SMU ACCOUNTING SOCIETY

FRESHMEN GUIDEBOOK

19TH ASOC MC

ACADEMIC YEAR 2023/24

CONTENTS

CONTENTS

IT MATTERS & IMPORTANT WEBSITES

At SMU, a great deal of learning is done online, and a laptop is often a student's constant companion. Here are some tips to guide you to get your laptops configured to navigating SMU's different websites and portals! Most of the learning materials are provided online and thus, a laptop will be required for your daily usage. Listed below are some useful tips to guide you through the rest of your semesters in SMU.

IITS HELPDESK

IITS Helpdesk is a centre for all your IT problems that you might face during your term in SMU.

Where can you find them?
Basement 1, beside the School of Accountancy Lift

Opening Hours:
- Monday to Friday: 8.00 am - 7.00 pm (last walk-in at 6.30 pm)
- Closed on Saturday, Sunday and Public Holidays

You can also contact them via:
Phone - 6828 0123
Email - helpdesk@smu.edu.sg

To avoid a long waiting time, you can check the LIVE view of the service queue at IITS Helpdesk. This may be accessed online via OASIS, at the bottom of the left sidebar.

1. Software Installation & System Setups

Students are entitled to download various software, including the Microsoft Suite. An exhaustive list of software and their download guides/links can be found here.

If your laptop is bought outside of school, you can head to IITS Helpdesk, which is located at the basement concourse of SOA to get it configured to the school's Wi-Fi and printers.

It is important to note that, the installation of Microsoft Suite, Bootcamp (for MAC users) along with Wi-Fi and printer configuration would usually take around 1-3 hours.

For MacBook Air and MacBook Pro Retina users (or any laptop without a DVD drive), do bring along an external hard disk that is compatible with your laptop for the installation.

For all other IT related issues (Internet, Printing, Email, etc), you can contact IITS helpdesk through here.

2. Printing Systems

All printing payments can be paid using EZ-Link cards, CashCards, or PayNow. There is a printing room located on Level 2 of every faculty building in SMU.

Students can print using a thumb drive or send the documents to the school cloud system through their laptops (after they have been configured).

All printing payments can be paid using EZ-Link cards, CashCards, or PayNow.

For information on how to print, how to set-up the printer drivers, locations of the printing rooms and printing costs, visit here.

3. Respondus Lockdown Browser (*Exam*)

Some tests and exams are held online through the Respondus Lockdown Browser, which can be downloaded here.

Respondus Lockdown Browser Installation Guide is available here.

During the test or exam, you can launch the lockdown browser through "Quizzes" on the respective module page on eLearn.

Do remember to bring your laptop chargers during the test or exam and keep your laptop charged throughout as you are unable to see your battery status once the browser is launched.

Download "Brightspace Pulse" on your mobile devices to view your eLearn course materials on the go! Available on the App Store/Google Play Store.

ONLINE ACCESS TO STUDENT INFORMATION SYSTEM (OASIS)

An online portal that contains information regarding BOSS, curriculum matters, financial assistance schemes, career development and community service matters.

Check your class and exam timetable for your confirmed modules here!

The Home page has links to the frequently accessed webpages such as eLearn, Facility Booking System (to book rooms for project discussions), and the BOSS portal (to bid for your classes).

You can click on manage bookmarks under the "Self-Service Apps" section to customise which apps to appear at the OASIS homepage, for faster access to them.

ELEARN

eLearn is the portal for you to retrieve course materials and to complete mandatory online courses.

Check your class notes and readings here after you have been enrolled.

Go to "My results" to view the various component grades that your professor has released.

Attempt online course quizzes assigned by your professor.

ONTRAC II

An online platform for students to apply for job/internship positions (which can only be viewed upon completion of the internship quizzes). This is the portal for you to fill up the relevant documents for your community service projects.

You can also book appointments with your career counsellors through this portal.

You can access OnTRAC II via OASIS at:

OASIS → Self-Service Apps → OnTRAC II

You can also access OnTRAC II here.

FACILITY BOOKING SYSTEM

An online platform for students to book facilities such as Group Study Rooms (GSR), Seminar Rooms (SR) and Classrooms (CR) for project discussions.

Each student is given 4500 credits per academic year.

To book a GSR, you will need a friend to confirm the booking.

To book SRs or CRs, you will need 2 other friends taking the same module to confirm the booking.

You can access the Facility Booking System via OASIS.

The maximum hours that can be booked daily per user is as follows:

- Project Room (PR): 3 hours
- Group Study Rooms (GSR): 4 hours
- Classroom (CR) & Seminar Rooms (SR): No Limit

SMU ACCOUNT PASSWORD MANAGEMENT

Change your password every 180 days or you will be locked out of your email and OASIS accounts.

There will be an email reminding you to change it after finals, so do keep a look out for them!

It is important to keep your account active as being locked out of your accounts would mean that you are not allowed to bid for modules or access your results.

You can access the guide to change your SMU account password here.

You can also register for the online password reset service, which allows you to unlock & reset your account in the future without having to consult IT help desk here.

AFTERCLASS

A website for course and professor reviews. This website provides students' evaluations of the course and professor, listing the pros and cons of the content taught and what the teaching style of the professor is like.

AfterClass also offers other services such as Bid Price Analytics, a platform for students to buy and sell textbooks, notes as well as student deals.

You can click here to find out more.

* Do note that AfterClass is a student led initiative and not an SMU affiliated website.

CHAPTER 2

COMPULSORY ONLINE UNITS

COMMUNITY SERVICE ONLINE UNITS

Before embarking on your community service efforts, you have to complete four mandatory online units: one Reflection Practice Unit (RPU) and three Community Service Units (CSUs) on eLearn.

The RPU will equip you with skills for deeper and more meaningful reflection, while the CSUs will introduce you to guiding principles and tools such as service learning, needs analysis and asset mapping.

More details can be found on OASIS at:

OASIS → Careers & Comm Service → Community Services → How to Apply

E-INTERNSHIP ONLINE UNIT

The e-Internship online unit is an online session that you will need to go through before embarking on an internship. This is included along with the below online learning units on eLearn.

A. Reflection Practice Unit (RPU)
B. Five Internship Readiness Modules (IRM101 - IRM105)
C. e-Internship Quiz after reading the e-Internship Guide

More details can be found on OASIS at:

OASIS → Careers & Comm Service → Internship → e-Internship Briefing

ACADEMIC MATTERS

GPA CALCULATION

SMU has a 4-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	Mark Range
A+	4.3	86 and above
A	4.0	83 to 85
A-	3.7	80 to 82
B+	3.3	77 to 79
B	3.0	74 to 76
B-	2.7	70 to 73
C+	2.3	66 to 69
C	2.0	63 to 65
C-	1.7	60 to 62
D+	1.3	53 to 59
D	1.0	50 to 52
D-	0.0	49 and below

The above table is taken from:

OASIS → Academic → Examinations & Grading → Grading Policy

Where computations result in the cumulative GPA exceeding the 4-point grading system, a round down approach will be adopted. The highest cumulative GPA attainable by a student is 4.00.

TEXTBOOKS

Certain professors recommend students to purchase textbooks for their class. Check your course outline for the latest required textbooks and pay special attention to the required edition. They may be purchased online at Booklink.

SMU Libraries may hold either physical textbooks that can be borrowed temporarily or digital textbooks that can be accessed on the SMU Library website.

Alternatively, do contact seniors through various SMU Telegram channels to purchase or borrow second-hand textbooks.

ACADEMIC STUDENT HANDBOOK

Refer to the student handbook provided by SOA for useful information on your curriculum, second major options as well as internship and community service requirements.

More details can be found on OASIS at:

**OASIS → Academic → Curriculum Advisement
→ Student Academic Handbook**

RECOMMENDED MODULES TO TAKE

You can learn more about the recommended modules to take in your first year through accessing:

OASIS → BOSS → Quick Links → Course Sequence

Disclaimer: The list only covers first major accounting modules (without second major considerations). It does not include accounting electives and core curriculum modules.

Details of the SMU Core Curriculum are listed below:

Capabilities (6 Courses)

Numeracy (Calculus)	1 CU
Modes of Thinking (Choose 1 Course)	1 CU
Managing (Management Communication & 1 other course)	2 CU
Writing and Reasoning	1 CU
Internship	1 CU

Communities (4 Courses)

Economics and Society	1 CU
Technology and Society (Choose 1 Course)	1 CU
Cultures of the Modern World (Choose 1 Course)	1 CU
Community Service	1 CU

Capabilities (3 Courses)

Ethics and Social Responsibility for Accounting	1 CU
Big Questions	1 CU
Global Exposure	Non-Credit Bearing

SECOND MAJOR REQUIREMENTS

To learn more about the second majors available in SMU, you can go to:

**OASIS → Academic → Curriculum Advisement
→ Second Major Requirements**

Single degree students can declare a maximum of 2 majors (First and Second Majors). Double degree students can declare a maximum of 2 majors (First and Second Majors) for the primary degree and 1 major (First major) for secondary degree.

You will need to declare your second major by the end of your second year in SMU.

A penalty of e$10 will be imposed for any drop, amendment or late declaration of Majors.

ACADEMIC CALENDAR

To learn more about the important dates in SMU, you can check out the academic calendar via:

OASIS → BOSS → Quick links → Critical Dates

MODULE DIFFICULTY GUIDEBOOK

The Module Difficulty Guidebook is a student handbook produced by the ASoc Management Committee, which aims to aid students in their module planning.

You can download a copy of the guidebook from the ASoc Website (refer to Chapter 9 for web link) under Guidebooks. The guidebooks are updated and sent before the bidding rounds to provide students with the up-to-date information on the Accountancy curriculum.

GLOBAL EXPOSURE

ACCOUNTING / BUSINESS STUDY MISSION

Study missions are study programmes that encompass a short overseas study trip. It can usually fulfill the Asia Studies and Global Exposure requirement and are also usually graded on a pass/fail basis.

Look out for emails from SOA and LKCSB regarding the study missions. It contains important information that you will need for the application process as well as available financial assistance. Do read up carefully before signing up to ensure the modules you are looking for can fulfil your degree progress requirement.

Students do not have to bid for ASM/BSM but there is an automatic e$20 deduction upon your acceptance of the offer.

Common destinations for past Accounting and Business Study Missions include South Korea, Hong Kong, Indonesia, Thailand and Taiwan.

SHORT-TERM STUDY PROGRAMME (SSP)

Look out for emailers from the Centre for Global Education and Opportunities (GEO) on the different short-term study opportunities available during Summer (Term 3A or 3B).

You can access more information through the portal:

OASIS → Campus Life & Exchange → Other Study Programmes → Short-Term Study Programme

Modules taken abroad are on a pass/fail basis and are not counted towards your GPA.

OVERSEAS COMMUNITY SERVICE PROJECT (OCSP)

OCSPs are a great way to help others while clearing the 80-hour community service requirement! SMU has numerous OCSPs for the students to join, make new friends and do a good deed.

Look out for the recruitment emails sent out by the many OCSPs that will be carried out during the winter and summer holidays.

Common destinations are Southeast Asian countries like Thailand, Vietnam and Cambodia.

These trips are usually subsidised and you can use funds from your PSEA (Post Secondary Education Account) to pay for your OCSP trip as well.

INTERNATIONAL STUDENT EXCHANGE PROGRAMME (ISEP)

Many SMU students choose to go on exchange for a semester at one of SMU's overseas partner universities during their third or fourth year.

Look out for emailers from the Centre for Global Education and Opportunities (GEO) on the different exchange opportunities available.

You can find out more about the partner universities via:

OASIS → Campus Life & Exchange → International Exchange → Programme at a Glance

Students usually choose to clear the following modules during their exchange :
- Accounting Electives
- Free electives
- Capabilities Managing (Elective)
- Capabilities Modes of Thinking (Elective)
- Communities Technology and Society (Elective)
- Communities Cultures of the Modern World (Elective)

It is important to note that you will only be able to clear up to 2 Accounting Electives during your exchange. Students are not allowed to map Business or Accounting core modules overseas.

For more information regarding credit transfers, go to:

OASIS → Campus Life & Exchange → International Exchange → Credit Transfer Handbook

SOA & ASOC SIGNATURE PROGRAMMES

ASOC MENTORING SCHEME

The ASoc Mentoring Scheme (AMS) aims to help incoming freshmen transit into university life by having mentors share their experiences and provide help whenever necessary.

Freshmen will be enrolled into the Mentoring Scheme on a sign-up basis.

Each mentoring group will comprise one mentor and a few freshmen. Freshmen will be assigned to their ASoc Camp facilitators should their facilitators be mentors under this scheme.

SOA PEER TUTORING SCHEME

Peer tutors conduct revision workshops for key Accounting modules before the Mid-Terms and Final examinations.

Peer tutors are students who are academically stronger and handpicked to assist other students academically, under the guidance of the Dean and other professors.

PROJECT MOOLAH

ASoc's very own local Community Service Project (CSP) that promotes financial literacy to local secondary students. SMU students can participate as an organising committee member or facilitator.

Participating in this project will contribute towards fulfilling the Community Service Requirements and Community Service Module for intake 2019 onwards.

For more details, please visit their Instagram @project.moolah.

SMU-MCCY CHARITY TRANSPARENCY ASSESSMENT PROJECT

Another one of ASoc's very own local CSP which aims to enhance the disclosures and governance practices across the charity sector in Singapore.

Student participants will be assessing charities based on any related publicly available information, such as their Annual Report or their Financial Statements. The assessment results will help to determine whether charities will receive the Charity Transparency Awards.

Student participants are expected to gain pro-bono audit and advisory experience in the charity sector.

Participating in this project will contribute towards fulfilling the Community Service Requirements and Community Service Module for intake 2019 onwards.

CHAPTER 6

STUDENT LIFE HIGHLIGHTS

ASOC NIGHT

Held after ASoc Camp, ASoc Night will comprise of games, activities, and pageant performances to commemorate SoA's 22nd birthday this year.

Bring your friends along and join us in this celebration. More information can be found on their Instagram @asocnight.

ASOC AXPLORE

This is an annual networking event helmed by the Professional Development Department of ASoc.

A variety of companies ranging from the Big 4, to mid-tier accounting firms, to banks, will be invited to have an introduction and networking session with students.

Interested students can sign up for the individual sessions through the links in our EDMs!

ASOC ALUMNIGHT

ASoc AlumNight is an annual event that provides an opportunity for students to interact with SoA Alumni to gain a better understanding of various industries and explore different career paths.

This event facilitates conversations and networking, and we hope to create a network of support between the different graduating classes of students.

ASOC WELFARE DRIVES

ASoc's Student Life Department organises Welfare drives one to two times every semester, where a variety of goodies are given out to SoA students!

Sign ups are limited and are filled quick so do be prepared!

COMPANY VISITS

ASoc also partners with various accounting firms, mainly Deloitte, EY, PwC and KPMG to organise company visits for interested students.

Do look out for our EDM and Telegram announcements to sign up as there are limited slots up for grabs!

CHAPTER 7

FACILITIES

SMU CLINIC

SMU students are entitled to free consultations and standard medication at TheClinic@Campus, located at Li Ka Shing Library, Basement 1.

Opening hours:
- Monday to Friday: 8.30 am – 5.30 pm
- Saturday: 8.30 am – 12.30 pm
- Closed on Sunday

There are also free consultations at clinics all over Singapore. To view the list of clinics that you can visit, you can download the "Groupcare@Income" app.

You can also attend online consultations via the app as well as have medicine and a medical certificate delivered to you, free of charge.

Do remember to show your matriculation card upon registration.

You can also claim for consultation, standard medication, and simple lab tests at a number of GP panel clinics as well as government polyclinics.

For more details on medical insurance coverage, visit here.

SMU GYM & FITNESS CENTRE

Located along the concourse under the School of Computing and Information Systems, the three-story Gymnasium and Fitness Centre is open exclusively to SMU students.

The facility, comprising of two fitness studios and one gymnasium, spans 3 levels and is wheelchair friendly.

Gym Opening Hours:
- Monday to Friday: 7.00 am – 10.00 pm
- Saturday: 7.00 am – 6.00 pm
- Closed on Sunday and Public Holidays

For more details, you may visit here.

SMU SWIMMING POOL

Located on the 6th floor of the SMU Administration Building, the pool is opened to all SMU students.

Lockers and showering rooms are available for usage.

Swimming Pool Opening Hours:
- Monday to Friday: 7.00 am – 6.00 pm
- Closed on Saturday, Sunday and Public Holidays

Take note that the swimming pool might not be available all the time due to bookings for CCA trainings.

THE COSY HAVEN

A safe space for students to de-stress and recover from daily challenges of academic life, equipped with massage chairs, magazines and books, board and video games. To head to The Cosy Haven, you can follow this video.

The Cosy Haven Opening Hours:
- Monday to Thursday: 12.00 pm – 6.00 pm
- Friday: 12.00 pm – 3.00 pm
- Closed on Weekends and Public Holidays

The Cosy Haven is only open during weeks 3 to 7, and 9 to 13 during the school semester and is managed by the SMU Peer Helpers.

SMU CONNEXION

A study space and an ideal location for project meetings, located between the School of Accountancy and the School of Law.

SMU Connexion includes facilities like active learning classrooms, brainstorming hubs, collaborative zones, integrated learning studios, makerspace and student lounges.

Dining options are also available on Level 1 (Refer to Chapter 8).

CHAPTER 8

DINING OPTIONS

DINING IN

Lee Kong Chian School of Business

GONG CHA | #01-01
Bubble tea originating from Taiwan

Li Ka Shing

1983 A TASTE OF NANYANG | #01-21
Signatures include nasi lemak and curry chicken

BRICKLANE | #01-22
Korean brick bowls with quality drinks
[Vegetarian Options]

IMA-SUSHI | #B1-24
Modern and friendly sushi-join
[Vegetarian Options]

TRIPLETS | #B1-24A
Aromatic waffles, cakes and breads
[Halal Certified]

BRAEK | #B1-25
Acai & Drinks

KOUFU FOODCOURT | #B1-26/28
A variety of food at a 10% discount for SMU students
[Vegetarian Options and Halal Certified for certain stalls]

PICK & GO | #B1-45
AI unmanned convenience store

BOBER TEA | #B1-45
Enjoy high quality blends of artisan tea, desserts
and snacks

THE MARMALADE PANTRY PETITE | #B1-47
Quick bites, exquisite desserts
[Vegetarian Options]

DINING IN

SMU Connexion

OPEN KITCHEN | #01-01
Sells Indian cuisine
[Vegetarian Options]

PARK'S KITCHEN | #01-02
Serves high-quality, homely, yet affordable Korean food
[Vegetarian Options]

PASTA EXPRESS | #01-03
Build your own pasta
[Vegetarian Options]

KING KONG CURRY | #01-04
Delicious Japanese curry rice and omurice

THAILAND STREET FOOD | #01-05
Quality Thai cuisine and fusion dishes
[Vegetarian Options]

MIXED GREENS | #01-06
Healthy & affordable salad
[Vegetarian Options]

School of Accountancy

ONALU | #01-11/12/13
Quality smoothies, acai & bagels
[Vegetarian Options]

Yung Pung How School of Law

AYAM PENYET | #03-02
Halal authentic Indonesian cuisine
[Vegetarian Options and Halal Certified]

DINING IN

School of Computing and Information Systems 1

PROVIDENCE CAFE AND BAKERY | #01-61
Fresh bakes for you to grab & go
[Vegetarian Options]

SUBWAY | #01-62
Fresh sandwiches, salads and wraps
[Vegetarian Options and Halal Certified]

CANTEEN BISTRO | #B1-61
Omurice with crispy chicken

STARBUCKS | #B1-61A
Where you get your coffee fix

KURO KARE | #B1-65
Affordable Japanese curry
[Vegetarian Options]

DAIJOUBU | #B1-66
Japanese comfort food and anime pop culture
[Vegetarian Options]

School of Economics / School of Computing and Information Systems 2

KHOON COFFEEHOUSE EXPRESS | #01-72
Serving you Asian delights
[Vegetarian Options]

**NASI LEMAK AYAM TALIWANG/
HONG SENG CURRY RICE EXPRESS** | #01-73
Nasi lemak & Hainanese curry rice

THE TEA PARTY EXPRESS | #01-74/75
Popular for their pasta sets

KUNYAH | #01-76
Serves freshly made sandwiches
[Vegetarian Options]

DINING OUT

Nearby Malls / Food Areas

Plaza Singapura | 68 Orchard Rd [S238839]
- Burger King
- Five Guys
- Genki Sushi
- Haidilao Hot Pot

Fortune Centre | 190 Middle Rd [188979]
- Pasta & Co
- Myeongdong District
- Living Wholesome Vegetarian

The Cathay | 2 Handy Rd [229233]
- Maki-San
- Astons Specialities
- The Tree Cafe

Funan Shopping Centre | 107 North Bridge Rd [179105]
- Ajumma's
- Guzman Y Gomez
- McDonald's

Waterloo Street
- Crossings Cafe
- Five Loaves Hakka Yong Tau Foo

Bencoolen Street
- Al-Jilani Restaurant
- Thai Gold Food
- Parklane Zha Yun Tun Mee House

Short Street
- Rochor Original Beancurd
- The Ramen House

CHAPTER 9

WHO WE ARE

19TH ASOC MANAGEMENT COMMITTEE

SMU Accounting Society, commonly known as ASoc, is a constituent body of the SMU Students Association (SMUSA) and represents all Bachelor of Accountancy (BAcc) students.

The interim committee was formed in December 2003 and the first executive committee was installed in August 2004. Currently, ASoc is run by the 19th Management Committee with ISCA as their official partner.

ASoc strives to establish an integrative culture for BAcc students and promote an environment for holistic development.

To find out more, ASoc can be found on Facebook and their website.

For any queries, please email ASoc at accsoc@sa.smu.edu.sg.

ASOC'S SOCIAL MEDIA PLATFORMS

The ASoc website contains the Freshmen e-Guidebook, Module Difficulty Guidebook, as well as information on ASoc's upcoming professional development events and other student life activities planned for you.

Visit our ASoc Facebook and Instagram page to receive updates on our events!

ASoc Website

ASoc Instagram

ASoc LinkedIn

ASoc Telegram Channel

ASoc 19th Management Committee