

## Frequently Asked Questions

### Enrolment and Timetable

- [What do I do if I have to choose elective/electives?](#)
- [What is a Course Planner?](#)
- [Can I make changes to the units listed in the Course Planner?](#)
- [How do I make changes to my enrolment?](#)
- [How do I change my Elective?](#)
- [What happens if I fail one or more units?](#)
- [What is the difference between Unit Enrolment and Class Registration?](#)
- [Where do I retrieve my timetable?](#)
- [Can I enroll in five units?](#)
- [Can I change my Bachelor of Commerce major? What are the different majors I can choose?](#)
- [How do I apply for a change of major?](#)
- [When should I apply for a change of major?](#)
- [How long will my Change of Major application take to be processed?](#)
- [Do I need to Change my Student's Pass if I wish to Change my major? - For International Students only](#)
- [After I submit my application, when will my major change?](#)
- [Can I apply for Leave of Absence for one Trimester?](#)
- [What is the maximum duration that I can take a Leave of Absence?](#)

### **What do I do if I have to choose elective/electives?**

If you are required to enroll in elective/electives, you will receive a Unit Availabilities List in your email inbox. This list will be sent together with the announcement for Early Enrolment approximately six weeks prior to the start of each new trimester.

The Unit Availabilities List states all the units that are available for the new trimester. You may select any available unit as your Elective, as long as you have met the pre-requisite.

### **What is a Course Planner?**

The Course Planner shows the units that you must enroll for in each study period. Students must enroll in the units according to the units stated in the Course Planner.

### **Can I make changes to the units listed in the Course Planner?**

We strongly discourage students from making changes to the Course Planner. Making changes to the Course Planner may extend the duration of your studies.

For more assistance, please email to [academic@curtin.edu.sg](mailto:academic@curtin.edu.sg), and provide us with valid reasons for the change.

### **How do I make changes to my enrolment?**

Please complete the Enrolment/Change in Enrolment Form and submit it to Student Central before the start of each new trimester. We will assist you with the change in enrolment after receiving the completed form.

### **How do I change my Elective?**

Please complete the Enrolment/Change in Enrolment Form and submit it to Student Central before the start of each new trimester. We will assist you with the change in enrolment after receiving the completed form.

### **What happens if I fail one or more units?**

You will receive a new Course Planner if you have failed a unit through your Curtin Student Email. If you do not receive one, please email to [academic@curtin.edu.sg](mailto:academic@curtin.edu.sg).

### **What is the difference between Unit Enrolment and Class Registration?**

You must complete unit enrolment in OASIS in the correct trimester in order to receive unit materials from the University. Unit Enrolment is completed through eStudent in [OASIS](#).

Class Registration is the process of selecting your preferred classes for the new trimester. This is done through [Student Portal](#).

**Important:** Students must complete both Unit Enrolment and Class Registration prior to the start of each trimester.

### **Where do I retrieve my timetable?**

You will receive your timetable through an Official Communication in OASIS on the timetable publication date. Please log in to OASIS to view your Official Communications Channel. The timetable publication date can be found on the Academic Calendar.

New students will receive a copy of their timetable during orientation.



### **Can I enroll in five units?**

The maximum number of units a student is allowed to take is 4 units. However, under special circumstances, you may be able to request to enroll into a 5<sup>th</sup> unit. Before you request to enroll in five units, you must make sure that you obtain a Semester Weighted Average of 65 and above (out of 4 units) in the most recent study period. You must not have any supplementary or deferred papers, and must not fail any units.

All requests to enroll in five units are subject to approval. Approval will depend on the availability of units and classes, as well as your academic history.

Please email to [academic@curtin.edu.sg](mailto:academic@curtin.edu.sg) with your request to enroll in five units.

### **Can I change my Bachelor of Commerce major? What are the different majors I can choose?**

Yes, you can apply to change your major and the majors offered at Curtin Singapore can be found [here](#). Please take note that changing your major may extend your course duration.

### **How do I apply for a change of major?**

If you wish to change your major, you will need to complete an Enrolment/Change of Enrolment and submit the completed form to Student Central.

An Academic Service Officer will contact you once your Enrolment/Change of Enrolment Form indicating that you wish to apply for a change of major has been received.

### **When should I apply for a change of major?**

Students are strongly advised to apply for their change of major between Week 4 to Week 9 of the current Trimester.

Applications submitted later than Week 9 may not be processed in time for the change to take place in the following Trimester.

### **How long will my Change of Major application take to be processed?**

Change of Major process will take about 2 weeks.

### **Do I need to Change my Student's Pass if I wish to Change my major? - For International Students only**

Yes, you are required to cancel your current Student's Pass and apply a new Student's Pass for the new major.

Student Administration will assist you on your Student's Pass matters once your Change of Major Application has been approved and processed. The duration of this process will exceed the 2 week processing time of your Change of Major Application.

### **After I submit my application, when will my major change?**

Your major will be changed in the following trimester.

E.g. If you apply for Change of Major on week 5 of Trimester 1A 2016, your major will be changed with effect from Trimester 2A 2016.



**Can I apply for Leave of Absence for one Trimester?**

Yes, you can apply for Leave of Absence at any time after enrolment and until the study period census date. However, this will only be applicable for students in their second study period onwards. This means that new students will not be able to apply for a Leave of Absence until their have completed at least one study period.

**What is the maximum duration that I can take a Leave of Absence?**

You can apply for Leave of Absence for a maximum period of twelve (12) months