

*Please disregard this e-mail if you are graduating at the end of Semester 1 AY2011-12.*

NTU/R.0220

18 Nov 2011

To : All Students

**REGISTRATION OF COURSES FOR SEMESTER 2 AY2011-12 (commencing from 5 December)**

1. All information and url to course registration applications are at:
  - <http://www.ntu.edu.sg/Services/Academic/undergraduates/Course%20Registration/Pages/default.aspx>
  - StudentLink
  - School's Website on Course Registration
2. All students (except ENG 1 students\* who are yet to be streamed to their respective Engineering disciplines) will register for their courses before the release of the Semester 1 (S1) examination results. Students are to assume that they pass all their S1 courses.

\* These ENG 1 students will be streamed based on their S1 exam results. Hence, they will only be able to register for their courses on 30 Dec 2011 (9.30 a.m. to 12.30 p.m.).

3. Personalised Registration Date & Time  
You MUST check your Personalized Date and Time for Registration (from 24 Nov 2011) at <http://www.ntu.edu.sg/Services/Academic/undergraduates/Course%20Registration/Pages/default.aspx>.  
The general schedule is at <http://www.ntu.edu.sg/Services/Academic/undergraduates/Course%20Registration/Pages/RegistrationSchedule.aspx> (this is for your reference only).

The registration date and time assigned to you is based on your study year in Semester 2 AY 2011-12 (termed as 'Registration Study Year') assuming that you passed all courses taken in S1. However, if you are currently on academic warning or probation, the registration date and time will still be based on your study year in Semester 1 AY 2011-12.

Please note that students in the same admission year may not necessarily have the same Registration Study Year. This is because students who are faster and have earned more AU could be promoted earlier. Likewise, there could be students who lag behind their cohort.

4. Registration for Modern Language Elective (MLE) Courses (Proficiency Declaration for Level 1 courses is Compulsory)

Admission to all **Level 1** MLE courses is restricted to first-time learners only. Students are required to declare their proficiency level when placing the courses on waitlist. Students who do not make a declaration will not be eligible for the allocation of MLE courses.

Disciplinary action will be taken against students who make a false declaration.

For registration of higher level MLE courses, please arrange for a placement test with [ahaslina@ntu.edu.sg](mailto:ahaslina@ntu.edu.sg) before Teaching Week 1. Please refer to the Centre for Modern Language (CML) website <http://cml.hss.ntu.edu.sg/Courses/Pages/Rules.aspx> for more information.

#### 5. Students Who Are Pre-allocated Their Core Courses (applicable to Year 1)

**Year 1** students from the following programmes and admitted in **AY 2011-12** will be pre-allocated their core courses if they do not have outstanding tuition or hostel fees:

##### Single Degree

- Accountancy
- Aerospace Engineering
- Business
- Civil Engineering
  
- Communication Studies
- Electrical and Electronics Engineering
- Environmental Engineering
- Materials Engineering
- Mechanical Engineering
- Renaissance Engineering

##### Double Degree

- Accountancy & Business
- Aerospace Engineering & Economics
- Civil Engineering & Economics
- Electrical and Electronics Engineering & Economics
- Environmental Engineering & Economics
- Materials Engineering & Economics
- Mechanical Engineering & Economics

Their assigned timetable will be released on **Fri 25 Nov 11**. Unless otherwise stated in their School's registration instructions, they may only add their choices of GER PE/UE on waitlist on their registration day.

#### 6. Class schedule

The class schedule will be released on **Fri 18 Nov 2011**. The ***Class Schedule*** ([https://wish.wis.ntu.edu.sg/webexe/owa/aus\\_schedule.main](https://wish.wis.ntu.edu.sg/webexe/owa/aus_schedule.main)) reflected is current and specific changes are shown at ***Notices/Updates*** (<http://www.ntu.edu.sg/Services/Academic/undergraduates/Course%20Registration/Pages/NoticesandUpdates.aspx>).

#### 7. STARS Planner

The Planner is meant for students to plan their class timetable only. On their assigned registration date and time, students are still to submit their planned timetable to **STARS** for registration. The courses that you have planned and saved in the STARS Planner are not registered for you until you submit to STARS successfully. STARS will give you an immediate response for each submission.

You should check your confirmed timetable at ***Print/Check Timetable of Courses Registered*** in the Course Registration Website. DO NOT check timetable in STARS Planner.

#### 8. Minors

Please refer to the full list of [Minor Programme](#). The AUs earned for a Minor are counted towards a student's UE requirements.

#### 9. General Education Requirement Prescribed Electives (GERPE) & Unrestricted Electives (UE)

For GER PE/UE, students may place up to 5 choices for GERPE and 5 choices for UE on waitlist. Allocation of places depends on students' demand and supply of places. Please utilize all your choices to increase your chances of being allocated an elective.

Although final year students are generally given some priority, it does not imply that they will always get their first choice because the University still has to allow some lower years students to read the courses. Final year students should also not place just one or two choices on waitlist because if the courses are popular, they may still not be able to get a place in the course.

#### 10. Online Appeal System for GERPE/UE

Students who are not allocated GERPE/UE of their choice should consider alternative courses. Schools may not be able to accommodate more students for classes that are already full, even if students were to appeal.

The Appeal System will be available for **3 days (9 - 11 Jan 2012)**. The outcome of the appeal will be known by **20 Jan 2012**. If you are unsuccessful in your appeal, do consider other courses with available vacancies and register them during the remainder of the Add/Drop period.

#### 11. Reminder

- Before registering for courses, students should know the following:
  - their **curriculum structure**
  - information and guides in the Course Registration Website
  - the registration instructions issued by their School
- Certain index numbers of the same courses are allotted to specific programme/study year/specialisation. Students (especially BUS students) should check the class schedule for their programme, study year & specialization (if applicable) and read their Schools' registration instructions before planning their timetable.
- Check the registration records in **STARS** before the end of the **Add/Drop Period**. Do not check in Edventure. Registered courses will only be reflected in Edventure if the course coordinators place programme materials there.

Best Wishes,

Office of Academic Services