

15 December 2009

To: All Returning students of the Faculty of Science

**SCHEDULE FOR ONLINE REGISTRATION, ADDING/DROPPING OF MODULES AND
FILING FOR GRADUATION/HONOURS PROJECT FOR SEMESTER 2, AY2009/10**

This letter contains important information on Online Registration for Semester 2, AY2009/10 as well as others that you should be aware of. Please read it carefully.

Schedule for Online Registration

The schedule for Online Registration for Semester 2, AY2009/10 is as follows:

Module registration period	29 Dec 09 (Tue) - 12 Jan 10 (Tue)
Lectures begin	11 Jan 10 (Mon)
CELC Tutorial registration	11 Jan 10 (Mon) - 15 Jan 10 (Fri)
Tutorial registration for all other modules	15 Jan 10 (Fri) - 22 Jan 10 (Fri)
Tutorials begin	25 Jan 10 (Mon)
Drop with 'W' & no refund of points	25 Jan 10 (Mon) - 28 Feb 10 (Sun)
Drop with 'F' & full refund of points	1 Mar 10 (Mon) and onwards

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

Always bid for the module 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 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.

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.*

Programmes 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.science.nus.edu.sg/undergraduates/module/es/sp1202.html>.

2) Minor in Forensic Science

Interested in gaining experience in various aspects of forensic science and criminal investigations? Yearning for an exciting opportunity to do hands-on processing of a simulated crime scene and the collection and preservation of physical evidence? The Faculty offers a minor in Forensic Science jointly offered by the Departments of Chemistry and Biological Sciences. Interested students are encouraged to refer to <http://www.chemistry.nus.edu.sg/undergraduates/forensic.htm> for more information.

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/curriculum/majors/> for more information.

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 they 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 of them will be counted towards the graduation requirements.

Similarly, if you have obtained approval to read a precluded module, only the modular credits of one of them 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. Up-to-date information on overlapping (precluded) modules may be obtained from the following URLs:

<http://www.science.nus.edu.sg/undergraduates/module/overlap/index.html>
<http://www.nus.edu.sg/registrar/nusbuletin/index.html>.

File for 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, AY2009/10 **must** file for graduation online during the period of Online Registration (29 Dec 09 - 12 Jan 10). Before filing for graduation, you must ensure that:

- [1] You have fulfilled all graduation requirements (such as English Skills modules, ULR, etc), and
[2] You have 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 thus may not allow you to graduate at the end of Semester 2, AY2009/10.

Students who do not file for graduation online by 12 January 10 may not be able to graduate in Semester 2, AY2009/10 and may have to wait till Semester 1, AY2010/11.

You 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 at the following URLs respectively:

<http://www.science.nus.edu.sg/undergraduates/curriculum/bulletin/>
<http://www.science.nus.edu.sg/undergraduates/graduation/>

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, AY2010/11, must file for honours project online during the period of Online Registration (29 December 09 - 12 January 10). 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, AY2010/11.

DDP students who need to file for honours project should send in a request via email to sciffg@nus.edu.sg.

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, AY2009/10.

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.

Please refer to <http://www.science.nus.edu.sg/undergraduates/graduation/ffg/index.html> for more information. Should you need further assistance on FFG matters, please email to sciffg@nus.edu.sg.

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

Students who intend to graduate in Semester 2, AY2009/10 must file for graduation online during the period of Online Registration (29 Dec 09 - 12 Jan 10). As per single degree students, 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)

From AY2007/08 and onwards, DDP students who wish to graduate with Honours in their primary degree and Bachelor in the secondary degree should file for Single Honours graduation (FFG=D).

File for Graduation with Double Honours (FFG=E)

From AY2007/08 and onwards, DDP students who wish to graduate with Double Honours in both their primary and secondary degrees should file for Double Honours graduation (FFG=E).

Academic Warning, Probation & Dismissal

It is important to note that if your CAP falls below 2.00 for any semester, you will be issued a warning.

If your CAP falls below 2.00 again in the following semester, but not sufficient to warrant an immediate termination (i.e. $1.50 \leq \text{CAP} < 2.00$), you will be placed on probation.

You will not be able to continue your undergraduate studies and be denied readmission to the University if you have

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

In both cases, you will be issued a letter of dismissal by the Registrar's Office. You 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 strongly encouraged to approach your assigned academic mentors for guidance and support. When necessary, your mentors may also refer you to the various channels for assistance. Information on the Science Academic Mentorship scheme is available at <http://www.science.nus.edu.sg/undergraduates/activities/am.html>.

Timetable

The class and exam timetables for Semester 2, AY2009/10 may be found at the following URL:

<http://www.science.nus.edu.sg/undergraduates/module/regsem/>

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

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.

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
Masters of Halls of Residence
Presidents, Science Club & Science CBLC