

CourseReg Exercise for AY2023/24 Semester 2 Reference for Students in the BAC/BBA Programme

[**Note: "BIZ" courses in this document refer to business and accounting courses collectively.**]

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NEW BBA CURRICULUM:

BBA & BAC Cohort 2023 students will be given an option to switch to the new [BBA23 Common Curriculum](#) from [AY2024/25, Semester 1](#). The condition to switch is that their degree programme must remain as BBA and BBA (Accountancy) respectively.

Students may indicate their intention to switch to the new [BBA23 Common Curriculum](#) by responding to UG Office online survey by the stipulated deadline. An email regarding the new BBA curriculum survey & FAQs will be sent to all cohort 2023 students no later than [December 2023](#).

BBA/BAC students who are seeking for a change in their degree programme from **Accountancy to BBA** (vice versa) or **Real Estate** will be required to submit a [transfer application](#) through the [Office of Admissions](#). For more information, please click [here](#).

1) Academic Plan Declaration (APD)

- a) This exercise allows students to declare their Specialisations, Open 2nd Majors and/or Open Minors, so that they are assigned the appropriate Curricular Priority for their course choices in CourseReg.
- b) Students should complete the Academic Plan declaration **24 hours before** participating in the course registration exercise. Please refer to the [CourseReg website](#) for the APD schedule.
- c) Please refer to the email from Registrar's Communications with regards to application timeline for [Restricted Second Major/Minor](#) for Semester 2 of AY2023/24.
- d) Students can declare their Academic Plan **only once** every semester, and whatever declared cannot be changed for the semester. The administrators are strictly not allowed to amend the students' specialisation/major/minor during CourseReg exercise. Any changes can only be made at the next APD exercise in the following semester.
- e) There is no need to declare a BIZ Specialisation if you are a freshman or have no plans yet to read courses for a specialisation. Nonetheless, please declare at least one BIZ Specialisation by your 5th semester.
- f) Unlike open 2nd Major/Minor which you must declare by your 5th semester, you can change your BIZ Specialisation declaration up till your final semester.
- g) The declaration of one's specialisation has no bearing on core courses pre-allocation. For example: whether or not you will be pre-allocated FIN2704 does not depend on your declaration of Finance specialisation.
- h) For details on how to make your declaration, please refer to the email announcement by the Registrar's Office or check the [CourseReg website](#).
- i) Should you have any issues or queries on academic declaration, please contact:

CourseReg Helpdesk (during CourseReg Exercise only, excluding public holidays)
Hotline: 6516-5860

9:00am – 6:00pm (Mon to Thu)

9:00am - 5:30pm (Fri)

Alternatively, you can submit an online CourseReg Enquiries Form [here](#).

2) Appeal:

- a) All appeals must be made through CourseReg@EduRec under the appropriate [appeal type](#) (refer to the table below).
- b) Students should participate in CourseReg exercise to select their intended courses during all rounds. **BIZ Undergraduate Office (“BIZ UG Office”) will review the appeals submitted under “Unable to Secure Course”** after Round 3. All appeals for courses made under inappropriate appeal types will be rejected.
- c) **BIZ courses obtained through appeal/swapping are NOT droppable. You may request to drop it with a “W” grade (Withdrawal) after CourseReg Exercise is over.**
- d) Appeals made outside of the CourseReg@EduRec (e.g., email/walk-in/phone) will not be processed. Similarly, appeals made through faculty members (i.e., course coordinators, instructors) will not be considered as the jurisdiction over appeals reside with the BIZ UG Office.

Appeal Types in CourseReg System

(Check their start and end date on [CourseReg website](#))

Appeal Type	Approve by	When to use
Unable to fulfil Requisites	Host Faculty	BIZ takes a firm position of not waiving pre-requisites for any courses. If you need us to waive pre-requisite/preclusion, check for a course, please provide supporting documents (e.g. course outline) in a single PDF file not exceeding 500kb .
Unable to secure course	Host Faculty	You could not get the course you need after Round 3 . The outcome of your appeal is depending on vacancies available.
Change Admin Allocated Classes	Host Faculty	To request for dropping of courses pre-allocated by the administrators (i.e., not droppable by students). e.g. GEA1000. The appeal will be routed to the host faculty.
Issues while selecting Course	Host Faculty	For some reasons you are not able to select courses in CourseReg. Please include the error message or screenshot. You can also call CourseReg Help Desk at 6516-5860 if you encounter technical issues. This category is NOT meant for you to appeal for a course when you are unsuccessful in securing it during the rounds. Please try in later rounds or consider other courses. You can only appeal for courses using type “ <i>Unable to Secure Course</i> ” after Round 3 is over.
Max Workload Waiver*	Home Faculty	Please attach your full study plan from first to graduating semester (list down every course by semester totalling up to min 160 Units); and any other relevant supporting documents in a single PDF file not exceeding 500kb . For example, if you are requesting for max workload waiver in your graduating semester due to a job offer, the employment contract issued in the company’s letterhead must show the HR

		<p>contact, your signature, name, date of acceptance as well as starting date.</p> <p>Every max workload request will be carefully considered. Please do not submit repeated appeals unless you have fresh supporting documents/information for our consideration.</p>
Min Workload Waiver	Home Faculty	<p>Please attach your full study plan from first to graduating semester (list down all courses by semester, totalling up to min 160 Units); and any other supporting documents in a single PDF file not exceeding 500kb.</p> <p>If you are appealing to underload <u>due to internship</u>, please also include in the same PDF file your signed internship contract (issued with the company's letterhead) indicating acceptance, with the internship duration clearly stated.</p>
Change Lecture Class	Host Faculty	<p>We will only consider change to a smaller class within the <u>same course</u> that still has vacancy after Round 3.</p> <p>Do NOT use this appeal type to: (1) request for a change to another course, (2) request to change to another sectional class of the same course but different suffix. For example, we will not approve your appeal to change from FIN3701A SA1 to FIN3701B SB1. If you cannot take FIN3701A SA1, please drop it and try to register for FIN3701B SB1.</p>
Add/Change Tutorial Class	Host Faculty	<p>After all tutorial selection rounds have ended: you still do not have a tutorial class or wish to switch to a smaller class.</p>

3) **DDP/CDP-related matters**

For queries on the programme requirements and courses for your **non-BIZ degree**, please contact the respective faculty's administrators. Otherwise, please approach Ms Zainab Abdul Ghani at zainabag@nus.edu.sg.

4) **Dropping of BIZ courses**

- a) Students may drop BIZ courses on their own during CourseReg rounds, unless they have been set as non-droppable (e.g. STR courses, courses obtained through appeal/swapping, freshmen).
- b) If you need to drop a non-droppable course to register for another course, please appeal in CourseReg System using appeal type "*Change Admin Allocated Classes*" (leave the new class section empty).
- c) **Courses obtained through appeal or swapping are not droppable. You may drop such courses with a "W" grade (Withdrawal) after CourseReg Exercise is over.**
- d) You will not be able to drop a course if your total workload is below 18 Units **from Round 3** unless you have been granted a [minimum workload waiver](#).
- e) Pre-allocated **BIZ** courses are droppable on your own, **except** for the following:
 - i. Career Creation Starter (STR1000/2000)
 - ii. Freshmen
 - iii. Participants of Work-Study Internship Programs (WSIP)
- f) We can drop a pre-allocated course for you if you are not required to read it (e.g. NUSC students not required to read ES2002/MNO2706). Refer to point (b).

- g) All courses dropped are irrevocable. If you dropped a course (whether by accident or not) but later want it back, please attempt to select the course on your own in the CourseReg rounds.
- h) Any courses dropped by students will return to the common vacancy pool. They will be opened for selection to other students. Students are NOT allowed to determine who to give their dropped courses to, nor request for transfer of their courses to another student.
- i) If you wish to drop courses to make way for FSP or credit-bearing internship, please approach Mr Chew Jian Dee (bizcjd@nus.edu.sg) for FSP or Ms Candy Tan (candytan@nus.edu.sg) for BI course before dropping the course(s). Students are still bound by the **maximum workload limit of 27 units** in the upcoming semester. Do plan your FSP/ consider the credit bearing internship timeline wisely.
- j) **Important:** All students must adhere to the [drop penalty period](#). BIZ is unable to waive the 'W' or 'F' grade for any late requests.

5) **Design-Your-Own-Course (DYOC)**

- a) **Important:** Subsidies for edX Online Courses under Design Your Own Course (DYOC) will be terminated with effect from AY2024/25. For more information, please [click](#) here.
- b) [DYOC](#) is optional and can only meet your Unrestricted Elective (UE) requirements.
- c) Students are not allowed to read more than 8 Units of DYOCs during their candidature.
- d) To minimise the possibility of students failing to meet graduation requirements due to DYOC, students are strongly discouraged from pursuing DYOC MOOCs in their final semester. [Semestral fees](#) will be charged as long as your student status remain 'active'.
- e) DYOC MOOCs are not counted towards the minimum semestral workload. Students are required to meet the minimum semestral workload requirement of 18 Units, regardless of whether they may be reading DYOC MOOCs.
- f) Option A: DYOC via edX MOOC:
 - i. These courses are managed by the Registrar's Office (including verification, enrolment, reimbursement of fees, and credits transfer).
 - ii. Please check [website](#) or write directly to regbox52@nus.edu.sg.
- g) Option B: DYOC via Groupwork:
 - i. Please refer to the [website](#) for the application timeline and user guide.
 - ii. You may email Mr Low Joon Kiat (bizljk@nus.edu.sg) for enquiries regarding DYOC (Group) application hosted by BIZ.
- h) Please refer to this [link](#) for the Frequently Asked Questions on the DYOC Scheme (*Answers by Service >> Student Matters >> DYOC*)
- i) For general information on DYOC, please write to pvobox31@nus.edu.sg.

6) **'Honour' Declaration for Courses Completed on Student Exchange Programme (SEP)**

- a) For details, please read the email announcement by the Registrar's Office on CourseReg Exercise.
- b) Please click [here](#) for the step-by-step guide to complete the declaration process.
- c) Also refer to the section below on [Promotion \(Degree Level\)](#).
- d) If you have any issues or queries on this, please contact the [BIZ SEP administrators](#).

7) **Issues with using CourseReg**

You will not be able to use CourseReg if any of following applies:

- a) Have not completed your [academic plan declaration](#).
- b) [Negative Service Indicator](#) (NSI)
- c) Inactive status (e.g., [LOA](#) / [SEP](#) / [NOC](#))

NSI

- You should resolve your [Negative Service Indicator \(NSI\)](#) before you can proceed to register for courses. No pre-allocation of courses can take place if there is an active NSI tagged to your student records.
- BIZ UG Office is unable to lift NSIs manually or override any NSIs.
- If an active NSI is due to the following:
 - (1) **Incompletion of compulsory e-courses** “A Culture of Respect and Consent” and/or “Student Essentials”, please complete them as soon as possible. If you have queries or need further clarifications, please contact the Office of Student Conduct at: studentconduct@nus.edu.sg.
 - (2) **Outstanding fees or library fines**, please approach the Finance Office or one of the libraries to pay the outstanding fees. The NSI may take a few working days to be lifted after you have paid the outstanding amounts.
- Once the NSI is lifted, please complete the [Academic Plan Declaration](#) and participate in CourseReg to select courses to fill your semestral workload. No courses will be pre-allocated once CourseReg Exercise starts.
- For queries regarding NSI, please contact the [Student Service Centre](#).

LOA

- **Important:** Students who are not reading any courses should apply for semester-long [Leave of Absence \(LOA\)](#) before Week 0. *If you have met the graduation requirements therefore not reading any courses, please notify Ms Karen Lam (karen.lam@nus.edu.sg).*
- Any LOA application that is made after Instructional Week 2 will be charged full semester fees. Fee waiver will not be considered unless it is due to extenuating reason (e.g. healthy issue) and supported with relevant documents.
- Incomplete LOA application (e.g. lack of supporting documents) will not be processed and students will be still liable to pay the semester fees.
- Once your semester-long LOA is approved, all courses for the semester will be dropped by the system.
- If you are certain about embarking on semester-long LOA, please do not participate in CourseReg exercise so that the course vacancies can be allocated to other students.
- For students who are returning from LOA, your status will automatically be reverted to ‘Active’ for the new semester. No further action is required from you unless you were on LOA due to [Medical Reasons](#).
- In the event you are returning from LOA due to [Medical Reasons](#), please approach the [University Health Centre \(UHC\)](#) to request for a “fitness-to-resume-studies” assessment. Students must also be certified fit to resume studies before he/she can start attending classes. Should this require an assessment by Counsellors/Psychiatrists from UCS, this process might take 1 month or more, so you are advised to approach UHC/UCS early prior to the start of the next semester.

- Should your status still reflected as 'On Leave' despite your LOA has ended (you would not be able to declare your Academic Plan), please write to coursereg@nus.edu.sg as soon as possible.
- For general information on LOA (application deadline, fees, etc), please refer to the [website](#).
- Ms Karen Au (bizauk@nus.edu.sg) is the person in charge of LOA applications for BIZ undergraduates.

SEP

Students who are embarking on SEP will not be able to use CourseReg to register for courses. However, if you are taking part in a partial local exchange programme (SUSEP), please contact [BIZ SEP administrators](#) so that special arrangement may be made to let you select NUS courses. The minimum and maximum workload during partial exchange is also depending on the host university.

NOC

If you are going for or currently on NUS Overseas Colleges (NOC) this semester, your pre-allocated courses will be dropped after the NOC Office has confirmed your status. You may also inform us early that you are on NOC programme so that we can drop your pre-allocated courses, and free up vacancy for other students. Please include your **Student ID** in your email to biz_coursereg@nus.edu.sg.

8) **Canvas**

- a) Course information in Canvas is not real-time but will be synced only after each CourseReg round and at least 1 day after adding/dropping from Round 3 onwards. Please use CourseReg@EduRec > View My Classes to check whether a course has been allocated or dropped.
- b) Should you need help with Canvas, please contact its [helpdesk](#) directly.
- c) If you have questions regarding course content in Canvas, please consult the [course coordinator](#).

9) **Minor and 2nd Major programmes**

- a) Students in BBA or BAC programme are not allowed to pursue Minor or 2nd Major in Management, nor Minor in Entrepreneurship offered by BIZ.
- b) **General information on Minor:** <https://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/special-programmes/minor-programmes>
- c) **General information on 2nd Major:** <https://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/special-programmes/double-major-programmes>
- d) You may drop your Minor or 2nd Major on your own during [Academic Plan Application / Declaration](#). After you have withdrawn from the Minor or 2nd Major, the courses associated with the Minor or 2nd Major will continue to count towards your Grade Point Average (GPA).
- e) To check whether you have completed the requirements of a Minor or 2nd Major, please use the **Graduation Audit Report:** <https://myportal.nus.edu.sg/studentportal/academics/ug/aa-afg.html>.
- f) Applications to the restricted Minors or 2nd Majors are handled by the host faculties. If you wish to know more about the application or requirements of a Minor or 2nd Major, please visit its website or check directly with the faculty/department who offers the programme.
- g) **Business Analytics Specialisation (offered by BIZ) vs 2nd Major in Business Analytics (offered by SOC)**

- BBA/BAC students with a specialization in Business Analytics are not allowed to pursue a 2nd Major or Minor in Business Analytics offered by [SoC](#).
- There is no course substitution for any BIZ core / specialization / honours courses.

Combination	Courses that can be double-counted
BBA / BAC + 2 nd Major in BZA	- Nil -

h) **Business Economics Specialisation (offered by BIZ) vs 2nd Major/Minor in Economics (offered by FASS)**

- BBA/BAC students with a specialisation in Business Economics are not allowed to pursue a 2nd Major or Minor in Economics offered by [FASS](#).
- BBA/BAC single degree students who are enrolled in a 2nd Major in Economics are still required to read BSP1703 (or BSP1707 for BAC students) and BSP2701 under the existing BBA curriculum.

Combination	Double-counting options [^] (please check FASS website for details)
BBA / BAC + 2 nd Major in Econ	<ul style="list-style-type: none"> - ACC1701 Accounting for Decision Makers (<i>in place of EC2204</i>) - BSP1703 Managerial Economics (<i>in place of EC1101E or EC1301</i>) - BSE3701 Macroeconomic Principles in the Global Economy (<i>in place of EC2102</i>)

[^]BIZ single degree students are not allowed to read the EC version to replace the corresponding Business Core Courses.

- **Important:** If you encounter any preclusion error when selecting BSP courses (e.g. BSP1703, BSP1707), please submit an appeal in CourseReg system under appeal type "Unable to fulfil Requisites".

i) **Other structured combinations:**

Combination	Courses that can be double-counted ^{^^} (subject to changes & the limit set by university and/or host faculty)
BBA + 2nd Major in CNM	<ul style="list-style-type: none"> - MNO1706 Organisational Behaviour - MKT1705 Principles of Marketing Please check FASS CNM website > Recognised Courses
BBA + Minor in CNM	- nil-
BBA + 2nd Major in Psychology	- MNO1706 Organisational Behaviour (in place of PL3239 Industrial and Organizational Psychology)
BBA + Minor in Psychology	- nil-
BBA +	<ul style="list-style-type: none"> - ACC1701 Accounting for Decision Makers - BSP1702 Legal Environment of Business

Minor in Real Estate	<ul style="list-style-type: none"> - FIN3701 Corporate Finance - MKT3701 Marketing Management
<p style="text-align: center;">BBA</p> <p style="text-align: center;">+</p> <p>2nd Major in Real Estate Finance</p>	<ul style="list-style-type: none"> - ACC1701 Accounting for Decision Makers - BSP1702 Legal Environment of Business - FIN3701 Corporate Finance - MKT3701 Marketing Management - FIN3714 Financial Risk Management
<p style="text-align: center;">BBA/BAC</p> <p style="text-align: center;">+</p> <p>Minor in Financial Maths</p>	<ul style="list-style-type: none"> - FIN3702 Investment Analysis & Portfolio Management
<p style="text-align: center;">BBA/BAC</p> <p style="text-align: center;">+</p> <p>Minor in Statistics</p>	<ul style="list-style-type: none"> • DBA3711 Stochastic Models in Management • FIN3712 Options and Futures • FIN3715 Risk and Insurance <p><i>Applicable to cohorts AY2019/2020 and AY2020/2021 only</i></p>
<p style="text-align: center;">BBA</p> <p style="text-align: center;">+</p> <p>Minor in Public Health</p>	<ul style="list-style-type: none"> ▪ DAO2702 Programming for Business Analytics

^^ Double counting courses are one-way only. BBA/BAC students are not allowed to read the non-BIZ version to replace any corresponding business core courses.

j) **Other non-structured combinations:**

Please check the respective 2nd Major / Minor programme's website whether any BIZ courses are recognised to meet its requirements, or check directly with the host faculty/department who offers the programme.

10) **Mode of Teaching**

- a) The University default mode of teaching is face-to-face (F2F), except the lectures of those courses in which instructors are developing Blended Learning as part of university plan to create high-quality, integrated e-learning materials to enhance learning flexibility and effectiveness.
- b) The onus on students to ensure that they can attend F2F lesson throughout the semester. Students who are unable to return to Singapore or attend classes in person will be required to apply for LOA. Refer to point 7.
- c) There will be no provision of online/hybrid class or recorded lessons for regular courses.

11) **Courses:**

a) **Important: Existing BIZ Courses affected by the new BBA23 Common Curriculum**

The tables below are not applicable to cohort 2022 & earlier, as well as cohort 2023 BBA & BAC students who have no intention to switch to the new curriculum.

BBA Cohort 2023 Students

Course	Remark
BSP2701 (2 Units)	Not a requirement under the new BBA curriculum
BSP3701 (4 Units)	To be replaced by BSP level-4000 under the new BBA23 curriculum

BAC Cohort 2023 Students

Course	Remark
BSP1707 (2 Units)*	Not a requirement under the new BBA curriculum
BSP2701 (2 Units)	Not a requirement under the new BBA curriculum
ACC3704 (4 Units)	To be replaced by ACC level-4000 under the new BBA curriculum
ACC3705 (4 Units)	To be replaced by ACC level-4000 under the new BBA curriculum
ACC3707 (4 Units)	To be replaced by ACC level-4000 under the new BBA curriculum

* If you have not decided to switch, please drop BSP1707 and register other BIZ courses during CourseReg Rounds.

BAC students may register for BSP1703 during CourseReg rounds, since it can fulfil the requirements of both existing and new BBA curriculum. Otherwise, BSP1703 will be allocated in Year 2 for students who opted to switch to the BBA new curriculum.

BSP1707 will be offered in one final round in AY2024/25. BAC students who opted to remain in the existing BBA(Accountancy) curriculum will need to complete BSP1707 by next AY.

b) BPM Courses

- BPM1701, BPM1702 and BPM1705 are offered only in Semester 1.
- BPM courses are zero credit, graduating requirements, CS or CU (Completed Satisfactorily or Completed Unsatisfactorily) graded.
- **Important:** Students who have yet to complete BPM1701, BPM1702 and BPM1705 must complete BPM courses in AY2024/25.

c) ES1000 Foundation Academic English / ES1103 English for Academic Purposes

Should you need to read any of these courses, please contact [CELC](#) directly. These courses are not offered nor allocated by BIZ.

d) [General Education \(GE\) Courses](#) are available for selection only from Round 2.

- Please click [here](#) to view the list of courses approved under the enhanced General Education curriculum consists of 6 pillars (**GEC, GEX, GEA, GEI, GESS and GEN**).
- **GEA1000 Quantitative Reasoning with Data** is neither offered/pre-allocated by BIZ. For all queries and requests relating to GEA1000, please contact qradmin@nus.edu.sg directly.

e) Business Internship Courses (BI3xxxx)

- **Important:** Accountancy credit bearing is not a compulsory requirement under the new BBA Accountancy Major. A new Work Experience Milestone (WEM) will be introduced in AY2024/25. For further enquiries about WEM, please email Mr [Chew Jian Dee](#).
- If you are on credit bearing internship, you can only read up to 4 Units of regular NUS courses and Units of – EdX DYOCs (Design Your Own Course).
- Students should only use CourseReg to register for a regular course after seeking the internship host's agreement to attend classes while on internship. Students should schedule their work around their class hours, and not insist to be put in certain classes to fit your internship.
- Once you have been allocated the BI course in EduRec, please approach Ms Candy Tan (candytan@nus.edu.sg) to drop the excess courses as soon as possible. BIZ is unable to waive the 'W' or 'F' grade for any late drop requests.

- Internship commitment should not be used as a reason to change class section/ tutorial timing or appeal for a specific course.
- The “minimum 18 Units” requirement for the semester does NOT apply to students on credit bearing internships. Please check with Ms Candy Tan (candytan@nus.edu.sg), if you have further queries.
- Students who read BI courses during regular semester are encouraged to plan their studies ahead. Credit bearing internship/LOA should not be used as a reason for maximum workload wavier in the following semesters.
- Students are strictly not allowed to embark on a BI course in their graduating semester.
- For more information on business internship courses, please click [here](#).

f) Level-1000 Courses Limit

- **Important:** There will be two new level-1000 courses (2 units) introduced in AY2024/25 under the new BBA Common Curriculum.
- Students are allowed to read up to 60 units of level-1000 courses for each degree. Refer to Registrar’s Office [website](#).
- Students who have exceeded [level-1000 course limit](#) will have to make up for any shortfall in the degree requirements with higher-level course(s).
- The grades for the excess level-1000 courses read will still be computed into your GPA.
- Please use the Graduation Audit Report and What-If Report to check the level-1000 limit: <https://myportal.nus.edu.sg/studentportal/academics/ug/aa-afg.html>. You may approach Ms [Karen Lam](#) if you have any issues on this.

g) Level-4000 BIZ Courses

These courses are available to students who are in following degree level:

BBAH / BACH	From Round 0
BBA3 / BAC3, with GPA at least 3.2	From Round 2

h) Level-5000 BIZ Courses

- All level-5000 courses are graduate-level courses.
- Students must pay full fees per course, on top of the usual UG semester fees. Approval is still required, and fee waiver is not applicable.
- Sometimes, graduate offices may invite undergraduates to read a particular level-5000 course free-of-charge, due to surplus course seats. However, such courses cannot be used to replace any BBA/BAC programme requirements. They can only be treated as Unrestricted Electives (UEs).

i) MKT2711A/B Marketing Venture Challenge

- MKT2711 is only opened from Round 1.
- This is an optional bridging course for only BBA2 or BAC2 students before they start reading any level-3000 & above Marketing courses. MKT2711 does NOT contribute to the specialisation requirements and can only be read as an Unrestricted Elective (UE).
- For DDP students who received pseudo promotion and BBA/BAC students who have been promoted to BBA3 or BAC3 after the release of examination results will not be eligible to read MKT2711.

j) ACC2711 <= New

- This is a new course offered by Department of Accounting. ACC2711 is opened to all BIZ students.
- ACC2711 is not a compulsory BAC courses and can only be counted as an Unrestricted Elective (UE).

k) Courses with suffix

- Courses with the same code and title but different suffixes (e.g. MKT3701A, MKT37101B) are the same. They are just coordinated and managed by different taught by instructors.
- Courses with suffix '**X**' (e.g. ACC1701**X**) can only be read by students not pursuing BBA/BAC degrees.

l) Career Creation Starter courses (STR1000 / STR2000)

- Students who failed to obtain CS grade for STR1000 should re-enrol the course again before attending STR2000.
- Due limited vacancy, students who are not allocated STR1000 may have to read them in the following semester.
- STR2000 will only be allocated to students from year 2 onwards.
- For all requests relating STR1000/STR2000 (add/drop/change), please contact the BIZ Career Services Office directly at bizcareers@nus.edu.sg.

12) Pre-allocation of BIZ Core Courses

- a) Up to **3 BIZ core courses** will be pre-allocated to single-degree students, who are on active status and already in BIZ school records at least one month before the CourseReg Exercise.
- b) BIZ course pre-allocations are random. We are unable to accept any course requests from students before CourseReg.
- c) Pre-allocated core courses are droppable on your own, **except** for freshmen who are in their first semester.
- d) If you dropped a pre-allocated course to register for your preferred class section/course, the outcome is subject to vacancy available.
- e) Some students may have fewer than average pre-allocated BIZ courses. Some common reasons could be:
 - i. Courses pre-allocated by other faculties/ programmes clash with BIZ courses or exceeded 23 Units;
 - ii. Advance Placement Credits;
 - iii. Change of programme;
 - iv. Does not fulfil the course pre-requisites;
 - v. Students have completed the core courses.
- f) Whatever the case, please register for courses during CourseReg exercise to fill up your semestral workload.
- g) Transfer students will have to register for courses on their own during CourseReg rounds or submit an appeal under 'Unable to Secure Course' during appeal timeline. Please email Mr Low Yik Chyan (yikchyan@nus.edu.sg) if your programme status has only been updated after CourseReg exercise.
For enquiries regarding transfer status/outcome, please contact the [Office of Admissions](#).

- h) Please register for tutorials during [Select Tutorials Rounds](#). Students without tutorial will be allocated a tutorial class that still have vacancy after [Add/Swap Tutorials Rounds](#).
- i) If your desired course/class section/tutorial does not have vacancy in the current round, please try again in the [later rounds or during appeal period](#). Other students may drop the course due to LOA, SEP, change of plans, etc. Alternatively, please consider other courses available or reading it in the following semester.

13) Pre-requisite Checks Waiver (use CourseReg appeal type “Unable to fulfil Requisites”)

- a) **No pre-requisites can be waived for courses offered by BIZ. The course coordinator or instructor of BIZ courses do not have the authority to waive pre-requisites.**
- b) If you have filed in the ‘Honour’ Declaration for Courses Completed on SEP, those courses that you listed on the mapping table will be assumed passed with grade ‘D’. Please refer to the email sent by the Registrar’s Communication: **Course Registration Exercise (Round O) for Semester 2 of AY2023/24**.

Warning: Student who are found to have made false declaration may face disciplinary actions and affected course(s) will be dropped with penalty.

- c) You should only appeal for pre-requisite waiver for BIZ course only if you have read the pre-requisite replacements or have been exempted from reading the pre-requisites, for example in special programmes like DDP/NUSC. Please attach proof of approved substitution/exemption with your appeal (e.g. DDP programme structure, course outline).
- d) A course cannot be read concurrently with its pre-requisite/s, unless
 - i. you are reading *BSP3701 Strategic Management* with one or two remaining core course/s in your final semester; or
 - ii. you are reading *ACC3707 Integrated Perspectives in Accounting and Business* with one or two remaining core accounting and business course(s); or
 - iii. you are in NUS-PKU Extended Exchange Programme; or
 - iv. you are in a Work-Study Internship Programme (WSIP) and permission has been granted accordingly.
- e) **Appeals for Pre-requisite Checks Waiver for BIZ courses through other channels (e.g. email, instructors) than CourseReg@EduRec will not be reviewed.**

14) Promotion (Degree Level)

- a) Students’ progress in their programme of studies are reflected in their degree level (i.e., BBA1/BAC1, BBA2/BAC2, BBA3/BAC3 and BBAH/BACH). UG Office has no authority to make manual adjustments to any student’s degree level.
- b) The promotion criteria can be found on [BBA website](#) → Academic Programme → Curriculum → under accordion label “*Student Degree Level: Promotion Criteria*”.
- c) Only units already earned and reflected in the system will be counted. Courses still in progress or with pending results will not be considered. **Please note that we cannot promote you to the next level even if you are short of 1 Unit.**
- d) For students who have taken SEP courses but have not been credited yet, please follow the [pseudo \(honour\) declaration](#) process. For further enquiries, please consult the respective [SEP administrators](#).

e) Students who have just completed NOC but do not have their NOC courses updated in their records should write to the NOC Office, and copy Mr Low Joon Kiat (bizljk@nus.edu.sg) . NOC Office will need to reply to the email to confirm your NOC status, the completed courses, and their respective Units, before pseudo-promotion can be carried out.

f) **For DDP Students:**

- i. Your total Units earned are split across 2 degrees (C1 and C2). Because your BBA/BAC course code is based on the Units earned for your BBA/BAC degree only, it may not reflect your seniority as accurately as we wish to.
- ii. **For the purpose of CourseReg only**, we will review your progress based on a special set of criteria and grant you a pseudo-promotion to **BIZ Home Faculty students** if applicable:

Course Code	Official Promotion Criteria for BBA/BAC Degree (C1/C2 + CA)	Pseudo-Promotion in CourseReg for DDP
BBA1 or BAC1	Students who have completed less than 40 Units worth of courses.	Same.
BBA2 or BAC2	Students who have completed at least 40 Units but less than 80 Units.	Total Units earned (C1+C2+CA) = 40-79, with at least 20 Units for BBA/BAC degree (C1 or C2 + CA).
BBA3 or BAC3	Students who have completed at least 80 Units but less than 100 Units; and students who have completed more than 100 Units but not eligible for honours.	Total Units earned (C1+C2+CA) = 80-99, with at least 40 Units for BBA/BAC (C1 or C2 + CA).
BBAH or BACH	Students who have completed at least 100 Units and are eligible for honours	Total Units earned (C1+C2+CA) = 100 & above, with at least 68 Units for BBA/BAC degree (C1 or C2 + CA).

C1= Home degree courses

C2= Second degree courses

CA= Double-counted courses

- iii. **The pseudo-promotion is only applicable for CourseReg Exercise and for BBA or BAC degree only (BIZ Home Faculty), and is not in any way the official promotion.** Pseudo-promotion for DDP students will be completed before CourseReg Exercise every semester. No action is required from you. If you noted any discrepancies, please contact Ms Zainab Abdul Ghani (zainabag@nus.edu.sg).

15) Re-taking a course

- a) Students must re-take a **core or compulsory course** should they receive an 'F' or 'CU' grade, or a 'U' grade after exercising the S/U option.
- b) Students should register the **core or compulsory courses** during CourseReg exercise as these courses are usually prerequisite for higher level/elective courses.
- c) Students cannot re-take a course if they have already received a passing grade and earned the credits.
- d) Please refer to the Registrar's Office website for details on the university [Grading System](#).

16) BIZ Specialisation

- a) Unlike open 2nd Major/Minor which students must declare during the [APD exercise](#) by their 5th semester, students can declare or change their BIZ specialisation up to your final semester. Please note that students can do so only once per semester. No changes can be made during CourseReg exercise period.

- b) Students are encouraged to plan their studies ahead as there are limited vacancies for higher level/specialisation required/elective courses.
- c) **For BBA students who are admitted after 2017:**
Students are required to complete **one BIZ specialisation** of their choice. Doing a second or third specialisation is a personal choice and not a graduation requirement.
- d) **For BAC students:**
Accountancy is considered as your “specialisation”. Doing a second specialisation (e.g. Finance, Marketing) is a personal choice and not a graduation requirement.
Polytechnic diploma holders with 20 Units Advanced Placement Credits (APCs) can also declare a second BIZ specialisation; bearing in mind that students can only read up to 27 Units of workload every semester.
You may email the BAC Academic Advisor, Ms Susan See Tho (susan.seetho@nus.edu.sg) with your official NUS email (stating your matriculation number and intake year) should you need further BAC Curriculum or Accountancy-related guidance.
- e) **For BBA students in DDP:**
You are not required to complete any specialisation to graduate. However, if you decide to withdraw from DDP later and your primary degree is BBA, you will need at least one BIZ specialisation to fulfil the BBA degree requirements.
- f) Please refer to the [BBA website](#) (under BBA programme curriculum) for the requirements of each BIZ specialisation. All courses (including recognised non-BIZ coded courses) that are listed under a specialisation can be used to fulfil the respective specialisation’s requirements.
- g) Not all BIZ specialisation courses are offered every semester. Please refer to [NUSMODS](#) or CourseReg website for courses offered in AY2023/24, Semester 2.
- h) If you are unsure about the outstanding courses that you need to complete for your specialisation/s, please self-help by using the **Graduation Audit Report** and **What-If Report**: <https://myportal.nus.edu.sg/studentportal/academics/ug/aa-afg.html>. Should you need any clarification on the Graduation Audit Report, please email Ms Karen Lam (karen.lam@nus.edu.sg).

17) Swapping of Classes

- a) UG Office will facilitate the swap classes **only if** you can find a mutual swap partner (1) whose timetable can accommodate the class that you are giving up, and (2) who met the pre-requisites (if any) of the course.
- b) The outcome of your swap request may only be available in the subsequent rounds. For instance, if you send in your swap request in Round 1, the outcome of your swap may only be available in Rounds 2 or 3. This is because the administrator’s access to CourseReg add/drop function is restricted to only a few short window periods. Your patience is appreciated.
- c) Swapping of classes involve the process of dropping a course. If the ‘add’ process is unsuccessful due to timetable clash or failing of pre-requisites, the course(s) already dropped may not be recovered. Hence, the onus is on BOTH swap parties to ensure that pre-requisites are met and that there are no timing clashes (including clashes in final exams) before sending the request.
- d) **Conditions for swapping:**
 - i. Both parties must **jointly** write to **BIZ CourseReg Enquiry** (biz_coursereg@nus.edu.sg) using the swap request format shown below. In other words, either one student must send the

- swap request to the above email address and copy (cc) the other student. Do **NOT** submit your request individually in separate emails or submit multiple requests.
- ii. **Classes obtained through swapping are NOT droppable** (even if the swap request cannot be completed due to timetable clashes). **They can only be dropped with a “W” grade (Withdrawal) after CourseReg Exercise is over.**
 - iii. Only **mutual swapping** is allowed. One-sided transfer is prohibited.
 - iv. Any requests that do not fulfil the requirements will not be processed.
 - v. Course coordinators and instructors DO NOT have the authority to approve any swap requests.
 - vi. Requests for swaps for courses taught on lecture/tutorial format **MUST include the tutorial class** even if the swap is only for the lecture class. Please indicate N.A. If there is no tutorial class in your timetable. Otherwise, the tutorial, if any, will not be allocated back to you.

Request format:

Email Subject: **Class Swap Request** - (list down course code/s)

(Note: if you already have a tutorial for your lecture, please also indicate the tutorial class.)

Student 1		Current		AFTER Swap	
		Course Code	Class	Course Code	Class
Name		E.g. ACC1701	LV1	E.g. AC1701	LV2
Matric	E.g. A0123456X				
Contact #					

Student 2		Current		AFTER Swap	
		Course Code	Class	Course Code	Class
Name		E.g. AC1701	LV2	E.g. ACC1701	LV1
Matric	E.g. A0654321Z				
Contact #					

18) Timetable Clash for Classes or Exams

- a) In line with the University’s policy, BIZ does not approve any timetable clashes between courses, whether it is within BIZ, or between a course hosted by another faculty. The course coordinator or instructor of a course also do not have the authority to approve any clashes in classes or exams.

19) Tutorials

- a) To ensure even distribution of students across all tutorial classes, students may be assigned to a tutorial class during [Select Tutorials Rounds](#).
- b) If you are not successful in getting a tutorial slot **after all selection rounds** (including Add/Swap rounds), UG Office will try to allocate you to the smallest tutorial class that has no timetable clash. Students are expected to de-conflict their timetables to accommodate available vacancies in tutorial classes. Students without tutorial class will be required to drop the course.
- c) If you wish to appeal for tutorials, please submit an appeal in CourseReg under type “Add/Change Tutorial Class”. The outcome of your appeal is subject to the vacancies still available at the point of review. Only changing of tutorial to a smaller class is allowed.

- d) Any appeals for tutorial via other channels (email, walk-in) than CourseReg@EduRec will not be processed.
- e) UG Office is unable to accede to the request from every student. Personal commitments (e.g. part-time employment), internship generally cannot be used as the reason for change of tutorial class.

20) Workload

Workload Limit per Semester

	System Default (University standard)	Appeal Process
BIZ single-degree students	<u>Year 1, Sem 1</u> All rounds: 23 Units	Not applicable.
	<u>Year 1, Sem 2 till graduation semester</u> Round 1: 23 Units Round 2: 23 Units Round 3: 27 Units	To appeal to overload beyond 27 Units in Round 3, or to read below 18 Units, please use the respective appeal types in CourseReg -> see further instructors (a) and (b) below.
BIZ DDP / CDP / NUSC students	<u>Every semester</u> Round 1: 23 Units Round 2: 23 Units Round 3: 27 Units	You must provide your full study plan (total at least 160 Units) and any other documentary proof relevant to your reasons in a single file.

- a) **Minimum Workload Waiver Appeal** (use CourseReg appeal type “Min Workload Waiver”)
- i. Please use this appeal **only if you intend to underload below 18 Units for the ENTIRE semester, after including** Field Service Project (FSP) / Honours Dissertation (HD) / Independent Study Course / DYOC via group work, which are usually added by staff at a later date.
 - ii. The “minimum 18 Units” requirement will not apply to students on credit-bearing internships. Students who are reading BI course are only allowed to read another 4 Units of regular courses (includes online/hybrid/CFG courses) and 4 Units of - EdX-based DYOCs. Please consult Ms Candy Tan (candytan@nus.edu.sg) if you have further queries.
 - iii. If you wish to underload this semester:
 1. Submit your appeal in CourseReg under appeal type “Min Workload Waiver”.
 2. Attach your full Study Plan from your 1st to your graduating semester (by course by semester totalling up to min 160 Units) with any other relevant supporting documents (e.g. assessment report from UHC, employment contract).
 3. If your reason is due to internship, besides your study plan **please also attach a copy of your signed Internship Offer/Engagement Letter clearly showing your acceptance of the offer, as well as the engagement period (dates)**.
 4. Please select the option:” I have applied for graduation in this current semester” in the CourseReg appeal, if applicable..

5. Students who fail obtain **Minimum Workload Waiver Appeal** during the [stipulated deadline](#) will not be able to drop any course below the minimum 18 Units workload after round 3.
 6. UG Office is unable to waive the 'W' or 'F' grade for any late request after the [drop penalty period](#).
- iv. If you wish to drop any course(s) to make way for FSP, HD, ISC, etc., please wait for these courses to be added first.

Types	Person-in-charge
FSP	Chew Jian Dee
Internship courses (BI)	Candy Tan
Honour Dissertation (HD)	Liong Wai Loon
Independent Study Course	Liong Wai Loon

- b) **Maximum Workload Waiver Appeal** (use CourseReg appeal type "Max Workload Waiver")
- i. Freshmen can only read up to 23 Units in their first semester.
 - ii. For senior students, there is not necessary to seek permission to read up to 27 Units. It is a university-wide policy to allow only up to 23 Units to be registered in Rounds 1 and 2. The system will automatically extend workload limit to 27 Units in Round 3 for all students, except for freshmen.
 - iii. 27 Units of workload (including FSP, HD) should fit into most study plans, including second major, minor and double specialisations. BIZ generally does not grant workload waivers [beyond 27 Units](#) unless it is due to extenuating circumstances.
 - iv. Students must attach your full study plan from first to graduating semester (list down every course by semester, totalling up to min 160 Units); with other [relevant supporting documents](#) (e.g. employment contract, graduation audit report) in a single PDF file not exceeding 500kb.
 - v. All max workload waiver appeals will only be reviewed from Round 2. Repeated appeals without new information will not be processed.
 - vi. All approved workload beyond 27 Units will take effect only **from Round 3 onwards**.

21) Useful Links and Contacts

- **CourseReg User Guide:** <https://nus.edu.sg/coursereg/docs/CourseReg-Student-User-Guide.pdf>
- **Honours Dissertation and Coursework:** <https://bba.nus.edu.sg/academic-programmes/general-academic-matters/honours-dissertation/>
- **Field Service Project (FSP):** <https://bba.nus.edu.sg/academic-programmes/general-academic-matters/field-service-project/>
- **Academic calendar:** <https://www.nus.edu.sg/registrar/academic-activities/academic-calendar>
- **Course Information:**
 - a. [NUSMods](#)
 - b. [Course Outlines](#)
- **Undergraduate Office Contacts:**

Specific Areas	Contact Person

BIZ CourseReg Helpdesk	BIZ Undergraduate Office Tel: 6601-1204 (supported by student helpers) Email: biz_coursereg@nus.edu.sg Operating hours: During CourseReg Period Mon – Fri: 9am – 5pm (except Public Holiday)
Global Immersion and Study	Saul Sio
Student Support Manager	Hem Kumar, Rowina Sim, Jessie Lee
Student Exchange programmes	Saul Sio, Hem Kumar, Jessie Toh, Low Joon Kiat, Gerald Tan
Course Mapping and Credit Transfer	Mah Yeng San
Dean's List & Exam matters	Mah Yeng San
S/U Options	BIZ SU Enquiry
Applying for Graduation	Karen Lam
Graduation Audit Report	
Withdrawal from Honours Programme	
Honours Dissertation	Liong Wai Loon
Field Service Project (FSP)	Chew Jian Dee
Business Internships	Candy Tan
DDP/CDP, NUS-PKU programmes	Zainab Abdul Ghani
2nd Major/Minor, NOC	Low Joon Kiat