From: Amber Kwek
Sent: Wednesday, 3 January 2024 9:46 AM
Cc: Winnie Chua; Boyd Anderson
Subject: <IMPORTANT> For CEG4 Students Graduating at the end of Sem 2, AY23/24
Importance: High

Dear CEG4 Students

If you intend to graduate at the end of Sem 2, AY23/24, please:
a) **check that you will be able to fulfill all requirements** (core courses including technical elective rules, ULR/GE and UE) **to graduate** using the AFG checklist (as per your intake academic year to NUS). If you have yet to complete any of the graduation requirements, select the courses via CourseReg,
AND
b) **apply for graduation (AFG) via EduRec : 2 Jan – 26 Jan 2024.**
If you do not AFG, your name will NOT be in the graduation list and you will not be able to graduate. However, having applied/being able to apply for graduation does NOT mean you have fulfilled all graduation requirements. It only records your formal intention to graduate. You will still have to do a thorough check on whether you have completed all graduation requirements.

Notes:
1. It is your responsibility to check if you could fulfill all your graduation requirements (i.e. Programme/Major, ULR/GE and UE requirements) and be able to graduate at the end of Sem 2, AY23/24.
- You should NOT solely use the total number of units to check.
- You should NOT solely depend on the 'My Graduation Audit Report' and/or 'My What-If Report' to check if you have fulfilled all graduation requirements.
- You need to do a manual cross-check/'tick & check' using the AFG checklist and your unofficial transcript. If necessary, for the latter, refer to user guides under 'Academics' via Student Portal.

Any shortage of units or course (less than the required units/course) will render students UNABLE to graduate in Sem 2, AY23/24. As such, please do a thorough check while the CourseReg rounds are still ongoing, and secure the required course(s).

Match your findings from the manual check (using AFG checklist and unofficial transcript) against your graduation audit report* (refer to mail below); both should tally. If it doesn't, please flag to me and I will follow up in mid-Feb (sem 2)/Sept (sem 1). In particular, please refer to point #2 below.
Also, as mentioned below, it is Not necessary to re-declare/reclassify 'extra' TEs as UE (and vice versa). As per my understanding, any/all 'extra' courses will (auto) count as UEs.

2. For students with approved course mappings (or what we termed as 'exceptions' in EduRec, e.g. transfer-in, streamed in from common engineering, NOC returnees), where applicable, please retrieve our earlier correspondence(s), and track the fulfillment of the requirements yourself.
FYI, AFG checks from my end will (only) start around mid-Feb (sem 2)/Sept (sem 1) or so i.e. I will only be able to 'authorise exceptions' in EduRec then.

3. FYI, no option to drop/withdraw from specialisation/Minor, until the final semester. Or rather, I will drop the affected plan (e.g. specialisation, minor, etc) backend, for graduating CEG4 students who do not fulfil accordingly (during my AFG checks) around mid-Feb (sem 2)/Sept (sem 1). If applicable, you may proceed to apply for graduation.

4. DDP students have to track the fulfillment of their requirements manually. Please refer to the AFG checklists for CEG students in structured DDPs; do Not presume that DDP students have the same requirements as students in single BEng(CEG) degree.

5. For graduating USP student(s), please email CDE-OUP colleague, Ms Lesley Poong lesley@nus.edu.sg to get your USP courses mapped and approved as soon as CourseReg ends. Thereafter, please forward a copy of the approved mapping to me, by mid-Feb/Sept. For queries regarding USP mapping, please check with OUP and/or USP Office.

6. Please check and clear your NUSNET email regularly and update your contact details (e.g. address, contact number) via EduRec. FYI, emails sent from students' personal email accounts have been (randomly) routed to my spam/junk folder (which I don't check).

For ease of correspondence, please retain email history and sign-off with your name and student ID (which is required for the administrators to retrieve your CourseReg/EduRec record).

Student(s) who fails to heed above points and hence not fulfilling his/her graduation requirements on time, will bear the consequences of not being able to graduate at the end of Sem 2, AY23/24.

Thank you.

Sent on Behalf of
Winnie

From: Amber Kwek
Sent: Wednesday, January 3, 2024 9:44 AM
Cc: Boyd Anderson; Rajesh Chandrasekhara Panicker
Subject: Sem 2, AY23/24: AFG and Graduation Audit Report via EduRec

Dear CEG4 and CEG3 Students

NUS has transited to a function within EduRec to help undergraduates track their graduation requirements.

Apply For Graduation (AFG)
If you plan to graduate at the end of Sem 2, AY23/24, please indicate your intention and **Apply for Graduation (AFG)** via EduRec - Self Service > Degree Progress/Graduation > Apply for Graduation.

My Graduation Audit Report and My What-If Report
'**My Graduation Audit Report**' allows you to track your study progress and the graduation requirements that need to be fulfilled.

'**My What-If Report**' allows you to simulate various what-if scenarios with different set of academic program, major, second major or minor that you may be planning to take.
It looks at the current set of academic program(s), plans you are taking and added/changed what-if program/plans, and it generates an overview of your degree progress based on the courses that you have passed, currently reading and/or added what-if courses.

My Graduation Audit Report	My What-If Report
The report shows all the courses that students have passed up to the present. The report excludes courses that students are currently reading. The report cannot do simulation.	The report shows - courses that you have passed - courses that students are currently reading - simulated courses The report can simulate various my what-if scenarios with different set of academic programs, majors, minor or second major.

Apply for Graduation and My Graduation Audit Report Schedule
The latest schedule and information for 'Apply for Graduation' and 'My Graduation Audit Report' are available at the ['AFG and My Graduation Audit Report' homepage within Student Portal](#).

For Sem 2 AY23/24, AFG function will open from 2 Jan to 26 Jan 2024, while 'My Graduation Audit Report' will be available till 26 Apr 2024.

Please note:
a) The current list of technical electives (TEs) in EduRec, may be outdated e.g. new CS/EE 3000/4000 courses (first offer this semester) have not been reflected. I will only be able to update such changes around mid-Feb (sem 2)/Sept (sem 1). By now, you should be aware that all CS/EE-coded level 3000/4000 courses (not listed within the six CEG concentrations) may count as CEG TE Breadth/Depth. As such, please do not get overly anxious if say, an intended TE shows up as UE (or vice versa). If necessary, you may email and flag to me. However, I won't be able to reply/follow up until mid-Feb/Sept.

b) It is Not necessary to re-declare/reclassify 'extra' TEs as UE (and vice versa). As per my understanding, any/all 'extra' courses offered within NUS will (auto) count as UEs.

c) Regret to inform I seldom use "What-If" Report for my checks (due to certain limitations), so won't be able to advise (e.g. how to simulate properly).

Let me know if you require any clarification. Having said that, priority goes to CEG4 students graduating at the end of this semester. Seeks your understanding.

Regards
Winnie