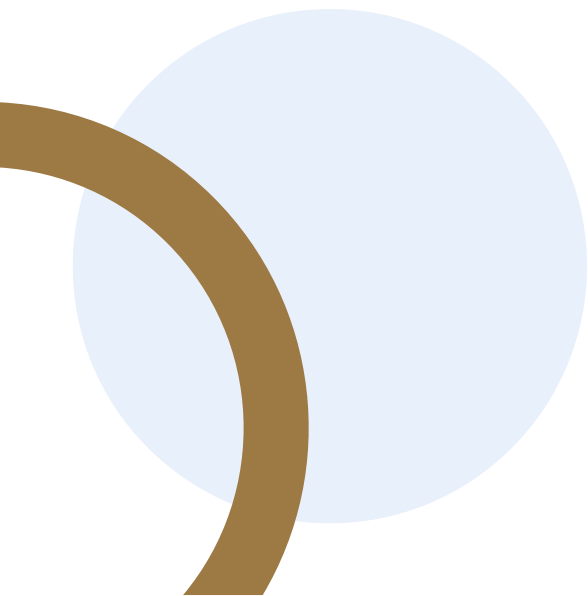**SMUSA**
SMU STUDENTS' ASSOCIATION

# BOSS BIDDING
# GUIDE
# BOOK 20 24

# PREFACE

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

We know that bidding is one of the most stressful periods for a SMU student and that the functionalities in BOSS can be overwhelming.

This guidebook consolidates all the useful applications within BOSS and guides you through them. We have also included a few additional tips and tricks that you can utilise when the bidding cycle begins!

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

Content by: Academic and Welfare Department, SMUSA
Design by: Communications Department, SMUSA
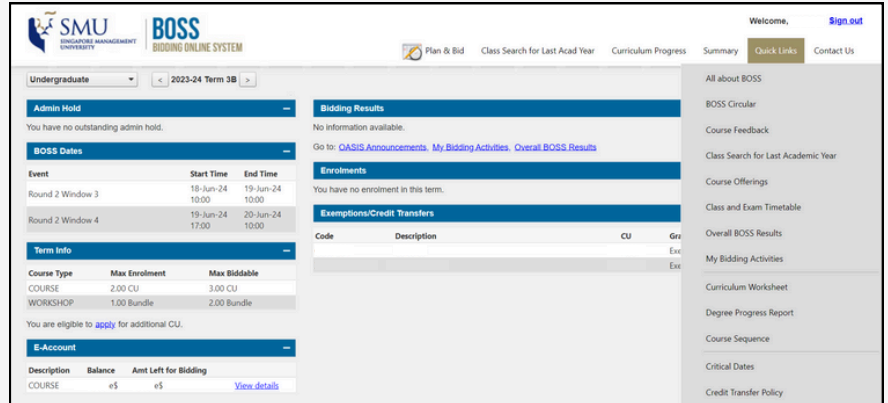
SMUSA 24th Executive Committee

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

# 1. PRE-BIDDING RESOURCES

Topics covered: Administrative information about BOSS, What course to bid for, How much to bid

▼ Quick Links

# 2. BIDDING FUNCTIONALITIES & RESOURCES

Topics covered: How to place your bids, How to DICE, How to deconflict your schedule, How to check for class and exam schedules, Step-by-step video guide for bidding and swapping class

# 3. POST-BIDDING ACTIVITIES

Topics covered: How to check bidding results, How to drop an enrolled class, How much e$ refund you can get

▼ Quick Links

# 4. BIDDING TIPS AND TRICKS

Still unsure of what to do? Here's a summary of our own tips for you!
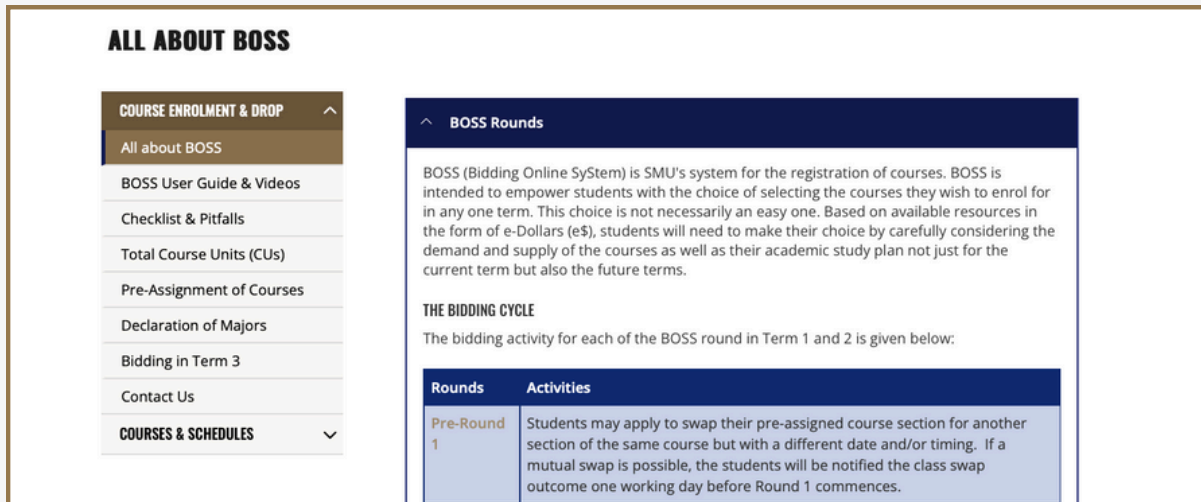
# PRE-BIDDING RESOURCES

# 01
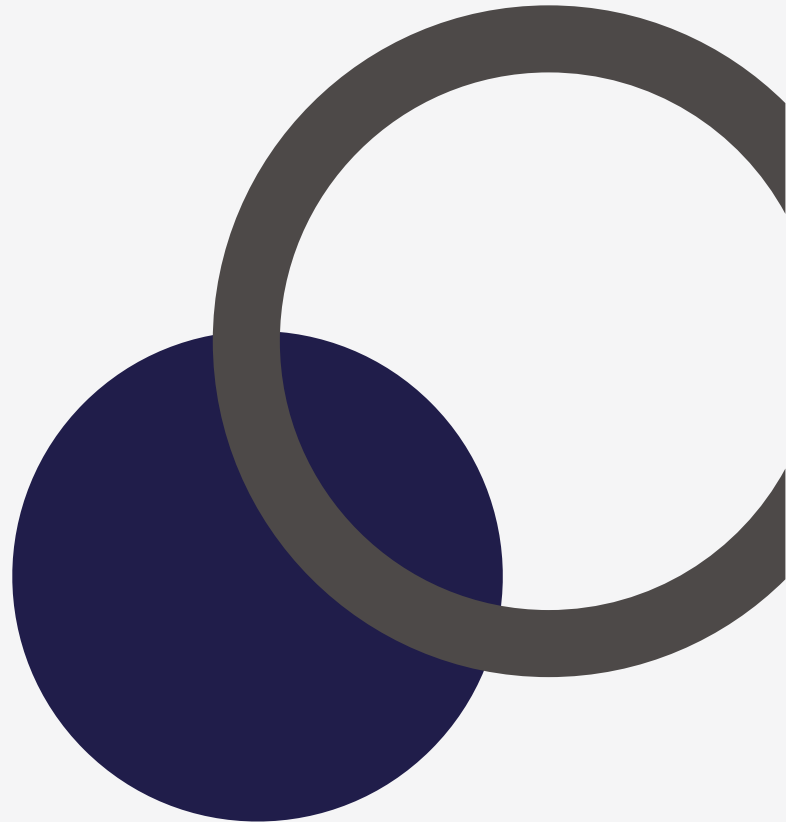
BOSS System > Quick Links > All About BOSS

# All About BOSS

This webpage outlines the various aspects of the bidding experience. Do read up on them to learn more about or refresh your memory on all administrative matters related to bidding.



## BOSS Rounds

This section offers an explanation to what you can and cannot do during the different rounds of bidding.

*We have provided the basic bidding activities of the various rounds. To be more informed of the caveats, please visit this webpage and read up in your own time!*

## Round 1

Allows students to bid for:

- **Courses offered by their OWN school**
- **Courses pre-determined by their OWN school**
- **Courses not listed under a Major offered by another school**

> *For example,*
> 1. *Business students with a <u>Second Major in Accountancy</u> are able to bid for Business modules such as MKTG101, but <u>unable to bid for Accounting modules that are listed under a Major</u>, such as ACCT111.*
> 2. *Business students with a <u>Second Major in Finance</u>, on the other hand, are able to bid Business modules such as MKTG101, and <u>bid for their Finance (own faculty major) modules</u> such as FNCE201.*

- **Double Degree Students are able to bid for their secondary degree courses in their secondary degree school.**

> *For example, Business students with a <u>Secondary Degree in Accountancy</u> are able to bid for both Business modules such as MKTG101 and Accounting modules such as ACCT111.*

# Round 1A

Allows students to bid for:

- Courses offered by their OWN school
- Courses pre-determined by their OWN school
- Courses offered under their declared Major

> *For example, Business students with a <u>Second Major in Accountancy</u> are <u>able to bid for both Business modules</u> such as MKTG101 <u>and Accounting modules</u> such as ACCT111.*

Allows students to drop:

- Round 1 courses

# Round 1B/2/2A

Allows students to bid for:

- Any courses without restrictions

Allows students to drop:

- Any courses without restrictions

NOTE :

1. **Round 2/2A:** BID Prices could be higher than in earlier rounds in view of decreasing number of available vacancies.
2. **Round 1C:** ONLY applicable to Exchange Students.

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# e-Dollars (e$)

This section discusses the use of e$. e-Dollars (e$) is the currency used to bid for courses during the course registration exercise conducted each term.

- e-Dollars (e$) has no value outside the course registration process.
- e-Dollars (e$) is non-transferable.

This section also discusses the credit rating for students going for Local Exchange/Overseas Exchange/Local Partial Exchange/Leave of Absence (not included in this guidebook, please visit the website for more information).

*We have provided the basic information about e$. To be more informed of the caveats, please visit this webpage and read up in your own time!*

# Allocation of e$

## Applicable to all students <u>except freshmen</u>

| Term | Allocate |
|------|----------|
| 1 | e$115 + Rollover unused e$ |
| 2 | e$115 + Rollover unused e$ |

*Effective from AY2024/2025 Term 1*

Every semester, the following amount of e$ will be allocated to you:
- <u>**Upfront amount:**</u>
  - **e$115.00***
  - **+ Rollover unused e$**

- <u>**Incentive amount:**</u>
  - **+ e$10.00 from the End-of-term Course Feedback* in the previous semester**
  - **+ e$5.00 only from completing the SMUSA Student Survey (SSS) in the previous semester (Available in Term 1 and Term 2 only)**
  - **+ e$3.00 only from completing the Student Pulse Survey (SPS) in the previous semester (Available in Term 1 and Term 2 only)**

Hence, students may be allocated a total of up to e$133 every semester only upon the completion of the End-of-term Course Feedback, the SSS, and the SPS in the previous semester.

*The upfront amount and incentive for feedback completion were revised effective AY2024/2025 Term 1. You will now get an additional e$15 upfront (in Term 1 as well as for Term 2), and the incentive given after completion of feedback will be e$10.*

*The new allocation is pegged at e$115/e$10 to minimise the impact of the change in e$ cashflows. The overall e$ given to students remains unchanged, so no extra e$ is pumped into the system to avoid bidding inflation.*

# Bidding Rules

This section summarises the rules of the bidding exercise.

*\*We have provided the basic elaboration of the more important rules. To be more informed of the caveats, please visit this webpage and read up in your own time!*

## Minimum bid amount

All students must bid at a <u>MINIMUM bid amount of e$10.00</u> for their desired course respectively.

## Bidding for courses

To make a bid, students will need to indicate against the course details the amount of e$ that he/she wants to use for a successful bid. The incremental value of the bid prices is 0.01e$. As such, bid prices can be e$10.00, e$12.57, etc.

## DICE (Drop If Course Exceeds)

Students on good academic standing can submit bids of up to 6.5 CUs and be enrolled for up to 5.5 CUs.

When a student submits bids for >5.5 CUs (max of term enrolment limit), BOSS will prompt the student to indicate the course that he/she wishes to drop should all the bids be successful. This is known as DICE. DICE Value '1' is the course you wish to be dropped if all your bids are successful.

If DICE of an enrolled course is activated (the course is dropped), then the e$ refund will be based on the <u>max refund policy</u>:
- **e$50 (Round 1 & 1A)**
- **e$40 (Round 1B)**
- **e$30 (Round 2)**
- **e$10 (Round 2A)**

## Multiple Bids and Timetable Conflicts

The system will <u>**not allow**</u> students to bid for:
- Multiple places in the same class of a course
- Places in multiple classes of the same course (i.e., students cannot bid for more than one Professor under the same course)
- Courses that have class and exam timetable clashing with each other

## Reserved Vacancies for Freshmen and Exchange Students

**Freshmen** courses will be reserved for **freshmen bidding windows**. The remaining vacancies will be released in Round 2. This is applicable to **Term 1 only**.

Certain courses will be reserved for Exchange Students. The remaining vacancies will be released from Round 2 onwards. This is applicable to **Term 1 and Term 2**.

## Bids Processing

This section summarises how your bids are processed when the bidding window closes.

*\*We have provided the elaboration of the basic process of how bids are evaluated. To be more informed of the caveats, please visit this webpage and read up in your own time!*

### Process

Students with the **highest bids** will be enrolled into the course until all available vacancies are filled, or there are no more bids for the course/section.

In the event of a **tie bid** (i.e., when the number of students submitting the same exact e$ for a course/section exceeds the number of vacancies available), there will be a ballot and the system will **randomly allocate** the available vacancies to the students with tie bids.

# Dropping of Courses

This section informs you of the consequences of dropping your courses.

*We have provided the elaboration of the basic process of how bids are evaluated. To be more informed of the caveats, please visit this webpage and read up in your own time!*

## Dropping a confirmed course

Students who wish to drop a confirmed course during Round 1, 1A, 1B, 2 or 2A need to do so by checking the course in BOSS. Do note that "Drops" are immediate and e$ will be refunded immediately.

The maximum refund for each course in BOSS Bidding Round is as follows:
- e$50 (Round 1 & 1A)
- e$40 (Round 1B)
- e$30 (Round 2)
- e$10 (Round 2A)

| Course Taken In | Course / CU | Drop Period with "W" Grade | Drop Period with "F" Grade |
|---|---|---|---|
| Term 1, Term 2 (Course taught over 1 term) | 0.5 CU or ≥ 1 CU Course | From end of BOSS Round 2A to Week 7 | From Week 8 onwards |
| Term 1, Term 2 (Course under the first half of term – Session 1A or 2A) | 0.5 CU Course | From end of BOSS Round 2A to Week 4 | From Week 5 onwards |
| Term 1, Term 2 (Course under the second half of term – Session 1B or 2B) | 0.5 CU Course | From end of BOSS Round 2A to Week 10 | From Week 11 onwards |
| Term 1 to Term 2 (Course taught over 2 terms) | 2 CU Course (eg. Senior Thesis) | From end of BOSS Round 2A in Term 1 to Week 2 in Term 2 | From Week 3 in Term 2 |
| Term 3A, Term 3B, MT3A, and MT3B | All Courses | From Day 4 of Week 1 to Friday of Week 2 | From Week 3 onwards |

Students who drop their courses after close of Round 2A (Term 1 and Term 2), or after Round 2 for Term 3, will be issued either a "W" (Withdrawn) grade or "F" (Failed) grade. In addition, there will be **NO refund of e$ for the dropped courses**.

> *Please ensure that you DO NOT have any outstanding admin/finance hold before dropping the courses. To have the admin/finance hold released, you must approach the specific office to clear the hold. The admin/finance hold may take around 2 working days to be lifted.*

Do refer to the "Boss Rounds" for more information on the Dos and Don'ts in each round of bidding.

BOSS System > Quick Links > BOSS Circular

# BOSS Circular

This page categorises the BOSS information based on the year the student is in. The categories are NSMen, Freshmen (Year 1) and Senior Students (beyond Year 1).

*For further elaborations and caveats, please visit this webpage and read up in your own time!*

## Important categories of information

**Senior Students (Updated AY2023/24 Term 2)**
- All About BOSS
- Boss Bidding Period
- E$ Allocation
- Pre-assignment of 'I' Grade Course
- Schedule of the University Final Written Examination
- Make-Up Classes

**Freshmen (Updated AY2023/24 Term2)**
- All About BOSS
- Timetable Planning
- Boss Bidding Period and Start Time
- Freshmen Pre-assigned and Biddable Courses
- Schedule of the University Final Written Examination
- E$ Allocation
- Make-Up Classes
- Additional Information: Enrolment of DDP (See OASIS)
- Important contacts (See section below: Contact Us)

Click **HERE** to view the BOSS Circular!

BOSS System > Quick Links > Course Offerings

# Course Offerings

Please refer to BOSS Bidding for the most updated course offerings before the bidding cycle for each term starts.

*For elaborations and caveats, please visit this webpage and read up in your own time!*
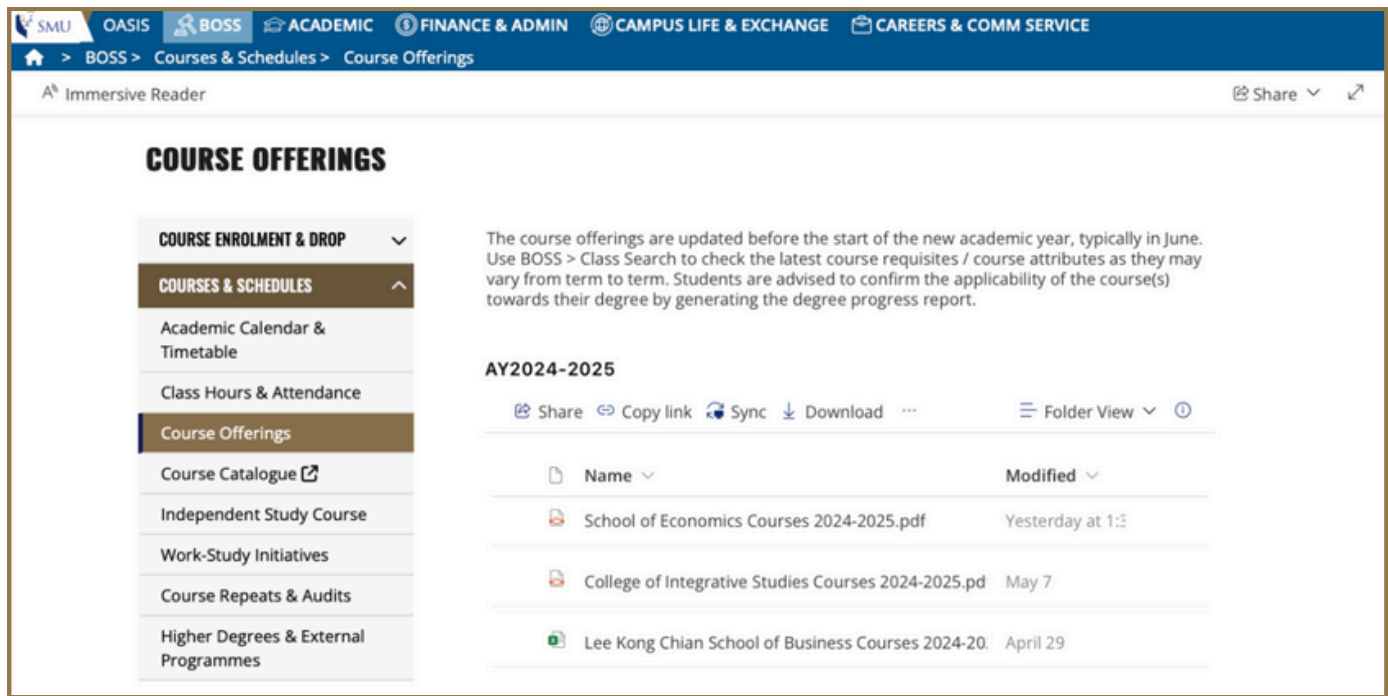


## By Academic Year

SMU plans the courses **by academic year** and not by term. There will definitely be enough slots for the entire academic year but not all students will get their preferred choices in any specific term.

BOSS System > Quick Links > Overall BOSS Results
# Overall BOSS Results

This page will be useful in helping you make a more informed decision if you are unsure of how much to bid for a certain course.

It reveals the minimum and median bids for courses in all previously completed bidding windows. It also includes the size of the class (Vacancy), number of enrolled seats (Enrolled) and number of vacancies in the class (Open).

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

**Step 2:** Select **Course** as the *Course Type*

**Overall BOSS Results**

| | | |
|---|---|---|
| Course Career | Undergraduate ▼ | Course Type COURSE ▼ |
| Term | ▼ | ☐ Modified Term 2 Only |
| Round | ▼ | Window ▼ Note: Windows 4-6 are for Modified Term. |
| Subject Area | ▼ | Catalogue No E.g. 101 |
| Course Title | Please input a title or part of a title with a wildcard % | |

Reset | 🔍 Search | Download

No records found

**Step 3:** Select **the term of your choice** under *Term*

**Step 4:** To narrow your search, you may select under *Subject Area* or key in under *Course Title/Catalogue No.*

Make use of the **wildcard function** "%" to save time!

*For example, if you want to find the bid prices for the module, "Critical Thinking in the Real World", simply input "Critical Thinking %" in the Course Title search bar.*

## Choosing the most preferable term

Before the first bidding window commences, the most preferable term to choose would be the **same term** from previous academic years.

*For example, if you are about to enter the Academic Year 2020/21 Term 1, select 2019/20 Term 1 for reference. This is because freshmen are protected in their first term where a percentage of seats for particular courses are solely reserved for freshmen.*

BOSS System > Quick Links > Course Sequence

# Course Sequence

The table consists of University core modules, degree core modules, as well as major-related core modules that you are required to complete, and the status of completion.



The table consists of :

- University core modules
- Degree core modules
- Major-related core modules
- Status of completion of the modules listed above

## Highlighted Boxes

The highlighted boxes indicate the suggested term and year that you should take the course. This might help to eliminate 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.*

## Remarks Column

Additionally, the Remarks column provides more information about the course. These pointers include:

- Pre-assigned courses
- Compulsory courses
- Alternatives
- Pre-requisites
- Additional information about that course

BOSS System > Quick Links > Critical Dates

# Critical Dates

This page provides the dates of important events happening in SMU. There are 3 sections under this Calendar: Main Calendar, CCA Events and SMU Events.

*We are providing the basic information for Main Calendar (Academic Critical Dates) only in order to keep it concise. To be more informed of the other sections and caveats, please visit this webpage and read up in your own time, as it will be constantly updated.*

## Academic Critical Dates

The events listed here are the more critical ones that students should be aware of. For a more in-depth and specific search, proceed to the Main Calendar section.



Main categories:
- Application Dates
- BOSS Bidding
- Course Feedback
- Exam
- Graduation

Click **HERE** to view the Main Calendar!

BOSS System > Quick Links > Credit Transfer Policy
# Credit Transfer Policy

This page provides information about approval to transfer of credits from approved institutions for courses taken outside SMU after matriculation.

*For elaborations and caveats, please visit this webpage and read up in your own time!*

## Approval to transfer credits

Such approvals must be obtained before students embark on external study programmes, which include:

- International Student Exchange Programmes (ISEP)
- Singapore Universities Student Exchange Programmes (SUSEP)
- Summer Study Programmes
- Other External Study Programmes (non-exchange and self-arranged
- by students)

It is important to note that the **credits transferred are not computed into the SMU GPA**.

Also, the grades obtained from these programmes will not be reflected in the SMU Official Transcript. Only the host University and the total number of credits transferred will be stated.

# BIDDING FUNCTIONALITIES & RESOURCES

# 02

SMUSA
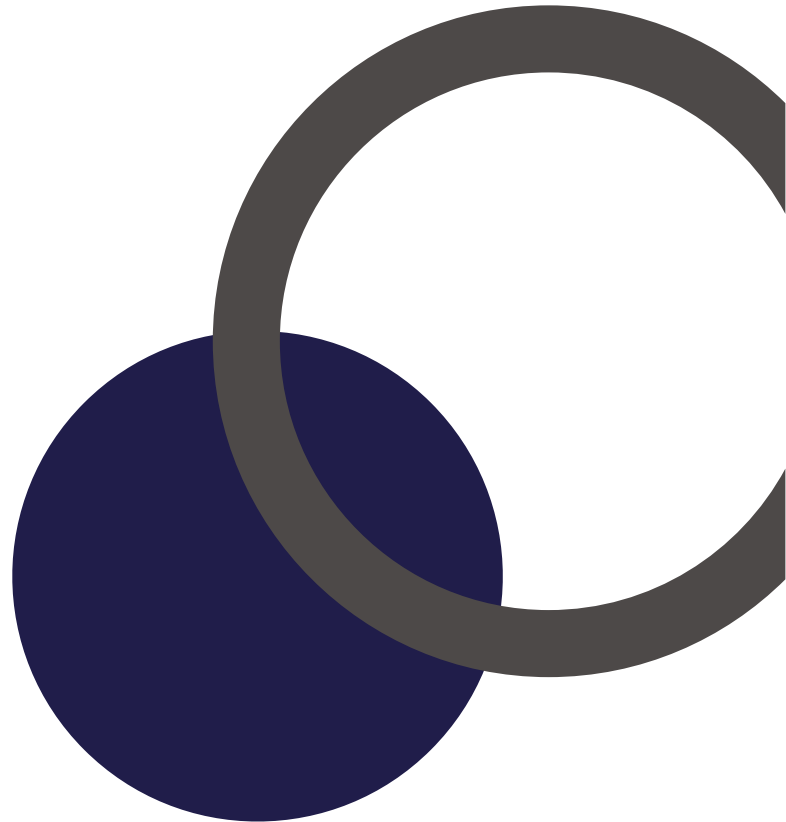
Main Tabs
# Plan & Bid

This is where your bidding journey begins! Access "Plan & Bid" to view classes and submit your bids.

*For elaborations and caveats, please visit this webpage and read up in your own time!*

---

**Enrolments**

You have currently no enrolment in this term.

**Term Info**

| Course Type | Max Enrolment | Max Biddable |
|---|---|---|
| COURSE | 5.5 CU | 6.5 CU |
| WORKSHOP | 1.0 Bundle | 2.0 Bundle |

**E-Account**

| Description | Balance | Amt Left for Bidding | |
|---|---|---|---|
| COURSE | 227.68 e$ | 227.68 e$ | View details |

**Bidding Cart**

Next bidding (Round 1 Window 1) will be open from 29-Jun-2020 10:00 to 01-Jul-2020 10:00.

🛒 Add to Cart

This section shows the classes that you have **successfully enrolled** in. You may choose to drop these classes.

*Note: Do refer to Boss Rounds for more information on whether you will be able to drop the course in the next round, and the e$ you will be refunded back.*

This section states the **maximum** number of classes you can enrol in and maximum number of classes you can bid for.

This section outlines the number e$ and e-pts you have in your account currently. It is wise to check how much you have before you decide how much to bid for your respective courses.

This section shows you the various classes that you have added in your cart, and other detailed information about those classes, such as how much you have bid for it.

---

**Class Timetable**

| | 17-Aug-20 – 23-Aug-20 | | Day | Week | Month |

| | Mon, 17-Aug-20 | Tue, 18-Aug-20 | Wed, 19-Aug-20 | Thu, 20-Aug-20 | Fri, 21-Aug-20 | Sat, 22-Aug-20 | Sun, 23-Aug-20 |
|---|---|---|---|---|---|---|---|
| 08:00 | | | | | | | |
| 09:00 | | | | | | | |
| 10:00 | | | | | | | |
| 11:00 | | | | | | | |
| 12:00 | | | | | | | |
| 13:00 | | | | | | | |
| 14:00 | | | | | | | |
| 15:00 | | | | | | | |
| 16:00 | | | | | | | |
| 17:00 | | | | | | | |
| 18:00 | | | | | | | |
| 19:00 | | | | | | | |
| 20:00 | | | | | | | |
| 21:00 | | | | | | | |
| 22:00 | | | | | | | |

Color Legend
■ Enrolled ■ Bid Placed ■ Classes pinned in the bidding cart ■ Public Holiday

Download class and exam timetable

**Exam Timetable**

| Code | Description | Sect | Exam Date | Day | Start Time | End Time | Status |
|---|---|---|---|---|---|---|---|

This section helps you **check for any time clashes** between the classes you wish to take in the term.

*Pin the various classes in your cart to view your daily, weekly and monthly timetable and check for any clashes.*

This section helps you check for any time clashes between the final exams for courses you've added in your cart.

Main Tabs
# Add To Cart

This is where your bidding journey begins! Access "Plan & Bid" to view classes and submit your bids.

*For elaborations and caveats, please visit this webpage and read up in your own time!*



**Step 1:**
Select the *Subject Area* that is relevant to the **course you want to bid for**.

*You may input Course Title/Course Area to narrow your search.*



**Step 2:**
Select the various sections of classes available. In the dropdown, details about the sections, such as the assigned Professor, class timings, course outline and the number of available slots are as indicated.

*The fewer the available slots, the lower the probability of getting the class, the higher you will have to bid to secure the slots.*

## During bidding window

After adding the classes you wish to bid for into your cart, checkout and input your bid prices. Remember to click on the "Submit" button to submit your bids! You may submit as many times as you wish during the window and the last recorded bid will be taken.

*You are not allowed to submit multiple bids for different sections of the same course during a bidding window, or to bid for a different section of the same course that you have successfully enrolled in unless you drop the course.*

Main Tabs

# DICE (Drop If Course Exceeds)

When a student submits for >5.5 CUs (max. of term enrolment limit), BOSS will prompt the student to indicate the course that he/she wishes to drop should all the bids be successful.

DICE Value '1' is the course you wish to be dropped if all your bids are successful.

## How to DICE

Here are some possible scenarios that students may face with regards to DICE and the outlined steps you need to take to activate DICE.

### 1. You place bids for 6 CUs (6 courses)
*In the event that all the bids are successful, you have to specify 1 CU or 0.5 CU to DICE, so that you are enrolled in only 5 CUs or 5.5 CUs, which does not exceed the term enrolment limit of 5.5 CUs.*

### 2. You place bids for 6.5 CUs (6 courses)
*In the event that all the bids are successful, you have to specify 1 CUs to DICE, so that you are enrolled in only 5.5 CUs, which is the term enrolment limit.*

### 3. In some situations, you may need to specify 2 courses, in order of precedence to be dropped for DICE.
*For example, you've bidded for 6.5 CUs (7 courses), of which 2 courses are 0.5 CUs. If you DICE a 0.5 CU, you may still exceed your enrolment limit. Therefore, you need to specify the two 0.5 CU for DICE; or else change the first DICE to a course that is 1 CU.*

Additional Notes:
- If the number of remaining CUs exceeds 5.5 after DICE, your bid submission will not be successful. An error message will be displayed.

- To indicate DICE value for an enrolled course, click on the LOCK icon to unlock it.

- If DICE of an enrolled course is activated (i.e. the course is dropped), then the e$ refund will be based on the max refund policy:
    - e$50 (Round 1 & 1A)
    - e$40 (Round 1B)
    - e$30 (Round 2)
    - e$10 (Round 2A)

BOSS System > Quick Links > Class and Exam Schedule

# Class and Exam Schedule

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



**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*.

Main Tabs
# Mutual Class Swap for Pre-assigned Course(s)

Students may apply to swap their pre-assigned course(s) section of the same course but with a different date and/or timing during the swap window before the start of course bidding exercise.

**The mutual swap will be successful if there is a corresponding match to students' swap request. The match will be allocated randomly if the swap demands are more than the available supply. Students can choose a maximum of 2 choices during the Swap Pre-assignment window before the start of Round 1 bidding.**
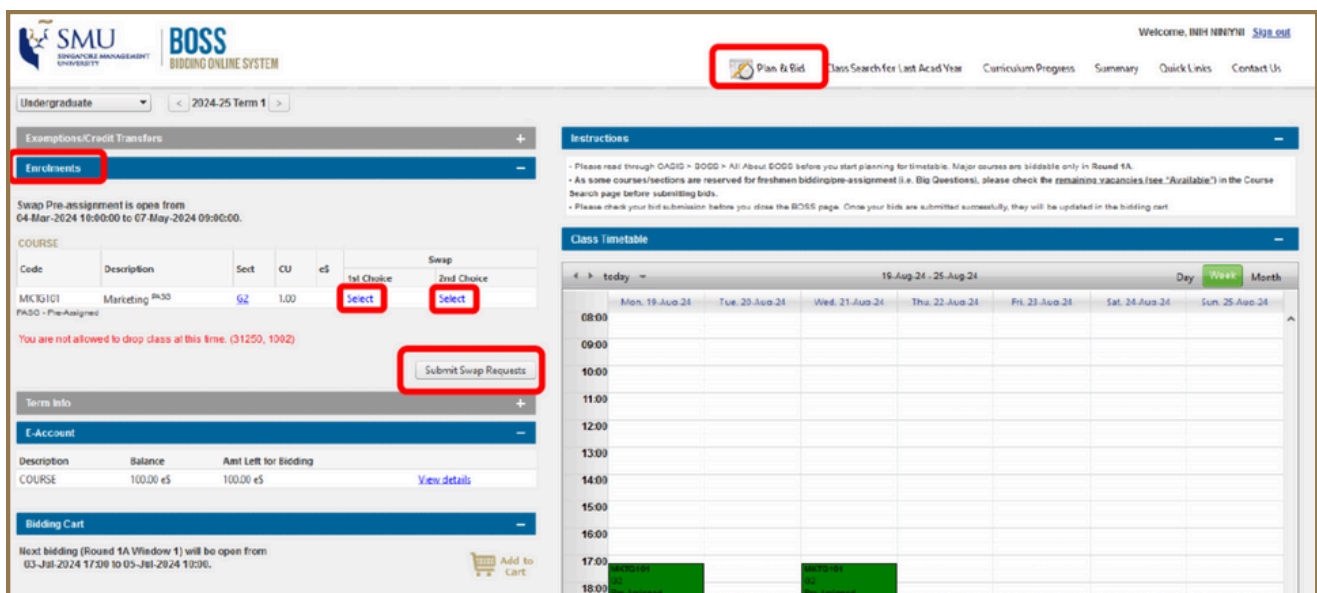


Figure 1.1 Plan & Bid Page

**Step 1:** Navigate to **Plan & Bid** page, under **Enrolments** section (Figure 1.1).

**Step 2:** Click on 'Select' under the 1st choice, the list of sections you can swapped with will be shown (Figure 1.2). Repeat the same step to select your 2nd choice.

**Step 3:** After the selections are done, **click on 'Submit Swap Requests' to lock in your choices**.

Figure 1.2 List of Course Sections to Swap

If you wish to change your selections, click on 'Clear Swap Selections' (Figure 1.3) and repeat the steps 1, 2, and 3 to reselect your choices.



Figure 1.3 Enrolments Section

The swap selection will be reflected in yellow (Figure 1.4) on your timetable planner.



Figure 1.4 Plan & Bid/Timetable Planner

All the swap requests will be recorded in your bidding activities (Figure 1.5). **<u>Please check that your selections are submitted successfully. It should be reflected as 'Submit Swap' under Activity Type.</u>**



Figure 1.5 Bidding Activities

All the class swap requests are done anonymously and will go through processing to find an exact match. If there is no matching swap request, the swap is considered unsuccessful. Students can log in BOSS to check on the swap results (Figure 1.6). An email notification will also be sent to your SMU Email account.



Figure 1.6 Class Swap Results

Additional Resources

# BOSS System Video Guide

Recorded by IITS and the BOSS team, this video guide extensively covers the functionalities of the BOSS System. It also shows a step-by-step guide on how to use each of the functions.

## Plan, Search, Bid and Drop Courses Video Guide
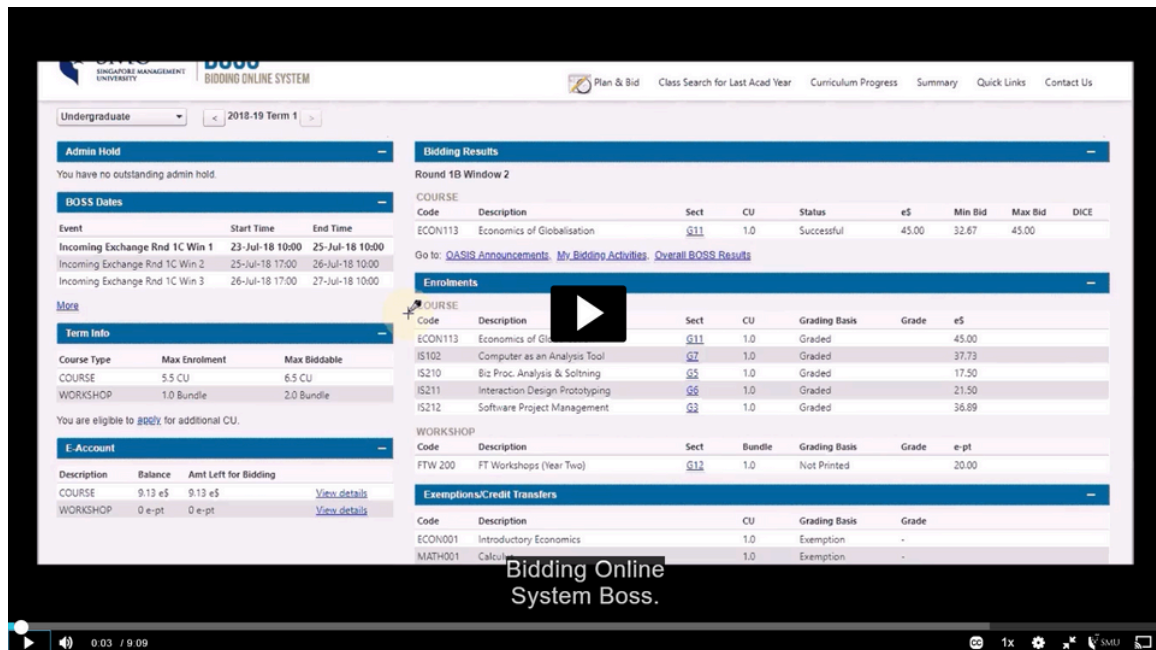


Click **HERE** or the image above to view the video guide!
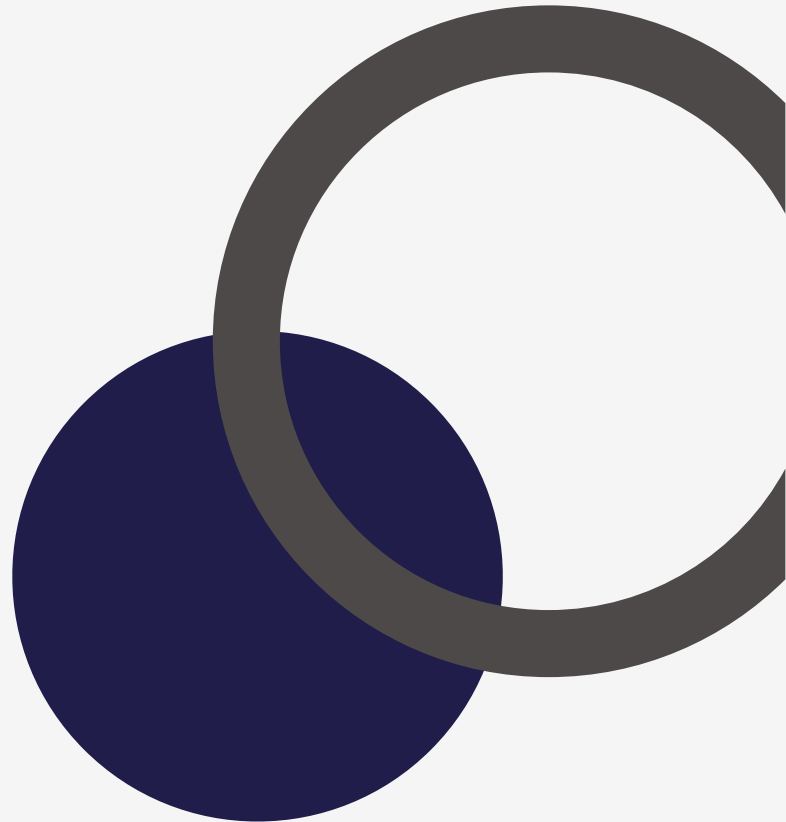
## Class Swap Video Guide
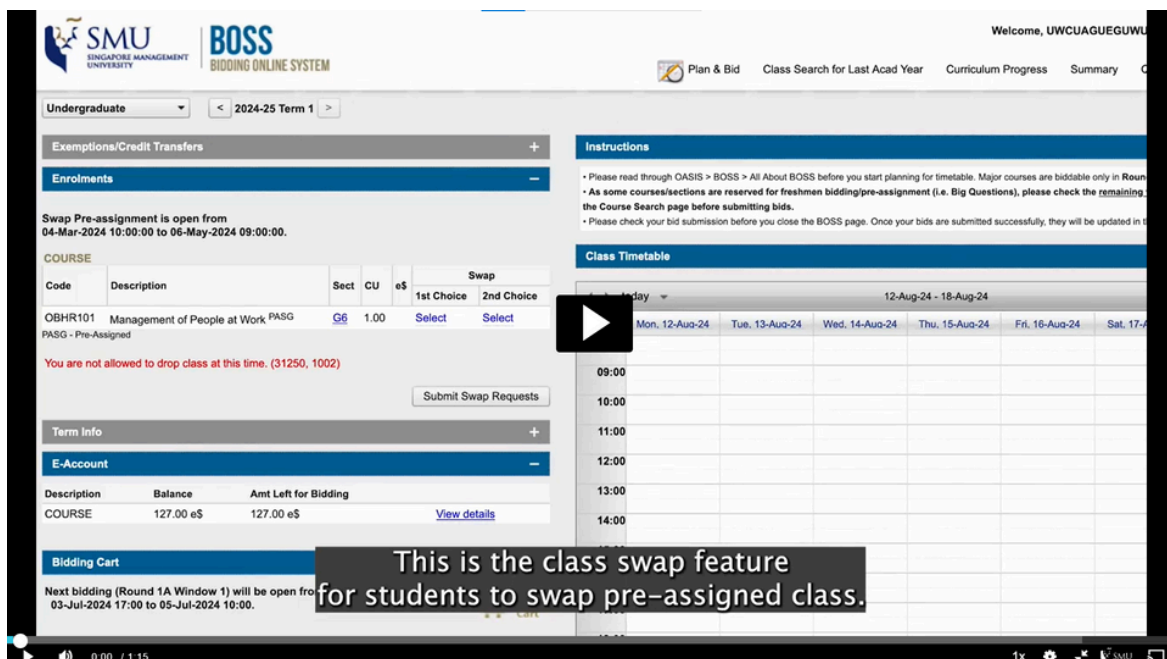


Click **HERE** or the image above to view the video guide!

# POST-BIDDING ACTIVITIES

# 03

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BOSS System > Quick Links > Overall BOSS Results
# Overall BOSS Results

Access this page to view more details about the results of the bidding window. It includes the size of the class *(Vacancy)*, number of enrolled seats *(Enrolled)* and number of vacancies in the class *(Open)*. Refer to *1. Pre-bidding resources* for steps to check the Overall BOSS Results.

Main Tabs

# Dropping Of Courses

Students may find this option under your enrolled classes in the Enrolments section in the Plan & Bid page only upon successful enrollment into the course and are not able to drop courses that are pre-assigned to them.

## Drop enrolled courses

Once you have been enrolled into the class(es) after a bidding window, you have the option to drop the class(es).

**Step 1:**

Click on **Drop Enrolled Class.**

> *You will be shown the Code, Description, Section, Bid Amount and Refund Amount of each class that you are enrolled in. Remember to consider the refund amount before you decide to drop the class.*

**Step 2:**

Select the **tick-box** next to the class you wish to drop.

**Step 3:**

Click on the **Drop Enrolled Class** button at the bottom to confirm the option.

> *This step is NOT reversible.*

## e$ refund

This section informs you of the consequences of dropping your courses.

The maximum refund for each course in BOSS Bidding Round is as follows:
- **50e$ (Round 1 & 1A)**
- **40e$ (Round 1B)**
- **30e$ (Round 2)**
- **10e$ (Round 2A)**

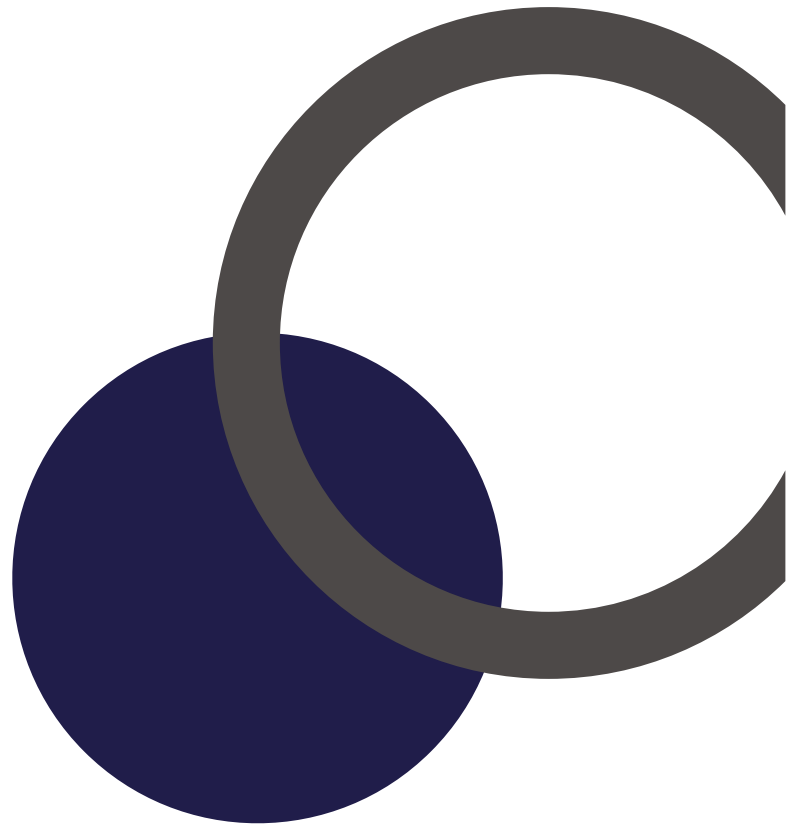Students who drop their courses after close of Round 2A for Term 1, Term 2 or after Round 2 for Term 3 will be issued either a "W" (Withdrawn) grade or "F" (Failed) grade.

Access this page through OASIS, **All about BOSS > Dropping of Courses** for more information (or refer back to the Pre-Bidding Resources in this guidebook).

# BIDDING
# TIPS & TRICKS

# 04

**SMUSA**
SMU STUDENTS' ASSOCIATION

Additional Information
# Do Your Research
It is imperative that you know what you're doing when you bid.

- **Do your due diligence as a student to find out more about the modules you are looking to bid for**. Read up on the Course Outline, which provides you with detailed information about the module.

- Ask your seniors about their own experience. There is no better advice than learning from those who already had their first-hand experience!

- Take the initiative to reach out to the Professor first! Email the Professor teaching that particular course you're interested in to find out more about what you will learn from it for the whole term.

- If Plan A fails, proceed with Plan B! Do look out for additional modules that you'd like to take should your first round of bids be unsuccessful.

Additional Information
# Bid With The Right People
It is imperative that you know what you're doing when you bid.

We can only imagine how much fun it will be to attend the same classes with your friends! However, do give a thought about who you are bidding with and how much your group of friends decide to bid. These factors will contribute to your overall course experience in aspects such as project work.

Additional Information
# Spend Less e$
It is imperative that you know what you're doing when you bid.

Be prepared to spend more e$ if you're going for more popular class timings, sections or modules. Bid for morning/night classes to save on some e$ as they are less popular class timings than afternoon classes!

Additional Information
# Frequently Asked Questions

**1. Will I be refunded if the bid I placed is unsuccessful?**
Yes, you will be refunded based on the bidding round. The maximum refund for each course in BOSS biding round is as follows, e$50 (Round 1 & 1A), e$40 (Round 1B), e$30 (Round 2) and e$10 (Round 2A)

**2. Do I get e$ credits when I am on Leave of Absence (LoA)?**
No, e$ are only credited to your account if you are bidding for courses for the semester.

**3. Will DICE be activated if I have 5 successful bids after Round 1 and bid for a 6th course in Round 1A?**
Yes, DICE will be activated when the number of courses you have and/or bids you place exceeds the maximum enrolment limit of 5.5 CUs.

**4. Do students need to bid for courses that are pre-assigned?**
No, you do not have to bid for pre-assigned modules. When modules are pre-assigned, students may apply to swap their pre-assigned modules to other class timings and Professors before the bidding window starts.* Furthermore, e$20 will be deducted from your e$account for every pre-assigned course.

*\* The mutual swap will be successful if there is a corresponding match to students' swap request. The match will be allocated randomly if the swap demands are more than the available supply.)*

**5. Why am I not allowed to bid for some modules despite there being no prerequisite for the course?**
Bidding of modules will also be affected by the rounds and windows you are currently in. For instance, in Round 1, students can only bid for modules that are offered or pre-determined by their own school, or modules that are not listed under a major offered by another school. You may check out "1. Pre-bidding Resources - All About BOSS" for more information!
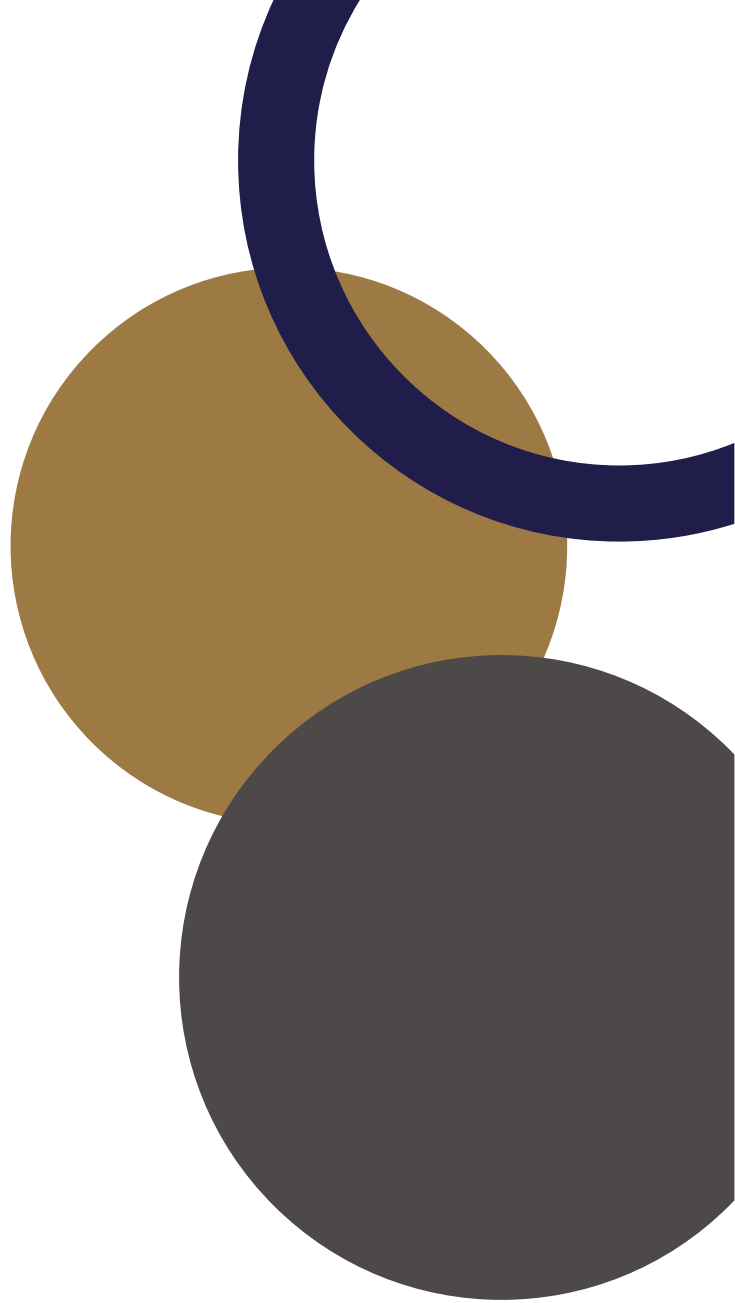
# Contact Us

For more information on faculty-specific academic matters, do refer to your respective Student Academic Handbooks:

*OASIS > Academic (tab) > Curriculum Advisement > Student Academic Handbook*

For any other queries, you may contact SMUSA's Academic and Welfare Department at **acad.welfare@sa.smu.edu.sg.**

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

| Topics | Contacts |
|---|---|
| **BOSS Related Issues** | boss@smu.edu.sg |
| **Course Related Issues / Academic Matters** | **School Managers from:**<br>**CIS -** cis_ug@smu.edu.sg<br>**LKCSB -** lkcsb_ug@smu.edu.sg<br>**SOA -** accountancy@smu.edu.sg<br>**SOE -** undergrad_econs@smu.edu.sg<br>**SOSS -** undergrad_socsc@smu.edu.sg<br>**SCIS -** scis_ugrad@smu.edu.sg<br>**YPHSL - LLB -** law@smu.edu.sg<br>          **- J.D. -** jd@smu.edu.sg |
| **IT Issues (e.g. unable to log in to OASIS)** | helpdesk@smu.edu.sg |
| **eLearn Related Issues** | elearn@smu.edu.sg |

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