

FRESHMEN GUIDEBOOK 2022/2023



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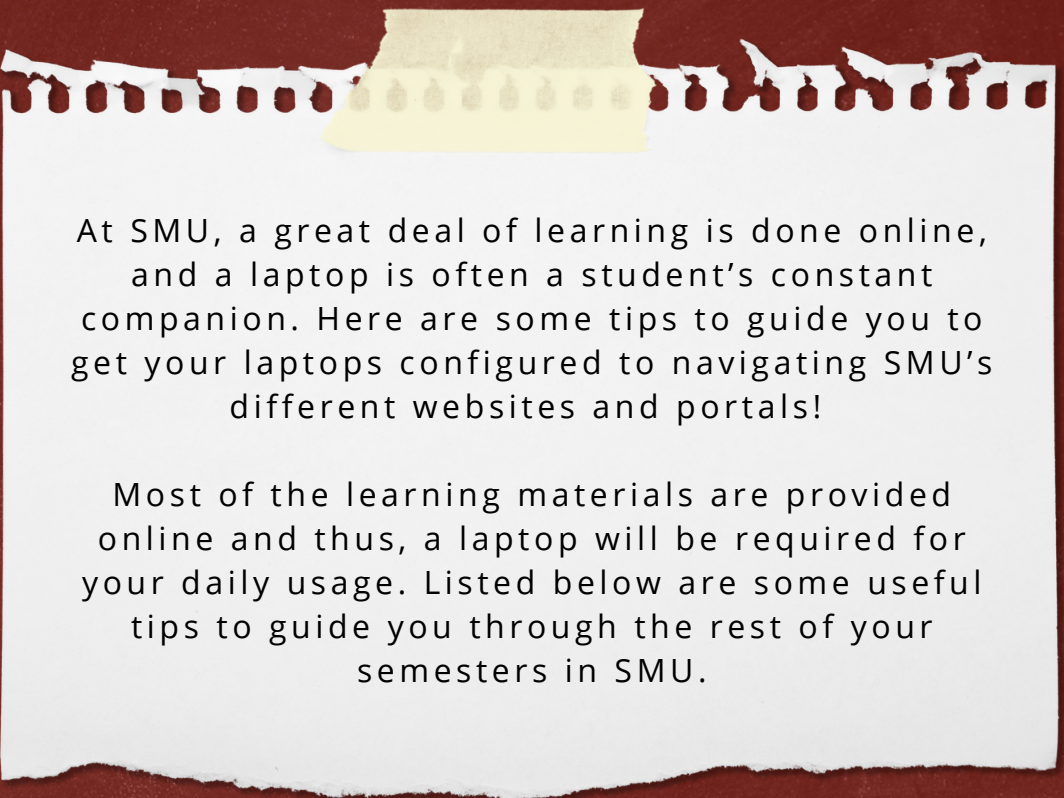
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CHAPTER 1



**IT MATTERS &
IMPORTANT WEBSITE**





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.

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

To avoid a long waiting time, 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.

1.1.1 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 [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](#).

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 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](#).

1.1.3 Responds 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.

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 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.

1.3 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.

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 [here](#).

1.5 Facilities 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 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/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 [here](#).
- 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, [here](#).

1.7 ASoc & 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

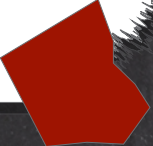


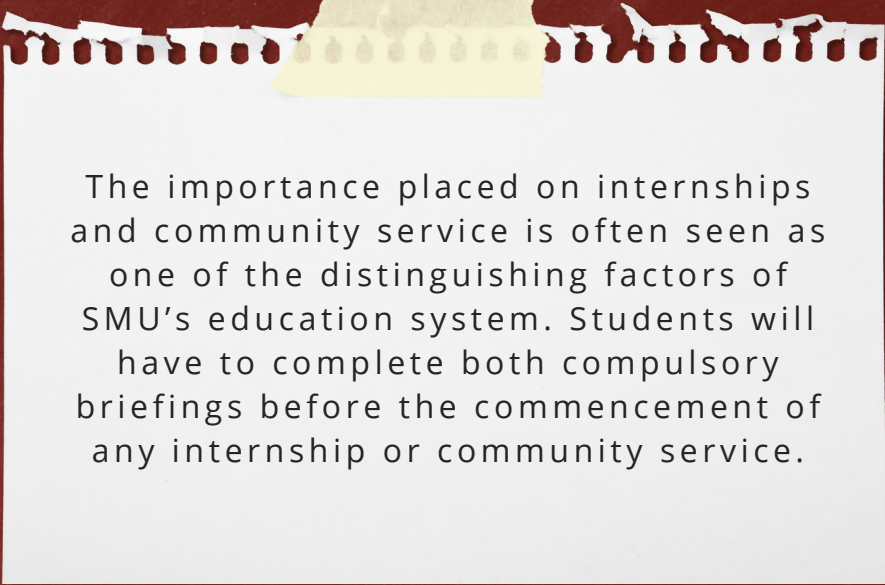
ASoc Telegram Channel

CHAPTER 2



**COMPLUSORY
ONLINE UNITS**





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 compulsory briefings before the commencement of any internship or community service.

2.1 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 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 Online Units

For Matriculated Students AY2019/2020 onwards.

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:

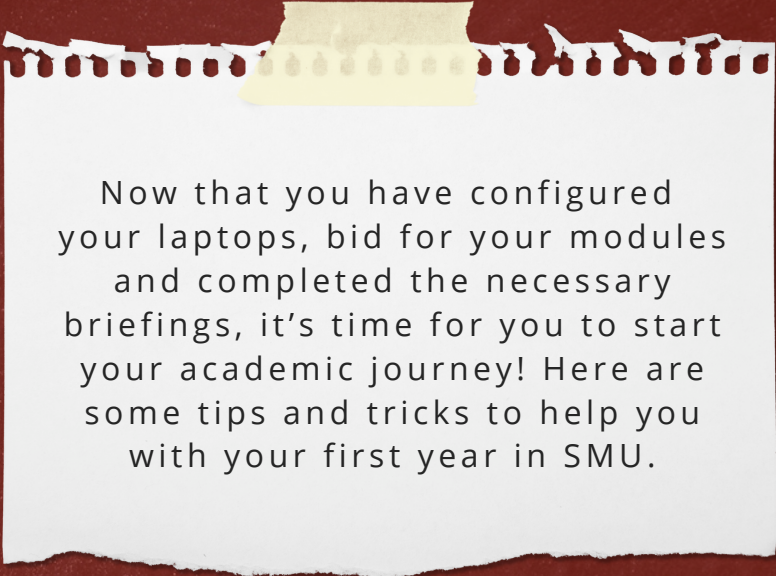
OASIS → Careers & Comm Service → Internship → e-Internship Briefing

CHAPTER 3



ACADEMIC MATTERS





Now that you have configured your laptops, bid 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 modules require textbooks. 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

For Matriculated Students AY2019/2020 onwards

- 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 → Academic → 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 (<i>Choose 1 Course</i>)	1 CU
Managing (Management Communication & 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 (<i>Choose 1 Course</i>)	1 CU
Cultures of the Modern World (<i>Choose 1 Course</i>)	1 CU
Community Service	1 CU

Civilisations (2 Courses)

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

3.4 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.

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 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 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 Global Exposure is a graduation requirement for students enrolling from the year 2018 onwards. Here are some information on the available opportunities.

4.1 Accounting / Business Study Missions

Study missions are study programmes that encompass 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.

4.2 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).
- 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.

4.3 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.

4.4 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 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:

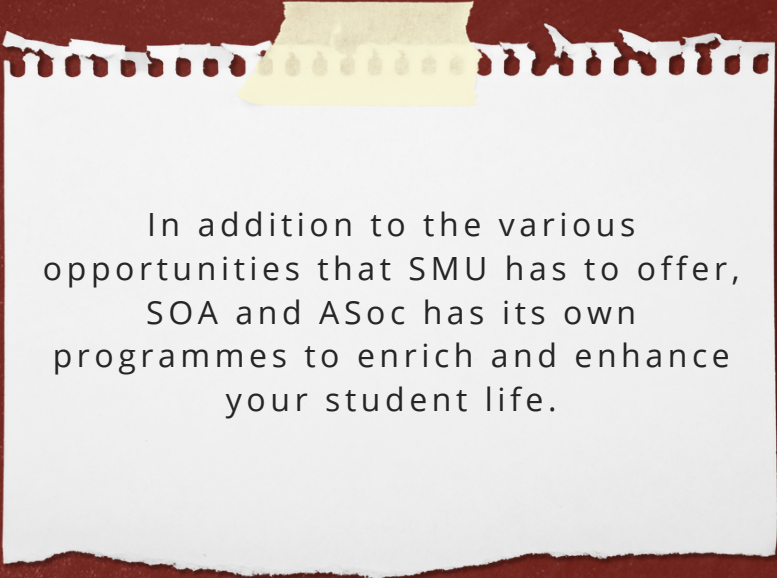
OASIS → Campus Life & Exchange → International Exchange → Credit Transfer Handbook

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 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.

5.2 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.

5.3 Project Moolah

- ASoc's very own local CSP that 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 (80 CSP hours) and Community Service Module (1CU) for intake 2019 onwards.
- For more details, please visit [here](#).

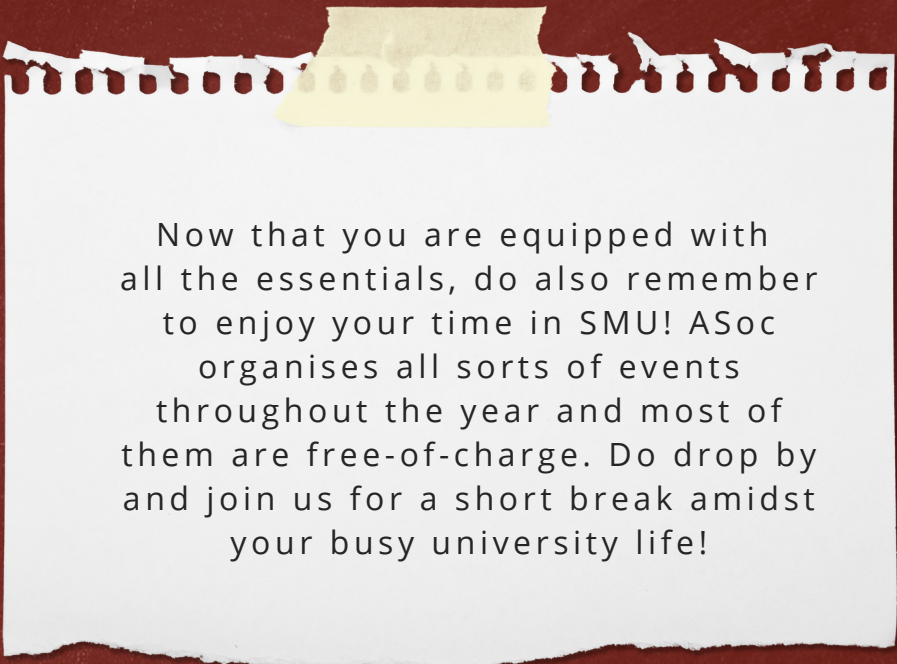
5.4 SMU-MCCY Charity Transparency Assessment Project

- 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 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 (80 CSP hours) and Community Service Module (1CU) for intake 2019 onwards.

CHAPTER 6



**STUDENT LIFE
HIGHLIGHTS**



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

6.1 ASoc Night

Held after ASoc Camp, ASoc Night will be comprises games, activities, and pageant performances to commemorate SOA's 21st birthday this year. Bring your friends along and join us in this celebration. More information can be found on their Instagram (@asocnight).

6.2 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! The queue usually starts early so do be prepared!

Note: Due to COVID-19, the format of Welfare Drives may differ from the past, so keep a lookout for our EDMs for the latest updates!

6.3 ASoc Explore

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!

6.4 ASoc AlumNight

ASoc AlumNight is an annual event to provide opportunities for students to interact with 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.

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 EDM and Telegram announcements to sign up as there are limited slots up for grabs!

CHAPTER 7



FACILITIES



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 [here](#).

7.2 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).

7.3 SMU Gym & Fitness Centre

Located along the concourse under the School of Computing and Information Systems, 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 [here](#).

Note: Due to COVID-19, students are required to make a booking to use the SMU Gym & Fitness Centre. Bookings can be made [here](#).

7.4 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:

- Mon - Fri: 7.00 am – 6.00 pm
- Closed on Weekends and Public Holidays

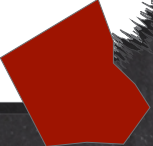
Take note that the swimming pool might not be available all the time due to bookings for CCA trainings.

Note: Due to COVID-19, students are required to make a booking to use the SMU Swimming Pool. Bookings can be made [here](#).

CHAPTER 8



DINING OPTIONS



DINING IN

T-JUNCTION (BASEMENT)

THE MARMALADE PANTRY PETITE
| #B1-47

Quick bites, exquisite desserts.

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

WOLFRICK'S PIZZERIA | #B1-65
Neapolitan-style pizza with Asian fusion.

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

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

CANTEEN BISTRO | #B1-61
Omurice with crispy chicken.

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

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

LI KA SHING LIBRARY

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

**O'BOK DABANG
KOREAN CAFE & FRIED
CHICKEN | #01-22A**
*Cafe serving specialty
coffee and fried*

BRICKLANE | #01-22
*Korean brick bowls
with quality drinks.*

CONNEXION

OPEN KITCHEN BY PRATA ALLEY
| #01-01

Crowd's favorite Indian cuisine

MIXED GREENS | #01-06
Healthy & affordable salad!

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 & bagels.

SOL

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

SOE/SOSS

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

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

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

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

LKCSB

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

SCIS

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

Providence Cafe & Bakery | #01-61

DINING OUT

BENCOOLEN STREET

AL-JILANI RESTAURANT#

MERELY ICE CREAM @ Sunshine Plaza

THAI GOLD FOOD @ Sunshine Plaza

PARKLANE ZHA YUN TUN MEE HOUSE
@ Sunshine Plaza

CONCORDE HOTEL

KIM DAE MUN KOREAN FOOD | #01-03D

THE CATHAY

KOOKS CREAMERY | #01-06
handcrafted ice-cream on oozy signature
molten lava cookies.

ASTONS SPECIALITIES | #04-03/04
Quality and affordable western cuisine.

MAKI-SAN* | #B1-17/18
Design your own maki roll and salad.

SAIZERIYA | #B1-25

THE TREE CAFE* | #02-12/14
A cosy little cafe located serving
affordable western food.

FORTUNE CENTRE

A9 | #02-26
Affordable noodles
& dumplings.

HANGAWI KOREAN FOOD
| #02-18
Decent priced Korean cuisine.

WATERLOO STREET

CROSSINGS CAFE

FIVE LOAVES HAKKA YONG TAU
FOO
It is good YTF!

**FUNAN SHOPPING
CENTRE**

AJUMMA'S | #B1-31
Fresh sandwiches, salads and wraps.

BUTTERBEAN | #01-01
\$5 Breakfast sets!

GUZMAN Y GOMEZ | #B1-35
Traditional Mexican flavours

THE TREE CAFE* | #02-33
\$5 Breakfast sets!

WONG KEE WANTON MEE* | #B1-28
Homemade noodles,
wanton & dumplings

SHORT STREET

ROCHOR ORIGINAL BEANCURD

THE RAMEN HOUSE

ODEON TOWERS

STANDING SUSHI BAR

WILKIE EDGE

DAEBAK KOREAN RESTAURANT

NOTE

**STUDENT DISCOUNT*
LATE NIGHT SUPPER OPTION#**



ASoc 18th MANAGEMENT COMMITTEE

CONTACT US AT:

<http://tinyurl.com/ASocFamily>
accsoc@sa.smu.edu.sg