

## Academic Plan Declaration – Declare Academic Plan

Academic Plan Declaration allows students to declare their Majors, Specialisations, Tracks, Minors and 2<sup>nd</sup> 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 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'

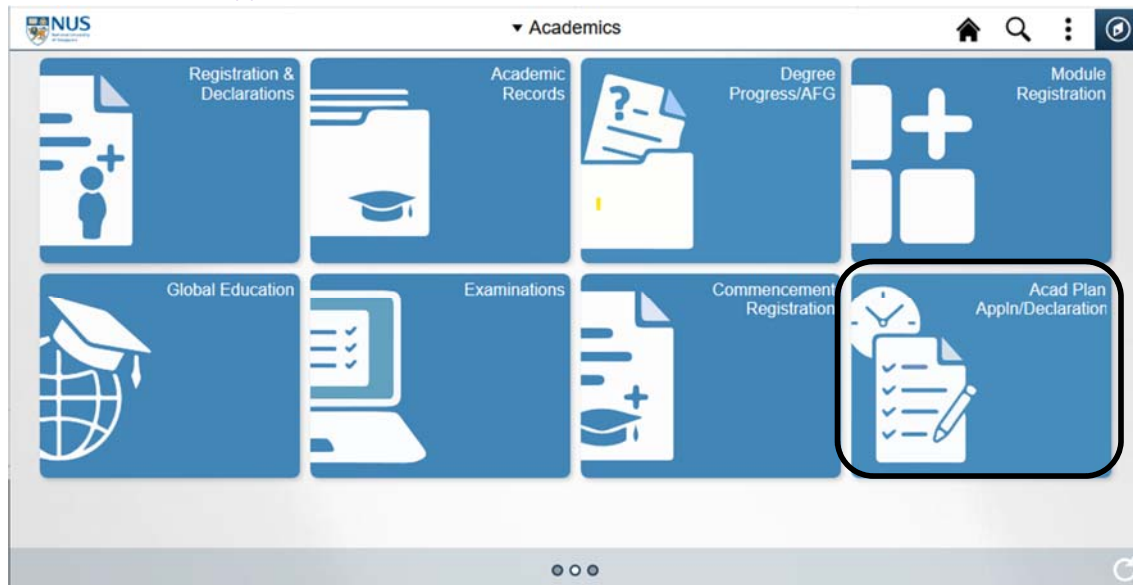
### 1) Navigate to Academic Plan Declaration

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'.

The first screenshot shows the 'Select A Career' page with the 'Undergraduate' option selected in the dropdown menu. The second screenshot shows the same page with the 'Graduate' option selected.

## 3) Verify your current Academic Programme

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

Click next button.




The screenshot shows the 'Declare Academic Plan' page for the Academic Year 2018, Semester 2. The program is a Bachelor of Arts with a European Studies (Major) track and an Art History (Minor) minor. The 'Next' button is highlighted.

Academic Program	Bachelor of Arts
Academic Plan	European Studies (Major)
Tracks	Spanish - TRK
Minors	Art History (Minor)

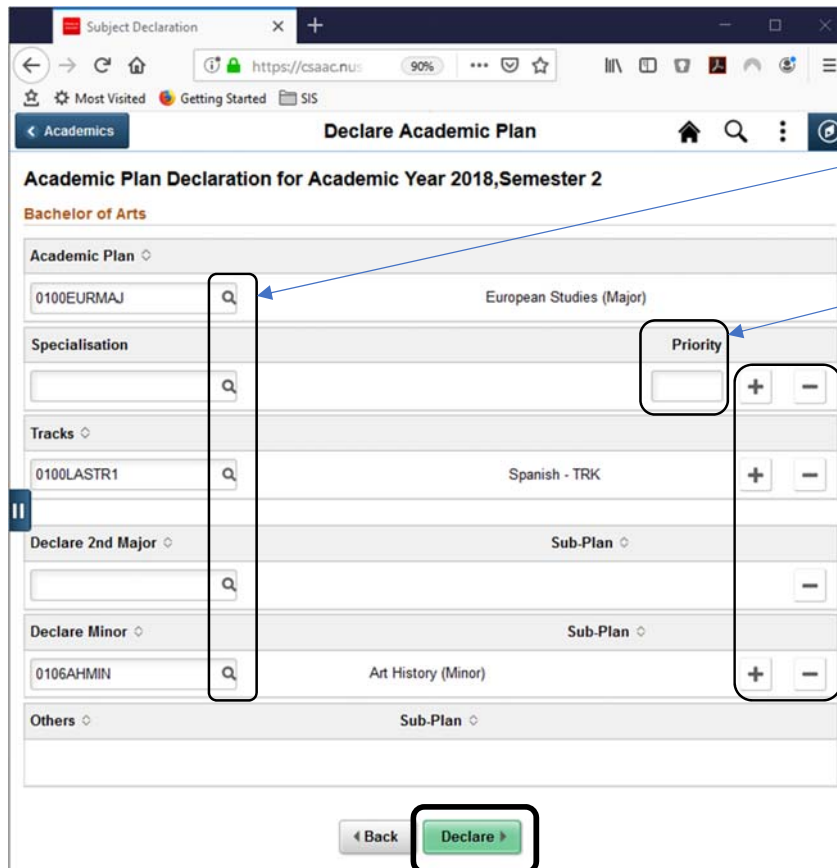
Once you have submitted your declaration, you will not be allowed to make any changes.

If you have questions or find any of the information inaccurate or incomplete, please contact your program/subject advisor at the Faculty/School.

#### 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  to change
- You can click Declare without making any changes if you wish to retain your previous declaration.

👉 Click Declare button.



The screenshot shows a web browser window titled 'Subject Declaration' with the URL 'https://csaac.nu:'. The page is titled 'Declare Academic Plan' and is for the 'Academic Plan Declaration for Academic Year 2018, Semester 2' for a 'Bachelor of Arts' program. The interface includes several sections: 'Academic Plan' with a search field containing '0100EURMAJ' and a magnifying glass icon; 'Specialisation' with a search field and a 'Priority' field with '+' and '-' buttons; 'Tracks' with a search field containing '0100LASTR1' and '+' and '-' buttons; 'Declare 2nd Major' with a search field and a '-' button; 'Declare Minor' with a search field containing '0106AHMIN' and '+' and '-' buttons; and 'Others' with a search field. At the bottom, there are 'Back' and 'Declare' buttons. A vertical bar on the left side of the page is partially visible.

Click the magnifying glass to change Major, Specialisation, Tracks, 2<sup>nd</sup> Major or Minor.

\* Change of Major is only applicable to some undergraduate programmes

\* Minors and 2<sup>nd</sup> Major is only applicable to undergraduate programmes.

Priority Ranking for Specialisation.

See description below.

Click the + button to add a new Specialisation, Track, 2<sup>nd</sup> Major or Minor.

Click the - button to delete/drop a specialisation, track, 2<sup>nd</sup> Major or Minor.

#### 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 2<sup>nd</sup> Major

Click the Magnifying glass.

Academic Plan Declaration for Academic Year 2018, Semester 2

Bachelor of Arts

Academic Plan  European Studies (Major)

Specialisation  Priority  + -

Tracks  Spanish - TRK + -

Declare 2nd Major  Sub-Plan  -

Declare Minor  Art History (Minor) + -

Others  Sub-Plan

Back Declare

Select the 2<sup>nd</sup> Major from the lookup table.

Lookup

Search for: Declare 2nd Major

Search Criteria

Search Results

25 rows

Academic Plan	Description
0100EU2MJ	European Studies (2nd Maj)
0101CH2MJ	Chinese Studies (2nd Maj)
0101CL2MJ	Chinese Language (2nd Maj)
0102NM2MJ	Comms & New Media (2nd Maj)
0103EC2MJ	Economics (2nd Maj)
0104EL2MJ	English Language (2nd Maj)
0104EN2MJ	English Lit (2nd Maj)
0104TS2MJ	Theatre Studies (2nd Maj)
0105GE2MJ	Geography (2nd Maj)
0106HY2MJ	History (2nd Maj)
0107JS2MJ	Japanese Studies (2nd Maj)

5) **Complete your Declaration.**

Verify your selections and click the submit button.

👉 Slide to 'Yes' and Click Submit button if selection shown is correct.

Subject Declaration

https://csaac.nus 90%

Academics **Declare Academic Plan**

**Academic Plan Declaration for Academic Year 2018, Semester 2**

**Bachelor of Arts**

Academic Program Bachelor of Arts

Academic Plan European Studies (Major)

Tracks Spanish - TRK

Minors Art History (Minor)

No

By checking this box, I confirm that my declaration information are in order for on for Academic Year 2018, Semester 2

Back Submit

**Declare Academic Plan**

Your Academic Plan Declaration has been submitted.

Return to Main Page