

## FREQUENTLY ASKED QUESTIONS (FAQ) ON RC MODULES OFFERED BY CELC

### Q1. What are the CELC module codes for Residential Colleges?

The Ideas & Exposition (I&E) modules are offered by CELC Writing Unit to students from Tembusu College, College of Alice & Peter Tan and Residential College 4. With effect from Semester 1, 2015/2016, the I&E module codes are as follows:

**UTW1001%** (previously IEM1201%) for Ideas & Exposition 1 (I&E1) module.

**UTW2001%** (previously IEM2201%) for Ideas & Exposition 2 (I&E2) module.

For details on the I&E module offerings, pre-requisites and preclusions of the I&E modules, please refer to the [Ideas & Exposition webpage](#).

The Professional and Academic Communication module or ES1601 is offered only to students from Ridge View Residential College (RVRC). For details on the Professional and Academic Communication module or ES1601, please refer to [this webpage](#).

### Q2. How are the modules allocated?

Please refer to the table below for details on the module allocation process. Due to the huge volume of module requests during the module allocation period, we will not be able to process any telephone and email appeals.

SEMESTER 1, 2018/2019 - MODULE ALLOCATION TIMELINE				
	Module Allocation Stages	Website	Start	End
1	<p><b>Residential College Module/Class Preference Exercise (MPE)</b> <b>Selection of modules</b></p> <p>All eligible Residential College students are advised to participate in the MPE. Students should check with their respective residential colleges if they need to change their learning plan, or if they are unable to view or select any modules/tutorials during MPE.</p> <p>Students are allowed to indicate and rank a <u>maximum of 5 choices during MPE</u>.</p>	<a href="#">Residential College Module/Class Preference Exercise</a>	1600 hours Friday 3 Aug 2018	1700 hours Monday 6 Aug 2018
2	<p><b>Residential College Module/Class Preference Exercise (MPE)</b> <b>Viewing of MPE balloting outcome</b></p> <p>The MPE balloting is based on students' module ranking but the allocation algorithm is random. Due to the class size restriction during MPE (and overall), the eventual placement for some students may not be their top choice.</p> <p>Please click on the given link to view the MPE balloting outcome. <b>Successfully allocated students should also verify the module/class allocated in CORS (we will <u>not</u> email the balloting outcome to this group of student).</b></p> <p><i>CELC will email the following groups of students:</i></p> <p>(i) <i>Students who are not allocated a module/class due to unsuccessful MPE balloting or timetable clash during CORS upload – please submit an online appeal as soon as possible.</i></p> <p>(ii) <i>Students who are tentatively allocated a module/class (a space will be reserved) because uploading to CORS was not allowed due to workload issue – unless you need to change the reserved space, appeal is not required.</i></p>	<a href="#">MPE balloting/allocation outcome</a>	2300 hours Tuesday 7 Aug 2018	
3	<p><b>Online Appeal</b></p> <p>UTown students should refer to the list of I&amp;E spaces (which will be updated from 8 Aug 2018) <a href="#">here</a> before submitting an online appeal.</p> <p>RVRC students should refer to the list of ES1601 tutorial spaces (which will be updated from 8 Aug 2018) <a href="#">here</a> before submitting an online appeal.</p> <p><b>Online appeal outcome:</b> Online appeal (which closes at 6pm on 10 Aug 2018) will be processed latest by Monday 13 August 2018. Note that the appeal outcome for submissions on 10 Aug 2018 may be finalised by 6pm on Tuesday 14 August 2018. We will convey appeal outcomes by email.</p>	<a href="#">Submission of Online Appeal</a>	1000 hours Wednesday 8 Aug 2018	1800 hours Friday 10 Aug 2018
4	<p><b>Manual Appeal</b></p> <p>Please refer to the list of available spaces (updated from 8 Aug 2018) for <a href="#">UTown students</a> and <a href="#">RVRC students</a> respectively before coming to see us at *CELC for manual appeal.</p> <p>To facilitate module/class exchanges among students who encounter timetable clash after MPE allocation, we have created the <a href="#">I&amp;E module swap table</a> and <a href="#">ES1601 tutorial swap table</a> for self-help. Interested students can explore the respective table to find partners for mutual module/class swap before submitting a manual appeal (refer to FAQ Q6).</p>	<a href="#">Please visit us at CELC Writing &amp; Communication Hub 10 Architecture Drive Singapore 117511</a>	1000 hours Monday 13 Aug 2018	1700 hours Friday 17 Aug 2018

### Q3. Can I select an I&E class that suits my schedule but is not hosted by my Residential College (RC)?

All eligible students will be able to view and select I&E classes hosted by any RC during the MPE and Appeal period. You are encouraged to heed your College's advice with regards to MPE participation and the prioritising of UTCP selection and allocation.

#### **Q4. Should I attend class from Teaching Week 1 if I have not received any appeal outcome?**

Yes, you should attend class from Teaching Week 1 (starting on 13 August 2018) to avoid missing any lessons. Students are allowed to tentatively attend any class in Teaching Week 1 while waiting for their module appeal outcome. However, class attendance alone will not guarantee a seat in class as module allocation is subject to the availability of spaces and allocation priorities in the appeal process. .

#### **Q5. Can I appeal for a particular module if the class is already full?**

You may be placed on our wait-list if the class you wish to enrol is already full. Please indicate your module request at the [Online Appeal Portal](#) from 8 to 10 August 2018. We shall manually add you to the class and inform you by email if a space becomes available.

#### **Q6. Can I do a mutual swap of module/class with my friend?**

Yes, provided that both parties have been allocated a module before the swap. There must also be mutual consent for the swap. Please see us at *CELC\** to process the request manually. Note that mutual swapping of modules will be given priority over any unilateral requests to change the MPE-allocated modules or slots. Students can go to [I&E module swap table](#) or [ES1601 tutorial swap table](#) to source for mutual swap opportunities with other students.

#### **Q7. Can I exercise my S/U option for RC modules?**

You may exercise your S/U option subject to your S/U option quota and home faculty's guidelines and approval. Please consult your faculty administrator.

#### **Contact us:**

For any other queries on I&E or ES1601, please email the **CELC Support Team for RC Modules** at [elcbox63@nus.edu.sg](mailto:elcbox63@nus.edu.sg).

Note that the **CELC Support Team for RC Modules** will be stationed at the **WCH** (refer to pictures below) **from 8 to 17 August 2018**.

(Due to the huge volume of module requests during the module allocation period, we will not be able to process any telephone and email appeals. Please refer to Q2 of this FAQ document for the timeline for Online and Manual Appeals.)

**\*CELC (Centre for English Language Communication) Writing & Communication Hub (WCH)**  
**is located at 10 Architecture Drive, Singapore 117511 (next to SDE / opposite AS8 and Central Library)**

