

2022

SECOND SEMESTER REGISTRATION CHANGES GUIDE

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UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
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FREISTATA



DEAR STUDENT

As we have reached the end of the first semester, we are looking forward to welcoming you to the second semester of 2022! 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.

- **Undergraduate Registrations:** StudentAdminFHS@ufs.ac.za
- **Postgraduate Registrations:** PostgradFoHS@ufs.ac.za

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.

Online self-service for module changes and additions is available from **18** until **22 July 2022**. Log in to the student portal to access self-service <https://www.ufs.ac.za/kovsielife/student-self-service>.

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

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

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.

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>



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1. IMPORTANT DATES (Second semester)

- **18 July 2022:**
Second-semester commences
- **18 July 2022:**
Second-semester registration changes commences
- **22 July 2022:**
Second-semester registration changes ends
- **15 August 2022:**
Last date to cancel year modules and second-semester modules with financial credit
- **30 September 2022:**
Last date for M and D students to register for the second semester.
- **3 – 7 October 2022:**
UFS Student holiday (no academic activity)
- **28 October 2022:**
Predicate day
- **28 October 2022:**
Second-semester classes ends
- **31 October 2022:**
Main examination commences
- **12 November 2022:**
Main examination ends
- **14 November – 26 November 2022:**
Additional examinations
- **8 December 2022:**
Final date to transfer marks for the second semester

2. PRE-REGISTRATION ACTIONS

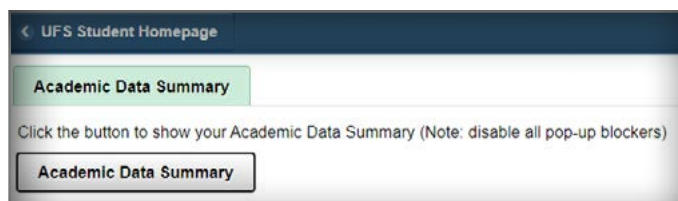
Download your Academic Data Summary:

- 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://psa.ufs.ac.za/psp/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 9111 (Select option 4).
- The document can be found by clicking on the ADS tile once logged in. See image below.

Academic Data Summary



3. DO YOU HAVE ANY SERVICE INDICATORS/BLOCKS?

Contact 051 401 911 and select the following options for help with service indicators/blocks.

- **Finance –**
<https://www.ufs.ac.za/kovsielife/student-finance> : Options 3
- **Academic advice: Option 2**
 - **Economic and Management Sciences:**
<https://www.ufs.ac.za/econ>
 - **Education:** <https://www.ufs.ac.za/edu>
 - **Health Sciences:** <https://www.ufs.ac.za/health>
 - **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://psa.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.

My Education Plan



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 Contact Services: 051 401 9111- select option 1 (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 9111 (select option 5) 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.

10. CONTACT DETAILS

For enquiries, call **051 401 9111** and select from the following options:

- 1 Option 1: Student Contact Services
- 2 Option 2: Faculty and General Academic Advise
- 3 Option 3: Student Finance
- 4 Option 4: ICT Services
- 5 Option 5: Blackboard
- 6 Option 6: Housing and Residence Affairs
- 7 Option 7: Student Affairs

INTERNATIONALISATION:

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