Step-by-Step Guide to Selecting Your Elective GSMs Using GENESSYS

- 1. Log into student portal myNYP Portal (<u>https://mynypportal.nyp.edu.sg</u>) using:
 - Log-in ID: Your NYP email address
 - PW: Your password

| | | | FAQ Forgot Password? | |
|---------|--|---|--|-------|
| | BEGIN YOUR RESEA Statustation Adatabase that provides access to over studies on a wide variety of topics and 150+ countries. Image: Statustation of topics access to over studies on a wide variety of topics and 150+ countries. Image: Statustation of topics access to over studies on a wide variety of topics and 150+ countries. | ARCH WITH er 1.5 million statistics and d covering 170 industries and | Global No. 1 Data Platform ** Access via Library Portal (Unlimited Concurrent Users) | |
| | | POPULAR SERVICES | | sknyp |
| | الله BLACKBOARD | NYP EMAIL | چ STUDENT LIFE ACADEMY | |

2. Once you are logged into the Student Portal, go to Academic Services -> Modules/Competency Unit and Electives -> GS Selection Module/Competency Unit.

| ଲ ଜ ସ୍ୟ | Home - Popular e-Services + Academic Matters - Student Attendance - System - | MODULES/COMPETENCY UNITS AND ELECTIVES | |
|---------------|--|--|--|
| ۵ | Submit Statement of Absence Modules/Competency Units and Electives | Dashboard / Academic Matters / Modules and Electives | |
| | Timetables and Exams | Register Modules/Competency Units | GS Selection Module/Competency Unit |
| | Academic Results Transcript and Certificates | Register modules/competency units online Proceed | Selection of GS Module/Competency Unit by students Proceed |
| 6 | e-Learning Financial Matters + | | |
| ttps:// | mynypportal.nyp.edu.sg/content/nyp-s | sp/en/dashboard/eserv-urt/gs-selection-module.html CV Units Registered | View Module/Competency Unit Tutors & PEM |

3. You will then find yourself in GENESSYS, where you are given 12 choices to select your desired GSMs in descending order of preference (no. 1 being your most preferred, no. 2 being your next preferred and so on).

| Choice | Module Code-Module Name(Cluster Description) | Time Slot Instructions |
|--------|--|------------------------|
| 1 | BMX301-BE FINANCIALLY INTELLIGENT!(GRP 2) | THU 2-3 PM v |
| 2 | BMX301-BE FINANCIALLY INTELLIGENT!(GRP 2) | THU 2-3 PM • |
| 3 | BMX301-BE FINANCIALLY INTELLIGENT!(GRP 2) | [THU 2-3 PM v] |
| 4 | BMX301-BE FINANCIALLY INTELLIGENT!(GRP 2) | THU 2-3 PM V |
| 5 | BMX301-BE FINANCIALLY INTELLIGENT!(GRP 2) | THU 2-3 PM V |
| 6 | BMX301-BE FINANCIALLY INTELLIGENT!(GRP 2) | THU 2-3 PM V |
| 7 | BMX301-BE FINANCIALLY INTELLIGENT!(GRP 2) | THU 2-3 PM ~ |
| 8 | BMX301-BE FINANCIALLY INTELLIGENT!(GRP 2) | THU 2-3 PM 💙 |
| 9 | BMX301-BE FINANCIALLY INTELLIGENT!(GRP 2) | THU 2-3 PM 🗸 |
| 10 | BMX301-BE FINANCIALLY INTELLIGENT!(GRP 2) | THU 2-3 PM v |
| 11 | BMX301-BE FINANCIALLY INTELLIGENT!(GRP 2) | THU 2-3 PM ~ |

4. For each choice, you can select your preferred module and time slot.

| First, | select your | preferred | module. |
|--------|-------------|-----------|---------|
| | | | |
| | | | |

| 1 | BMX301-BE FINANCIALLY INTELLIGENT!(GRP 2) |
|----------|--|
| | BMX301-BE FINANCIALLY INTELLIGENT!(GRP 2) |
| | BMX302-THE ENTREPRENEUR IN ME(GRP 2) |
| 2 | BMX303-PRODUCTIVITY IN BUSINESS(GRP 2) |
| | BMX304-BECOMING A SUCCESSFUL MANAGER(GRP 2) |
| | BMX305-DOING BUSINESS GLOBALLY(GRP 2) |
| 3 | BMX306-UNDERSTANDING CONTRACTS AND THE LAW(GRP 2) |
| <u> </u> | CLX301-WONDERS OF LIFE(GRP 2) |
| | CLX302-UNRAVEL THE MYSTERY OF BIG PHARMA(GRP 2) |
| 1 | CLX303-FOOD CULTURE(GRP 2) |
| 4 | FGX301-INTRODUCTION TO POLITICAL SCIENCE(GRP 1) |
| | FGX302-CURRENT ISSUES IN PERSPECTIVE(GRP 1) |
| - | FGX303-EFFECTIVE ORGANIZATIONAL COMMUNICATION(GRP 1) |
| 5 | FGX304-INTRODUCTION TO FRENCH LANGUAGE 2(GRP 1) |
| | FGX305-INTRODUCTION TO GERMAN LANGUAGE 2(GRP 1) |
| | FGX306-INTRODUCTION TO JAPANESE LANGUAGE 2(GRP 1) |
| 6 | FGX307-INTRODUCTION TO KOREAN LANGUAGE 2(GRP 1) |
| | FGX308-LEARN TO LEAD(GRP 1) |
| | FGX309-LESSONS FROM HISTORY20TH CENTURY CHINA(GRP 1) |
| 7 | FGX310-DISCOVERING FRENCH CULTURE & SOCIETY(GRP 1) |
| | FGX311-DISCOVERING GERMAN CULTURE & SOCIETY(GRP 1) |

| Choice | Module Code-Module Name(Cluster Description) | | Time Slot |
|--------|--|---|--|
| 1 | BMX301-BE FINANCIALLY INTELLIGENT!(GRP 2) | ~ | THU 2-3 PM V THU 2-3 PM |
| 2 | BMX301-BE FINANCIALLY INTELLIGENT!(GRP 2) | ~ | THU 3-4 PM THU 4-5 PM THU 5-6 PM |
| 3 | BMX301-BE FINANCIALLY INTELLIGENT!(GRP 2) | ~ | THU 2-3 PM 🗸 |
| 4 | BMX301-BE FINANCIALLY INTELLIGENT!(GRP 2) | ~ | THU 2-3 PM 🗸 |
| 5 | BMX301-BE FINANCIALLY INTELLIGENT!(GRP 2) | ~ | THU 2-3 PM 🗸 |

Then select your preferred time slot for the module.

5. Please note that Year 1 – 3 GSMs are grouped into the following three categories:

| Group 1 | Modules offered by CILS |
|---------|-------------------------------------|
| Group 2 | Modules offered by SAS, SBM and SEG |
| Group 3 | Modules offered by SDM, SHSS, SIT |

- For choices 1 to 9, you are required to select two (2) modules from Group 1, four (4) modules each from Group 2 and three (3) modules from Group 3, in any order.
- For choices 10 to 12, you can select modules from any Group.
- Refer to the GSM portal (<u>https://mynypportal.nyp.edu.sg/en/gsm.html</u>) for the full list of modules offered under each group for both Year 2 and 3 learners.
- 6. Ensure that you complete all 12 choices before submitting your selection. Your choices are considered successfully "submitted" once they are **saved**.
 - After submitting, you can still log into GENESSYS to make changes to your selection before the closing date of the selection exercise, after which all choices are considered final.
 - Do note that there is **no guarantee** that you will be allocated a module which you have selected due to demand and availability of places.
 - Spread your selection across the various time slots to maximise your chances of getting the modules that you want, especially if you are required to take GSMs.

7. Please check your timetable around one week before the start of the semester to find out the GSMs that you have been allocated to.

Please check your timetable at 5pm on the Friday of the first week of the semester to find out the GSM that you have been allocated to.

To view your timetable, go to the student portal and select **Academic Matters** -> **Timetables** and **Exams** -> **View Individual Timetable.**

| < | | |
|---|--|--|
| G Home | | |
| 🖒 Popular e-Services + | | |
| 🗐 Academic Matters – | TIMETARI ES AND EXAMS | |
| Student Attendance System | | |
| Submit Statement of Absence | Dashboard / Academic Matters / Timetables and Exams | |
| Modules/Competency Units and Electives | | |
| Course Related | | |
| Timetables and Exams | View Individual Timetable | View Timetable by Module/Competency Unit |
| Academic Results | To view personalised module/competency unit timetable. | To view timetable by module/competency unit. |
| Transcript and Certificates | Proceed | Proceed |
| e-Learning | | |
| Financial Matters + | View exam instructions to learners | View Exam Timetable |

8. Enter your Intake/Acad and Semester. Click the "Submit" button to proceed.

| | VIEW INDIVIDUAL TIMETABLE | |
|------------|--|-------|
| | Intake/Acad Yr and Semester : | |
| | 2021 52 | ~ |
| | Week Type : | |
| | All | ~ |
| | | |
| | s | ıbmit |
| | | |
| REP | ORT VULNERABILITY I FEEDRACK & SURVEYS I LIST OF E-SERVICES | |
| 180 Cop | Ang Mo Kio Avenue 8 Singapore (569830) Tel: 64515115 vriaht © 2021 NYP. Singapore. All rights reserved. | |

9. You should be able to see your assigned GSMs in your timetable as below:

| 02:00PM to 02:50PM | | WEEK 2-16 HSX202 LEC11 CH ELEARNING SHSS | WEEK 1-17 EGH217 LECH1 BMEE ELEARN SEG | |
|-----------------------|---|--|---|--|
| | | CHLOEK | SELF_LEARN | |
| 03:00PM to 03:50PM | WEEK 1-17 EGH218 LECH1 IOMT ELEARN SEG | WEEK 2-16 ITX201 LAB21 CMPTHK ELEARNING SIT | WEEK 1-17 EGH220 LECH1 IPC ELEARN SEG | |
| | SELF_LEARN | ROYN | SELF_LEARN | |

*** End of Guide ***