

CourseReg Exercise for AY2025/26 Semester 1

Course Registration Guide for BBA 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:

BBA students are enrolled directly into the Bachelor of Business Administration (BBA) Honours programme and are required to complete 160 Units to graduate. For more information, please click [here](#).

Cohort 2023 BBA (Accountancy) and BSc (Real Estate) students who switched to the new BBA curriculum must complete **Accountancy / Real Estate** as their primary major respectively.

1) Academic Plan Application / Declaration (APAD)

- a) APD exercise allows students to declare their primary BIZ major, open a 2nd Major and/or open Minors, so that they are assigned the appropriate Curricular Priority for their course choices in CourseReg.
- b) Students should complete APD **24 hours before** participating in the course registration exercise. Please refer to the [CourseReg website](#) for the APAD schedule.
- c) **Important:** BBA students should declare their [primary BIZ major](#) latest by their 4th semester.
- d) **Cohort 2023 BAC students** who opted to switch to the new BBA curriculum are not allowed to amend their primary major during APD.
- e) DDP students with Business will be given “undeclared major” in the first semester. DDP students cannot change their primary major through the APAD. But they may change their primary major later. An email will be sent to all DDP students in each semester (up to 5th) to invite them to submit the request for change. Do look out for this email. In the meantime, go ahead and declare your APAD as it is (i.e. undeclared major).
- f) Please refer to the email from Registrar’s Communications with regards to application timeline for [Restricted Second Major/Minor](#) for Semester 1 of AY2025/26. Students who did not submit an application within the [Restricted Second Major/Minor](#) application window will not be able to declare a BIZ 2nd major or minor during APD exercise.
- g) Any Open 2nd Major/Minor should also be declared by your 5th semester.
- h) 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 APD exercise in the following semester. The administrators are strictly not allowed to amend the students’ major, 2nd major/minor during CourseReg exercise.
- i) The declaration of BIZ major has no bearing on core courses pre-allocation, e.g. FIN2704 may be pre-allocated in Year 2, Semester 1 or 2, regardless of your major declaration.
- j) Please refer to the [user guide](#) for details on how to make your declaration.
- k) 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 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, faculty administrators) 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 have a valid ground for pre-requisite/preclusion waiver , please provide supporting documents (e.g. course outline) in a single PDF file not exceeding 500kb for our review.
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 should include 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	BIZ 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 ACC1701A SA1 to ACC1701B SB1. If you cannot take ACC1701A SA1, please drop it and try to register for ACC1701B 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 approach Ms Zainab Abdul Ghani at zainabag@nus.edu.sg.

4) **Dropping of BIZ courses**

- a) Students may drop BIZ courses on their own during CourseReg rounds, unless they have been set as non-droppable (e.g. STR courses, courses obtained through appeal/swapping, freshmen).
- b) If you need to drop a non-droppable course to register for another course, please appeal in CourseReg System using appeal type "*Change Admin Allocated Classes*" (leave the new class section empty).
- c) **Courses obtained through appeal or swapping are not droppable. You may drop such courses with a "W" grade (Withdrawal) after CourseReg Exercise is over.**
- d) You will not be able to drop a course if your total workload is below 18 Units **from Round 3** unless you have been granted a [minimum workload waiver](#).
- e) Pre-allocated **BIZ** courses are droppable on your own, **except** for the following:
 - i. Career Creation Starter (STR1000/2000)
 - ii. Freshmen (Year 1, Semester 1)
 - iii. Participants of Work-Study Internship Programs (WSIP)
- f) We can drop a pre-allocated course for you if you are not required to read it (e.g. NUSC students not required to read ES2002). Refer to point (b).
- g) All courses dropped are irrevocable. If you dropped a course (whether by accident or not) but later want it back, please attempt to select the course on your own in the CourseReg rounds.
- h) Any courses dropped by students will return to the common vacancy pool. They will be opened for selection to all students. Students are NOT allowed to reassign the dropped courses, or request to transfer dropped courses to another student.

- i) If you wish to drop courses to make way for FSP or credit-bearing internship, please approach Ms Candy Tan (candytan@nus.edu.sg) for FSP/BI course allocation 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) **Option A:** DYOC via edX MOOC has been discontinued. Please email regbox52@nus.edu.sg for any outstanding matters such as DYOC credit transfer.
- e) **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 (bizlk@nus.edu.sg) for enquiries regarding DYOC (Group) application hosted by BIZ.
- f) Please refer to this [link](#) for the Frequently Asked Questions on the DYOC Scheme (*Answers by Service >> Student Matters >> DYOC*)
- g) 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 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 1 of AY2025/26**].
- 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/pending credit transfer.
- f) If students make false declarations or retake/register for a course that already gain credit transfer from SEP/Winter/Summer programme, the course enrolled at NUS will be dropped with penalty.
- g) For queries regarding course mapping or credit transfer, please email **BIZ SEP Team** (bizbox99@nus.edu.sg).

7) **Issues with CourseReg access**

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

- There will be no course pre-allocation for students who are tagged with a [Negative Service Indicator \(NSI\)](#).
- UG Office is unable to lift or override any NSIs. Students must resolve the NSI before proceeding to register for courses.
- 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 [Office of Finance](#) 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.

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 with 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 planned 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](#). Otherwise, please email Ms Karen Au (bizauk@nus.edu.sg) or Mr Liong Wai Loon (wailoon@nus.edu.sg) queries relating to LOA.

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 email BIZ SEP Team (bizbox99@nus.edu.sg) to update your status before you can register for NUS courses.

NOC

If you are going for or currently on NUS Overseas Colleges (NOC) programme, 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. Please include your **Student ID** in your email to Mr Low Joon Kiat (bizljk@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 any 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) **Important:** BBA students should apply for [BIZ 2nd major or minor](#) during application window period (April/November) via [EduRec](#) before they are able to declare a BIZ 2nd major or minor during [Academic Plan Declaration exercise](#) in the following semester. There is no quota, prerequisite, GPA requirements for [BIZ 2nd major or minor](#) application.
- c) Students must declare their primary BIZ major before declaring a [BIZ 2nd major or minor](#).
Sample timeline:

AY2025/26, Semester 1 (during APD)	Nov 2025 (restricted 2 nd major/minor application window)	AY2025/26, Semester 2 (during APD)
Declare a BIZ Primary 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 must be declared by 5th semester. Students are not allowed to apply/declare a new 2nd major or minor after their 5th semester.
- e) **New: Sustainable Finance Specialisation** is now opened to BBA students who are pursuing **Finance Major**. Please check [here](#) to view the **Sustainable Finance Specialisation** requirement. Students who are pursuing **Finance Major** may declare **Sustainable Finance Specialisation** during APD, up to their final semester.
- f) BBA students are not allowed to pursue **Minor or 2nd Major in Management**, or **Minor in Entrepreneurship** offered by BIZ.

- g) 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.
- h) **General information on Minor:** <https://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/special-programmes/minor-programmes>
- i) **General information on 2nd Major:** <https://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/special-programmes/double-major-programmes>
- j) You may drop your Minor or 2nd Major on your own during [Academic Plan Application Declaration](#). After you have withdrawn from the Minor or 2nd Major, the courses associated with the Minor or 2nd Major will continue to count towards your Grade Point Average (GPA).
- k) 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>.
- l) **Applied Business Analytics Major (offered by BIZ) vs 2nd Major in Business Analytics (offered by SOC)**
 - BBA students who declared Applied Business Analytics as primary major/2nd major/minor 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 / major courses.
- m) **Business Economics Major (offered by BIZ) vs 2nd Major/Minor in Economics (offered by FASS)**
 - BBA students who declared **Business Economics** as primary major/2nd major/minor are not allowed to pursue a 2nd Major or Minor in Economics offered by [FASS](#).
 - BBA single degree students who pursuing 2nd 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 2nd 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) **Other combinations:** Please check the respective [2nd Major](#) / [Minor programme's](#) website whether any BIZ courses are recognised to meet its requirements or check directly with the host faculty/department who offers the programme.

10) **Mode of Teaching**

- a) The University default mode of teaching is face-to-face (F2F), except the lectures of those courses in which instructors are developing Blended Learning as part of university plan to create high-quality, integrated e-learning materials to enhance learning flexibility and effectiveness.
- b) The onus on students to ensure that they 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 for absence.
- d) There will be no provision of online/hybrid class or recorded lessons for regular courses.

11) **Courses:**a) **Important:** Existing BIZ Courses affected by the new BBA23 Common Curriculum**BBA Cohort 2023 Students switched to the new BBA curriculum**

Course	Remark
BSP2701 (2 Units)	Not a requirement under the new BBA curriculum
BSP3701 (4 Units)	Please register for BSP4701*

* Cohort 2024 onwards is not allowed to map from SEP/Winter. For questions relating to course mapping, please consult [BIZ SEP Administrators](#).

BAC Cohort 2023 Students switched to the new BBA curriculum

Course	Remark
BSP1707 (2 Units)	Please register for BSP1703
BSP2701 (2 Units)	Not a requirement under the new BBA curriculum
ACC2709 (4 Units)	Please register for ACC2727
ACC3701 (4 Units)	Students who have completed ACC2709 must read ACC3701 by AY2025/26, Semester 1. Otherwise, you will be required to read the new pair of courses, ACC2727 follow by ACC3727
ACC3704 (4 Units)	Please register for ACC4702
ACC3705 (4 Units)	Please register for ACC4703
ACC3707 (4 Units)	Please register for ACC4701

b) **BPM Courses**

- **BPM1701, BPM1702 and BPM1705** are zero credit, graduating requirements for all BBA & BAC students from cohort 2023 and earlier.
- **Important:** If you have yet to complete BPM1701, BPM1702, BPM1705 please email Mr Low Yik Chyan (yikchyan@nus.edu.sg) before week 1.
- BPM courses are not a requirement for BBA students from cohort 2024 onwards.

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

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

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

- Please click [here](#) to view the list of courses (including non-GE coded) approved under the 6 GE 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/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.
- **Important: Digital Literacy (GEI): DAO1704** can now be recognised under GEI pillar. Students may fulfil the Digital Literacy (GEI) pillar by completing either DAO1704 (which also counts towards BBA curriculum) or [any course approved](#) under the GEI Pillar. If DAO1704 is used to fulfil the GEI pillar, students will have to complete another 4 units of Unrestricted Electives (UE) to fulfil the degree requirement (160 units).

- DDP Students should follow the respective DDP Curriculum Structure as reflected on the DDP websites. If in doubt, please approach Ms Zainab Abdul Ghani at zainabag@nus.edu.sg.
- Students are strongly encouraged to complete the GE requirements by year 3 to minimize the risk of delay in graduation.

e) Business Internship Courses (BI3xxxx)

- **Important:** Accountancy credit bearing internship is not a compulsory requirement under the new BBA **Accountancy Major**.
- The [Work Experience Milestone \(WEM\)](#) is a graduating requirement under the new [BBA curriculum](#). For further enquiries about WEM, please consult Ms Candy Tan (candytan@nus.edu.sg).
- If you are on [credit bearing internship](#), you can only read up to 4 Units of regular NUS courses.
- The “minimum 18 Units” requirement for the semester does NOT apply to students on credit bearing internships.
- Students should only 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 course). 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 or absent from class.
- Students who embark in internship during regular semester are encouraged to plan their studies within [normal candidature period](#). Credit bearing internship/LOA cannot be used as a reason for maximum workload waiver in the following semesters.
- Students are strictly not allowed to enrol in BI course in their graduating semester.

f) Level-1000 Courses

- Students are only 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.

g) Level-4000 BIZ Courses

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

BIZ4	From Round 1
BIZ3	From Round 2

h) Level-5000 BIZ Courses

- All level-5000 courses are graduate-level courses.
- Students must pay full fees per course, on top of the usual UG semester fees. Approval is still required, and fee waiver is not applicable.

- Should you manage to register for a level-5000 course, it cannot be used to replace any BBA programme requirements. They can only be treated as Unrestricted Electives (UEs).

i) **MKT2711 Marketing Venture Challenge**

- This is an optional bridging course for only BIZ2 students before they start reading any level-3000 & above Marketing courses.
- MKT2711 does NOT contribute to BIZ major/2nd major/minor requirements and can only be read as an Unrestricted Elective (UE).
- For DDP students who received pseudo promotion and BBA students who have been promoted to BIZ3 after the release of examination results will not be eligible to read MKT2711.

j) **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 degrees.

k) **Career Compass Starter Courses ([STR1000](#) & [STR2000](#))**

- **STR courses** are non-credit, graduation requirements for all BBA students.
- **Important:** CFG1002 cannot be used to replace **STR1000 & STR2000**.
- 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 may have to read them in the following semester.
- STR2000 will only be allocated to students from year 2 onwards.
- Students are strongly encouraged to complete STR1000 & STR2000 by Year 3.
- STR courses are non-droppable, unless due to extenuating circumstances, such as student is on LOA, SEP etc
- Graduating students who have yet to complete or 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**

- Up to **3 Business Environment /Function 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.
- BBA students will have register for major courses (e.g. ACC2707, FIN3701, MKT3701), GE, UE courses during CourseReg Rounds.
- BIZ course pre-allocations are random. We are unable to accept any course requests from students before CourseReg.
- Pre-allocated **Business Environment /Function Courses** are droppable on your own, **except** for freshmen who are in their first semester & STR courses.
- 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. The 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. Changes 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 [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 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 1 of AY2025/26**.
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 *BSP4701 * Strategic Management* with one or two remaining Business Environment /Function course/s in your final semester; or
 - ii. you are reading *ACC4701 * Integrated Perspectives in Accounting and Business* with one or two remaining core accounting or Business Environment /Function course(s) in your final semester; or
 - iii. you are in NUS-PKU Extended Exchange Programme; or
 - iv. you are in a Work-Study Internship Programme (WSIP) and permission has been granted accordingly.

**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) Degree Level

- a) Students' progress in their programme of studies are reflected in their degree level (BIZ1, BIZ2, BIZ3, BIZ4).
- 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. **UG Office is not able to 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 email bizbox99@nus.edu.sg.
- 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 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.
 - For CourseReg purpose 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).

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 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.
- 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**

- a) Students will have to re-take a **BIZ environment/function/compulsory course** that they received an 'F' or 'CU' grade, or a 'U' grade.
- b) Students should register the **BIZ environment/function/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 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 Majors**

- a) [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 period.
- b) BBA students should declare their **BIZ primary major** before the start of 4th semester and plan their roadmap ahead.
- c) Students can still amend their primary major during [Academic Plan Declaration](#), before the start of 5th semester.
- d) **For Cohort 2023 BBA students who switched to the new BBA curriculum**
BBA students are required to declare a **BIZ major** of their choice (except Accountancy or Real Estate). BBA students are not eligible to declare **Accountancy** or **Real Estate** as their primary major. Pursuing a second major/minor is optional, not a graduation requirement.
- e) **For Cohort 2023 BAC students who switched to the new BBA curriculum:**
BAC students must complete **Accountancy** as their primary major. BAC students are not eligible to declare **Real Estate** or other **BIZ primary majors**. Pursuing a second major/minor is optional, not a graduation requirement.
You may email the BAC Academic Advisor, A/P Susan See Tho (susan.seetho@nus.edu.sg) with your official NUS email (providing your student ID) should you need further advice on Accountancy major or Accountancy-related guidance.
- f) **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 second major/minor is optional, not a graduation requirement.
You may email the RE Academic Advisor, A/P Yuming Fu (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.
- g) **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) if you have further questions regarding DDP.

- h) Please refer to the [BBA website](#) > **9 Majors** for the requirements of each BIZ major. All courses (including recognised non-BIZ coded courses) that are listed under the major can be used to fulfil the respective major requirements.
- i) Not all major elective courses are offered every semester. Please refer to [NUSMODS](#) or CourseReg@EduRec for courses offered in AY2025/26, Semester 1.
- j) If you are unsure about the outstanding courses that you need to complete for your BIZ major/2nd major/minor, please self-help by using the **Graduation Audit Report*** and **What-If Report**: <https://myportal.nus.edu.sg/studentportal/academics/ug/aa-afg.html>. Should you need any clarification on the Graduation Audit Report, please email Ms Karen Lam (karen.lam@nus.edu.sg).

17) Swapping of Classes

- a) UG Office will facilitate the swap classes **only if** you can find a mutual swap partner (1) whose timetable can accommodate the class that you are giving up, and (2) who met the pre-requisites (if any) of the course.
- b) The outcome of your swap request may only be available in the subsequent rounds. For instance, if you send in your swap request in Round 1, the outcome of your swap may only be available in Rounds 2 or 3. This is because the administrator's access to CourseReg add/drop function is restricted to only a few short window periods. Your patience is appreciated.
- c) Swapping of classes involve the process of dropping a course. If the 'add' process is unsuccessful due to timetable clash or failing of pre-requisites, the course(s) already dropped may not be recovered. Hence, the onus is on BOTH swap parties to ensure that pre-requisites are met and that there are no timing clashes (including clashes in final exams) before sending the request.
- d) **Conditions for swapping:**
 - i. Both parties must **jointly** write to **BIZ CourseReg Enquiry** (biz_coursereg@nus.edu.sg) using the swap request format shown below. In other words, either one student must send the swap request to the above email address and copy (cc) the other student. Do **NOT** submit your request individually in separate emails or submit multiple requests.
 - ii. **Classes obtained through swapping are NOT droppable** (even if the swap request cannot be completed due to timetable clashes). **They can only be dropped with a "W" grade (Withdrawal) after CourseReg Exercise is over.**
 - iii. Only **mutual swapping** is allowed. One-sided transfer is prohibited.
 - iv. Any requests that do not fulfil the requirements will not be processed.
 - v. Course coordinators and instructors DO NOT have the authority to approve any swap requests.
 - vi. Requests for swaps for courses taught on lecture/tutorial format **MUST include the tutorial class** even if the swap is only for the lecture class. Please indicate N.A. If there is no tutorial class in your timetable. Otherwise, the tutorial, if any, will not be allocated back to you.

Request format:

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

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

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

Matric	E.g. A0123456X				
Contact #					

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

18) Timetable Clash for Classes or Exams

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 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), UG Office will try to allocate you to the smallest tutorial class that has no timetable clash. Students are expected to de-conflict their timetables to accommodate available vacancies in tutorial classes.
- Students without tutorial class after week 3 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.
- Important:** UG Office is unable to accommodate individual student preference. 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	To appeal to overload beyond 27 Units in Round 3, or to read below 18 Units, please use the respective

	Round 3: 27 Units	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”)
- Please use this appeal **only if you intend to underload below 18 Units for the ENTIRE semester, after including** Field Service Project (FSP) / Dissertation / Independent Study Course (ISC).
 - The “minimum 18 Units” requirement does 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). Please consult Ms Candy Tan (candytan@nus.edu.sg) if you have further queries.
 - If you wish to underload this semester:
 - Submit your appeal in CourseReg under appeal type “Min Workload Waiver”.
 - 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).
 - 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)**.
 - 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.
 - Students who fail obtain **Minimum Workload Waiver** during [appeal timeline](#) will not be able to drop any course below the minimum 18 Units workload after round 3.
 - UG Office is unable to waive the ‘W’ or ‘F’ grade for any late request after the [drop penalty period](#).
 - 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 / Candy Tan
Internship courses (BI)	Candy Tan
Dissertation	Liong Wai Loon
Independent Study Course	Liong Wai Loon

- b) **Maximum Workload Waiver Appeal** (use CourseReg appeal type “Max Workload Waiver”)
- Freshmen can only read up to 23 Units in their first semester.
 - 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, Dissertation) should fit into most study plans, including second major, or two minors. 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. **Important:** 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	bizbox99@nus.edu.sg
Student Support Manager (SSM)	Hem Kumar, Rowina Sim, Jessie Lee
Student Exchange programmes	bizbox99@nus.edu.sg
Course Mapping, Credit Transfer	
Dean's List & Exam matters	Chew Jian Dee
S/U Options	BIZ SU Enquiry
Applying for Graduation	

Graduation Audit Report	Karen Lam
Honours Withdrawal	
Independent Study Courses (ISC)	Liong Wai Loon
BBA Dissertation	Liong Wai Loon
Field Service Project (FSP)	Candy Tan
Business Internships	Candy Tan
DDP/CDP, NUS-PKU programmes	Zainab Abdul Ghani
2nd Major/Minor, NOC	Low Joon Kiat