

# REGISTRATION GUIDE FOR:

## SENIOR 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 into the academic year!

Online self-service registration (enrolment) will be available as from **8 February 2021**. Senior students requiring assistance with registration can contact their respective faculties for academic advice during the weeks from **8 to 26 February 2021**.

# 7 EASY STEPS

## The registration process consists of 7 steps

- 1 Make sure that your **UFS password** is correct
- 2 Make the required **first payment** five (5) working days prior to registration or submit confirmation of approved bursary/loan
- 3 **Contact** your faculty for academic advice
- 4 Log in on the **PeopleSoft** system for self-service enrolment or click [www.ufs.ac.za/register](http://www.ufs.ac.za/register). Refer to the step-by-step guide on using the online enrolment service
- 5 **Access** your study material on Blackboard
- 6 **Confirm** your modules on Blackboard
- 7 **Access** the online Senior Student Orientation materials

*Students who need further assistance/support with online registration can contact the Student Services Centre at 051 401 9666 (Bloemfontein Campus) / 058 718 5022 (Qwaqwa Campus).*

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

Academic activities for the first semester will start on **1 March 2021**.



## STEP 1: UFS PASSWORD

Please make sure that your UFS password has not expired, as you will require the password for access to 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  
**Password:** your personal password.

In the event that your password was reset, the UFS issues a temporary password that must be changed the first time you log in to the system. You will require your cellphone for the one-time PIN.

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

## STEP 2: 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 first payment has been made or confirmation of a bursary covering all fees for the year has been submitted, and after the student has registered for the qualification 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 will 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 or the required registration form, and we have sent you an official document stating that you are registered – without proof of registration, you are not registered.

## FIRST PAYMENTS FOR REGISTRATION 2021

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

An original 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. 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 prepayment required, the full amount is payable.

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.

## Programme prices

Tuition fees are charged per module. Programme prices will vary according to the modules 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: <https://www.ufs.ac.za/templates/faculty-list>



## 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>	

## DISTANCE/OPEN LEARNING AND E-LEARNING STUDY

The following are the contact details for the e-Learning and Open Learning programmes offered by the various faculties.

### Faculty of Law

Learning students who study in the Faculty of Law can contact:

**Mrs C Nel** T: +27 051 401 2433 | E: [nelc1@ufs.ac.za](mailto:nelc1@ufs.ac.za)

**Mr RV van der Ross** T: +27 051 401 3532 | E: [vanderrossrv@ufs.ac.za](mailto:vanderrossrv@ufs.ac.za).

### 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](mailto:BremerT@ufs.ac.za)

### Faculty of Theology

**Rev M Oosthuizen** T: +27 051 401 2617 | E: [moosthuizen@ufs.ac.za](mailto:moosthuizen@ufs.ac.za)



## STEP 3: FACULTY ACADEMIC ADVICE

Academic advice for seniors will take place from **8 to 26 February 2021**.

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

BFN Campus	
EDU	<a href="mailto:eduinfo@ufs.ac.za">eduinfo@ufs.ac.za</a>
EMS	<a href="mailto:EMSAdvice@ufs.ac.za">EMSAdvice@ufs.ac.za</a>
HUM	<a href="mailto:humreg@ufs.ac.za">humreg@ufs.ac.za</a>
HSC	<a href="mailto:StudentAdminFHS@ufs.ac.za">StudentAdminFHS@ufs.ac.za</a>
Law	<a href="mailto:Lawadvising@ufs.ac.za">Lawadvising@ufs.ac.za</a>
NAS	<a href="mailto:nasadvising@ufs.ac.za">nasadvising@ufs.ac.za</a>
TLG	<a href="mailto:theology@ufs.ac.za">theology@ufs.ac.za</a>
QwaQwa Campus	
EDU	<a href="mailto:EDUQQ@ufs.ac.za">EDUQQ@ufs.ac.za</a>
EMS	<a href="mailto:emsqqc@ufs.ac.za">emsqqc@ufs.ac.za</a>
HUM	<a href="mailto:AdviceHumQQ@ufs.ac.za">AdviceHumQQ@ufs.ac.za</a>
NAS	<a href="mailto:naturalscienceqq@ufs.ac.za">naturalscienceqq@ufs.ac.za</a> / <a href="mailto:nasadvising@ufs.ac.za">nasadvising@ufs.ac.za</a>
South Campus	
Access	<a href="mailto:advisingsc@ufs.ac.za">advisingsc@ufs.ac.za</a>

## STEP 4: HOW TO ENROL?

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

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

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

**Important note:** Classes for the first semester will commence on **1 March 2021**.



## 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 preferred email address (as indicated on your application).

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.

## STEP 5: ACCESS YOUR STUDY MATERIAL

Printed study material is issued by Minolta on behalf of the UFS. The cost for the study guides and material will be added to your tuition-fee account. Once you have enrolled for all our modules (courses), you can request a copy of the study material.

Other study material will be available in electronic format. This material will be available on Blackboard.

## STEP 6: CONFIRM YOUR MODULES ON BLACKBOARD

**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 / [Ehelpdesk@ufs.ac.za](mailto:Ehelpdesk@ufs.ac.za) 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://ufs.blackboard.com/> To log into your Blackboard account, type:

**Username:** student number

**Password:** UFS campus password

## STEP 7: ACCESS THE ONLINE SENIOR ORIENTATION

With the current reality of a blended/online learning and teaching approach for 2021 at the UFS. The Senior Orientation has been designed to help you navigate your transition from one academic year to another successfully by bringing all the important Learning and Teaching information together into one place. The orientation programme will provide you with; an opportunity to virtually meet people in the campus community, planning your professional development, establishment of realistic expectations aligned with those of the institution, and fostering a sense of belonging as a senior UFS student.

Visit Senior Orientation (<https://www.ufs.ac.za/ctl/home-page/ctl-registration-support-2021/senior-orientation>) to learn more about the 2021 Senior Orientation Programme.

The 2021 Senior Orientation will take place virtually on Blackboard from 1 February 2021.



## 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

### FINANCE

#### STUDENT FINANCE

Accounts/amounts payable

Undergraduate / Postgraduate

Certificates and Diplomas and Honours degrees

T: +27 51 401 2806

or +27 51 401 3003

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:

Mrs M Cloete (master's and PhD  
students)

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

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 Klopper

T: +27 51 401 2361

E: Klopper1@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

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

E-Learning Helpdesk

Ehelpdesk@ufs.ac.za

051 401 9452

### 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

### CENTRAL ACADEMIC ADVISING (CTL)

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

Mrs LM Mphatsoe

T: +27 58 718 5011

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

Ms MAM Mohlakoana

T: +27 58 718 5420

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

### UFS101

Mr T Mokoena

T: +27 58 718 5186

E: mokoena@ufs.ac.za