FRESHMEN
GUIDEBOOK

AY20/21

SMU ACCOUNTING SOCIETY

16TH ACCOUNTING SOCIETY MANAGEMENT COMMITTEE

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Chapter 1: IT Matters and 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 is conducted 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.

1.1 IITS Helpdesk

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

Location: Basement 1, beside the School of Accountancy lift

Opening hours:

•   Mon to Fri 8.00 a.m. to 7.00 p.m. (Last walk-in at 6.30 p.m.)

•   Closed on Sat, Sun and PH

Phone: 6828 0123

Email: helpdesk@smu.edu.sg

You can check the real-life queue online so as to prevent a long waiting time. This can be accessed via OASIS, at the bottom of the left sidebar.

1.1.1 Software Installation and 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 at: https://itsupport.smu.edu.sg/hc/en-us/articles/204683030

•   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 takes 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: http://iits.smu.edu.sg/welcome-kit

1.1.2 Printing System

- 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 must be paid using Ezlink cards or CashCard.

- For information on how to print, how to set-up the printer drivers, locations of the printing rooms and printing costs, visit: https://itsupport.smu.edu.sg/hc/en-us/articles/205276494-Print-Services-Student-

1.1.3 Lockdown Respondus Browser (*Exam*)

- Some tests and exams are held online through the Respondus Lockdown Browser, which can be downloaded at http://www.respondus.com/lockdown/download.php?id=336334170

- Respondus Lockdown Browser Installation Guide is available at https://smu.sharepoint.com/sites/iits/elearnsupport/Documents/student/userguides/118RespondusLockdownBrowser.pdf

- 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.

1.2 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 (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. https://oasis.smu.edu.sg

1.3 eLearn

An online platform for professors to disseminate notes, seminar slides and homework.

- 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.

1.4 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

  Oasis > Self-Service Apps > OnTRAC II

- You can also access OnTRAC II via https://www.smu.edu.sg/ontrac

1.5 Facility Booking System

An online platform for students to book facilities such as GSRs (Group Study Room), SRs (Seminar Rooms) and CRs (Classrooms) for project discussions.

- Each student is given 9000 credits per academic year.

- To book a GSR, you will need a friend to confirm the booking. To book a 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/GS) – 4 hours, Classroom (CR) & Seminar Rooms (SR) – No Limit.

1.6 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 via https://itsupport.smu.edu.sg/hc/en-us/articles/203116584-Password-Management-Student-Alumni-

- You can also register for the online password reset service, which allows you to unlock & reset your account in the future should there be a need to, without having to consult IT help desk, via https://itsupport.smu.edu.sg/hc/en-us/articles/203980190-Online-Password-Reset-Service

1.7 Accounting Society (ASoc) and Social Media Platforms

The ASoc website contains the Freshmen e-Guidebook, Module Difficulty Guide, 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: https://www.smuasoc.com

- ASoc Facebook page: https://www.facebook.com/smuaccountingsociety

- ASoc Instagram: https://www.instagram.com/smuasoc/

- ASoc LinkedIn: https://www.linkedin.com/company/smu-accounting-society/

- ASoc Telegram Channel: tinyurl.com/ASocTele

Chapter 2: Compulsory Briefings

The importance placed on internships and community service is often seen as one of the distinguishing factors of SMU's education system. Students will have to complete both the compulsory briefings before the commencement of any internship or community service.

2.1 Community Service Briefings

- 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 e-Learn.

- The RPU will equip you with skills for deeper and more meaning 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:

    Oasis > Careers & Comm Service > Community Services > How to Apply

2.2 e-Internship Briefing

For Matriculated Students AY2019/2020 onwards

- The e-Internship Briefing 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

Chapter 3: Academic Briefings

Now that you have configured your laptops, bidded for your modules and completed the necessary briefings, it's time for you to start your academic journey! Here are some tips and tricks to help you with your first year in SMU.

3.1 Secondhand Textbooks

• Buying secondhand textbooks could potentially save you a lot of money.

• Check your course outline for the latest required textbooks and remember to pay special attention to the edition required.

• Not all the modules will require a textbook. Do check with your seniors and professors on whether there is a need to purchase them.

• At the end of semester, if you are intending to sell your textbooks, do try to sell them as soon as possible before a new edition is being published.

3.2 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.

• The academic student handbook can be accessed via:

Oasis > Academics > Curriculum Advisement > Student Academic Handbook

3.3 Recommended Modules to Take

With respect to intake AY2019/20 onwards

- 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 and 1 other course)	2 CU
Writing and Reasoning (Programme in 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

Civilisations (2 Courses)	
Ethics and Social Responsibility for Accounting	1 CU
Big Questions	1 CU
Global Exposure	Non-credit Bearing

3.4 Second Major Requirements

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

    Oasis > Academics > 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.

3.5 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

3.6 Module Difficulty Guidebooks

- 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 Section 1.7 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.

Chapter 4: Global Exposure

SMU is a firm believer in global education and thus, provides many overseas study opportunities for the students. Do take note that Overseas Experience is a graduation requirement for students enrolling from the year 2018 onwards. Here is some information on the available opportunities.

4.1 Short-Term Study Programme (SSP)

- Look out for emailers from the International Office (IO) on the different short-term study opportunities available during Summer (Term 3A or 3B) and Winter (Modified Term 1).

- 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.

4.2 Accounting / Business Study Missions (ASM / BSM)

- Study missions are study programmes that encompasses a short overseas study trip. It can usually fulfill the Asian Studies requirement and are also usually graded on a pass/fail basis. (More information will be sent together with the respective announcements. Do read up carefully before signing up to ensure the modules you are looking out for can be cleared!)

- 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.

- 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, Japan and China.

4.3 International Student Exchange Programmes

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

- Look out for emailers from the International Office (IO) 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 General Education / Globalisation / Asian Studies / Technology Studies / Entrepreneurship / Accounting Electives modules in exchange.

- 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 overseas.

- For more information regarding credit transfers, go to:

Oasis > Campus Life & Exchange > International Office > Credit Transfer Handbook (AY2015-16 onwards)

4.4 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.

Chapter 5: SoA & ASoc Signature Programmes

In addition to the various opportunities that SMU has to offer, SoA and ASoc has its own programmes to enrich and enhance your student life.

5.1 ASoc Mentoring Scheme

- The Scheme aims to help incoming freshmen transit into university life, by having mentors share their experiences and provide help whenever necessary.

- Freshmen that joined ASoc Camp are automatically enrolled into the Mentoring Scheme.

- The number of freshmen assigned to each mentor will be dependent on the number of mentor sign-ups and incoming freshmen.

5.2 SoA Peer Tutoring Scheme

- The scheme conducts workshops for certain accounting modules right before mid-terms and finals. The peer tutors are academically stronger students, guided by the dean and other professors.

- For more details, please visit: https://accountancy.smu.edu.sg/students/peer-tutors

5.3 Project Moolah

- ASoc's very own local CSP which promotes financial literacy to local secondary students. SMU Students can participate as an organising committee member or facilitator.

- This project will help to fulfill the Community Service Requirements and Community Service Module (1CU) for intake 2019 onwards.

- For more details, please visit: https://www.facebook.com/ASocProjectMoolah

5.4 SMU-CC Transparency Framework 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 the information that they have submitted to MCCY, such as their Annual Report. 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.

- This project will help to fulfill the Community Service Requirements and Community Service Module (1CU) for intake 2019 onwards.

Chapter 6: Student Life Highlights

Now that you are prepped with all the essential basics, do also remember to enjoy your time in SMU! ASoc organises all sorts of events throughout the year and most of them are FOC. Do drop by and join us for a short break amidst your busy university life!

6.1 ASoc Night

Happening right after ASoc Camp, ASoc Night is an event that ends off Camp with a bang, as well as a celebration of SoA's birthday. This year, ASoc Night will be held in the form of a social media campaign, starting on 16 July all the way till 24 July. Bring your friends along and join us in this joyous celebration. More information can be found on their Instagram (@asocnight).

6.2 ASoc Welfare Drives

The Student Life department of ASoc organises Welfare drives one to two times every semester, where a variety of goodies are given out for free to Accounting student! The queue usually starts early so do be prepared!
Note: Amidst the current pandemic situation, the Welfare drives may differ from usual so keep a look out for our EDMs for more updates!

6.3 ASoc Axplore

This is an annual networking event helmed by the professional development department of ASoc. A variety of company ranging from the Big 4, to midtier 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!

6.4 ASoc AlumNight

ASoc AlumNight is an annual event to provide opportunities for students to interact with alumni so as to gain a better understanding of the jobs in various sectors and explore different career paths. This event facilitates conversations and networking, and we hope to create a network of support between the different classes of students through it.

6.5 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 telegram announcements to sign up as there are only limited slots up for grabs!

Chapter 7: Facilities

Here's a list of SMU facilities that will be useful for your campus life.

7.1 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 a.m. to 5.30 p.m.

    - Saturday 8.30 a.m. to 12.30 p.m.

- 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.

- 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:

https://www.smu.edu.sg/campus-life/student-services/student-insurance-coverage/medical-insurance

7.2 SMU Connexion

- A 24/7 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 zone, integrated learning studios, maker space and student lounges.

- Dining options are also available on the first level (Refer to chapter 8).

7.3 SMU Gym & Fitness Centre

- Currently located along the concourse under the School of Information System, the three-storey Gymnasium and Fitness Centre is open exclusively to SMU students

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

- Gym Opening Hours:

    - Mon-Fri: 7.00 am – 10.00 pm

    - Sat: 7.00 am – 6.00 pm

    - Closed on Sundays and Public Holidays

- For more details, you may visit:

https://www.smu.edu.sg/campus-life/facilities/gymnasium-fitness-centre

7.4 SMU Swimming Pool

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

- Lockers, saunas and showering rooms are available for usage.

- Swimming Pool Opening Hours:

    - Mon – Fri: 7.00 am – 6.00 pm

    - Closed on Weekends and Public Holidays

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

DINING IN

LI KA SHING LIBRARY

GROVE CAFE | #01-21
A variety of meatless Asian cuisine.

KOUFU | #B1-26/28
A variety of food at a 10% discount.

O'COFFEE CLUB XPRESS | #B1-45
Great coffee to get you through the day.

PASTAMANIA | #B1-47
Tasty and affordable Italian cuisine.

TRIPLETS | #B1-24A
Aromatic waffles, cakes and breads.

BOYLE'S COFFEE & LOVE BITES | #01-22A
Cafe serving specialty coffee and hearty food.

BRICKLANE | #01-22
Mexican delights options with quality drinks.

KENBORU | #B1-65
Healthy Japanese western fusion bowls.

SOI AROY THAI | #B1-66
Authentic Thai food and drinks.

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

SIS

SUBWAY | #01-62
Fresh sandwiches, salads and wraps.

CANTEEN BISTRO | #01-61
Quality western cuisine and drinks.

SOE/SOSS

R&B TEA | #01-71
Delicious blend tea and beverages.

MR BEAN | #01-72
Soya bean drinks and snack.

HONG SENG CURRY RICE EXPRESS | #01-73
Authentic curry rice sets.

YAKUN FAMILY CAFÉ | #01-76
Traditional toast and drinks.

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

DINING IN

CONNEXION

OPEN KITCHEN BY PRATA ALLEY | #01-01
Crowd's favorite Indian cuisine.

KNOTS CAFÉ AND LIVING | #01-02
Good food, good coffee and good company.

PASTA EXPRESS | #01-03
Build your own pasta!

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

THAILAND STREET FOOD | #01-05
Quality Thai cuisine and fusion dishes.

SOA

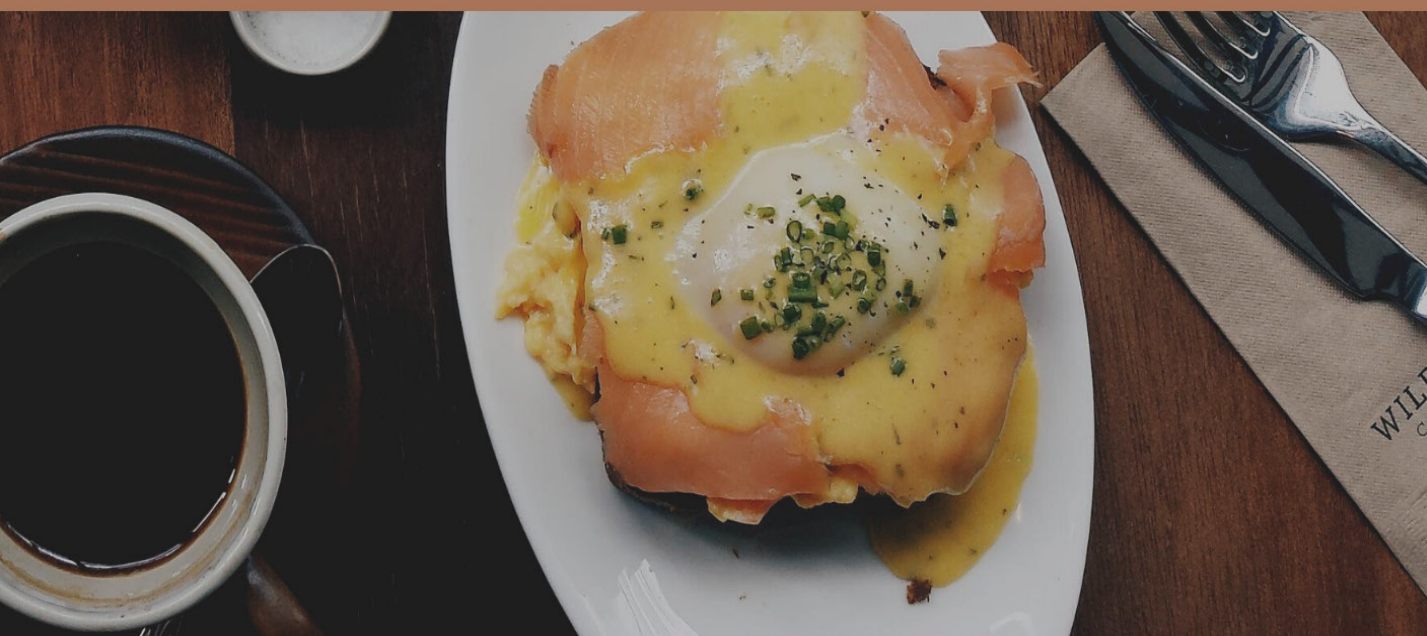### ONALU | #01-11/12/13
Quality smoothies, acai and sandwiches.

LKCSB

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

SOL

AYAM PENYET | #03-02
Halal authentic Indonesian cuisine.

DINING OUT

*STUDENT DISCOUNT AVAILABLE
LATE NIGHT SUPPER OPTION

BENCOOLEN STREET

AL-JILANI RESTAURANT #

MERELY ICE CREAM @ SUNSHINE PLAZA

THAI GOLD FOOD @ SUNSHINE PLAZA

PARKLANE ZHA YUN TUN MEE HOUSE @ SUNSHINE PLAZA

THE CATHAY

AJUMMA'S*

ASTONS

MAKI-SAN*

SAIZERIYA

THE TREE CAFE *

CONCORDE HOTEL

KIM DAE MUN KOREAN FOOD

MIDDLE ROAD

AROY DEE THAI KITCHEN #

LE CAFÉ CONFECTIONARY & PASTRY

JAPANESE CURRY EXPRESS @ FORTUNE CENTRE

SHORT STREET

ROCHOR ORIGINAL BEANCURD #

THE RAMEN HOUSE #

WATERLOO STREET

CROSSINGS CAFE

ODEON TOWERS

STANDING SUSHI BAR

WILKIE EDGE

DAEBAK KOREAN RESTAURANT