Academic Plan Declaration – Declare Academic Plan

Academic Plan Declaration allows students to declare their Majors, Specialisations, Tracks, Minors and 2nd Majors during the main semesters.

Academic Plan Declaration is required for the following Faculty/Schools:

Undergraduate

- Faculty of Arts and Social Sciences
- School of Business
- School of Computing
- School of Design and Environment
- Faculty of Engineering
- Faculty of Law
- Yong Siew Toh Conservatory of Music
- Faculty of Science

Graduate

- School of Business (*applicable to selected programmes only)
- School of Design and Environment (*applicable to selected programmes only)
- Faculty of Engineering (*applicable to selected programmes only)

* Academic Plan Declaration requirement is determined by the student’s home faculty. Thus, please check with your home faculty/department if you have queries with regards to the requirements.

Note:

Students are NOT allowed to change their declaration within the same semester once it has been submitted. Students are only allowed to declare during the declaration period that is open.
Step by Step guide for ‘Academic Plan Declaration – Declare Academic Plan’

1) Navigate to Academic Plan Declaration
   Once you have logged in, you will see My Homepage with picture icons which you can select and navigate to the respective pages in EduRec.

- Click Academics icon.

- Click Acad Plan Appln/Declaration Icon.
2) Select your Career.

   Click ‘Undergraduate’ or ‘Graduate’.

3) Verify your current Academic Programme
   You will see a page that shows your current Academic Programme.

   Click next button.
4) **Select your declaration accordingly.**
   - All Program and Plans will be loaded from your Academic Programme.
   - Click + to add
   - Click - to delete or drop
   - Click q to change
   - You can click Declare without making any changes if you wish to retain your previous declaration.

*Click Declare button.*

**Priority Ranking for Specialisation**

Undergraduate students are required to rank their specialisation for the purpose of calculating the Priority Score for a module he/she selects in Module Registration (ModReg).

Only First Major First Specialisation will be given priority. First Major Second Specialisation onwards will be given First Major priority.

Please refer to the Module Registration website for more information about Priority Score.
Select a new 2nd Major

Select the 2nd Major from the lookup table.
5) Complete your Declaration.
   Verify your selections and click the submit button.

Slide to ‘Yes’ and Click Submit button if selection shown is correct.