

CFG1002 Career Catalyst FAQ

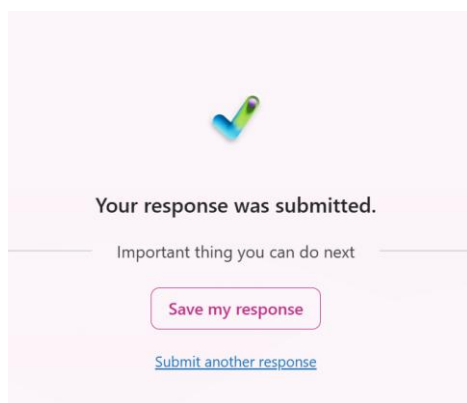
1. How do I register for the course?

Ans: Please register via the links provided on the website <https://nus.edu.sg/cfg/students/career-ready/career-skills>. Be sure to select the correct Microsoft Form registration link. The course schedule is also available on the website.

2. Do I have to register via CourseReg? / I am unable to find CFG1002 on CourseReg.

Ans: CFG1002 is not found on CourseReg and therefore, you cannot register via CourseReg. You will need to register via the registration links provided on the website <https://nus.edu.sg/cfg/students/career-ready/career-skills>.

After submitting, please ensure your response has been successfully submitted by confirming that the following page appears. Incomplete submissions will not be captured by the system.



Thereafter, we will enrol you to the course and a confirmation email will be sent to you within **2 to 3 working days** after your registration.

If you didn't receive the confirmation email, please check your inbox, spam, or junk folders. If you still can't find it, email us at careercatalyst@nus.edu.sg as soon as possible.

3. When is the deadline for the registrations?

Ans: The registration deadline is indicated in the registration forms.

4. What if I missed the application date to register for the course?

Ans: Late registrations are not accepted. If you missed the deadline, you may register in the next semester. You may refer to our website, <https://nus.edu.sg/cfg/> for more information on the other CFG courses that are available.

5. Can I take CFG1002 while I am on an internship/industry attachment?

Ans: CFG1002 requires students to attend three face-to-face sessions - Week 1, 2 & 3 for Term 1 students, or Week 7, 8 & 9 for Term 2 students. There are no zoom sessions or recordings. Therefore, you are advised to plan your time and schedule accordingly and attend the face-to-face sessions.

6. Can Business students take CFG1002?

Ans: **Please note that Business School students are not eligible to enrol in this course, as you are required to fulfil your STR course requirements.** Students who are pursuing a Double Degree Program with Business as their second major may still register for CFG1002, as your primary major is still in a non-Business faculty.

Business students may continue to explore other CFG courses available on our website:
<https://nus.edu.sg/cfg/students>

7. Can I take CFG1002 again, if I have taken it previously?

Ans: No. CFG1002 course can only be taken once. If you have already completed it, you will **not be eligible** to take it again. You may register for other CFG courses that are available via our website <https://nus.edu.sg/cfg/students>

8. How will I know if I am successfully allocated for CFG1002?

Ans: A confirmation email, with the subject title, **(CFG1002: MS Form Registration confirmation dated....)** will be sent within **2 to 3 working days** after your registration. If you didn't receive it, please check your inbox, spam, or junk folders. If you still can't find it, email us at careercatalyst@nus.edu.sg as soon as possible.

9. What should I do after receiving the confirmation email?

Ans: Please mark your calendar and set a reminder for the face-to-face sessions. There will not be any follow-up reminder emails on your face-to-face sessions.

10. Will CFG1002 be reflected on my timetable?

Ans: CFG1002 will not appear on your timetable as it is not managed through CourseReg. However, it will be reflected on both EduRec and Canvas within **2–3 working days** after your registration.

11. Will there be any course announcements sent to me?

Ans: There will be Canvas announcements sent to you. Please ensure that you have enabled the notifications for CFG1002 on Canvas (as shown in the screenshot below).

Course Notification Settings



You are currently receiving notifications for this course. To disable course notifications, use the toggle above.

12. I am unable to see the content on Canvas / Not in the Canvas class

Ans: Term 1 students will have access to the e-learning materials at the start of Term 1 on Canvas, whereas Term 2 students will only have access to the e-learning materials at the start of Term 2 on Canvas.

If you are still not enrolled to Canvas, email us at careercatalyst@nus.edu.sg as soon as possible.

13. Can I attend 2 face-to-face sessions in the same week?

Ans: No. You are required to attend one session per week only.

14. Can a Term 1 student join Term 2 face-to-face sessions or vice versa?

Ans: Students must strictly attend the sessions scheduled for their respective terms. Students are not allowed to jump sessions across terms.

15. What if I cannot attend the session that I was enrolled into?

Ans: If you're unable to attend the registered session, due to some reason, you can attend any other session from other faculty. For any further queries, please email us at careercatalyst@nus.edu.sg as soon as possible.

16. Is attendance compulsory for the face-to-face sessions?

Ans: While attendance is not compulsory, we strongly encourage you to take part in the sessions that you have registered, as they offer valuable insights and opportunities that can support both your academic success and future career development.

17. Are there any recordings of the face-to-face sessions available?

Ans: There are no recordings of the face-to-face sessions.

18. What are the passing criteria for CFG1002?

Ans: Please refer to the course website and scroll down to the "**Passing Criteria**" section for full details.

19. For the Resume and Elevator Pitch, do I have to submit the assignments to any other platforms apart from the Vmock platform? Do I have to send any screenshots to the administrator/ Career Advisor?

Ans: Submissions for the Resume and Elevator Pitch are to be done only on the VMock platform. You do not need to send screenshots to the administrator/Career Advisor unless specifically requested.

20. For the Resume and Elevator Pitch, can submissions made before my enrolment period for CFG1002 be considered as part of the completed assignments?

Ans: All VMock resume and elevator pitch submissions must be completed within the term of enrolment. Submissions made before the commencement of CFG1002 will not be considered for grading in CFG1002.

21. For the Vmock Resume, do I have to be in the green zone? Do I have to keep submitting my Vmock Resume till I reach the green zone? My status is still showing as "Ongoing" despite getting 70 and above.

Ans: For CFG1002, the passing requirement for the VMock Resume is a minimum score of 70/100. Reaching the green zone is not mandatory; however, it serves as a useful benchmark to work towards for a stronger resume. If you would like to further improve your resume and aim for a higher score, you are welcome to do so, but please note that each student is allowed a maximum of 10 uploads (attempts) per academic year.

22. I am unable to find the 'Interview' tab on my Vmock account, and thus I am unable to do and submit my elevator pitch.

Ans: You may be accessing the general/public Vmock platform instead of the NUS-specific platform. Please log in via this link (also available on Canvas): <http://www.vmock.com/nus>

If you continue to face issues, please email us at careercatalyst@nus.edu.sg or support@vmock.com

23. For the Elevator Pitch, can I attempt any of the questions in the list to record my pitch?

Ans: Yes, you may choose any of the questions in the list to record your pitch.

24. For the Elevator Pitch, do I have to do just do one recoding with a score of 3/5 or will it be based on the overall performance of all the videos recorded?

Ans: As stated in the passing criteria, you only need to complete **one recording** of your elevator pitch on Vmock Interview with a minimum score of 3/5.

25. My face is not being detected on Vmock Elevator Pitch, and I am receiving error messages. How can I fix this?

Ans: Here are some troubleshooting tips that you can try:

- Ensure your background is not cluttered.
- Record in a well-lit environment.
- Try using another device to record your pitch.

If the issue persists, please email us at careercatalyst@nus.edu.sg or support@vmock.com

26. What is the deadline to complete the assignments?

Ans: The deadline can be found under the 'Assessment Instructions' listed on Canvas.

27. How will I know if I have passed the course?

Ans: We will reach out to you if you have failed to fulfil any of the passing criteria. If you have fulfilled the passing requirements, and did not hear anything from us, you would have passed the course.

28. Are the materials downloadable from Canvas?

Ans: The materials on Canvas are not downloadable, but you may take notes or screenshots of the key points you wish to keep.

For all other queries, please email us at **careercatalyst@nus.edu.sg**. We appreciate your understanding and encourage you to send your queries **as early as possible** so we can assist you promptly.