BIOGRAPHICAL QUESTIONNAIRE (BQ) GUIDE 2022

Analytics and Institutional Research Unit

bqhelp.BIS@wits.ac.za 011 717 1175/73



Purpose of BQ

□ To better understand financial, educational and social needs of our students

Information obtained will assist the University in offering relevant and responsive support to students

□Information will be treated with confidentiality and will never be used to determine students academic progress at the University

Who must complete the BQ?

First time, First Year, Full-Time, Undergraduate Students

These people need not complete the BQ



First year students who were excluded in the previous year



First year students registered on part time basis or with Wits Plus



Second year students, third year students & postgraduate students

Tip: Students cannot complete BQ unless they have registered

	Favorites Main Menu > Self Service > Academic Records > Biographical Questionnaire		
	An error has occurred that has stopped this transaction from continuing.		
>			
		Message	
		Error Message (25035,58)	
		You are not yet registered this year and therefore may not complete this questionnaire.	
		Please register before completing this questionnaire.	
		ОК	

Online Registration

Congratulations Registration Completed

The registration of the courses for the selected program and Year of Study is completed. Thank you for registering online with WITS University.



Voluntary Donation - The Wits Food Programme was initiated to provide support to students who would otherwise go hungry on our campus. We appeal to you to make a once off donation of either R50 or R100 which will be added to your Fee account at the end of February. Your contribution will go a long way to assisting approximately 1000 students with a nutritious meal every teaching day this year. The Food Programme is run by Wits Citizenship and Community Outreach (WCCO) a Unit within the Division of Student Affairs.

Wits SRC - Food Donation link

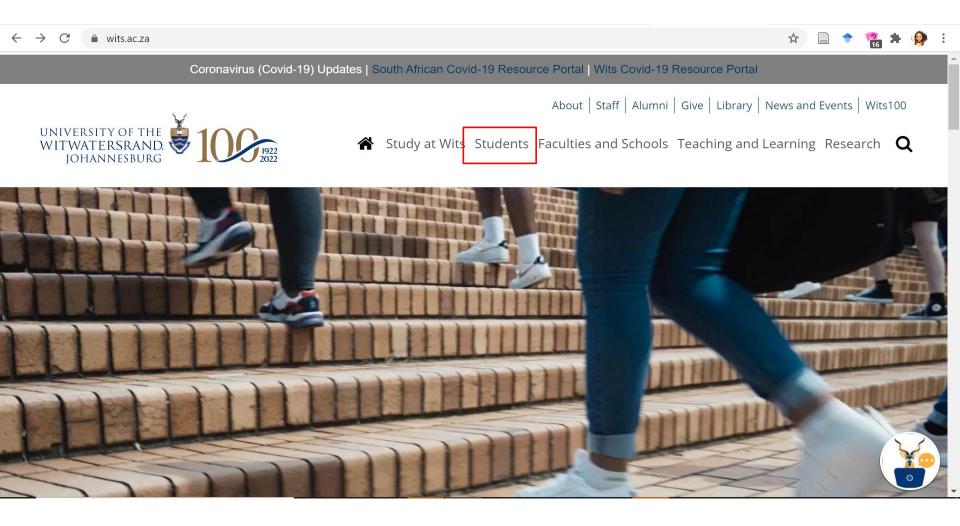
Biographical Questionnaire

If you are an undergraduate new first year student at Wits, please click on the link below in order to complete the Biographical Questionnaire. This is compulsory for all new first year students.

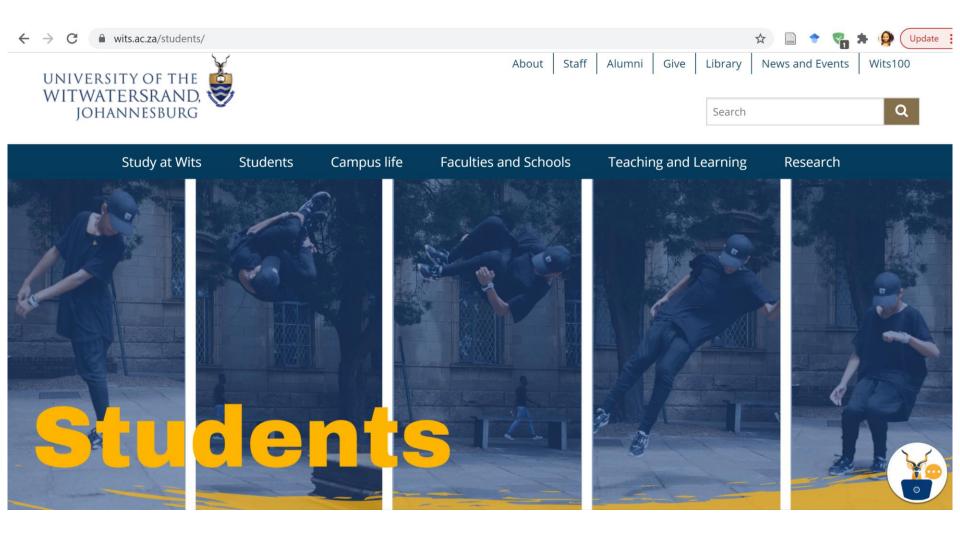


Accessing BQ from Wits Website

On the **Wits website** (http://<u>www.wits.ac.za</u>) click on students tab



This should take you to 'Students' page



On the 'Students' page click on the 'Student Self Service' tab

← → C 🗎 wits.ac.za/students/









Home > Students

In this section Wits-e Student Email Student Self Service Password Reset Accommodation Graduations Wits Sport VOW FM https://www.wits.ac.za/students/

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2 February 2021



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1 February 2021



Covid 19 Update 64 -Return to campus 29 January 2021

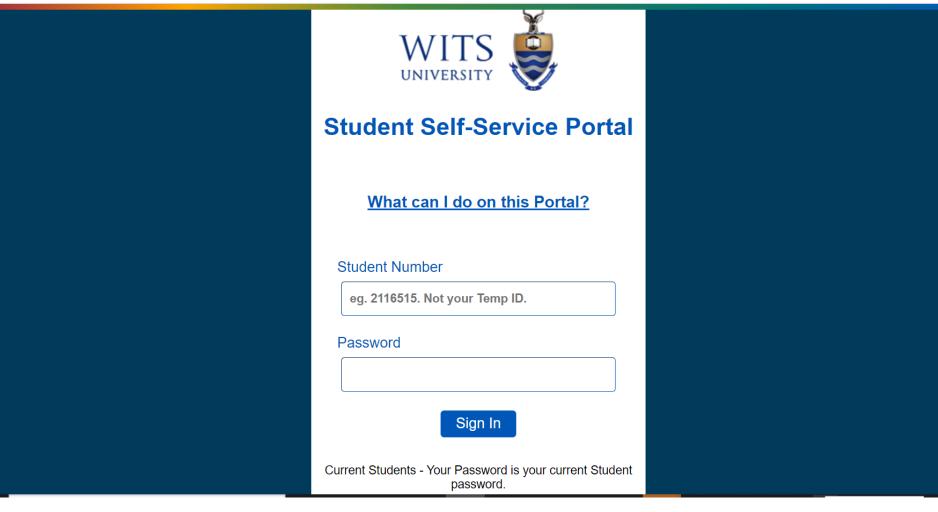


Khumalo used her voice to change lives 29 January 2021

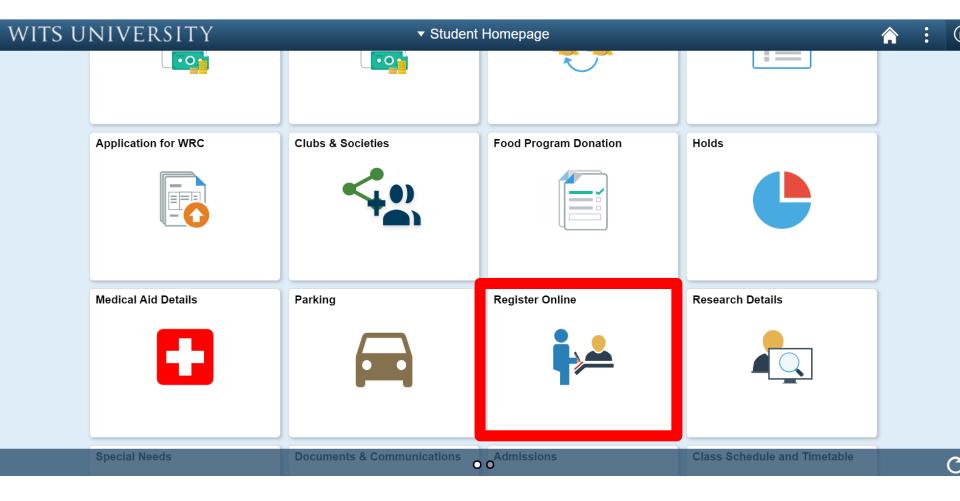


On the **'Self Service Portal'** enter Student ID and Password to sign in

 $\leftarrow \rightarrow \ \mathbf{C} \quad \textbf{ a self-service.wits.ac.za/psp/csprod/UW_SELF_SERVICE/HRMS/?&cmd=login&languageCd=ENG}$



Click on 'Register-Online'



Then click on 'Biographic Questionnaire'

Student Homepage		F	Register Online					۲
🗚 Register Online				Student Center	~ (>>)			Help
表 First Fee Payment	Online Registration			L				
Biographical Questionnaire	Please Click 'Next	' to proceed with Or	line Registration.					
Proof of Registration	Career	Program	Program Description	Plan			Next	
							Next	

If there is a magnifying/search glass icon next to the response block, it means there are a list of options that the student will have to select from

School Information Home Information University Information Fee Details	Error Information
Student ID 2017	Next Complete
Explanation Explanation of the Biographical Questionnaire and Instruction	ns on how to fill it in
1. Which language was used by teachers in class?	EN Q English
2. Was your language of learning your home language?	Yes 🔻
3. How did you pay for your school fees?	SIPO1 Q Paid by parents or gu
4. What was the average number of learners in your matric classroom?	SILN2 🔍 20-50
5. How would you describe the place in which your school is situated?	SISS3 🔍 City/Town

6. Did your school have any of these facilities?

Complete the Questionnaire clicking on 'Next' after each section

Favorites - Main Menu - > Self Service - > Academic Records - > Bio	graphical Questionnaire 🧕
	Home Add to Favorites Sign out
School Information Home Information University Information Fee Details	Error Information
Student ID	Next
Term	Complete
Explanation Explanation of the Biographical Questionnaire and Instru	uctions on how to fill it in
 In addition to the official medium of instruction at your school, which other language was often used by teachers in class? 	AF Afrikaans
2. Was your language of learning your home language?	No v
3. How did you pay for your school fees?	SIPO8 Self-funded
4. What was the average number of learners in your matric class?	SILN1 Q <20
5. How would you describe the place in which your school is situated?	SISS1 🔍 Suburb
6. Did your school have any of these facilities?	
4	
 Did you make use of these facilities; please answer if you said yes above. 	
8. How did you get to school?	SITR4 Dropped off by parent or relative
	Next Complete
School Information Home Information University Information Fee Details Error Inform	nation

When all questions are answered and there are no errors the student should click on the **'Complete '** tab to submit the questionnaire

WITS - Student Information	Management System
Favorites Main Menu > Self Service > Academ	ic Records > Biographical Questionnaire
School Information Home Information Unive	ersity Information Fee Details Error Information
Student ID	Next
Term 2017	Complete
	Personalize Find 🖾 🛗 First 🗹 1 of 1 D Last
Error Message	Error Info
1	Error Info

School Information | Home Information | University Information | Fee Details | Error Information

Tip: If the you struggles to submit, advise them to click on the **'Error Information'** tab

WITS	- Student Informatio	on Management Syste	em	
Favorites Main	Menu > Self Service > Acad	lemic Records > Biographical Qu	Questionnaire	
School Informati	on Home Information Ur	iversity Information Fee Details	ils Error Information	
Student ID			Next	
Term 20	17		Complete	
		Personali	alize Find 🗗 🛗 First 🚺 1 of 1 🖸 Last	
Error Messag	<u>1e</u>		Error Info	
1			Error Info	
School Information	<u>n Home Information University</u>	Information Fee Details Error Info	nformation	

*The **'Error Information'** tab will list all the errors in the questionnaire that the student must rectify before they can submit the questionnaire

Tip: Student can not continue to the next section of the questionnaire if they have error 18,5

ALL OF			
vor	ites Main Menu > Self Service > First Fee Payment > Register Onl	ne > Biographic	al Questionnaire
	6 Electricity	Yes 🔻	
	7 Running water	Yes 🔻	
	8 School Hall	Yes 🔻	
	9 Playing Fields/Sports fields	Yes 🔻	
	10 Hostel/Boarding Facilities	No 🔻	
	Message		
7.	then retry them. If the problem persists, it may be due to an application programming error	er user. Make a n r and should be rej	ote of the changes you have made, then cancel the page. Reload the page and look for changes. Ensure that your changes are still appropriate,
			ОК
	10 Hostel/Boarding facilities	100	
	11 Pit privy/outside toilet with no running water		
3.	How did you get to school?	SITR4	Composed off by parent or relative
			Next
			Complete
ho	Information Home Information University Information Fee Details Fro	r Information	

Contact <u>bqhelp.BIS@wits.ac.za</u> or 011 717 1175/73 so that the questionnaire can be reset and student must start afresh.

Tip: Following completion of BQ, student may be redirected to a page where they need to search for their name



Biographical Q Survey

Enter any information you have and click Search. Leave fields blank for a list of all values.

eria	the second se
= \$1830	0411
begins with \$	
begins with \$ C	
b	begins with \$

No matching values were found.

There is <u>no need for the student to search for</u> <u>anything</u>. BQ would have been completed and submitted at this point

BQ Student Guide



BQ Help Desk

Analytics & Institutional Research Unit

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