



SENIOR STUDENTS REGISTRATION GUIDE

2025



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*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 STUDENT



We are excited to welcome you back for the 2025 academic year at the University of the Free State, where quality, impactful learning, and care are central to your experience.

Online Enrolment (registration) will start from 7 January 2025. If you are a senior student who requires assistance with registration, please contact your faculty for academic advice.

SENIOR



2025 REGISTRATION PROCESS

4 STEPS



We are committed to providing a smooth and supportive registration process. Please follow these steps for a quality start to the new academic year:

Step 1: Confirm your academic standing on your ADS.

Step 2: Start your registration task

Step 3: Download student documentation for reference.

Step 4: Confirm and access your modules on Blackboard.

For comprehensive information on registration, visit: www.ufs.ac.za/register





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 senior students	13 January–7 February 2025	21 July–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 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/sspr/private/login

If you need further assistance with this facility, please contact the Student Helpdesk at:
+27 051 401 9111 (press option 4).



CONFIRM YOUR ACADEMIC STANDING

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



START YOUR REGISTRATION TASK

Enrol (register) and follow the steps:

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

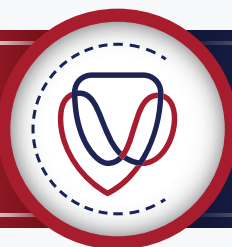
Registration will take place according to your faculty advising schedule. Please visit your faculty website for more information:

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 10 February 2025 and on 21 July 2025 for the second semester.



THE RULES

The rules of the UFS apply 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 general rules before registration, which 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





CLEAR YOUR HOLDS

FINANCE HOLD

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 has been 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.

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

Important note: 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 2025

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

2024 account balance must be zero.

Students with confirmed NSFAS funding **are exempt** from paying the first payment, provided that their 2024 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 2024 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 2024 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.





CLEAR YOUR HOLDS II CONTINUED PART 1

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

2024 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 2024 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 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%**.

Important: As we cannot list all programme prices here, we encourage you to obtain an **official quote** online for accurate and personalised pricing information. Please visit kovsielife.ufs.ac.za/quote/quote.aspx to access this service. **Please note** that you will need the specific **module codes** in order to obtain a quote. This can be found in your faculty's rulebook.

To access this information, visit the UFS website at www.ufs.ac.za, navigate to **Academic Programmes**, and select your faculty for the full list of modules.





CLEAR YOUR HOLDS II CONTINUED PART 2

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



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.

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

Bloemfontein Campus:
Monday to Friday: 08:30–14:30
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 3

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.

The screenshot displays the UFS KovsieLife website. At the top, the UFS logo and 'KovsieLife' branding are visible, along with the tagline 'Inspiring excellence, transforming lives through quality, impact, and care.' Navigation links include 'HOME' and 'CONTACT US'. A secondary navigation bar lists various services: Academic, KovsieSport, Support, Food Environment, SRC, Appeals, Student Finance, Student Academic Services, Residences, KovsieGear, Financial Aid, and Student Affairs. Below this is a 'STUDENT TOOLBOX' section with icons for REGISTER, STUDENT SELF SERVICE, BLACKBOARD, TIMETABLES, UFS4LIFE, EMAILS, LIBRARY, RESULTS, POSTGRADUATE STUDIES, GRADUATION, and PROTECTION SERVICES. The main content area features four support pillars: Academic Support (#UFSLearnOn), Mental Health Support (#WellbeingWarriors), Social Support (#KovsieLife), and ICT Student Support (#DigitalLife). A 'Student Support Tools' section with a 'READ STORY' button is also present. The footer includes 'Start your Experience!', 'Kovsie Life Home / Student Self-Service', and 'First-Year Students'.



CLEAR YOUR HOLDS II CONTINUED PART 4

CURRICULUM ADVICE HOLD

Curriculum advice for senior students will be available from **13 January 2025**. It is essential that you seek guidance to ensure that your academic path is aligned with your goals and the high standards of success we aim to uphold.

Last date to add or change modules:
14 February 2025.

Please take note of this important deadline to ensure that your course choices reflect both your academic aspirations and career objectives.

For detailed academic information, we encourage you to contact your faculty directly.

Our faculty members are here to provide you with the necessary support and guidance, ensuring that your academic journey is one of quality and impact.

CRITICAL ACADEMIC LITERACIES MODULES

If you have not yet successfully completed a **Critical Academic Literacies (CAL) module**, it is vital to check whether this module is required for your academic progression.

Completing this module is essential for your graduation, as it ensures that you have the necessary skills to thrive in your studies and in your future career.

Students who have been exempted from the **CAL module** are not required to complete it. For all other students, please be aware that this module plays a critical role in your academic development and is a key requirement for your degree.

We are committed to supporting you in every step of your academic journey, ensuring that you have the tools and resources needed to succeed with care and excellence.

PLEASE CONTACT US TO MAKE SURE IF YOU NEED THIS MODULE OR NOT:

Bloemfontein Campus:

Annamarie Otto

E: ottoA@ufs.ac.za

Qwaqwa Campus:

Palesa Selepe

E: selepePM@ufs.ac.za

South Campus:

Linda Sparks

E: sparksLA@ufs.ac.za





DOWNLOAD YOUR STUDENT DOCUMENTS

Your success and ease in the academic journey are important to us. To support a smooth experience, please ensure that your registration details are accurate.

This includes verifying the correct study code, module code(s), and campus of presentation to avoid any financial or academic issues.

Last dates for module cancellation with financial credit:

- 31 March 2025 (first semester)
- 15 August 2025 (second semester)

In keeping with our culture of care, please print a copy of your Proof of Registration once completed to retain for your records.

DEREGISTRATION OF MODULES/STUDIES

If you are unable to continue with your studies after registration, you can drop/cancel modules via self-service portal.

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.

CHANGES TO EXISTING ENROLMENT/REGISTRATION

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.

The last date to cancel first-semester modules with full credit is **31 March 2025**. 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.





CONFIRM AND ACCESS YOUR MODULES ON BLACKBOARD

Please note: Newly enrolled modules will only be available on the platform after 24 hours of finalising your enrolment request.

Be on the lookout for communication on Blackboard training if you need a refresher on how to navigate the Blackboard platform.

CONTACT THE BLACKBOARD HELPDESK ON:

+27 051 401 9111 (press 5) or email your query to **ehelpdesk@ufs.ac.za** for assistance if the modules you have registered for are not reflected on the portal after 24 hours of registering.

To access Blackboard, visit the website:

ufs.blackboard.com



UFS Staff and Students

Guests



Reset
Password



Blackboard
Queries

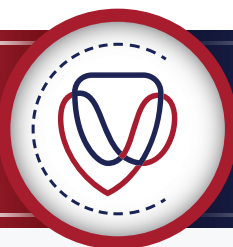


Staff
Resources



Student
Resources

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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

CAREER COUNSELLING AT STUDENT COUNSELLING AND DEVELOPMENT (SCD)

T: +27 51 401 9111 (press 7)

Bloemfontein Campus

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 7)

E: cuads@ufs.ac.za

BLACKBOARD

T: +27 51 401 9111 (press 5)

E: ehelpdesk@ufs.ac.za

ACADEMIC ADVICE

T: +27 51 401 9111 (press 2)

CAL MODULES

T: +27 51 401 9111 (press 2)

Bloemfontein and South campuses

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

Qwaqwa Campus

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

STUDENT FINANCE – NSFAS ENQUIRIES:

Helpdesk: +27 51 401 9111 (press 3 then 1)

Bloemfontein Campus

E: fnaidenquiriesbfn@ufs.ac.za

South Campus

E: fnaidenquiriesouth@ufs.ac.za

Qwaqwa Campus

E: FinAidQwa@ufs.ac.za

FOR OTHER BURSARIES, PLEASE CONTACT:

Helpdesk: +27 51 401 9111 (press 3 then 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 3)

E: tuitionfees@ufs.ac.za

HOUSING AND RESIDENCE AFFAIRS

T: +27 51 401 9111 (press 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

STUDENT CONTACT SERVICES:

T: +27 51 401 9111 (press 1)

E: StudentAdmin@ufs.ac.za

