

CourseReg Exercise for AY2025/26 Semester 2

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

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

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1) Academic Plan Application / Declaration (APAD)

- a) APAD exercise allows students to declare their Specialisations, Open 2nd Majors and/or Open Minors, so that they are assigned the appropriate Curricular Priority for their course choices in CourseReg.
- b) Students should complete APAD **24 hours before** participating in the course registration exercise. APAD schedule can be found on the [CourseReg website](#).
- c) Students can only declare their Academic Plan **once** every semester. Any changes can only be made at the next APAD exercise in the following semester. The administrators are strictly not allowed to amend the students' specialisation/major/minor during CourseReg exercise.
- d) Please refer to the email from Registrar's Communications with regards to application timeline (November & April) for [Restricted Second Major/Minor](#).
- e) Unlike open 2nd Major/Minor which you must declare by your 5th semester APD exercise, you can declare/amend your BIZ Specialisation during APD, up till your final semester. That said, students are strongly encouraged to declare a BIZ Specialisation by their 5th semester.
- f) Course pre-allocation planning is done at least one month before CourseReg exercise. Therefore, the declaration of one's specialisation has no bearing on core courses pre-allocation, e.g. FIN2704 pre-allocation in Year 2, Semester 1 or 2. It does not depend on your declaration of Finance specialisation.
- g) Please refer to the [user guide](#) for details on how to make your declaration.
- h) Should you have any issues or queries on academic plan 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 table below).
- b) Students should participate in CourseReg exercise to select courses during all rounds. **BIZ Undergraduate Office ("BIZ UG Office") will only review appeals submitted under "Unable to Secure Course" after Round 3.** Appeals submitted under inappropriate appeal types will be rejected.

- c) 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, faulty 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 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.
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 and 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 FIN3701A SA1 to FIN3701B SB1. If you cannot take FIN3701A SA1, please drop it and try to register for FIN3701B SB1.
Add/Change Tutorial Class	Host Faculty	After all tutorial selection rounds have ended: you still do not have a tutorial class or wish to switch to a smaller class.

3) DDP/CDP-related matters

For queries on the programme requirements and courses for your **non-BIZ degree**, please contact the respective faculty's administrators. Otherwise, please 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).
- b) If you need to drop a non-droppable course to register for another course, please appeal through CourseReg System using appeal type "*Change Admin Allocated Classes*" (leave the new class section empty). Once the course has been approved to drop, please register for the other course on your own.
- c) **Courses obtained through appeal or swapping are not droppable. You may drop such courses with a "W" grade (Withdrawal) after CourseReg Exercise is over.**
- d) You will not be able to drop a course if your total workload is below 18 Units **from Round 3** unless you have been granted a [minimum workload waiver](#).
- e) Pre-allocated **BIZ** courses are droppable on your own, **except** for the following:
 - i. Career Creation Starter (STR1000/2000)
 - ii. Participants of Work-Study Internship Programs (WSIP)
- f) All courses dropped are irrevocable. If you dropped a course (whether by accident or not) but later want it back, please attempt to select the course on your own during CourseReg rounds.
- g) Students are NOT allowed to reassign the dropped courses, or request to transfer dropped courses to another student.
- h) If you wish to drop courses due to credit-bearing internship, please ensure the BI course is allocated to you before dropping the course(s). Students are still bound by the **maximum workload limit of 27 units** in the remaining semesters.
- i) **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.
- 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) DYOC via Groupwork:
 - i. Please refer to the [website](#) for the application timeline and user guide.
 - ii. You may email Mr Low Joon Kiat (bizljk@nus.edu.sg) for enquiries regarding DYOC (Group) application hosted by BIZ.
- e) Please refer to this [link](#) for the Frequently Asked Questions on the DYOC Scheme.
- f) 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 2 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) Should 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-ug-global@nus.edu.sg.

7) **Issues with CourseReg access**

You will not be able to access to 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 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 rejected, and students are still liable to pay the semester fees.
- Once your semester-long LOA is approved, all courses for the semester will be dropped by the system.
- Students who intend to apply for semester-long LOA should refrain from register for courses so that the course vacancies can be filled by other students.
- If you are returning from LOA, your status will be reverted to 'Active' for the new semester. No further action is required from you unless you were on LOA due to Medical Reasons.
- In the event you are returning from LOA due to Medical Reasons, please approach the [University Health Centre \(UHC\)](#) to request for a "fitness-to-resume-studies" assessment. Students must also be certified fit to resume studies before he/she can start attending classes. Should this require an assessment by Counsellors/Psychiatrists from UCS, this process might take 1 month or more, so you are advised to approach UHC/UCS early prior to the start of the next semester.
- Should your status still reflected as 'On Leave' despite your LOA has ended, 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 (bizaau@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-ug-global@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, please inform us early 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 technical issue, please contact its [helpdesk](#) directly.
- c) If you have questions regarding course content published on Canvas, please consult the respective [course coordinators](#).

9) Minor and 2nd Major programmes

- a) Students may pursue a 2nd major or minor with Unrestricted Elective (UE) courses.
- b) The [new BIZ 2nd major and minors](#) are only opened to BBA students from cohort 2024 onwards.

- c) Any restricted 2nd major or minor application should be submitted by your 4th semester and declared by 5th semester during APD exercise. Students are not allowed to apply/declare a 2nd major or minor beyond their 5th semester.
- d) Applications to the restricted Minors or 2nd Majors are handled by the respective host departments. If you wish to know more about the application or requirements of a Minor or 2nd Major, please visit its website or check directly with the faculty/department who offers the programme.
- e) Students in BBA or BAC programme are not allowed to pursue **Minor or 2nd Major in Management**, or **Minor in Entrepreneurship** offered by BIZ.
- f) **General information on Minor:** <https://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/special-programmes/minor-programmes>
- g) **General information on 2nd Major:** <https://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/special-programmes/double-major-programmes>
- h) You may drop your Minor or 2nd Major during [Academic Plan Declaration](#). After you have withdrawn from the Minor or 2nd Major, the courses associated with the Minor or 2nd Major will continue to count towards your Grade Point Average (GPA).
- i) To check whether you have completed the requirements of a Minor or 2nd Major, please use the [Graduation Audit Report](#).
- j) **Business Analytics Specialisation (offered by BIZ) vs 2nd Major in Business Analytics (offered by SoC)**
 - BBA/BAC students who declared **Business Analytics specialisation** are not allowed to pursue a 2nd Major or Minor in Business Analytics offered by [SoC](#) (vice-versa).
 - Please refer to the [SoC](#) website for the requirements for 2nd Major/Minor in Business Analytics.
- k) **Business Economics Specialisation (offered by BIZ) vs 2nd Major/Minor in Economics (offered by FASS)**
 - BBA/BAC students who declared **Business Economics specialisation** are not allowed to pursue a 2nd Major or Minor in Economics offered by [FASS](#) (vice-versa).
 - BBA/BAC single degree students who are enrolled in a 2nd Major in Economics are still required to read BSP1703 (or BSP1707 for Accountancy programme) and BSP2701.
 - Please refer to the [FASS website](#) for **EC Recognised Courses** and the requirements for 2nd Major/Minor in Economics.
 - BIZ single degree students are not allowed to read the EC courses to replace the corresponding Business Core Courses.
 - **Important:** If you encounter any preclusion error when selecting BSP courses (e.g. BSP1703), please submit an appeal in CourseReg system under appeal type "Unable to fulfil Requisites".
- l) **Other combinations:** Please check the respective [2nd Major](#) / [Minor programme's](#) website whether any BIZ courses are recognised to meet its requirements or consult the [host faculty/department](#).

10) Mode of Teaching

- a) The University default mode of teaching is face-to-face (F2F), except the lectures of those courses in which instructors are developing Blended Learning as part of university plan to create high-quality, integrated e-learning materials to enhance learning flexibility and effectiveness.
- b) The onus on students to ensure they are able to attend lessons throughout the semester. Students who are unable to return to Singapore or attend classes in person will be required to apply for LOA. *Refer to point 7.*
- c) Internship/employment commitment cannot be used as a valid reason of absence.
- d) There will be no provision of online/hybrid class or recorded lessons for regular courses.

11) Courses:

a) BPM Courses

- BPM1701, BPM1702 and BPM1705 courses are zero credit, graduating requirements for BBA & BAC students from cohort 2023 and earlier.
- **Important:** If you have yet to complete BPM1701, BPM1702, BPM1705 please email Mr Low Yik Chyan (yikchyan@nus.edu.sg) before week 1.

b) BSP1707 Managerial Economics: Exposure

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

c) ACC2709 Accounting Information Systems

ACC2709 has been discontinued. BAC students who have yet complete ACC2709 will have to read **ACC2727 Business Processes, Systems and Assurance-Foundation**.

d) ACC3701 Assurance and Attestation

ACC3701 has been discontinued. Students who have completed ACC2709 yet to read ACC3701, please email Mr Liong Wai Loon (wailoon@nus.edu.sg) to make special arrangement to enrol ACC3701 through ISC mode.

Important: BAC students who have yet to complete both **ACC2709 & ACC3701** will have to read the new pair of courses, **ACC2727 Business Processes, Systems & Assurance-Foundation** and **ACC3727 Business Processes, Systems & Assurance - Advanced**.

e) BSP2701 Global Economy

BSP2701 (2 units) has been discontinued. BBA and BAC students who have yet to complete BSP2701 will have to read **BSE3701 Macroeconomic Principles in the Global Economy** (4 units) as a substitute.

Alternatively, students may read and credit transfer BSP2701 from SEP, Winter/Summer Programme, if available.

Important: Should you read **BSE3701** to fulfil **BSP2701**, **BSE3701** cannot be concurrently count towards Business Economics specialisation requirement.

f) MNO2706 Business Communication for Leaders (ACC)

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

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

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

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

- Courses with prefixes such as **GEH, GEQ, GER, GES and GET** are read by [students admitted before AY2021-22](#).
- **GEQ1000 Asking Questions** (for students admitted before AY2021/22) has been discontinued. Students who have yet to complete GEQ1000 will be pre-allocated with **DTK1234 Design Thinking** instead. For all queries and appeals relating to DTK1234 or the Asking Question pillar requirement, please write to askq@nus.edu.sg directly.
- [Students Admitted from AY2021-22 onwards](#), please click [here](#) to view the list of courses (including non GE-coded) approved under the 6 GE pillars (**GEC, GEX, GEA, GEI, GESS and GEN**).
- **GEA1000 Quantitative Reasoning with Data** is neither offered/pre-allocated by BIZ. For all queries and requests relating to GEA1000, please contact qradmin@nus.edu.sg directly.
- [Communities & Engagement Pillar \(C&E\)](#): GEN service-learning courses are year-long with workload spread over two semesters.
- **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 (120/160 units).
- Students are strongly encouraged to complete the GE requirements by year 3.

i) Business Internship Courses (BI3xxxx)

- BBA students who are on enrolled in [BI courses](#) can only another 4 Units of regular courses at NUS. The “minimum 18 Units” requirement for the semester does NOT apply to students on credit bearing internships. Please email biz-ug-explearn@nus.edu.sg, if you have further queries.
- 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 email biz-ug-explearn@nus.edu.sg to drop the excess courses (including any pre-allocated courses) as soon as possible. BIZ is unable to waive the ‘W’ or ‘F’ grade for any late drop requests.
- Internship commitment should not be used as a reason to change class section/ tutorial or appeal for a specific course.
- **Important:** 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 wavier in the remaining semesters.
- Students are strictly not allowed to embark on a BI course in their graduating semester.

j) Level-1000 Courses Limit

- Students are allowed to read up to 60 units of level-1000 courses for each degree. Refer to OUR [website](#).
- Students who exceed [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:. You may approach Ms [Karen Lam](#) if you have any issues on this.

k) Level-4000 BIZ Courses

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

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

l) Level-5000 BIZ Courses

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

m) MKT2711 Marketing Venture Challenge

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

n) Courses with suffix

- Courses with the same code and title but different suffixes (e.g. MKT3701A, MKT37101B) are the same course taught by different instructors.
- Suffix 'X' (e.g. ACC1701X) courses can only be read by non-BIZ students.
- **Important:** DAO2703A is designed and taught as an experiment, with the intention to eventually scale the course design to DAO2703 if the results of the experiment are positive. When making decisions about whether to attend DAO2703A, students should first compare the course outlines between DAO2703 and DAO2703A, in particular, the learning outcomes, weekly syllabus, as well as the assessment structure and mode.

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

- **STR courses** are non-credit, graduation requirements for all BBA & BAC 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 & STR2000 may have to read them in the following semester.
- 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**

- a) Up to **3 BIZ core courses** will be pre-allocated to single-degree students, who are on active status and already in BIZ school records at least one month before the CourseReg Exercise.
- b) Students will have register for specialisation courses (e.g. MNO3701, FIN3701, MKT3701), GE, UE courses during CourseReg Rounds.
- c) BIZ course pre-allocations are random. We are unable to accept any course requests from students before CourseReg.
- d) Pre-allocated core courses are droppable on your own, **except** STR courses.
- e) **Important:** If you dropped a pre-allocated course to register for your preferred class section/course, the outcome is subject to vacancy available.
- f) Some students may have fewer than average pre-allocated BIZ courses due to:
 - i. Courses pre-allocated by other faculties/ RC programmes clash with BIZ courses or exceeded 23 Units;
 - ii. Advance Placement Credits (APCs);
 - iii. Change in programme;
 - iv. Does not fulfil the course pre-requisites;
 - v. Students have already the core courses.
- g) Regardless the case, please register for courses during CourseReg exercise to fill up your semestral workload.
- h) **Transfer students** will have to register for courses on their own during CourseReg rounds or submit an appeal under 'Unable to Secure Course' during appeal timeline. Please email Mr Low Yik Chyan (yikchyan@nus.edu.sg) if your programme status has only been updated after the CourseReg exercise.
For enquiries regarding transfer status/outcome, please contact the Office of Admissions.
- i) Please register for tutorials during Select Tutorials Rounds. Students without tutorial will be allocated a tutorial class that still have vacancy after Add/Swap Tutorials Rounds.

13) **Pre-requisite Waiver** (*CourseReg appeal type "Unable to fulfil Requisites"*)

- a) **No pre-requisites can be waived for courses offered by BIZ. The course coordinator or instructor of BIZ courses do not have the authority to waive course pre-requisites.**
- b) If you have filed in the 'Honour' Declaration for Courses Completed on SEP, those courses that you listed on the mapping table will be assumed passed with grade 'D'.
Warning: Student who found to have made false declaration may face disciplinary actions and affected course(s) will be dropped with penalty.
- c) You should only appeal for pre-requisite waiver for BIZ course only if you have read the pre-requisite replacements or have been exempted from reading the pre-requisites, for example in special programmes like DDP/NUSC. Please attach proof of approved substitution/exemption with your appeal (e.g. DDP programme structure, course outline).
- d) A course cannot be read concurrently with its pre-requisite/s, unless
 - i. you are reading *BSP3701 * Strategic Management* with one or two remaining BIZ core course/s in your final semester or

- ii. you are reading ACC3707* *Integrated Perspectives in Accounting and Business* with one or two remaining compulsory accounting and business core 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*

14) **Degree Level**

- a) Students' progress in their programme of studies are reflected in their degree level (i.e., BBA1/BAC1, BBA2/BAC2, BBA3/BAC3 and BBAH/BACH).
- 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 (IP) or with pending result 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:**
 - i. Your total Units earned are split across 2 degrees (C1 and C2). Because your BBA/BAC course code is based on the Units earned for your BBA/BAC degree only, it may not reflect your seniority as accurately as we wish to.
 - ii. **For CourseReg purpose only**, we will review your progress based on a special set of criteria and grant you a pseudo-promotion to if applicable:

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

C1= Home degree courses

C2= Second degree courses

CA= Double-counted courses

- iii. **The pseudo-promotion is only applicable for CourseReg Exercise and for BBA degree only and is not an official promotion.** Pseudo-promotion for DDP students will be completed before CourseReg Exercise every semester. No action is required from you.

- 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. If you noted any discrepancies, please contact Ms Zainab Abdul Ghani (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 will have to re-take a **core/compulsory course** that they received an 'F' or 'CU' grade, or a 'U' grade.
- b) Please register for the respective **core/compulsory courses** during CourseReg exercise as these courses are usually prerequisite for higher level/elective courses.
- c) Students cannot re-take a course that already received a passing grade (e.g. D, CS, S) and earned the credits (including credit transfer from SEP/Summer/Winter programme etc).
- d) Please refer to the OUR website for details on the university [Grading System](#).

16) **BIZ Specialisation**

- a) Unlike open 2nd Major/Minor which students must declare by their 5th semester, students can declare or change their BIZ specialisation during [Academic Plan Declaration](#), up till their final semester.
- b) Students are encouraged to plan their studies ahead as there are limited vacancies for some of the higher level/specialisation courses.
- c) **For BBA students who are admitted after 2017:**
Students are required to complete **one BIZ specialisation** of their choice. Doing a second or third specialisation is a personal choice and not a graduation requirement.
- d) **For BAC students:**
Accountancy is considered as your "specialisation". Pursuing a second specialisation (e.g. Finance, Marketing) is a personal choice and not a graduation requirement.
Polytechnic diploma holders with 20 Units Advanced Placement Credits (APCs) can also declare a second BIZ specialisation; bearing in mind that students can only read up to 27 Units of workload every semester.
You may email the BAC Academic Advisor, A/P Susan See Tho (susan.seetho@nus.edu.sg) with your official NUS email (stating your matriculation number and intake year) should you need further BAC Curriculum or Accountancy-related guidance.
- e) **For BBA students in DDP:**
You are not required to complete any BIZ specialisation to graduate. However, if you decide to withdraw from DDP later and your primary degree is BBA, you will need at least one BIZ specialisation to fulfil the BBA degree requirements.
- f) **For students from Cohorts 2019 and 2020:**
If you have already completed 24 Units of a specialisation before the specialisation requirement is revised to 20 Units, the extra 4 Units will be considered an Unrestricted Elective (UE).

- g) Please refer to the [BBA website](#) for BIZ specialisation requirements. All courses (including recognised non-BIZ coded courses) that are listed under a specialisation can be used to fulfil the respective specialisation's requirements.
- h) Not all BIZ specialisation courses are offered every semester. Please refer to [NUSMODS](#) or CourseReg@EduReg for courses offered in AY2025/26, Semester 2.
- i) If you are unsure about the outstanding courses that you need to complete for your specialisation(s), please self-help by using the [Graduation Audit Report and What-If Report](#). For queries pertaining 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-ug-curriculum@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	E.g. ACC1701	TV8	E.g. ACC1701	TV8
Contact #					

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

18) **Timetable Clash for Classes or Exams**

In line with the University's policy, BIZ does not approve any timetable or exam clashes between courses, whether it is within BIZ, or between a course hosted by another faculty. Allocation of courses with timetable or exam clashes are strictly prohibited by CourseReg system. The course coordinator or instructor do not have the authority to grant waiver for clashes in timetable 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 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) / Honours Dissertation (HD) / 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 email biz-ug-explearn@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, employment contract).
 - If your reason is due to non-credit bearing 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 to obtain **Minimum Workload Waiver** during [appeal timeline](#) will not be able to drop any course below 18 Units 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	Contact Point
FSP	biz-ug-explearn@nus.edu.sg
Internship courses (BI)	biz-ug-explearn@nus.edu.sg
Honour Dissertation (HD)	Liong Wai Loon
Independent Study Course	Liong Wai Loon

- b) **Maximum Workload Waiver Appeal** (use CourseReg appeal type “Max Workload Waiver”)
- It is a university-wide policy to allow only up to 23 Units to be registered in Rounds 1 & 2. The system will extend workload limit to 27 Units in Round 3 for all students.
 - 27 Units of workload (including FSP, HD) should fit into most study plans, including second major, minor and double specialisations. BIZ generally does not grant workload waivers beyond 27 Units unless it is due to extenuating circumstances.

- iii. 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.
- iv. All max workload waiver appeals will only be reviewed from Round 2. Repeated appeals without new information will not be processed.
- v. All approved workload beyond 27 Units will take effect only **from Round 3 onwards**.
- vi. **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:**
Important: The Office will be closed during the **University Holiday** (31 Dec 2025 & 2 Jan 2026). Students can still email biz-ug-curriculum@nus.edu.sg for course registration and related matters during these periods.

Specific Areas	Contact Person
BIZ CourseReg Helpdesk	BIZ Undergraduate Office Tel: 6601-1204 (supported by student helpers) Email: biz-ug-curriculum@nus.edu.sg Operating hours: During CourseReg Period Mon – Fri: 9am – 5pm (except Public Holiday)
Global Immersion and Study	biz-ug-global@nus.edu.sg
Student Support Manager (SSM)	Jan Ng , Rena Ng
Student Exchange programmes	biz-ug-global@nus.edu.sg
Course Mapping, Credit Transfer	
Dean's List & Exam matters	Chew Jian Dee
S/U Options	BIZ SU Enquiry
Applying for Graduation	Karen Lam
Graduation Audit Report	
Honours Withdrawal	

Independent Study Courses (ISC)	Liong Wai Loon
Honours Dissertation	Liong Wai Loon
Field Service Project (FSP)	biz-ug-explearn@nus.edu.sg
Business Internships	biz-ug-explearn@nus.edu.sg
DDP/CDP, NUS-PKU programmes	Zainab Abdul Ghani
2nd Major/Minor, NOC	Low Joon Kiat