



ACADEMIC PLAN  
APPLICATION / DECLARATION  
- Declare Academic Plan  
Student User Guide

## Overview

Academic Plan Declaration allows students to declare their Majors, Specialisations, Tracks, Minors and 2<sup>nd</sup> Majors during the main semesters.

Most Undergraduate programmes and a limited number of Graduate programmes require its students to declare their Academic Plan before the CourseReg exercise.

To ensure that students are assigned the appropriate curricular priority for their course choices in CourseReg, students are strongly advised to complete their Academic Plan Declaration (if applicable) **24 hours before** participating in the CourseReg exercise.

### **Academic Plan Declaration is required for the following Faculty/Schools:**

#### **Undergraduate**

- Faculty of Arts and Social Sciences
- School of Business
- School of Computing
- College of Design and Engineering
- College of Humanities and Sciences
- Faculty of Law
- Faculty of Science
- Yong Siew Toh Conservatory of Music

#### **Graduate**

- School of Business (\*applicable to selected programmes only)
- College of Design and Engineering (\*applicable to selected programmes only)

\* Academic Plan Declaration requirement is determined by the student's home faculty. Thus, please check with your home faculty/department if you have queries with regards to the requirements.

#### **Note:**

Declarations can only be made during the designated declaration period for the semester. **Students are NOT allowed to change their declaration within the same semester once it has been submitted.**

If students have any questions or need clarification regarding their Academic Plan(s), they should contact the relevant Faculty, College, School, Department, or Institute.

## Step by Step guide for 'Academic Plan Declaration – Declare Academic Plan'

### 1) Navigate to Academic Plan Declaration

Once you have logged in, you will see **My Homepage** with picture icons which you can select and navigate to the respective pages in EduRec.

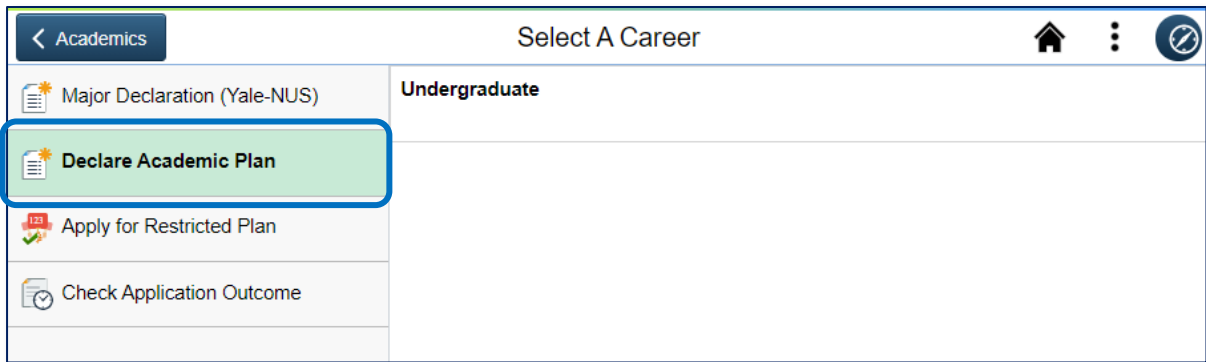
☞ Click Academics icon.



☞ Click Acad Plan Appln/Declaration Icon.

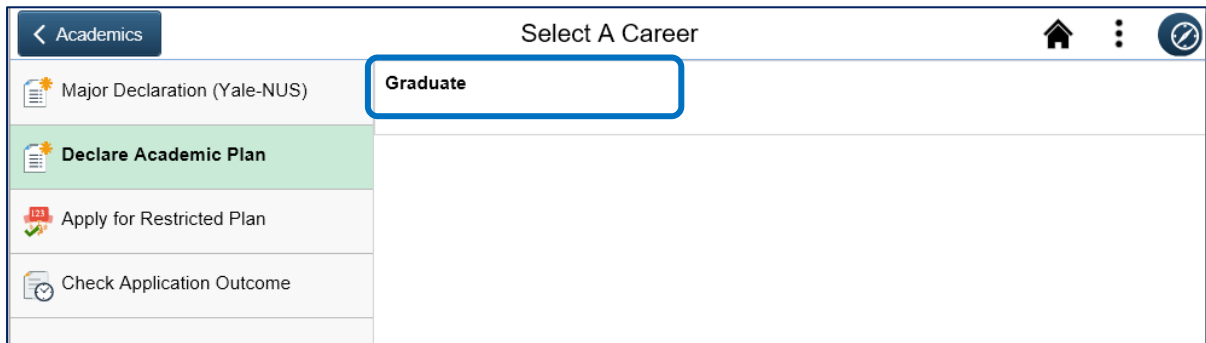
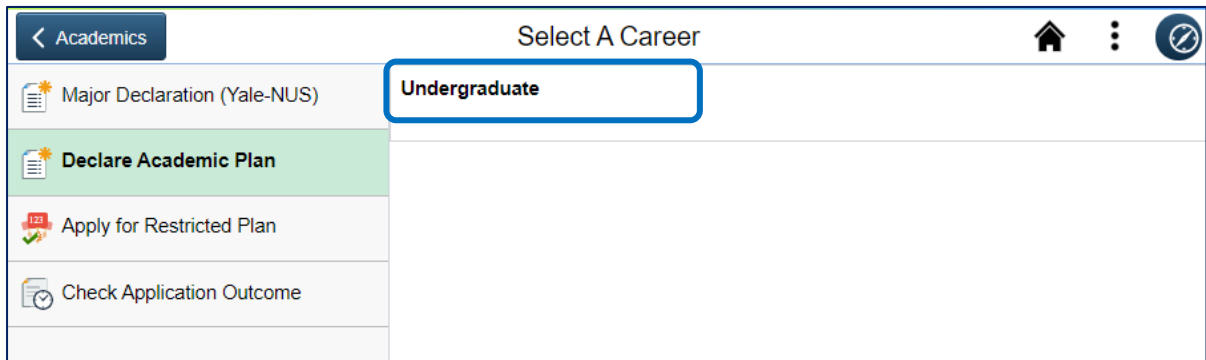


☞ Click on 'Declare Academic Plan'



## 2) Select your Career.

☞ Click 'Undergraduate' or 'Graduate'.



### 3) Verify your current Academic Programme

- a) For Students who are not allowed to read a new Major, you will see a page that shows your current Academic Programme.

☞ Click 'Next' button, then go to Step 5.

**Declare Academic Plan**

**Academic Plan Declaration for Academic Year 2018, Semester 2**

**Bachelor of Arts**

Academic Program Bachelor of Arts  
 Academic Plan European Studies (Major)  
 Tracks Spanish - TRK  
 Minors Art History (Minor)

Once you have submitted your declaration, you will not be allowed to make any changes.

If you have questions or find any of the information inaccurate or incomplete, please contact your program/subject advisor at the Faculty/School.

- b) For Students who are allowed to read a new Major, the Major Declaration page will show your current Academic Programme.

☞ Click 'Next' button if you do not wish to read a new Major, then go to Step 5

**Major Declaration**

**Major Declaration for Academic Year 2022/2023 Semester 1**

**Bachelor of Engineering**

Academic Program: Bachelor of Engineering  
 Academic Plan: Civil Engineering (Hons)  
 Minors: Infras' Mgmt & Finance (Minor)  
 Others: Polytechnic Req Track-UGRD

Would you like to read a new Major?  No

**Note: Please review your selection before you click Submit. Once you have submitted your declaration, you will not be allowed to make any changes.**

If you require any assistance, please contact your program/subject advisor at the Faculty/School.

#### 4) Declare a New Major (For Students who are allowed to read a new Major)

☞ Slide to 'Yes' if you wish to read a new Major and select your choice of new Major accordingly

### Major Declaration for Academic Year 2021/2022 Semester 1

**Bachelor of Science**

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Academic Program: Bachelor of Science  
Academic Plan: Chemistry (Hons)  
Minors: European Studies (Minor)

Would you like to read a new Major?  Yes

**Please select your choice of Major:**

Academic Plan (Major)	Faculty	Academic Program
<input type="text"/>		

Applied Mathematics (Hons)  
European Studies (Hons)

**Once you click OK. Once you have submitted your declaration, you will not be able to change your declaration.**

If you require any assistance, please contact your program/subject advisor at the Faculty/School.

☞ Slide to 'Yes' to drop any existing plans that conflict with the newly chosen Major

**Major Declaration for Academic Year 2021/2022 Semester 1**

**Bachelor of Science**

Academic Program: Bachelor of Science  
 Academic Plan: Chemistry (Hons)  
 Minors: European Studies (Minor)

Would you like to read a new Major?  Yes

**Please select your choice of Major:**

Academic Plan (Major)	Faculty	Academic Program
European Studies (Hons) ▼	Faculty of Arts & Social Sci	Bachelor of Arts

The primary major plan that you are intending to read conflicts with your second major/minor plan(s). Please drop your conflicting second major/minor plan(s) or change your choice of primary major.

Conflicting Plans	Drop?
0100EUMIN      European Studies (Minor)	<input type="checkbox"/> No

☞ Click 'Next' button.

**Major Declaration for Academic Year 2021/2022 Semester 1**

**Bachelor of Science**

Academic Program: Bachelor of Science  
 Academic Plan: Chemistry (Hons)  
 Minors: European Studies (Minor)

Would you like to read a new Major?  Yes

**Please select your choice of Major:**

Academic Plan (Major)	Faculty	Academic Program
European Studies (Hons) ▼	Faculty of Arts & Social Sci	Bachelor of Arts

The primary major plan that you are intending to read conflicts with your second major/minor plan(s). Please drop your conflicting second major/minor plan(s) or change your choice of primary major.

Conflicting Plans	Drop?
0100EUMIN      European Studies (Minor)	<input checked="" type="checkbox"/> Yes

**Note: Please review your selection before you click OK. Once you have submitted your declaration, you will not be allowed to make any changes.**  
 If you require any assistance, please contact your program/subject advisor at the Faculty/School.

### 5) Select your declaration accordingly.

- All Program and Plans will be loaded from your Academic Programme.
- Click  to add
- Click  to delete or drop
- Click  to change
- You can click Declare without making any changes if you wish to retain your previous declaration.

👉 Click Declare button.

If the semester is beyond your 5<sup>th</sup> semester of study, you are not allowed to opt for a new Second Major or Minor.

Click the magnifying glass to change Major, Specialisation, Tracks, 2<sup>nd</sup> Major or Minor.

\* Change of Major is only applicable to some undergraduate programmes

\* Minors and 2<sup>nd</sup> Major is only applicable to undergraduate programmes.

Priority Ranking for Specialisation.

See description below.

Click the + button to add a new Specialisation, Track, 2<sup>nd</sup> Major or Minor.

Click the - button to delete/drop a specialisation, track, 2<sup>nd</sup> Major or Minor.

#### Priority Ranking for Specialisation

Undergraduate students are required to rank their specialisation for the purpose of calculating the Priority Score for a course he/she selects in Course Registration (CourseReg).

Only First Major First Specialisation will be given priority. First Major Second Specialisation onwards will be given First Major priority.

Please refer to the Course Registration website

([http://www.nus.edu.sg/CourseReg/using\\_coursereg\\_undergraduate.html](http://www.nus.edu.sg/CourseReg/using_coursereg_undergraduate.html)) for more information about Priority Score.



**Select a new 2<sup>nd</sup> Major or Minor**

☞ Click the Magnifying glass. (Do not just type the title in the textbox.)

The screenshot shows the 'Declare Academic Plan' interface for the 2018 Semester 2. It includes sections for 'Academic Plan' (0100EURMAJ - European Studies (Major)), 'Specialisation', 'Tracks' (0100LASTR1 - Spanish - TRK), and 'Declare 2nd Major'. A magnifying glass icon is highlighted in the 'Declare 2nd Major' section. At the bottom, there are 'Back' and 'Declare' buttons.

☞ Select the 2<sup>nd</sup> Major from the lookup table.

The screenshot shows a 'Lookup' dialog box with the search criteria 'Declare 2nd Major'. The search results are displayed in a table with 25 rows. The table has two columns: 'Academic Plan' and 'Description'.

Academic Plan	Description
0100EU2MJ	European Studies (2nd Maj)
0101CH2MJ	Chinese Studies (2nd Maj)
0101CL2MJ	Chinese Language (2nd Maj)
0102NM2MJ	Comms & New Media (2nd Maj)
0103EC2MJ	Economics (2nd Maj)
0104EL2MJ	English Language (2nd Maj)
0104EN2MJ	English Lit (2nd Maj)
0104TS2MJ	Theatre Studies (2nd Maj)
0105GE2MJ	Geography (2nd Maj)
0106HY2MJ	History (2nd Maj)
0107JS2MJ	Japanese Studies (2nd Maj)

### 6) Complete your Declaration.

Verify your selections and click the submit button.

☞ Slide to 'Yes' and Click Submit button if selection shown is correct.

The screenshot shows a web browser window with the URL <https://csaac.nus>. The page title is "Declare Academic Plan". The main heading is "Academic Plan Declaration for Academic Year 2018, Semester 2". Below this, the program is listed as "Bachelor of Arts". The academic plan is "European Studies (Major)", with tracks "Spanish - TRK" and minors "Art History (Minor)". A confirmation statement reads: "By checking this box, I confirm that my declaration information are in order for on for Academic Year 2018, Semester 2". A radio button labeled "No" is selected. At the bottom, there are "Back" and "Submit" buttons. The "Submit" button is highlighted with a blue box.

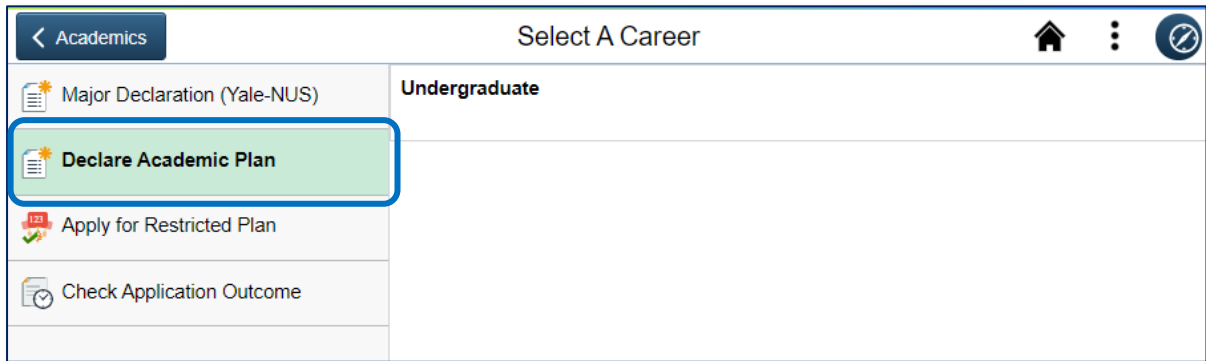
The screenshot shows the same web browser window after submission. The page title is "Declare Academic Plan". A green message box at the top states: "Your Academic Plan Declaration has been submitted." Below the message is a "Return to Main Page" button.

## 7) After Declaration

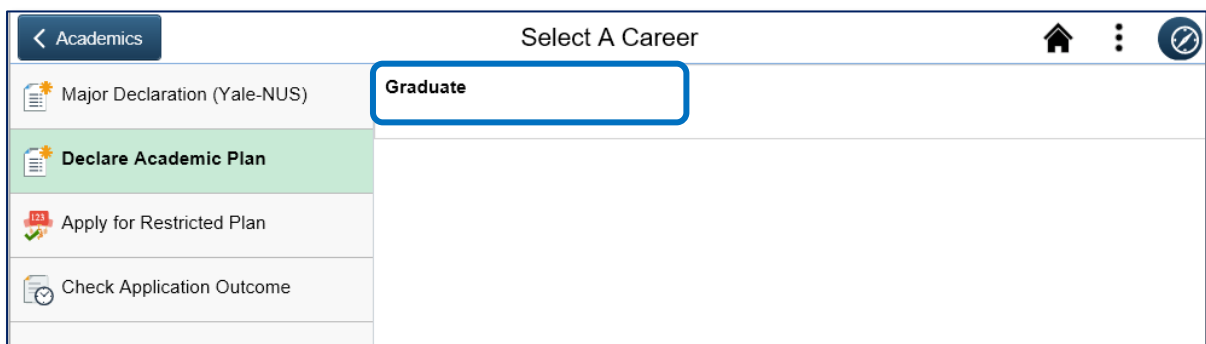
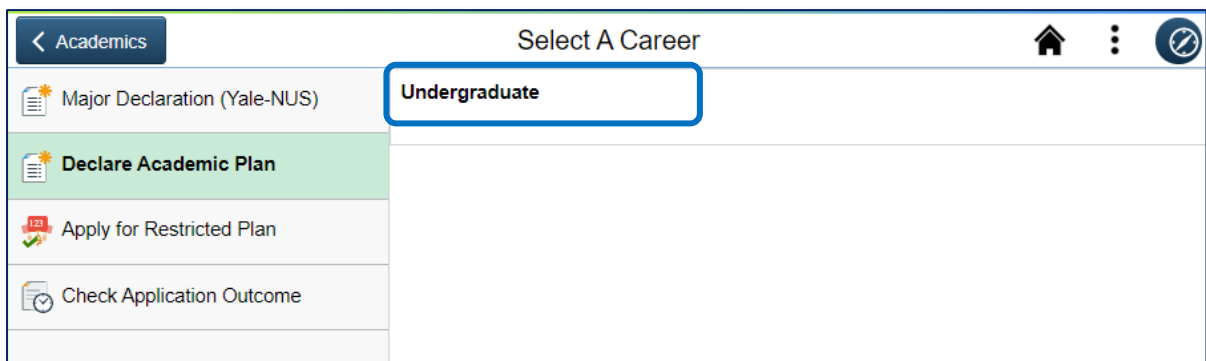
You can view your Academic Plans Declaration submission.

**Note:** Students may not modify their declaration for the current semester after submission.

☞ Click on 'Declare Academic Plan'



☞ Click 'Undergraduate' or 'Graduate'.



- a) For Students who are not allowed to read a new Major, you will see a page that shows a message that you have completed the Academic Plan Declaration.

☞ Click 'Next' button to view your submission.

**You have completed your Academic Plan Declaration for Academic Year 2023/2024 Semester 1. Please click on the 'Next' button to verify your submission.**

**Declare Academic Plan**

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**Bachelor of Business Admin**

Number of 2nd Major (including restricted) allowed = 1  
 Number of Minor (including restricted) allowed = 3





Note: Changing of Major or opting for a new Minor, Second Major is not allowed beyond the end of the 5th semester of study.

<b>Academic Plan</b> ↑↓		
0200BBAHON	BBA (Hons)	
<b>Specialisation</b>		<b>Priority</b>
0200SCMSP2	Ops & Supply Chain Mgt-SPN	1
<b>Tracks</b> ↑↓		
<b>Declare 2nd Major</b> ↑↓		<b>Sub-Plan</b> ↑↓
0111PL2MJ	Psychology (2nd Maj)	
<b>Declare Minor</b> ↑↓		<b>Sub-Plan</b> ↑↓
<b>Others</b> ↑↓		<b>Sub-Plan</b> ↑↓

- b) For Students who are allowed to read a new Major, the Major Declaration page will show your current Academic Programme.

 This page will show your academic plans before declaration. Click 'Next' button to view your submission.

**Major Declaration**

<div style="margin-bottom: 5px;"> Major Declaration (Yale-NUS)</div> <div style="margin-bottom: 5px; background-color: #e0f2f1; padding: 2px;"> <b>Declare Academic Plan</b></div> <div style="margin-bottom: 5px;"> Apply for Restricted Plan</div> <div style="margin-bottom: 5px;"> Check Application Outcome</div>	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;"><b>Major Declaration for Academic Year 2023/2024 Semester 1</b></div> <div style="border: 2px solid blue; border-radius: 15px; padding: 10px; margin-bottom: 10px;"> <p><b>Bachelor of Engineering</b></p> <p><b>Academic Program:</b> Bachelor of Engineering</p> <p><b>Academic Plan:</b> Chemical Engineering (Hons)</p> <p><b>Others:</b> Polytechnic Req Track-UGRD</p> </div> <p><b>Would you like to read a new Major?</b> <span style="float: right;">No</span></p> <p>If you require any assistance, please contact your program/subject advisor at the Faculty/School.</p> <p><b>You have completed your Major Declaration for Academic Year 2023/2024 Semester 1. Please click on the 'Next' button to verify your submission.</b></p> <div style="text-align: right; margin-top: 10px;"> <span style="border: 1px solid gray; padding: 2px 10px; margin-right: 10px;">Cancel</span> <span style="background-color: #0070c0; color: white; padding: 2px 10px; border-radius: 5px;">Next &gt;</span> </div>
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**Academic Plan Declaration for Academic Year 2023/2024 Semester 1**

**Bachelor of Engineering**

Number of 2nd Major (including restricted) allowed = 1  
 Number of Minor (including restricted) allowed = 2

Note: Changing of Major or opting for a new Minor, Second Major is not allowed beyond the end of the 5th semester of study.

<b>Academic Plan</b> ↑↓		
0602CHEHON	Chemical Engineering (Hons)	
<b>Specialisation</b>		
0602BPMSPN	Biopharmaceutical Engrg-SPN	<b>Priority</b>
		1
<b>Tracks</b> ↑↓		
<b>Declare 2nd Major</b> ↑↓		<b>Sub-Plan</b> ↑↓
<b>Declare Minor</b> ↑↓		<b>Sub-Plan</b> ↑↓
<b>Others</b> ↑↓		<b>Sub-Plan</b> ↑↓
AQ00POLAAQ	Polytechnic Req Track-UGRD	

< Back
Declare >

## Frequently Asked Questions

**1) I forgot to opt for a new Second Major or Minor / I declared the wrong Second Major or Minor, what can I do? Can I make changes to my declaration? Can I re-declare my academic plans?**

Students may not modify their declaration for the current semester after submission. You may wish to make the changes in the exercise for the next semester.

**2) I cannot find the restricted Second Major or Minor which I want to declare, what shall I do?**

Approval from the host faculty/department is required for enrolment into a restricted programme, and students are required to apply to the programme. The stipulated period for submitting applications for restricted programme is already over (April for Semester 1, November for Semester 2). You may want to submit your application in the next exercise. An email circular will be sent out to students nearer to the date of the next exercise.

**3) It's beyond my 5<sup>th</sup> semester of study, can I still change or opt for a new Second Major or Minor?**

You are not allowed to make changes or opt for a new Second Major or Minor beyond your 5<sup>th</sup> semester of study.

**4) I have accepted a Transfer to another programme, but my academic plans are not updated yet, shall I proceed with Academic Plan Declaration?**

You may wish to proceed to submit the Academic Plan Declaration with the current academic plans. Your academic plans will be updated to your Student Records directly upon successful transfer of programme. If you need further assistance with your academic plans after the transfer, you can approach your new faculty or department.

**5) I have just submitted my Academic Plan declaration; can you expedite the processing so that I can access to CourseReg?**

Processing for Academic Plan Declaration is done via a scheduled system process; thus, we cannot accelerate the process. Students are reminded to submit their academic plan declaration at least 24 hours before participating in the CourseReg exercise.