

# REGISTRATION GUIDE FOR:

## FIRST-YEAR STUDENTS

2021

[www.ufs.ac.za](http://www.ufs.ac.za) |  UFSUV |  UFSweb |  UFSweb |  ufsuv

*Inspiring excellence. Transforming lives.*

UNIVERSITY OF THE  
FREE STATE  
UNIVERSITEIT VAN DIE  
VRYSTAAT  
YUNIVESITHI YA  
FREISTATA



## Dear student

We are excited about 2021 and to welcome you as a KOVSIE!

You have been accepted to study in 2021 and we know that you just can't wait to start a new chapter in your life as a student. Your admission to study has been confirmed by the University of the Free State (UFS), and the next step will be to enrol (register) for the learning programme (degree) and modules (courses) that you will be attending as part of your studies during this year.

**What does it mean?** You have applied for study in a particular learning programme – say a bachelor's degree. Each learning programme consists of a curriculum, which is all the modules (courses) you will be studying during the next year. Each year you have to register for the particular modules that you want to study during the first and second semester of the academic year.

Because we value your academic success, we would like to help you register (enrol) correctly, and this brochure offers some important information that you need to take note of as part of the planning for your studies.

It is mandatory for first-year students to obtain academic advice prior to registration. It is therefore advisable that all first-year students contact their relevant faculty during the week of

1-13 March 2021. Students will use the online self-service platform to enrol for all the modules that they have to complete for their first year of study.

# 9 EASY STEPS

The registration process consists of 9 steps

- 1 Get your **student number**
- 2 Make sure that your UFS **password** is active or set it up if you did not use it before
- 3 Make the required **first payment** five (5) working days prior to registration or submit confirmation of approved bursary/loan
- 4 **Contact** your faculty for academic advice (modules you need to register for). In case you are undecided or want to change your programme, make contact with the Central Advising Office at 051 401 2444)
- 5 Log in on the **PeopleSoft** system for self-service enrolment or click [www.ufs.ac.za/register](http://www.ufs.ac.za/register)
- 6 Contact **Card Division** for student card service
- 7 Access your study material via **Blackboard**
- 8 Confirm your **modules** on Blackboard
- 9 **Gateway** orientation information

Full information is also available online at [www.ufs.ac.za/register](http://www.ufs.ac.za/register)

### Important note:

- Classes for the first semester commence on **15 March 2021**.
- The last date to cancel first semester modules with full credit is **31 March 2021**.

## STEP 1: STUDENT NUMBER

Once you apply for admission to a learning programme at the UFS, you will receive a unique 10-digit student number.



Your student number is something like: **2017000000** which you received earlier

## STEP 2: UFS PASSWORD

You will require a UFS password during your studies to access electronic systems used by the UFS.

### How to set your UFS Password:

- Log on to: <http://selfservice.ufs.ac.za>
- To activate your Password, log in with the following:  
**Username:** Student number (as given to you by the UFS)  
**Password:** Password issued by the UFS (sent by SMS) – this is only a temporary password and must be changed the first time you log in to the system.

If you need further assistance with this facility, please contact the student helpdesk at +27 051 401 2442.

## STEP 3: 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.

### Important note:

- The agreement that results from the admission or registration of a student shall be deemed as concluded in Bloemfontein, notwithstanding the method of registration.
- The registration of a student only becomes official after the required first payment has been made, the student has registered for the learning programme and modules during the registration period and has received an official proof of registration.

**What does it mean?** First payments are not the same for all students. If you are not from South Africa, you may pay a different amount. Whether you register in person or online from a different location – all registrations legally happen in Bloemfontein. You are only registered once you have paid all the required fees, completed the online registration process, and we have sent you an official document stating that you are registered – without proof, you are not registered.

First payments are payable five (5) working days prior to registration. Students will not be able to register until these amounts reflect as credits on their tuition-fee accounts. Should the tuition fee be less than the amount required, the full amount is payable.

The amounts payable before registration are available on the university's website. Visit <https://www.ufs.ac.za/kovsielife/student-finance>

**SA students:** First payment includes the registration fee + part of the tuition fee + part of the accommodation fee for accommodation in a UFS residence/rented room.

**International students:** First payment includes the registration fee + international levy + part of the tuition fee + part of the accommodation fee for accommodation in a UFS residence/rented room.

### Students with bursaries (SA students only)

Confirmation of approved bursary letters must be submitted **five (5) working days** prior to registration.

- A document of the bursary/loan must be submitted to the Department of Finance: Tuition Fees.

- If the bursary does **NOT cover all fees** for the year, the **first payment remains payable** five (5) working days prior to registration.

The attention of bursary holders is drawn to the fact that it is their responsibility to ensure that bursary donors make payments timeously and in accordance with university regulations. Bursary holders have to furnish details of their accounts to their bursary providers.

If a bursary provider does not pay a student's account in time, interest will be charged and debited to the account, and the student or his/her parents or guardian will be responsible for the payment of such interest.

The first payment is not applicable if you (SA students only) have received a provisional offer from NSFAS for 2021 and a NSFAS bursary has been allocated to you by the UFS Financial Aid Office (you must receive a confirmation SMS in this regard from the Financial Aid Office). Please note that your NSFAS funding will not be valid if you register for a course that is not funded by NSFAS. If you want to register for a course that is not funded by NSFAS, you will have to pay the first payment five (5) days prior to registration.

If you are a top achiever with a final AP of 35 and higher, you will receive a merit award according to the value that corresponds with your AP score. This amount will be automatically credited to your tuition-fee account after you have registered. If the merit award does not cover the first payment payable five (5) days prior to registration, you will have to pay the shortfall.

## Programme prices

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

**NB:** We cannot publish all programme prices here. You can get an official quote for UFS programmes online. Please visit <https://kovsielife.ufs.ac.za/quote/quote.aspx>

You will need the module codes to get a quote. Module codes are available online [[www.ufs.ac.za](http://www.ufs.ac.za)] in the relevant faculty rulebook. Follow the links: 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 directly by student number for the **first payment**, tuition, and accommodation fees.

**E-mail proof of payments to:** [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)

### Internet (EFT)

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

**Reference number 100** followed directly by your student number.

**E-mail proof of transaction to:** [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)

### Online credit card payment facility

At <http://studentportal.ufs.ac.za>

NB: An official UFS student number is required when this facility is used for payment.

### On Campus cashiers' office

Bloemfontein Campus: Mondays to Fridays: 08:30–14:30.

QwaQwa Campus: Mondays to Fridays: 08:30 – 15:00

### SAMBA

Payments with SAMBA cards can be made at the cashiers on the Bloemfontein Campus..

**E-mail proof of payments to:** [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)

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

SA students	International students
<b>First payment:</b> January–March 2021 – <b>five (5) days</b> prior to registration.	<b>First payment:</b> January–March 2021 – <b>five (5) days</b> prior to registration.
<b>First semester:</b> All fees for the first semester are payable on or before <b>31 March 2021</b> .	<b>First semester:</b> All fees for the first semester are payable on or before <b>31 March 2021</b> .
<b>Second semester:</b> All fees for the second semester are payable on or before <b>31 August 2021</b> .	<b>Second semester:</b> All fees for the second semester are payable on or before <b>30 June 2021</b> .
<b>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 otherwise in the regulations.</b>	

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



## STEP 4: ACADEMIC ADVICE AND REGISTRATION (ENROLMENT)

### WHAT IS ACADEMIC ADVICE?

Academic advice is a process where students receive support and advice on their studies and subject (module) for the qualification they are registering for. 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 higher-education career. It is mandatory for first-year students to receive academic advice before registration. Academic advice is available from the Central Academic Advising office (CTL – 051 401 2444) and in your faculty.

### WHAT IS A FACULTY?

A faculty organises a grouping of academic departments specialising in similar major fields, such as Natural and Agricultural Sciences or Theology and Religion. Therefore, when you applied for study at the university, you applied for a particular learning programme such as a Bachelor of Science degree, and that qualification is offered by the Faculty of Natural and Agricultural Sciences.

### WHAT IS AN ACADEMIC DEPARTMENT?

A faculty consists of many academic departments, and the department will focus on specific academic fields of specialisation, such as History or Chemistry.

### WHAT IS AN ACADEMIC ADVISER?

An academic adviser is either an academic staff member (programme director), academic administrative member from the faculty, or a support service within the Centre for Teaching and Learning (CTL) that offers you information/guidance for the degree/learning programme you are studying. The adviser will assist you in mapping out your academic plan. You and your academic adviser can also discuss your majors, career, and life goals.

### WHO SHOULD I CONTACT FOR ACADEMIC ADVICE?

The academic advisers of the various faculties will only be available for certain periods during the registration process.

- Academic advice for first-years is offered during the week of 1–13 March 2021;
- Students should contact the faculty directly for detailed information regarding academic advice

## DISTANCE/OPEN LEARNING AND E-LEARNING STUDY

The following is the contact details for the Open Learning programmes.

### Faculty of Natural and Agricultural Sciences

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

Ms T Bremer | T: +27 51 401 2996 | E: BremerT@ufs.ac.za

## ACADEMIC ADVICE PROGRAMME

Academic advice for first years will take place from the 1-19 March 2021.

**\*Students to contact directly the Faculty for detailed information regarding academic advice**

## STEP 5: HOW TO ENROL FOR MODULES

### WHAT IS ONLINE ENROLMENT?

During the academic advice process, your academic adviser will discuss the various modules (courses) that you will be studying during the academic year. The modules form the curriculum of the learning you will be studying for. The next step is to enrol for each of these modules (courses).

At the UFS, we will make use of an online system to allow students to enrol for the courses they have discussed with their academic advisers.

### Enrolment

An enrolment guide will be sent to you for step-by-step guidance on using the online system.

For full information, you can also go to the UFS webpage at: [www.ufs.ac.za/register](http://www.ufs.ac.za/register)

## STEP 6: ACCESS YOUR STUDY MATERIAL

Study material is issued by Minolta on behalf of the UFS.  
You can access your study material via Blackboard.

## STEP 7: GET YOUR STUDENT CARD

You must present your student card as proof of registration. You will need this card during your studies to access university facilities. The student card can also be used to pay for meals or purchasing books. A complete list of service providers that accept student card payments is available on the Student Finance webpage.

## STEP 8: CONFIRM YOUR MODULES ON BLACKBOARD

Blackboard is an online learning management system where you will find study material and assessment related to the modules you registered for at the university. Students must verify that the modules they registered for reflect on the Blackboard portal, where applicable.

**Please note:** Newly enrolled modules will only be available on the platform after 24 hours.

Please contact the Blackboard Helpdesk at +27 051 401 9452 for assistance if the modules you registered for are not reflected on the portal after 24 hours of registering.

To access Blackboard, visit the following website: <https://learn.ufs.ac.za> To log into your Blackboard account, type:

**Username:** Student number

**Password:** UFS campus password

## STEP 9: GATEWAY ORIENTATION PROGRAMME

Gateway team will assist you with:

- Gateway programme and information pamphlet
- Assigning to colleges
- Assigning to mentors

Please click on the link below for more information about gateway:

<https://www.ufs.ac.za/kovsielife/gateway>



## PROOF OF REGISTRATION

**NB: It is the responsibility of the student to ensure that his/her registration has been completed correctly [correct study code/module code(s)/centre of presentation].**

After you have completed your online registration, we will email a copy of the proof of registration to your **UFS4LIFE** email address.

You must make sure that you are registered correctly 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 2021** and second- semester modules until **15 August 2021**. If you are unable to continue with your studies at all after registration, you must cancel all the modules you were registered for. Cancellations made after 31 March 2021 and 15 August 2021 will incur a financial liability.

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

### INCORRECT MODULE REGISTRATIONS

In motivated cases, incorrect registrations can be rectified for 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.



## COMMUNICATION FROM THE UFS

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



## RULES

**The rules of the UFS are applicable to you in all respects during the course of your studies.**

- General rules may change from year to year. Please ensure that you are familiar with the applicable rules before registration. The rules can be found on the following link: 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 PERSONS

### STUDENT FINANCE

Accounts/amounts payable  
Undergraduate/Postgraduate  
Certificates and Diplomas and Honours  
degrees

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 Card (Meals and Books)  
T: +27 51 401 2799/3337

Collections:  
T: +27 51 401 3448

### FINANCIAL AID

NSFAS enquiries:  
Bloemfontein and South Campuses  
Contact numbers: +27 51 401 3955 /  
7125 / 2218 / 9894 / 7731 / 7175  
Email address:  
FinAidEnquiriesBfn@ufs.ac.za /  
FinAidEnquiriesSouth@ufs.ac.za

For other bursaries, please contact:  
Mr David Macheu  
T: +27 401 2207  
E: Maheutd@ufs.ac.za

### STUDENT SUPPORT SERVICES CENTRE FOR UNIVERSAL ACCESS AND DISABILITY SUPPORT (CUADS):

Bloemfontein Campus:  
T: +27 51 401 9980  
Qwaqwa Campus: T: +27 58 718 5189  
South Campus: T: +27 51 505 1355  
E: cuads@ufs.ac.za

### CAREER COUNSELLING AT STUDENT COUNSELLING AND DEVELOPMENT (SCD):

Student Counselling and Development  
offers registered and prospective  
students the opportunity to explore  
their 'best fit' career by undergoing the  
career counselling process. The process  
includes a complete psychometric  
evaluation of interests, aptitude, and  
personality, as well as an intensive  
decision-making process with a  
professional personnel member. Career  
counselling is offered to prospective  
students at a fee.

Bloemfontein Campus:  
T: +27 51 401 2853 | E: SCD@ufs.ac.za

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

Qwaqwa Campus:  
T: +27 58 718 5032  
E: SCDQQ@ufs.ac.za

### STUDENT SERVICE CENTRE AND REGISTRATIONS:

Call Centre:  
T: +27 51 401 9666  
E: StudentAdmin@ufs.ac.za

## FACULTIES

### FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES:

Mrs L Pretorius  
T: +27 51 401 2173  
E: LPretorius@ufs.ac.za

Ms Sibongile Mlotya  
T: +27 51 401 3825  
E: MlotyaS@ufs.ac.za

Ms Reabetswe Parkies  
T: +27 51 401 3819  
E: ParkiesRG@ufs.ac.za

### FACULTY OF EDUCATION:

Education undergraduate:  
Ms T Buso  
T: +27 51 401 9264  
E: BusoNH@ufs.ac.za

#### Foundation Phase

Mr T Malefane  
T: +27 51 401 9963  
E: MalefaneTE@ufs.ac.za

#### Further Education and Training Phase

Ms P Letloenyane  
T: +27 51 401 7884  
E: LetloenyanePC@ufs.ac.za

#### Funza Lushaka Bursaries

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

### FACULTY OF THE HUMANITIES:

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

Mrs N Ravhuhali  
T: +27 51 401 3519  
E: RavhuhaliNF@ufs.ac.za

### FACULTY OF HEALTH SCIENCES:

#### Undergraduate programmes

Mrs L du Toit  
T: +27 51 401 7513  
E: DutoitL@ufs.ac.za

#### School of Nursing:

Undergraduate programmes  
Mrs J Kloppe  
T: +27 51 401 2361  
E: KloppeJ@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 E. Lotter  
T: +27 51 401 2531  
E: LotterE@ufs.ac.za

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

#### Quantity Surveying and Construction Management Block Learning

Ms T Bremer  
T: +27 51 401 2996  
E: BremerT@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

### QWAQWA CAMPUS CONTACT PERSONS

REGISTRATION CALL CENTRE  
+27 58 718 5200

### FACULTIES

Ms TM Mosea (Foundation and  
Intermediate Phases and Funza  
Lushaka Bursaries)  
T: +27 58 718 5004  
E: EduQQ@ufs.ac.za

Ms TP Mkhonza (Senior and FET  
Phases and PGCE)  
T: +27 58 718 5074  
E: EduQQ@ufs.ac.za

### FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

Ms JN Zim  
T: +27 58 718 5289  
E: EMSQQC@ufs.ac.za

### FACULTY OF THE HUMANITIES

Mrs LP Mohale  
T: +27 58 718 5405  
E: AdviceHumQQ@ufs.ac.za

### FACULTY OF NATURAL AND AGRICULTURAL SCIENCES

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

### SUPPORT SERVICES

Blackboard  
Ms MLC Mthembu  
T: +27 58 718 5299  
E: BBQQ@ufs.ac.za

### CENTRE FOR UNIVERSAL ACCESS AND DISABILITY SUPPORT (CUADS)

Ms T Thulo  
T: +27 58 718 5189  
E: thulotb@ufs.ac.za

### FINANCIAL AID

Mr LL Lekhotla (student surnames A-L)  
T: +27 58 718 5061  
E: FinAidQwa@ufs.ac.za

Mrs TF Mosikili (student surnames M-N)  
T: +27 58 718 5061  
E: FinAidQwa@ufs.ac.za

Mr VJ van Rooi (student surnames O-Z)  
T: +27 58 718 5038  
E: FinAidQwa@ufs.ac.za

### GENERAL ACADEMIC ADVISING

Ms KC Bhiyo  
T: +27 58 718 5484  
E: advisingqq@ufs.ac.za

Ms SR Marumo  
T: +27 58 718 5341  
E: advisingqq@ufs.ac.za

### HOUSING AND RESIDENCE AFFAIRS

Mrs SC Tsoanya  
T: +27 58 718 5030  
E: res\_infoqc@ufs.ac.za

### INTERNATIONALISATION

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

### STUDENT ACADEMIC SERVICES

Applications and Admissions  
Undergraduate applications  
Mrs NJ Mokoena  
T: +27 58 718 5022  
E: ApplicationsQwaqwa@ufs.ac.za

### STUDENT RECORDS

Faculties of EMS and HUM  
Mr S Mkhwanazi  
T: +27 58 718 5025  
E: sasqc@ufs.ac.za

### STUDENT RECORDS

Faculties of EDU and NAS  
Mr QG Mokhantso  
T: +27 58 718 5396  
E: sasqc@ufs.ac.za

### TUITION FEES

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

Ms PM Mofube  
T: +27 58 718 5062  
E: mofubePM@ufs.ac.za

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

### UFSS

Bloemfontein Campus:  
E: ufs101@ufs.ac.za

Qwaqwa Campus:  
E: ufs101qq@ufs.ac.za