

**CourseReg Exercise for AY2024/25 Semester 2**  
**Course Registration Guide for**  
**BBA (Real Estate)\* Programme (Cohort 2023 & onwards)**

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

\*New BBA curriculum

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**NEW BBA CURRICULUM:**

**Cohort 2024 BBA students** are enrolled directly into the Bachelor of Business Administration (BBA) Honours programme and are required to complete 160 Units to graduate. BBA students will have to declare a BIZ major before the start of the 4th semester. For more information, please click [here](#).

**Cohort 2023 BSc (RE) students** who switched to the BBA curriculum must complete **Real Estate** as their primary major.

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

- a) APAD exercise allows students to declare their primary BIZ major, open a 2<sup>nd</sup> 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 APAD schedule.
- c) **Important:** BIZ students should declare their primary major latest by their 4<sup>th</sup> semester, before applying for a BIZ 2<sup>nd</sup> major or minor. Any BIZ 2<sup>nd</sup> major or minor must be declared by 5<sup>th</sup> semester during APD (refer to point 9).
- d) 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.
- e) Any open 2nd Major/Minor should also be declared by your 5th semester.
- f) 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' major/minor during CourseReg exercise.
- g) **Cohort 2023 BSc (RE) students** who have opted to switch to the new BBA curriculum are not allowed to amend their primary major.
- h) The declaration of BIZ major has no bearing on core courses pre-allocation. For example: RE1707 may be pre-allocated in Semester 1 or 2, regardless of your declaration of Real Estate major.
- i) For details on how to make your declaration, please refer to the email announcement by the Office of the University Registrar (OUR) or check the [CourseReg website](#).
- j) 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](mailto: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
<a href="#">Unable to fulfil Requisites</a>	Host Faculty	BIZ takes a firm position of not waiving pre-requisites for any courses. If you need us to <b>waive pre-requisite/preclusion, check</b> for a course, please provide supporting documents (e.g. course outline) in a <b>single PDF file not exceeding 500kb</b> .
Unable to secure course	Host Faculty	You could not get the course you need <b>after Round 3</b> . 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.
<a href="#">Max Workload Waiver*</a>	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 <b>single PDF file not exceeding 500kb</b> . 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.
<a href="#">Min Workload Waiver</a>	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 <b>single PDF file not exceeding 500kb</b> . 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 <b>NOT</b> use this appeal type to request for a change to another course. For example, we will not approve your appeal to change

		from <b>MNO1706A</b> to <b>MNO1706C</b> . If you cannot take <b>MNO1706A</b> , please drop it and try to register for <b>MNO1706C</b> .
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 email Ms Zainab Abdul Ghani at [zainabag@nus.edu.sg](mailto: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). 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. Level-1000 RE/BIZ 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 reassign the dropped courses, or request for transfer of their courses to another student.
- i) If you wish to drop excess courses due to Business Internship (BI), please approach Ms Candy Tan ([candytan@nus.edu.sg](mailto:candytan@nus.edu.sg)). 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. The courses are managed by the OUR (including verification, enrolment, reimbursement of fees, and credits transfer).
  - ii. Please check [website](#) or write directly to [regbox52@nus.edu.sg](mailto: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](mailto: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](mailto:pvobox31@nus.edu.sg).

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

- a) Students should 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 completed/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 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: [studentconduct@nus.edu.sg](mailto: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 [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](mailto:karen.lam@nus.edu.sg)).*
- Any LOA application that is made after Instructional Week 2 will be charged full semester fees. Fee waiver due to late submission of LOA 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.
- 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.
- For students who 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](mailto: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](mailto: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 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. 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](mailto: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 need help with technical issue, please contact its [helpdesk](#) directly.
- c) If you have questions regarding course content, please consult the [course coordinator](#).

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

- a) Students may pursue a 2<sup>nd</sup> major or minor with Unrestricted Elective (UE) courses.
- b) **Important:** Cohort 2024 students must declare their primary BIZ major before apply a [BIZ 2<sup>nd</sup> major or minor](#). There is no quota, prerequisite, GPA requirements for [BIZ 2<sup>nd</sup> major or minor](#) application.
- c) Students should apply for [BIZ 2<sup>nd</sup> major or minor](#) during restricted 2<sup>nd</sup> major and minor application window period (April/November) in via [EduRec](#) before they are able to declare a BIZ major or minor during [Academic Plan Declaration exercise](#) in the following semester.

For example:

AY2024/25, Semester 2	April 2025	AY2025/26, Semester 1
Declare a BIZ major	Apply for 2nd BIZ Major/Minor	Declare a 2nd BIZ Major/Minor

- d) Any restricted 2nd major or minor application should be submitted by your 4th semester and declared by 5th semester. Students are not allowed to apply/declare a 2nd major or minor after their 5th semester.
- e) **New: Minor in Accountancy** requirement is now available on the [BBA website](#).
- f) BBA students are not allowed to pursue **Minor or 2<sup>nd</sup> Major in Management**, or **Minor in Entrepreneurship** offered by BIZ.
- g) Applications to the restricted Minors or 2<sup>nd</sup> Majors are handled by the host faculties. If you wish to know more about the application or requirements of a Minor or 2<sup>nd</sup> Major, please visit its website or check directly with the faculty/department who offers the programme.
- h) **General information on Minor:** <https://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/special-programmes/minor-programmes>

- i) **General information on 2<sup>nd</sup> Major:** <https://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/special-programmes/double-major-programmes>
- j) You may drop your Minor or 2<sup>nd</sup> Major on your own during [Academic Plan Application / Declaration](#). After you have withdrawn from the Minor or 2<sup>nd</sup> Major, the courses associated with the Minor or 2<sup>nd</sup> Major will continue to count towards your Grade Point Average (GPA).
- k) To check whether you have completed the requirements of a Minor or 2<sup>nd</sup> Major, please use the [Graduation Audit Report](#).
- l) **Applied Business Analytics Major (offered by BIZ) vs 2<sup>nd</sup> Major in Business Analytics (offered by SOC)**
- BBA students who declared **Applied Business Analytics** major/2<sup>nd</sup> major/minor are not allowed to pursue a 2<sup>nd</sup> Major or Minor in **Business Analytics** offered by [SoC](#).
  - There is no course substitution for any BIZ core / major courses.
- m) **Business Economics Major (offered by BIZ) vs 2<sup>nd</sup> Major/Minor in Economics (offered by FASS)**
- BBA students who declared in **Business Economics** major/2<sup>nd</sup> major/minor are not allowed to pursue a 2<sup>nd</sup> Major or Minor in **Economics** offered by [FASS](#).
  - BBA single degree students who are enrolled in a 2<sup>nd</sup> Major in Economics offered by FASS are still required to read **BSP1703** under BBA curriculum.
  - Please refer to the [FASS website](#) for **EC Recognised Courses** and the requirements for 2<sup>nd</sup> Major/Minor in Economics.
  - BIZ single degree students are not allowed to read the EC courses to replace the corresponding BBA Core Courses.
  - **Important:** If you encounter any preclusion error when selecting **BSP1703** courses, please submit an appeal in CourseReg system under appeal type "Unable to fulfil Requisites".
- n) **Double counting of BIZ courses.** Please check the respective 2<sup>nd</sup> 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) 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) **Important:** Existing BIZ/RE Courses affected by the new BBA23 Common Curriculum: <https://bba.nus.edu.sg/academic-programmes/bba-programme/curriculum-ay2023-2024-for-students-who-switched-ay2024-2025/>

**Cohort 2023 BSc (RE) Students switched to the new BBA curriculum (please do not register for the following courses)**



Existing BSc(RE) Course	To be replaced by
RE1706 <i>Design &amp; Construction</i>	RE3808 <i>Design &amp; Construction</i> (elective)
RE2701 <i>Urban Planning</i>	RE3705 <i>Urban Planning</i> (compulsory)
RE2704 <i>Introduction to Real Estate Valuation</i>	RE3706 <i>Principles of Real Estate Valuation</i> (compulsory )
RE2707 <i>Asset &amp; Property Management</i>	RE3810 <i>Strategic Asset Management &amp; PropTech</i> (elective)
RE3702 <i>Property Tax &amp; Statutory Valuation</i>	RE4811 <i>Statutory &amp; Advanced Real Estate Valuation</i> (elective)
RE3704 <i>Real Estate Marketing</i>	MKT1705 <i>Principles of Marketing (core)</i>
RE3803 <i>Strategic Asset Management</i>	RE3810 <i>Strategic Asset Management &amp; PropTech</i> (elective)
RE3901 <i>Advanced Urban Planning</i>	Not under the new Real Estate major requirement
RE4702 <i>Professional Practice and Ethics</i>	MNO2707 <i>Business Ethics</i> (core)
<b>RE4711</b>	FSP4003 <i>Field Service Project</i> (compulsory)
<b>RE4712</b>	FSP4003 <i>Field Service Project</i> (compulsory)

**b) ES1000 Foundation Academic English / ES1103 English for Academic Purposes**

If you need to read any of these courses, please approach [CELC](#) 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**.

**Important:** **ES2007D Professional Communication** will no longer be offered. **Cohort 2023 students** should read [ES2002 Business Communication for Leaders](#).

**c) [General Education \(GE\) Courses](#)**

- Most of the GE courses are only opened 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**).
- Courses with prefixes such as **GEH, GEQ, GER, GES and GET** are read by [students admitted before AY2021-22](#). Please DO NOT register for these courses.
- **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](mailto: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.

**d) Level-1000 Courses Limit**

- **Important:** A new level-1000 core course (2 units), **RE1707** has been added to the new BBA Common Curriculum.
- Students are allowed to read up to 60 Units of level-1000 courses for each degree. Refer to OUR [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) BIZ Essential & RE Major Courses offered in AY2024/25 Semester 2 under BBA (RE) curriculum: -

Level-1000	Level-2000	Level-3000
RE1707* DAO1704* (RE1702) BSP1702* (RE1703) BSP1703* (RE1704) ACC1701* (RE1705) MKT1705*	RE2702* RE2705* FIN2704* DAO2702* MNO2707*	RE3701*  <u>Elective</u> RE3703*

- Courses with asterisk (\*) are offered in both Semester 1 and 2.
- Students who have been granted Advance Placement Credits (APCs) for RE1702, RE1703, RE1704 and/or RE1705, will be exempted from reading the following BIZ courses:

BSc (RE) Essential Courses	Equivalent BIZ Courses
RE1702 <i>Real Estate Data Analytics</i>	DAO1704 <i>Decision Analytics Using Spreadsheets</i>
RE1703 <i>Principles of Law for Real Estate</i>	BSP1702 <i>Legal Environment of Business</i>
RE1704 <i>Principles of Real Estate Economics</i>	BSP1703 <i>Managerial Economics</i>
RE1705 <i>Real Estate Finance and Accounting</i>	ACC1701 <i>Accounting for Decision Makers</i>

f) **Business Internship Courses (BI3xxxx)**

- Important:** The [Work Experience Milestone \(WEM\)](#) is a graduating requirement under the new BBA curriculum. 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 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](mailto: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 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](mailto: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 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 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](#).

**g) Career Creation Starter courses ([STR1000](#) / [STR2000](#))**

- **STR courses** are non-credit, graduation requirements for all BBA students, including Real Estate major students.
- Due limited vacancy, students who are not allocated STR1000 may have to read them in the following semester.
- Students who failed to obtain CS grade for STR1000 should re-enrol the course again before attending STR2000.
- Students will only be allocated STR2000 from year 2 onwards.
- Students are strongly encouraged to complete STR1000 & STR2000 by Year 3.
- For any enquiry relating STR1000/STR2000 (add/drop/appeal), please contact the BIZ Career Services Office directly at [bizcareers@nus.edu.sg](mailto:bizcareers@nus.edu.sg).

**12) Pre-allocation**

- a) Up to **3 Business Environment /Function Courses** will be pre-allocated to single-degree cohort 2024 students, who are on active status and already in BIZ school records at least one month before the CourseReg Exercise.
- b) Senior students will have register for major (e.g. RE2702, RE2705), GE and UE courses during CourseReg Rounds.
- c) Some year 1 students may have fewer than average pre-allocated courses. The 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.
- d) Regardless the case, please register for courses during CourseReg exercise to fill up your semestral workload.
- e) 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](#).
- f) 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 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 1-3) for Semester 2 of AY2024/25.**

**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 programme of studies are reflected in their degree level (BIZ1, BIZ2, BIZ3, BIZ4). UG Office is unable 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 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 [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 course code is based on the Units earned for your BBA 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 if applicable:

Course Code	Official Promotion Criteria for BBA/BAC Degree (C1/C2 + CA)	Pseudo-Promotion in CourseReg for DDP
BIZ1	Students who have completed less than 40 Units worth of courses.	Same.
BIZ2	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 degree (C1 or C2 + CA).
BIZ3	Students who have completed at least 80 Units but less than 120 Units.	Total Units earned (C1+C2+CA) = 80-119, with at least 40 Units for BBA (C1 or C2 + CA).

BIZ4	Students who have completed at least 120 Units	Total Units earned (C1+C2+CA) = 120 & above, with at least 88 Units for BBA degree (C1 or C2 + CA).
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*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 degree only (BIZ Home Faculty) and it is not an official promotion.** Pseudo-promotion for DDP students will be completed before CourseReg Exercise every semester. No action is required from you.
- iv. 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](mailto:zainabag@nus.edu.sg)).
- v. 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**

- a) Students must re-take an **essential or compulsory course** if they received a 'F' or 'CU' grade, or a 'U' grade.
- 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 (including credit transfer from SEP/Summer/Winter programme).
- d) Please refer to the OUR website for details on the university [Grading System](#).

#### 16) **BIZ Major**

- a) BBA students must declare a BIZ major during the [Academic Plan Application / Declaration](#) by their 4<sup>th</sup> semester.
- b) [Academic Plan Declaration](#) can only be submitted once every semester. Faculty administrators are also not allowed to make any changes can be made during CourseReg exercise period.
- c) **For Cohort 2023 BSc (RE) students who switched to the new BBA curriculum:**  
RE students must complete Real Estate as their primary major. Real estate students are not eligible to declare Accountancy or other BIZ primary majors. Pursuing a BIZ second major/minor is optional and not a graduation requirement.  
You may email the RE Academic Advisor, A/P Yuming Fu ([yuming.fu@nus.edu.sg](mailto:yuming.fu@nus.edu.sg)) with your official NUS email (stating your matriculation number and intake year) should you need further advice on Real Estate major.

#### **For BBA students in DDP:**

It is not compulsory complete a BIZ major to graduate. However, if you decide to withdraw from DDP later and your primary degree is BBA, you will need to complete a BIZ major to fulfil the BBA degree requirements. Please consult Ms Zainab Abdul Ghani ([zainabag@nus.edu.sg](mailto:zainabag@nus.edu.sg)) if you have further questions regarding DDP.

- d) Please refer to the [BBA website](#) > **9 Majors** for the requirements for Real Estate major.
- e) Not all major courses are offered every semester. Please refer to [NUSMODS](#) or CourseReg website for courses offered in [AY2024/25, Semester 2](#).
- f) If you are unsure of what are the outstanding courses that you need to complete for your major requirement, please check it yourself 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](mailto: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. 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**

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 of a course do not have the authority to approve any clashes in classes or exams.

### 19) **Tutorials**

- To ensure even distribution of students across all tutorial classes, students may be assigned to a tutorial class during [Select Tutorials Rounds](#).
- 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 without tutorial class or dropped the allocated tutorial will be required to drop the course.
- 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.
- Any appeals for tutorial via other channels (e.g. email, walk-in) than CourseReg@EduRec will not be processed.
- 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
RE single-degree students	Year 1, Sem 1 All rounds: 23 Units	Not applicable
	Year 1, Sem 2 till graduation semester 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

RE DDP / CDP / NUSC students	<p style="text-align: center;"><u>Every semester</u></p> <p style="text-align: center;">Round 1: 23 Units Round 2: 23 Units Round 3: 27 Units</p>	<p>further instructors (a) and (b) below.</p> <p>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.</p>
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a) **Minimum Workload Waiver Appeal**

- i. Please use this appeal **only if you wish to underload <18 Units for the ENTIRE semester, after including** Field Service Project (FSP) / Dissertation / 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 1<sup>st</sup> 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.
- 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.

<b>Types</b>	<b>Person-in-charge</b>
FSP	<a href="#">Chew Jian Dee</a>
Internship courses (BI)	<a href="#">Candy Tan</a>
Dissertation	<a href="#">Liong Wai Loon</a>
Independent Study Course (ISC)	<a href="#">Liong Wai Loon</a>

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 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>
- **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](#)
- **BIZ Undergraduate Office Contacts:**

Specific Areas	Contact Person
BIZ CourseReg Helpdesk	<b>BIZ Undergraduate Office</b> Tel: 6601-1204 (supported by student helpers) Email: <a href="mailto:biz_coursereg@nus.edu.sg">biz_coursereg@nus.edu.sg</a> <b>Operating hours:</b> During CourseReg Period Mon – Fri: 9am – 5pm (except Public Holiday)
Student Support Manager	<a href="#">Hem Kumar, Rowina Sim, Jessie Lee</a>
<a href="#">Student Exchange</a> programmes	<a href="#">Saul Sio, Hem Kumar, Jessie Toh, Low Joon Kiat, Gerald Tan</a>
Course Mapping and Credit Transfer	<a href="#">Mah Yeng San</a>
<a href="#">Dean's List &amp; Exam matters</a>	<a href="#">BIZ SU Enquiry</a>
<a href="#">S/U Options</a>	
<a href="#">Applying for Graduation</a>	
<a href="#">Graduation Audit Report</a>	<a href="#">Karen Lam</a>
Dissertation	<a href="#">Liong Wai Loon</a>
<a href="#">Business Internships</a>	<a href="#">Candy Tan</a>
DDP/CDP/ RE Finance Specialisation	<a href="#">Zainab Abdul Ghani</a>

[2<sup>nd</sup> Major/Minor, NOC](#)

[Low Joon Kiat](#)