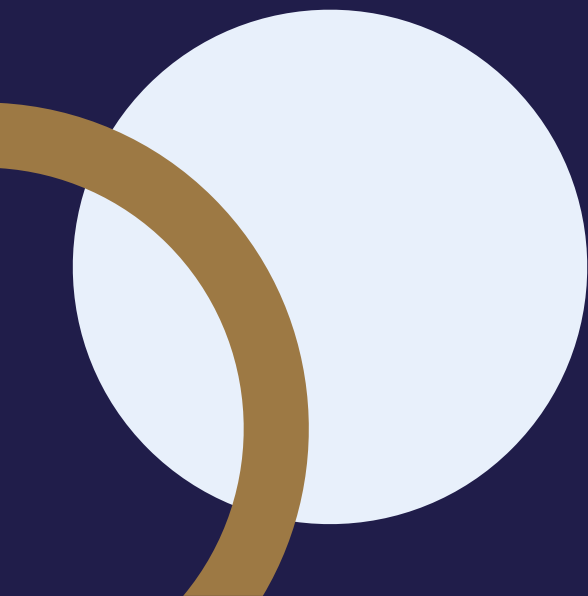


SMUSA
SMU STUDENTS' ASSOCIATION

OASIS
GUIDE
BOOK

20
26



PREFACE

Welcome to SMU's official OASIS Guidebook, specially curated for all SMU undergraduates.

We understand that OASIS is flooded with many self-service applications for SMU students to use. Since it's time consuming to explore every single application as a student, we have made it easy for you! Use this guidebook to be more aware of what these self-service applications have to offer, and hopefully they will be of help to you in your academic journey here in SMU. All the best!

This guidebook is proudly brought to you by SMU Students' Association (SMUSA).

Content by: Academic and Welfare Department,
SMUSA Design by: Communications Department,
SMUSA

26th SMUSA Executive Committee



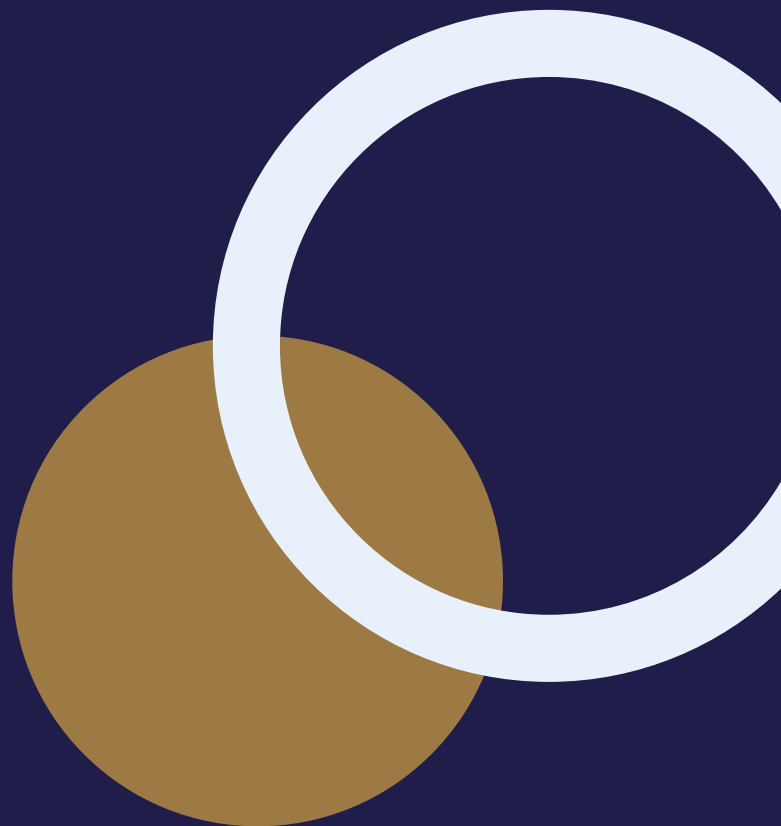
01	ACCOUNT INQUIRY
02	CERTIFICATION LETTER REQUEST
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ACCOUNT INQUIRY

01



Account Inquiry

This section that reflects your various financial statements (eg. semester fees and other miscellaneous fees).

Note: The self-service apps "Charges Due" and "Fee Payment" are embedded within this application.

Summary

This tab displays the overview of your Financial Account.

Term	Outstanding Charges & Deposits	Pending Payments	Total Due
2020-21 Term 1	5,961.10		5,961.10
Total	5,961.10		5,961.10

Currency used is Singapore Dollar. You can only print receipts for payments made online or in-person

[MAKE A PAYMENT](#)

Charges Due

This tab informs you of any Outstanding payments that you still have. Do remember to make those payments to prevent any eLearn or bidding issues.

Payments

This tab shows you the breakdown of the MOE Tuition Grant subsidy. Most Singaporean students would have opted for this when they applied to study in Institutes of Higher Learning.

Monthly Statement

This tab allows you to choose a month and view the monthly statement of any payments that you have made to the school.

Note: For Semester 1 payments, select August as the Month. For Semester 2 payments, select January as the Month.

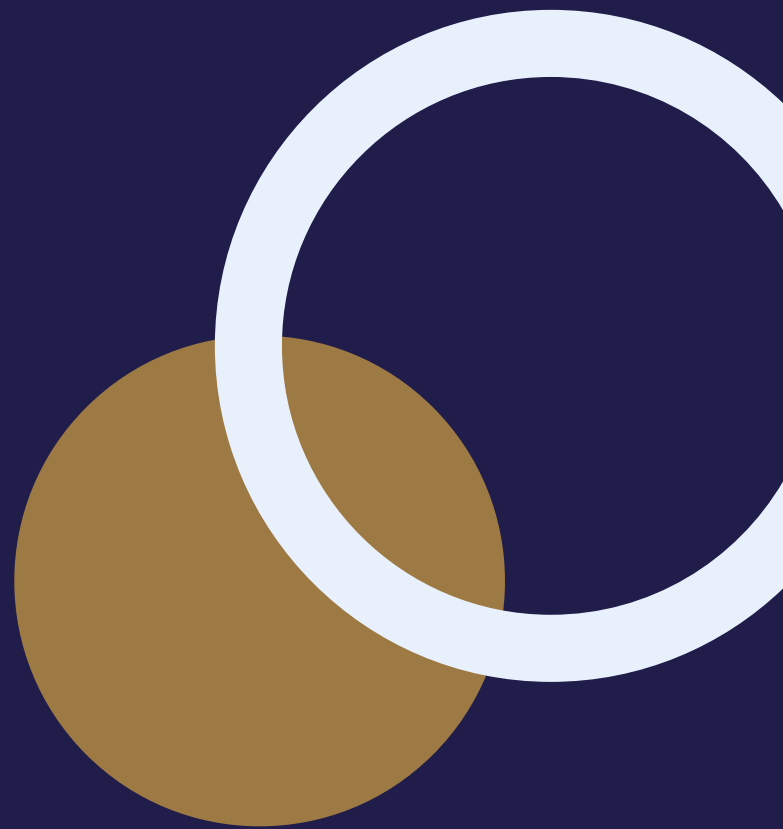
Make A Payment (Fee Payment)

This tab is a section of this app that enables you to make any outstanding payments that you have.



**CERTIFICATION
LETTER
REQUEST**

02



Certification Letter Request

This application enables you to request for a soft-copy of an official letter from the school. These are usually requested by employers and other relevant officials.

Important Notes

- Requests made before 4.00PM will be available for collection after 2.00PM on the next working day. Requests made after 4:00pm will be available for collection after 2 working days.
- Please collect the requested document(s) from Student Services Hub (SSH) located at Basement Concourse (opposite Dental@Uni).

The types of official letters you could request for are as follows:

Academic Summary

This letter is your Unofficial transcript which lists all your course enrolments and grades so far. Alternatively, you may wish to access this through the self-service app Unofficial Transcript.

- **Enrolment Status Letter - Internship/Comm Service Requirements**

This letter prints your date of enrolment and the degree programme that you are enrolled in, and indicates that Internship and Community Service are part of the graduation requirements.

- **Enrolment Status Letter for Lost ICA Pass**

This letter is applicable for International students who have lost their Student's Pass and/or the Visit Pass and Disembarkation/Embarkation card.

Note: You are required to present a copy of the police report at the Registrar's Office when you collect this letter.

- **Enrolment Status Letter with SMU Academic Calender**

This letter will print your date of enrolment, the degree programme you are enrolled in, and the University's academic calendar for the current Academic Year.

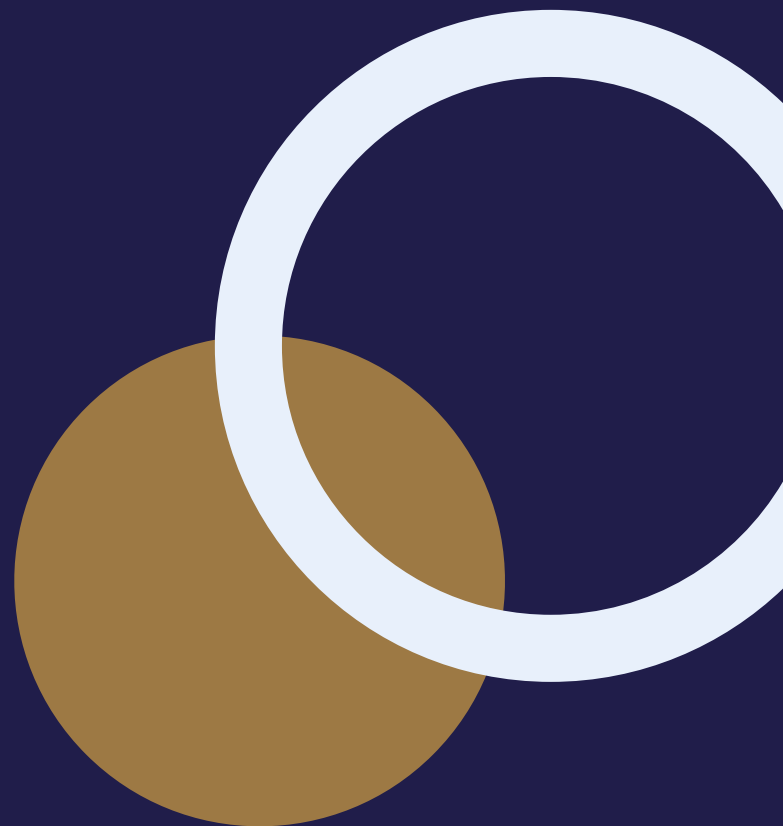
- **Enrolment Status Letter without Calendar**

This letter will print your date of enrolment and the degree programme you are enrolled in.



CLASS & EXAM SCHEDULE

03



Class & Exam Schedule

You will be allowed to search for the Class and Exam schedules of all courses being offered in that term.

Class and Exam Schedule

*Course Career

*Term

Session

Subject Area

Course Area

Course/Workshop

Class Schedule
 Exam Schedule

Class Schedule

This displays the day and time of the class. It also includes the Professor who will be instructing the class.

Exam Schedule

This displays the date and time of the final exam for this module, if applicable.

Step 1: Select *Undergraduate* as the Course Career.

Step 2: Choose the *Term*, *Session*, *Subject Area* and *Course Area* appropriately.

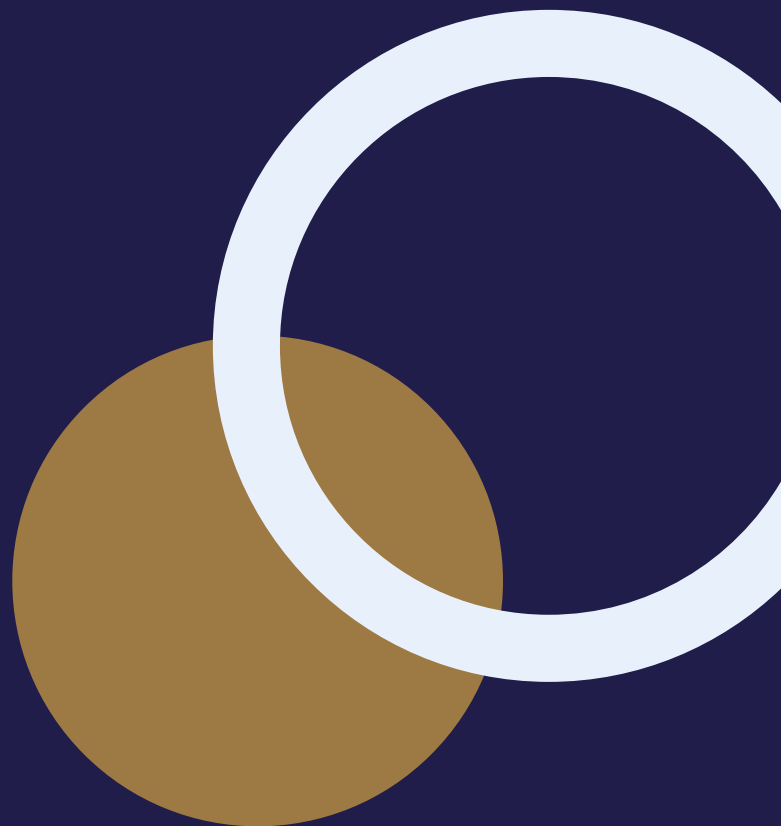
Step 3: Choose *Class Schedule* or *Exam Schedule* accordingly.

Step 4: Click *Search*.



**CURRICULUM
WORKSHEET &
GPA CALCULATOR**

04



Curriculum Worksheet & GPA Calculator

This worksheet can be useful to decide what courses to bid for.

Mandatory Courses

This is a compiled list of mandatory courses that you are required to complete in your course of study (varies across faculties). It also includes the status of completion of those courses.

MANDATORY COURSES				
Details	Subject	Catalog Nbr	Description	Recommended Year
Details	ACCT	101	Financial Accounting	Freshmen
Details	ACCT	102	Management Accounting	Sophomore
Details	COR	1305	Sprdsheet Modeling & Analytics	Sophomore to Junior
Details	COR	3304	Ethics & Corp Responsibility	Freshmen to Junior
Details	COR-COMM	1304	Management Communication	Freshmen
Details	ECON	001	Introductory Economics	Freshmen
Details	ECON	113	Economics of Globalisation	Freshmen to Senior
Details	FNCE	101	Finance	Sophomore
Details	LGST	101	Business Law	Freshmen
Details	MATH	001	Calculus	Freshmen
Details	MGMT	003	Bus., Govt & Soc.	Freshmen
Details	MGMT	102	Strategy	Junior/Senior
Details	MGMT	300	Business Capstone	Senior
Details	MKTG	101	Marketing	Freshmen/Sophomore
Details	OBHR	001	Leadership and Team Building	Freshmen
Details	OBHR	101	Management of People at Work	Sophomore
Details	OPIM	101	Decision Analysis	Freshmen/Sophomore
Details	OPIM	201	Operations Management	Sophomore
Details	STAT	101	Introductory Statistics	Freshmen/Sophomore
Details	WRIT	001	Programme in Writing&Reasoning	Freshmen

The recommended year to bid for and take the module is also stated, eliminating the confusion that many students have with regards to when they should complete a certain course.

**Note: It is only a recommendation, not a requirement.*

Planned Courses

This is a compiled list of non-mandatory courses that you have completed. This includes the basket of University Core modules such as Modes of Thinking and General Electives courses.

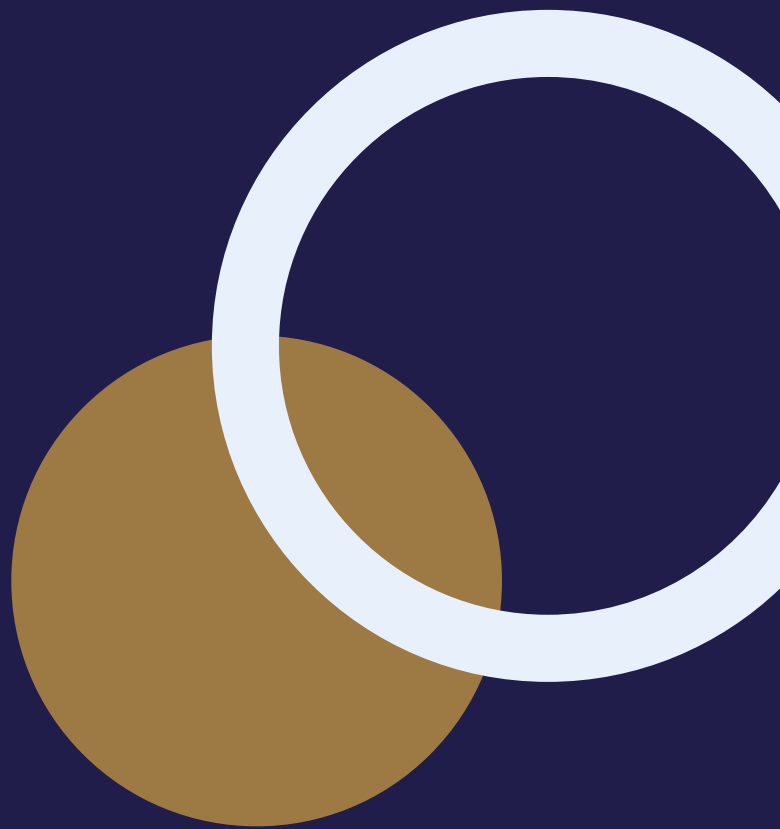
GPA Calculator

This section helps you get a forecast of your GPA by typing in 'What-If' grades for your yet-to-complete or in-progress courses.



**DECLARE/
CHANGE MAJOR**

05



Declare/Change Major

This application allows you to declare a new Major or change an existing Major.

Declare a New Major / Change an Existing Major

Any DROP, AMENDMENT or LATE DECLARATION in your Major/Track will incur a penalty of 10 e\$. Please refer to 'Info on Declaration/Change of Major/Track' at OASIS.

To declare or change a Major/Track, select the new Major/Track from the drop down list in the 'New Major' column.

To remove an existing Major/Track, select the blank value from the drop down list.

=====

NOTE:

1. BBM students who wish to drop their 1st Major should choose 'No Major'. Students may not have a 2nd Major if they declare 'No Major'.
2. The transcript does not distinguish between 1st and 2nd Major and thus students should not swap their majors unnecessarily. Any swap is deemed a change and will incur a penalty of 10 e\$.

=====

You may include comments to support your application. Press the 'PROCEED' button to submit your application.

Important Notes

1. The application is not available during all rounds of BOSS.

For more information, please refer to OASIS > Calendar > Critical Dates.

2. You are required to declare your First/Second Major by the end of yournd 2 year of study in SMU (4 regular terms of study).

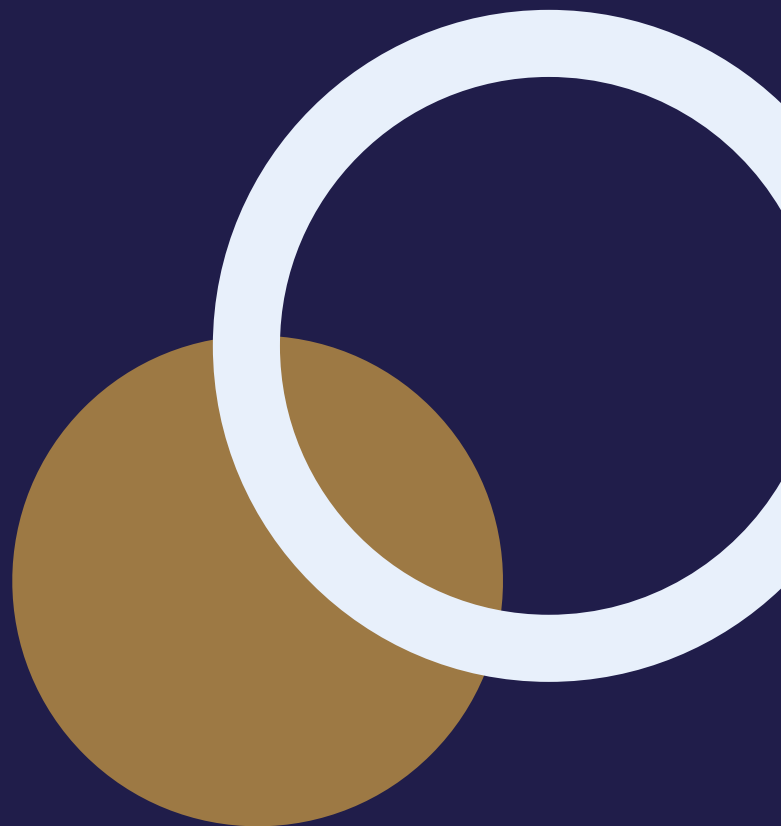
3. Any drop, amendment or late declaration to the First/Second Major or Major with Track (to be submitted via OASIS) would be subjected to approval from the respective school as well as an **administrative charge of e\$10** (an administrative hold may also be placed on students who do not declare their First Major or Major with Track within the first 4 regular terms of study).

4. Before declaring your First/Second Major(s), do seek advice from your School Office if you are unsure.



DEGREE PROGRESS REPORT

06



Degree Progress Report

This application displays the basic academic requirements for the course of study you are enrolled in. This includes information about the courses you need to complete, course you have already completed, and other information about other requirements you have to fulfil in order to graduate.

Overall Requirements

This section informs you of the number of modules you are required to complete to fulfil the Residency Requirement in SMU.

Overall Requirements	
Not Satisfied	Residency Requirement
Satisfied	Minimum Course Units at SMU Minimum 20 CUs must be completed at SMU CUs (Required/Earned/Outstanding):
Not Satisfied	Minimum CUs towards GPA Minimum 21 CUs taken must count towards GPA CUs (Required/Earned/Outstanding):
Not Satisfied	Minimum Overall Course Units and Cumulative GPA Requirement (LLB Students: Please check the Unofficial Transcript for LLB GPA)
Not Satisfied	Single degree with 2nd Major Minimum Overall Course Units required - 38 CUs CUs (Required/Earned/Outstanding):
Satisfied	Single degree with 2nd Major Minimum Cumulative GPA required - 2.00 GPA (Minimum/Earned):

- A minimum of 20 CUs must be completed
- A minimum of 21 CUs taken must be counted towards your GPA

The minimum Overall Course Units and Cumulative GPA Requirement for each Degree/Major combinations will be outlined in this section. Do check this regularly to be informed of how many more modules you will need to take. This will be useful when you need to make decisions related to bidding/exchange in particular.

Degree/Major Requirements

This section informs you of the number and title of modules you are required to complete to fulfil your Degree Requirement in SMU.

These include:

Degree Core modules

Degree Elective modules

Major/Track compulsory modules and electives

Other module requirement information that is captured here include:

University Core modules Globalisation modules

- Modes of Thinking modules General Education modules

Asian Studies modules

Bachelor of Business Mgmt

- ▶ Marketing Major
- ▶ Corp Comm Major-101
- ▶ BBM Programme Requirements

Non-course Requirements

This section informs you of the non-course requirements you are required to fulfil in order to graduate.

These include:

Internship Community Service (CSP Hours)

- Finishing Touch (Physical Global Exposure (ISEP, OCSP, SMU-XO, workshop, Career-ready online ASEAN Internship Programme, Global module) Innovation Immersion, Short-Term Study Programme, Overseas Business Study Mission)

▼ **BBM Non Course Work Req**

Not Satisfied: Non Course Work Requirement

▼ **Internship - 101BA**

Not Satisfied: Internship - 101BA

▼ **Community Service - 101CS**

Not Satisfied: Community Service - 101CS

▼ **The Finishing Touch**

Satisfied: The Finishing Touch

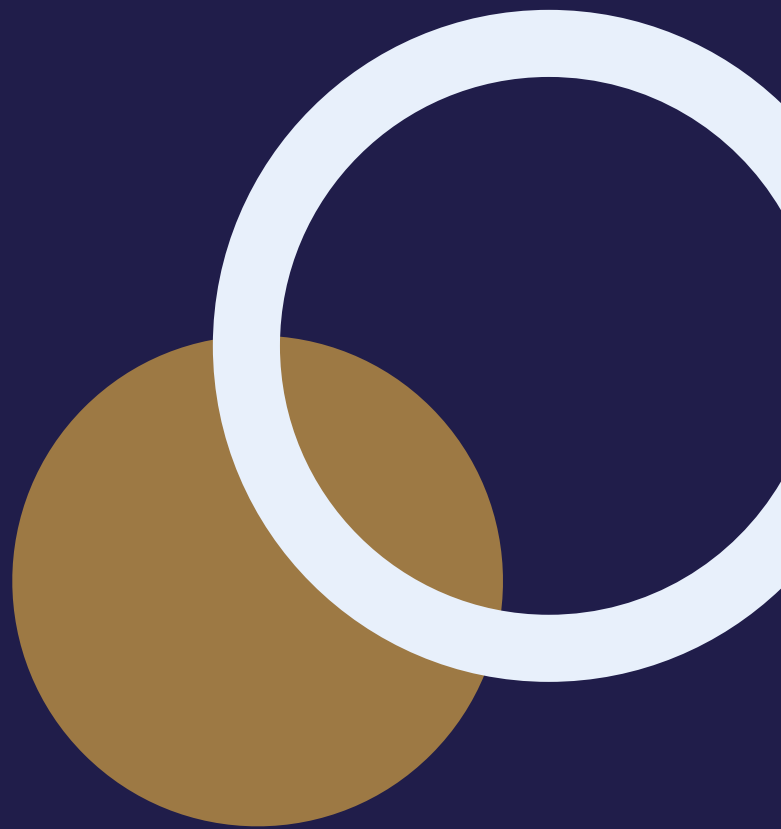
▼ **Global Exposure**

Not Satisfied: Global Exposure



**DEGREE
PROGRESS REPORT
WHAT-IF**

07



Degree Progress Report What-If

This component allows you to set up and request a simulated or "What-If" advisement report based on alternate programs of study. This is especially helpful if you are deciding what to major in or if you are considering changing your course of study. It is important to evaluate these choices carefully as they will affect your progress.

What-If Functionalities

This section offers the various steps to generating your advisement report based on your programs of study.

Step 1: Select *Create New Report* to set up your What-If scenario

What-If Report

What-if Report Selection

You may be thinking of changing your program of study and wonder how that change would affect your progress. You can use this component to set up and request a simulated or "what-if" advisement report based on alternate programs of study. Select the Create New Report button to set up your what-if scenario.

[Create New Report](#)

Step 2: Click the dropdown list to see the various First and Second Major options. Select the Major(s) that you want to create a Degree Progress Report for.

Career Scenario

Your current Career and Admit Term are indicated below. You may simulate a What-If Major as well as What-If Course List at the same time.

Institution	Career	Admit Year
SMU	Undergraduate	2019-20 Term 1

Program Scenario [Reset](#)

Your current Academic Program(s) and Major(s) are indicated below. You may simulate a What-If Major by selecting a different First and/or Second Major.

Academic Program(s)	First Major	Second Major
Bachelor of Social Science	<div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> Political Science Politics, Law and Economics Psychology Sociology <li style="background-color: #f0e68c;">To Be Declared </div>	<div style="border: 1px solid #ccc; padding: 2px;"> <input type="text"/> </div>

Step 3: Select Submit Request. (This may take a few seconds.)

Program Scenario
Reset

Your current Academic Program(s) and Major(s) are indicated below. You may simulate a What-If Major by selecting a different First and/or Second Major.

Academic Program(s)	Major(s)/Track(s)	
Bachelor of Social Science	First Major	Sociology
	Second Major	Accounting (Risk Mgmt & Assur)

Course Scenario

Select the "browse course catalog" button and then select courses for inclusion in your course what-if scenario.

[Initiate What-If Course List](#) [Edit What-If Course List](#)

What-If Course List
Personalize | View All | First 1 of 1 Last

Course

Submit Request

Overall Requirements

This section informs you of the number of modules you are required to complete to fulfil the Residency Requirement in SMU.

Programme

Bachelor of Social Science?

Status: **Not Satisfied**

Major	
Name	Status
1 Sociology?	Not Satisfied
2 Accounting (Risk Mgmt & Assur)?	Satisfied

Overall Requirements

Not Satisfied	Residency Requirement
Not Satisfied	Minimum Course Units at SMU Minimum 20 CUs must be completed at SMU CUs (Required/Earned/Outstanding):
Not Satisfied	Minimum CUs towards GPA Minimum 21 CUs taken must count towards GPA CUs (Required/Earned/Outstanding):
Not Satisfied	Minimum Overall Course Units and Cumulative GPA Requirement (LLB Students: Please check the Unofficial Transcript for LLB GPA)
Not Satisfied	Bachelor Degree; Single Degree Minimum Overall Course Units required - 36 CUs CUs (Required/Earned/Outstanding):
Satisfied	Bachelor Degree; Single Degree Minimum Cumulative GPA required - 2.00 GPA (Minimum/Earned):

Degree/Major Requirements

This section informs you of the number and title of modules you are required to complete to fulfil your Degree Requirement in SMU. These include your Degree Core modules, your Degree elective modules, your Major/Track compulsory modules and electives.

Other module requirement information that is captured here include University Core modules, Modes of Thinking, Globalisation, Asian Studies and General Education Compulsory modules.

Sociology Core

Not Satisfied: Complete:

- Intro Stats / Intro to Stats Theory
- Intro to Politics & Policy Studies
- Intro to Psychology
- Intro to Sociological Theory
- Research Methods in Sociology and Political Science
- Social Science Practicum
- Southeast Asia Past and Present
- Understanding Societies

• Units: 8.00 required, 5.00 taken, 3.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
COR-STAT1202	Introductory Statistics (SMU-X)	1.00	2020-21 Term 1	-IP	⬜
IDIS 010	Southeast Asia: Past and Present	1.00	2020-21 Term 1	-IP	⬜
POSC 003	Introduction to Political and Policy Studies	1.00	2019-20 Term 2	B	✔
PSYC 001	Introduction to Psychology	1.00	2019-20 Term 1	B-	✔
SOCG 001	Understanding Societies	1.00	2019-20 Term 1	B+	✔

Comm Mgmt Major-excl. 101

Not Satisfied: Communication Management - 2nd Major

- ▶ **Comm Mgmt Major Compulsory**
- ▶ **Non-BBM second major Prescribed (credit transfer not allowed)**
- ▶ **Comm Mgmt Major Electives**
- ▶ **Min 3 CUs Not Double Counted**

- ▶ **BSocSc University Core**
- ▶ **BSocSc Free Electives**
- ▶ **BSocSc Additional Grad Reqmt**

- ▶ **Unused Courses**

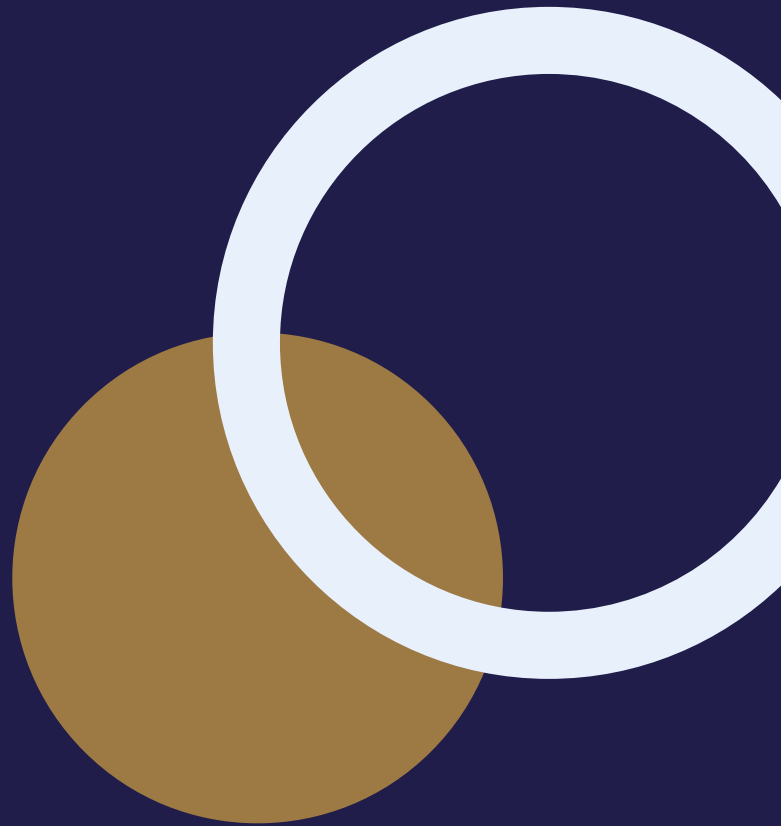
Non-course Requirements

This section informs you of the non-course requirements you are required to fulfil in order to graduate.



**DOUBLE DEGREE
APPLICATION/
WITHDRAWAL**

08



Double Degree Application

This application lets you apply for a Double Degree.

Note: The application is only open for a specific period of time. If you are keen on applying for a Double Degree, find out when the application dates are and check this application regularly to avoid missing the deadline.

Frequently Asked Questions (FAQs)

What is the difference between a double degree and a second major?

A Double Degree Programme (DDP) allows students to take courses and graduate with two different degrees. They receive two separate degree certificates.

In a second major or double major, students take courses to meet the requirements of two majors (first and the second major) in a single degree programme. Upon graduation, the name of the majors will be indicated in the result transcripts. They will NOT be shown in the degree certificate.

What are the minimum requirements for a double degree?

Places in the double degree programme are limited. To be eligible for direct entry into the DDP, applicants must produce excellent academic results. Admission into DDP at the School of Law will be decided by the School of Law.

I was not offered direct entry into the Double Degree Programme (DDP). Does this mean that I will not have the opportunity to do a double degree?

Freshmen who are not offered direct admission into DDP may enrol in the single degree programme and will be eligible to apply for the DDP by the end of Year 2 if they meet the double degree requirements, which are a minimum cumulative GPA of 3.4 and certain minimum grades in stipulated programme-specific courses.

Enrolment into the DDP is also subjected to the availability of places, and the ability to complete the DDP successfully within the normal candidature period of 4 years, so as to enjoy the subsidised tuition fees.

Freshmen who are offered direct admission into the DDP are deemed to be provisionally enrolled in the secondary degree. Provisionally enrolled students will be required to fulfil the above-mentioned double degree requirements for confirmation. As such, direct entry into the DDP does not guarantee that you will be confirmed and graduate as a double degree student.

What is the duration of a double degree programme?

The expected duration is 4 years for non-Law double degree students. Law students who are enrolled in a double degree programme will complete the programme in 5 years.

Can I withdraw from DDP and continue with a single degree programme?

Double degree students may withdraw from their secondary degree. However, before withdrawing from the double degree programme, you should seek advice from your school on how to fulfil the remaining academic requirements of your primary degree.

Double Degree Withdrawal

This application lets you request for a withdrawal from the Double Degree Programme (DDP).

Note: This application is for students who are enrolled in the DDP.

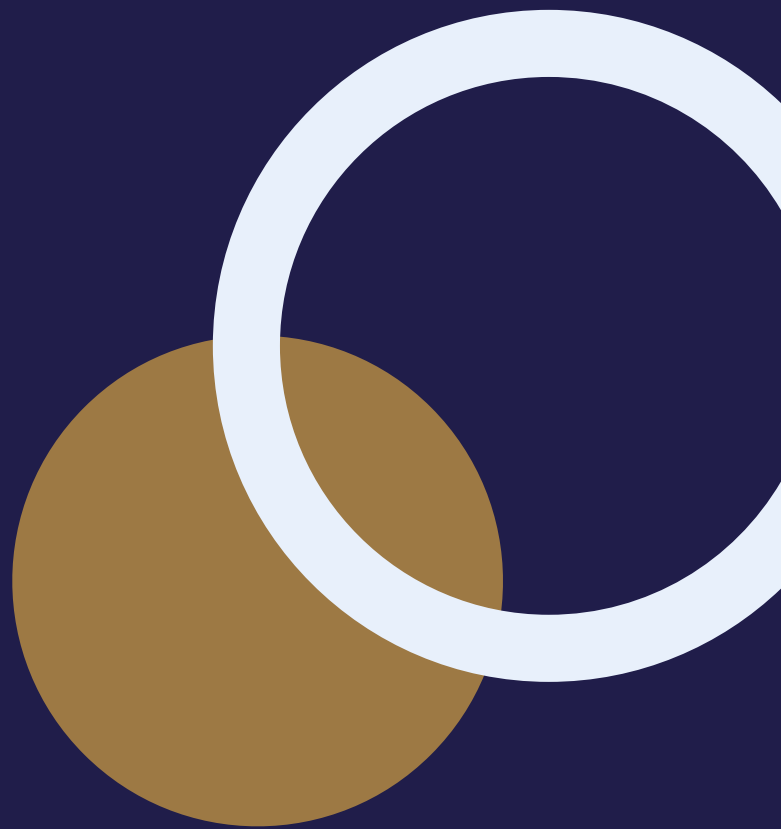
Further Enquiry

Do remember to seek advice from your school on how to fulfil the remaining academic requirements of your Primary/Secondary degree.



ELEARN

09



eLearn

eLearn is the official online-learning platform used in SMU.

The main functions of eLearn are to access course materials uploaded by your Professors, view course component grades, attempt quizzes, submit assignments and projects, and peer-evaluate group members.

Academic-related announcements will also be posted on the homepage by the school and Professors.

eLearn Platform



Most Professors teach more than 1 section within the same course.

On eLearn, you will be able to view your:

Individual section's page

Merged sections' page

OBHR101-Management of People at Work-G9 - 2020-211OBHR101G9	📌
OBHR101-Management of People at Work-G9-10-11-12 - 2020-211OBHR101G9-10-11-12	📌

Click on the 3x3 grid icon at the top Navigation bar

This allows you to access the course materials of the different modules you are enrolled in

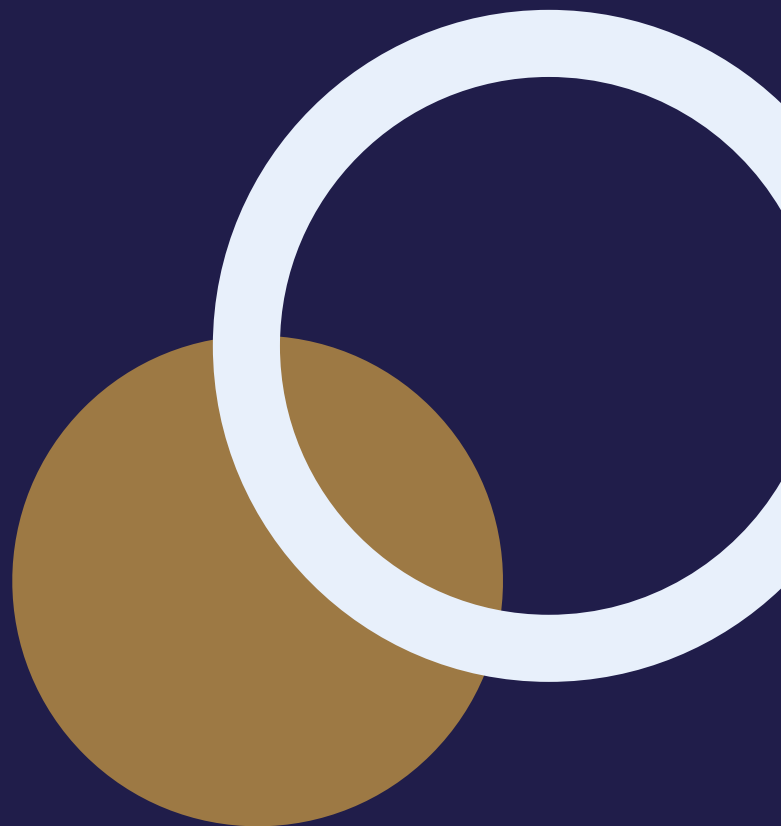
Professors often use BOTH pages for different reasons (eg. uploading of materials, release of quiz results, etc.) so be sure to check both regularly.

You may pin the pages that you refer to for course materials more regularly.



EXAM SCHEDULE

10



Exam Schedule

This page enables you to view the examination schedule for the courses you have enrolled in, in the particular semester.

Summary

My Exam Schedule

Select a term then select Continue.

	Term	Institution
<input type="radio"/>	2018-19 Term 1	SMU
<input type="radio"/>	2018-19 Term 2	SMU
<input type="radio"/>	2019-20 Term 1	SMU
<input type="radio"/>	2019-20 Term 2	SMU
<input type="radio"/>	2020-21 Term 1	SMU

[Continue](#)

Information that will be included is as follows:

- Date and
- Time Venue
- Seat Number

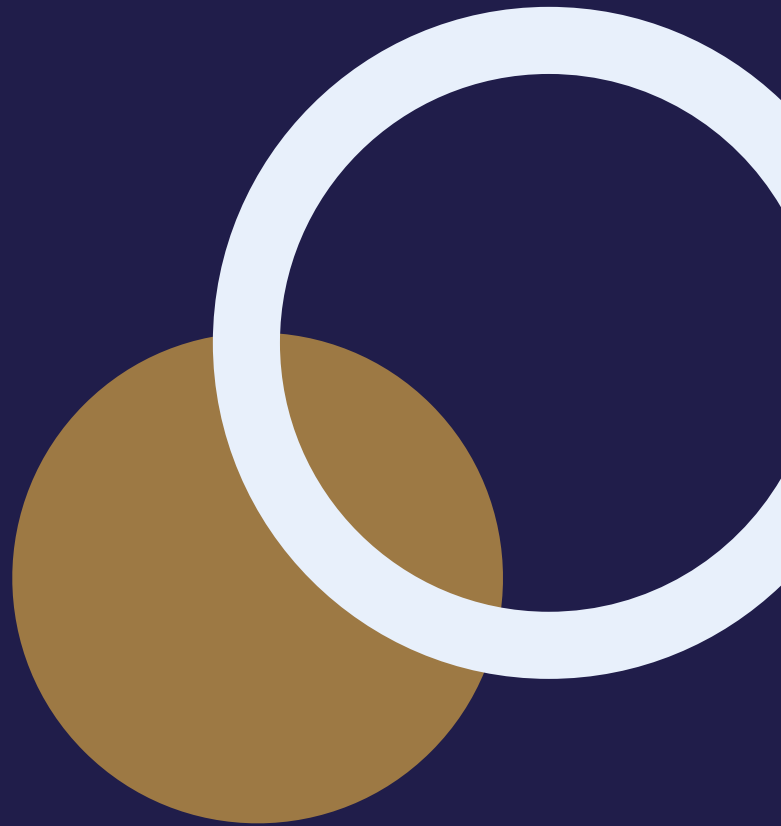
2019-20 Term 2 SMU		Change Term					
Class	Description	Exam Type	Exam Date	Schedule	Room	Seat No.	Instructor
		Final					
		Final					
		Final					

It is important to note these down in your own calendars/planners beforehand, as you do not want to forget/be misinformed about such details.



EXAMINATION GRADES

11



Examination Grades

This page shows you your final grade of each course for the semester, Term GPA, and Cumulative GPA.

View your grades

Step 1: Select the *Term* you are interested in and click *Continue*.

Search
Enroll

[My Class Schedule](#)
Term Information

View My Grades

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	2020-21 Term 1	Undergraduate	SMU
<input type="radio"/>	2019-20 Term 2	Undergraduate	SMU
<input checked="" type="radio"/>	2019-20 Term 1	Undergraduate	SMU

Continue






You will then be shown your **Grade Report** and **Term Statistics** for that particular semester.

Grade Report

This includes the Course ID, Class Name, Grade and Grade Points.

▼ Class Grades - 2019-20 Term 2

My Grade Report > 2019-20 Term 2 > Undergraduate > SMU

Course	Class Name	Units	Grade	Grade Points	Apply for Appeal
COR 1100	Writing and Reasoning	1.00			
COR 2100	Economics and Society	1.00			
COR 3001	Big Questions	1.00			
COR-MGMT 1302	Bus., Govt & Soc.	1.00			
POSC 003	Intro to Pol & Policy Studies	1.00			

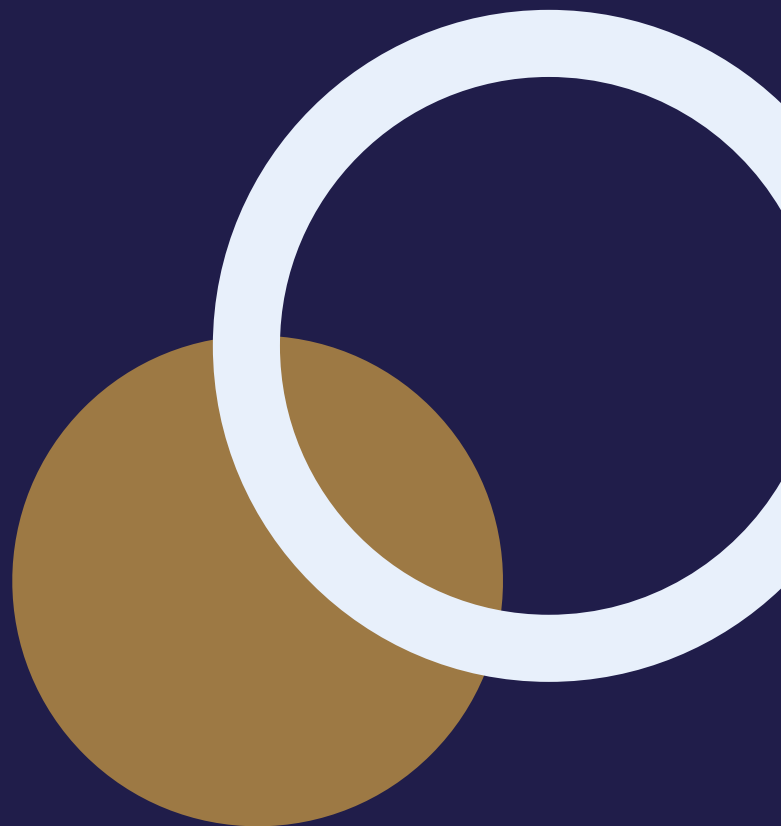
Term Statistics

This includes the Current and Cumulative Units and Grade Points.



FACILITY BOOKING

12



Facility Booking

The Facility Booking System (FBS) allows you to book rooms all over the campus.

Rooms on campus

This includes Group Study Rooms (GSRs), Classrooms (CRs), Seminar Rooms (SRs), Project Rooms (PRs) and more.

Group Study Rooms (GSRs)

Purpose of Room: Popularly used for project meetings. Students also use it for revision/to study/to do assignments.

Capacity of Room: 5-6 pax

Booking Requirement: 1 co-booker is required to successfully book a room.

Classrooms (CRs)

Purpose of Room: Some lessons are conducted in CRs. Students also use it for project meetings.

Capacity of Room: 20-30 pax

Booking Requirement: 2 co-bookers are required to successfully book a room.

Seminar Rooms (SRs)

Purpose of Room: Most lessons are conducted in SRs. Students also use it for project meetings/presentation rehearsals.

Capacity of Room: 45 pax

Booking Requirement: 2 co-bookers are required to successfully book a room.

FBS Functionalities

How to book a room? (Booking)

The screenshot shows the 'Booking' interface with the following elements:

- Navigation tabs: Booking, My Bookings, Task List.
- Date selector: 06-Aug-2020 with left and right arrows.
- Time selector: 5:00 and 6:00 with dropdown arrows.
- Filters:
 - SELECT BUILDING(S): All
 - SELECT FLOOR(S): All
 - SELECT FACILITY TYPE(S): All
 - SELECT CAPACITY: Any Capacity

● **Step 1: Select the date that you would like to book a room for.**

You may specify the time if you want to narrow your search further.

● **Step 2: Select the Building(s) that you would like to book a room in.**

You may choose just 1 or a few.

● **Step 3: Select the Facility Type(s) (type of room) that you would like to book.**

You may choose just 1 or a few.

~~Step 3a:~~ You may also specify the Floor and Capacity if you want to narrow your search further.

Step 4: After you have ticked the respective options, click on *Search Availability* to begin your search.

Step 5: You will be shown a timetable of available and unavailable slots for the date you have specified.

You may also toggle between the previous and next days to check for available slots by clicking Previous Day and Next Day respectively.

Step 6: Once you have decided on the start time, duration and end time of your reservation, click and drag to highlight the specific time period. Then, click *Make Booking*.

Note: You are only allowed to book rooms in 3-hour intervals each day.

Step 7: Indicate the *Type* and *Purpose* of your booking.

Step 8: Key in the names of co-booker(s) and tick the I agree box. Then, click *Confirm Booking*.

Step 9: Get your co-bookers to co-book the reserved slot as soon as possible to confirm the booking.

How to Confirm Bookings if you are a Co-Booker? (Task List)

Booking My Bookings **Task List**

Search My Task List

Search using Ref. Number, Facility, Status, Type of Request, Requested By

advanced search

REF. NUMBER	DATE & TIME OF USE	BUILDING	FACILITY	TYPE OF REQUEST	REQUESTED BY	STATUS
No items						
						0 ITEM(S) TOTAL

Step 1: Click the *Task List* tab.

Step 2: Tick the leftmost tickbox and select *Confirm Booking*.

How to View Confirmed Bookings? (My Bookings)

Booking My Bookings **Task List**

Search My Bookings

Search using Ref. Number, Facility, Status

advanced search

REF. NUMBER	DATE & TIME OF USE	BUILDING	FACILITY	BOOKED BY	USE TYPE	CHARGES / CREDITS	STATUS
No items							
							0 ITEM(S) TOTAL

Step 1: Click the *My Bookings* tab.

Step 2: You may the view the details of your bookings.

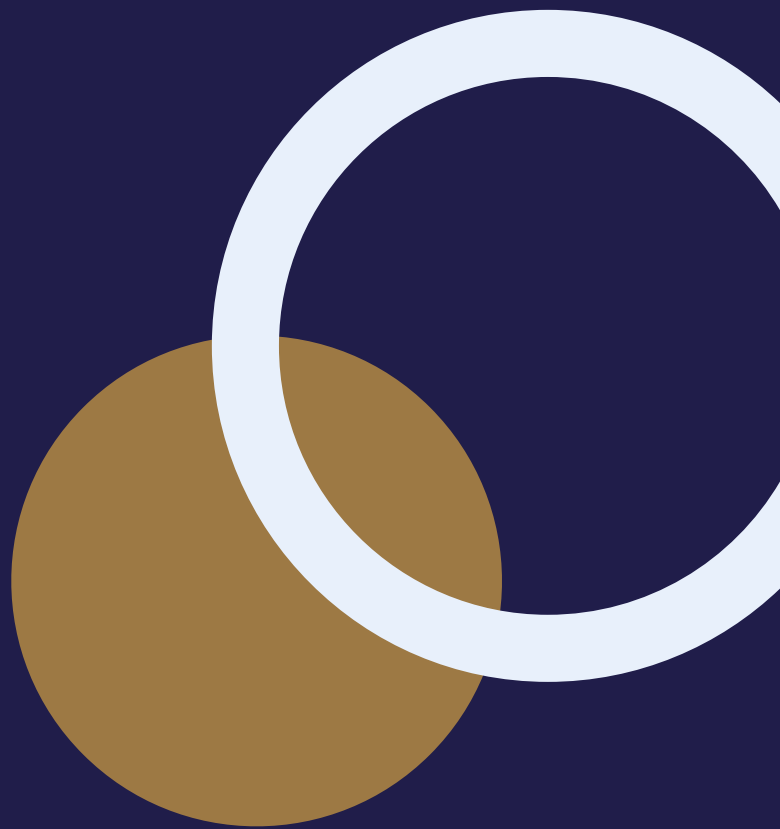
How to Delete Confirmed Bookings? (My Bookings) Step 1: Click the *My Bookings* tab.

Step 2: Tick the leftmost tickbox and select *Delete Booking*.



FINANCIAL AID APPLICATION

13



Financial Aid Application

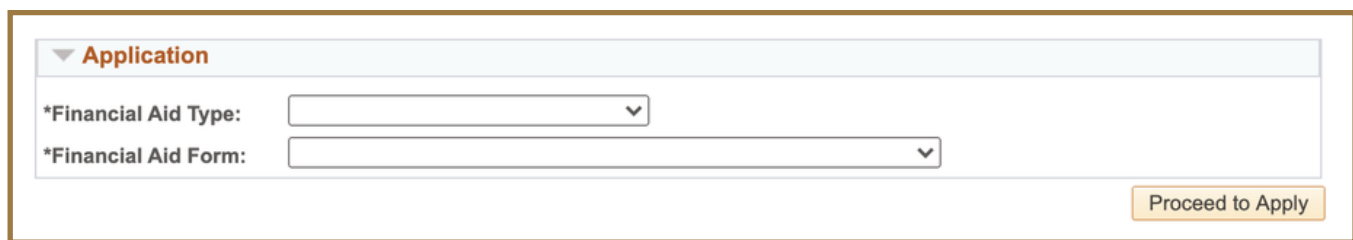
This component allows you to apply for various financial aid schemes.

Visit admissions.smu.edu.sg/financial-aid for a complete list of financial aids and their eligibility. Do take note of their application periods to ensure that you meet the deadline.

Note: The self-service app Financial Aid Application History is embedded within this application.

Sections on this page

Application



The screenshot shows a form titled "Application" with a dropdown arrow. Below the title are two dropdown menus: "*Financial Aid Type:" and "*Financial Aid Form:". To the right of the form is a button labeled "Proceed to Apply".

This is where you select the type of financial aid that you are requesting to apply for.

Financial Aid Types:

- Bursary

Grant

Loan

Scholarship

- Subsidy

Note: The different types of Financial Aid Forms are dependent on the Financial Aid Types.

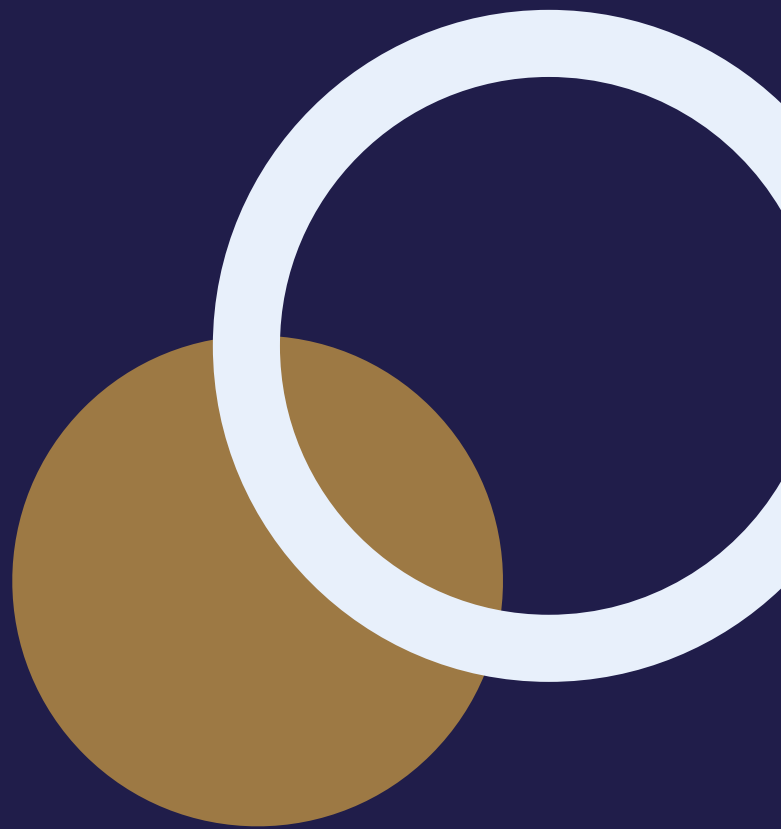
Application History

If you have applied for financial aid previously, this section will list your previous application details here.



GRADE APPEAL SUMMARY

14



Grade Appeal Summary

This is where you may submit an official Appeal for Review of an examination grade.

After the official release of exam results, students who have a genuine cause to believe that there is a mis-grading may submit an official appeal to the Office of the Registrar, within 3 working days from the day of official release of exam results (exclusive of release date).

Important Notes

- Strictly not an opportunity for students to plead for better grades.
- An administrative fee will be levied for each appeal of each course. In the event the appeal for the course is successful (ie. change of grade), the administrative fee will be refunded to the student.
- Students must NOT approach their instructors for any discussion on the course just prior and during the appeal. Instructors will not meet/discuss with students on the course or their performance during this time.

In seeking a grade review, students are not permitted to view their

- examination answer scripts. The university/instructors will NOT show the answer scripts to the students as part of the review.

Grounds of appeal

- **If student finds there is demonstrable evidence that the grade may have been influenced by discriminatory and prejudicial/unfair action on the part of the instructor.**

Note: The student may be called upon to substantiate his/her claims. A student who makes frivolous or wrongful accusation of discriminatory action can be referred by the school to the Dean of Students for disciplinary action.

- **There is an obvious error in the calculation of the grade.**



LEAVE OF ABSENCE APPLICATION

15

Leave of Absence Application

This service enables you to apply for a Leave of Absence (LOA) for a term or more than one term.

We have provided the more important pointers students need to take note of. To be more informed of the caveats, please visit this webpage and read up in your own time!

Possible reasons for LOA

- External Term Overlap
- Extra Curricular Activity
- Family Related
- Financial
- Immigration
- Internship
- Medical Leave
- Military Service
- Personal
- Work Related

Important Notes

- Students must provide detailed explanations for their reasons. Relevant supporting documents should be attached where possible.
- Students going on LOA in their penultimate term for internship must ensure that they complete their final term when they return to school.
- Foreign students who are approved to go on leave due to non-academic reason (eg. personal, health, etc) may be required to surrender their Student Pass to ICA for cancellation within 7 days from the date of cessation.

If you are currently on scholarship, LOA applied will require the scholarship

- for the programme(s) to be refunded. Further, if your applied leave is after the start of term, you will be required to pay for the amount liable, on top of refunding the scholarship.

Students who have completed the coursework requirements for their degree

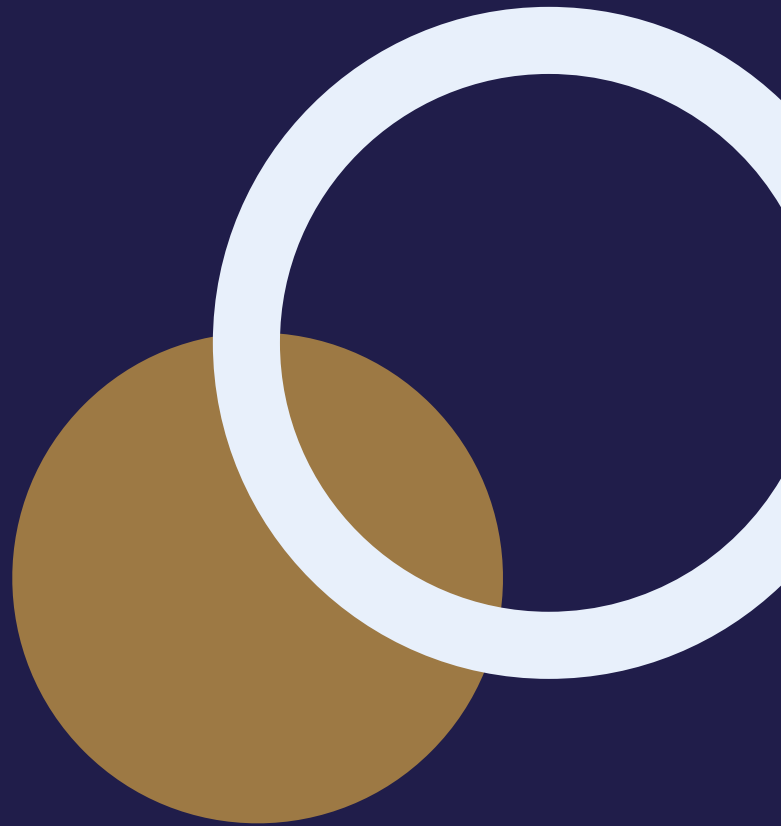
- but not their internship need not pay tuition fees for the remaining term(s) while fulfilling their internship.

As such, students who are in their final term of coursework OR have fulfilled their coursework requirements should file for graduation and should NOT apply for LOA.



MAINTAIN BANK ACCOUNTS

16



Maintain Bank Accounts

This application enables you to add Paying Bank Account Details and Receiving Bank Account Details for purposes such as fees payment, claims and more.

Note: Only Singapore Bank Accounts are accepted.

Paying Bank Account Details

- The Paying Bank Account is solely for the purpose of paying school fees **via GIRO.**
- Students are encouraged to pay their fees via GIRO as it is a hassle-free payment mode after the application has been approved.
- Click on the Add a new Paying Bank Account/Change Paying Bank Account Details link at the bottom of this section to proceed with the submission of bank information.

Receiving Bank Account Details

- The Receiving Bank Account is used for various purposes such as the pay-out of financial aids such as scholarships, bursaries, loans, expense claims etc. **to the student.**
- You are highly encouraged to get your Receiving Bank Account details approved for GIRO as this makes it easier to facilitate a cashless mode of payment to students should you need to get expense claims.

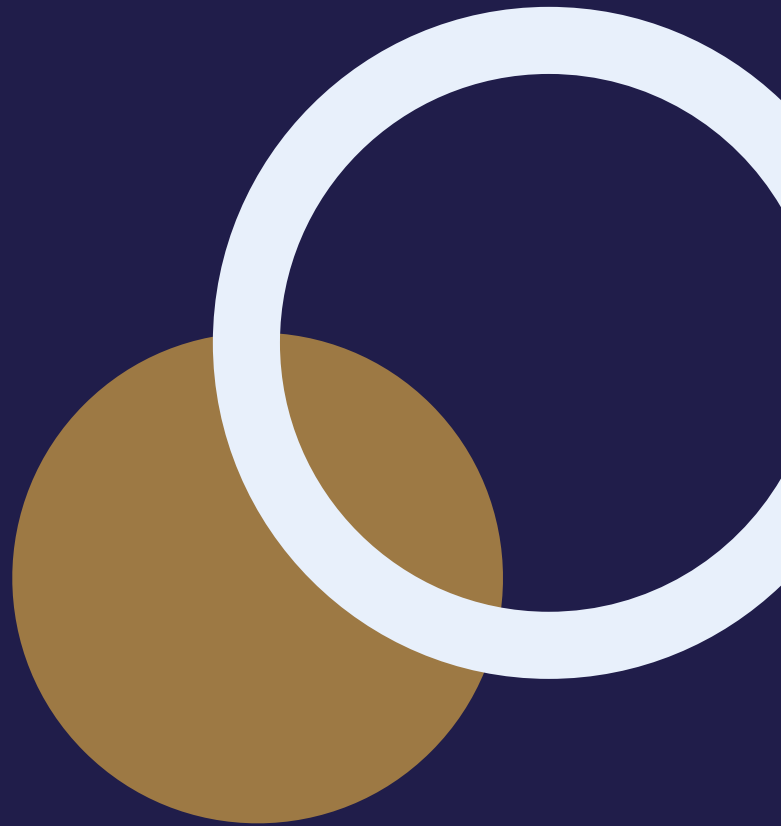
This is especially if you are actively involved in CCAs, Student Leadership Bodies, Organising Committees for campus events, etc.

- This receiving bank account must be **in your name OR joint account with you.**
- Click on the **Add a New Receiving Bank Account/Change Receiving Bank Account Details** link at the bottom of the section to proceed with the submission of bank information.



ONTRAC II

17



OnTRAC II

This application is meant for all your non-academic graduating requirement matters such as internships and community service.

Note: The Undergraduate Career Services portal and the Community Service portal are somewhat integrated, so you may find similarities in both.

Undergraduate Career Services



This Dato' Kho Hui Meng Career Centre (DKHMCC) portal contains Career Services functions necessary for your internship.

Note: To be able to view full-time/part-time internship opportunities sourced by DKHMCC, you would have to complete the e-Internship Briefing & e-Quiz on eLearn.

Home

People in your major are interested in

Some Internship/Full-Time Opportunities will be listed in this section. You may click a job posting that you are interested in and the various details of the position will be listed for your reference.

Some of these important details include:

- Job Description
- Start Date
- Key Responsibilities
- End Date
- Qualifications Required

Do read the details carefully and these will help you assess if you are suitable for the position. If you are interested in applying for a certain position, click on *Apply* and the instructions on how to apply will be outlined in the dialog box.

You will either be prompted to add your Resume directly on OnTRAC to be submitted directly to the employer or be provided with an email address to send your Resume and/or Cover Letter to.

Please follow the instructions stated carefully to avoid getting penalised in the application process.

What's New

Event/Important Update Announcements by DKHMCC will be listed in this section.

Upcoming Events

DKHMCC helps to consolidate all company events that SMU students can attend in this section.

This events could be Recruitment Drives, Company Drives or Self-Improvement

Workshops organised by reputable companies. Select on the event that you are interested to find out more.

If you have always wanted to find out more about a particular company, looking out for such events in this section will be helpful. Emails about these events will also be sent to you via your SMU email.

Shortcuts

This section provides quick links to various Career Services within OnTRAC.

Request for a Career Coaching Appointment

This function allows students to arrange an appointment with their respective Career Coaches who offer valuable advice on internships, resumes, counselling and future job opportunities.

- **Contact Us - Dato' Kho Hui Meng Career Centre**

This will lead you to the DKHMCC Contact page, where are all the important contacts of DKHMCC staff should you need any assistance.

With matters regarding your personal career path, please contact your own Career Coach, whose email you may find on this page.

Opportunities

Search

All Internship/Full-Time Opportunities will be listed in this section. The Job Postings are divided into 3 sections:

People in your major are interested in

Latęst Jobs

Trending Jobs

My Applications

If you have previously applied for an Internship or Full-Time job posted on OnTRAC, it will be listed in this section. Additionally, the offer status of your application will also be stated here.

OnTRAC II Overseas Internship Portal

All overseas Internship Opportunities will be listed in this section. If you are interested in doing an Internship overseas, do browse through the various job postings here.

Due to COVID-19, these Internship positions are remote.

Self-Proposed Internship

This section helps you get approval for an externally sourced internship if you would like to use it to fulfil the Internship requirement for graduation.

Click on *Add New* to begin.

After you have submitted the self proposal, please follow-up with an email to your Career Coach indicating the name of the firm and the Job ID submitted. Furthermore, if you need assistance with this process, do also contact your Career Coach who will guide you.

My Account

Personal

Student Information

You will be able to check who your Career Coach is and other personal information such as your Campus ID (Matriculation No.), Full Name, Profile Picture, etc.

- **For SMU Use**

Visit this section to check your status to check whether you have finished your Internship Readiness Module (IRM).

Community Service



The Centre for Social Responsibility (C4SR) platform is necessary for your Community Service Projects (CSP) application.

*Note: To be able to view all available Community Service (both local and overseas) opportunities under the purview of C4SR, you would **have needed to complete the Community Service (CS) e-Briefing on eLearn.***

Home

What's New

Event/Important Update Announcements by C4SR will be listed in this section.

Shortcuts

This section provides quick links to various webpages about Community Service and/or C4SR.

More Info on C4SR

This will lead you to the C4SR Contact page. Here are all the important contacts of C4SR staff should you need any assistance.

Community Service Projects

Search

All Community Service Projects (CSP) available for SMU students to apply to will be listed in this section.

Those who have been accepted into Local CSP, Overseas CSP Programmes or Campus Event Organising Committees are required to officially apply for them here. This is so that you can be eligible for CSP hours.

To find the CSP you have been accepted into, type your official CSP title in the *Keywords* search bar. Your CSP Leaders will provide you with more information on the steps you have to take to get your application approved.

My CS Applications

If you have previously applied for a CSP posted on OnTRAC, it will be listed in this section. Additionally, the offer status of your application will also be stated here.

Self-Proposed Community Service Project

This section helps you get approval for a Community Service Project that you have outsourced or that you are spearheading. This is applicable if you are a Local/Overseas CSP Leader, Directors of CSP Clubs or part of the admin team in a Campus Event Organising Committee.

Click on *Add New* to begin.

Respective club Executive Committee members and/or OSL staff will advise on the details to be filled up for the project.

My Account

Personal

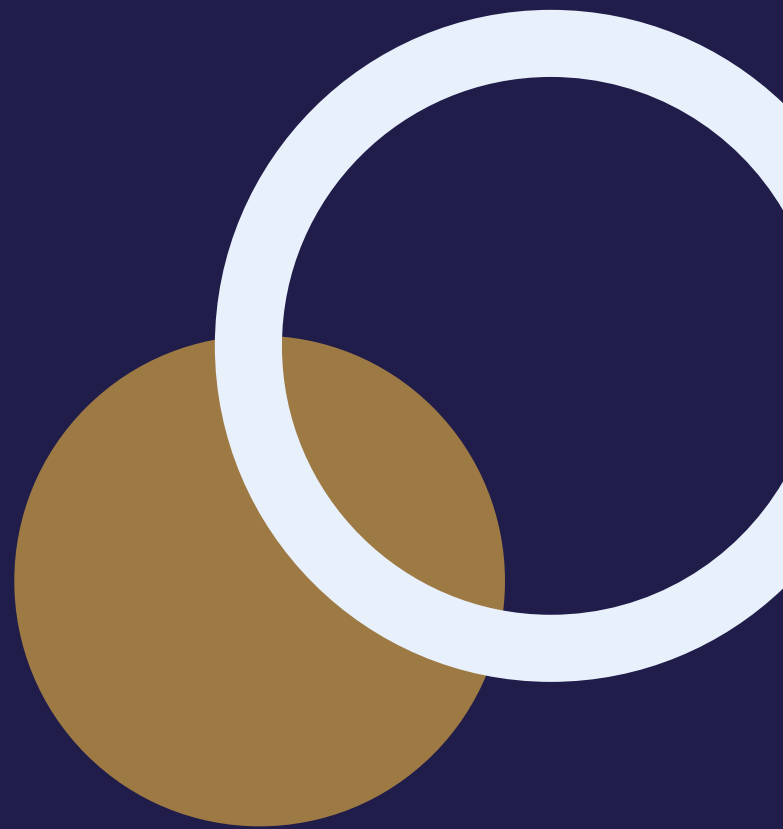
For SMU Use

Visit this section to check your status to check whether you have finished your Community Service Module Pre-requisites.



PARTICIPATION AND GRADING

18



Participation and Grading

This page shows the details of Community Service Projects (CSPs) and Internship(s) that you have participated and completed.

For AY2018/2019 and earlier

The overview includes:

Internship

CSP

- The Finishing Touch
- Global Exposure

**The status of your participation would either be In Progress or Completed.*

**Check that all your participation records for the aforementioned categories are stated here.*

- You are required to submit ONLY 1 Internship Report and ONLY 1 Community Service Report.
- If you are unable to create a new Internship/Community Service Report, it would mean that you have already submitted a report for another Internship/Community Service Report previously, and grading process is already underway.

For AY2019/2020 onwards

The status of completion is split into 3 segments:

Pre-Activity

Mid-Activity

Post Activity

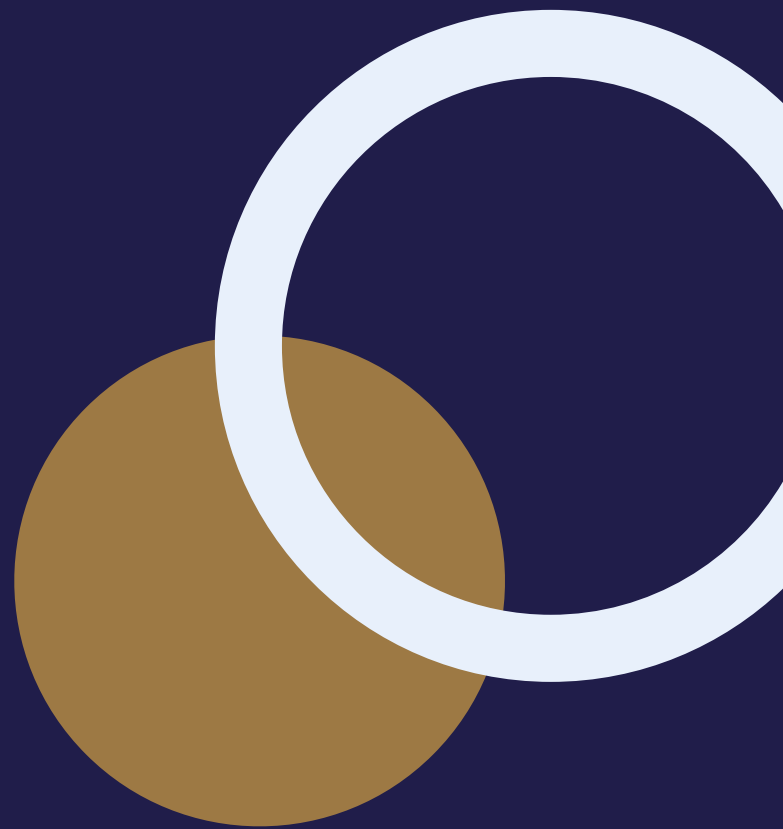
**After completing ALL 3 segments, the reflection status will reflect Completed.*

**It will also state the number of hours being recognised and the number of hours you have yet to complete in order to complete the Community Service requirement for graduation.*



SLIMS

19



SLiMS

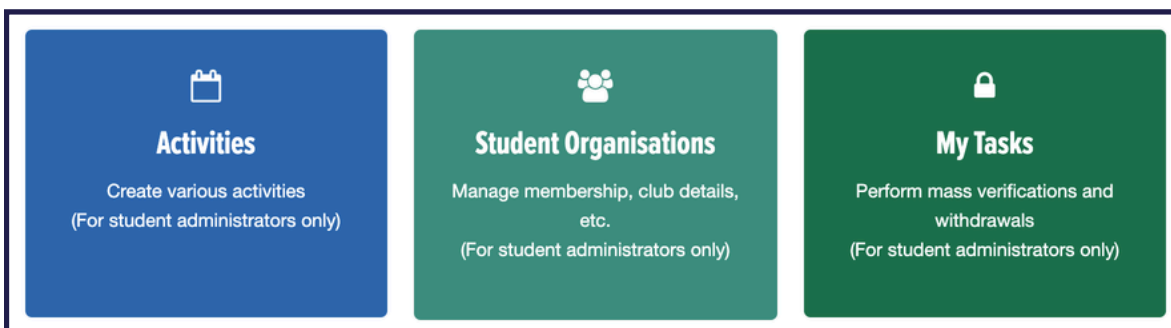
The Student Life Management System (SLiMS) keeps track of your CCA records in SMU.

For All Students



- All students are only able to access the CCA Records tab to view their contributions and appointments in their CCAs, Clubs, Societies and Events thus far.
- Students may also view the various activities/events they were involved in from the Activities tab, and may view the student organisations that they are a part of from the Student Organisations tab.

For Student Administrators

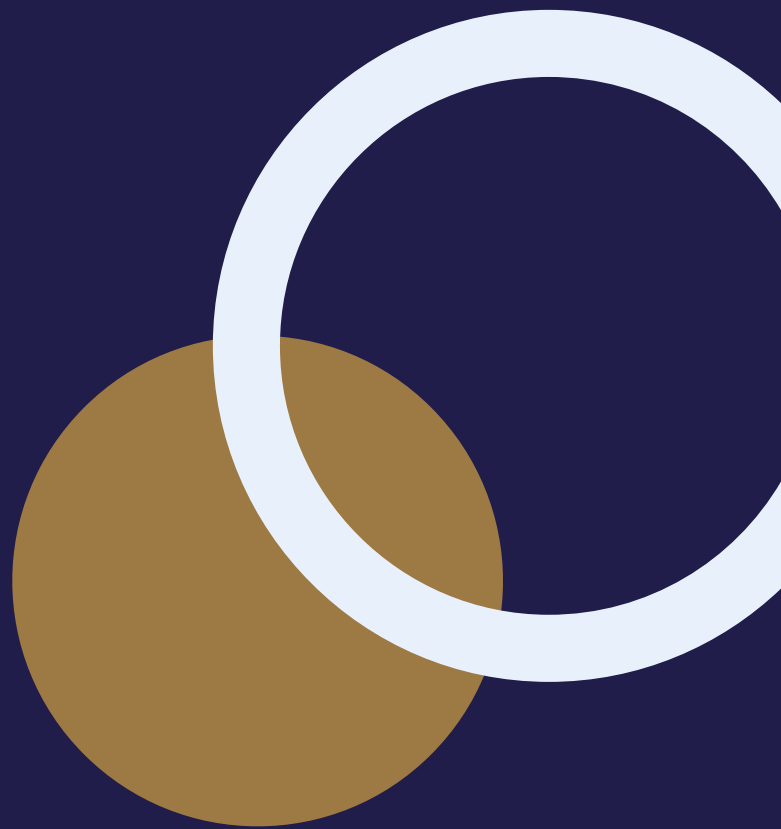


- Students Administrators (Honorary General Secretaries/Human Resource Directors of their respective Clubs/CBDs/Societies/Events) are in charge of recording students' participation records.
- They are the only ones who can gain access to add/create activities in the **Activities, Student Organisations and My Tasks tabs.**



STUDENT EMPLOYMENT SYSTEM

20



Student Employment System

The SMU Student Employment System (SES) allows you to seek and apply for part-time/temporary job opportunities.

Summary

The username to gain access to the system will be your school email address inclusive of your faculty. (Eg. *john.doe.2020@business.smu.edu.sg*)

Managed by the Student Employment Unit (under the Office of Undergraduate Admissions & Financial Assistance), the SES is system providing employers and SMU undergraduates to an online employment access.

Step 1: The resume page requires you to fill in your Personal Particulars, Education Particulars and your Photograph.

Step 2: Fill in your criteria and enter the search button for your desired job. Click View All Jobs to browse through the list of jobs available.

On-Campus Work Schemes

This tab show the various work schemes available to undergraduates.

SMU Work-Study Grant Scheme (WSG)

- The SMU WSG is set up to ensure that SMU students are not deterred or distracted from successfully pursuing full-time academic studies because of adverse financial circumstances.
- The scheme will also provide students with a means of support for overseas study exchanges, business study missions, and/or internships.
- Working for the grant, instead of an outright hand-out, fosters a sense of self-worth, promotes dignity in work, provides exposure to the work environment, and instills a stronger commitment to their alma mater.

- The WSG is pegged at \$2,000 per application for which the student has to work 200 hours. For assignments less than 200 hours, students will be paid \$10 for every hour worked.
- Students will only be placed if there are job vacancies in SMU, and if their skills meet the requirements of the job.

Research Assistant

Please approach your school/faculty staff on available positions.

Teaching Assistant

Please approach your faculty on available positions.

Remuneration is based on the rate of \$8.18 per hour up to a maximum of \$500 per section per semester.

The requirements are:

- A competent senior, who achieved at least an A- minus grade for the course completed under the same or a different instructor

Has an overall GPA of at least 3.0 and above

- Can cope with his/her own study workload

Non-Permanent Staff

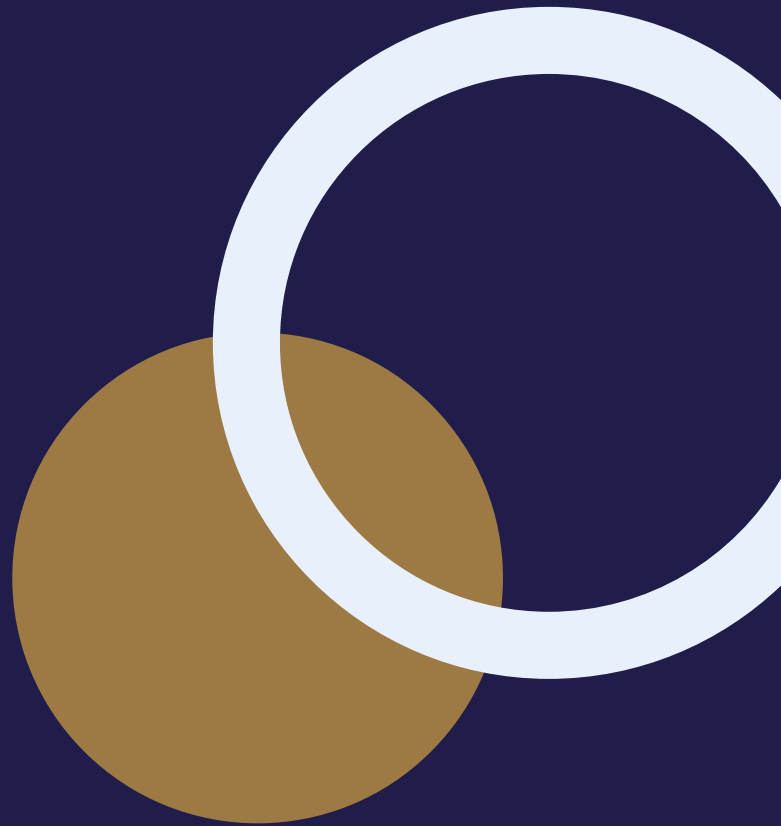
Please approach your school/faculty staff on available positions.

Remuneration is at the hourly rate of \$8.18.



UNOFFICIAL TRANSCRIPT

21



Unofficial Transcript

This application allows you to request for an Unofficial Transcript, which is an uncertified copy of your academic record.

You might be asked for an Unofficial Transcript when you apply for internships while you are still pursuing for your degree in SMU.

Generating the Unofficial Transcript

Step 1: Select *UNGRAD TYPE* from the Report Type dropdown list.

Step 2: Click on *Run Report*.

Step 2a: Click OK and you will see a new window/tab open, which will show you the status of your request. Do not close this new window/tab.

Step 3: After your Unofficial Transcript has loaded, you may save a copy of it on your computer. Right click and select *Save As* and rename the document to a naming convention that the company/organisation has requested.

Note: Any tampering/modification/amendment of the transcript is strictly prohibited. Doing so in an attempt to mislead is an offence and will be subjected to university discipline.

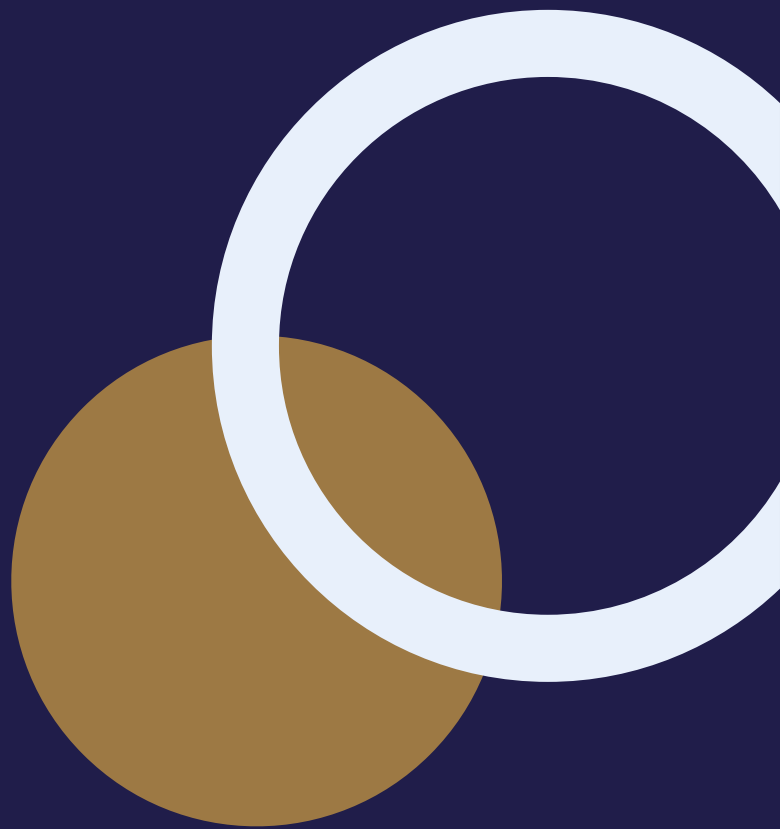
Important Notes

- This generation of the Unofficial Transcript may take a few minutes to complete. Do NOT close the window while your request is being processed. Upon success, your requested Unofficial Transcript report will be displayed in the same window.
- It cannot be used as an Official Transcript as it does not bear the Registrar's signature, nor is it printed on security paper. An Unofficial Transcript should be used for reference, or in circumstances where a certified copy of your academic record is not required.
- Queries regarding any errors in your academic record should be directed to the Registrar's Office (registrar@smu.edu.sg) immediately.



UPDATE PERSONAL DATA

22



Update Personal Data

This application allows you to update any Personal Data for school administrative purposes. This is to make it easier for you to edit any personal information, should they change in your time in SMU.

Categories

- House Address
- Phone Numbers
- Email Addresses
- Marital Status
- Religious Preferences
- Emergency Contacts

Note: Remember to save your changes every time you make an edit to any of your details.



The screenshot shows a confirmation step in a multi-step process. At the top right, there is a progress indicator with eight numbered steps (1-8), where step 1 is highlighted with a dashed border. Below this, the word "Confirmation" is displayed above a horizontal line. Underneath, the text reads "I confirm that my self-service personal data is correct." A "Confirm" button is positioned below the text. At the bottom right of the form area, there is a "< Previous" button.

To ensure that all your information is accurate and is keyed into the system, remember to select *Confirm* to verify all the changes you have made.

CONNECT WITH US:



For more information on faculty-specific academic matters, do refer to your respective Student Academic Handbooks at OASIS > Academic (tab) > Curriculum Advisement > Student Academic Handbook

You may contact SMUSA's Academic and Welfare Department at acad.welfare@sa.smu.edu.sg for any queries.

Alternatively, you may email your respective faculty for queries regarding specific courses.