

POST REGISTRATION GUIDE



2029

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

*Inspiring excellence, transforming lives
through quality, impact, and care.*

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



DEAR **STUDENT**

Congratulations on successfully completing your registration for the 2026 academic year at the University of the Free State (UFS). This guide contains important administrative, academic, and financial information that will ensure you remain on track post-registration. Herein is an outline of the processes and deadlines applicable should you wish to make changes to your registration during the 2026 academic year.

You are encouraged to read it carefully, retain it for future reference, and act within the stipulated deadlines to avoid academic or financial implications.



OFFICIAL **EMAIL ADDRESS**



The UFS wishes to remind you that your official UFS email address (studentnumber@ufs4life.ac.za) should be monitored on a regular basis. This email address serves as the official electronic communication channel between the university and you as student; therefore, it is important that you update your password on a regular basis to ensure that you have access to this mailbox at all times. Please note that other email addresses will not be used for official communication.

To access your email, go to www.ufs4life.ac.za

SELF-**SERVICE**

The Self-Service platform is the University of the Free State's secure online student portal that allows you as a registered student to manage key academic and administrative processes independently. Through Self-Service, you can view and update registration details, add or cancel modules within approved periods, access fee and account information, and maintain personal contact details.

Self-Service is available 24/7 and serves as the primary platform for students to manage their academic and administrative information.

Click [here](#) to access the **self-service portal**.



IMPORTANT DATES

Take note of the following important dates that outline the start and end of lectures for each semester, examinations, and holidays. These dates are applicable to all undergraduate, postgraduate diploma, and honours students (Faculty of Health Sciences excluded).

	FIRST SEMESTER	SECOND SEMESTER
Classes start	9 February 2026	17 July 2026
Last day to add or change modules (registration)	13 February 2026	17 July 2026
Last day to cancel/deregister modules with full credit	31 March 2026	15 August 2026

UNIVERSITY CALENDAR: [UFS Academic Calendar](#)



CHANGING OF MODULES: AFTER REGISTRATION

CANCELLATION OF MODULES

After registration, you may cancel or discontinue registered module (s) via the [Self-Service portal](#), except during official examination periods.

FIRST SEMESTER:

- Cancellation on or before 31 March 2026:
Full financial credit
- Cancellation from 1 April 2026:
No financial credit for first semester modules
- Year modules cancelled from 1 April 2026:
50% of the module fee remains payable

SECOND SEMESTER:

- Cancellation on or before 15 August 2026:
Full financial credit
- Cancellation from 16 August 2026:
No financial credit

Further information regarding tuition fees and refunds is available at:

www.ufs.ac.za/kovsielife/unlisted/tuition-fees/student-finance



CHANGING OF MODULES: **AFTER REGISTRATION**

ADDING MODULES

After registration has been completed, you may still add modules electronically via **Self-Service** until:

- 13 February 2026 for first semester and year modules
- 17 July 2026 for second-semester modules

The electronic process is not available to

- students registered for occasional study modules; and
- students wishing to register for modules outside their approved curriculum.

Such changes must be processed in person in consultation with your Faculty. Review your faculty rulebook for more information and contact details of the relevant staff to assist. Where permission is granted for changes after the prescribed registration deadlines, a penalty fee per module will be charged.

CHECKING OF REGISTRATION DETAILS

You must ensure that they are registered correctly on or before the last date allowed for changes (first semester, 13 February 2026) to avoid financial penalties and/or, problems with your bursaries, and the scheduling of exams.

Once the registration deadline has passed, no modules may be registered for the semester. Modules for the second semester can be registered until 17 July 2026.

- Incomplete/discontinued modules registered for a specific year cannot be carried over to the next year, and a new registration process must be followed.

INCORRECT MODULE REGISTRATIONS

In motivated cases, incorrect registrations can be rectified before the start of the examination period, on condition that the relevant academic department and dean of the faculty provide the required approval. A penalty fee for these changes will be charged per module.



ATTENDANCE OF LECTURES / **CONTACT SESSIONS**

CAMPUS AND DISTANCE-EDUCATION STUDENTS

Students must be registered for the first semester by 13 February 2026. As from 16 February 2026, no lectures/contact sessions may be attended without being officially registered.

NB: You will not have access to study material or the Learning Management System (Blackboard) before you have officially registered for the applicable modules.



ATTENDANCE OF LECTURES / **CONTACT SESSIONS**

Check your proof of registration (available after capturing of registration data and/or via the Self-service portal) to make sure that you are indeed registered for the specific module(s) per your curriculum as detailed in the faculty rulebook.

Despite the attendance of classes/contact sessions and the possible submission of tests/assignments, no results will be made available and/or academic credit granted for modules not officially registered for.

*Distance education is only applicable in certain programmes, not all programmes.



CENTRAL FOR TEACHING AND LEARNING (**CTL**)

The Centre for Teaching and Learning offer range of student support services that help you achieve your ultimate academic potential, services include:

1. Central Academic Advice: Advisers provide you with ongoing and intentional support, including but not limited to time management, dealing with your academic workload and educational planning to ensure that you have the requisite skills to stay of track for success;
2. A_STEP tutorial support: Tutorials are a peer-led, module specific support to ensure that you understand module content as far as possible.
3. Write Site: Writing support services that help you refine your writing for assignments and other related

VISIT CTL OR CONTACT THEM:

T: +27 51 401 9111 (option 2)

W: +27 87 240 6370

E: Advising@ufs.ac.za

Advisingqq@ufs.ac.za

Advisingsc@ufs.ac.za

BLOEMFONTEIN CAMPUS

SOUTH CAMPUS

QWAQWA CAMPUS



COMPLETE CANCELLATION / DISCONTINUATION OF STUDY

NOTICE OF DISCONTINUATION OF REGISTRATION

Notice of discontinuation can be given as follows:

- You may cancel or discontinue modules and/or your studies independently via the **Self-Service** portal throughout the year of registration, except during the examination periods (the system will be closed from the day the semester marks are published until the end of the examination period). Please consult your faculty curriculum adviser before making any changes to your registration.
- A notice of discontinuation of registration on the relevant registration form may be submitted to the Student Contact Services and Registrations Division in the George du Toit Administration Building, First Floor, after registration and throughout the year, except during the examination periods. Please consult your academic adviser before making any changes to your registration.
- A student who has already left the university and is not able to cancel or discontinue his/her study via the **Self-Service** portal, enquiries can be directed to the Student Contact Services at StudentAdmin@ufs.ac.za or telephone **+27 51 401 9111** (option 1)

NB: Year modules are registered under the first semester and must consequently be cancelled or discontinued under the first semester (term 2261).

PLEASE NOTE THE CUT-OFF DATES:

- First semester, last day: 31 March 2026
- Second semester, last day: 15 August 2026

FINANCIAL LIABILITY IN CASE OF CANCELLATIONS

Tuition and accommodation fees are payable in full, irrespective of whether any services to be rendered by the university is disrupted by circumstances beyond the university's control, such as strikes, student boycotts, public unrest or any other disruption on campus.

In the event that you cancel your studies before the administrative course checking day (31 March 2026 for the first semester), you will be held liable for a minimum amount. Please visit the university's website for full information at www.ufs.ac.za/kovsielife/student-finance

ADDRESS OR CONTACT DETAIL CHANGES

It is your responsibility as a UFS registered student to inform the university of any change of address or contact details.



CANCELLATION OF **RESIDENCE ACCOMMODATION**

Students who have been allocated accommodation in a UFS residence and wish to cancel/terminate their accommodation contract must formally notify the following:

Department of Housing and Residence Affairs
Room 121, President Steyn Annex



CONTACT **PERSONS**

STUDENT CONTACT SERVICES

T: +27 51 401 9111 (press 1)

E: StudentAdmin@ufs.ac.za

CHATBOT: +27 87 240 6370

ACADEMIC ADVISING

T: +27 51 401 9111 (press 2)

ACADEMIC LITERACY TEST AND CAL MODULES

T: +27 51 401 9111 (press 2)

T: +27 51 401 2448

E: ALtestBFN@ufs.ac.za

BLOEMFONTEIN CAMPUS

T: +27 58 718 5066

E: ALtestQQ@ufs.ac.za

QWAQWA CAMPUS

STUDENT FINANCE

T: +27 51 401 9111 (press 3)

E: tuitionfees@ufs.ac.za

FINANCIAL AID AND NSFAS ENQUIRIES

HD: +27 51 401 9111 (press 3+1)

E: finaidenquiriesbfn@ufs.ac.za

BLOEMFONTEIN CAMPUS

HD: +27 51 401 9111 (press 3+1)

E: finaidenquiriesouth@ufs.ac.za

SOUTH CAMPUS

HD: +27 51 401 9111 (press 3+1)

E: FinAidQwa@ufs.ac.za

QWAQWA CAMPUS

FOR OTHER BURSARIES, PLEASE CONTACT

HD: +27 51 401 9111 (press 3+2)

FINANCIAL AID EXTERNAL BURSARIES

E: finaidbursaries@ufs.ac.za

ICT SERVICES (PASSWORD SUPPORT)

T: +27 51 401 9111 (press 4)



CONTACT PERSONS

EDUCATIONAL TECHNOLOGY SUPPORT DESK (BLACKBOARD)

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

HOUSING AND RESIDENCE AFFAIRS

T: +27 51 401 9111 (press 6)

T: +27 51 401 9111 (press 6) E: resapplications@ufs.ac.za BLOEMFONTEIN CAMPUS

T: +27 51 401 9111 (press 6) E: SCResApplications@ufs.ac.za SOUTH CAMPUS

T: +27 51 401 9111 (press 6) E: res_infoqc@ufs.ac.za QWAQWA CAMPUS

CAREER COUNSELLING AT STUDENT COUNSELLING AND DEVELOPMENT (SCD)

T: +27 51 401 9111 (press 7) E: SCD@ufs.ac.za BLOEMFONTEIN CAMPUS

T: +27 51 401 9111 (press 7) E: SCDSouth@ufs.ac.za SOUTH CAMPUS

T: +27 51 401 9111 (press 7) E: SCDQQ@ufs.ac.za QWAQWA CAMPUS

CENTRE FOR UNIVERSAL ACCESS AND DISABILITY SUPPORT (CUADS)

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

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:

T: +27 51 401 9624 E: DuPlessisHB@ufs.ac.za H DU PLESSIS

OFFICE FOR INTERNATIONAL AFFAIRS

Immigration, Accreditation, Medical Aid and Student Administration:

T: +27 51 401 9032 E: tshabalalal@ufs.ac.za LETLELA TSHABALALA

T: +27 51 401 7207 E: oiastudentadmin@ufs.ac.za

FACULTIES

For more information about the faculty in which you are registered, click here:
www.ufs.ac.za/templates/faculty-list