

20 December 2011

To: All Returning students of the Faculty of Science

Welcome back to the Faculty of Science. We hope you had an enjoyable vacation and are fully re-charged to begin your new semester of study.

This letter contains important information on the Online Registration and filing procedures for graduation or for Honours projects for Semester 2, AY2011/12. Hence, please read this letter carefully.

SCHEDULE OF ONLINE REGISTRATION

The schedule for Online Registration for Semester 2, AY2011/12 is as follows:

Module registration period	28 Dec 11 (Wed) - 10 Jan 12 (Tue)
Lectures begin	09 Jan 12 (Mon)
Tutorial registration for all other modules	09 Jan 12 (Mon) - 20 Jan 12 (Fri)
Tutorials begin	23 Jan 12 (Mon)
Drop with 'W' & no refund of points	23 Jan 12 (Mon) 00:00hrs - 26 Feb 12 (Sun) 23:59hrs
Drop with 'F' & full refund of points	27 Feb 12 (Mon) 00:00hrs onwards

Please refer to the CORS website at <http://www.cors.nus.edu.sg/> for detailed schedules and activities of each bidding rounds.

You are advised to always bid for module(s) in earlier rounds. If you are able to see your desired non-Science modules available for bidding under the 'Regular' modules category, please proceed to select them for bidding. The category under which you bid for the module and the module type code set for CORS will not affect how the module will be used for your graduation requirements later.

Please note that ALL students can only select and bid up to a maximum of 23 modular credits in bidding Round 0 to Round 2. Starting from Round 3, students with CAP less than 2.00 will have their workload capped at 23 modular credits. Students with CAP at least 2.00 but less than 3.50 will be allowed to select and bid up to 26 modular credits, while students with CAP of 3.50 or more will be able to select and bid up to 32 modular credits. No prior approval from the Dean's Office is required on the above.

You may register for modules online via **any computer with Internet access**. For students who prefer to do the online registration in the Faculty, please proceed to **Block S16 Level 2** for assistance from the Science CBLC during the module registration period.

The contact and operating hours of Science CBLC for this exercise are as follows:

Hotline - 6516 8701

Email - helpdesk@science.nus.edu.sg

Monday - Thursday	0900 - 1730 hours
Friday	0900 - 1630 hours
Weekends & University/Public Holidays	Closed

*Please be reminded that students are **not** to reveal their login password and NUS Smartcard PIN number to anyone. Disciplinary action will be taken against those who do so.*

TIMETABLE

The class and examination timetables for Semester 2, AY2011/12 may be found at the following URL:
<http://www.science.nus.edu.sg/undergraduates/curriculum/timetable/index.html>

The onus is on the students **not** to register for modules with clashes in class or examination timetable.

FILE OF GRADUATION (FFG) MATTERS

Please read the following information carefully.

1) Students on Single Degree Programme (FFG=Y, FFG= P)

File for Graduation (FFG=Y)

Students who intend to graduate in Semester 2, AY2011/12 **must** file for graduation online during the period of Online Module Registration (28 Dec 11 - 10 Jan 12). Before filing for graduation, you must ensure that you have:

- [a] Fulfilled all graduation requirements (such as English Skills modules, ULR, etc), **and**
- [b] Declared your major(s) (and minor(s), if any) correctly.

You are reminded to update your declaration of major(s) and minor(s), and to remove those that you no longer want. Otherwise, the FFG check will indicate that you do not satisfy the requirements of the major(s) (and minor(s), (if any) declared and you will not be allowed to graduate at the end of Semester 2, AY2011/12.

Students who do not file for graduation online by 10 Jan 12 will have to delay their graduation till Semester 1, AY2012/13.

Students are strongly advised to refer to your Curriculum Handbook on the graduation requirements. A copy of the Handbook and the summarized graduation requirements may also be found in the Student Portal and from the NUS Bulletin at <http://www.nus.edu.sg/registrar/nusbulletin/index.html>

Should you have enquiries on the requirements of majors and minors, please contact the departments offering the majors and minors directly.

File for Honours Project (FFG=P)

Students, including those who are currently on SEP/NOC, who intend to take up the honours project in their chosen major in Semester 1, AY2012/13, **must** file for honours project online during the period of Online Registration (28 Dec 11 - 10 Jan 12). Please note that you **do not** need to file for honours project online again in the semester that you embark on your honours project i.e. Semester 1, AY2012/13.

To qualify for honours project, you must have an overall CAP of at least 3.50, fulfilled 100 MCs or more, **and** have completed the major requirements under the B.Sc./B.Appl.Sc. programmes by the end of Semester 2, AY2011/12.

Please note that Pharmacy and Computational Biology students are **not** required to file for honours project. Separate instructions/information on honours project registration will be given to you by your respective department/programme coordinator.

Please be reminded that it is important to select the correct FFG option. The Faculty will not be liable if students are unable to proceed to do the honours project due to incorrect filing.

If you need further clarifications on FFG matters, please email to Science Dean's Office at sciffg@nus.edu.sg to request for assistance.

2) Students on Double Degree Programme (DDP) (FFG=D, FFG=E)

Students who intend to graduate in Semester 2, AY2011/12 must file for graduation online during the period of Online Registration (28 Dec 11 - 10 Jan 12). You must ensure that you have fulfilled all graduation requirements and have declared your major(s) and minor(s) correctly.

File for Graduation with Single Honours (FFG=D)

DDP students who wish to graduate with a Bachelor with Honours only in their primary degree should file for Single Honours graduation (FFG=D).

File for Graduation with Double Honours (FFG=E)

DDP students who wish to graduate with Bachelor with Honours in both their primary and secondary degrees should file for Double Honours graduation (FFG=E).

READING OF OVERLAPPING AND PRECLUDED MODULES

Some modules offered may overlap substantially in content with each other. Students are discouraged from reading overlapping modules unless both overlapping modules are necessary for attaining a double major, for example. In such situation, students may be allowed to read the overlapping modules, but only the modular credits of one will be counted towards the graduation requirements.

Similarly, if you have obtained approval to read a precluded module, only the modular credits of one will be counted towards your graduation requirements.

It will be the student's responsibility to check if they are reading overlapping modules. When in doubt, students should consult the course instructor or an academic advisor. Please refer to <http://www.science.nus.edu.sg/undergraduates/curriculum/overlap/index.html> and <http://www.nus.edu.sg/nusbuletin/> for the latest information on precluded and overlapping precluded modules.

PROGRAMME OF INTEREST

1) **Communicating with the Academy (SP1202)**

Highly recommended by the Faculty, this module is aimed at helping Science students develop their writing ability and to sharpen their critical and analytical skills to communicate their research effectively and competently in the Science community. More details are available at <http://www.nus.edu.sg/celc/courses/fos/sp1202.html>.

2) Professional Communication (ES2007S)

Learn to make persuasive oral presentations, write impressive reports, effective emails and letters (including job application letters and resumes) in this module. Highly encouraged for year 2 students and above, this course aims to help students generate and organize ideas for clear, effective, and convincing communication in various social settings, especially focusing on the workplace. For more information, please refer to <http://www.nus.edu.sg/celc/courses/foes/es2007s.html>.

3) Second Majors offered by FoS

Science students who wish to enhance and broaden their undergraduate studies may opt for a second major. Please refer to <http://www.science.nus.edu.sg/undergraduates/acadprog/majors/major2.html> for more information.

4) NUS Pre-Medical (Pre-Med) Track

This is a newly offered track that provides to a select group of Year 1 or 2 undergraduate students from across all disciplines, a unique opportunity to better prepare them for entry to a graduate medical programme upon successful completion of their NUS undergraduate degree and the requirements of the NUS Pre-Med Track. Admission into this track is strictly by invitation through interview. For more details, please refer to http://www.eng.nus.edu.sg/ugrad/SP_pre-med.html.

5) Study Abroad Programmes

FoS aims to cultivate a generation of undergraduates who are enterprising and global in outlook. To achieve this, we encourage students to go for overseas study trips through a host of programmes, which includes mainly the Student Exchange Programme (SEP) and the Summer Exchange Programme. Students participating in SEP will be able to spend a semester or two studying at a reputable foreign university, while students on the Summer Exchange Programme will spend a shorter but equally enriching period of several weeks studying overseas. More information is available at the following websites:

<http://www.science.nus.edu.sg/undergraduates/abroad/sep/index.html>

<http://www.science.nus.edu.sg/undergraduates/abroad/summer/index.html>

ACADEMIC WARNING, PROBATION & DISMISSAL

Please note that if a student's CAP falls below 2.00 for any semester, he will be issued a warning.

If his CAP falls below 2.00 again in the following semester, i.e. $1.50 \leq \text{CAP} < 2.00$, he will be placed on probation.

He will not be able to continue his undergraduate studies and be denied readmission to the University if he has

- CAP below 1.50 in two consecutive semesters; or
- CAP below 2.00 in three consecutive semesters.

In both cases, the student will be issued a letter of dismissal by the Registrar's Office. He may appeal against the dismissal on the grounds of extenuating circumstance. However, each student is only allowed to appeal **once** during their period of candidature.

Students who face difficulties in coping with their studies are encouraged to approach their academic mentors for guidance and support. The respective mentors will be able to guide and advise students of the various avenues where help is available. More information on the Science Academic Mentorship scheme is provided at

<http://www.science.nus.edu.sg/undergraduates/support/acadmentor/index.html>.

IMPORTANT REMINDER

Important information will be transmitted to students through the Faculty of Science webpage (<http://www.science.nus.edu.sg/>) or via electronic mail. ***Please note that it is your responsibility to check these channels regularly for latest updates.*** You are also reminded to clear your electronic mailbox regularly so that important emails can be delivered to you.

We wish you success in your studies.

Yours sincerely,

A/Prof Chua Tin Chiu
Associate Dean
Science Dean's Office

cc Dean, Vice Deans, Associate Deans & Assistant Deans, Faculty of Science
Registrar
Dean, Office of Student Affairs
Director, Centre for English Language Communications
Director of Programme, Quantitative Finance
Director of Programme, Special Programme in Science
Director of Programme, Food Science & Technology
Coordinators, Life Sciences Undergraduate Programme Committee
Coordinators, Computational Biology Undergraduate Programme Committee
Heads of Departments of Biological Sciences, Chemistry, Mathematics, Statistics & Applied
Probability, Pharmacy, Physics, Faculty of Science
Heads of Departments of Anatomy, Biochemistry, Microbiology, Pathology, Pharmacology,
Physiology, Faculty of Medicine
A/P Tay Seng Chuan, Head, IT Unit
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Presidents, Science Club & Science CBLC