CourseReg Exercise for AY2023/24 Semester 2
Reference for Students in the BSc (Real Estate) Programme

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1) **Academic Plan Declaration (APD)**

   a) This exercise allows students to declare an 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) 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' major/minor during CourseReg exercise. Any changes can only be made at the next APD exercise in the following semester.

   d) 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.

   e) Open 2nd Major/Minor must be declared by your **5th** semester.

   f) For details on how to make your declaration, please refer to the email announcement by the Registrar's Office or check the CourseReg website.

   g) If you are keen to opt for Real Estate Finance (REF) Specialisation, there is no need for you to declare. Should you have informed UG Office (zainabag@nus.edu.sg) your intention to specialise in REF, we will update your specialisation in your final semester, provided you meet all the REF specialisation requirements.

   h) Should you have any issues or queries on academic declaration, please contact:

   > **CourseReg Helpdesk** (during CourseReg Exercise only)
   > 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 (see 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 (including RE) courses obtained through appeal are NOT droppable. Such courses can only be dropped 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 "*Unable to Secure Course*" 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 contact, your signature, name, date of acceptance as well as starting date. Every max workload request will be carefully considered. Please do not submit repeated appeals unless you have fresh supporting documents/information for our consideration.
[Min Workload Waiver](#)	Home Faculty	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**. 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.
Change Lecture Class	Host Faculty	We will only consider change to a smaller class within the <u>same course</u> that still has vacancy after Round 3. Do **NOT** use this appeal type to request for a change to another course. For example, we will not approve your appeal to change from **RE2702** to **RE2705**. If you cannot take **RE2702**, please drop it and try to register for **RE2705**.

Add/Change Tutorial Class	Host Faculty	After all tutorial selection rounds have ended: you still do not have a tutorial class or wish to switch to a smaller class.

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

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

4) **Dropping of BIZ/RE courses**

a) Students may drop BIZ/RE courses on their own during CourseReg rounds, unless they have been set as non-droppable (e.g. STR1000/2000, courses obtained through appeal or 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. Level-1000 RE essential courses
   iii. Freshmen

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). Refer to point (b).

g) All courses dropped are irrevocable. If you have 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 excess courses due to credit-bearing internship, please approach 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 following semester. Do plan and consider your 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 <u>strongly discouraged</u> from pursuing DYOC MOOCs in their final semester. <u>Semestral fees</u> will be charged as long as your student status remain 'active'.

e) DYOC MOOCs are <u>not counted</u> 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: DYOM via edX MOOC:
   i. The courses are managed by the Registrar's Office (including verification, enrolment, reimbursement of fees, and credits transfer).
   ii. Please check <u>website</u> or write directly to <u>regbox52@nus.edu.sg</u>.

g) Option B: DYOC via Groupwork:
   i. Please refer to the <u>website</u> for the application timeline and user guide.

h) Please refer to this **<u>link</u>** for the Frequently Asked Questions on the DYOC Scheme (*Answers by Service >> Student Matters >> DYOC*)

i) For general information on DYOC, please write to <u>pvobox31@nus.edu.sg</u>.

6) **<u>'Honour' Declaration for Courses Completed on Student Exchange Programme (SEP)</u>**
   a) For details, please read the email announcement by the Registrar's Office on CourseReg Exercise.
   b) Please click <u>here</u> for the step-by-step guide to complete the declaration process.
   c) Also refer to the section below on <u>Promotion (Degree Level)</u>.
   d) If you have any issues or queries on this, please contact the <u>BIZ SEP administrators</u>.

7) **<u>Issues with using CourseReg</u>**
   You will not be able to use CourseReg if any of following applies:
   a) Have not completed your <u>academic plan declaration</u>.
   b) <u>Negative Service Indicator</u> (NSI)
   c) Inactive status (e.g., <u>LOA</u> / <u>SEP</u> / <u>NOC</u>)

   <u># NSI</u>

   - You should resolve your <u>Negative Service Indicator (NSI)</u> 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 there is an active NSI in 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: <u>studentconduct@nus.edu.sg</u>.

     (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 <u>Academic Plan Declaration</u> 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 Student Service Centre.

LOA

- **Important:** Students who are <u>not reading any courses</u> 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 <u>after Instructional Week 2</u> will be charged full semester fees. Fee waiver will not be considered unless it is due to extenuating reason 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 <u>Medical Reasons</u>.

- In the event you are returning from LOA due to <u>Medical Reasons</u>, 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 <u>process might take 1 month or more,</u> 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
You will not be able to use CourseReg if you are going on exchange in the same semester. However, if you are taking part in a <u>partial</u> 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 for the vacancy other students. Please include your **Student ID** in your email to biz_coursereg@nus.edu.sg.

8) <u>**Canvas**</u>

    a) Course information in Canvas is not real-time but will be synced only after each CourseReg round and at least <u>1 day</u> 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 <u>helpdesk</u> directly.

    c) If you have questions regarding course content in Canvas, please consult the <u>course coordinator</u>.

9) <u>**Minor and 2nd Major programmes**</u>

    a) **General information on Minor**: <u>https://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/special-programmes/minor-programmes</u>

    b) **General information on 2nd Major**: <u>https://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/special-programmes/double-major-programmes</u>

    c) You may drop your Minor or 2nd Major on your own during <u>Academic Plan Application / Declaration</u>. 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).

    d) To check whether you have completed the requirements of a Minor or 2nd Major, please use the **<u>Graduation Audit Report</u>**.

    e) BIZ does not handle applications to the Minors or 2nd Majors offered by other 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.

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

10) <u>**Mode of Teaching**</u>

    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) <u>**Courses:**</u>

    a) **ES1000 Foundation Academic English / ES1103 English for Academic Purposes**
If you need to read any of these courses, please approach <u>CELC</u> directly if you have any questions. These courses are not offered nor allocated by BIZ. Students who required to read ES1000 or ES1103 must complete the course(s) before reading **ES2002**.

    b) **Important: ES2007D Professional Communication** will no longer be offered. Students who have yet complete ES2007D should register for **<u>ES2002 Business Communication for Leaders</u>** during CourseReg Rounds.

    c) **<u>General Education (GE) Courses</u>** are available for selection only from Round 2.

- Courses with prefixes such as **GEH, GEQ, GER, GES and GET** are read by students admitted before AY2021-22.
- **GEQ1000 Asking Questions** (for students admitted before AY2021/22) has been discontinued. Students who have yet to complete GEQ1000 will be pre-allocated with **DTK1234 Design Thinking** instead. For all queries and appeals relating to DTK1234 or the Asking Question pillar requirement, please write to askq@nus.edu.sg directly. DTK1234 is neither offered nor pre-allocated by the BIZ.
- Students Admitted from AY2021-22 onwards, 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 nor pre-allocated by BIZ. For all queries and requests relating to GEA1000, please contact qradmin@nus.edu.sg directly.

d) Level-1000 Courses Limit
- Students are allowed to read up to 60 Units of level-1000 courses for each degree. Refer to Registrar's Office website.
- Students must 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: https://myportal.nus.edu.sg/studentportal/academics/ug/aa-afg.html. You may approach Ms Karen Lam if you have any issues on this.

e) RE Courses offered in AY2023/24, Semester 2 are as follows: -

Level -1000	Level-2000	Level-3000	Level-4000
RE1701 RE1702 (DAO1704*) RE1703 (BSP1702*) RE1704 (BSP1703*) RE1705 (ACC1701*) **UE Course** RE1901	RE2702* RE2704 RE2705* RE2706 RE2707* **PE course** RE2801	RE3701* RE3703* RE3704* **PE courses** RE3802 RE3804 RE3805 RE3806	**PE courses** RE4806 RE4807 RE4808

- Courses with asterisk (*) are offered in both Semester 1 and 2.
- Tentatively, RE1706 (or a replacement course) will only be offered in AY2024.
- **Important: Pre-2023 cohort RST students** who have yet to complete RE1702, RE1703, RE1704, RE1705, will have to read the following BIZ substitute courses:

BSc (RE) Essential Courses	Substituted by equivalent BIZ Courses
RE1702* *Real Estate Data Analytics*	DAO1704 *Decision Analytics Using Spreadsheets*
RE1703* *Principles of Law for Real Estate*	BSP1702 *Legal Environment of Business*
RE1704* *Principles of Real Estate Economics*	BSP1703 *Managerial Economics*
RE1705* *Real Estate Finance & Accounting*	ACC1701 *Accounting for Decision Makers*

ES2007D** *Professional Communication*	ES2002 *Business Communication for Leaders*

Please email Mr Low Yik Chyan (yikchyan@nus.edu.sg) to make special arrangement for allocation of RE1702, RE1703, RE1704 and/or RE1705.

***ES2002** is offered by CELC. Students will have to register for the course during CourseReg Rounds.*

    f) **Business Internship Courses (BI3xxxx)**
- **BI3704R Business Internship** is optional. It can only be counted as a Programme Elective (PE) for students taking Real Estate Finance Specialization.
- Students are strictly not allowed to embark on a BI course in their graduating semester.
- If you are on credit bearing internship, you can only read up to <u>4 Units of regular NUS courses</u> and Units of – EdX DYOCs (Design Your Own Course).
- Students should only use CourseReg to register for a regular course <u>after</u> 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.
- For more information on business internship courses, please click [here](#).

    g) **Career Creation Starter courses ([STR1000](#) / [STR2000](#))**
- **STR courses** are non-academic graduation requirements for cohort <u>2022 onwards.</u>
- Students who failed to obtain <u>CS grade </u>for STR1000 should re-enrol the course again before attending STR2000.
- Due limited vacancy, students who are not allocated STR1000 & STR2000 may have to read them in the following semester.
- For any requests relating STR1000/STR2000 (add/drop/appeal), please contact the BIZ Career Services Office directly at bizcareers@nus.edu.sg.

12) <u>**Pre-allocation**</u>
    a) Senior years and transfer students must participate in CourseReg exercises to register for courses, except **Level-1000 RE essential courses** (refer to point #11 -> e).

    b) Students who have yet to complete ES2007D will have to register for **ES2002** own their own during CourseReg rounds.

    c) **RE4711** or **RE4712** will only be pre-allocated to students graduating in AY2023/24 Semester 2. Please check with Mr Liong Wai Loon (wailoon@nus.edu.sg), if you have further queries.

d) **RE4806** will be pre-allocated from Round 1 to students who are in the Real Estate Finance Specialisation and have met the requirements for RE4806. Please refer to the section on "#16 Specialisation".

e) Freshmen will be pre-allocated up to 3 level-1000 essential courses. Please add/drop courses on your own in CourseReg to fulfil your semestral workload requirements.

f) Some students may have fewer than average pre-allocated courses. Some common reasons could be:
   i. Courses pre-allocated by other faculties/ programmes clash with other courses or have already exceeded 23 Units;
   ii. Advance Placement Credits;
   iii. Change of programme;
   iv. Students have completed the essential courses.

g) Whatever the case, please register for courses during CourseReg exercise to fill up your semestral workload.

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) Pre-allocated core courses are droppable on your own, **except** for freshmen who are in their first semester.

j) 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

a) **No pre-requisites can be waived for any courses offered by BIZ. The course coordinator or instructor of BIZ/RE courses does 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 check waiver for BIZ/RE 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 the DDP/NUSC. Please attach proof of approved substitution/exemption with your appeal (e.g. DDP programme structure).

d) **A course cannot be read concurrently with its pre-requisite/s unless prior approval has relevantly sought. Point (c) above applies.**

e) **Appeals for Pre-requisite Checks Waiver for courses through other channels (e.g. email, instructor) will not be reviewed.**

14) Promotion (Degree Level)

a) Students' progress in their course of studies are reflected in their course code (i.e. RST1, RST2, RST3 AND RST4).   The UG Office and the faculty have no authority to make manual adjustments to any student's progress status.

b) Only credits already earned and reflected in the system will be counted. In other words, courses still in progress or with pending results will not be considered. Please understand that we cannot promote you to the next level if you are short of even 1 Unit.

   RST1 → RST2 = 40 Units

   RST2 → RST3 = 80 Units

   RST3 → RST4 = 120 Units

c) 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.

d) 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.

15) **Re-taking a Course**
   a) Students must re-take an **essential or compulsory course** if they received a 'F' or 'CU' grade, or a 'U' grade after exercising the S/U option.
   b) Students should register the **essential 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) **Specialisation**
   a) RE4806 will be pre-allocated in Semester 2 only to those Final year students graduating with Real Estate Finance Specialisation (REFS) who met the pre-requisites to REFS. Please refer to BIZ website for the **Real Estate Finance Specialisation Basket**. You may approach Ms Zainab Abdul Ghani (zainabag@nus.edu.sg) for query regards REFS.
   b) Not all specialisation courses are offered every semester. Please refer to NUSMODS or CourseReg website for courses offered in AY2023/24, Semester 2.
   c) If you are unsure of what are the outstanding courses that you need to complete for your specialisation, please check it yourself using the **Graduation Audit Report** and **What-If Report**: https://myportal.nus.edu.sg/studentportal/academics/ug/aa-afg.html.

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. RE3704	T1	E.g. RE3704	T4
Matric	E.g. A0123456X				
Contact #					

Student 2		Current		**AFTER** Swap	
		Course Code	Class	Course Code	Class
Name		E.g. RE3704	T4	E.g. RE3704	T1
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/RE, or between a course hosted by another faculty.   The course coordinator or instructor of a course does 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), we 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 <u>without tutorial class</u> 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 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) <u>Workload</u>

Workload Limit per Semester

	System Default (University standard)	**Appeal Process**
RE 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. 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.
RE DDP / CDP / NUSC students	<u>Every semester</u> Round 1: 23 Units Round 2: 23 Units Round 3: 27 Units	

a) **Minimum Workload Waiver Appeal**
   i. Please use this appeal **only if you wish to underload <18 Units for the ENTIRE semester**, <u>after including</u> Academic Exercise/ 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 <u>4 Units of regular course</u>s (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., doctor memo from UHC/UCS, employment contract).

3. Please select the option:" I have applied for graduation in this current semester" in the CourseReg appeal, if applicable.

4. 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)**.

5. Students who fail to obtain **Minimum Workload Waiver** during the stipulated deadline will not be able to drop any course below the minimum 18 Units workload.

6. UG Office is unable to waive the 'W' or 'F' grade for any late request after the drop penalty period.

b) **Maximum Workload Waiver Appeal**

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 AE, Dissertation) 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 after 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

- **BSc (Real Estate) Curriculum**

- **Curriculum/Specialisation/CDP**

- **Course Information:**
  a. NUSMods
  b. Course Outlines

- **BIZ 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)
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	
Dean's List & Exam matters	Mah Yeng San
S/U Options	BIZ SU Enquiry
Applying for Graduation	Karen Lam
Graduation Audit Report	
FYP Dissertation/Academic Exercise	Liong Wai Loon
Business Internships	Candy Tan
DDP/CDP/RE Finance Specialisation	Zainab Abdul Ghani
2nd Major/Minor, NOC	Low Joon Kiat