ("Student Password")

Click on **Log In**



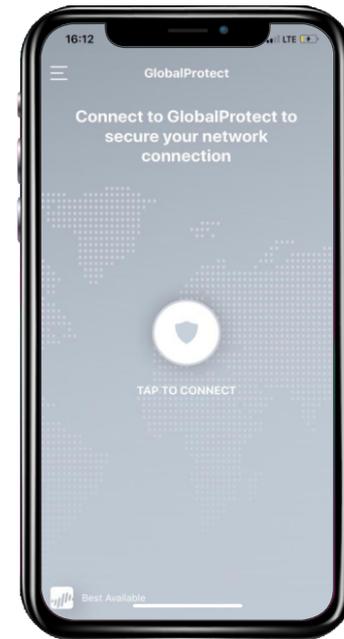
***Forgot/lost your password, visit [Password Self Service](#)



Step 3.

Success, the App is downloaded and you are connected!

You must tap on the icon "Tap to Connect" to connect and make use of the zero-rate websites. Once connected, you will **only be limited to use the zero-rated websites. Should you wish to access other sites, you must first disconnect.



Once you have the App, everytime you want to make use of the zero-rated sites, switch your mobile data off

Step 4.

You are connected! Open your browser and access the following zero-rated sites:

What can I access with GlobalProtect:

The following academic websites have been zero-rated for the UFS:

UFS Websites

PeopleSoft Student

UFS website

Blackboard

Question Mark

UFS Covid-19 info site

Password Self-Service

UFS Solve/T

E-mail (ufs4/ife)

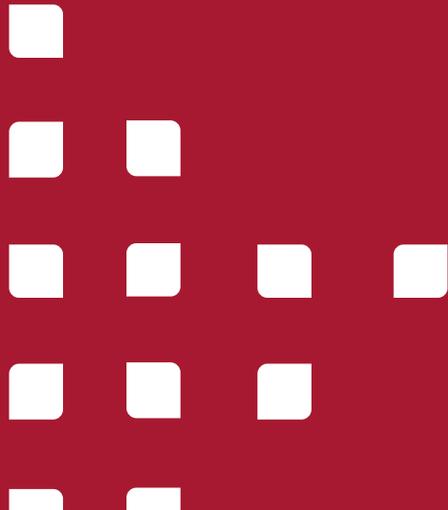
UFS Library Resources

KovsieApp

Student MyAccess Portal

RIMS

Student **Support** Directory



Student **Support Directory**

A_STEP tutorial support (BFN and QQ campuses)

T: +27 51 401 2444

WhatsApp: 087 240 6370

UFSS Module Office:

Bloemfontein Campus: +27 51 401 7407/ 051 401 7327

QwaQwa Campus: +27 58 718 5186

Email: UFS101@ufs.ac.za

Academic Access & Success (AAS) Office

Bloemfontein Campus: advising@ufs.ac.za

QwaQwa Campus: advisingqq@ufs.ac.za

South Campus: advisingsc@ufs.ac.za

Tel: 051 401 2444

Chat with an advisor on WhatsApp: +27 87 240 6370

National Benchmark Test (NBT) and English Academic Literacy (EAL):

Call the UFS NBT office at +27 51 401 2448 (Bloemfontein)

+27 58 718 7137 (QwaQwa)

E: nbt@ufs.ac.za (Bloemfontein), E: NBTQwa@ufs.ac.za (QwaQwa)

Alternatively, contact the call centre at +27 51 401 2444

WriteSite

Tel: 051 401 2324/7355

Email: writesite@ufs.ac.za

Blackboard:

Tel: +27 51 401 9452

Email: ehelpdesk@ufs.ac.za

Student Counselling and Development:

Bloemfontein campus: SCD@UFS.ac.za / +27 51 401 2853

QwaQwa Campus: SCDQQ@ufs.ac.za / +27 58 718 5033

South Campus: SCDSouth@ufs.ac.za / +27 51 505 1298

Center for Universal Access and Disability Support (CUADS):

Bloemfontein Campus: +27 51 401 9980

QwaQwa Campus: +27 58 718 5189

South Campus: +27 51 505 718 5189

Email: cuads@ufs.ac.za

Career Services:

Tel: +27 51 401 7393

Email: career@ufs.ac.za

Library and Information Services:

Bloemfontein Campus: +27 51 401 2745/2737

QwaQwa Campus: +27 58 718 5212.

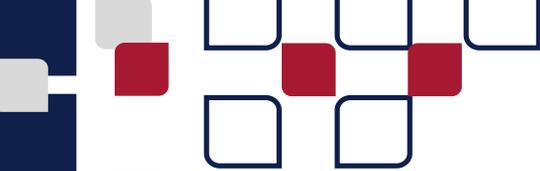
Faculty Support: Bloemfontein, QwaQwa and South Campus

Faculty of	Email Address	QwaQwa Campus
 Economic and Management Sciences	EMSAdvice@ufs.ac.za	emsqqc@ufs.ac.za
 The Humanities	humreg@ufs.ac.za	AdviceHumQQ@ufs.ac.za
 Education	eduinfo@ufs.ac.za	EDUQQ@ufs.ac.za
 Law	LAWadvising@ufs.ac.za	
 Theology and Religion	theology@ufs.ac.za	
 Natural and Agricultural Sciences	nasadvising@ufs.ac.za	nasadvising@ufs.ac.za
 Health Sciences	StudentAdminFHS@ufs.ac.za	
South Campus	Email Address	
Access	advisingsc@ufs.ac.za	

 **TO DO: Keep in touch and ask when you need help**

Stay safe! **Be informed**





Stay safe! **Be informed**

Covid-19. The word on everyone's lips. Most South Africans have had some or other story, loss, or experience related to Covid-19 at this time. And as much as we would love for you to come to campus, and have the best first year experience you can have, current circumstances relies on each South African to be patient, stay safe, stick to safety protocols, and put the lives of themselves and their loved one's first.

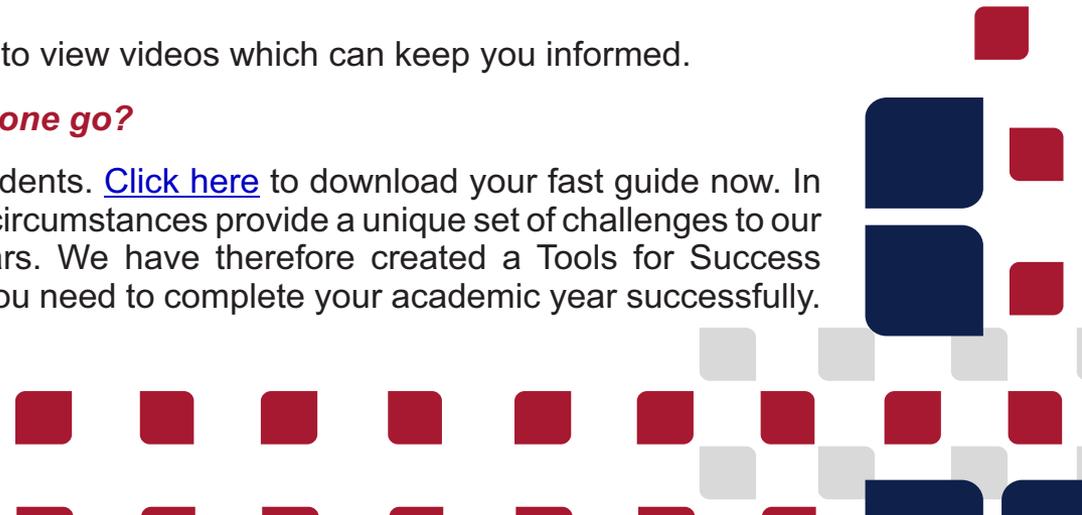
Making decisions about what to do can be difficult at times of crises. The UFS is aimed at providing you with correct, and relevant information around facing Covid-19 as a student. Please visit the webpage: <https://www.ufs.ac.za/covid-19-sars-cov-everything-you-need-to-know>. This resource will provide you with information on:

- Safe Behaviour around campus
- Screening for Covid
- Testing for Covid
- Access and Permits

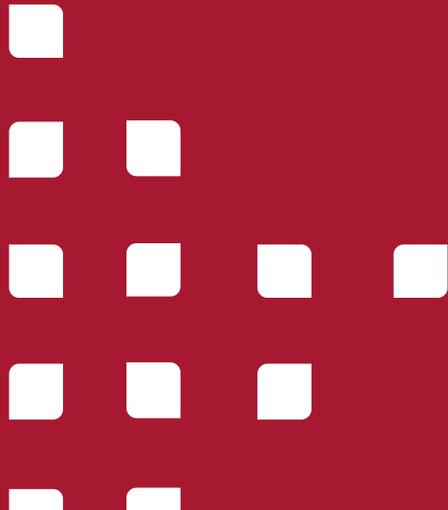
These resources offer quick and easy to view videos which can keep you informed.

Would you like to get everything in one go?

We have compiled a fast guide for students. [Click here](#) to download your fast guide now. In addition to this, we realise that current circumstances provide a unique set of challenges to our students, and especially our first years. We have therefore created a Tools for Success webpage to help you find everything you need to complete your academic year successfully. [Click here](#) to access the page.



My Time Table



Some words of **encouragement**



A few words **of encouragement**

To all our new first-year students: welcome to the UFS! I'm sure you are all filled with a mix of emotions - excitement at the prospect of a new adventure, a little anxiety about the unknown, and perhaps even eager anticipation about what awaits you over the next few years. My personal bit of advice? Remember that even the most successful people were beginners once. They too made mistakes and encountered failure. Everyone must start somewhere, and you should never be afraid to take the first step. Key to your success is to ask for help when you need it - we are here to support you in whatever ways we can. And, because you can't remain motivated all the time, you have to learn to be disciplined. Work hard, stay focused, and remember always - it won't get easier, but you will get stronger, better, and more resilient



Michelle Joubert

Assistant Director:
Academic Language and
Literacy Development:
**Centre for Teaching and
Learning**

A few words of encouragement

Hello First Years! As someone who has worked for years in student support, I would like to share a few tidbits for how you can make this year a success:

1. Discover your “WHY”. Why are you at university? What are you hoping to accomplish? Why are you studying what you are studying? Now, every time you feel like the pressure is too high, or you are unsure of yourself, remember your WHY. You are studying to make a success of yourself, to grow and develop personally and professionally, to contribute to society, to make a difference in your community. Remember that.
2. Work smart, not hard. Do not engage in ineffective study methods such as rereading for days...instead use flash cards to ask yourself questions and practice actively retrieving the answers. The volume of work at university is much higher than school, and you owe it to yourself to learn about the study techniques that can serve you better in this environment.
3. You did not come here to fail. You did not come here to break. Reach out for support – there is ample support at the UFS. You are here to make your dreams a reality and you can.



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