

CourseReg Exercise for AY2024/25 Semester 2

Course Registration Guide for BAC/BBA Programme (Cohort 2023 & earlier)

[Note: "BIZ" courses in this document refer to courses offered by Business School]

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1) **Academic Plan Application / Declaration (APAD)**

- a) APAD 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 wait to the email from Registrar's Communications with regards to application timeline for [Restricted Second Major/Minor](#) for Semester 2 of AY2024/25.
- d) Students can declare their Academic Plan **only once** every semester, and whatever declared cannot be changed for the semester. Any changes can only be made at the next APAD exercise in the following semester. The administrators are strictly not allowed to amend the students' specialisation/major/minor during CourseReg exercise.
- e) Unlike open 2nd Major/Minor which you must declare by your 5th semester, you can declare/amend your BIZ Specialisation during APD, up till your final semester. That said, students are strongly encouraged to declare a BIZ Specialisation by their 5th semester.
- f) Course pre-allocation planning is done at least one month before CourseReg exercise. Therefore, the declaration of one's specialisation has no bearing on core courses pre-allocation, e.g. FIN2704 pre-allocation in Year 2, Semester 1 or 2. It does not depend on your declaration of Finance specialisation.
- g) For details on how to make your declaration, please refer to the email announcement by the Office of the University Registrar (OUR) and the [CourseReg website](#).
- h) 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 only **accept 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.

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. |
| 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: (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. |

| | | |
|---------------------------|--------------|--|
| 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-BIZ degree**, please contact the respective faculty's administrators. Otherwise, please email 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. BPM/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 through CourseReg System using appeal type "*Change Admin Allocated Classes*" (leave the new class section empty). Once the course has been approved to drop, please register for the other course on your own.
- 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. BPM1701, BPM1702 & BPM1705
 - iii. Freshmen (Year 1, Semester 1)
 - iv. 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). 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 during 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 reassign the dropped courses, or 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 remaining semesters.
- 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:** From AY2025/26, students will no longer be able to gain course units through enrolling in and completing edX courses under DYOC. 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 OUR, including verification, enrolment, reimbursement of fees, and credits transfer.
 - ii. Please check [website](#) or email 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) Students must complete the honour declaration for courses completed (read & passed) during SEP.
- b) UG Office is unable to manually adjust the degree level or grant requisite waiver for students who did not complete the honour declaration.
- c) For details, please read the email announcement from University Registrar's Communications **[Course Registration Exercise (Round 1 to 3) for Semester 2 of AY2024/25]**.
- d) Please click [here](#) for the step-by-step guide to complete the declaration process.
- e) **Important:** Students are not supposed to register/re-take courses that they have completed during SEP/Winter/Summer programme.
- f) Should students found to make false declaration or retake a course that already gain credit transfer from SEP/Winter/Summer programme, the course will be dropped with penalty.
- g) If you have any issues or queries regarding course mapping or credit transfer, 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 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 fulfil 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 1. *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 situation (e.g. medical reason) and supported by relevant documents.
- Incomplete LOA application (e.g. lack of supporting documents) will not be processed and students are 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.
- Students who intend to apply for semester-long LOA should refrain from register for courses so that the course vacancies can be filled by other students.
- If you are returning from LOA, your status will 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 click [here](#).
- Ms Karen Au (bizauk@nus.edu.sg) is the person in charge of LOA applications for BIZ undergraduates.

SEP

Out-going SEP students will not be able to register for courses at NUS. If you are taking part in a partial local exchange programme (SUSEP), please contact [BIZ SEP administrators](#) to update your record so that you can select NUS courses.

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. Otherwise, please 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. In the meantime, please use *CourseReg@EduRec > View My Classes* to check whether a course has been allocated or dropped.
- b) Should you have technical issue, please contact its [helpdesk](#) directly.
- c) If you have questions regarding course content published on Canvas, please consult the respective course coordinator.

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

- a) Students may pursue a 2nd major or minor with Unrestricted Elective (UE) courses.
- b) The [new BIZ 2nd major and minors](#) are only opened to BBA students from cohort 2024 onwards.
- c) Any restricted 2nd major or minor application should be submitted by your 4th semester and declared by 5th semester during APD exercise. Students are not allowed to apply/declare a 2nd major or minor beyond their 5th semester.
- d) 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.
- e) Students in BBA or BAC programme are not allowed to pursue Minor or 2nd Major in Management, or Minor in Entrepreneurship offered by BIZ.
- f) **General information on Minor:** <https://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/special-programmes/minor-programmes>
- g) **General information on 2nd Major:** <https://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/special-programmes/double-major-programmes>
- h) You may drop your Minor or 2nd Major on your on 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).
- i) 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>.
- j) **Business Analytics Specialisation (offered by BIZ) vs 2nd Major in Business Analytics (offered by SOC)**
 - BBA/BAC students who declared **Business Analytics specialisation** 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.
- k) **Business Economics Specialisation (offered by BIZ) vs 2nd Major/Minor in Economics (offered by FASS)**
- BBA/BAC students who declared **Business Economics specialisation** 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 Accountancy programme) and BSP2701.
 - Please refer to the [FASS website](#) for **EC Recognised Courses** and the requirements for 2nd Major/Minor in Economics.
 - BIZ single degree students are not allowed to read the EC courses to replace the corresponding Business Core Courses.
 - **Important:** If you encounter any preclusion error when selecting BSP courses (e.g. BSP1703), please submit an appeal in CourseReg system under appeal type “Unable to fulfil Requisites”.
- l) **Other combinations:** Please check the respective 2nd Major / Minor programme’s website whether any BIZ courses are recognised to meet its requirements or consult the host faculty/department.

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 are committed to 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) Internship/employment commitment cannot be used as a valid reason of absence.
- d) There will be no provision of online/hybrid class or recorded lessons for regular courses.

11) **Courses:**

a) **BPM Courses**

- BPM1701, BPM1702 and BPM1705 courses are zero credit, graduating requirements for BBA & BAC students from cohort 2023 and earlier.
- **Important:** Cohort 2023 students who are transferring to BBA/BAC programmes (full credit transfer) and existing cohort 2023 & before BIZ students who have yet to obtain CU grade must complete BPM courses by AY2024/25, Semester 2.
- If you have not been pre-allocated BPM1701, BPM1702, BPM1705 please email Mr Low Yik Chyan (yikchyan@nus.edu.sg) before week 1

b) **BSP1707 Managerial Economics: Exposure**

BSP1707 (2 units) has been discontinued. BAC students who have yet to complete the course will have to read BSP1703.

c) **ACC2709 Accounting Information Systems**

ACC2709 will be last offered in AY2024/25, Semester 2. BAC students who did not complete the

course by AY2024/25, Semester 2 will have to wait for the new course, ACC27XX, available from AY2025/26 onwards.

d) ACC3701 Assurance and Attestation

ACC3701 will be last offered in AY2025/26, Semester 1. BAC students who did not complete the course by AY2024/25, Semester 1 will have to wait for the new course, ACC37XX, available from AY2025/26 onwards.

e) BSP2701 Global Economy

Important: BSP2701 (2 units) will be last offered in AY2024/25, Semester 2. BBA and BAC students who have yet to complete the course must read BSP2701 in AY2024/25, Semester 2.

f) MNO2706 Business Communication for Leaders (ACC)

MNO2706 has been discontinued. BAC students who have yet to complete MNO2706 should register for **ES2002**.

g) 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.

h) Most of the [General Education \(GE\) Courses](#) are 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.
- [Students Admitted from AY2021-22 onwards](#), please click [here](#) to view the list of courses (including non GE-coded) 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.
- [Communities & Engagement Pillar \(C&E\)](#) GEN service-learning courses are year-long with workload spread over two semesters.
- Students are strongly encouraged to complete the GE requirements by year 3 to minimize the risk of delay in graduation.

i) Business Internship Courses (BI3xxxx)

- If you are on [credit bearing internship](#), you can only read up to 4 Units of regular NUS courses concurrently .
- 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 (including any pre-allocated 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 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 are strictly not allowed to embark on a BI course in their graduating semester.
- Students who read BI courses during regular semester should plan their studies ahead. Credit bearing internship/LOA should not be used as a reason for maximum workload waiver in the remaining semesters.
- Students are strongly encouraged to complete their undergraduate studies and graduate within normal candidature. There are repercussions when normal candidature is exceeded, such as tuition fees beyond normal candidature; the planned courses/specialisations, etc, may not be available later, due to transition to new BBA curriculum.
- For more information on business internship courses, please click [here](#).

j) Level-1000 Courses Limit

- Students are allowed to read up to 60 units of level-1000 courses for each degree. Refer to OUR [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 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.

k) Level-4000 BIZ Courses

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

| | |
|------------------------------------|--------------|
| BBAH / BACH | From Round 1 |
| BBA3 / BAC3, with GPA at least 3.2 | From Round 2 |

l) 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).

m) MKT2711 Marketing Venture Challenge

- 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.

n) 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 taught by different instructors.
- Courses with suffix '**X**' (e.g. ACC1701X) can only be read by students not pursuing BBA/BAC degrees.

o) Career Compass Starter Courses (STR1000 / STR2000)

- **STR courses** are non-credit, graduation requirements for all BBA & BAC students.
- Students who failed to obtain CS grade for STR1000 should re-enrol the course before attending STR2000.
- Due limited vacancy, students who are not allocated STR1000 & STR2000 may have to read them in the following semester.
- Students are strongly encouraged to complete STR1000 & STR2000 by Year 3.
- BBAH/BACH students who have yet to complete & not allocated STR1000/STR2000, please email Mr Low Yik Chyan (yikchyan@nus.edu.sg) before CourseReg Round 1.
- Otherwise, for enquiry 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) Students will have register for specialisation courses (e.g. MNO3701, FIN3701, MKT3701), GE, UE courses during CourseReg Rounds.
- c) BIZ course pre-allocations are random. We are unable to accept any course requests from students before CourseReg.
- d) Pre-allocated core courses are droppable on your own, **except** for freshmen who are in their first semester.
- e) **Important:** If you dropped a pre-allocated course to register for your preferred class section/course, the outcome is subject to vacancy available.
- f) Some students may have fewer than average pre-allocated BIZ courses. Some common reasons could be:
 - i. Courses pre-allocated by other faculties/ RC programmes clash with BIZ courses or exceeded 23 Units;
 - ii. Advance Placement Credits (APCs);
 - iii. Change in programme;
 - iv. Does not fulfil the course pre-requisites;
 - v. Students have completed the core courses.
- g) Regardless the case, please register for courses during CourseReg exercise to fill up your semestral workload.
- h) **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 the CourseReg exercise.
For enquiries regarding transfer status/outcome, please contact the [Office of Admissions](#).

- i) 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](#).
- 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 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 course 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 1-3) for Semester 2 of AY2024/25**.

Warning: Student who 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) in your final semester; or
 - iii. you are reading *ACC3701* Assurance and Attestation* concurrently with ACC2707/ACC2709
 - iv. you are in NUS-PKU Extended Exchange Programme; or
 - v. you are in a Work-Study Internship Programme (WSIP) and permission has been granted accordingly.

**Should requisite waiver be granted, students are not allowed to drop the pre-requisite/co-requisite courses*

- e) **Appeals for Pre-requisite 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 is unable to make manual adjustment 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 student to the next level even if it is short of 1 Unit.**

- d) For students who have taken SEP courses but have not been credited yet, please follow the [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).
- f) **For DDP Students:**
- 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.
 - 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 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

- The pseudo-promotion is only applicable for CourseReg Exercise and for BBA degree only (BIZ Home Faculty) and is not an official promotion.** Pseudo-promotion for DDP students will be completed before CourseReg Exercise every semester. No action is required from you.
- Only credits already earned and reflected in the system will be counted. In other words, courses still in progress or pending results will not be considered. **We cannot promote you to the next level even if you are short of 1 Unit.** If you noted any discrepancies, please contact Ms Zainab Abdul Ghani (zainabag@nus.edu.sg).
- Courses read this semester will be classified as C1, C2 or CA during the course classification exercise taking place after CourseReg. Your GPA and Units earned for each degree will then be computed based on the courses classified. Please make sure you verify the classification following the timeline for each semester. Any changes to the course declarations may only be made during the Course Classification Exercise in your graduating semester, subject to the approval of both faculties.

15) Re-taking a Course

- Students will have to re-take a **core/compulsory course** should they receive an 'F' or 'CU' grade, or a 'U' grade.
- Students should register the **core/compulsory courses** during CourseReg exercise as these courses are usually prerequisite for higher level/elective courses.

- c) Students cannot re-take a course that already received a passing grade (e.g. D, CS, S) and earned the credits (including credit transfer from SEP/Summer/Winter programme etc).
- d) Please refer to the OUR website for details on the university [Grading System](#).

16) **BIZ Specialisation**

- a) Unlike open 2nd Major/Minor which students must declare by their 5th semester, students can declare or change their BIZ specialisation during [Academic Plan Declaration](#), up to their final semester.
- b) [Academic Plan Declaration](#) can only be submitted once every semester. Faculty administrators are also not allowed to make any changes to student academic plan during CourseReg exercise.
- c) Students are encouraged to plan their studies ahead as there are limited vacancies for some of the higher level/specialisation courses.
- d) **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.
- e) **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, A/P 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.
- f) **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.
- g) **For students from Cohorts 2019 and 2020:**
If you have already completed 24 Units of a specialisation before the specialisation requirements is revised to 20 Units, the extra 4 Units will be considered an Unrestricted Elective (UE).
- h) 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.
- i) Not all BIZ specialisation courses are offered every semester. Please refer to [NUSMODS](#) or CourseReg@EduRe for courses offered in AY2024/25, Semester 2.
- j) 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:**
- 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.
 - 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.**
 - Only **mutual swapping** is allowed. One-sided transfer is prohibited.
 - Any requests that do not fulfil the requirements will not be processed.
 - Course coordinators and instructors DO NOT have the authority to approve any swap requests.
 - 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 | E.g. ACC1701 | TV8 | E.g. ACC1701 | TV8 |
| 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

In line with the University's policy, BIZ does not approve any timetable or exam clashes between

courses, whether it is within BIZ, or between a course hosted by another faculty. Allocation of courses with timetable or exam clashes are strictly prohibited by CourseReg system. The course coordinator or instructor 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 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.
- c) Students without tutorial class or dropped the allocated tutorial will be required to drop the course.
- d) 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.
- e) Any appeals for tutorial via other channels (e.g. email, walk-in) than CourseReg@EduRec will not be processed.
- f) UG Office is unable to accede to the request from every student. Personal commitments (e.g. part-time employment), internship will not be accepted as valid 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 (ISC).

- 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. For students who are in their graduating semester, please check the option:” I have applied for graduation in this current semester” in the CourseReg appeal.
 5. Students who fail to obtain **Minimum Workload Waiver** during [appeal timeline](#) 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**.
 - vii. Max workload waiver submitted via other channels (e.g. email, walk-in) than CourseReg@EduRec will not be reviewed.

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 |