2024 REGISTRATION GUIDE
SENIOR STUDENTS

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

UFS

DEAR *STUDENT*
WE ARE EXCITED TO WELCOME YOU BACK
IN THE 2024 ACADEMIC YEAR.

Enrolment (registration) will start from 29 January 2024. If you are a senior student who requires assistance with registration, please contact your faculty for academic advice. This is available from 22 January 2024.

THE FOLLOWING STEPS WILL GUIDE YOUR REGISTRATION PROCESS:

STEP 1
Confirm your academic standing on your ADS

STEP 2
Complete the compulsory registration task with the registration agreement on PeopleSoft Campus Solutions (student portal)

STEP 3
Make the required first payment five (5) working days prior to registration or submit confirmation of an approved bursary/loan

STEP 4
Contact your faculty for curriculum advice

STEP 5
Proceed with your registration as advised by your faculty

STEP 6
Confirm your modules on Blackboard

STEP 7
Access your study material on Blackboard

YOU WILL FIND COMPREHENSIVE REGISTRATION INFORMATION HERE: www.ufs.ac.za/register

IMPORTANT DATES:

2024	FIRST SEMESTER	SECOND SEMESTER
Curriculum advice and registration for senior students	29 January–12 February	8–19 July
Classes start on	12 February	8 July
The last date to add or change modules	16 February	19 July
The last date to cancel modules with full credit	31 March	15 August

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE

UFS PASSWORD

Please ensure that your UFS password has not expired, as you will require it to access electronic systems used by the UFS. **You can set or reset your UFS password here:** *selfservice.ufs.ac.za*

For further assistance with this facility, please contact the Student Helpdesk on **+27 051 401 9111** (**press 4**).

STEP 1
CONFIRM YOUR ACADEMIC STANDING

Access your ADS on PeopleSoft Campus Solutions and confirm your academic standing.

STEP 2
REGISTRATION TASK

Please log in to PeopleSoft Campus Solutions to complete the registration task and sign the registration terms and conditions.

STEP 3
FEES PAYABLE

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 will 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 being outstanding, such request will remain incomplete. Refer to the Registration Terms and Conditions for more clarity.

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 resulting from the admission or registration of a student will be deemed concluded, notwithstanding the method of registration.

THE REGISTRATION OF A STUDENT 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 FOR REGISTRATION 2024

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

2023 account balance must be zero.

Students with confirmed NSFAS funding *are exempt* from paying the first payment, provided that their 2023 account balance is zero.

Students with other funding (bursaries/loans) covering full cost of study for the year *are exempt* from paying the first payment, provided that their 2023 account balance is zero.

Students who have applied/appealed for funding but have not received funding confirmation must pay the first payment as indicated for **SELF-PAYING** students. Payments will be refunded when funding is confirmed.

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**

Students with financial aid (bursary/loan) that does not cover all the fees for the year must pay the first payment five (5) working days prior to registration.

Should a student qualify for an academic merit award, it may be used – partially or fully – to cover the first payment, provided that their 2023 account balance is zero.

VISIT:
www.ufs.ac.za/kovsielife/unlisted-pages/bursaries/financial-aid for more information on bursaries/funding you may apply for.

2. SELF-PAYING and PARTIALLY FUNDED STUDENTS (SA and International Students)

2023 account balance must be zero.

First payments are payable by students without funding confirmation or who are only partially funded.

First payments are payable by all international students, irrespective of whether they have funding confirmation or not.

First payments are due 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.

The full amount is payable when the total fees are less than the first payment required.

Should a student qualify for an academic merit award, it may be used – partially or fully – to cover the first payment, provided that their 2023 account balance is zero.

AMOUNTS PAYABLE AS FIRST PAYMENTS PRIOR TO REGISTRATION

We have made it easy for you, with a link that takes you directly to our Student Finance portal:
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. These are also estimated average costs per year. International non-SADC students 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** kovsielife.ufs.ac.za/quote/quote.aspx

Be aware that you will need module codes to get a quote. This is available 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

Please be aware that an official UFS student number is required when this facility is used for payment. Click Below: *www.ufs.ac.za/kovsielife/student-finance*

ON-CAMPUS CASHIERS' OFFICE

Bloemfontein Campus:
Mon–Fri   08:30–14:30
South Campus:
Mon–Fri   08:30–15:30
Qwaqwa Campus:
Mon–Fri   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 have not received an account. All fees must be paid, whether an account is received or not.

SA STUDENTS

FIRST PAYMENT: January–March 2024 five (5) days prior to registration.

FIRST SEMESTER: All fees for the first semester are payable on or before 31 March 2024.

SECOND SEMESTER: All fees for the second semester are payable on or before 31 August 2024.

INTERNATIONAL STUDENTS

FIRST PAYMENT: January–March 2024 five (5) days prior to registration.

FIRST SEMESTER: All fees for the first semester are payable on or before 31 March 2024.

SECOND SEMESTER: All fees for the second semester are payable on or before 30 June 2024.

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.

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

CURRICULUM ADVICE FOR SENIORS IS AVAILABLE FROM: 22 JANUARY 2024

LAST DATE TO ADD OR CHANGE MODULES: 16 FEBRUARY 2024

For detailed academic information, please contact your faculty directly.

UFSS1504/UFSS1522

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. If you have failed UFSS1504, you must register for it again in order to repeat it.

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.

For students repeating UFSS1504, 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.

For extended programme students, or senior students receiving recognition for UFSS1512, the aim of 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 including your dates, times, and venues for the summer and/or winter school(s). It is important that you check your emails so that you do not miss your ufss1504/ufss1522 classes.

ENGLISH ACADEMIC LITERACY MODULES (EAL)

As per Rule A12.7 of the General Rules of the University of the Free State, if the stipulated requirements of the NBTs have not been met or the results of the tests cannot be submitted, registration for the applicable language development module is compulsory. If you do not register for or pass the applicable EAL module, you will not be able to receive your degree. Therefore, if you have failed the module, you must register for it again.

For extended programme students, a qualification cannot be obtained from the UFS if a language development module (EAL) has not been completed successfully.

IF YOU ARE UNSURE OR HAVE ANY QUESTIONS, PLEASE CONTACT:

E: *nbt@ufs.ac.za* (Bloemfontein)
E: *nbtqwa@ufs.ac.za* (Qwaqwa)

STEP 5
HOW TO ENROL (REGISTER)

Registration will take place according to your faculty advising schedule. Please visit your faculty website for more information: **www.ufs.ac.za/templates/faculty-list**

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

For comprehensive information, visit the relevant UFS webpage: www.ufs.ac.za/register

IMPORTANT NOTE: *Classes for the first semester will commence on 12 February 2024 and 8 July 2024 for the second semester.*

PROOF OF REGISTRATION

It is your responsibility to ensure that your registration is completed correctly, with 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 2024* and second-semester modules *until 15 August 2024.*

After you have completed your registration, please print a copy of your Proof of Registration.
(Proof of registration can also be printed at any time during the year through self-service.)

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 to your faculty curriculum adviser.

Cancellations made *after 31 March 2024* for the first semester and *after 15 August 2024* 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.

CHANGES TO EXISTING ENROLMENT/REGISTRATION

The last date to cancel first-semester modules with full credit is 31 March 2024. To make changes to an existing enrolment (registration), you need to complete a DV6 and submit it to the faculty for approval.

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 6
CONFIRM YOUR MODULES ON BLACKBOARD

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:
ACCESS YOUR STUDY MATERIAL

Access your study material via Blackboard. Be on the lookout for communication on Blackboard training if you need a refresher on how to navigate the Blackboard platform.

THE 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: **General rules**

Faculty rulebooks can be found here:
www.ufs.ac.za/templates/yearbooks

Financial rules are available here:
www.ufs.ac.za/kovsielife/student-finance

CONTACT DETAILS

DISTANCE/OPEN LEARNING AND E-LEARNING
Here are the contact details for the Open Learning programmes.

FACULTY OF NATURAL AND AGRICULTURAL SCIENCES
Approved distance-tuition students in the BSc Quantity Surveying and BSc Construction Management programmes 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 (option 7)**
E: **SCD@ufs.ac.za** || **Bloemfontein Campus**
E: **SCDSouth@ufs.ac.za** || **South Campus**
E: **SCDQQ@ufs.ac.za** || **Qwaqwa Campus**

CENTRE FOR UNIVERSAL ACCESS AND DISABILITY SUPPORT (CUADS)

T: **+27 51 401 9111 (option 7)**
E: **cuads@ufs.ac.za**

BLACKBOARD

T: **+27 51 401 9111 (option 5)**
E: **ehelpdesk@ufs.ac.za**

ACADEMIC ADVISING

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

FINANCIAL AID
NSFAS enquiries:

Helpdesk: **+27 51 401 9111 (option 3)**
E: **finaidenquiriesbfn@ufs.ac.za** || **Bloemfontein Campus**
E: **finaidenquiriessouth@ufs.ac.za** || **South Campus**
E: **FinAidQwa@ufs.ac.za** || **Qwaqwa Campus**

FINANCIAL AID
For other bursaries, please contact:

Mr J Bacela
E: **bacelaj@ufs.ac.za**

Ms S Nzimeni
E: **nzimenis1@ufs.ac.za**

STUDENT FINANCE

T: **+27 51 401 9111 (option 3)**
F: **+27 51 401 3579**
E: **tuitionfees@ufs.ac.za**

HOUSING AND RESIDENCE AFFAIRS

T: **+27 51 401 9111 (option 6)**
E: **resapplications@ufs.ac.za** || **Bloemfontein Campus**
E: **SCResApplications@ufs.ac.za** || **South Campus**
E: **res_infoqc@ufs.ac.za** || **Qwaqwa Campus**

OFFICE FOR INTERNATIONAL AFFAIRS
Immigration, Accreditation, Medical Aid and Student Administration:

Jeanne Niemann
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 (option 1)**
E: **StudentAdmin@ufs.ac.za**