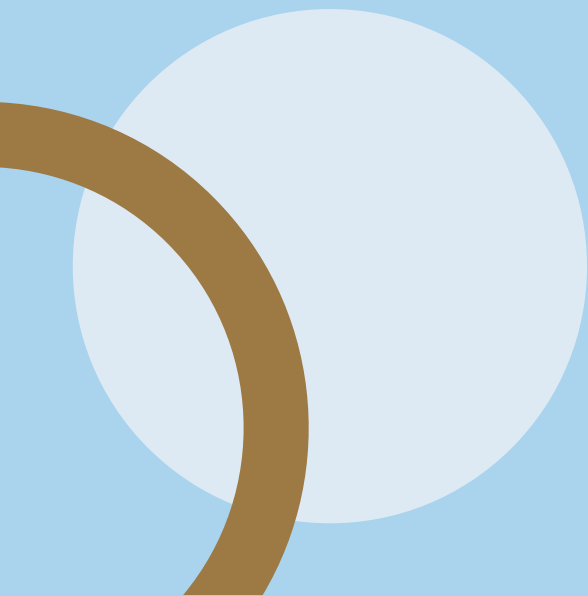


**FRESHIE'S BEGINNER
GUIDE TO SMU**

**GUIDE
BOOK**

**20
24**



PREFACE

Welcome to SMUSA's official Freshman Guidebook!

This booklet serves as a condensed guide and directory for freshmen. It is solely intended to give a preliminary overview of key information. All freshmen are advised to follow the directories mentioned in this booklet to read about their course information in greater detail.

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

Prepared by: Academic and Welfare Department, SMUSA

Design by: Communications Department, SMUSA

Note that the SMU's own Freshman Guide can be accessed via **OASIS > Freshman Guide [HERE](#)**.

SMUSA 24th Executive Committee



Note: Click on the links below to be directed to the respective page

1. ACADEMICS

- ▶ [Course requirements](#)
- ▶ [GPA Calculation](#)
- ▶ [BOSS Bidding](#)
- ▶ [Important E-platforms](#)
- ▶ [Textbooks](#)

2. FACILITIES

- ▶ [Facility Booking](#)
- ▶ [Study Spots](#)
- ▶ [School Resources](#)
- ▶ [Student Lockers](#)
- ▶ [Recreational Facilities](#)

3. RECREATION

- ▶ [Food](#)
- ▶ [CCA/Clubs](#)

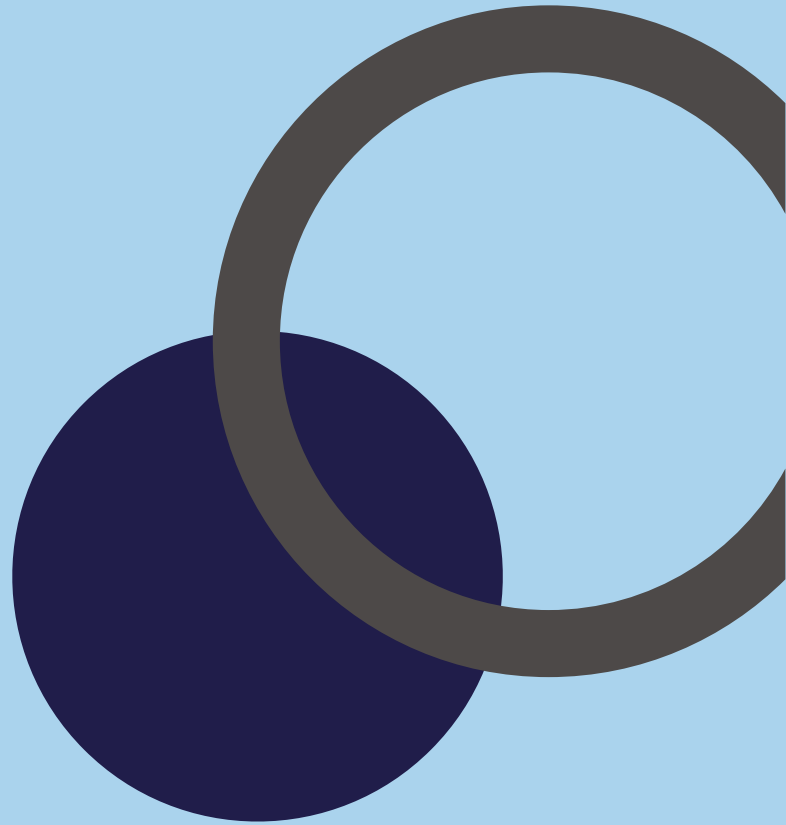
4. WHO WE ARE (SMUSA)

- ▶ [About Us](#)
- ▶ [SMUSA Events & Initiatives for You](#)



ACADEMICS

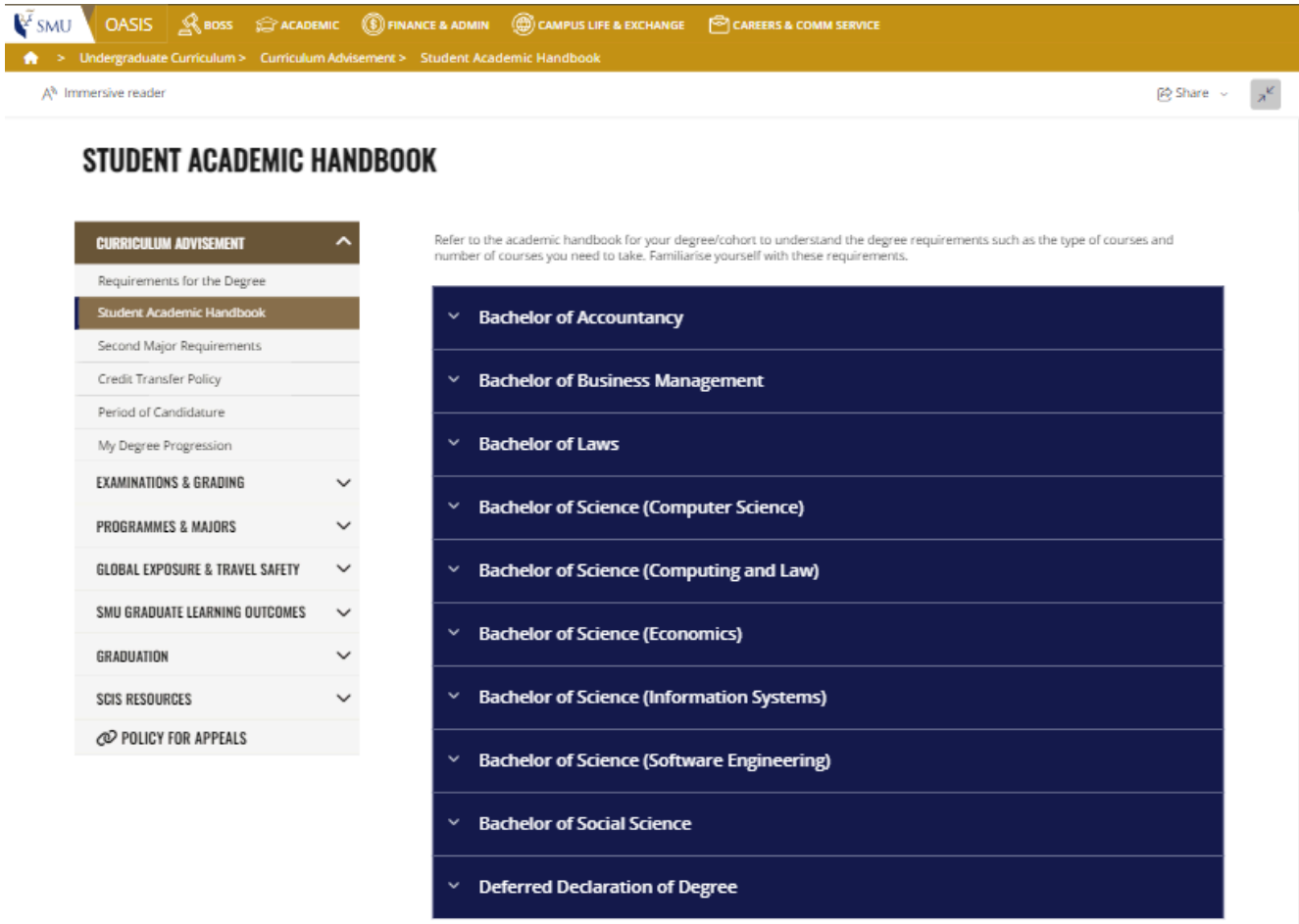
01



Course requirements

Course requirements are comprehensively explained in your Student Academic Handbook.

The Student Academic Handbook can be accessed via **OASIS > Curriculum Advisement > Student Academic Handbook**.



Take note of the core curriculum, community service, internship and global exposure requirements!

GPA Calculation

Your grades for each course are reported at the end of the term. You must obtain a grade of "D" or better to receive credit in any course.

SMU has a four-point grading system. The following grade notations are used in calculating the Grade Point Average (GPA), which is the quotient of total grade points divided by total course units attempted:

Grade	Grade Point
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

Note: Where computations result in the cumulative GPA exceeding the four-point grading system, a round down approach will be adopted. The highest cumulative GPA attainable by a student is 4.00.

(The above table is taken from OASIS > Freshmen Guide > Academic Matters > Exams., Grades and Transcript)

SMU adopts a bell-curve grading system:

- The performance of a student in an examination is determined based on **their performance relative to their peers**, and grades in a class are expected to be distributed along a curve. Final grades will be moderated.
- Check out **this** interesting article, written by our very own President of SMU, Professor Lily Kong, about the venerable "bell-curve God".

BOSS Bidding

Use BOSS (Bidding Online System) to bid for courses you want to take in the upcoming semesters. Freshmen and Sophomores may have pre-assigned foundation courses.

If you are looking for some guides and want to bid like a BOSS, do check out the links below for the BOSS Guide by the BOSS team, as well as the SMUSA's BOSS Bidding Guidebooks for more information!

Useful Links:

- BOSS (click [HERE](#) to access)
- BOSS Guide by the BOSS team (click [HERE](#) to access)
- SMUSA's BOSS Bidding Guidebook (click [HERE](#) to access)

The screenshot displays the BOSS web interface. At the top left is the SMU logo and the BOSS BIDDING ONLINE SYSTEM logo. On the right, there is a user greeting 'Welcome, [username]' and a 'Sign out' link. Below the header is a navigation bar with links: Plan & Bid, Class Search for Last Acad Year, Curriculum Progress, Summary, Quick Links, and Contact Us. The main content area is divided into several sections:

- Undergraduate** (dropdown menu) and **2016-17 Term 1** (calendar navigation).
- Admin Hold**: You have no outstanding admin hold.
- BOSS Dates**: A table listing bidding events.

Event	Start Time	End Time
Incoming Exchange Rnd 1C Win 3	22-Jul-16 17:00	25-Jul-16 10:00
Incoming Freshmen Rnd 1 Win 1	01-Aug-16 10:00	03-Aug-16 10:00
Incoming Freshmen Rnd 1 Win 2	03-Aug-16 17:00	04-Aug-16 10:00
- Term Info**: A table showing enrollment and bidding limits.

Course Type	Max Enrolment	Max Biddable
COURSE	5.5 CU	6.5 CU
WORKSHOP	1.0 Bundle	2.0 Bundle
- E-Account**: A table showing account balances.

Description	Balance	Amt Left for Bidding
COURSE	102.79 e\$	102.79 e\$ View details
WORKSHOP	40.00 e-pt	40.00 e-pt View details
- Bidding Results**: No information available. Links to OASIS Announcements, My Bidding Activities, and Overall BOSS Results.
- Enrolments**: A table listing enrolled courses.

Code	Description	Sect	CU	Grading Basis	Grade	e\$
IS303	Architectural Analysis	G4	1.0	Graded		10.20
IS305	Enterprise Web Solutions	G1	1.0	Graded		36.44
IS424	Data Mining and Bus. Anal.	G1	1.0	Graded		12.88
MGMT004	Creative Thinking	G4	0.5	Graded		18.44
- Exemptions/Credit Transfers**: A table listing exempted courses.

Code	Description	CU	Grading Basis	Grade
MATH001	Calculus	1.0	Exemption	-
WRIT001	Programme in Writing&Reasoning	1.0	Exemption	-

At the bottom of the page, there is a copyright notice: Copyright © 2013 Singapore Management University. All Rights Reserved.

Important E-platforms

1. **eLearn** (click [HERE](#) to access)

- Used to access class materials, reading lists, and pre-lecture recordings if they are made available.

2. **OASIS** (click [HERE](#) to access)

- Used for administrative matters such as facility booking, accessing BOSS, and to check your class and exam schedules. You may refer to SMUSA's OASIS Guidebook on the use of self-service applications [HERE!](#)

3. **SMU Libraries** (click [HERE](#) to access)

- Access digital databases, journals, newspapers, and books related to your course or research content.

4. **Afterclass** (click [HERE](#) to access)

- A student-initiated website for course/ professor reviews. This is especially useful to gain insight into the professor's teaching style, expectations, and workload.

5. **SMU email (Outlook) and Telegram**

- Could be used by:
 - your Teaching Assistants and Professors for communication depending on the Professor's preferred mode of information dissemination,
 - CCA/Club for any CCA activities sign-ups/announcements,
 - school offices for any University-wide announcements,
 - and more!
- Useful Telegram channels for University-wide updates:
 - Singapore Management University (click [HERE](#) to access)
 - SMU Students' Association (SMUSA) (click [HERE](#) to access)
 - SMU Promos by BIZCOM (click [HERE](#) to access)

6. **Zoom**

- All classes are held **in-person by default**, but teleconferencing platforms are an available alternative.
- SMU provides all students with Zoom Premium. Do refer to [this](#) document to set up your account.

Textbooks

Professors recommend students to purchase textbooks for their class (do refer to course outline for the recommended textbooks' names and editions) The *SMU Libraries* may possess either physical copies of textbooks that may be loaned for short periods of time, or digital copies that are available on the SMU Library website.

Alternatively, students may reach out to seniors through various *SMU Telegram channels* to purchase second-hand textbooks.

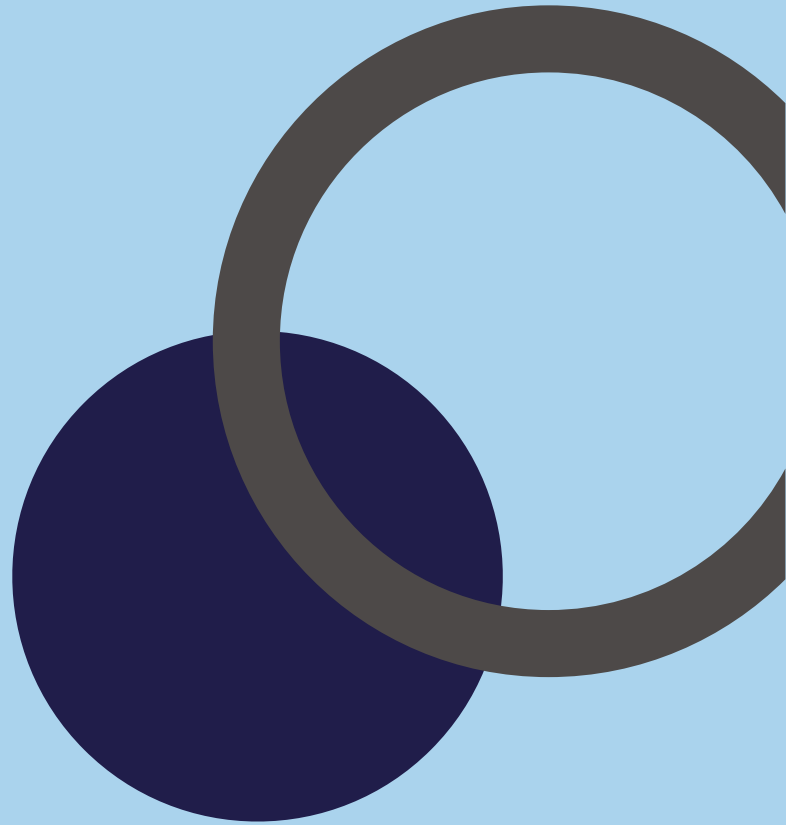
Contacts for Academic Matters

If you are looking for any helps in terms of academic matters (for example, “what modules should I clear in order for me to meet the graduation requirements?”), you may contact your respective undergraduate office via emails shown below:

Topics	Contacts
BOSS Related Issues	boss@smu.edu.sg
Course Related Issues / Academic Matters	<p>School Managers from:</p> <p>CIS - cis_ug@smu.edu.sg LKCSB - lkcsb_ug@smu.edu.sg SOA - accountancy@smu.edu.sg SOE - undergrad_econs@smu.edu.sg SOSS - undergrad_socsc@smu.edu.sg SCIS - scis_ugrad@smu.edu.sg YPHSL - LLB - law@smu.edu.sg - J.D. - jd@smu.edu.sg</p>

FACILITIES

02



Facility Booking

Booking of facilities can be done through **OASIS > Self-Service Apps > Facility Booking**.

The types of facilities available for booking are:

- Seminar Room (SR)
- Classroom (CR)
- Group Study Room (GSR)
- Project Room (PR - available in both libraries)
- Meeting Pod
- Chatterbox

For more information regarding facility booking, head to **OASIS > Freshman Guide > Resources and Services > Booking of Facilities**.

The screenshot displays the SMU Facilities Booking System interface. At the top, there is a navigation bar with 'HOME' and 'HELP' buttons. Below the navigation bar, there are tabs for 'Announcements', 'General Facilities Use Guidelines', and 'Booking'. The 'Booking' tab is active, showing a search interface for a specific facility. The search criteria include a date of 10-Jul-2024, a time range from 23:00 to 00:00, and filters for building, floor, facility type, capacity, and equipment. The search results are displayed in a table with a 'FACILITY LIST' header and 'ALL' and 'NONE' options. The table lists five facilities, all of which are checked with a blue checkmark. A 'SEARCH AVAILABILITY' button is located at the bottom right of the search results. The interface also includes a vertical 'EDIT SEARCH' button on the right side.

Students are provided e-credits at the start of each academic year to book the above mentioned facilities.

A comprehensive guide on how to make a booking can be found through **SMU Facility Booking System > Help > User Manual > Student**.

Study Spots

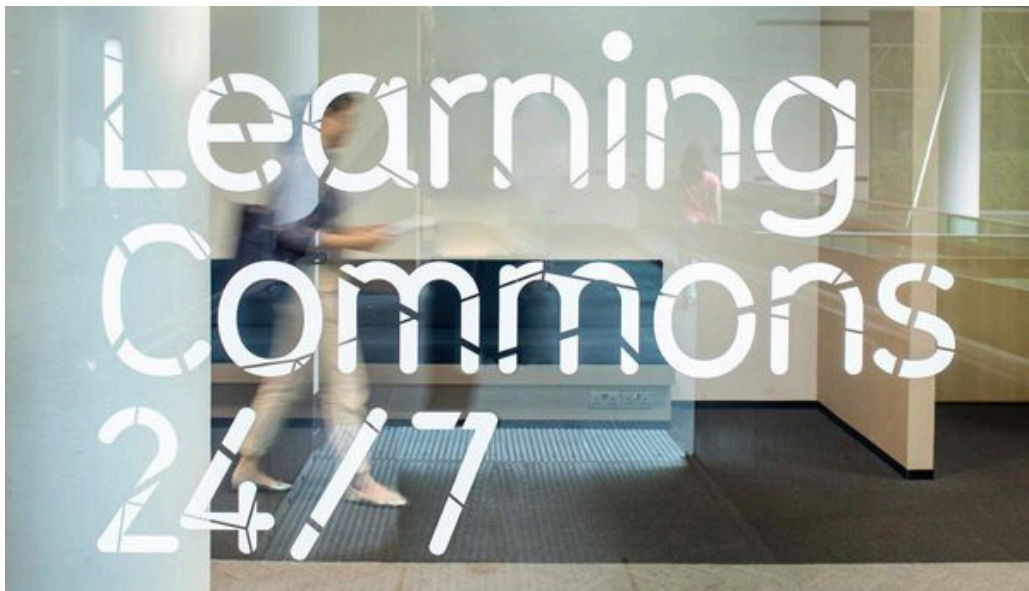
SMU Libraries

There are two libraries in SMU – the **Li Ka Shing Library** located beside the School of Business and School of Accountancy, as well as the **Kwa Geok Choo Library** located beside the School of Law (click [HERE](#) to access more information). Their operating hours are available on the SMU Libraries website and updated daily. GSRs and PRs are available for booking in all faculty buildings and libraries.



Learning Commons

24/7 study locations for students, located within both libraries.



Study Spots

SMU Connexion



Note that **printing facilities** (click [HERE](#) for more information on the printing service) and **water coolers** are available in **all faculty buildings and libraries**.

School Resources

Mrs Wong Kwok Leong Student Wellness Centre

Puts students in touch with professionals offering counselling services and mental wellness workshops.

You may visit [HERE](#) for more information and resources.

You may also click [HERE](#) to make appointments with a counsellor.

Voices@SMU

Assists and supports students (regardless of gender) affected by harassment, bullying or discrimination—including cases of sexual harassment or sexual assault

All matters or persons brought to the Unit's attention will receive facilitated support and all cases will be treated with paramount confidentiality.

You may visit this [link](#) for more information and resources.

Dato' Kho Hui Meng Career Centre

Offers a range of services, and resources for students to chart their career directions and empower them with necessary skills to realise their goals.

You may check out their services [HERE](#).

The Centre also has a walk-in wardrobe for business and corporate wear for students who urgently require business wear at a short notice.

SMU Career Champions

The SMU Career Champions (CC) are student career advisors who work hand in hand with SMU's Dato' Kho Hui Meng Career Centre. CC serves the SMU student body by being the bridge between students and the corporate world.

Through weekly consultations where students can improve their resume or have a mock interview. Networking events are also held to allow students to equip themselves with networking skills and gain connections.

You may find out more [HERE](#).

School Resources

Student Services Hub

Student Services Hub serves as a one-stop resource for student services and a knowledge centre for our students.

At Student Services Hub, students will be able to conveniently complete their university transactions, obtain information on SMU, Student Services Hub's programmes, policies, or just about any other student-related issue.

Check out [this website](#) for available services provided by the Student Services Hub.

Student Care and Support Services

In SMU, there are dedicated Student Care Officers (SCOs) who actively engage with students to help address stressors like transition challenges for example and develop their abilities to make well-informed choices towards achieving more successes in life. Student Care Officers are involved in the operationalisation of the SMU Resilience Framework – such as planning and executing wellbeing initiatives and early intervention measures that include education, prevention and outreach programmes.

SCOs can help you by:

- Supporting you to manage wellbeing needs that may impact your capacity to focus or study
- Referring you to the best contact person about an issue
- Providing information about where to get academic or personal support
- Helping to navigate university life and the university environment, (eg. processes and policies)
- Referring you to support services, on or off campus
- Lending a listening ear and providing encouragement

For more information on Student Care and Support Services, or to reach out to our Student Care Officers, please email studentcare@smu.edu.sg.

Student Lockers

At SMU, locker facilities across the various Schools are made available to students to store their personal belongings while attending classes. Students may arrange for a locker at the beginning of each semester.

Application for student lockers and their rates can be found [HERE](#).



Recreational Facilities

Arts & Cultural Centre

The *Arts & Culture Centre (ACC)* is a multi-purpose space used for rehearsals and performances. Housed in the **basement of the School of Economics and School of Social Sciences**, the ACC has acoustic curtains and panel mirrors, and is fully equipped with AV facilities and theatre lighting.



Recreational Facilities

Basement Studio

The *Basement Studio* is located at the **basement car park** of the **Lee Kong Chian School of Business**. It has soundproof walls and is equipped with modern audio-visual equipment.



Gymnasium & Fitness Centre

SMU's new *Gymnasium & Fitness Centre*, located at the **School of Information Systems**, has three levels of facilities, including a dance studio at the basement, a free weights section at the mezzanine level and cardio machines and treadmills on the first floor, which looks out to beautiful SMU Campus Green.

The gym has qualified student fitness instructors on duty who provide the following services:

- Personal fitness assessment
- IPPT preparation programme
- Personal training session
- Train-the-Trainer class
- Strength & conditioning programme for CCAs
- Nutrition & exercise safety workshop



Recreational Facilities

Sports Hall (Air-conditioned)

The *Sports Hall* is located on **Level 3 of the SMU Administration Building**. The flexible facility caters to a number of sports activities including archery, badminton, basketball, floorball, handball, martial arts, tchoukball, volleyball and other indoor sports. The Sports Hall also features an 11-metre high rock wall for rock-climbing enthusiasts.



Swimming Pool

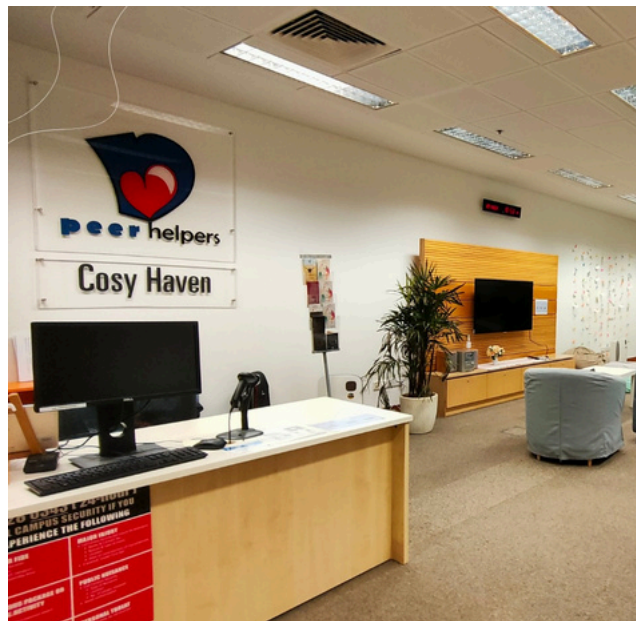
The *Swimming Pool* is located on **Level 6 of the SMU Administration Building**. The pool is manned by a lifeguard during opening hours. Poolside facilities include shower rooms and lockers.



Recreational Facilities

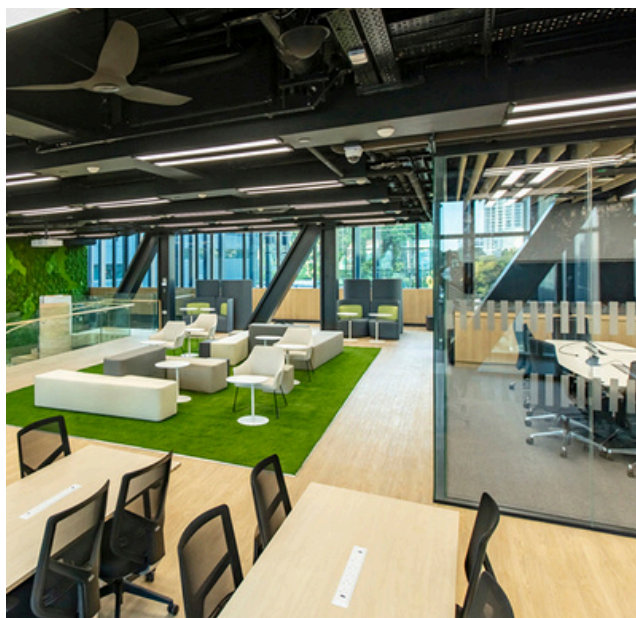
Cosy Haven

Located **opposite the Wellness Centre**, *Cosy Haven* is equipped with massage chairs, magazines and books, board and video games. Managed by **SMU Peer Helpers**, it is a safe space for students to de-stress and recover from daily challenges of academic life.



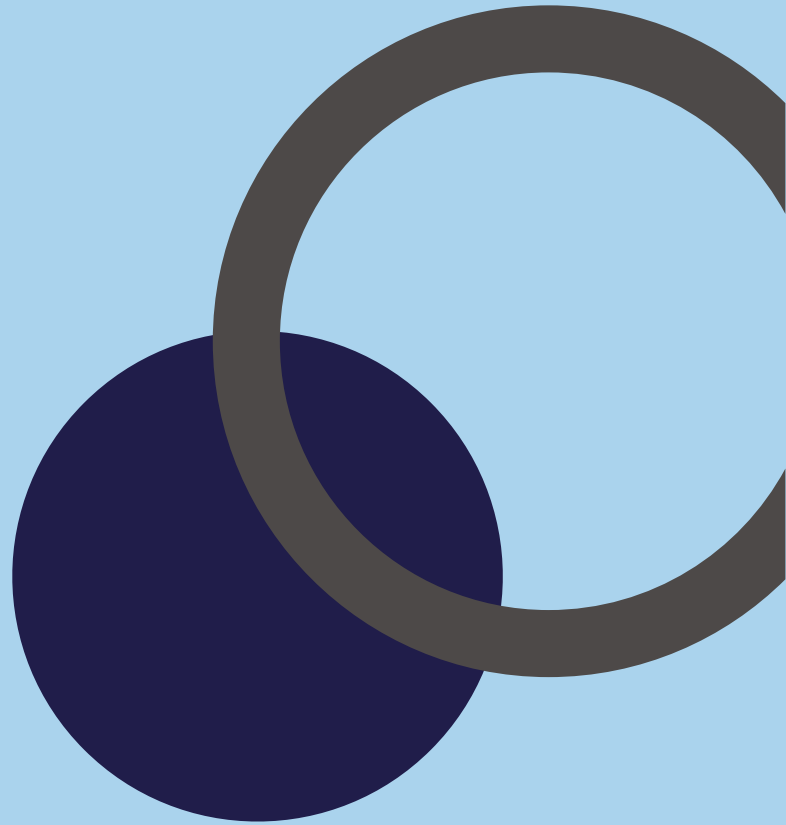
SMU Connexion

Beyond study spaces, *SMU Connexion* also features collaborative spaces, a games room and sleeping space. Available facilities include the bunks, collaborative zones, social pantry, jamming room, games lounge integrated learning studios, makers space and student lounges.



RECREATION

03



Food

Food options in SMU are listed [HERE](#).

Food trucks are available occasionally. Past food trucks include Old Chang Kee and Killiney. Look out for our updates on our [Telegram channel!](#)

Food options outside of SMU include:

- Malls: Plaza Singapore, Raffles City, Funan, Lazada One
- More affordable options: Waterloo street, Fortune Centre

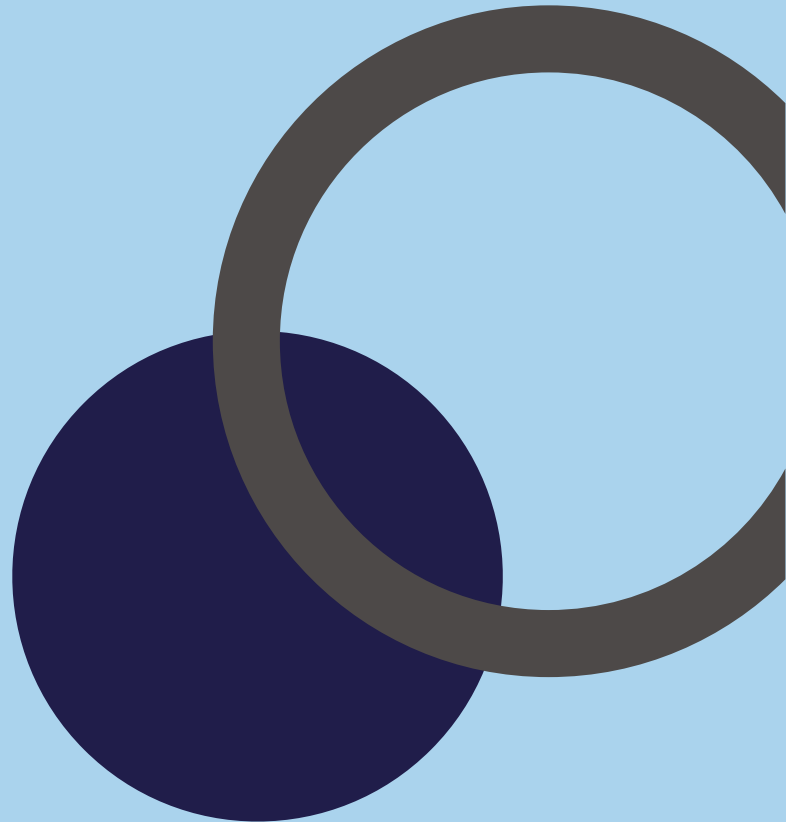
CCA/Clubs

- SMU has over **150 Co-Curricular Activity (CCA) Clubs** in a variety of categories. These categories include: Art and Culture Clubs, Sports Clubs, Adventure Clubs, Special Interest and Community Service Clubs, SMU International Connections, School-based CCA Clubs, Student Leadership Clubs, CCA Clubs under SMU Centres/Institutes, Functional Student Bodies, and other Registered Societies.
- A comprehensive list of clubs can be viewed [HERE](#).



WHO WE ARE
(SMUSA)

04



About Us



Singapore Management University Students' Association (SMUSA) is a student-run organisation founded in 2000, the highest office of student leadership in SMU. As a student government body, we act as the bridge between students and the School Offices by representing the voices of all SMU undergraduates.

SMUSA, with all SMU full-time matriculated undergraduates as our members, is headed by the Council, its policy-making arm that provides strategic direction to the SMUSA Executive Committee (ExCo). The SMUSA Council, made up of the SMUSA ExCo and the Presidents of the various Constituent Bodies (CBds), focuses on implementing consistent processes across the various CBds. The SMUSA ExCo, on the other hand, promotes a vibrant student life in SMU by organising events and providing student-centered services all year round. You may wish to find out more at [our website](#).

You can expect to learn technical skills, ranging from policy-making to business development, event planning, marketing, operation management and more!

You can also further develop soft skills such as decision-making, stakeholder management, critical-thinking and communication skills.

We also believe in forging strong professional bonds and lasting friendships in SMUSA.

SMUSA Events & Initiatives For You

SMU Freshmen Orientation

This is SMU's largest freshmen event, where freshmen get to know all things SMU. FO is a great opportunity for freshmen to mingle with peers from different faculties and bond with them through a wide range of activities hosted by our FO organising committee. Follow FO on Instagram (@smufo2024) for more details and content!



SMU Vivace

This is SMU's annual CCA fair, showcasing more than 150 student clubs. Vivace gives both incoming Freshmen (and current students too!) the chance to learn more about the CCAs SMU has to offer. Experience the vibrant SMU campus life first-hand this coming August! Follow Vivace's Instagram (@smuvivace) so that you don't miss out on exciting updates!



SMUSA Events & Initiatives For You

SMUSAfiesta

SMUSAfiesta (previously known as Bi-Annual) is one of SMUSA's signature events that takes place once per semester. It aims to provide all SMUSA members with the opportunity to have a well-deserved bonding time with your friends and have a fun time to destress before diving into studying for finals.



SMUSA Welfare Drives

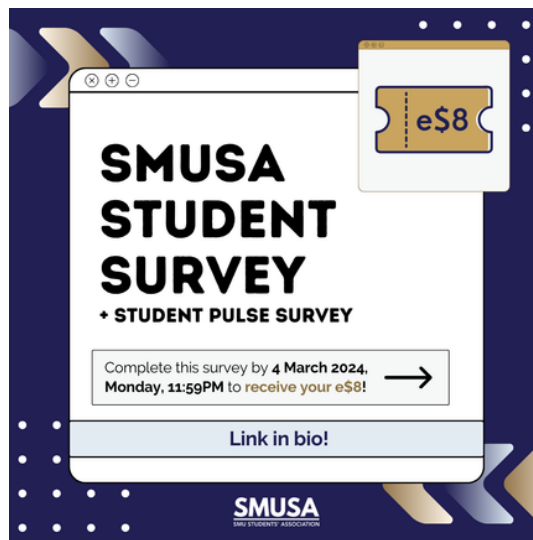
SMUSA Welfare Drives are held once per semester, which aims to cheer all SMUSA members on, boosting your morale, motivating and supporting you to push through the exam and project weeks. Do keep a look-out on our social media pages to know when slots for welfare packs are released!



SMUSA Events & Initiatives For You

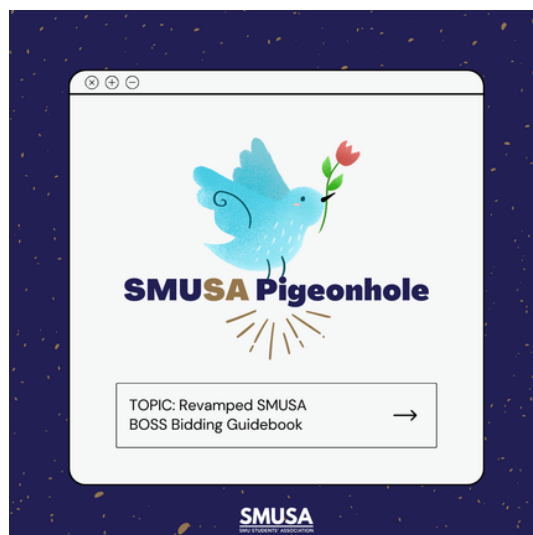
SMUSA Student Survey

The SMUSA Student Survey serves as the primary platform for you to share your feedback, and it comprises questions from various School Offices, SMUSA Executive Committee departments, School and CCA Constituent Bodies. This is conducted once every semester. Again, do follow our social media pages to avoid missing this opportunity to earn e\$5 credits!



SMUSA Pigeonhole

SMUSA Pigeonhole was introduced to provide more transparency on the workflow between us and the offices, showcasing how we collaborate to improve student life based on your feedback. If you have any queries or feedback, please drop it down [HERE!](#)



CONNECT WITH US:

 @sgsmusa

 @sgsmusa

 @smusasg

 www.smusa.sg

 SMU Students' Association (SMUSA)

 smusa@sa.smu.edu.sg