



FIRST-YEAR STUDENTS REGISTRATION GUIDE

2025



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

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

VISION **130**
Renew and Reimagine
for 2034

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



DEAR FIRST-YEAR STUDENT



We warmly welcome you to the University of the Free State (UFS), where we strive to empower each student with a world-class educational journey. Congratulations on taking this important step towards growth and opportunity within the Kopsie community.

Your admission to study has been confirmed by the University of the Free State (UFS).

FIRST-YEAR



REGISTERING CORRECTLY

At the UFS, we are committed to supporting your success holistically, ensuring that your registration experience is smooth, accurate, and aligned with your academic goals. This guide provides essential information to help you begin this impactful journey with confidence.

The next step is to register (enrol) for the learning programme (degree) and modules (courses) that you will be attending as part of your studies.

You have applied to study a particular learning programme – say, a bachelor's degree. Each learning programme consists of a curriculum, which is made up of all the modules (courses) you will study during the year. Each year, you will have to register for first- and second-semester modules as prescribed in the curriculum.

For starters, first-year students are advised to obtain curriculum advice before finalising their registration. Your registration will be done strictly via online system.

You should therefore complete your registration between 20 January 2025 and 7 February 2025 in line with your faculty's curriculum advising programme.





THE REGISTRATION PROCESS

The following steps have been carefully designed to guide you through registration, offering a seamless start to a fulfilling and successful experience here at the UFS, where your growth and academic success are our priorities.

Step 1: Observe registration information:
www.ufs.ac.za/register

Step 2: Start your registration task to enrol (register)

Step 3: Download your student documents

Step 4: Get student card

Step 5: Confirm your modules and download study material – **wait 24 hours** before logging in to Blackboard.

If you are registered for **UFSS1504**, you will receive Blackboard training during this module. If you are in the extended programme and will only register for **UFSS1522** next year, the Blackboard office will contact you regarding Blackboard training.

For queries related to your modules not appearing on Blackboard (after the 24-hour period), please contact the Blackboard helpdesk via email (ehelpdesk@ufs.ac.za), or call **+27 51 401 9111** (select option 5).



Please note: You must register for a faculty-specific Critical Academic Literacies module (CAL). Mainstream programme students **MUST** also sign up to write the compulsory academic literacy test ([Click here](#) for more information about the CAL modules and to sign up for a test session, or refer to the poster attached).

For more information, you can also contact:

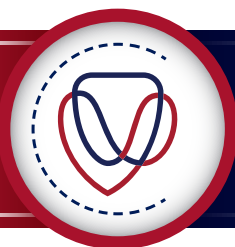
Bloemfontein and South campus

E: ALtestBFN@ufs.ac.za T: **+27 51 401 2448**

Qwaqwa campus

E: ALtestQQ@ufs.ac.za T: **+27 58 718 5066**





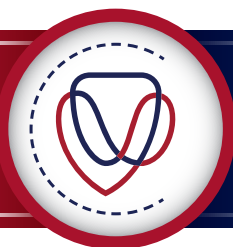
PLEASE TAKE NOTE OF THESE IMPORTANT DATES

Our quality academic schedule helps you plan ahead with ease.

	FIRST SEMESTER	SECOND SEMESTER
Curriculum advice and registration for first-year students	20 January–7 February 2025	21–25 July 2025
Classes start on	10 February 2025	21 July 2025
The last date to add or change modules	14 February 2025	25 July 2025
The last date to cancel modules with full credit	31 March 2025	15 August 2025

Note: Registration fees are not refundable.





UFS RULES

The rules of the UFS apply to you in all respects during the course of your studies. Please be aware of the following:

- 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**



UFS4LIFE EMAIL ADDRESSES

Your UFS4life email address serves as your official communication channel, ensuring that you stay connected to valuable updates, resources, and academic support.

Our commitment to your success includes equipping you with efficient tools, such as this email and secure password access for an enhanced learning experience.



UFS PASSWORD

You will need to use a password during your studies to access the electronic systems used by the UFS. Make sure that you maintain active UFS login credentials. Here are some videos to help you:

www.ufs.ac.za/kovsielife/student-self-service

If you forget your password, **click here** to reset it or contact **+27 51 401 9111** for help (press 4).



REGISTRATION INFORMATION

Read through all the information, paying special attention to:

Registration website (**www.ufs.ac.za/register**)





START YOUR REGISTRATION TASK



CLEAR YOUR HOLDS

Enrol(register)and follow the steps:

Please log in to **PeopleSoft Campus Solutions** to complete the registration task. For assistance on how to access the registration task to complete the agreement and enrol for your modules, please visit the registration website to access the step-by-step guide.

You must submit your registration request online even if the first payment has not yet been made. Your registration will only be finalised once all conditions have been met: any outstanding fees on your account have been cleared, proof of funding is provided, or the first payment has been completed.

If the required documents or payments are not submitted by the deadline, your registration will remain incomplete.

For full details, please refer to the Registration Terms and Conditions.

Note: Registration officially takes effect only when the first payment has been made, or if a bursary confirmation covering all fees for the year has been submitted, if the student has registered for the qualification and modules within the registration period, and if official proof of registration has been issued.

First payments are not the same for all students. If you are not from South Africa, you may pay a different amount. If you register in person or online from a different location, fees may differ slightly.

You are only registered once you have paid all the required fees and completed the registration process.

Although this guide has been compiled with care, the UFS cannot accept responsibility for any errors or omissions.

FINANCE HOLD: FIRST PAYMENTS FOR REGISTRATION 2025

1. STUDENTS STUDYING WITH FINANCIAL AID (SA STUDENTS ONLY) (NSFAS, BURSARIES, LOANS)

For more information on financial support, please see www.ufs.ac.za and follow the links: Students – Student finance.

Students studying with financial aid from recognised and reputable funders are exempted from paying the first payment after all the following conditions are met:

Historic debt from the previous year must be paid.

Funding must be officially confirmed by the funder. 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

Funding must cover the full cost of study for the year. The above exclude:

International students studying with financial aid must pay the first payments as indicated in paragraph 2 for SELF-PAYING STUDENTS.

Students who have **applied/appealed for funding** but have not received funding confirmation must pay the first payment as indicated for SELF-PAYING students, paragraph 2, **five (5) working days prior to registrations**. Payments will be refunded when funding is confirmed.

Students with financial aid (bursary/loan) that **does not cover the full cost of study for the year** must pay the first payment as indicated for SELF-PAYING STUDENTS, paragraph 2, **five (5) working days prior to registration**.



CLEAR YOUR HOLDS II CONTINUED PART 1

2. SELF-PAYING STUDENTS

Historic debt from the previous year must be paid.

Please ensure that **first payments** are made **five (5) working days prior to registration**. Students will not be able to register until these payments reflect on their tuition fee accounts.

Should the total fees for the year be less than the first payment required, the total fee must be paid.

Note: Should a student qualify for an academic merit award, it may be used – partially or fully – to cover the first payment.

Amounts payable as first payments prior to registration:

We have made it easy for you. The link below will take you straight to our Student Finance portal:
www.ufs.ac.za/kovsielife/student-finance

Programme prices

Tuition fees are charged on a **per-module basis**. The cost of your programme will vary depending on the modules (courses) you choose to register for, and the total estimated costs are provided as average figures for each academic year.

For international non-SADC students, the cost of each module is increased by an **additional 50%**.



WHERE TO PAY

ANY ABSA BANK 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

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



ON-CAMPUS CASHIERS' OFFICE

South Campus:
Monday to Friday: 08:30–15:30
Qwaqwa Campus:
Monday to Friday: 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





CLEAR YOUR HOLDS II CONTINUED PART 2

RULES FOR FEES

The University of the Free State remains dedicated to quality education and impactful engagement, regardless of potential disruptions beyond the university's control. In line with our culture of care, we aim to keep you informed and prepared for all financial aspects of university life.

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 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 2025
five (5) days prior to registration.

First semester: All fees for the first semester are payable on or before **31 March 2025**.

Second semester: All fees for the second semester are payable on or before **31 August 2025**.

INTERNATIONAL STUDENTS

First payment: January–March 2025
five (5) days prior to registration.

First semester: All fees for the first semester are payable on or before **31 March 2025**.

Second semester: All fees for the second semester are payable on or before **30 June 2025**.

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.

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





CLEAR YOUR HOLDS II CONTINUED PART 3

CURRICULUM ADVICE HOLD

WHAT IS CURRICULUM ADVICE?

Curriculum advice at the UFS is a supportive process led by dedicated, trained faculty staff who provide individualised guidance to help students understand their curriculum choices, including majors, minors, and applicable academic rules. This support is especially impactful for students on academic monitoring, appeal, or probation, ensuring that they receive the quality advice and care needed to succeed in their studies. Curriculum advice is an essential part of your journey, setting you on a path to personal and academic growth.

WHAT IS ACADEMIC ADVISING?

Academic advising at the UFS is a holistic process that extends beyond registration, offering continuing support throughout your university career. Advising includes both curriculum-specific guidance and general support for academic skills, allowing you to progress confidently and purposefully. At the UFS, we aim to make your educational experience impactful and caring, tailored to your needs as you pursue your studies.

WHAT IS A FACULTY?

A faculty at the UFS is a vibrant, organised grouping of academic departments, each specialising in related fields, such as Natural and Agricultural Sciences or Theology and Religion. When you chose the UFS, you selected a learning programme aligned with one of our seven faculties. Each faculty is dedicated to delivering a quality academic experience and guiding you towards achieving your aspirations.

WHAT IS AN ACADEMIC DEPARTMENT?

Within each faculty, academic departments focus on specific areas of expertise, such as History or Chemistry. These departments work together to provide a supportive, high-quality learning environment that encourages impactful research, community engagement, and academic excellence.

WHAT IS A CURRICULUM ADVISER?

A curriculum adviser is a caring, knowledgeable faculty or departmental staff member dedicated to guiding you in understanding your degree programme. This adviser will help you map out an academic plan tailored to your goals, offering quality guidance on majors and electives. Visit your faculty's website to connect with a curriculum adviser who is committed to supporting your journey.

WHO SHOULD I CONTACT FOR CURRICULUM ADVICE?

Curriculum advisers are available during specific periods within the registration process to provide personalised guidance for first-year students. Refer to your faculty webpage for the exact dates and details, ensuring that you receive the care and support needed for a strong start.

WHAT IS A GENERAL/CENTRAL ACADEMIC ADVISER?

Our trained academic advisers in the Centre for Teaching and Learning (CTL) offer general advising to help align your personal, academic, and career aspirations. These advisers provide essential support, especially if you are undecided about your academic path, ensuring that your experience at the UFS is fulfilling and impactful.

Reach out to a general academic adviser for caring guidance via:

WhatsApp: **+27 87 230 6470** or

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

WHAT IS REGISTRATION ADVICE?

Registration advice, facilitated by the Student Contact Service, offers critical support as you navigate offer management, online registration, and other processes. This service ensures that your registration journey is smooth and backed by the UFS' commitment to quality.

For any registration-related queries, contact:

T: **+27 51 401 9111** (option 1).



REGISTER FOR THE CRITICAL ACADEMIC LITERACIES MODULE AND SIGN UP TO WRITE THE COMPULSORY ACADEMIC LITERACY TEST

To enhance your academic skills, all students are required to register for a faculty-specific **Critical Academic Literacies (CAL) module**, designed to help you develop essential academic skills for success. These modules reflect the UFS' commitment to quality, providing impactful preparation for your academic journey.

The Academic Literacies Test (AL test) is a compulsory test at the UFS, which assesses the level of support you may need for university-level critical thinking, reading, and writing. Academic literacies are foundational for success, and this test ensures that you receive the care and guidance necessary for a strong start.

- **Exemption:** If you achieve the expected level in the AL test, you may be exempted from the Critical Academic Literacies module.
- **Requirement:** If you do not meet the expected level, you will complete this module in your first year, ensuring that you have the skills required to succeed at the UFS.

Extended programme students are automatically enrolled in the Critical Academic Literacies module and are not required to write the AL test.

Click here for more information about the test and to sign up for a test session.

More questions?

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

Bloemfontein campus

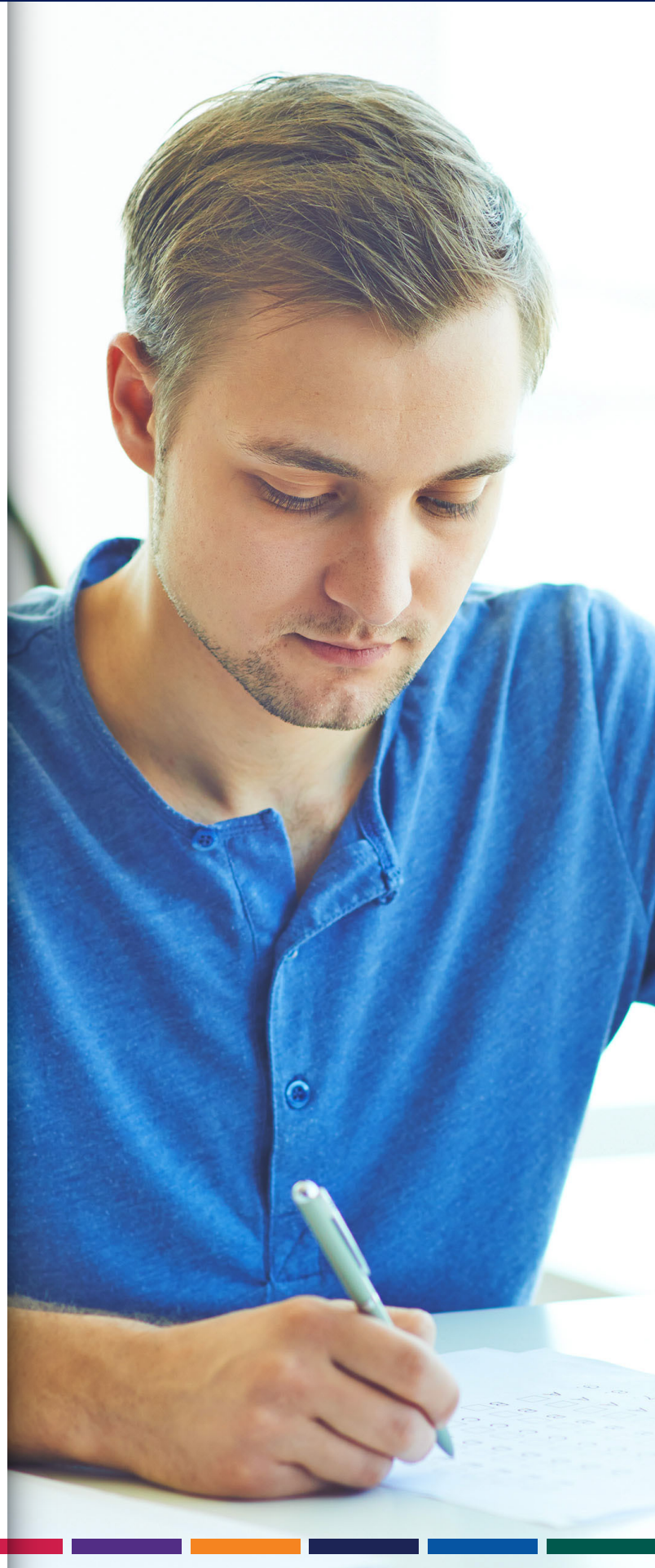
E: **ALtestBFN@ufs.ac.za**

T: **+27 51 401 2448**

Qwaqwa campus

E: **ALtestQQ@ufs.ac.za**

T: **+27 58 718 5066**





FIRST YEAR: UFSS1504/UFSS1522

ESSENTIAL FIRST-YEAR SUCCESS MODULES

At the University of the Free State (UFS), we are committed to ensuring that every student begins their journey with the foundation needed to succeed and thrive.

As part of this commitment, the UFSS1504 module is a compulsory, 16-credit module for all first-year students pursuing their first qualification at the UFS, as stated in Rule A12.7 of the General Rules.

Completion of this module is essential to qualify for graduation, ensuring that each student is fully prepared for academic success.

For students in the extended programme, UFSS1522 serves as an 8-credit, second-semester compulsory module in the second year, following completion of foundational courses (SCLL1508, SCNS1508, or SCLL1414 + SCLL1524).

Successful completion of UFSS1522 is also required for graduation, providing targeted support that enhances readiness for the demands of higher education.

FIRST SEMESTER: UFSS1504

BUILDING ACADEMIC SKILLS

The UFSS1504 module is designed to support your transition from high school to university, equipping you with critical academic skills that lay the groundwork for a successful and impactful university experience.

This module includes a high-impact, three-day summer school, where you will learn and practise essential skills that promote academic growth, resilience, and confidence.

SECOND SEMESTER: UFSS1504/UFSS1522

PREPARING FOR LIFELONG IMPACT

As you progress into the second semester, UFSS1504 (or UFSS1522 for extended programme students) encourages you to reflect on your undergraduate experience, guiding you to make the most of this time and thoughtfully prepare for life beyond university.

This three-day winter school offers a powerful, condensed learning experience, with a focus on preparing you to contribute meaningfully to your chosen career and to society.

STAYING INFORMED

To support your success, we will send all relevant dates, times, and venue details to your UFS4life email address.

Please check this email regularly to ensure that you don't miss any information about your UFSS1504/UFSS1522 sessions. Your participation in these modules is essential to experience the full benefits of a quality education at the UFS.

If you have any questions or queries, contact:

Bloemfontein Campus

E: ufs101@ufs.ac.za

Qwaqwa Campus

E: ufsqq101@ufs.ac.za





DOWNLOAD YOUR STUDENT DOCUMENTS

At the UFS, we are committed to helping you navigate the registration process with ease, but it is ultimately your responsibility to ensure that your registration is accurate and complete. This includes confirming that your study code, module codes, and centre of presentation are correct.

Proper registration ensures a smooth start to your academic journey and avoids potential financial issues or disruptions of bursaries.

Please make sure that you complete any registration adjustments on or before the final dates for changes:

- First-semester and year modules: Cancellation deadline is 31 March 2025.
- Second-semester modules: Cancellation deadline is 15 August 2025.

Proof of registration:

www.ufs.ac.za/kovsielife/student-self-service

Class timetable (course schedule)

www.ufs.ac.za/kovsielife/unlisted-pages/academic-life/official-timetables

Taking these steps will help secure your success and ensure that your university experience is both impactful and financially well managed.

DEREGISTRATION OF MODULES/ STUDIES

If you are unable to continue with your studies after registration, you **MUST** drop/cancel modules via the self-service platform.

Cancellations made after **31 March 2025** for the first semester and after **15 August 2025** for the second semester will incur a financial liability.

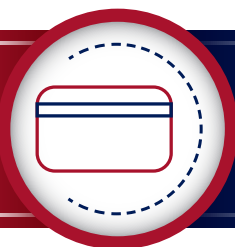
Please note that you cannot carry over uncompleted/discontinued modules to the next year. You will have to register for that module again the following year.

INCORRECT MODULE REGISTRATIONS

If you need to make adjustments to your registration, such as cancelling or changing modules, please follow the guidelines to ensure a smooth process that minimises the impact on your academic record. For specific changes after registration deadlines, additional fees may apply.

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.





GET YOUR STUDENT CARD

Contact the Card Division for your student card once your enrolment (registration) request has been finalised. You will need your proof of registration for processing a student card.



CONFIRM YOUR MODULES AND DOWNLOAD STUDY MATERIAL

Blackboard is the online learning management system where you will find study material and assessments related to the modules you are registered for. You must verify that your modules reflect accurately on the Blackboard portal.

Please note: Newly enrolled modules will only reflect on the platform 24 hours after your enrolment (registration) has been finalised.

Please contact the Blackboard Helpdesk on: **+27 051 401 9111** (press 5) for assistance if your modules are not reflected on the portal after 24 hours.

You can access Blackboard here:
ufs.blackboard.com



GATEWAY ORIENTATION PROGRAMME

The Gateway team will assist you with:

- Information
- Assignment to colleges
- Assignment to mentors

You will find more information on Gateway here:
www.ufs.ac.za/register/orientation



CAREER COUNSELLING AT STUDENT COUNSELLING AND DEVELOPMENT (SCD):

At Student Counselling and Development (SCD), we are dedicated to supporting both **registered and prospective students** in exploring their **ideal career path**. Our career counselling services are designed to help you identify your best-fit career, ensuring that you can make informed, meaningful decisions about your future.

The process includes a **psychometric evaluation** that assesses your interests, aptitude, and personality. This is followed by an **intensive consultation** with one of our professional counsellors, who will provide personalised guidance to help you navigate your career options.

This service is offered at a **fee**, reflecting the quality and depth of support provided to each student, ensuring that your career development is as impactful and fulfilling as possible.





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

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

CAREER COUNSELLING AT STUDENT COUNSELLING AND DEVELOPMENT (SCD)

Bloemfontein Campus

T: +27 51 401 9111 (press option 7)

E: SCD@ufs.ac.za

South Campus

E: SCDSouth@ufs.ac.za

Qwaqwa Campus

E: SCDQQ@ufs.ac.za

CENTRE FOR UNIVERSAL ACCESS AND DISABILITY SUPPORT (CUADS)

T: +27 51 401 9111 (press option 7)

E: cuads@ufs.ac.za

BLACKBOARD

T: +27 51 401 9111 (press option 5)

E: ehelpdesk@ufs.ac.za

ACADEMIC ADVISING

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

ACADEMIC LITERACY TEST AND CAL MODULES

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

Bloemfontein Campus

E: ALtestBFN@ufs.ac.za T: +27 51 401 2448

Qwaqwa Campus

E: ALtestQQ@ufs.ac.za T: +27 58 718 5066

FINANCIAL AID – NSFAS ENQUIRIES

Helpdesk: +27 51 401 9111

(press option 3 then option 1)

Bloemfontein Campus

E: fnaidenquiriesbfn@ufs.ac.za

South Campus

E: fnaidenquiriessouth@ufs.ac.za

Qwaqwa Campus

E: FinAidQwa@ufs.ac.za

OTHER BURSARIES

Helpdesk: +27 51 401 9111

(press option 3 then option 2):

Mr. J Bacela

E: bacelaj@ufs.ac.za

Ms. S Nzimeni

E: nzimenis1@ufs.ac.za

Mr. M. Mateisi

E: MateisiMM@ufs.ac.za

STUDENT FINANCE

T: +27 51 401 9111 (press option 3)

F: +27 51 401 3579

E: tuitionfees@ufs.ac.za

HOUSING AND RESIDENCE AFFAIRS

T: +27 51 401 9111 (press option 6)

Qwaqwa Campus

E: res_infoqc@ufs.ac.za

Bloemfontein Campus

E: resapplications@ufs.ac.za

South campus

E: SCResApplications@ufs.ac.za

OFFICE FOR INTERNATIONAL AFFAIRS

Immigration, Accreditation, Medical Aid and Student Administration:

Jeanne Niemann

E: niemannaja@ufs.ac.za T: +27 51 401 3219

Letlela Tshabalala

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

T: +27 51 401 7207

E: oiastudentadmin@ufs.ac.za

STUDENT CONTACT SERVICES:

T: +27 51 401 9111 (press option 1)

E: StudentAdmin@ufs.ac.za

