

INFORMATION GUIDE FOR:

SECOND SEMESTER

2021

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2021 SECOND SEMESTER REGISTRATION CHANGES GUIDE

DEAR STUDENT ...

As we have reached the end of the first semester, we are looking forward to welcoming you to the second semester of 2021! We value your academic success and would like to assist you in effecting any changes you may require in your registration for the second semester.

What is second-semester registration?

The second-semester registration is an opportunity to amend and update existing registration in line with your academic progression.

Who is involved in second-semester registration?

The opportunity is available for students who wish to either add or cancel modules within their curriculum and academic progression prescripts.

The additions and cancellations are considered in line with registration rules, which include:

Credit overload: A student can register for a certain number of credits per year; this is dependent on your curriculum and the current year of study. (General Rule A3.10 (d))

Prerequisites: Registering for the said modules, having complied with the prerequisites required for progress at different levels within the same discipline. (General Rules A3.7 (b))

Module additions: The addition of modules is subject to the availability of space in the relevant module.

Health Sciences students may not register via self-service or online; such students should contact the Faculty of Health Sciences.

How and when do I register?

For safety reasons, all registrations take place online and remotely. Two options exist for students to engage the registration process.

Option 1: Online self-service for module changes and additions is available from **26** until **30 July 2021**.
Log in to the student portal to access self-service.

If you are unable to register online and need assistance, please contact your relevant faculty for academic advice/approval.

Option 2: Assisted manual registration (remotely): This option provides remote faculty assistance whereby a fillable DV6 form is completed and emailed to the relevant faculty.

Where can I get academic advice?

- General academic advice: The CTL team is available to assist you <https://www.ufs.ac.za/ctl/home-page/>
- Curriculum/faculty advice: Academic advisers in your relevant faculty are available to assist you <https://www.ufs.ac.za/templates/faculty-list>
- The faculty rulebooks are the sources and foundation of curriculum compilation and advice – access faculty rulebooks at <https://www.ufs.ac.za/templates/rule-books>

Remote consultation hours

- Weekdays from 07:45 to 16:30.

How do I appeal against an academic exclusion decision?

Contact your faculty for more information.

1. IMPORTANT DATES (Second semester)

- 26 July 2021: Second-semester commences
- 26 July 2021: Second-semester registration changes commences
- 30 July 2021: Second-semester registration changes ends
- 15 August 2021: Last date to cancel year modules and second-semester modules with financial credit
- 30 September 2021: Last date for M and D students to register for the second semester.
- 4 - 8 October 2021: UFS Student holiday (no academic activity)
- 5 November 2021: Predicate day
- 5 November 2021: Second-semester classes ends
- 8 November 2021: Main examination commences
- 27 November 2021: Main examination ends
- 29 November -11 December 2021: Additional examinations
- 21 December 2021: Final date to transfer marks for the second semester semester

2. PRE-REGISTRATION ACTIONS

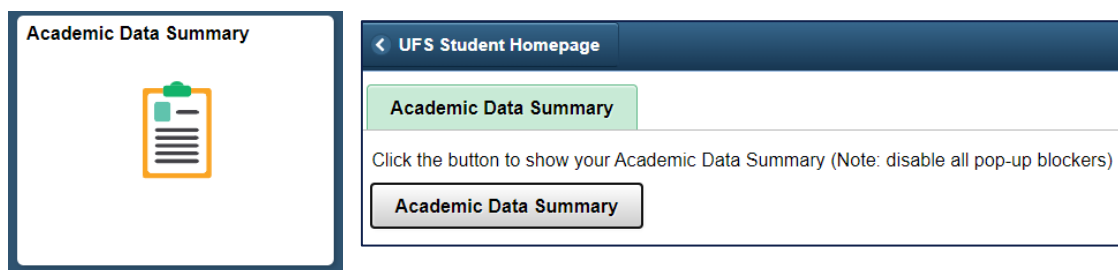
Download your Academic Data Summary:

- The Academic Data Summary allows you to check your service indicators and academic advice blocks.
- You will need to log in on self-service:
<https://pssa.ufs.ac.za/pspr/csprd/?cmd=login&languageCd=ENG>



- If you need to reset your password, you can go to the following link:
- <https://selfservice.ufs.ac.za/sspr/private/login>
- If you require assistance with this facility, contact the student helpdesk at +27 51 401 2442.

- The document can be found by clicking on the ADS tile once logged in. See image below.



3. DO YOU HAVE ANY SERVICE INDICATORS/BLOCKS?

Contact the following for help with service indicators/blocks.

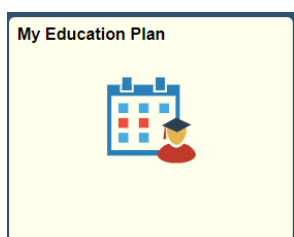
- Finance – <https://www.ufs.ac.za/kovsielife/student-finance>
- Academic advice:
 - Economic and Management Sciences: <https://www.ufs.ac.za/econ>
 - Education: <https://www.ufs.ac.za/edu>
 - The Humanities: <https://www.ufs.ac.za/humanities>
 - Law: <https://www.ufs.ac.za/law>
 - Natural and Agricultural Sciences: <https://www.ufs.ac.za/natagri>
 - Theology and Religion: <https://www.ufs.ac.za/theology>

- Internationalisation: <https://www.ufs.ac.za/supportservices/departments/international-affairs>

4. LET'S GET YOUR REGISTRATION CHANGES DONE ONLINE:

Log in on self-service <https://pssa.ufs.ac.za/psp/csprd/?&cmd=login>

You can make the necessary changes by clicking on the 'My Education Plan' tile. See image below.



You will be able to see what you have passed or are busy with on the 'Overview' page.

You will be able to add modules to your registration by using the 'Planning' page or cancel modules by using the 'My classes' page.

5. Proof of registration

Once completed, the student must download and save a copy of the proof of registration. The proof of registration can be accessed by going to the Student Documentation page.

Navigation: Menu>UFS Self Service>Student Documentation.

For self-service registration, please contact the Student Service Centre: 051 401 9666 (weekdays 07:45-16:30).

6. POST-REGISTRATION ACTIONS

Log in to the Blackboard system to verify that your modules appear as you have registered them (<https://ufs.blackboard.com/>). It takes up to 24 hours for newly registered modules to appear on Blackboard. If you require assistance, contact 051 401 9452 or send an email to ehelpdesk@ufs.ac.za

Download your class timetable on the UFS student portal. Visit <https://www.ufs.ac.za/kovsielife/student-self-service>.

7. WANT TO CHANGE YOUR QUALIFICATION?

- You must complete the required form (DV2 or DV3) <https://www.ufs.ac.za/supportservices/departments/student-academic-services-university-of-the-free-state-ufs-home/forms/forms>. If you are a registered student and want to change to another course, you must get a signature from the relevant faculty.

8. RULES

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

- General rules may change from year to year. Please make sure that you are familiar with the applicable rules before registration.
- It is important to consult the faculty rulebooks as the final and correct source.
- The rules and rulebooks can be found at (www.ufs.ac.za/about-the-ufs/governance/policy-documents)
- **DEREGISTRATION OF STUDIES AND OR DISCONTINUATION/CANCELLATION OF MODULES**

In the event that the student wishes to deregister studies for an academic year or discontinue/cancel modules, it remains the student's responsibility to contact the faculty for the relevant process to follow. Non-participation in academic/tuition activities does not constitute a formal termination of studies or modules.

Important note: The financial liability remains with the student for all deregistrations and discontinuations/cancellations not complying with institutional rules.

9. CONTACT PERSONS

FINANCE

Accounts/amounts payable

Undergraduate

The responsible officer: Finance

T: +27 51 401 2806

or +27 51 401 3003

F: +27 51 401 3579

E: tuitionfees@ufs.ac.za

Staff and Council Bursaries

T: +27 51 401 2817

STUDENT SERVICE CENTRE AND SUPPORT:

T: +27 51 401 9666

E: StudentAdmin@ufs.ac.za

FACULTIES (Bloemfontein Campus)

Faculty of Health Sciences

Undergraduate

Ms Lydia du Toit

T: +27 51 401 7513

E: dutoitl@ufs.ac.za

Postgraduate

Honours and PG Diplomas

Mr Aubrey Gavu

Tel: +27 51 401 7675

E: PostgradFoHS@ufs.ac.za

MMed and MPhil

Mrs Madeleine du Randt

T: +27 401 7500

E: PostgradFoHS@ufs.ac.za

Master's and PhD

Ms Gomo Madiba

T: +27 51 401 3835

E: PostgradFoHS@ufs.ac.za

Faculty of Economic and Management Sciences:

Ms L Pretorius

T: +27 51 401 2173

E: LPretorius@ufs.ac.za

BCom Law

Ms Sibongile Mlotya

T: +27 51 401 2310

E: MlotyaS@ufs.ac.za

BCom

Ms Reabetswe Parkies

T: +27 51 401 3819

E: ParkiesRG@ufs.ac.za

BCom Business and Financial Analytics

Ms Reabetswe Parkies

T: +27 51 401 3819

E: ParkiesRG@ufs.ac.za

B Accounting

Ms Leandra Rykaart
T: +27 51 401 2462
E: AllenL@ufs.ac.za

BCom Accounting

Ms Dieketseng Motshabi
T: +27 51 401 3688
E: MotshabiDMA@ufs.ac.za

BCom Marketing

Mrs Ronell vd Merwe
T: +27 51 401 2768
E: VandmerweR@ufs.ac.za

BCom Business Management

Mrs Ronell vd Merwe
T: +27 51 401 2768
E: VandmerweR@ufs.ac.za

BCom Economics

Mrs Hettie van Tonder
T: +27 51 401 2166
E: VTonderH@ufs.ac.za

BCom Investment Management and Banking

Mrs Hettie van Tonder
T: +27 51 401 2166
E: VTonderH@ufs.ac.za

Industrial Psychology

Ms Raquel Simmons
T: +27 51 401 3719
E: SimmonsRA@ufs.ac.za

BCom Human Resource Management

Ms Devenia Hatha
T: +27 51 401 2152
E: HathaDR@ufs.ac.za

B Administration

Ms Mary Masiloane
T: +27 51 401 2435
E: MasiloaneM@ufs.ac.za

UFS Business School

B Management and Leadership

Dr Liezel Massyn
T: +27 51 401 7305
E: MassynL@ufs.ac.za

Faculty of Education:

Dr LM Makhalemele
T: +27 51 401 9264
E: eduINFO@ufs.ac.za

Education undergraduate:

Foundation Phase

Mr T Malefane
T: +27 51 401 3059
E: MalefaneTE@ufs.ac.za

Intermediate Phase

Mr T Malefane
T: +27 51 401 3059
E: MalefaneTE@ufs.ac.za

Further Education and Training Phase

Mr T Malefane
T: +27 51 401 3059
E: MalefaneTE@ufs.ac.za

Honours

Ms C Swart
T: +27 51 401 9922
E: SwartGC@ufs.ac.za

Master's and Doctoral

Ms CS Duvenhage
T: +27 51 401 3651
E: DuvenhageCS@ufs.ac.za

Funza Lushaka Bursaries

Ms N Butler
T: +27 51 401 2025
E: ButlerNM@ufs.ac.za

Faculty of the Humanities:

Ms M Cloete
T: +27 51 401 2592
E: CloeteM@ufs.ac.za

Ms K Mabulana
T: +27 51 401 2459
E: MabulanaK@ufs.ac.za

Ms JK Hlongwane
T: +27 51 401 3269
E: HlongwaneJK@ufs.ac.za

Faculty of Law:

Mr W Awusi
T: +27 51 401 2735
E: AwusiWK@ufs.ac.za

Mrs H Grobler
T: +27 51 401 9777
E: Groblerh1@ufs.ac.za

E-Learning students:

LLB
Mrs C Nel
T: +27 51 401 2433
E: NelC1@ufs.ac.za

Faculty of Natural and Agricultural Sciences:

Ms E Oosthuizen
T: +27 51 401 2934
E: Oosthuizenem@ufs.ac.za

Ms T Isaacs
T: +27 51 401 9423
E: IsaacsTL@ufs.ac.za

Ms E Lotter
T: +27 51 401 2531
E: LotterE@ufs.ac.za

Quantity Surveying and Construction Management Block Learning

Ms MNG Sephaka
T: +27 51 401 3414
E: SephakaM@ufs.ac.za

Faculty of Theology and Religion:

Ms FGD Ntamo
T: +27 51 401 2786
E: theology@ufs.ac.za

Internationalisation:

Ms J Niemann:
T: +27 51 401 3219
E: niemannaja@ufs.ac.za

Housing and Residence Affairs:

On Campus Accommodation

T: +27 51 401 3526/3737
E: resapplications@ufs.ac.za

Off Campus Accommodation/Private Accommodation

T: +27 51 401 2118
E: OCAstudents@ufs.ac.za

QWAQWA CAMPUS

FACULTIES

Faculty of Education Education undergraduate

Foundation and Intermediate Phases

Ms TM Mosea
T: +27 58 718 5003
E: EduQQ@ufs.ac.za

Senior and FET Phase and PGCE

Ms TP Mkhonza
T: +27 58 718 5074
E: EduQQ@ufs.ac.za

Education postgraduate, excluding PGCE

Mr TT Maitse
T: +27 58 718 5095
E: EduQQ@ufs.ac.za

Funza Lushaka Bursaries

Ms TM Mosea
T: +27 58 718 5003
E: EduQQ@ufs.ac.za

Faculty of Economic and Management Sciences

Ms JN Zim
T: +27 58 718 5195
E: EMSQQC@ufs.ac.za

Faculty of the Humanities

Ms LP Mohale
T: +27 58 718 5000
E: AdviceHumQQ@ufs.ac.za

Faculty of Natural and Agricultural Sciences

Ms DM Mohono
T: +27 58 718 5284
E: NaturalScienceQQ@ufs.ac.za

SUPPORT SERVICES

Tuition Fees

Ms NM Moeng
T: +27 58 718 5024
E: moengnm@ufs.ac.za

Ms A Zulu
T: +27 58 718 5295
E: zulua@ufs.ac.za

Financial Aid

Enquiries/Allocations Official (A–L)

Mr LL Lekhotla
T: +27 58 718 5061
E: FinAidQwa@ufs.ac.za

Enquiries/Allocations Official (M–N)

Ms TF Mosikili
T: +27 58 718 5061
E: FinAidQwa@ufs.ac.za

Enquiries/Allocations Official (O–Z)

Mr VJ van Rooi
T: +27 58 718 5038
E: FinAidQwa@ufs.ac.za

Blackboard Helpdesk

T: +27 51 401 9452
E: ehelpdesk@ufs.ac.za

Centre for Universal Access and Disability Support (CUADS)

Ms T Thulo
T: +27 58 718 5000
E: thulotb@ufs.ac.za

General Academic Advising

E: advisingqq@ufs.ac.za

Internationalisation

Mr KE Mokgosi
T: +27 58 718 5115
E: mokgosike@ufs.ac.za

Housing and Residence Affairs:

On Campus Accommodation

T: +27 58 718-5030
E: res_infoqc@ufs.ac.za

Off Campus Accommodation/Private Accommodation

T: +27 518 718 5030
E: NyathiNJ@ufs.ac.za

Student Academic Services

Student Records and Registration

Faculties of EMS and HUM

Mr S Mkhwanazi
T: +27 58 718 5025
E: sasqc@ufs.ac.za

Ms LM Mphatsoe
T: +27 58 718 5011
E: sasqc@ufs.ac.za

Faculties of EDU and NAS

Mr QG Mokhantso
T: +27 58 718 5396
E: sasqc@ufs.ac.za

Ms MAM Mohlakoana
T: +27 58 718 5420
E: sasqc@ufs.ac.za

Applications and Admissions

Undergraduate applications

Ms NJ Mokoena
T: +27 58 718 5022
E: ApplicationsQwaqwa@ufs.ac.za

Postgraduate applications and admissions

Ms ME Motaung
T: +27 58 718 5012
E: ApplicationsQwaqwa@ufs.ac.za

UFSS

Mr T Mokoena

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UFS Passwords

Mr N Sibeko

T: +27 58 718 5137

E: sibekoni@ufs.ac.za