

Add/Drop Period (from S1 AY2012-13)

Check [Add/Drop Schedule](#)

The following can be done in [STARS](#) during Add/Drop period (daily including weekends and public holidays):

1) Add/Register Courses

2) Drop/De-register Courses

3) Change class timetable (i.e. index number) of the same course

4) Swap class timetable of the same course with another student

5) Re-classify GERPE to UE and vice versa

In real-time
(immediately)

Submit online appeals for GERPE/UE during the first three days of Add/Drop period
(Login to Online Appeal System via [Student LINK](#))

▪ Place courses (Core, GER Core, major PE, GERPE & UE) on Waitlist ([STARS](#)) (10am to 10pm)

▪ System allocate courses after 10pm

▪ Email sent to notify students who have been allocated courses

First Day of Add/Drop period

Daily 10am to 10pm:

▪ Check allocation results ([STARS](#))
▪ Update courses on Waitlist (if necessary)
▪ Drop courses that you do not want to be considered from waitlist

▪ System allocates courses after 10pm

▪ Email sent (daily) to notify students who have been allocated courses

Second day to last day of Add/Drop period

▪ Students allocated courses on the last day of add/drop can drop any of their courses the next day (i.e. one day after Add/Drop period, 10am to 10pm)

Notes:

Placing of Courses on Waitlist

- Students can place index no. of up to 5 unique courses and make changes anytime from 10 a.m. to 10 p.m. daily.
- Students should maintain their waitlist, and drop courses which they no longer wish to be considered from the waitlist.

Allocation of Courses

- Courses are allocated randomly, except for the first allocation (on the first day of Add/Drop) whereby more senior (higher study year) students are generally given priority. Senior students have a shorter time remaining before the end of their candidature to clear their courses. This is also in line with previous practice in which students are scheduled by seniority to access STARS on the first day of Add/Drop period.
- Allocation is not dependent on the time of the day students place courses on waitlist, i.e. students do not get a higher chance of allocation by putting their courses on waiting list early
- Students may be allocated as many courses as there are on their waitlist up to their max. semester load (normal load for those on AP/AW). For exchange/NG students, max. load will be 6 courses or 20 AU.
- If the index no. of a course chosen is full, the system may allocate other index no. with vacancies.

Deregistration of Courses

- Courses dropped will be deregistered immediately. Students will need to put them on waitlist for allocation again if they wish to add back the courses.
- Students allocated courses on the last day of add/drop will be allowed to drop any of their courses the next day (i.e. one day after Add/Drop period).

Important Note: A student who is still registered for a course after the Add/Drop period but did not subsequently sit for the exam will be deemed to have read and failed the course. 'F' grade will appear on the student's official transcript.