

The University of the Free State



LIST OF REQUIREMENTS FOR CUADS SUPPORT



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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



CUADS SUPPORT INFORMATION

WELCOME TO CUADS

At CUADS, we are dedicated to providing you with the support you need to succeed in your academic journey. Each student is assigned a CUADS Disability Support Coordinator (DSC) who serves as your primary contact for any academic-related matters. Your DSC is here to help you navigate challenges and connect you with the appropriate resources. They will regularly check in with you throughout the year to ensure you have the support you need.

HOW TO GET STARTED

To ensure you receive the right assistance, please provide the following information to your CUADS DSC:

REGISTRATION

Inform your DSC as soon as you are registered. No support can start until you are officially registered.

LECTURERS

Provide a list of your lecturers at the start of your classes. You can find this information in your study guides.

MODULE CHANGES	Notify your DSC about any additional module registrations or deregistrations within three days of making these changes.
TUTOR REQUESTS	Submit any requests for tutoring support by the end of the third week of lectures. The tutor request form is available from your DSC.
TRANSPORT REQUESTS: FOR STUDENTS WHO MEET THE CRITERIA FOR USING THE TRANSPORT	For student and academic-related transport, please submit your request at least two days in advance to the Accessible Transport Coordinator,

SPECIALISED SUPPORT SERVICES

If you require specific support services, please communicate the following to your DSC:

INTERPRETER SERVICES	Let us know if you need SASL (South African Sign Language) or lip-speaking interpreting services. Report any complaints regarding interpreter services directly to your DSC.
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PHYSICAL ACCESS NEEDS	Inform us about any specialized equipment, assistive devices, adapted furniture, or personal assistance you may require for your studies. Share your class timetable to identify any physical accessibility challenges on campus so that we can arrange necessary accommodations/adaptations.
ACCESSIBLE STUDY MATERIAL	If you need study guides, notes, or textbook chapters in accessible formats (Braille, audio, enlarged text, e-text), please make arrangements for these materials at least one week in advance for urgent requests, and indicate which chapters are priorities for editing/printing. Contact the Accessible Study Material Production Office regularly to check on the status of your materials. Allow two weeks for less urgent requests.
ORIENTATION & MOBILITY TRAINING: STUDENTS WITH VISUAL IMPAIRMENTS	For orientation and mobility assistance, coordinate with your DSC regarding the instructor's availability.

COMMUNICATION WITH CUADS OFFICES

For effective support, please keep in mind the following communication requirements:

CUADS Alternative Assessment Office (Test & Exam Office)

Inform us about tests you intend to write at CUADS at least two to three working days before the test date, either in person or via email at cuadsexams@ufs.ac.za.

Late notification may result in having to take the examination in a mainstream venue without accommodations or an amanuensis (note-taker).

CUADS LIAISON OFFICE

For after-hours study requests, please email cuads@ufs.ac.za by 12:00 PM on the day you want to study after hours (this is only applicable for students using specialised equipment).

EQUIPMENT RESPONSIBILITY

When using/borrowing CUADS equipment (like computers, headphones, or digital recorders), you will need to sign a commitment form. Please report any damage, loss, or theft of this equipment to your DSC and/or Protection Services immediately. Replacement will depend on availability.

IMPORTANT NOTE

Your cooperation is essential for us to provide efficient support. If necessary information is not provided, CUADS has the right to withhold services or support.

We're here to help you thrive! If you have any questions or need assistance, don't hesitate to reach out to your CUADS Disability Support Coordinator.

Together, we can create a supportive environment that fosters your success!



