

FIRST-YEAR STUDENTS

REGISTRATION GUIDE

T: +27 51 401 9111 | E: studentadmin@ufs.ac.za | www.ufs.ac.za

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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





CONTENTS

REGISTERING CORRECTLY	3
THE 10-STEP PROCESS	3
IMPORTANT DATES:	3
UFS4LIFE EMAIL ADDRESSES	5
STEP 1: STUDENT NUMBER	5
STEP 2: UFS PASSWORD	5
STEP 3: REGISTRATION TASK	5
STEP 4: FEES PAYABLE	5
STEP 5: FACULTY CURRICULUM ADVICE AND ENROLMENT (REGISTRATION)	6
STEP 6: HOW TO ENROL (REGISTER) FOR MODULES	8
STEP 7: GET YOUR STUDENT CARD	8
STEP 8: CONFIRM YOUR MODULES ON BLACKBOARD	8
STEP 9: ACCESS YOUR STUDY MATERIAL	8
STEP 10: GATEWAY ORIENTATION PROGRAMME	8

Important note:

- Classes for the first semester commence on **20 February 2023**.
- The last date to cancel first-semester modules with full credit is **31 March 2023**.

Full information is also available online at www.ufs.ac.za/register



DEAR PROSPECTIVE FIRST-YEAR STUDENT

Please accept our most enthusiastic congratulations. Your admission to study has been confirmed by the University of the Free State (UFS).

We know that you can't wait to start this new chapter in your life and we are equally excited to welcome you to the KOVSIE community.

REGISTERING CORRECTLY

The next step is to register (enrol) for the learning programme (degree) and modules (courses) you will be attending as part of your studies.

You have applied to study a particular learning programme – say, a bachelor's degree. Each learning programme consists of a curriculum, which is made up of all the modules (courses) you will study during the year. Each year you will have to register for first and second semester modules as prescribed in the curriculum.

Your academic success is important to us, so we want to help you register correctly. This brochure contains important information for planning your studies.

For starters, all first-year students are advised to obtain curriculum advice before registration. Your registration will either be online or manual. You should therefore contact your relevant faculty during the week of 6-17 February 2023, per the Curriculum Advising Program.



You'll find comprehensive registration information here:
www.ufs.ac.za/register

	First semester	Second semester
Curriculum advice and registration for first year students	6–17 February 2023	17–21 July 2023
Classes start on	20 February 2023	17 July 2023
The last date to add or change modules	24 February 2023	21 July 2023
The last date to cancel modules with full credit	31 March 2023	15 August 2023

Have your
student number
handy

1

Ensure that your
UFS password is active

2

Complete the compulsory
registration task with the
registration agreement
on **PeopleSoft Campus
Solutions (student portal)**

3

Make the required
first payment **five (5)
working days** before
registration or submit
confirmation of your
approved bursary/loan.

4

Contact your faculty
for curriculum advice
(modules you need to
register for) in order
to proceed with your
registration

5

Proceed
with your
registration
as advised by
your faculty

6

Contact Card
Division for student
card service once
your registration has
been finalised

7

Access your
study material via
Blackboard.

9

Confirm your modules
on Blackboard.
Wait 24 hours
before logging into
Blackboard.

8

Access
orientation
information.

10

10 STEP PROCESS

The following steps will guide your registration process:

UFS4LIFE EMAIL ADDRESSES

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

STEP 1: STUDENT NUMBER

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

Your student number looks something like this: 2017000000



STEP 2: UFS PASSWORD

You will need to use a password during your studies, in order to access the electronic systems used by the UFS. Ensure that you maintain active UFS log-in credentials.

Here are some videos to help you:

<https://www.ufs.ac.za/kovsielife/student-self-service>

If you forget your password, [click here](#) to reset it or contact 051 401 9111 for help (press 4).

STEP 3: REGISTRATION TASK

Please login to PeopleSoft Campus Solutions ([click here](#)) to complete the registration task and sign the registration agreement.

For assistance on how to access the registration task in order to complete the registration agreement, click the link below for the step by step guide: www.ufs.ac.za/register

STEP 4: 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.

You will be able to submit your registration request via online platform or DV form even though you have not made the first payment. Registration of the student shall be final upon fulfilment of the following condition:

- No outstanding fees on the student's account, proof of funding submitted or first payment made
- Students whose request for registration could not be processed by the deadline due to either of the documents and/or payments mentioned herein above outstanding, such request shall remain incomplete. Refer to the Registration Terms of Conditions for more clarity.

Important note: The agreement that results from the admission or registration of a student shall be deemed as concluded, notwithstanding the method of registration.

The registration of a student only becomes official after:

- the first payment has been made or confirmation of a bursary covering all fees for the year has been submitted;
- the student has registered for the qualification and modules during the registration period; and
- the student has received an official proof of registration.

First payments are not the same for all students. If you are not from South Africa, you may pay a different amount. If you register in person or online from a different location, fees may differ slightly. You are only registered once you have paid of all the required fees and completed the registration process.

FIRST PAYMENTS FOR REGISTRATION 2023

1. STUDENTS STUDYING WITH FINANCIAL AID (SA students only (NSFAS, Bursaries, Loans))

For more information about financial support, please see www.ufs.ac.za and follow the links: Students – Financial Aid

- Students studying with financial aid from recognised and reputable funders are exempted from paying the first payment after all the following conditions are met:
- Historic debt from the previous year must be paid.
- Funding must be officially confirmed by the funder. Proof of confirmed funding must be submitted to Student Finance **five (5) working days prior to registration**. Email confirmation letters to tuitionfees@ufs.ac.za
- Funding must cover full cost of study for the year.

The above exclude:

- **International students** studying with financial aid must pay the first payments as indicated for SELF-PAYING STUDENTS, paragraph 2.
- Students who applied/appealed for funding but have **not** received funding confirmation, must pay the first payment as indicated for SELF-PAYING students, paragraph 2., **five (5) working days prior to registrations**. Payments will be refunded when funding is confirmed.
- Students with financial aid (bursary/loan) which **does not cover the full cost of study for the year**, must pay the first payment as indicated for SELF-PAYING STUDENTS, paragraph 2., **five (5) working days prior to registration**.

2. SELF-PAYING STUDENTS

- Historic debt from the previous year must be paid.
- First payments are due **five (5) working days prior to registration**. Students will not be able to register until these payments reflect on their tuition fees accounts.
- Should the total fees for the year be less than the first payment required, the total fees must be paid.

Note: Should a student qualify for an academic merit award, it may be used, partially or fully, to cover the first payment.

Amounts payable as first payments prior to registration

We've made it easy for you. The link below will take you straight to our Student Finance portal:

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

Programme prices

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

NB

Because we cannot publish all programme prices here, you are able to get an official quote online.

Please visit: <https://kovsielife.ufs.ac.za/quote/quote.aspx>

Be aware that you will need module codes to get a quote. These are available online in your relevant faculty's rulebook.

Follow the links: www.ufs.ac.za | **Academic** | **Academic Programmes** and select the relevant faculty.

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 by student number for the first payment, tuition, and accommodation fees.
Email proof of payment to: tuitionfees@ufs.ac.za.

Internet (EFT)

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

Reference number: 100 followed by student number.
Email proof of transaction to: tuitionfees@ufs.ac.za.

Online credit card payment facility

Visit <https://www.ufs.ac.za/kovsielife/student-finance>. Please be aware that an official UFS student number is required when this facility is used for payment.

On-Campus Cashiers' Office

Bloemfontein Campus: Monday to Friday: 08:30–14:30
Qwaqwa Campus: Monday to Friday: 08:30–15:00

SAMBA

Payments with SAMBA cards can be made at the cashiers on the Bloemfontein Campus.
Email proof of payment to: tuitionfees@ufs.ac.za.

RULES FOR 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. Account statements are emailed to your UFS4LIFE email address. It is your responsibility to forward the account to the person(s) responsible for paying it. Equally, it is your responsibility to make enquiries if you did not receive an account. All fees must be paid, whether an account has been received or not.

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

STEP 5: FACULTY CURRICULUM ADVICE AND ENROLMENT (REGISTRATION)

WHAT IS CURRICULUM ADVICE?

A process through which dedicated trained faculty staff (academic or non-academic) offer support/guidance to students in understanding their curriculum (i.e. majors, minors etc.). This includes students on academic monitoring, appeal and/or probation. This is the equivalent of faculty advising.

WHAT IS ACADEMIC ADVICE?

Academic advice is an overarching process which includes curriculum (programme and modules) and general advice (academic skills) where students receive support and advice on their studies. 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 University career.

WHAT IS A FACULTY?

A faculty is an organised grouping of academic departments specialising in similar major fields, such as Natural and Agricultural Sciences or Theology and Religion. When you applied for study at the UFS, you applied for a particular learning programme; for example, a Bachelor of Science degree, which is a qualification offered by the Faculty of Natural and Agricultural Sciences. The UFS has seven (7) faculties in total.

WHAT IS AN ACADEMIC DEPARTMENT?

A faculty consists of many academic departments and each department focuses on specific academic fields of specialisation, like History or Chemistry.

WHAT IS A CURRICULUM ADVISER?

A trained/dedicated faculty/departamental staff member (academic and/or non-academic) that offers information/guidance on the degree/learning programme you are to register for. The adviser will assist you in understanding and mapping out your academic plan which includes discussing your majors etc. Visit your faculty website for curriculum advice information and curriculum advisers.

WHOM SHOULD I CONTACT FOR CURRICULUM ADVICE?

The curriculum advisers of the various faculties will only be available for certain periods during the registration period. Curriculum advice for first-years is offered during the week of 6 – 17 February 2023. Refer to your faculty web page for detailed information on curriculum advice.

WHAT IS GENERAL/CENTRAL ACADEMIC ADVISER?

Trained/dedicated staff in the Centre for Teaching and Learning (CTL) that offer general academic advice support that aligns you personal, academic and career aspirations, this includes the support for undecided students. Contact a general/central academic adviser on WhatsApp: 087 230 6470/T: +27 51 401 9111 (option 2).

WHAT IS REGISTRATION ADVICE?

A process facilitated by the Student Contact Services that guides and supports students through the technical navigation of offer management, online registration and other related information/processes. Contact T:+27 51 401 9111 (option 1) for registration advice.

SA students	International students
First payment: January–March 2023 – five (5) days prior to registration	First payment: January–March 2023 – five (5) days prior to registration
First semester: All fees for the first semester are payable on or before 31 March 2023.	First semester: All fees for the first semester are payable on or before 31 March 2023.
Second semester: All fees for the second semester are payable on or before 31 August 2023.	Second semester: All fees for the second semester are payable on or before 30 June 2023.
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 in the regulations.	



The National Benchmark Test (NBT) and Registration for the English Academic Literacy (EAL) Module

CHECK YOUR NBT SCORE OR ALGORITHM PREDICTION

It is usually 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, English Academic Literacy (EAL), in their first year of study, to gain literacy skills that enhance their chances of academic success.

However, we are aware that some students have found it difficult to write the NBTs. So, in an attempt to accurately enrol students in EAL courses, the UFS has an additional algorithmic strategy in place for those who have not had an opportunity to write the NBTs. This helps us to select the appropriate EAL course.

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

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 the EAL module.

What happens if I didn't write the NBT?

If you are a mainstream student who 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, to tell you whether or not to register for the EAL module. This message will appear under the 'HOLD' heading.

Please note that a message about the NBT IS NOT A BLOCK. It will not restrict you from registering.

What the positive service indicators mean:

- 1. Check NBT:** You may need to register for the relevant EAL course. Please contact the NBT office/academic advisers for assistance.
- 2. Algorithm Not Proficient:** You have to register for the relevant EAL course. Please contact the NBT office/academic advisers for assistance.
- 3. 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.

For more information, please contact the NBT office:

T: 051 401 9111 (press 2)
E: nbt@ufs.ac.za (Bloemfontein)
E: nbtqwa@ufs.ac.za (Qwaqwa)



UFSS1504/UFSS1522 Modules:

As per Rule A12.7 of the General Rules of the University of the Free State, the UFSS1504 module is a compulsory module for all students registering for a first qualification at the UFS, and a qualification cannot be obtained from the UFS if UFSS1504 has not been completed successfully. UFSS1504 is a sixteen-credit, year-long compulsory module for mainstream students. UFSS1522 is an eight-credit, second-semester compulsory module for students in the extended programme who have passed SCLL1504 or SCNS1504 or SCLL1412+SCLL1522. Students in the extended programme register for this module in their second year. For extended programme students, a qualification cannot be obtained from the UFS if UFSS1522 has not been completed successfully.

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 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.

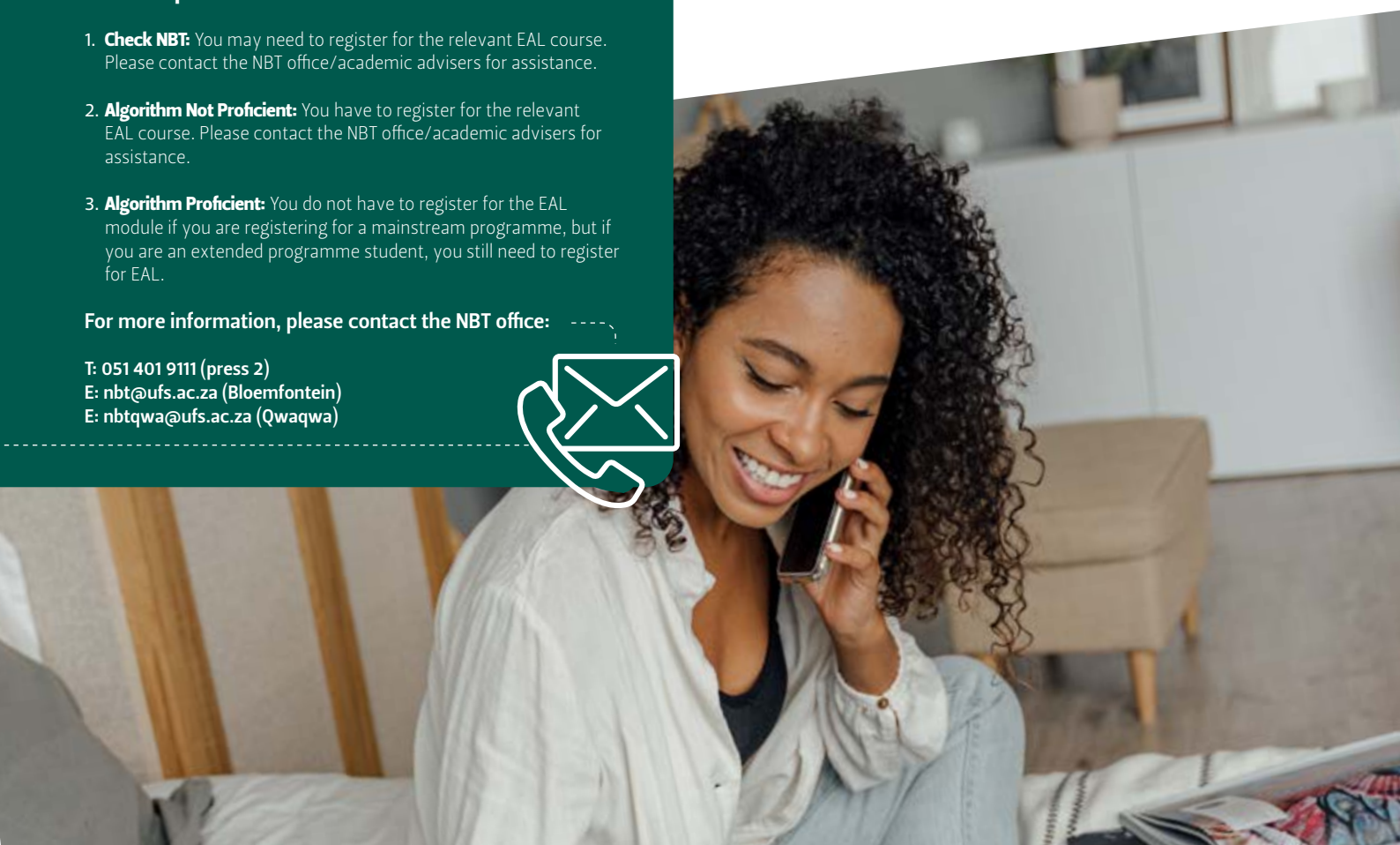
These skills are taught in the second semester in a condensed, high-impact three-day winter school.

You will receive an email to your ufs4life email address that includes your dates, times and venues for the summer and winter schools. It is important that you check your emails so that you do not miss your UFSS1504/UFSS1522 classes.



If you have any questions or queries, contact:

Bloemfontein Campus: ufs101@ufs.ac.za
Qwaqwa Campus: ufsqq101@ufs.ac.za



STEP 6: HOW TO ENROL (REGISTER) FOR MODULES

WHAT IS ENROLMENT (REGISTRATION)?

Registration takes place according to your Faculty Advising Schedule. Please visit your specific faculty website for more information: <https://www.ufs.ac.za/templates/faculty-list>

During the curriculum advice process, your curriculum adviser will discuss the various modules (courses) you will be studying during the academic year. The modules form the curriculum you will be completing. The next step is to enrol for each module (course) discussed with your curriculum adviser.

It is important that students enrol (register) modules for the campus they are studying at.

PROOF OF REGISTRATION

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

You must make sure that you are correctly registered 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 2023** and second- semester modules until **15 August 2023**.

Deregistration of modules/studies

If you are unable to continue with your studies after registration, you can drop/cancel modules by completing the DV6 form and submitting it to Student Academic Services via email on StudentAdmin@ufs.ac.za. Cancellations made after **31 March 2023 for the first semester and after 15 August 2023 for the second semester** will incur a financial liability.

Please note that you cannot carry over uncompleted/ discontinued modules to the next year. You will have to register for that module again the following year.

INCORRECT MODULE REGISTRATIONS

Under certain circumstances, 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.

STEP 7: GET YOUR STUDENT CARD

Contact the Card Division to arrange your student card once your registration is finalised. You will need this card throughout your studies at the UFS in order to access university facilities.

STEP 8: CONFIRM YOUR MODULES ON BLACKBOARD

Blackboard is the online learning management system where you will find study material and assessments related to the modules you are registered for. You must verify that your modules reflect accurately on the Blackboard portal.

Please note: Newly enrolled modules will only reflect on the platform 24 hours after of your enrolment (registration) has been finalised.

Please contact the Blackboard Helpdesk on +27 051 401 9111 (press 5) for assistance if your modules are not reflected on the portal after 24 hours.

You can access Blackboard here: <https://ufs.blackboard.com/>

STEP 9: ACCESS YOUR STUDY MATERIAL

Wait 24 hours before logging into Blackboard and then access your study material via Blackboard.

If you are registered for UFSS1504, you will receive Blackboard training during this module.

If you are in the extended programme and will only register for UFSS1522 next year, then the Blackboard office will contact you with regards to Blackboard training.

For queries related to your modules not appearing on Blackboard (after the 24hour period), please contact the Blackboard helpdesk via email (ehelpdesk@ufs.ac.za), or call 051 401 9111 (press 5).

STEP 10: GATEWAY ORIENTATION PROGRAMME

The Gateway team will assist you with:

- Information
- Assigning to colleges
- Assigning to mentors

You will find more information on Gateway here: <https://www.ufs.ac.za/kovsielife/gateway>

CAREER COUNSELLING AT STUDENT COUNSELLING AND DEVELOPMENT (SCD):

Student Counselling and Development (SCD) offers registered and prospective students the opportunity to undergo career counselling to explore their "best fit" career. The process includes a psychometric evaluation of interests, aptitude and personality, as well as an intensive consultation with a professional personnel member. This is available at a fee.

RULES

The rules of the UFS apply to you in all respects during the course of your studies. Please be aware that:



General rules may change from year to year. Please ensure that you are familiar with the applicable general rules before registration. They can be found here: https://www.ufs.ac.za/about-the-ufs/governance/policy-documents/#2018_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>

CONTACT DETAILS



DISTANCE/OPEN LEARNING AND E-LEARNING STUDY

Faculty of Natural and Agricultural Sciences

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

Mr H du Plessis

T: +27 51 401 9624

E: DuPlessisHB@ufs.ac.za

CAREER COUNSELLING AT STUDENT COUNSELLING AND DEVELOPMENT (SCD)

T: +27 51 401 9111 (*press 7*)

E: SCD@ufs.ac.za

E: SCDSouth@ufs.ac.za

E: SCDQQ@ufs.ac.za

Bloemfontein Campus

South Campus

Qwaqwa Campus

CENTRE FOR UNIVERSAL ACCESS AND DISABILITY SUPPORT (CUADS)

T: +27 51 401 9111 (*press 7*)

E: cuads@ufs.ac.za

BLACKBOARD

T: +27 51 401 9111 (*press 5*)

E: ehelppdesk@ufs.ac.za

ACADEMIC ADVICE

T: +27 51 401 9111 (*press 2*)

FINANCIAL AID

NSFAS enquiries:

Helpdesk: +27 51 401 9111 (*press 3*)

E: finaidenquiriesbfn@ufs.ac.za

E: finaidenquiriesouth@ufs.ac.za

E: FinAidQwa@ufs.ac.za

Bloemfontein Campus

South Campus

Qwaqwa Campus

For other bursaries, please contact:

Mr J Bacela

E: bachelaj@ufs.ac.za

Ms S Nzimeni

E: nzimenis1@ufs.ac.za

STUDENT FINANCE

T: +27 51 401 9111 (*press 3*)

F: +27 51 401 3579

E: tuitionfees@ufs.ac.za

HOUSING AND RESIDENCE AFFAIRS

T: +27 51 401 9111 (*press 6*)

E: res_infoqc@ufs.ac.za

E: resapplications@ufs.ac.za

E: SCResApplications@ufs.ac.za

Qwaqwa Campus

Bloemfontein Campus

South Campus

OFFICE OF INTERNATIONAL AFFAIRS

Immigration, Accreditation, Medical Aid and Student Administration:

Jeanne Nieman

T: 051 401 3219

E: niemannaja@ufs.ac.za

Letlela Tshabalala

T: 051 401 9032

E: tshabalalal@ufs.ac.za

T: 051 401 7207

E: oiastudentadmin@ufs.ac.za

STUDENT CONTACT SERVICES:

T: +27 51 401 9111 (*press 1*)

E: StudentAdmin@ufs.ac.za