

Academic Reboot Pack



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Introduction: Time to reboot

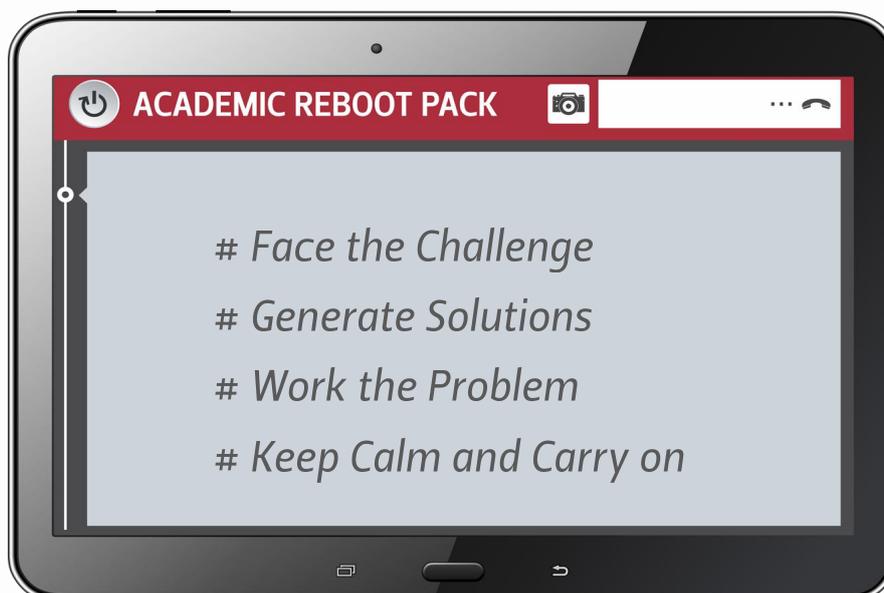
“Everyone can rise above their circumstances and achieve success if they are dedicated to and passionate about what they do.”

-Nelson Mandela

From time to time, things change and get disrupted and it is in such instances that you need to carefully think through things and plan. This Academic Reboot pack aims to help you get your studies back on track, know and understand what to expect, as well as plan for your assessments and exams!

We have developed this pack to assist you with how to best manage your time and studies. The pack can be read as a whole or as separate feeds, depending on your needs. Supporting your success is our priority! Follow the #AcademicReboot campaign on [Facebook \(University of the Free State\)](#), [UFS4life](#), and [Blackboard](#) for all the updates about support services at your disposal.

Take control of your learning and your success!



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*Direct connect:
What happens
now?*

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Connect to the UFS!

It is important that you stay abreast of changes and announcements in your faculty. This section is aimed at providing you with the contact information of the respective faculties. Keep an eye out for communication from your faculty via Blackboard and UFS4life, and other registered email addresses. Refer to the table below for hyperlinks for your faculty. If the hyperlinks do not work, copy the link and paste it into your browser.

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 <p>ECONOMIC AND MANAGEMENT SCIENCES EKONOMIESE EN BESTUURSWETENSAPPE UFS·UV</p>	<p>Blackboard page</p> <p>Webpage</p> <p>Facebook page</p>	<p>https://learn.ufs.ac.za/webapps/login/</p> <p>http://www.ufs.ac.za/econ</p> <p>https://www.facebook.com/UFS.EMS/?fref=ts</p>
 <p>EDUCATION OPVOEDKUNDE UFS·UV</p>	<p>Blackboard page</p> <p>Webpage</p> <p>Facebook page</p>	<p>https://learn.ufs.ac.za/webapps/login/</p> <p>http://www.ufs.ac.za/edu</p> <p>https://www.facebook.com/UFS.FacultyEd/?fref=ts</p>
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 <p>LAW REGSGELEERDHEID UFS·UV</p>	<p>Blackboard page</p> <p>Webpage</p> <p>Facebook page</p>	<p>https://learn.ufs.ac.za/webapps/login/</p> <p>http://www.ufs.ac.za/law/</p> <p>https://www.facebook.com/UFSlaw/?fref=ts</p>
 <p>NATURAL AND AGRICULTURAL SCIENCES NATUUR- EN LANDBOUWETENSAPPE UFS·UV</p>	<p>Blackboard page</p> <p>Webpage</p> <p>Facebook page</p>	<p>https://learn.ufs.ac.za/webapps/login/</p> <p>http://www.ufs.ac.za/natagri/</p> <p>https://www.facebook.com/UFS.NatAgri/?fref=ts</p>
 <p>HUMANITIES GEESTESWETENSAPPE UFS·UV</p>	<p>Blackboard page</p> <p>Webpage</p> <p>Facebook page</p>	<p>https://learn.ufs.ac.za/webapps/login/</p> <p>http://www.ufs.ac.za/humanities</p> <p>https://www.facebook.com/UFS.FacultyHumanities/?fref=ts</p>
 <p>THEOLOGY TEOLOGIE UFS·UV</p>	<p>Blackboard page</p> <p>Webpage</p> <p>Facebook page</p>	<p>https://learn.ufs.ac.za/webapps/login/</p> <p>http://www.ufs.ac.za/theology</p> <p>https://www.facebook.com/UFS.theology/?fref=ts</p>

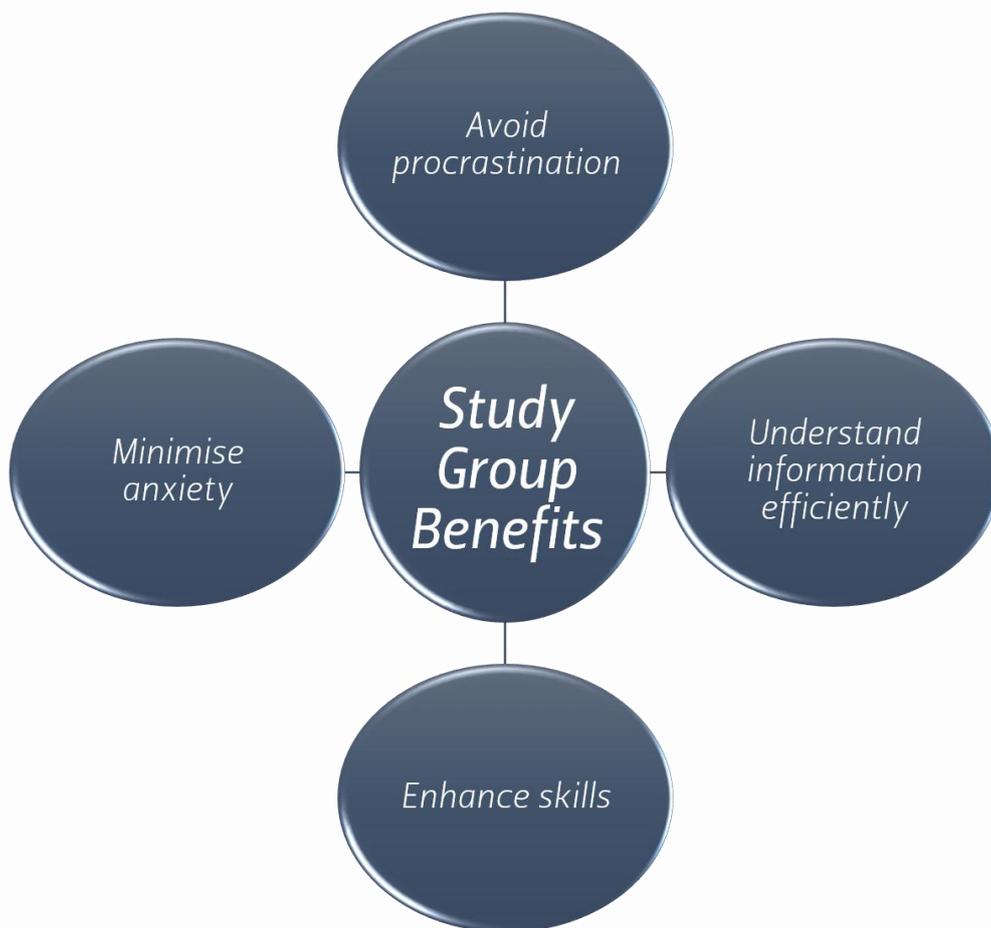




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Get involved!

It is important that you connect with your fellow students and support one another. You can do so by forming study/working groups with classmates from your various modules. Study groups usually consist of two to four members. One way of staying connected with your study group members is to start a WhatsApp group or a private Facebook group. It can be very beneficial to be part of a study group where everyone actively strives to learn and remain on task. The figure below illustrates some of these benefits:



If you do not know anyone in your class, you can contact your lecturer for a particular module and provide your contact details. Ask the lecturer to send your contact details through to other students in the class who may also not be part of a study group.

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preparation:
Get back on track*

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To stay on track, you need to adapt your approach to your studies. You might not be sure where to start and what to do to get your academic workload planned and sorted again; well, we hope this helps.

Find the best study environment

There are many different study environments, just as there are different students. Find a study environment that works best for you.

Your room

This might be the best place for you to study because all of your books, notes, and other study materials are at your disposal. This could serve as the least distracting environment, since you are used to your room, but it will require discipline on your part to keep friends and family out in order to stay focused.

The local library/school

This can be an effective study environment if you work better in quiet spaces. Another option might be a classroom at a school near your home.

Working with study groups (restaurants/coffee shops with Wi-Fi)

The benefit of working with a study group is that it usually creates a focused and organised study environment. The study group can be at one of the group members' homes or at a location that everyone agrees upon.





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So what lies ahead now?

STEP 1: Take stock of what you have missed

First things first! Take stock of your current academic situation. Consider what you have missed, how you will catch up, and what services are available to support you. Assess what you have missed out on by going through your study guides, visiting the faculty/departmental communication platforms (email, website and Blackboard), developing a personalised revision plan, and strategising for the months that lie ahead. Take stock of academic work that would have been covered.

Make a list of everything that you need to cover and start thinking about the time you will need to complete the specific tasks.



STEP 2: Make sure you can connect via the web

The UFS knows that students prefer Blackboard for all their academic information and needs. During this time you will need to access Blackboard more off-campus. We are aware that off-campus data implies more data costs, so the staff will try to limit the size of data files as far as possible. We recommend the following strategies to stay connected:



As part of taking stock, you need to try and budget for the possibility of more data usage off-campus;

Try to identify local free Wifi spots in shopping malls, restaurants, and the like, which will enable you to save on data costs.



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STEP 3: Set up a personalised revision plan

Focus on the class work that you may have missed and consider the latest faculty/departmental arrangements that have been set. Make sure that you revise the work to lessen the pressure. This will also help you to better prepare for classes, in whatever form they may take place (whether face-to-face or online).

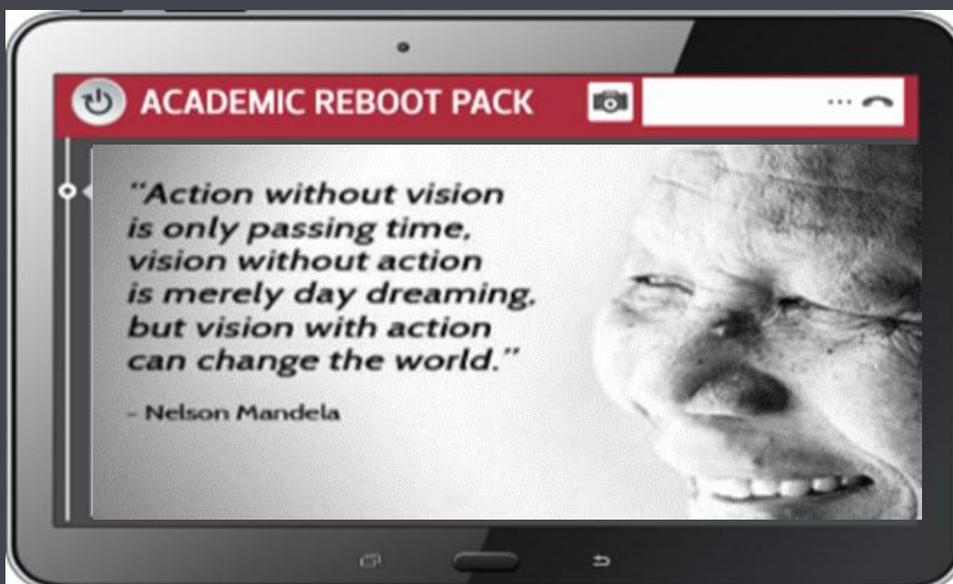
Set up a revision plan ([click here for a template](#)) that indicates when you will be doing what. Remember that reading your work is very important; thus, set aside time for reading for your assignments, as well as writing them up. Remember, you can never know too much. Being specific and realistic with what you need to do, how you will do it, and when it needs to be completed, will make the process easier.

STEP 4: Set clear goals for yourself

Keep your eye on the ball; set your daily goals so that you can understand the value in working towards achieving them. Remember the goals you have set for each module and what percentage you are aiming for. Make sure that your goals are specific, measurable, achievable, time framed- and positive. Not only do goals give us direction in what we do, but they focus our behaviour towards working to realising our goals.

For more information, visit the student portal at:

https://learn.ufs.ac.za/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 19_1





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STEP 5: Revise the work you have missed

Get more information on test revision strategies in the Revision e-Guide on the Student Success Portal.

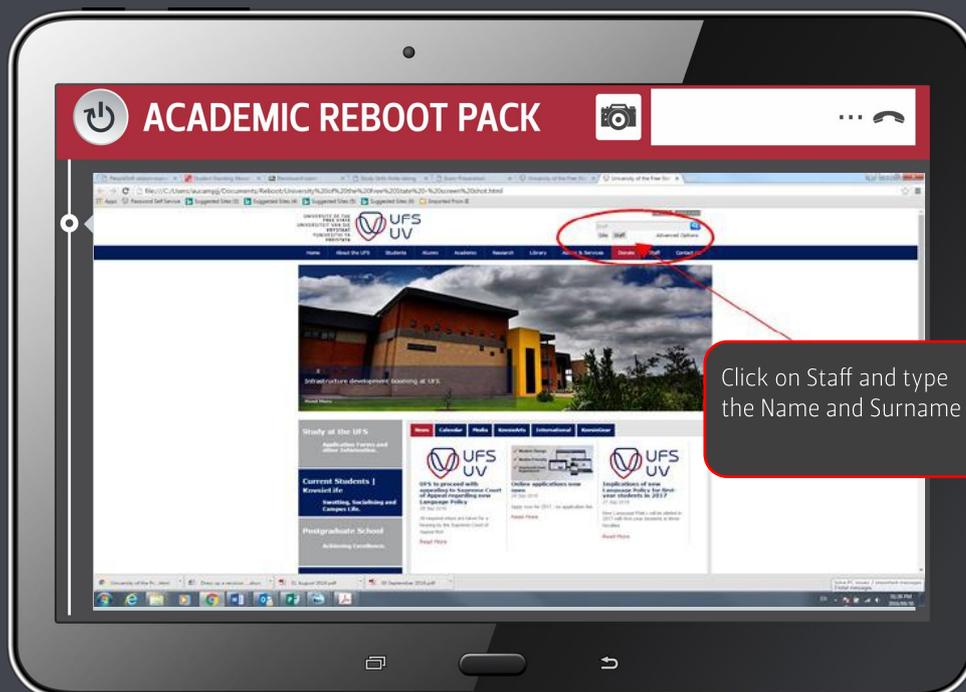
STEP 6: Academic preparation of content you missed in class – crunch time preparation

Go through your study guides and textbooks to work through the content and continue to make your notes and summaries. By doing so, you will stay on track. For more practical assistance with note-taking strategies, visit the E-Guide on the Student Success Portal:

https://learn.ufs.ac.za/bbcswebdav/orgs/0201503828/eGuides/Notetaking/story_html5.html

STEP 7: Contact your faculty/department or lecturers for assistance

Should you still be uncertain where things stand, contact your faculty/department or lecturer to find out about the new arrangements for classes, practicals, tutorials and assessments. Stay on track! You can find the contact details of your lecturers in your study guides or by looking up their contact details on the UFS staff page.





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STEP 8: Stay in touch with campus information and social media

Check the University's website (www.ufs.ac.za) and Facebook (https://www.facebook.com/UFSUV/?fref=ts&ref=br_tf) pages for all the latest information.

STEP 9: Remember the Student Success Portal

Visit the Student Success Portal for information on; note-taking, time-management; revision and examination techniques, as well as communication skills which will help you make a success of your university career. You can access the Student Success Portal through Blackboard, or by clicking on the link below:

https://learn.ufs.ac.za/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=19_1

STEP 10: Look after yourself

Remember that you will not be able to reach your full potential if you do not look after yourself physically, spiritually, and emotionally. Keep the following in mind:

- Get enough sleep to rejuvenate you;
- Eat healthy foods to maintain your physical and mental well-being;
- Make time to relax;
- Exercise for at least 20 minutes a day;
- Make use of stress-management techniques before bedtime; and
- Make use of the support networks available to you!



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technology
work for you*

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Time to get tech-savvy!

The greatest danger in times of turbulence is not the turbulence - it is to act with yesterday's logic. - Peter Drucker

Recent shifts in events at the UFS, it have brought us to a place where we need to explore other alternatives for students to hand in assignments, write tests, and complete the academic year successfully. As the saying goes: "There are many ways to skin a cat". The aim of this feed of #AcademicReboot is to present you with ideas and ways in which you can complete your academic tasks and successfully complete your year, without physically being on the UFS campus. Given the UFS knows that students prefer using Blackboard for academic information and needs, you may need to access Blackboard off-campus more often during this time. This feed will provide you with information concerning online systems at the UFS, and practical tips on submitting your hand-written and typed assessments electronically. Let's embrace the moment together!

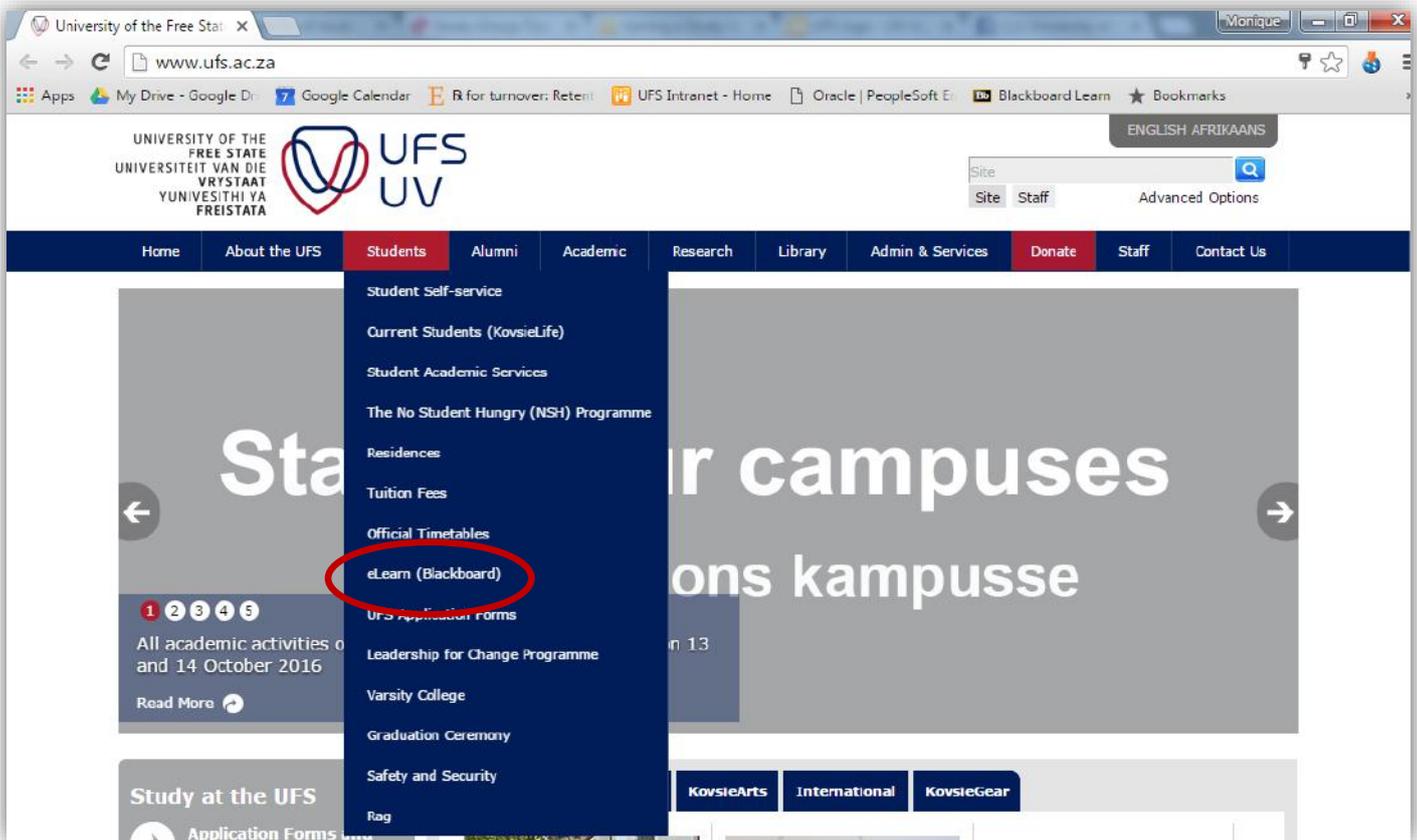




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Access Blackboard

There are two ways to access Blackboard from off-campus. The first way is by going to the university's website, hovering over the "students" tab, and clicking on "eLearn (Blackboard)", as illustrated below:





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The previous access method will take you to the login page that can also be found at: <https://learn.ufs.ac.za/webapps/login/>. You will need to type in your username (your student number) and password (your UFS password) on the login page.

Blackboard Learn

<https://learn.ufs.ac.za/webapps/login/>

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UFS UV

Site Staff Advanced Options

Home About the UFS Students Alumni Academic Research Library Admin & Services Media Staff Contact Us

Contact Details

PASSWORD QUERIES (INCLUDING BLACKBOARD PASSWORDS)

During office hours
Monday to Friday: 07:45 - 16:30
Contact details (office hours): 051 401 2442
Email: studentdesk@ufs.ac.za

After hours password queries (Including Blackboard passwords)
Monday to Friday: 16:30 - 22:00
Saturday/Sunday/University Holidays: 08:00 - 18:00
Public Holidays: 09:00 - 18:00
Contact details (after hours): 051 401 3994
Email: studentdesk@ufs.ac.za

BLACKBOARD QUERIES (ACCESS TO MODULES/BLACKBOARD ACTIVITIES AND MATERIALS)
Monday to Friday: 07:45 - 21:00
Saturday/Sunday/University and Public Holidays: 08:00 - 18:00

Blackboard Login

Please use your campus username and password to log into Blackboard.

Please note that this is the same login credentials used by staff to browse the internet, intranet and log into their email address, and used by students to browse the internet and log into their UFS4life email address.

If staff or students forgot their password, they can change their password online at <https://selfservice.ufs.ac.za> using their Challenge Response answers.

Blackboard maintenance: Blackboard will be unavailable from 06:00 am to 07:00 am every Wednesday.

Username:

Password:

Login

Student Resources

How to change your password... Where to find the labs...

When you are signed in, you can look under “My courses” and “My Organisations” for information on your modules assessments from the lecturers/departments/faculty.



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Types of online assessment

There are various types of assessment that can be done on Blackboard. These include the following in the form of tests, surveys and assignments on Blackboard:

Coursework essay / individual assignment

A coursework essay involves writing an essay on sections of the content of a module as part of your assessment for the semester / year. An individual assignment is similar to a coursework essay as it focuses on some of the content of a module, but it can either take the form of an essay or shorter questions on the content that you need to answer.

Group assignment / project

A group assignment is similar to an individual assignment, except the lecturer can expect you to work with other class members to complete the assignment or a specific project.

Take-home examinations

Take-home examinations are similar to open-book examinations in that the emphasis is on comprehension not understanding and application rather than on recall or memorisation. These examinations assess your ability to find relevant information quickly and understand concepts in order to apply your knowledge and critical thinking skills to questions.

Case studies

Case studies are contextualised to include an authentic scenario. Questions requiring the application of knowledge in critical thinking skills to a real-life scenario are asked.

Multiple-choice questions

Multiple-choice questions involve selecting the correct answer amongst various options.

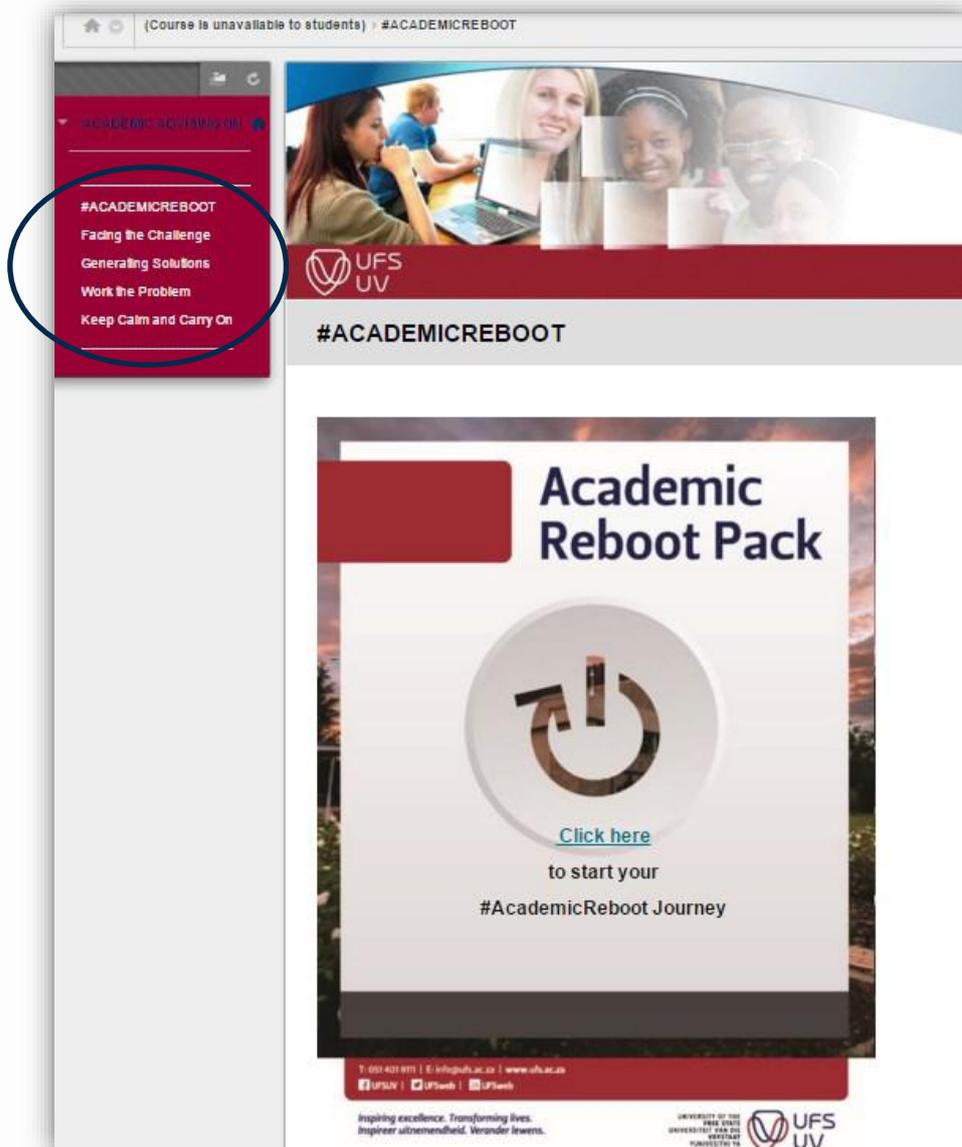




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Submit assessment activities on Blackboard

To submit your assessment activities on Blackboard, you first need to go into the 'organisation' or 'course' explained earlier. Once you have clicked on the specific module code or faculty organisation, it should look as the figure below. Click on the relevant content area labeled 'assessment' or 'evaluations' (see picture below).





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This will take you to a page that looks similar to the figure below. To complete the various assessment activities, click on the assessment activity you need to complete and carefully follow the instructions provided.

The screenshot shows a mobile application interface. On the left is a dark red sidebar menu with the following items: 'ACADEMIC ADVISING ON' (with a home icon), '#ACADEMICREBOOT', 'Facing the Challenge', 'Generating Solutions', 'Work the Problem', 'Assessments', and 'Keep Calm and Carry On'. The main content area is titled 'Assessments' and contains three items, each with a blue oval highlight around its title:

- Essay**: Write an essay describing your experience with this module following the guidelines on essay writing. >> [View/Complete](#)
- Individual assignment**: Read the case study provided and answer the questions.
- Semester test**: Follow the instructions provided to complete the test before 14 November 2016. You will only have 50 minutes to complete the test once you start.





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Blackboard assistance





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How to use Questionmark

Gaining access to Questionmark

Step 1: Click on the following link: <https://qm.ufs.ac.za/perception5/ldap.php>

Step 2: Fill in your STUDENT NUMBER in the box next to 'Name' (please note that you must only provide your student number), and your UFS password in the box next to 'Password'. Then click 'Enter'.

Participant Login
Please enter your name and password below

Name:

Password:

Step 3: Confirm that your details are correct. If they are correct, go to Step 4. If your details are incorrect, make the required changes and click 'Save Changes'. Then go to Step 4.

Tests (1) My Details Reports

Participant Details

First Name

Last Name

Email address

Step 4: Click on 'Tests' at the top on the left to see the list of tests you are scheduled for. This will also reflect how many attempts you have to complete the test (see 'Remaining attempts'), as well as the date until when the test will be available (see 'End date'). Click on the green arrow next to the test you want to complete.

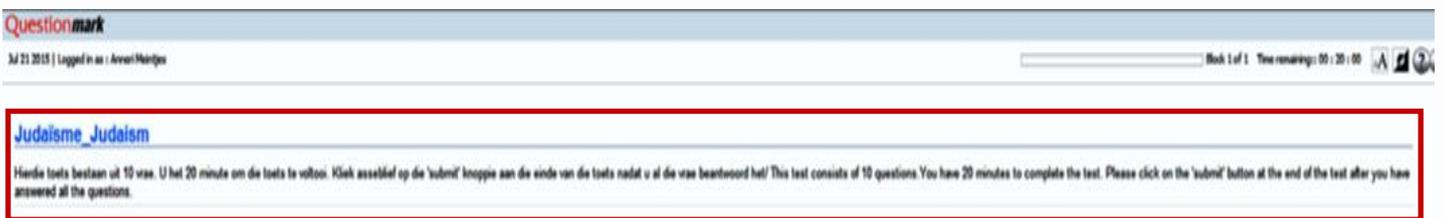
Start	Available tests	Attempts remaining	End date
	Test_idap	1	Jul 22 2015 23:59:00



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To complete a test

Step 1: Read the introduction containing information about the test, such as the time limit (if applicable), the number of questions, and instructions.



Step 2: Click on the top tab that says 'Next Question'.



Step 3: Choose the correct answer.

Step 4: Click on 'Next Question' again.

Step 5: Repeat Steps 3 and 4 until you reach the last question.

Step 6: Click the 'Submit' button after ALL QUESTIONS have been answered.





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Scan and email assignments

Some of your lecturers may prefer that you email your assignments instead of submitting them on Blackboard. Should you need to submit assignments via email and you do not have access to your own computer, you can do it in various ways:

The first option is to **go to a copy shop** where they can assist you to scan your assignment and email it to your lecturer. You will, however, need to remember the following:

- ◆ You will need to pay to make use of the copy shops' services;
- ◆ Ensure that you include your student number, as well as the module code, on your assignment;
- ◆ Be sure to take the correct email address along with you;
- ◆ Ask the shop to provide you with the printout that indicates that the email was sent;
- ◆ Ensure that the email address on the printout is correct; and
- ◆ Follow up with your lecturer after a few days to ensure he/she received the email if you have not heard anything.

The second option is to **use of your phone's camera** to take pictures of your assignment. Remember the following when making use of this option:

- ◆ Check that your assignment's page numbers are clearly visible on the photos;
- ◆ Ensure that you include your student number, as well as the module code, on your assignment;
- ◆ Check that you entered the correct email address; and
- ◆ Follow up with your lecturer after a few days to ensure he/she received the email if you have not heard anything.

The third option is to make use of a **scanning application** on your phone. The next page provides a suggestion for such an application. The information under the phone camera option also applies here.



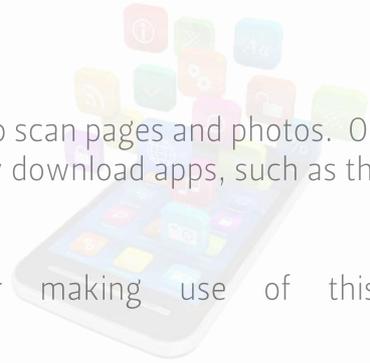


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Make use of mobile apps

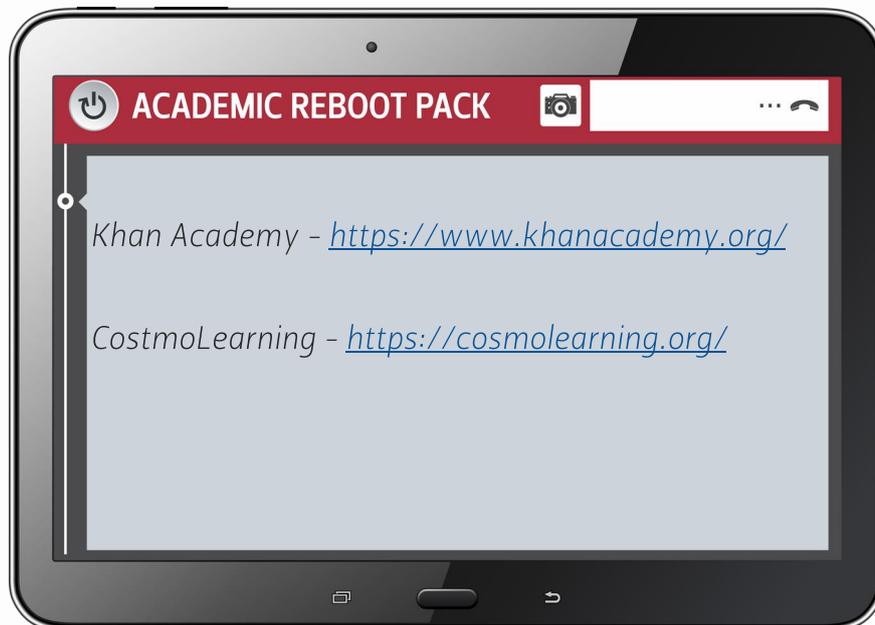
There are various apps available for smartphones that allow you to scan pages and photos. One such app is the 'Tiny Scanner App' that can be found where you usually download apps, such as the Apple Store for Apple devices and Google Play Store for Android devices.

The following link provides you with a tutorial for making use of this app:
<https://www.youtube.com/watch?v=VxHYTjzS0bs>



Use the web to enhance your understanding

You are sometimes confronted by a situation where you struggle to understand a difficult concept. Although Googling a video online is always an option, we recommend the following sites to provide you with support:



Remember that these are resources to supplement the materials that you receive on Blackboard.

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The keys to
good time
management

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Make every minute count

Continuous changes in the academic calendar and not knowing what will happen next due to recent events might make it difficult for students to plan ahead, set time tables, and stay on track with academics. Although classes are not able to continue as planned, we would like to still encourage you to stay on track with your academics, and find creative ways of engaging with your work. Now, more than ever, being successful in your studies will take discipline, flexibility, resilience, and hard work.

Often, when we “hit the ground running” we do not know how to prioritise work, where to start, what to leave out etc. This can leave you feeling anxious, worried and out of control. The aim of this feed of #AcademicReboot is to assist you with practical tips that can help you manage your time and schedule important tasks for the remainder of the academic year.

The first step to good time management is understanding that everybody gets the same amount of time a day = 24 hours. This brings to mind the question: Why do certain people, with busy schedules seem to manage their time better?

The answer to this question is planning. The key to good time management is to carefully map your 24 hours. Take a few minutes every day to plan what needs to be done. This will help you to prioritise and limit procrastination.

The 6 most important aspects of time management that you need to focus on include:





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Create a clear overview of the tasks at hand

Before you can plan your tasks, you need an overall picture of what you still need to complete for the remainder of the academic year. Make sure you log onto the UFS website regularly for updated information on the status of the UFS campuses. You can also access information on faculty and modular pages on Blackboard daily for announcements and important dates. Access your UFS4life email account on a regular basis to access important communications.

Create a 'To do list' of everything you still need to complete. Your 'To do list' should include the module code, the activity that should be completed, and its due date. See the example below:

<i>Module:</i>	<i>Task:</i>	<i>Due date:</i>	<i>Submission format</i>
<i>POLS 1524</i>	<i>Test 4</i>	<i>3 November</i>	<i>Blackboard Quiz</i>
<i>POLS 2634</i>	<i>Assignment 4</i>	<i>7 November</i>	<i>Blackboard Safe Assign</i>
<i>EMMA 2614</i>	<i>Class test</i>	<i>9 November</i>	<i>Blackboard Quiz</i>
<i>POLS 2644</i>	<i>Case study</i>	<i>12 November</i>	<i>Email Lecturer</i>

[Click here](#) to download a template of a To do list





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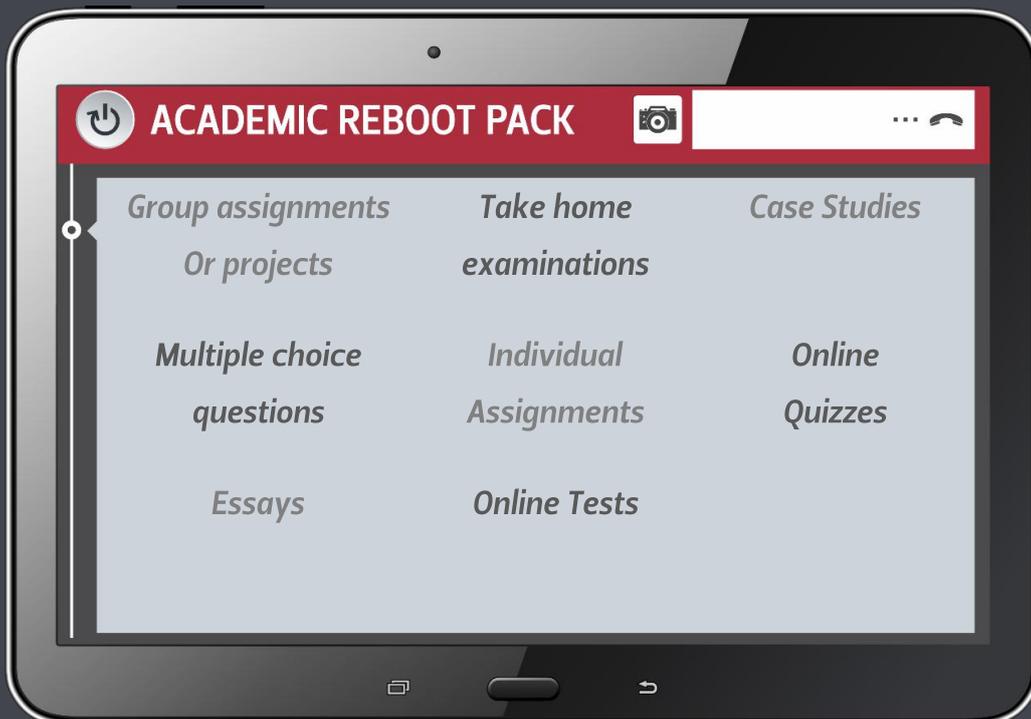
Plan ahead

Start your planning by creating monthly calendars for November, December and January. Indicate important dates on your monthly calendars such as online assignments, group discussions, tests, and special exams. [Click here](#) to download monthly calendar templates for November, December and January.

After creating a monthly planner, it is also important to plan what needs to be completed every week of the month, and every day of the week. These plans should become more detailed, and should indicate how much time you should spend on each task. Download our [weekly planner](#) to help you with your planning.

You can use your student diary to plan your day, or set up a daily task list. [Click here](#) to download a daily task list template. Remember that it might be harder to stick to your planning if you are not attending classes, and that you will need to be very diligent in completing the tasks you have set out to do.

Types of assessments you need to include in your planning:





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Prioritise for optimal efficiency

It is likely that you will have several pieces of work to do, that need to be completed within the same timeframe. How will you ensure that it all gets done? Distinguishing between tasks that are urgent and tasks that are important can help you optimise your day by dealing with the most important tasks first. Prioritise by using the following system as suggested by Stephen Covey (1989):

Urgent and important – **Do it now**

Urgent but not important – do it if you can

Important but not urgent – start it before it becomes urgent

Not important and not urgent – Don't do it

In order to help you implement this strategy, Student Counselling and Development has outlined the following examples of urgent and important tasks you might need to complete.

	URGENT 	NOT URGENT 
IMPORTANT 	Assignments Deadlines Crises Attending classes Pressing problems Preparing for exams (These are critical activities)	P x 3 (Preparation, Prevention, Planning) Relationship building TRUE recreation (These are important goals)
NOT IMPORTANT 	Interruptions Phone calls (These are usually important to someone else)	Going to the movies Time wasters Escape activities (These are distractions)



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Planning alone is worthless without thorough execution. After you have taken time to plan your day, stick to the timelines you have set. Stick to your planned schedule. The following tips might help you:

1. Be realistic with the timeframes you set for studying. You know how long you can be productive before you need a break.
2. Be sensible with breaks. An idea can be to study for 50 minutes without any distractions, and then take a ten minute break to catch your breath and get ready for the next 50 minute shift.
3. Set clear goals for each scheduled task. Consider what you need to achieve, what your goal is, and how you will go about to achieve it.
4. Reward yourself for hard work. Treat yourself to a nice cup of coffee or downtime to listen to your favorite song if you have achieved your set goals.
5. Have the end in mind. Remind yourself what the end product would look like, and what it is that you dream to achieve. This will help you stay focused on the task at hand.
6. Avoid procrastination. To read more on procrastination, visit this link: https://www.mindtools.com/pages/article/newHTE_96.htm
7. Make use of time-management apps on your phone. Open this link to view the top time management apps: <http://www.topuniversities.com/blog/top-time-management-apps-students-2015>

How to avoid procrastination

Work out WHY you are procrastinating.

Set REWARDS for following your schedule.

BREAK big & difficult tasks into smaller manageable tasks.



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For more tips on time-management, view these videos:



Should you still struggle with time-management, and feel that you need individual assistance, email the general academic advisors at the Centre for Teaching and Learning at: advising@ufs.ac.za



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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4



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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1



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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5



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How to use the weekly planner:

1. Schedule your study sessions for the week.
2. Schedule other **fixed commitments** such as sports, church, etc.
3. Determine how much time you need to spend on each module during the week to catch up on work, and study for assessments.
4. Remember that normally the schedule would include no more than **8 hours per day** for 5 days per week spent on academics. However, you need to schedule more time during the next two weeks. Thus, **at most** you can schedule 8 hours per day for 6 days a week.
5. Ensure that you **stay healthy and sleep at least 7 to 8 hours** each night. 'Pulling an all-nighter' will not get you more marks.
6. Stick to your schedule.

(scroll to the next page to find your weekly planner template)



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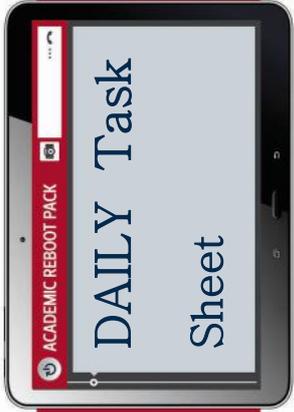


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My Weekly Planner

07:00-08:00	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
08:00-09:00							
09:00-10:00							
10:00-11:00							
11:00-12:00							
12:00-13:00							
13:00-14:00							
14:00-15:00							
15:00-16:00							
16:00-17:00							
17:00-18:00							
18:00-19:00							
19:00-20:00							
20:00-21:00							
21:00-22:00							
22:00-07:00							





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Day: _____ Date: _____

Time:	Appointment or task:	Progress:
06:00 – 07:00		
07:00 – 08:00		
08:00 – 09:00		
09:00 – 10:00		
10:00 – 11:00		
11:00 – 12:00		
12:00 – 13:00		
13:00 – 14:00		
14:00 – 15:00		
15:00 – 16:00		
16:00 – 17:00		
17:00 – 18:00		
18:00 – 19:00		
19:00 – 20:00		
20:00 – 21:00		
22:00 – 23:00		
23:00 – 00:00		



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How to manage stress

by

Student Counselling & Development

T: 051 401 9111 | E: info@ufs.ac.za | www.ufs.ac.za

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Understand stress

Stress has many names – worry, pressure, concern, anxiety and nervousness to name but a few. Usually we attach a negative connotation to these words because it usually causes distress. However, there is also a positive side to stress that drives us to do our best. Positive stress is called eustress (Longman, & Atkinson, 1999 in Jooste, 2013).

Stress is the physiological and behavioural response of an individual seeking to adapt and adjust to both internal and external pressures (Michal, 1991). Stress can be regarded as both an internal assessment and a physiological reaction to a perceived threat (Kottler 2012).

Stress can be caused by many stressors including: change, deadlines and tests; late assignments; school pressure; financial and other problems; uncertainty; relationships, etc.

What makes one person seem to cope better with stress than another person? It is our interpretation of stress that makes a difference. Knowing how to deal with stress and what you can control within a stressful situation can help you cope more effectively. This feed from #AcademicReboot contains some tips on coping with stress.





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Consider what you can control

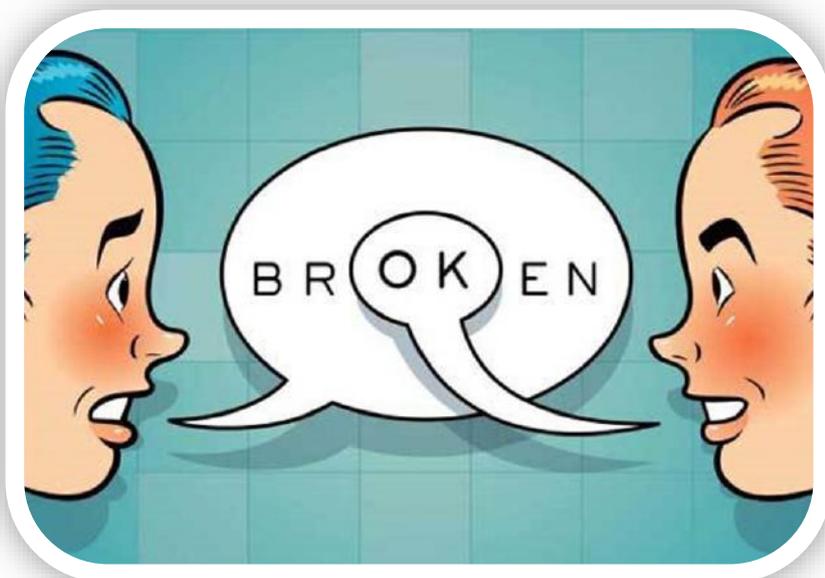
An important part of coping with a difficult situation is distinguishing between the things you can change and the things you have no control over. Beck and Clason (2011) suggest that you should ask what can and what cannot be controlled in this stressful situation.

Adapting to what you cannot change

If you cannot change the situation, you can work on changing your attitude or reaction to the specific situation. You can do this by reframing your thoughts and practicing selective awareness. To read more on reframing your thoughts, visit the link below:

<http://feelhappiness.com/reframing-your-thoughts-make-yourself-happier/>

Remember that you always have a choice and are free to choose what to think and what to focus on. Another way to deal with things you cannot change, is to adjust your standards. Many times when doing introspection, we realise that we might have set too high standards for ourselves and/or others. Adjusting your standards, and having realistic expectations of yourself and others can help prevent disappointment and stress.





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If you can change the situation

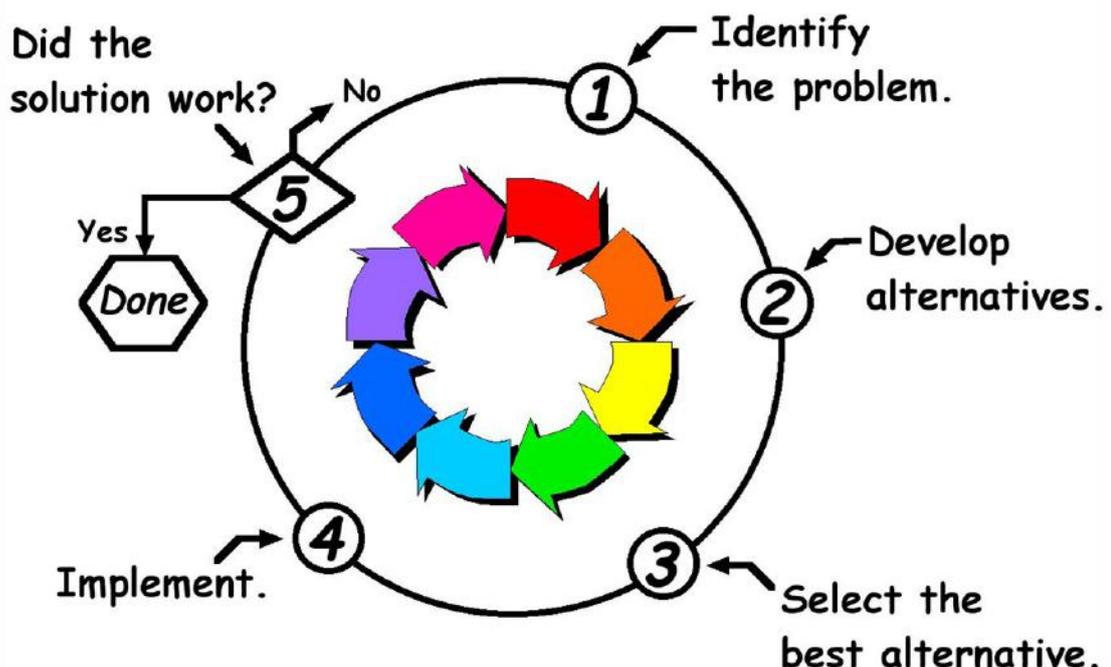
Sometimes you do have control over stressful situations, then you can make use of various strategies to better control the situation.

Firstly, *practice being assertive*. Being assertive means being able to stand up for your own or other people's rights in a calm and positive way. To read more on assertiveness, [click here](#).

Secondly, *implement time-management strategies*. Follow the Time-Management feed of #AcademicReboot for more information on time-management strategies.

Thirdly, *consider practical problem solving*. Being intentional in following problem solving steps will help you deal with a situation in a structured manner. The image below provides an overview of a problem solving process:

Steps to solve a problem...





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Other basic coping strategies

Make sure you exercise

Eat **healthy foods**

Get enough **sleep**

Utilise your social **support**

Do **regular self-nurturing** activities

Use **humour** to help you relax

Set **SMART** goals

Find strength & encouragement from **religion/spirituality**

Practice **positive** thinking

Remember **WHY** you are here!!!



View "Ways to Unwind"



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View this motivational video:



For any further assistance and support, contact

Student Counselling and Development:

051 401 2853
HerbstP@ufs.ac.za



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UFS support networks

T: 051 401 9111 | E: info@ufs.ac.za | www.ufs.ac.za

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John Locke stated that: “Fortitude is the guard and support of the other virtues.” Having strength in the face of adversity will help you overcome academic and personal obstacles, and help you become the best you can be. At the UFS, we offer a range of support services that can help you achieve your academic goals and succeed in your studies. Here is a reminder of all the support services available to you. Do not hesitate to email or call should you need support.

Bloemfontein campus Support Services

<i>Centre for Teaching and Learning</i>	
General Academic Advice	advising@ufs.ac.za 051 401 9191/ 3158/ 9366/ 9465
UFS101	Ufs101@ufs.ac.za
WriteSite	051 401 2324/7355 writesite@ufs.ac.za
Blackboard	051 4019452 ehelpdesk@ufs.ac.za
A_STEP	Astep@ufs.ac.za
<i>Student Wellbeing</i>	
Student Counselling and Development	051 401 2853 HerbstP@ufs.ac.za
Health and Wellness	Mr Francois van den Berg Kovsie HIV / AIDS office 051 401 2803 vandenbergfjj@ufs.ac.za
	Arina Engelbrecht Sports and Exercise Medicine Clinic 051 401 7211 gesal@ufs.ac.za
	Elizabeth Msadu Social Worker 051 401 9117 msadue@ufs.ac.za



Academic Reboot Pack

<i>Student Affairs</i>	
Career Development	Belinda Viljoen 051 401 7393 viljoenb@ufs.ac.za
Student Life (Dean)	Mr Pura Mgolombane 051 401 9084 MgolombaneP@ufs.ac.za
ResLife	Dr WP Wahl 051 401 2118 wahlwp@ufs.ac.za
Centre for Universal Access (CAUDS)	Ms Martie Miranda 051 401 3713 MirandaMH@ufs.ac.za
<i>Administrative Support Services</i>	
Tuition Fees	Undergraduate Students 051 401 3003/2806/9090 Postgraduate Students 051 401 9537
Student Cards	Meals and Books 051 401 2799/3337
International Affairs	Mrs Jeanne Niemann 051 401 3219/2501/3403/9436 niemannaja@ufs.ac.za
Applications and Admissions	Mrs Jubee Mawoyo 051 401 2345 MawoyoMM@ufs.ac.za
Graduations	Mrs Carina Pretorius 051 401 3016 pretorec@ufs.ac.za
Student Records	Mrs Anna Liebenberg 051 401 3017 LiebenAM@ufs.ac.za
Academic Timetables	Mrs Maryn Greyling 051 401 7345 GreylingMM@ufs.ac.za
Examination Administration	Edwin Crouch 051 401 3449 CrouchEJ@ufs.ac.za



Academic Reboot Pack

Other Support Services

Protection Services	Mr Noko Masalesa 051 401 3438 051 401 2534 MasalesaP@ufs.ac.za
ICT Student Helpdesk	051 401 2442 studentdesk@ufs.ac.za
Library and Information Services	051 401 2610/2988





Academic Reboot Pack



Bloemfontein Faculty Advisor network



Faculty of Economic and Management Sciences

<i>Faculty Advisor / Contact Person</i>	<i>Contact Information</i>		<i>Programmes / Responsibilities</i>
Mrs Lizette Pretorius	L.Pretorius@ufs.ac.za	051 401 2173	Faculty Manager
Dr Corlia Janse van Vuuren	JanseVanVuurenEC@ufs.ac.za	051 401 3691	Teaching and Learning Manager
Mrs Marnie Venter	venterms@ufs.ac.za	051 4013819	Academic Advisor at the Dean's Office
Mrs Cecilia Lephalo	LephaloSC@ufs.ac.za	051 4013825	Academic Advisor at the Dean's Office
Mrs Dirkeliën de Beer	DeBeerDB@ufs.ac.za	051 4013688	Degrees in the Centre for Accountancy
Mrs Hettie van Tonder	VTonderH@ufs.ac.za	051 4012166	Degrees in the Economic Department
Mrs Alet Fouche	nessac@ufs.ac.za	051 4012435	Degrees in Public Administration & Management
Mrs Riekie Combrinck	CombrinckASM@ufs.ac.za	051 4019204	BCom Human Resource Management & Degrees in Industrial Psychology
Mrs Ronell van der Merwe	VandmerweR@ufs.ac.za	051 4012768	Degrees in Business Management
Mr Lerato Sekonyela	SekonyelaLE@ufs.ac.za	051 4019805	Extended programmes
Mrs Ansie Barnard	BarnardAM@ufs.ac.za	051 4012883	Short learning programmes: Business School
Mrs Jo'Anni Opperman	OppermanMJ@ufs.ac.za	051 4017301	Short learning programmes & Postgraduate Diplomas: Business School
Ms Santell Murray	MurrayS@ufs.ac.za	051 4012883	BML Degree: Business School
Mrs Elvira Oberholzer	OberholzerEH@ufs.ac.za	051 4017301	MBA degree: Business School





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Faculty of Education

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Ms An-Marie Loots	LootsA1@ufs.ac.za	051 401 3059	Foundation phase (Both Main Stream & Extended)
Mrs Ruth Tshehisi	TshehisiRMN@ufs.ac.za	051 401 9920	Intermediate phase (Both Main stream & Extended)
Mr Edwin Jacquire	JacquireEH@ufs.ac.za	051 401 9685	Senior and FET phase (Both Main stream & Extended) and PGCE



Faculty of Law

<i>Faculty Advisor / Contact Person</i>	<i>Contact Information</i>		<i>Programmes / Responsibilities</i>
Mrs Adri Kotze	Kotzea@ufs.ac.za	051 401 2735	Faculty Manager
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Mrs Hanlie Grobler	GroblerH1@ufs.ac.za	051 401 9777	Academic Advisor





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Faculty of Natural and Agricultural Sciences

<i>Faculty Advisor / Contact Person</i>	<i>Contact Information</i>		<i>Programmes / Responsibilities</i>
Mrs Lee-Ann Frazenburg	DamonsLE@ufs.ac.za	051 4013199	Faculty Manager
Mrs Elzmarie Oosthuizen	OosthuizenEM@ufs.ac.za	051 401 2934	Teaching and Learning Manager
Mr Jakobus Olivier	OlivierJl@ufs.ac.za	051 4012332	Architecture
Prof. Japie van Wyk	vanWykJB@ufs.ac.za	051 4012677	Agricultural Sciences
Dr Antonie Geyer	GeyerA@ufs.ac.za	051 4019053	Agricultural Economics Agricultural Management
Dr Frans O'Neill	OneillFH@ufs.ac.za	051 4017553	Biochemistry
Dr Botma Visser	VisserB@ufs.ac.za	051 4013278	Botany, Plant Breeding, Plant Health Ecology Plant Pathology, Environmental Rehabilitation
Mr Jaco Marais	MaraisJ@ufs.ac.za	051 4012929	Computer Science, Informatics, Information Technology
Prof. Hester Steyn	SteynHJ@ufs.ac.za	051 4012304	Consumer Science
Mrs Ansie Barnard	BarnardAM@ufs.ac.za	051 4012883	Short learning programmes: Business School
Miss Olivia Kunguma	KungumaO@ufs.ac.za	051 4019699	Disaster Management
Mrs Marinda Avenant	AvenantM@ufs.ac.za	051 4013939	Environmental Management
Ms Zurika Odendaal	OdendaalZ@ufs.ac.za	051 4012776	Genetics, Behavioural Genetics, Human Molecular Biology, Forensic Sciences



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<i>Faculty Advisor / Contact Person</i>	<i>Contact Information</i>		<i>Programmes / Responsibilities</i>
Miss Eldalize Kruger	KrugerE@ufs.ac.za	051 4012185	Geography
Mrs Justine Magson	MarkramJ1@ufs.ac.za	051 4012373	Geology, Geohydrology
Mr Christiaan Venter	VenterC@ufs.ac.za	051 4012320	Mathematical Sciences
Dr Michael von Maltitz	VMaltitzNJ@ufs.ac.za	051 4012609	Mathematical, Statistics, Actuarial Science
Prof. Koos Albertyn	AlbertynJ@ufs.ac.za	051 4012223	Microbiology, Microbial Biotechnology
Dr Johan Venter	VenterJA@ufs.ac.za	051 4013336	Physics, Chemistry
Dr Benita Zulch	ZulchBG@ufs.ac.za	051 4013849	Quantity Surveying and Construction Management
Dr Johan van Niekerk	vNiekerkJA@ufs.ac.za	----	Sustainable Agriculture
Miss Antoinette Nel	NelAL@ufs.ac.za	051 4013210	Urban and Regional Planning
Dr C Jansen van Rensburg	JVREnsC@ufs.ac.za	051 4019357	Zoology & Entomology
Mrs Rina Meintjes	MeintjR@ufs.ac.za	051 4012783	UPP and Extended Natural Sciences





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Faculty of the Humanities

<i>Faculty Advisor / Contact Person</i>	<i>Contact Information</i>		<i>Programmes / Responsibilities</i>
Mrs. Marica Coetsee	coetseem@ufs.ac.za	051 401 2369	Faculty Manager
Ms Jackie Storer	storerja@ufs.ac.za	051 401 9579	Teaching and Learning Manager
Mrs Marizanne Cloete	cloetem@ufs.ac.za	051 401 2592	BA Extended BA (Management) BA (Drama & Theatre Arts) BA (Music) BMus Diploma in Music
Ms Katlego Mabulana	mabulanak@ufs.ac.za	051 401 2495	BA General BA (Human Movement Science) BA Communication Science specialising in Corporate and Marketing Communication BA (Language Practice)
Mr Nhlamulo (Lucky) Hlongwane	hlongwanenl@ufs.ac.za	051 401 3519	BSocSci (Human and Societal Dynamics) Extended BA (Governance & Political Transformation) BA Communication Science specialising in Media Studies and Journalism BA (Fine Arts)
Ms Juanita du Plooy	duplooyjk@ufs.ac.za	051 401 3269	BSocSci (Human and Societal Dynamics) BA (Geography and Environmental Management) B (Social Work)



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QwaQwa campus Support Services

<i>Centre for Teaching and Learning</i>	
General Academic Advice	058 718 5484 advising@ufs.ac.za
UFS101	Ufs101@ufs.ac.za
WriteSite	058 718 5066 writesite@ufs.ac.za
Blackboard	058 718 5224 ehelpdesk@ufs.ac.za
A_STEP	Astep@ufs.ac.za
<i>Student Wellbeing</i>	
Student Counselling and Development	058 718 5032/5033 sitholeNH@ufs.ac.za / VanDenBerghTJ@ufs.ac.za
Health and Wellness	Mrs Lintle Malimabe HIV / AIDS centre 058 718 5056 malimabel@ufs.ac.za Ms Selloane Phoofolo Social Worker 058 718 5091 msadue@ufs.ac.za





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<i>Student Affairs</i>	
Career Development	www.ufs.ac.za/career
Reslife	058 718 5030
<i>Administrative Support Services</i>	
Tuition Fees	Client Services 058 718 5024/5119/5262 Cashiers 058 718 5028 nchapiem@ufs.ac.za
Student Cards	Meals and Books 058 718 5026
International Affairs	internationalenquiries@ufs.ac.za
Applications and Admissions	Faculties of Education, Economic and Management Sciences and Natural and Agricultural Sciences: Mrs Motaung 058 718 5012 motaungme@ufs.ac.za Faculty of The Humanities: Mrs Mphatsoe 058 718 5011 mphatsoelm@ufs.ac.za
Matric exemption, 2017 undergraduate applications and general enquiries	Mrs Mokoena 058 718 5022 MokoenaNJ1@ufs.ac.za
Examination Administration	Mr Tsotetsi 058 718 5022 tsotetsimf@ufs.ac.za
<i>Other Support Services</i>	
Protection Services	058 718 5000
ICT Student Helpdesk	058 718 5137 studentdesk@ufs.ac.za
Library and Information Services	058 718 5221



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QwaQwa Faculty Advisor network

Faculty	Contact Person(s)	Contact details
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 <p>ECONOMIC AND MANAGEMENT SCIENCES EKONOMIESE EN BESTUURSWETENSAPPE UFS·UV</p>	<p>Mr Jacobus Nel</p> <p>Ms Sibongile Mlotya</p>	<p>058 718 5054 / NelJJ@ufs.ac.za</p> <p>058 718 5289 / MlotyaS@ufs.ac.za</p>
 <p>NATURAL AND AGRICULTURAL SCIENCES NATUUR- EN LANDBOUWETENSAPPE UFS·UV</p>	<p>Dr. Anofi Ashafa</p> <p>Mrs Mpho Leripa</p>	<p>058 718 5134 / AshafaHOT@ufs.ac.za</p> <p>058 718 5132 / LeripaMP@ufs.ac.za</p>
 <p>HUMANITIES GEESTESWETENSAPPE UFS·UV</p>	<p>Mr Albert Schoeman</p> <p>Ms Khethiwe Biyo</p>	<p>058 718 5420 / SchoemanPA@ufs.ac.za</p> <p>058 718 5281 / BiyoKC@ufs.ac.za</p>

South Campus Advisor network

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Ms Tshegofatso Setilo	051 505 1362 setilot@ufs.ac.za



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“Everyone can rise above their circumstances and achieve success if they are dedicated to and passionate about what they do.”

-Nelson Mandela