For AY2024/25 onwards

Freshmen ACADEMIC GUIDE

Presented by

The 37th Academia Committee



Bizad Club
NUS STUDENTS' BUSINESS CLUB

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Coursereg Workload

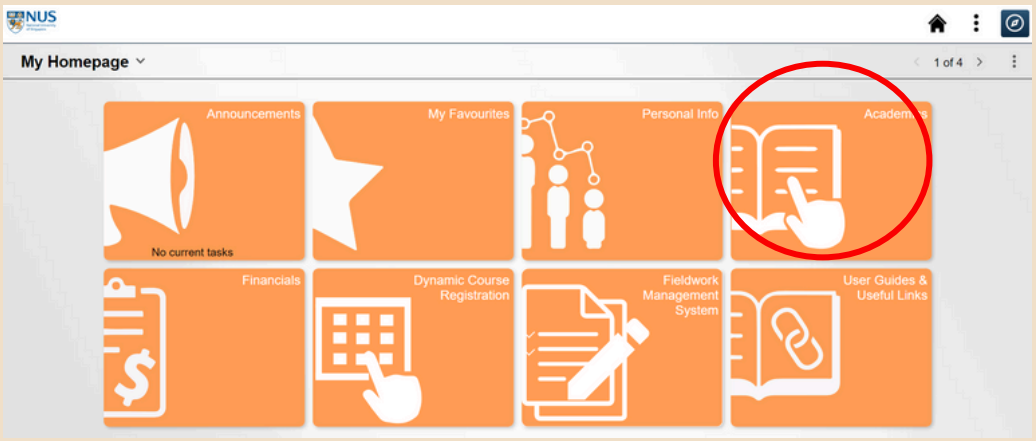
Introduction on Using EduRec

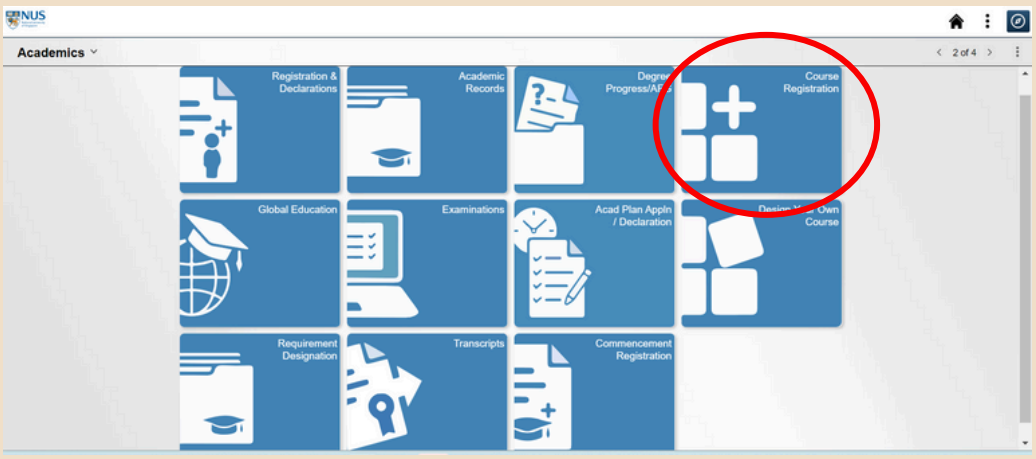
- Most courses are pre-allocated in Year 1.
- Tutorials are not allocated, students are required to bid for it.
- To check for allocated courses: EduRec > Academics > Course Registration > View My Classes.

- The minimum units per semester is 18 units.
- If you have been allocated less than that, you may register for more courses through: EduRec > Academics > Course Registration > Select Courses.

- Try to clear your 6 GE pillars within the first 2 years!
- GE pillars are university level requirements; students must clear to graduate.

NOTE: Overloading (>23MCs) is not allowed for the first semester of Year 1. Beyond that, the maximum workload allowed is 27MCs.



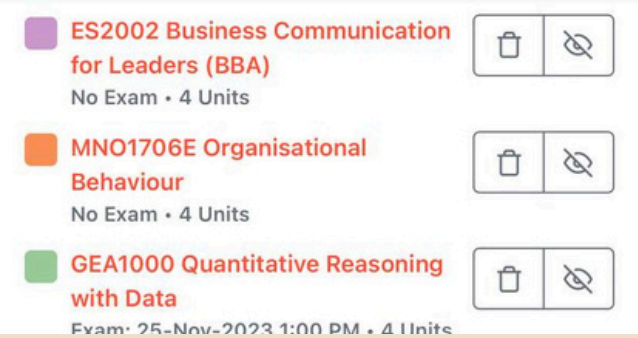


Timetable Planning

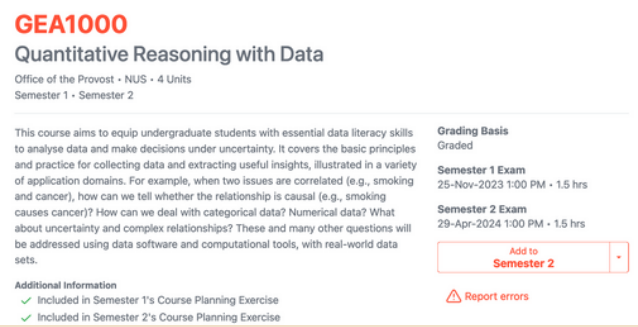
Using NUSMods



Use **NUSMods** to create your personalised timetable and explore courses that you are interested in.



Refer to the bottom of the timetable to view examination dates and times.



Use the **“Courses”** page to view course descriptions, prerequisites, exam dates and workload.



Use the **“Venues”** page to find the location of the class.

What do the Coursereg Rounds mean?

Coursereg Round 1

- This is a protected round.
- Students will be able to select courses (subject to meeting course prerequisites and co-requisites) in this round if the courses can be used towards:
  - (i) Programme (Faculty, Major, Specialisation) requirements
  - (ii) Second Major requirements
  - (iii) Direct admission/restricted Minor requirements
  - (iv) Prescribed English requirements (i.e. courses offered by CELC).

For example, if I am doing a Bachelor of Business Administration degree, I can only bid for Core Curriculum courses.

Coursereg Round 2

- This is an open round where undergraduate students are able to select most courses, subject to meeting course prerequisites, co-requisites and preclusion rules.
  - Courses for your major and specialisation
  - General Education courses
  - Unrestricted Electives

Coursereg Round 3

- Last round of Coursereg to secure the courses you want using leftover quota from Rounds 1 and 2.
- Remember to check the Vacancy Reports to view remaining spots for your intended course.
- Overloading is only allowed in round 3.
  - (NOTE: the maximum workload for Year 1 Semester 1 is 23 credits)

Note: Each round of Course Selection will start at 9am and end at 12pm the following day

Before Course Registration

1. Do your Academic Plan Declaration

- To access the Academic Plan Declaration page: go to **EduRec > Academics > Acad Plan Application/Declaration > Declare Academic Plan > Undergraduate**.
- **Do at least 24 hours before participating in Coursereg**.
- Changes are only **allowed once** per semester.
- Note: Not required to take the introductory courses to declare a business major or minor.

2. Complete your compulsory e-courses

- Compulsory e-courses should be completed once every 2 years (once before Year 1 Semester 1 and the second time 2 years later).
  - RC1000A “A Culture of Respect and Consent”
  - SE1000 “Student Essentials”

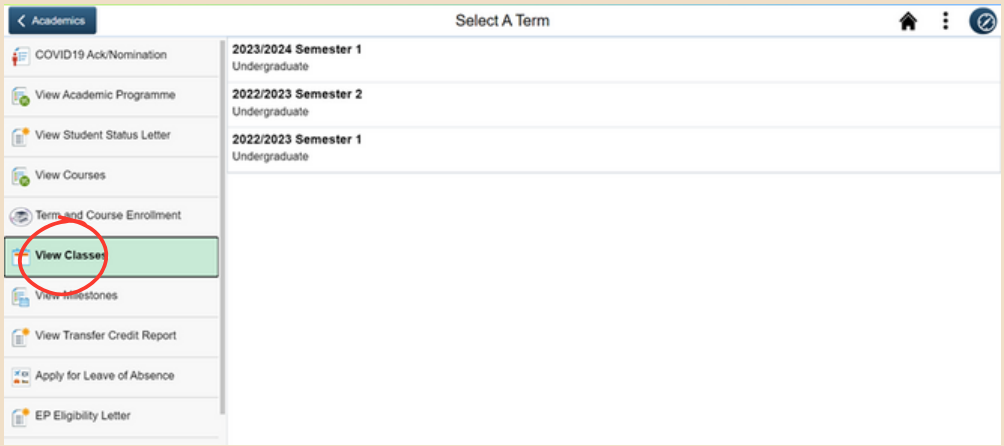
3. Check the pre-allocated courses on Edurec



Click on ‘Academics’

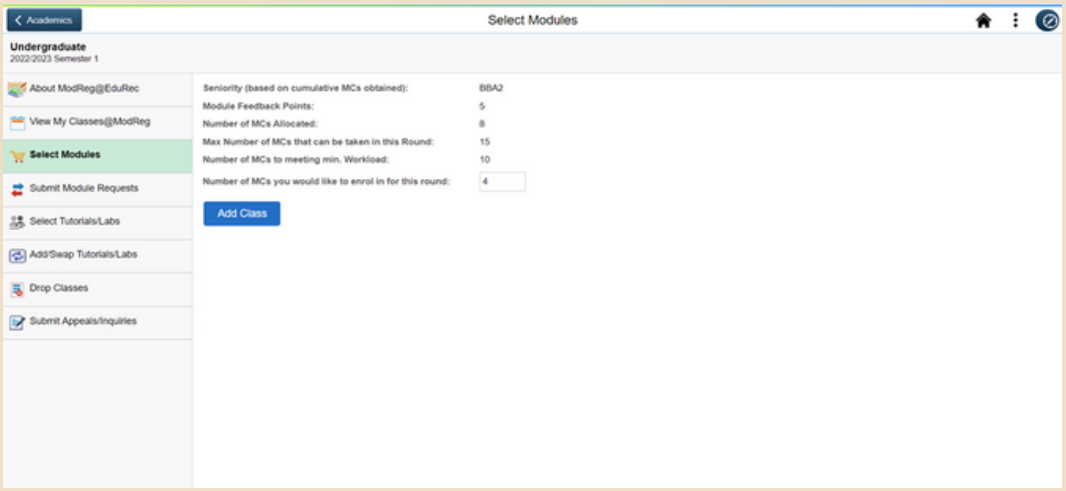


Select ‘Academic Records’



Course Registration

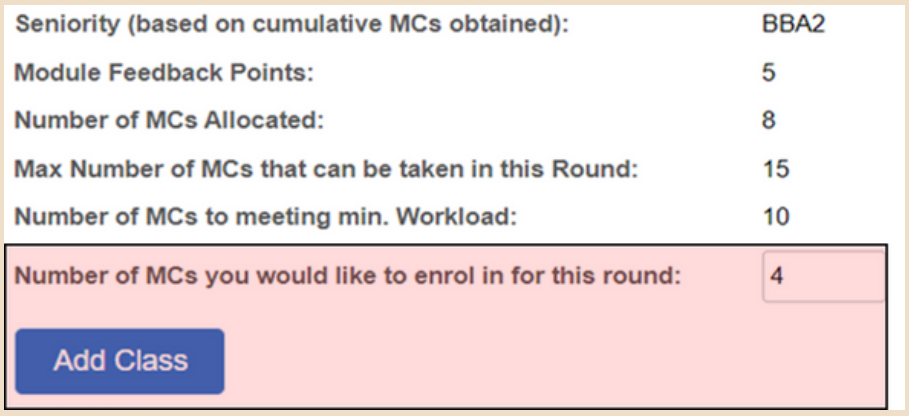
How to register for classes



Main Coursereg start page

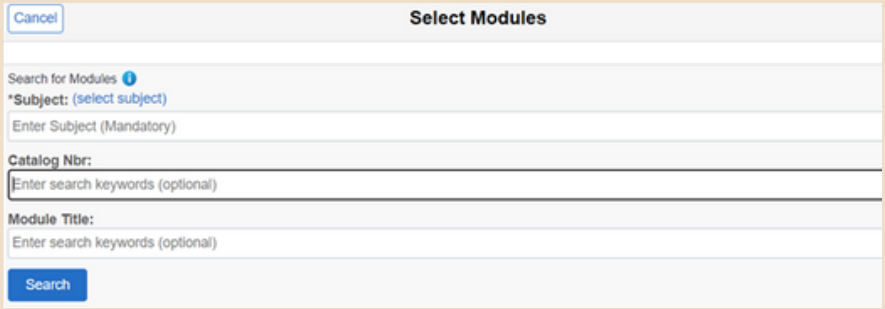
Step 1:

Enter the number of MCs to enrol in for the current round (excluding credits from pre-allocated courses) then 'Add Class.'



Step 2:

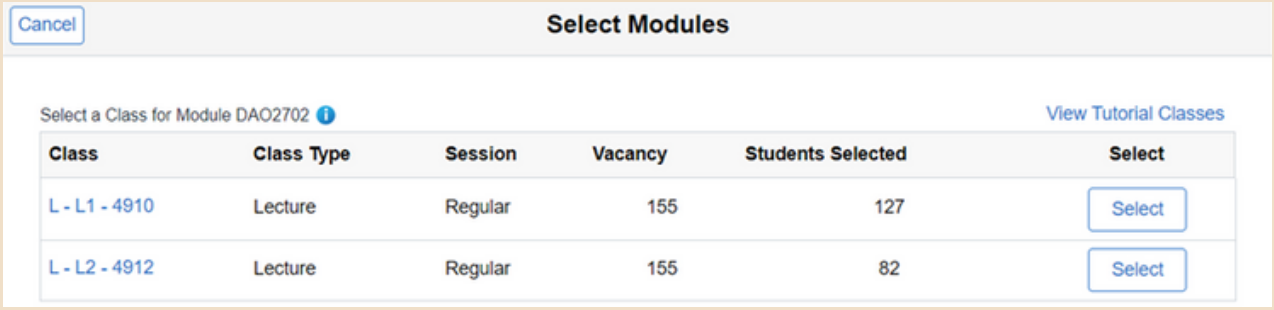
Search for the course you wish to enroll to then, select the course.



Example: BSP1703
Subject: BSP
Catalog Number: 1703

Course Registration

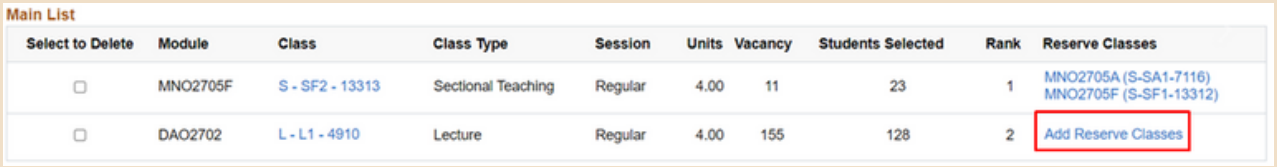
How to register for classes (continued...)



Step 3a:

Select your preferred class timing.

- Check NUSMods for the class day and timing that corresponds to the class name (L1, L2 etc).
- View the Vacancy and Students Selected on this page.



Step 3b:

Add Reserve Classes to the main list. You may select up to 2 reserve classes per course.



Step 4:

Rank courses based on order of preference and number of vacancies.

Course Registration

Checking results for each Coursereg round

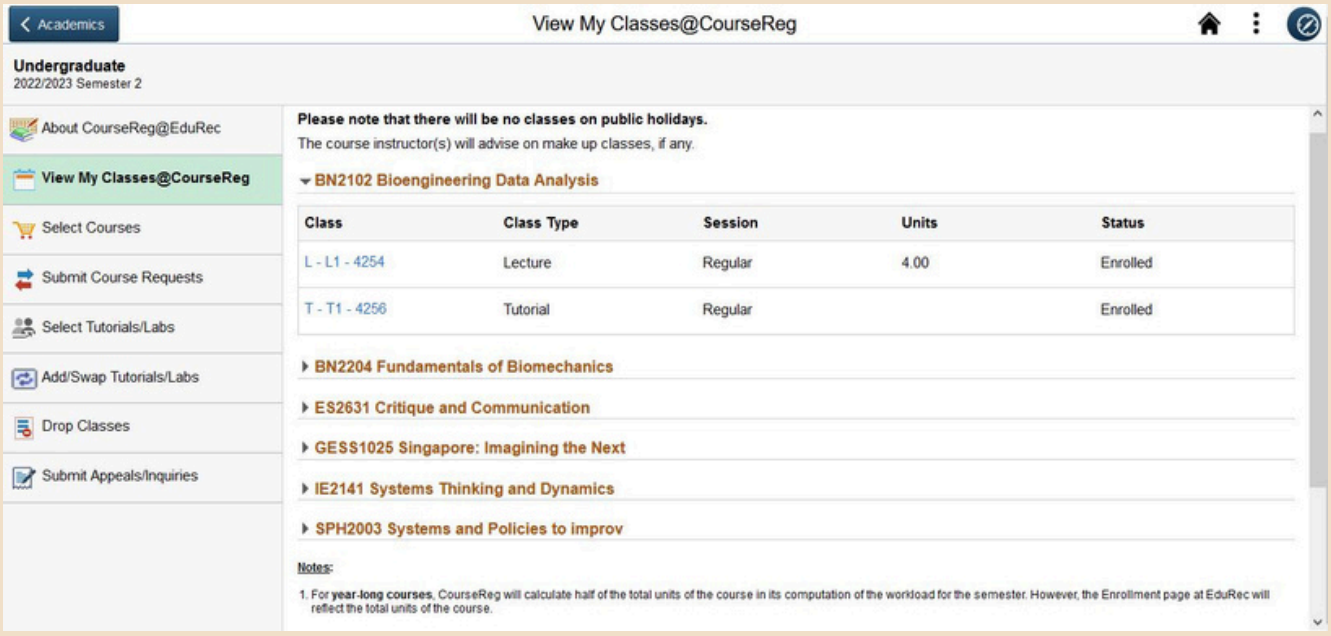
Official results release day (and time) onwards: **EduRec > Academics > Course Registration > View My Classes@EduRec**.



1. Click on ‘Academics’



2. Click on ‘Course Registration’



3. Click on ‘View My Classes@CourseReg’

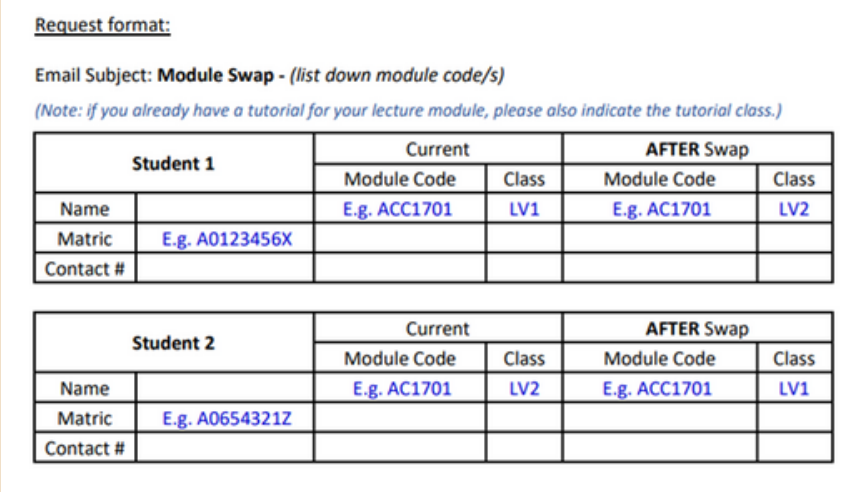
Course Registration

Swapping courses

In the event you are unable to get your desired slot on EduRec, use the Course Swapping Sheet to look for swapping availability with a peer.

Both parties are to write jointly to BIZ CourseReg Enquiry using the following swap request format.
One student is to send in the swap request (Email to: **biz_coursereg@nus.edu.sg**) **Kindly** cc the other student's NUS email address. Please do not submit the request individually in separate emails.

tinyurl.com/moduleswappingsheet



Request format:

Email Subject: **Module Swap -** *(list down module code/s)*

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

Student 1		Current		**AFTER** Swap	
		Module Code	Class	Module Code	Class
Name		E.g. ACC1701	LV1	E.g. AC1701	LV2
Matric	E.g. A0123456X				
Contact #					

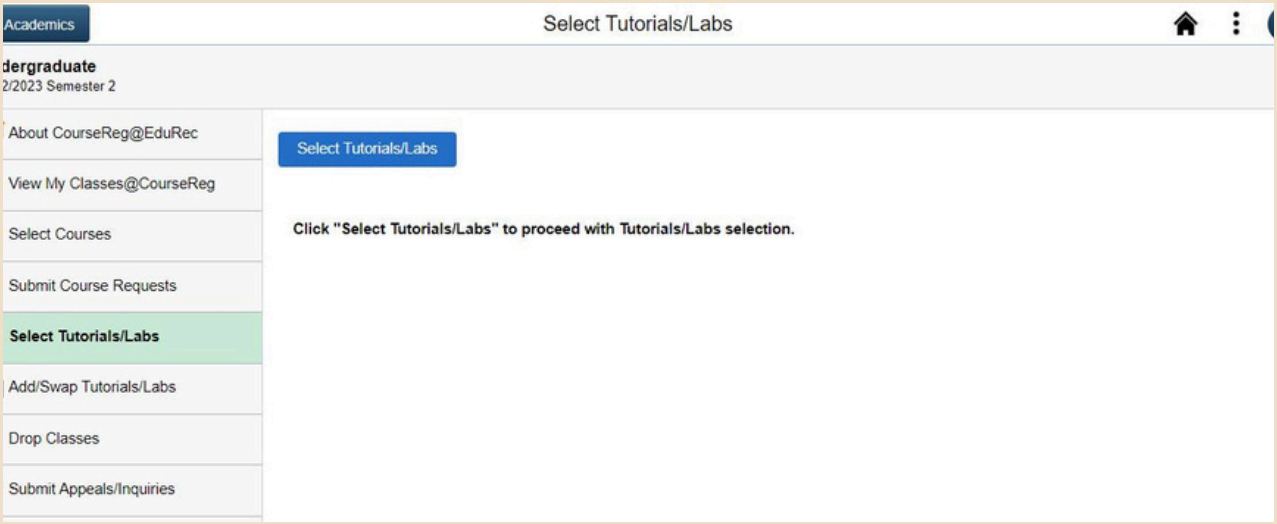
Student 2		Current		**AFTER** Swap	
		Module Code	Class	Module Code	Class
Name		E.g. AC1701	LV2	E.g. ACC1701	LV1
Matric	E.g. A0654321Z				
Contact #					

Course Swapping Sheet format

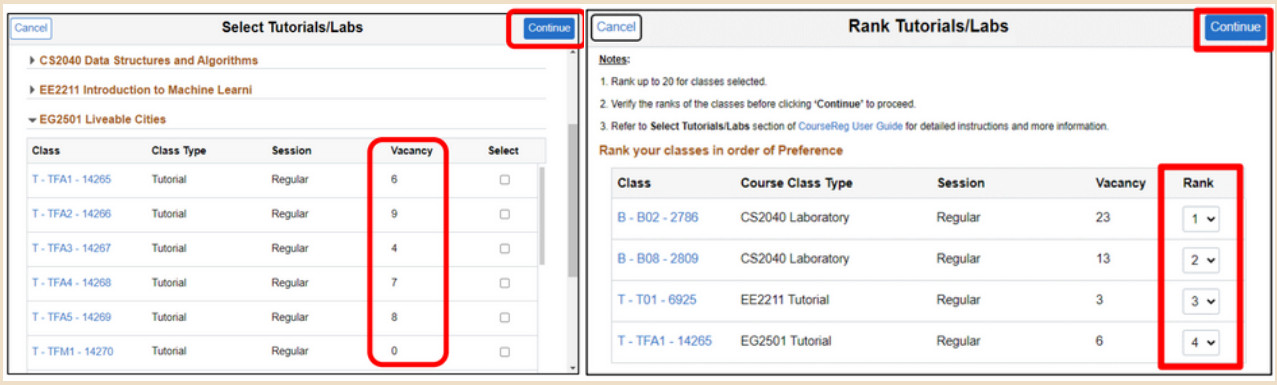
How does course swapping work?

- Look for a **mutual** swap partner (No one-sided transfer)
  - Whose timetable can accommodate the class that you are giving up
  - Who met the pre-requisites of the course
- Outcome of swap request may only be available in subsequent rounds (Eg. round 1 application outcome is available in round 2 or 3).
- Classes obtained through swapping **only can be dropped with a "W" grade (Withdrawal)** after CourseReg exercise.

Tutorial Bidding



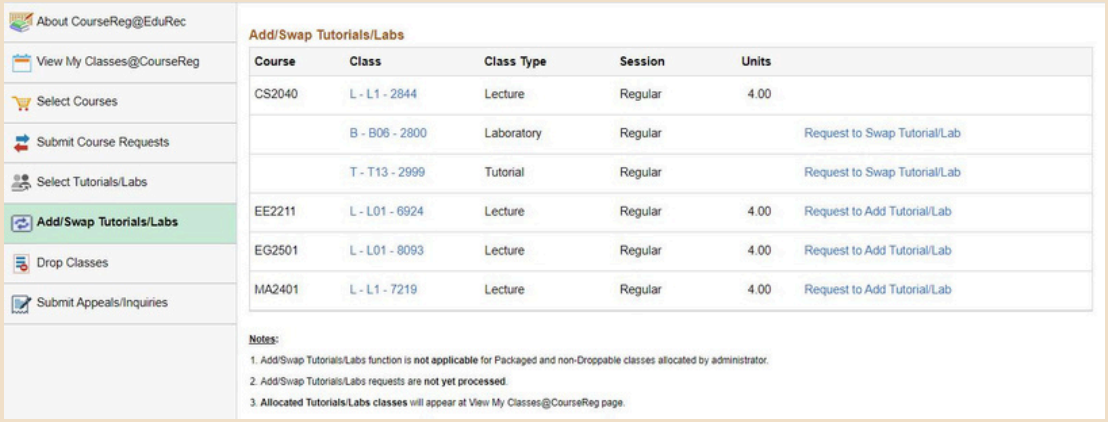
Step 1: Go to **EduRec > Academics > Course Registration > Select Tutorials/Labs.** Select up to 20 tutorial/lab slots for all courses enrolled.



Step 2: Select the preferred tutorial/lab classes

- Vacancy for each class displayed for reference
- Rank the tutorials/labs and select 'Continue' once done
- To delete the selected and ranked tutorial classes, select the checkbox and click on 'Delete' then 'Ok.'

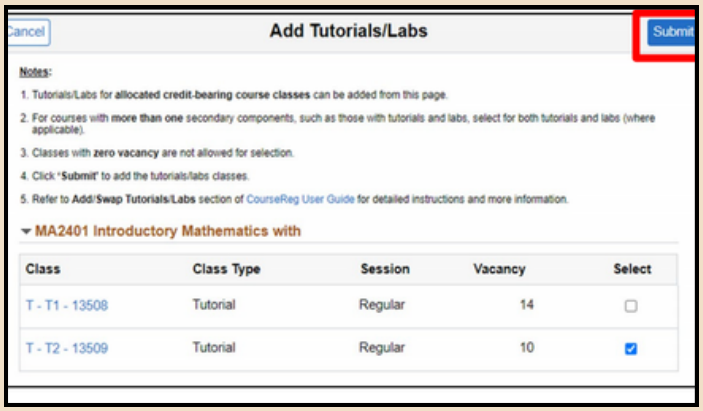
Adding/Swapping Tutorials



Step 1: Go to **EduRec > Academics > Course Registration > Add/Swap Tutorials/Labs**.

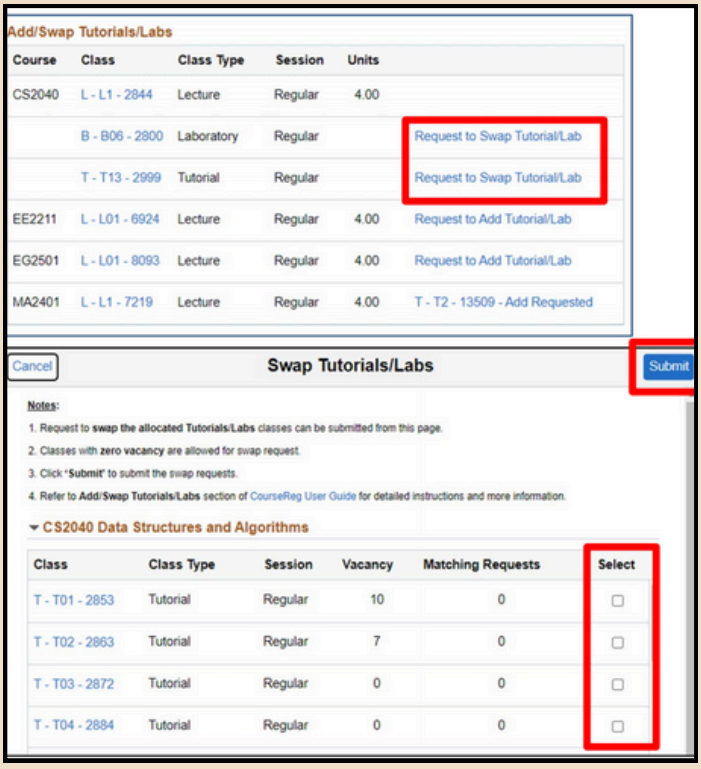
Step 2a: If you are not allocated to a tutorial/class,

- Select the preferred tutorial/lab classes and click 'Submit'
- At the Add/Swap Tutorials/Labs page, the page should update with your request to add tutorial
- Check View My Classes for results.



Step 2b: If you are allocated to a tutorial/lab but wish to change to another class,

- Click on 'Request to Swap Tutorial/Lab'
- Select the tutorial class to swap and click 'Submit.'



Each round of Tutorial/Lab Selection will start at 9am and end at 5pm on the same day

For more info, refer to page 22 and 23 of the Course Registration User Guide in the important resources page!

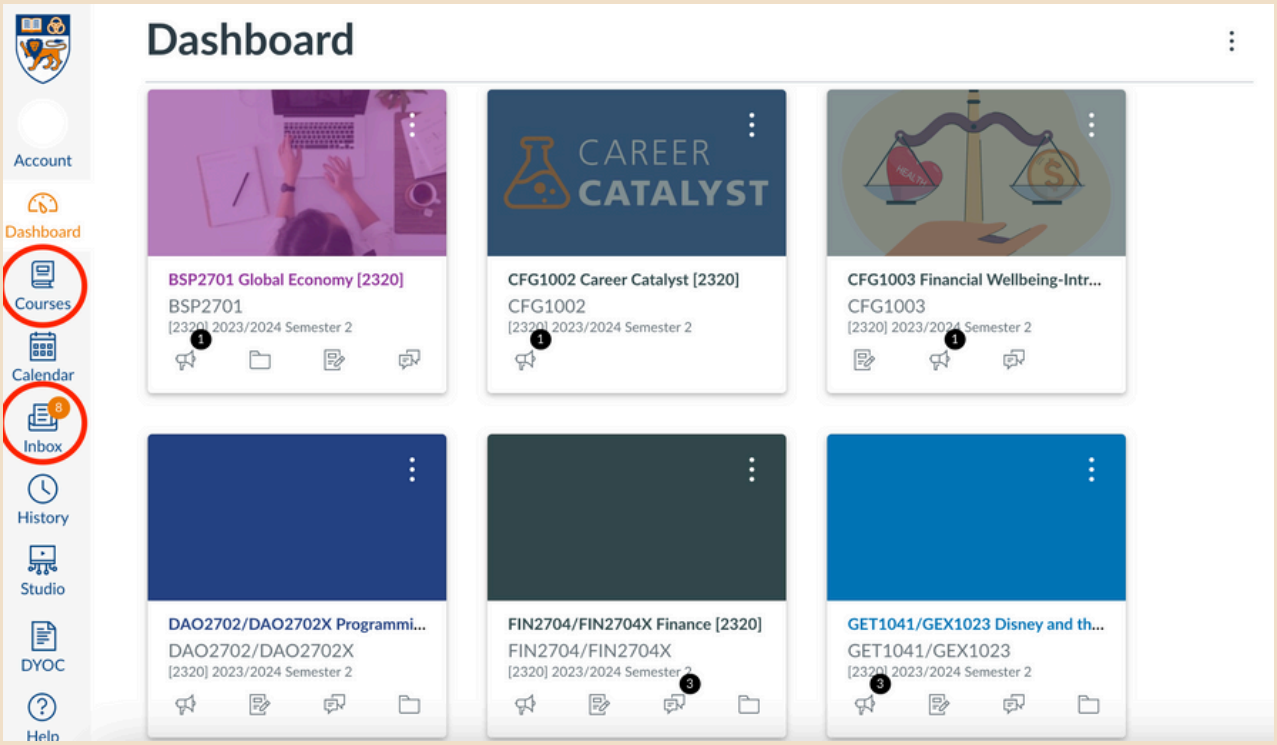
Canvas

View Courses

- Students can find their registered courses on Canvas by either checking the Dashboard or Courses on the left navigation bar.

- In each course, you may find the uploaded course outlines, exam schedules, instructions on assignment, etc.

- The Inbox is where your lecturer/tutor usually uploads announcements, so please check regularly to not miss any important instructions.



uNivUS

eCard

- Student can access their mobile matriculation card by clicking on **eCard**.
- This eCard can be used to gain entry to NUS facilities, including libraries. (However, keep in mind that this eCard cannot be used during school exams to prove your identification.)

Exam Results

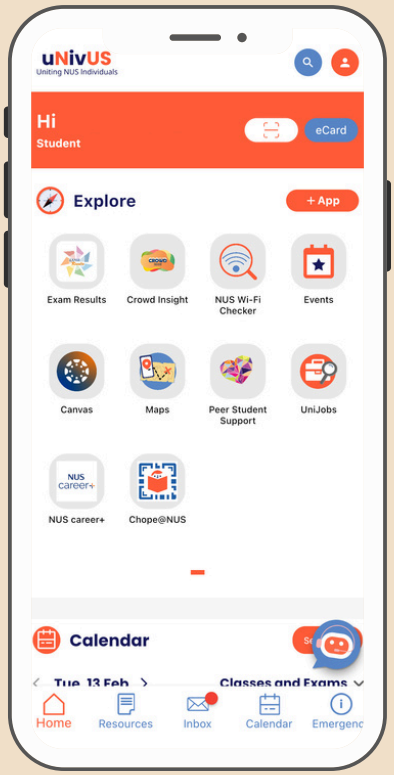
- Students can check their exam results and respective course grades by clicking on **Exam Results** under Explore during the stipulated window for S/U declaration.

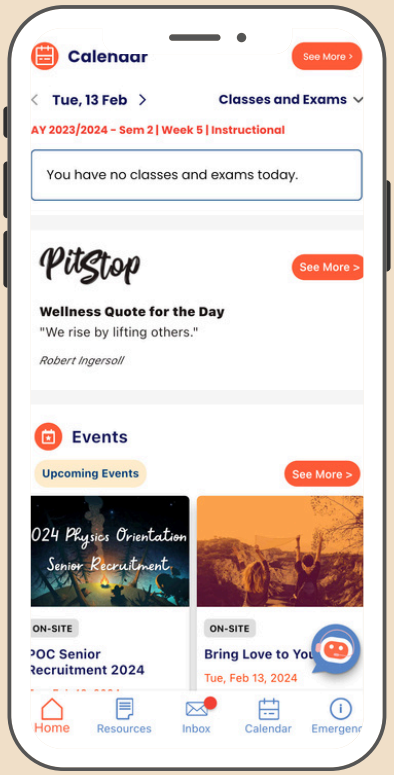
Chope@NUS

- Students can reserve study areas at the Central Library or the Medicine-Science Library by using **Chope@NUS**. Be aware that the maximum number of booking slot available per day is 6-slots regardless of the location.

Calendar

- Students can view their course, exam, and event schedules using **Calendar**.
- However, be aware that this course schedule is based on EduRec and academic calendar. Thus changes in schedule by your lecturer/tutor won't be updated.





Qualifying English Test (QET)

What is QET?

The **Qualifying English Test (QET)** is an English Language test set by the Centre for English Language Communication. It must be taken by students who do not possess the necessary English Language qualifications when they enter the university.

- The criteria for exemption from the QET are listed **HERE.**
- Please take note that a student can only sit for the QET once.

What do the QET results mean?

- Students who obtain **Band 1** will have to take ES1000 followed by ES1103.
- Students who obtain **Band 2** will have to take ES1103.
- Students who obtain **Band 3** are exempted from these English courses.

For more information on QET results and the courses, please refer to the **Undergraduate Courses** page or **FAQs** on CELC website

What do I need for the registration?

Please ensure that you have an active **NUSNET ID** and **password** before registering for the briefing session.

There are 2 sessions of QET:

- QET 1: briefing and exam in **July**
- QET 2: briefing and exam in **November**

Students who are unable to attend the QET briefing will not be allowed to sit for the test. Attendance is compulsory.

Important Resources

CLICK THE HYPERLINKS TO ACCESS!

- Bizad Club's Freshmen Academic Guide
- Bizad Club's S/U Guide
- Bizad Club's Course Review page
- List of General Education Courses
- New BBA Curriculum AY2023/2024 onwards
- Academic Plan Declaration Guide
- CourseReg Schedule
- CourseReg User Guide
- CourseReg FAQs

Contacts for Inquiry

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