

2024 REGISTRATION GUIDE FIRST-YEAR STUDENTS



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

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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 PROSPECTIVE FIRST-YEAR STUDENT

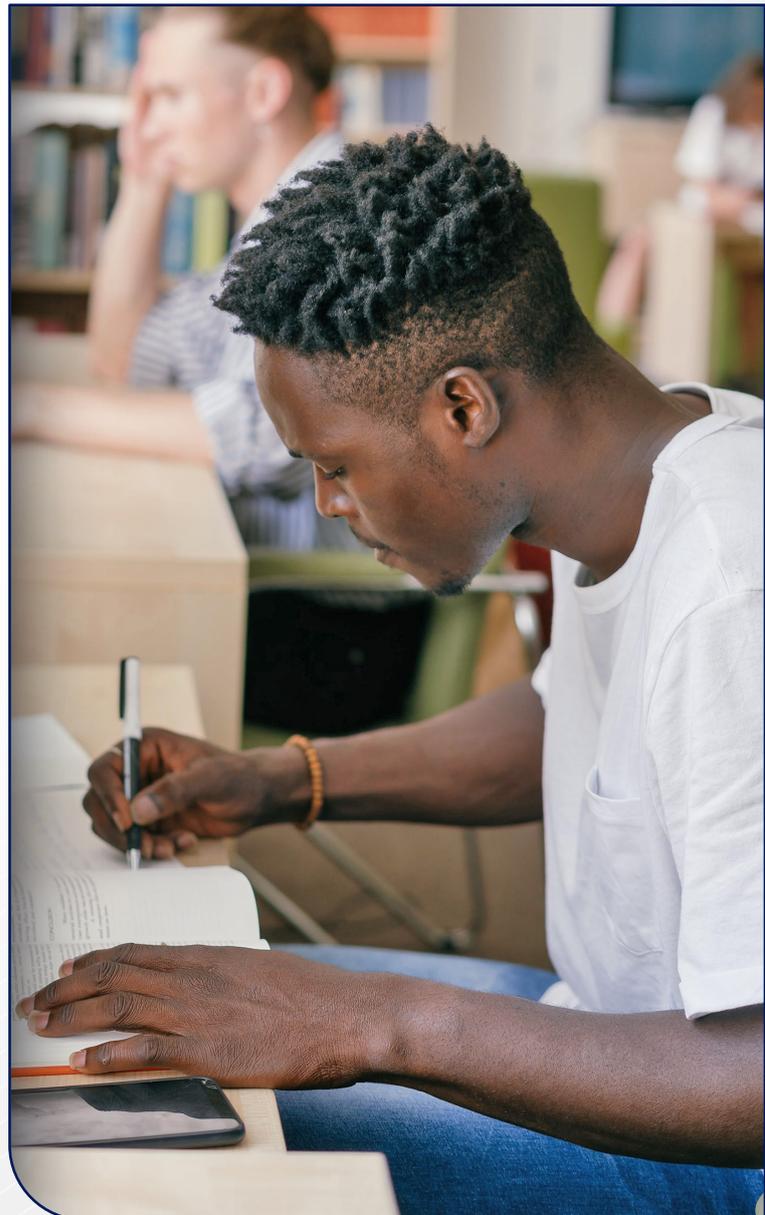


Please accept our most enthusiastic congratulations. Your admission to study has been confirmed by the University of the Free State (UFS).

We know that you can't wait to start this new chapter in your life, and we are equally excited to welcome you to the Kovsie community.

REGISTERING CORRECTLY

- 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.
- Your academic success is important to us, so we want to help you register correctly. This brochure contains important information for planning your studies.
- For starters, all first-year students are advised to obtain curriculum advice before registration. Your registration will either be online or manual. You should therefore contact your relevant faculty during the week of 5–9 February 2024, per the Curriculum Advising Programme.



IMPORTANT DATES:

2024	FIRST SEMESTER	SECOND SEMESTER
Curriculum advice and registration for first-year students	5–9 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



THE FOLLOWING STEPS WILL GUIDE YOUR REGISTRATION PROCESS:

STEP 1

Complete the compulsory registration task with the registration agreement on PeopleSoft Campus Solutions (**student portal**).

STEP 2

Make the required first payment five (5) working days before registration or submit confirmation of your approved bursary/loan.

STEP 3

Contact your faculty for curriculum advice (modules you need to register for) in order to proceed with your registration.

STEP 4

Proceed with your registration as advised by your faculty.

STEP 5

Contact the Card Division for a student card once your registration is finalised.

STEP 6

Confirm your modules on Blackboard: <https://ufs.blackboard.com> – wait 24 hours before logging in to Blackboard.

STEP 7

Access your study material via 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 **051 401 9111 (select 5)**.

STEP 8

Access orientation information. You will find comprehensive registration information here: www.ufs.ac.za/register

UFS4LIFE EMAIL ADDRESSES

Each student has a dedicated UFS4life email address for university communication and/or information sharing. **It is the only email address the university uses to reach out to students.**

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 - [CLICK HERE](#)
- If you forget your password - [CLICK HERE](#) to reset it.
- Alternatively, please contact 051 401 9111 for help (PRESS 4).

STEP 1 REGISTRATION TASK

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

For assistance on how to access the registration task to complete the registration agreement, click the link below for the step-by-step guide:

STEP 2 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.

THE STUDENT'S REGISTRATION WILL BE FINAL UPON THE FULFILMENT OF ALL CONDITIONS:

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.

Student Self Service:

<https://www.ufs.ac.za/kovsielife/student-self-service>

Password Management:

<https://selfservice.ufs.ac.za/sspr/private/login>

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;

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 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.



FIRST PAYMENTS FOR REGISTRATION 2024

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 – Financial Aid

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**.

2. SELF-PAYING STUDENTS

Historic debt from the previous year must be paid.

First payments are due **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

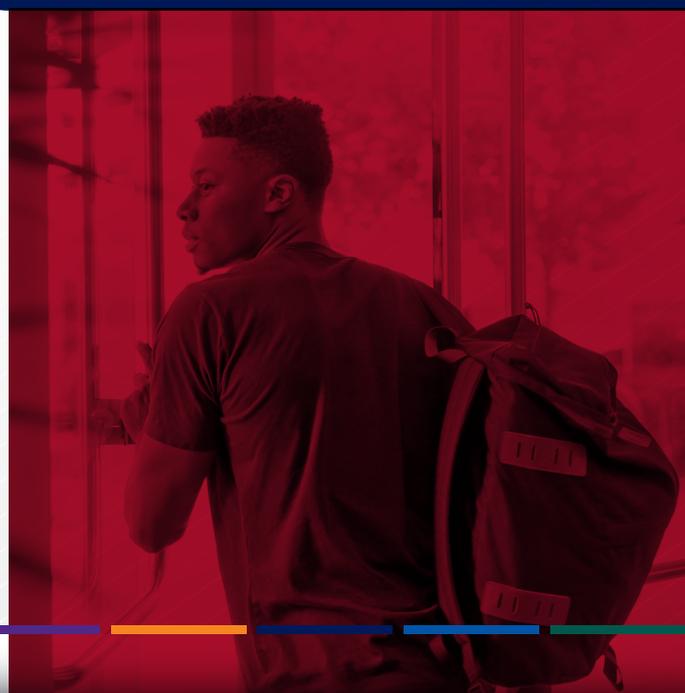
Tuition fees are charged per module. Programme prices vary according to the modules (courses) you register for.

These are also estimated average costs per year. International non-SADC students will 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 online 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:

Monday-Friday 08:30-14:30

South Campus:

Monday-Friday 08:30-15:30

Qwaqwa Campus:

Monday-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



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

STEP 3: FACULTY CURRICULUM ADVICE AND ENROLMENT

WHAT IS CURRICULUM ADVICE?

A process through which dedicated, trained faculty staff (academic or non-academic) offer support/guidance to students in understanding their curriculum (i.e. majors, minors, etc.). This includes students on academic monitoring, appeal, and/or probation. This is the equivalent of faculty advising.

WHAT IS ACADEMIC ADVISING?

Academic advising is an overarching process that includes curriculum (programme and modules) and general advising (academic skills) where students receive support and advice on their studies. Academic advising does not only happen during the registration process but is a continuous process throughout your studies where you can receive support and advice in order to progress better through your university career.

WHAT IS A FACULTY?

A faculty is an organised grouping of academic departments specialising in similar major fields, such as Natural and Agricultural Sciences or Theology and Religion. When you applied for study at the UFS, you applied for a particular learning programme; for example, a Bachelor of Science degree, which is a qualification offered by the Faculty of Natural and Agricultural Sciences. The UFS has seven (7) faculties in total.

WHAT IS AN ACADEMIC DEPARTMENT?

A faculty consists of many academic departments and each department focuses on specific academic fields of specialisation, such as History or Chemistry.

WHAT IS A CURRICULUM ADVISER?

A trained/dedicated faculty/departmental staff member (academic and/or non-academic) who offers information/guidance on the degree/learning programme you are registering for. The adviser will assist you in understanding and mapping out your academic plan, which includes discussing your majors, etc. Visit your faculty website for information on curriculum advice and curriculum advisers.

WHO SHOULD I CONTACT FOR CURRICULUM ADVICE?

The curriculum advisers of the various faculties will only be available for certain periods during the registration period. Curriculum advice for

first-years is offered during the week of 5-9 February 2024. Refer to your faculty webpage for detailed information on curriculum advice.

WHAT IS A GENERAL/CENTRAL ACADEMIC ADVISER?

Trained/dedicated staff in the Centre for Teaching and Learning (CTL) who offer general academic advising support that aligns your personal, academic, and career aspirations, including support for undecided students. Contact a general/central academic adviser on **WhatsApp: 087 230 6470**
T: +27 51 401 9111 (option 2).

WHAT IS REGISTRATION ADVICE?

A process facilitated by the Student Contact Service that guides and supports students through the technical navigation of offer management, online registration, and other related information/ processes. **Contact T: +27 51 401 9111 (option 1)** for registration advice.

The National Benchmark Test (NBT) and Registration for the English Academic Literacy (EAL) Module

CHECK YOUR NBT SCORE OR ALGORITHM PREDICTION

We encourage all prospective first-year students at the University of the Free State to write the National Benchmark Tests (NBTs). The UFS uses these results to provide the best possible academic support to students. Based on the NBT results, students may be required to complete an

academic literacy development module, English Academic Literacy (EAL), in their first year of study to gain literacy skills that enhance their chances of academic success.

However, we are aware that some students have found it difficult to write the NBTs. So, in an attempt to accurately enrol students into EAL courses, the UFS has an additional algorithmic strategy in place for those who have not had an opportunity to write the NBTs. This helps us to select the appropriate EAL course.

Mainstream programme students may be required to register for one of these courses. Please note that all extended programme students must do the appropriate EAL course.

WHAT HAPPENS IF I WROTE THE NBT?

If you are a mainstream student who wrote the NBT and scored 64% or more for the academic literacy portion of the test, you will be exempted from the EAL module.

WHAT HAPPENS IF I DIDN'T WRITE THE NBT?

If you are a mainstream student who did not write the NBT, the team at Academic Language and Literacy Development will automatically apply the algorithm. You will see a message (also known as a 'positive service indicator') at the top of your enrolment documentation to tell you whether or not to register for the EAL module. This message will appear under the 'HOLD' heading.

Please note that a message about the **NBT IS NOT A BLOCK**. It will not restrict you from registering.

WHAT THE POSITIVE SERVICE INDICATORS MEAN:

CHECK NBT:

You may need to register for the relevant EAL course. Please contact the NBT office/academic advisers for assistance.

ALGORITHM NOT PROFICIENT:

You have to register for the relevant EAL course. Please contact the NBT office/academic advisers for assistance.

ALGORITHM PROFICIENT:

You do not need to register for the EAL module if you are registering for a mainstream programme, but if you are an extended programme student, you still need to register for EAL.

FOR MORE INFORMATION, PLEASE CONTACT THE NBT OFFICE OR OUR WEBSITE:

T: 051 401 9111 (press 2)

E: nbt@ufs.ac.za (Bloemfontein)

E: nbtqwa@ufs.ac.za (Qwaqwa)

UFSS1504/UFSS1522 MODULES:

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. 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. 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.

In the second semester, you will learn how to make the most of your undergraduate experience to prepare for the world of work. The aim of UFSS1504/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](mailto:ufs4life@ufs.ac.za) email address including your dates, times, and venues for the summer and winter schools. It is important that you check your emails so that you do not miss your UFSS1504/UFSS1522 classes.

If you have any questions or queries, contact:

Bloemfontein Campus: ufs101@ufs.ac.za || **Qwaqwa Campus:** ufsqq101@ufs.ac.za

STEP 4: HOW TO ENROL (REGISTER) FOR MODULES

WHAT IS ENROLMENT (REGISTRATION)?

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

During the curriculum advising process, your curriculum adviser will discuss the various modules (courses) you will be studying during the academic year. The modules form the curriculum you will be completing. The next step is to enrol for each module (course) discussed with your curriculum adviser.

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

It is the responsibility of the student to ensure that their registration is completed correctly and has 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**.

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 it to Student Academic Services via email on StudentAdmin@ufs.ac.za. **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.

INCORRECT MODULE REGISTRATIONS

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 5: GET YOUR STUDENT CARD

Contact the Card Division to arrange your student card once your registration is finalised. You will need this card throughout your studies at the UFS in order to access university facilities.

STEP 6: CONFIRM YOUR MODULES ON BLACKBOARD

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

STEP 7: ACCESS YOUR STUDY MATERIAL

Wait 24 hours before logging in to Blackboard and then access your study material via 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
Call: **051 401 9111 (press 5)**.

STEP 8: 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/kovsielife/gateway

CAREER COUNSELLING AT STUDENT COUNSELLING AND DEVELOPMENT (SCD):

Student Counselling and Development (SCD) offers registered and prospective students the opportunity to undergo career counselling to explore their 'best fit' career. The process includes a psychometric evaluation of interests, aptitude, and personality, as well as an intensive consultation with a professional personnel member. This is available at a fee.

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: fnaidenquiriesbfn@ufs.ac.za || Bloemfontein Campus
E: fnaidenquiries@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

