

CONTACTS

FACULTIES

Economic and Management Sciences

Lizette Pretorius: 051 401 2173 / lpretorius@ufs.ac.za

Education

Charmell Cardoso: 051 401 9264 / edulnfo@ufs.ac.za

Health Sciences

Lydia du Toit: 051 405 7513 / dutoitl@ufs.ac.za

School of Nursing

June Klopper: 051 401 2361 / klopper1@ufs.ac.za

The Humanities

Marica Coetsee: 051 401 2369 / coetseem@ufs.ac.za

Natural and Agricultural Sciences

Lee-Ann Frazenburg: 051 401 3199 / damonsle@ufs.ac.za

Law

Hanlie Grobler: 051 401 9777 / groblerh1@ufs.ac.za

Theology and Religion

Rev Marlene Oosthuizen: 051 401 2617 / moosthuizen@ufs.ac.za

Business School:

Office: 051 401 2874 / busregistration@ufs.ac.za

IMPORTANT NUMBERS

Student Support Call Centre:

051 401 9666 / StudentAdmin@ufs.ac.za

UFS Switchboard: 051 401 9111

Unit for Prospective Students – KovsieConnect:

051 401 3000 / info@ufs.ac.za

Security 24 hours: 051 401 2634 / 2911

Finances: 051 401 2806 / 3003 / tuitionfees@ufs.ac.za

Housing and Residence Affairs:

051 401 3562 / 3455

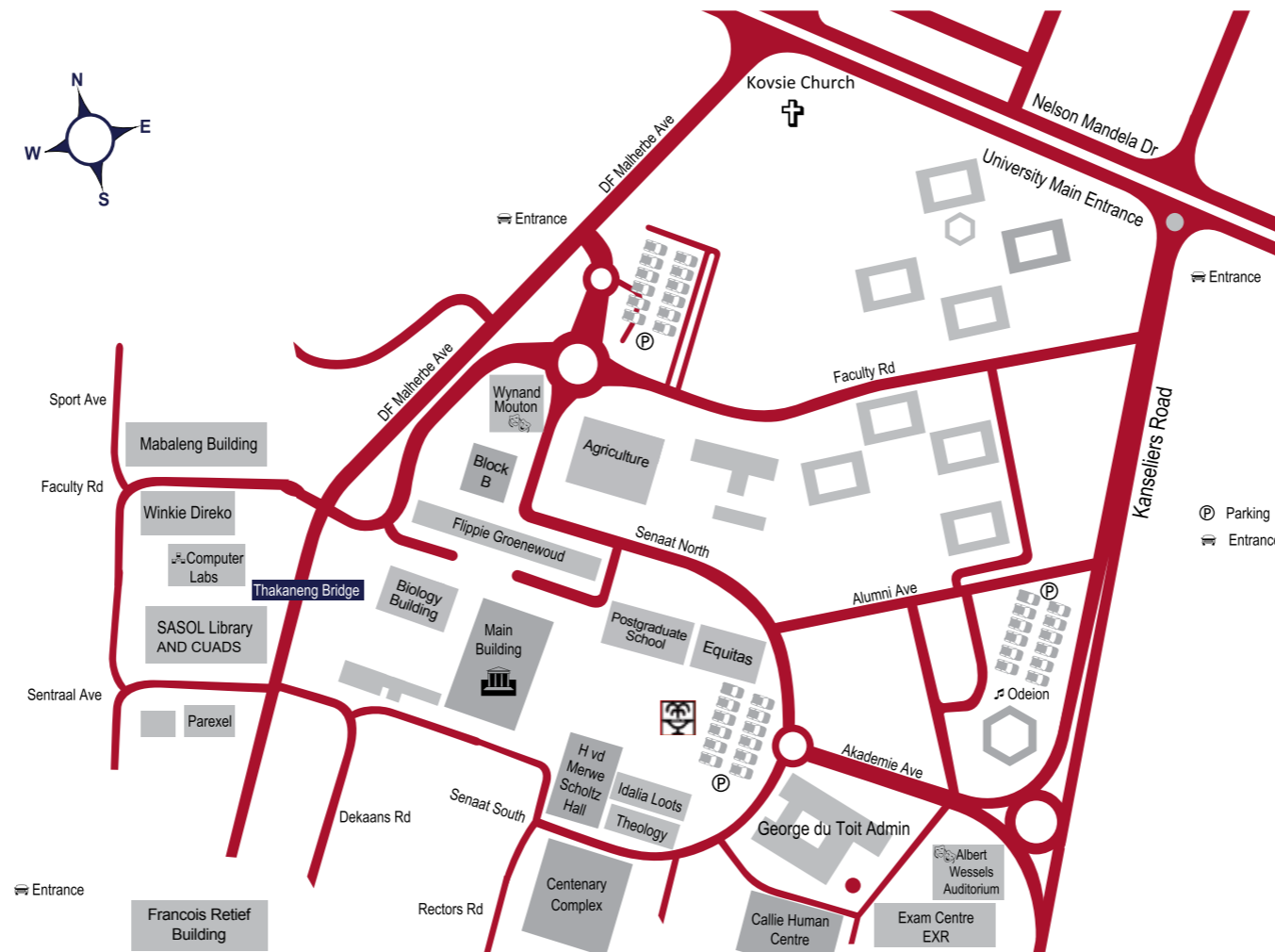
Gateway Orientation: 051 401 3689 / nthakheniv@ufs.ac.za

Marketing: 051 401 9957 / 9129 / 9028 / 3384



IMPORTANT DATES

- 8 January: Online Registration
- 3 February: First-year welcoming and orientation at 09:00 in the respective faculties
- 3 February: Vice-Chancellor's first-years' welcoming
- 5-9 February: Academic advice for first-year students
- 3-17 February: Gateway Orientation
- 29 January-2 February and 12-16 February: Academic advice for senior students
- 19 February: Lectures begin
- 23 February: Last date for registration/course changes for first-semester and year modules
- 1 March: Last date to cancel module with financial credit



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REGISTRATION TIMES

Daily from 08:00 to 15:00.

PAYMENTS BEFORE REGISTRATION 2018

Prepayments are payable 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. Should the tuition fees be less than the amounts required during registration, the full amount is then payable upfront. Generate a quotation on <http://kovsielife.ufs.ac.za/quote/quote.aspx>

South African Students	
Residential	R12 980
Non-residential	R6 870
Students with approved NSFAS loans	R0
Study benefits for staff members:	
Staff	R0
Staff dependents: residential	R7 060
Staff dependents: non-residential	R950

International Students(Non-SADC)	
Residential	R43 160
Non-residential	R28 160
Study benefits for staff members:	
Staff	R0
Staff dependents: residential	R15 590
Staff dependents: non-residential	R950

International Students (SADC)	
Residential	R29 080
Non-residential	R19 360
Study benefits for staff members:	
Staff	R0
Staff dependents: residential	R10 670
Staff dependents: non-residential	R950

STUDENTS WITH BURSARIES (SOUTH AFRICAN STUDENTS ONLY)

Proof of payment and/or bursary letters must be submitted five (5) working days prior to registration.

- An original document of the bursary/loan must be handed in at the Finance Department: Tuition Fees, or
- If the bursary does NOT cover all fees for the year, the prepayment remains payable 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. Should the tuition fees be less than the prepayment required, the full amount is payable?

The attention of bursary holders is drawn to the fact that it is their responsibility to ensure that bursary donors make payments timeously and in accordance with university regulations. Bursary holders have to furnish details of their accounts to their bursary providers.

If a bursary provider does not pay a student's account in time, interest will be charged and debited to the account, and the student or his parents or guardian will be responsible for the payment of such interest.

BANKING DETAILS

The banking details to deposit the prepayment are:

Bank	ABSA
Name of account	UFS Tuition Fees
Branch code	630734
Account number	1 570 151 688
SWIFT CODE (for international transfers)	ABSAZAJJ
Reference number	100 directly followed by student number for the prepayment, Tuition Fees and/or Campus accommodation

REGISTRATION ROUTE

In the Callie Human Centre and the Examination Centre (EXR) venue, staff members are ready to help you at each of the 13 service stations.



01 STATION 1: Printing of Academic Data Summary – We prefer that you use our online registration services. However, should you choose the manual registration route, kick off the registration process by verifying and printing your personal details. Also, check your academic status here. We will refer you to the next station according to the service indicators, blocks, academic advice and UFS passwords. You need a unique password to access UFS systems such as email, Blackboard, and library services. Have your ID, passport, or driver's licence at hand for verification



02 STATION 2: National Benchmark Tests (NBT) – Staff will help you to verify your NBT results. Your results will determine whether you must take an Academic Literacy Development module. If your results are higher than the minimum requirements for Academic Literacy, you do not need to take the development module. Remember to sign for receipt of the letter.



03 STATION 3: Centre for Teaching and Learning (Academic Advice) – Undeclared and undecided on what to study? Meet with an academic adviser to help you find the right degree programme for you.



04 STATION 4: Applications – Haven't applied yet? Please do so online. Once your application has been processed you will get an SMS with your username (student number) and temporary password. Submission of application or admission documentation – Submit your ID and Grade 12 results or other qualifications results. If your application is successful, you will receive another SMS to confirm your admission to study.



05 STATION 5: Registration of master's and doctoral students – After you have settled the financials, you can proceed to finalise your postgraduate registration.



06 STATION 6: Admissions – have ready your Academic Data Summary that was printed at station 1. Not admitted yet or want to change your qualification? You must complete the required form. If you are a registered student and want to change to a selection course, you must get a signature from the relevant faculty.



07 STATION 7: International Affairs – Are you a foreign national? At this station we will help you with the removal of service indicators, verification of personal information, visa, passport, and medical aid.



08 Station 8: Tuition fees – This is the one-stop service for all financial matters. Keep your Academic Data Summary, proof of payment of the pre-registration deposit, and the proof of sponsors if you have a bursary, at hand. Any financial holds will be resolved here. You can also make payment arrangements at this station.



09 STATION 9: Housing and Residence Affairs – Your home away from home. Check the availability of residence accommodation and your application status.



10 STATION 10: Self-service and manual registration – the modules provided by the academic advisors are captured to complete your registration. Occasional study and modules that are not part of the curriculum are captured now. Your goal is to leave with a printout of the proof of registration. Visit www.ufs.ac.za and follow the links: Students, Student Self-service to print your timetable.



11 STATION 11: Issuing of student cards – Your registration as a Kovsie student is almost complete. It is time to take your picture, and issue you with a student card. Remember to smile!



12 STATION 12: Study material centre – Present your proof of registration and your student card to the friendly assistant at the study material centre. Sign for the receipt of your study guides and UFS101 logbook.



13 STATION 13: UFS101 and Blackboard assistance – You have reached the end of your registration process. Happy days! Blackboard is an essential part of your academic life at Kovsies. The IT staff will assist you to schedule Blackboard training. You will be assisted to select UFS101 combination and sign up for UFS101 classes. Keep your proof of registration, UFS Campus password, and class timetable ready.

2018 PAYMENT DATES

South African students	
January	First payment prior to registration: 5 days prior to registration.
31 March	First semester (second payment): All fees for the first semester.
31 August	Second semester (third and final payment): All fees for the second semester are payable on or before

International Students	
January	First payment prior to registration: 5 days prior to registration.
31 March	First semester (second payment): All fees for the first semester .
30 June	Second semester (third and final payment): All fees for the second semester.

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.

APPLICATIONS AND ADMISSIONS

- Late applicants can apply at the Callie Human Centre from 8 January 2018. Refer to station 4 on your registration route.
- Check your application status at www.ufs.ac.za. Follow the link Students Student self-service
- Submit outstanding documents at the Callie Human Centre from 8 January 2018 at Station 4.

LET'S GET REGISTERED:

You will not be able to register if all the prepayments have not been made and reflect on your tuition fees account.

SELF-SERVICE/MANUAL REGISTRATION

- Registration of students in the Faculties of Economic and Management Sciences, Education, the Humanities, Law, Natural and Agricultural Sciences, and Theology takes place in the Callie Human Centre and EXR venue.
- Registration of students in the School of Medicine and School of Allied Health Professions takes place at the Faculty of Health Sciences in the Francois Retief Building.
- Registration of students in the School of Nursing takes place at the Idalia Loots Building.
- Registration of students in the Business School takes place at the Economic and Management Sciences Building, Block B.

ONLINE REGISTRATION:

- You can also enrol for your modules (register) online at www.ufs.ac.za/register2018

POST-REGISTRATION ACTIONS

Log into the Blackboard system to verify that your modules appear as you have registered them (<https://ilearn.ufs.ac.za>). It takes up to 24 hours for newly registered modules to appear on Blackboard. If you require assistance, contact 051 401 9452 or send an email to ehelpdesk@ufs.ac.za Download your class timetable on the UFS student portal. Visit www.ufs.ac.za and follow the links: Students, Student Self-service.

RULES

- The rules of the University of the Free State are applicable 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 rules before registration.
- It is important to consult the faculty rulebooks as the final and correct source.
- The rules and rulebooks can be found at (www.ufs.ac.za/about-the-ufs/governance/policy-documents)

- Academic advice is a process in which you receive support and advice on your studies and subject choices for the qualification you are registering for.
- Academic advice does not only happen during the registration period, but is a continuous service throughout your studies to support and advise you to perform better academically.
- Students should preferably obtain academic advice before reporting for registration.
- To obtain academic advice, you need to report to the Callie Human Centre, from where you will be directed to the respective faculties. Faculty-specific academic advice can be obtained from the respective faculties.
- In addition, the Centre for Teaching and Learning offers general academic advice in the foyer of the Callie Human Centre.

ACADEMIC ADVISING CYCLE

