

COURSE REGISTRATION GUIDE

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SECTION 1

1.1 INTRODUCTION

Before each semester begins, all active students must register their courses through the Student Automated Registration System (STARS) according to the schedule announced by the Office of Academic Services (OAS). Students who join any classes without registration will not be allowed to take the examination(s) for the course(s) involved.

This handbook provides the policies and process for course registration and guide students through the IT systems for course registration.

The handbook is updated regularly. If there is any query that is not covered in this handbook, student can write to regn_course@ntu.edu.sg.

1.2 STUDENTS' RESPONSIBILITY & CONDUCT

It is important that NTU students conduct themselves at all times in a manner that is befitting of students and worthy of the good name of the University.

The University does not condone the following acts:

a) Tampering of Records

It is a serious offence to tamper with the record of another student. Disciplinary action will be taken for such an offence that may result in suspension or expulsion from the University.

b) Buying and Selling Courses

Students do not have the propriety rights over courses. The buying and selling of courses by students is therefore prohibited.

Students should never abuse the system by applying for courses which they do not need and subsequently sell them for their own personal gain. The University does not condone such an undesirable conduct and will not hesitate to take the necessary disciplinary actions against such conduct.

c) Use of an Unauthorised Computer Program to Register Courses

The use of an unauthorised computer program to gain an unfair advantage over the rest of the students in securing courses is also prohibited. The use of such programs places unnecessary load on the University registration system already supporting a heavy traffic. Rampant use could hang the system and cause major disruption to the course registration exercise.

d) Making false declaration

Disciplinary action will be taken against students who make a false declaration (See NTU’s Honour Code) e.g. when declaring whether they have a previous study in a modern language.

1.3 NO OUTSTANDING FEES

Students must pay outstanding fees before they can access STARS to register their courses. Payment is to be made to the Office of Finance by the timeline given in the reminder letter and at least 2 working days before the students’ scheduled date of registration. The Office of Finance will update payment records one working day after payment is made.

Students facing financial difficulties to clear the outstanding tuition fees are advised to approach the Office of Admissions and Financial Aid to apply for financial assistance scheme. For outstanding hostel rental fees, students may write to the Student Affairs Office at sao_financeassist@ntu.edu.sg.

1.4 IT SYSTEMS

STARS Planner and STARS, accessible via StudentLink, help students to plan and register their courses respectively.

STARS Planner	STARS : Student Automated Registration System
<p>This is a platform for students to plan their class timetable. It:</p> <ul style="list-style-type: none"> • Enables students to plan their timetable , save up to three timetables and retrieve them • Highlights, in red, clashes in class and exam timetables • Shows the courses that are available for the students, indicates number of places available in each class in real-time • Lists popular electives and past subscription rates, and enables students to view electives by the examination date • Allows students to submit their planned timetable to STARS 	<p>This is the only channel for students to register their courses. It allows students to:</p> <ul style="list-style-type: none"> • Register and de-register courses • Change classes of registered courses (i.e. change Index Number) • Check courses registered • Check class vacancies • Print class timetable • Re-classify course type from UE to GERPE and vice versa • Swap classes (i.e. index number) of the same course with another student (STARS does not allow a student to swap courses with another student) <p>The University will not accept any registration and de-registration of courses, or request for changes of classes through the course coordinators/tutors.</p>

1.5 ACADEMIC LOAD FOR FULL-TIME STUDENTS

	Academic Load	Remarks
Normal Load	16 to 18 AU [#] /21 AU* per semester (including repeat courses and electives)	This is in order to complete the degree requirements within the normal specified period of candidature.
Automatic Overload	3 AU [#] /8 AU* more or less than the normal semester academic load, subject to approval by the Chair concerned	This is to enable students to pursue their studies at a pace commensurate with their needs and/or capabilities.
Beyond Automatic Overload	This requires the approval of the Chair. Students are to approach their School's registration coordinators on the application process. If the request is approved, students can register the additional load after their Schools have updated the approval granted online (known as E-stamp) in STARS.	

* applies to students admitted before AY 2011-12 (except students in the Sport Science & Management programme), full-time students admitted directly to Year 2 in AY 2011-12 and part-time students admitted in AY 2011-12

applies to all students in the Sport Science & Management programme and full-time students admitted to Year 1 with effect from AY 2011-12

1.6 ANNUAL REGISTRATION SCHEDULE

The annual registration periods are as follows:

Semester/Term	Release of Registration Schedule	Registration Period	Add/Drop Period (1 st two teaching weeks of the semester)
Semester 1	May	June – July (after the release of Semester 2 examination results of the preceding academic year)	August
Semester 2	November	December (before the release of Semester 1 examination results)	January
Special Term 1 & Special Term 2	March	April	April

SECTION 2**2.1 SUMMARY OF THE REGISTRATION PROCESS**

Before you register your courses, you are expected to know the following:

- your curriculum structure including second majors and minors that you are pursuing
- your balance AU in the degree audit
- policies & rules on registration
- specific instructions for your programme
- when you are supposed to register

The entire registration process comprises the following 4 stages:

1. Planning

- Check the courses that are offered and find out the content of courses.
- Plan the courses that you want to register, including repeat courses.
- Check the class schedules and examination timetable. Note that not all index numbers of the same course are open to you.
- If you would like to take GERPEs and/or UEs, refer to past subscription rate to assess the popularity and chances that you will get the courses
- Consult your School Academic Counsellors for advice on curriculum requirements, waiver of pre-requisite, timetabling or overloading.
- Use STARS Planner to plan your class timetable and save it.

2. Main Course Registration

- On your scheduled registration date and time, access STARS Planner to retrieve your planned timetable and submit it to STARS to register your courses.
 - For core and major PE, STARS will give the outcome on registration instantly.
 - GERPE and UE will be placed on waitlist.(Note : If your registration is not successful, you may need to adjust your planned timetable)
- Print your registration records. Ensure that you have registered the right courses

3. GERPE/UE Allocation

- If you have placed GERPE and/or UE on waitlist, check the GERPE/UE allocation results after they are released. Note that the allocated GERPE/UE is registered for you.
- If you do not wish to take the allocated GERPE/UE, de-register the course from your records once you are granted access to STARS again during the Add/Drop period.

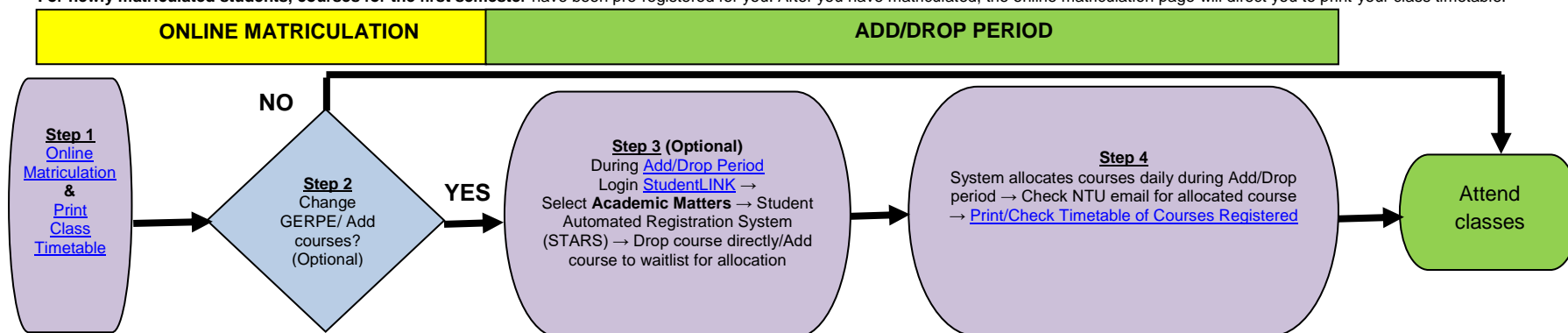
4. Add/Drop Period

- Add courses to a new waitlist and/or drop courses during the official Add/Drop period as announced by the Office of Academic Services
- If there is no vacancy in the courses that you wish to read and the waiting list is long, do consider other courses with lesser demand
- If you wish to appeal (for GERPE/UE only), submit your appeal through the online appeal system for GERPE/UE courses.

Print your final class timetable through STARS (not NTULearn) and attend only the classes that you are officially registered for.

Course Registration Process (Step By Step Guide for Newly Matriculated Students)

For newly matriculated students, courses for the first semester have been pre-registered for you. After you have matriculated, the online matriculation page will direct you to print your class timetable.



- For IT system access problem, contact CITS at: [servicedesk@ntu.edu.sg](mailto: servicedesk@ntu.edu.sg) or 6790 4357
- If there is no class timetable assigned, contact Office of Academic Services at: [regn_course@ntu.edu.sg](mailto: regn_course@ntu.edu.sg) or 6592 2445/46.

What you need to check:

- Locations of the teaching venues at the [interactive NTU map](#).

Advisory

- The timetable has been carefully planned and assigned, in line with your curriculum requirements. Hence, do remain in your courses and class timings given. However, if you have a GERPE course registered, you may change it.
- Since you are still adjusting to University's life and curriculum demand, please consult your School's [Registration Advisors](#) if you want to register more courses. Seek their assistance on academic matters and course registration.

Advisory: Consult your School's Registration Advisors before adding more course(s) or dropping any course that have been registered for you in Step 1.

What you need to check:

- Your [curriculum structure](#)
- Your balance AU in the [degree audit](#)
- Your School's [registration instructions](#) (Please approach your School's [Registration Advisors](#) on academic matters and registration assistance)
- [Class Schedule / Course Vacancy / Exam Timetable](#)
Note: not all index numbers of the same course are open to you. Refer to Schools' instructions.
- [Course Content](#)
- [User guides](#) for STARS & STARS Planner, [Add/Drop Guide](#)
- Past subscription rates of GEREPE/UE in STARS Planner to assess popularity and chances in getting the course
- [Modern Language Guideline](#) (incl Declaration of Proficiency) - You may register for language courses only if you have passed/exempted from QET/English Proficiency course
- [Minor Programmes & requirements](#) (if you wish to do a minor)
- Your current class timetable for planning purpose

What you need to do:

Add courses

- Use [STARS Planner](#) to plan and submit your plan to [STARS](#). Courses will be added to a new waitlist. Consider electives with shorter waiting list.
Note: STARS will enable you to register/de-register your courses. STARS Planner is for you to map out your timetable. **The courses that you plan and save in the STARS Planner are not registered until you submit them to STARS successfully.**
- Check your e-mail/ degree audit daily for allocation results
- Maintain courses on your waitlist & drop those that you no longer want
If the chosen index no. is full, the system may allocate other index no. (of the same course) with vacancies.

Drop courses

If you do not wish to take a registered course, drop the course within the Add/Drop period. Please note that you can access STARS **only during add/drop period**. If you have problem accessing even with the correct password, please call Office of Academic Services at: 6592 2445/46 or email to [regn_course@ntu.edu.sg](mailto: regn_course@ntu.edu.sg).

Important Note:

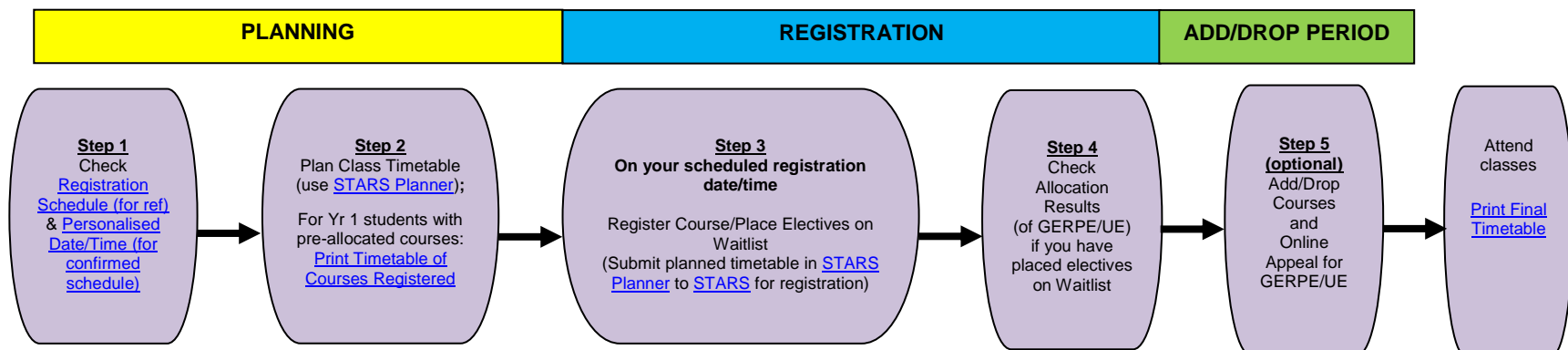
- A student who is still registered for a course after the add/drop period but did not subsequently sit for the exam will be deemed to have read and failed the course. 'F' grade will appear on the student's official transcript.
- Print your final class timetable in **STARS** at the end of add/drop period. **Do NOT** check timetable in NTULearn or STARS Planner
- Attend the right class

Must know: [Academic Unit System Handbook](#), [Overview of Curriculum Structure](#), [Academic Unit Requirement for your Programme](#)

Note: For the subsequent semesters, you have to register your courses on your own through the Student Automated Registration System (STARS). Please refer to the [Step-by-Step Guide for Existing Students](#).

Course Registration Process (Step By Step Guide for Existing Students)

Must Know : [Academic Unit System \(AUS\)](#), [Academic Unit \(AU\) Requirement](#) of your programme, [Rules, Policies & Regulations](#) on Course Registration



For information on promotion and Registration Study Year, refer to 'Classification of Students' at [Academic Unit System \(AUS\)](#)

What you need to check:

- Your [curriculum structure](#)
- Your balance AU in the [degree audit](#)
- Your School's [registration instructions](#) (Please approach your School's [Registration Advisors](#) on academic matters and registration assistance)
- [Class Schedule / Course Vacancy / Exam Timetable](#)
Note: not all index numbers of the same course are open to you. Refer to Schools' instructions.
- [Course Content](#)
- [User guides](#) for STARS & STARS Planner
- Past subscription rates of GERPE/UE in STARS Planner to assess popularity and chances in getting the course
- [Modern Language Guideline](#) (incl Declaration of Proficiency) - You may register for language courses only if you have passed/exempted from QET/English Proficiency course
- [Minor Programmes & requirements](#) (if you wish to do a minor)
- Locations of the teaching venues at the [interactive NTU map](#).

What you need to do:

- Use [STARS Planner](#) to plan and submit your plan to [STARS](#) for registration. [Automatic response will be given when you register your Core, GER Core and major PE courses. All GERPE/UE will be placed on waiting list.](#)
Note: STARS will enable you to register/de-register your courses. STARS Planner is for you to map out your timetable. **The courses that you plan and save in the STARS Planner are not registered until you submit them to STARS successfully.**
- Adjust your planned timetable if you are not successful in registering certain courses and resubmit new plan to STARS
- Please note that you can access STARS only during your personalized date and time. If you have problem accessing even with the correct password, please call Office of Academic Services at: 6592 2445/46
- For IT system access problem, contact CITS at servicedesk@ntu.edu.sg or 6790 4357
- [Print/Check Timetable of Courses Registered](#)

E-mail will be sent if you are allocated course(s). Your degree audit will also be updated.
All courses that are not allocated will be dropped from the waiting list.

If the chosen index no. is full, the system may allocate other index no. (of the same course) with vacancies.

Check:

- [Add/Drop Dates, Guide](#)
- [Online Appeal Period](#)
- [Class Schedule / Course Vacancy](#)
- [Course Content](#)
- Your current class timetable for planning purpose

What you need to do:

- Add courses
- Use [STARS Planner](#) to plan and submit your plan to [STARS](#). Courses will be added to a new waiting list. Consider electives with shorter waiting list or clear your elective in the next semester when the courses are offered again.
- Check your e-mail / degree audit daily for allocation results

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.
- Print your final class timetable in **STARS** at the end of Add/Drop period. **Do NOT** check timetable in NTULearn or STARS Planner
- Attend the right class

SECTION 3

DETAILED REGISTRATION PROCESS

STAGE 1 – PLANNING

3.1 KNOW YOUR CURRICULUM REQUIREMENTS & REGISTRATION INSTRUCTIONS

Before registering their courses, students should know:

- the rules and processes of course registration (in the Office of Academic Services website)
- their programme curriculum structure (including second majors and minors); and
- the specific instructions by their School (in School's website)

3.2 CHECK YOUR DEGREE AUDIT

The degree audit keeps a record of the academic progress of a student. It shows:

- Student Particulars
- Programme, Second Major and Minor pursued
- Candidature and Number of Graded courses earned
- AU requirement, earned, registered and balance
- All Courses Registered
- Examination Results – Grades and CGPA
- Eligibility for Attachment programme and Final Year Project

Students should know their AU balance and the courses that they are yet to take. Graduating students are strongly advised to check their degree audit to ensure that they have registered for all AU.

3.3 CONFIRM YOUR REGISTRATION STUDY YEAR

Students are granted access to STARS and register for their courses based on their Registration Study Year. The Registration Study Year is a student's Study Year in the Semester that they are registering for.

Semester 1 registration

- Students will register their courses after the release of the Semester 2 examination results of the preceding academic year.
- A student's Registration Study Year is based on the total AU he has earned and his academic standing after the Semester 2 results are released. A student who has been placed on

Academic Warning and Academic Probation will not be promoted to the next year of study even if he has sufficient AU earned.

- Students who have not passed all their core or major prescribed electives in the Semester 2 examination (UE and GERPE are excluded) will be scheduled to register earlier than those who have passed these courses. These include students who have been granted approved leave (LOA) or medical leave (MC) for their examination papers.

Semester 2 registration

- Students will register their courses before the release of Semester 1 examination results. This is because of the short vacation period in December with Semester 2 commencing almost immediately after the release of the Semester 1 examination results. Thus, it is not possible to conduct Semester 2 course registration after the release of results.
- A student will be assigned a Registration Study Year which is based on the assumption that he has passed all the courses taken in Semester 1.
- The Registration Study Year is determined by the following:

AU earned to date + AU registered in S1 \geq min earned AU required for promotion

Details on classification of students and promotion are at:

[http://www.ntu.edu.sg/Services/Academic/undergraduates/Pages/AcademicUnitSystem\(AUS\).aspx](http://www.ntu.edu.sg/Services/Academic/undergraduates/Pages/AcademicUnitSystem(AUS).aspx)

A student who is currently on Academic Warning and Academic Probation will not be promoted to the next year of study even if he has sufficient AU.

- After the Semester 1 examination results are released, if a student has not met the pre-requisite of the course(s) that he has registered in Semester 2, the registered course(s) will be dropped for him. In addition, if he has been placed on Academic Warning and Academic Probation for Semester 2 but has registered courses beyond the normal load, he will have to de-register the additional courses and retain just the normal load.

Students on attachment/exchange programme/GIP

These students will normally obtain their results after the course registration main exercise of the following semester. Given this, during registration, they will be assigned a Registration Study Year based on the assumption that they have passed all the courses taken during their stint. This will apply to both Semester 1 and 2 registrations.

3.4 LOOK OUT FOR ANNOUNCEMENT ON REGISTRATION

OAS will notify students on registration via e-mail. Relevant information are put up on the OAS's website on course registration. School-specific instructions and advice on course planning may also be sent by the Schools.

Students are expected to check their NTU e-mail account regularly and ensure that their mailbox can accept new e-mails.

3.5 CHECK THE REGISTRATION SCHEDULE, AND YOUR PERSONALISED DATE AND TIME FOR REGISTRATION

OAS will put up the registration schedule for all programmes on its website on Course Registration in May and November for the Semester 1 and 2 registrations respectively.

OAS will also set a personalised date and time of registration for each student. Students must check and adhere to their personal registration schedule. Do not attempt to register earlier as they will not be granted access to the registration system.

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.

To ensure that the IT system is able support the heavy traffic during course registration, the University will limit the number of students accessing STARS in any one registration timeslot. For programmes with high enrolment, students may be split into 2 groups by alpha order of students' names. These students will have the same opportunity to sign up for courses as the Schools will evenly distribute the places to both groups. The same will be done for courses that are common to several programmes or specialisations. One group will, therefore, not have an advantage over another.

Each student will be given the following timeslot to register their courses:

Period	Registration Slot	Courses Students can Register	No. of AU student can register
Main Registration Period	About 3 hours on the assigned registration date, as follows: Either 9.30 am–12.30 pm or 1.30 pm – 4.30 pm (Personalised Date and Time will be set)	i. Register core courses and major prescribed electives; and place GERPE and/or UE* on waitlist ii. Make changes to the above * For GERPE and UE, students may place up to 5 courses <u>each</u>	→ Normal Load except for ABP students. → Normal plus Automatic overload for ABP students (AU of courses placed on waitlist will not be counted towards the load registered)
Main Registration Period	From 5.00 pm – 10.00 pm on his assigned registration date	i. Register core courses and major prescribed electives; and place GERPE and/or UE on waitlist ii. Make changes to the above * For GERPE and UE, students may place up to 5 courses <u>each</u>	Normal plus Automatic Overload unless otherwise specified by the School. (AU of courses placed on waitlist will not be counted towards the load registered)
Main Registration Period	From 5.00 pm – 10.00 pm from his assigned registration date till the end of the main registration period	i. Place GERPE and/or UE on waitlist ii. Make changes to the above * For GERPE and UE, students may place up to 5 courses <u>each</u>	AU of courses placed on waitlist will not be counted towards the load registered
Add/Drop Period	From 10.00 am – 10.00 pm daily (Personalised Date and Time will be set)	i. Place up to 5 courses (all course types) on waiting list ii. Make changes to the above The University will allocate the courses on waiting list daily, subject to the availability of places	Normal plus Automatic Overload unless otherwise specified by the School. Students who will be exceeding normal plus automatic overload AU will have to seek approval from their Schools before they can be allocated.

Note:

For students who are successful in their application to change programme → an advisory note on course registration will be stated in their approval letter.

For students who are overseas on official academic programme such as INSTEP, GSS, GIP and overseas attachment → they will be given the entire day to access STARS on their scheduled date during the main registration. This is to account for the difference in time zone.

Students who are unable to register during the period assigned to them may write to OAS for an alternative schedule, giving their reasons. If their Schools agree, OAS may re-schedule their registration on the last day of the registration period.

Students should leave STARS once they have completed their registration to ease the load on the IT system.

3.6 PLAN YOUR CLASSES

The University empowers students to choose the courses they wish to take in each semester and plan their time-table. Students must refer to their curriculum structure and the Schools' registration instruction to help them in their planning.

Students can use the STARS Planner to map out their planned timetable.

Offer of Courses, Schedule of Classes and Places

The Schools will plan the courses to be offered in each semester, the class schedules and places available in each class, and the exam timetable. These information are available online from May for the Semester 1 registration and from November for the Semester 2 registration. Students may then start planning their classes.

Students are encouraged to refer to the brief outline for each course especially for electives. The class schedule, listed by programme and specialisations, shows all offered courses, their classes and contact hours. The places for each class are managed by the Schools and shown in real time in STARS and STARS Planner.

Course Index Numbers

A course could have many classes and conducted in several time-slots. Each slot is identified by an index number.

An index number identifies a unique set of the course and contact time for lecture/ tutorial/ seminar/ laboratory. During registration, students have to key in the index number of the course instead of the course code. The IT system would not accept course code as an entry.

For courses that are common to several programmes, study year or specialisations, Schools may allot certain indices to specific programmes, study year or specialisations in the IT system. Only students who are in the intended group will be able to register for the classes. It is therefore important for students to refer to the class schedule for their programme, specialization and study year, and read their Schools' registration instruction before they plan their timetable.

Course Prerequisites

Some courses may only be offered to students who have obtained at least the specified grade in related courses offered at a lower level. These lower-level courses are called the “prerequisites” for the higher-level courses.

Students must fulfil these pre-requisites before they can register for the higher level courses. Schools may allow students who have attempted a pre-requisite course but failed to take the course together with the higher level course. Under such arrangement, the lower level course is then known as co-requisite to the higher level course.

GERPE and UE (including Minor courses)

For GER PE and UE, students may place up to 5 choices each on waitlist. Students are advised to refer to the number of other students already on waitlist and the past subscription rates to assess the popularity of the electives and their chances of being allocated.

Repeat Courses

Students are advised to schedule their courses carefully in order not to delay their graduation. They should repeat their failed courses at the earliest opportunity since not all courses will be offered in every semester.

Restricted Repeat

Final Year students who have failed any core course which is not offered in the semester following the failure may be permitted to take the failed course(s) as restricted repeat(s). This arrangement is available only for Final Year core courses which students cannot replace with any other courses offered in the following semester. Additionally, only Final Year students deemed to have sufficient AU to meet graduation requirements will be eligible for restricted repeat(s).

Final Year Project

The Schools will register the course for the students after the add/drop period. Hence, students do not need to register for it on their own, unless otherwise specified by their Schools. The normal and automatic overload AU set in the IT system for course registration exclude the AU for Final Year Project.

Course Overloading

In their registration instruction, the Schools will specify the number of courses or AU that their students may register i.e. the normal load and overload AU.

a) Students who are given Academic Warning or Academic Probation

They can register their normal Load only; overloading of courses is not allowed

b) Students on good academic standing

- They can register their normal load on their scheduled date/time for registration
- They can further register their automatic overload from 5 p.m. to 10 p.m. on their scheduled registration date

Note:

- For some programme, automatic overloading is allowed only during the add/drop period.
- Students who are in the Accelerated Bachelor's Programme can register their normal load plus automatic overload during their scheduled date/time of registration (i.e. even before 5 p.m.).
- Chair's approval is required for:
 - Registration beyond automatic overload
 - Registration of additional UE beyond the students' programme requirement; even if the students have not exceeded normal load plus automatic overload AU (Students can only read additional courses as UE. They cannot do so for core, major prescribed electives and GERPE)

Schools will have to update the Chair's approval online (known as E-stamp) before the students are able to register or be allocated their courses.

Students who have to deviate from the normal load are strongly advised to consult their School Academic Counsellors.

STAGE 2 - MAIN REGISTRATION

3.7 REGISTER YOUR COURSES IN STARS

Some timeslots are naturally more popular than others. For fairness, registration is on a first-come-first-served. There is no bidding involved.

On the assigned registration date and time, a student is to retrieve his planned timetable in the STARS Planner and submits it to STARS to register his courses. The courses that a student has planned and saved in the STARS Planner are not registered for him until he submits them to STARS successfully.

What will STARS do?

For core and major prescribed elective courses	→ For each course, he will receive the outcome of his registration immediately. If he is allowed to take the courses and there are places available, an immediate confirmation will be given.
For GERPE and UE courses	→ The courses will be placed on waitlist.
If the student attempts to place language courses on waitlist	→ He will be prompted to declare* whether he has studied the course before. If he were to indicate that he has prior study, he will be advised to arrange for a placement test with the Centre for Modern Languages to access his proficiency. The course will not be placed on his waitlist.
If the student attempts to register or place sport science courses on waitlist	→ He will be prompted make a declaration* relating to Sports Safety.

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

A student who attempts to register beyond the prescribed semester load or UE requirement will be prompted to seek his School's approval.

A student can continue to submit another plan after this. If there are places available and class schedule of the courses in the second plan do not clash with those already registered from the first plan, the courses will be further added to the student's class timetable. In other words, the second plan submitted will not override any successful registration from the first plan.

When a student drops a course or changes its index number, his place in the current class will be withdrawn, and the vacancy thus created will be released to other students.

Students are advised to print their latest registration records from STARS through the OAS's website on course registration; not from STARS Planner or the NTULearn system. The onus is on students to ensure that they have registered for the right courses and index numbers. Students are also to attend the timeslot that they have officially registered. If they were to attend another timeslot, they may risk not having your coursework component recorded even if the course is the same.

STAGE 3 - ALLOCATION OF GERPE AND UE

3.8 ALLOCATION OF GERPE AND UE COURSES ON WAITING LIST

OAS will allocate the GERPE and UE based on a set of priority agreed with all Schools. Allocation depends primarily on these priority, and demand and supply of places. Thus not all students may be allocated their choices. However, there will be higher chances of being allocated one of the choices if more courses are placed on waitlist.

Priority for Final-Year Students

Final-year students are generally given some priority in allocation and registration since they have a shorter time to meet their graduation requirements. However, it does not imply that they will always get their first choice. While the priority is given, the University does balance that by also allowing some lower years students to read the courses especially those that are very popular. Hence, final year students should not place only one or two choices on waitlist as they may risk not be allocated any.

All allocated courses will be registered for the students. Students who are allocated courses will be notified by e-mail before the start of the semester.

Number of Courses Allocated

Students will be allocated up to 2 courses, one for UE and the other for GERPE, in any one semester unless the students are graduating. Students who do not wish to read the allocated courses must drop them during the add/drop period. Otherwise, it is assumed that they agree to take the courses.

STAGE 4 - ADD/DROP PERIOD

3.9 ADDING AND DROPPING COURSES, AND MAKING CHANGES TO CLASS TIMETABLE

The add/drop period is on the first two teaching weeks of the semester as announced by OAS. However, for part-time students, the period is one week i.e. the first teaching week only.

The add/drop period provides an opportunity for students to assess whether the courses that they have registered for suit their interest and learning needs. Students can drop courses that do not meet their needs and try another.

During this period, a student can:

- drop his registered courses,
- change his contact time (i.e. index number),
- re-classify his GERPE/UE
- swap classes with another student who has the same course.
- add courses to waiting list to be allocated on a daily basis by the University

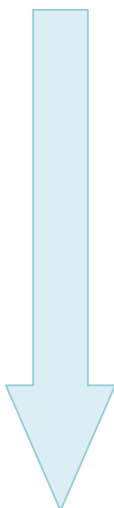
Note: with effect from Semester 1 AY12-13, students will not be able to add courses in real time.

A course that is dropped during the add/drop period will not appear in the official transcript. A student who is still registered for a course after the add/drop period but did not subsequently sit for the examination will be deemed to have read and failed the course. An 'F' will appear on his official transcript.

Students are not to hold on to their places in any classes if they have no intention to read the course. They are to withdraw from the places early so that these places may be released for allocation to the other students.

Adding Courses during Add/Drop Period (from S1 AY2012-13)

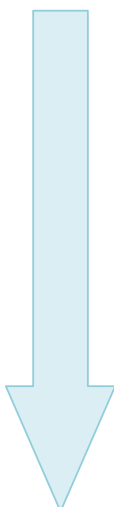
1) Place/Update Courses on Waiting List



1) Notes:

- Students can login to STARS anytime from 10 a.m. to 10 p.m. daily during Add/Drop period
- All courses (including Core, GER Core, Major PE, GERPE and UE) that students wish to add must be placed on waiting list
- Students can place index numbers of up to 5 unique courses and make changes to them anytime during the 10 a.m. to 10 p.m window period daily
- Waitlist length and available vacancies are made known to the students
- Students are to maintain/update the courses on their waiting list and drop those courses that they no longer wish to be considered for allocation from the list

2) Allocation of Courses by System



2) Notes:

- Courses will be allocated each day after the closing window (i.e. after 10 p.m.), including the last day of Add/Drop period
- Students who are allocated courses on the last day will be allowed to drop any of their courses on the next day (i.e. one day after Add/Drop ends)
- Students may be allocated as many courses as there are on their waiting list up to their maximum semester load (normal load for those on Academic Probation/Academic Warning)
- Daily allocation is not dependent on the time of the day students place their courses on waiting list i.e. students do not get a higher chance of allocation by putting their courses on waiting list early; hence there is no need to rush
- Courses are allocated randomly, except for the first allocation (the first allocation will be after the system closes at 10 p.m. on the first day of Add/Drop) whereby higher study year students are generally given priority. This is in line with the previous practice in which students were scheduled by seniority to access STARS on the first day of Add/Drop period.

3) Email sent (daily) to students who are allocated courses

3.10 ONLINE APPEAL SYSTEM FOR GERPE AND UE

Students who are not allocated GERPE/UE of their choice and do not intend to keep the allocated courses should consider alternative courses.

Schools may not be able to accommodate more students for classes that are already full, even if the students were to appeal. Students who still wish to appeal may submit their requests through the online system. They will receive the outcome of their appeals before the end of the add/drop period. If they are unsuccessful in their appeal, they should consider other courses with vacancies and place the courses on the waiting list for daily allocation during the remainder of the Add/Drop period.

3.11 CHECK AND CONFIRM FINAL TIMETABLE

Students must check their final timetable through STARS or StudentLink → Course Registration → Print/Check Course Registered, and attend only the classes that you are officially registered for. Do not check in NTULearn or STARS Planner.

3.12 AFTER THE ADD/DROP PERIOD

OAS will e-mail students the list of courses and indices that they have successfully registered in STARS.

No further registration and de-registration of courses will be allowed after the add/drop period including appeals submitted through the course coordinators/tutors.

A course that is dropped during the add/drop period will not appear in the official transcript. A student who is still registered for a course after the add/drop period but did not subsequently sit for the examination will be deemed to have read and failed the course. An 'F' will appear on his official transcript.

3.13 UNIVERSITY'S RIGHT TO WITHDRAW A COURSE OR TIMESLOT

The University reserves the right to withdraw or change the contact time of any course. Classes may be rescheduled or cancelled due to unforeseen circumstances such as staffing issues or low demand.

Affected students will be notified through e-mail. Students are responsible for dropping the course from their schedule and adding alternative courses.

SECTION 4**SPECIAL GROUP OF STUDENTS****4.1 NEW MATRICULATED STUDENT IN THE FIRST SEMESTER OF ENROLMENT**Semester 1 – Courses will be Pre-registered

All new matriculated students, including students admitted directly to the second year of their programme, will have their core courses pre-registered by the University in their first semester. Students of some programmes will also be pre-registered a GERPE.

Students may print their class timetable after they have matriculated online.

The pre-allocated timetable has been assigned based on careful planning and in line with the students' curriculum requirements. Hence, we advise students to remain in their assigned courses and class timings. However, if they have a GERPE course registered and wish to change it, they may do so. If they do not intend to change their GER PE or register for additional courses, they can proceed to attend their classes.

Changing GER PE course or Registering for Additional Courses

Registration for additional courses (including minor courses) is optional. It may not always be wise for students to do so in the first semester of enrolment as they are still adjusting to University's life and curriculum demand. Hence, before they register for these, they are advised to consult their Schools.

Students can change their GER PE or sign up for additional course(s) through STARS during the Add/Drop period and after online matriculation, unless otherwise specified.

Exception for students in the School of Humanities & Social Sciences (HSS)

The curriculum structure of the programmes in HSS provides students with the option of selecting major PE in the first semester. Hence, HSS students are usually pre-allocated less than normal load and are required to register their major PE on their own upon matriculation. To ensure fairness, they may only sign up for UEs and GERPEs during the add/drop period.

Registration of Modern Languages

Students may register for modern language courses only if they have passed or been exempted from sitting for the Qualifying English Test (QET). Otherwise, they can only do so after they have passed the English Proficiency course.

Dropping of Pre-registered Courses and Changing of Classes

Students are not allowed to drop the courses that have been pre-registered for them unless otherwise specified by their School. If the option to drop courses is given, the students will be notified by e-mail.

Students are, however, allowed to change the class timetable of their pre-registered courses during the add/drop period unless otherwise specified by their Schools. They may also swap classes of the same course with another student.

Students with Course Exemptions

Students can be granted exemption of courses on the basis of their A-level certificate, polytechnic diploma or equivalent. Students applying for course exemptions must submit their application to their School within the first semester for their enrolment in NTU. The same deadline applies to those who are offered exemption of courses by the University.

Schools will review and notify students on the outcome of their application. If a pre-registered course has been exempted, it will be dropped from the students' class timetable.

Students on Leave of Absence

Students who are on Leave of Absence (LOA) during their first semester of enrolment will be advised on the arrangement for their course registration when they resume their studies. They will usually be pre-allocated their courses.

4.2 YEAR 1 ENGINEERING, ACCOUNTANCY AND BUSINESS STUDENTS WHO ARE PRE-ALLOCATED THEIR SEMESTER 2 COURSES

Year 1 Engineering, Accountancy and Business students will also be allocated their core courses in the second semester. For Business students, this is to ensure that all students have registered for the courses that will be used in the computation of their streaming points. Streaming into the various specialisations for Business students is conducted after Year 1. Accountancy students are also allocated their core courses in the second semester as they take common Year 1 courses with Business students.

4.3 ACCOUNTANCY AND BUSINESS STUDENTS WHO ARE STREAMED INTO THEIR FIRST AND SECOND SPECIALISATIONS AFTER YEAR 1

Course registration for these programmes can only take place after the streaming exercises. The students will only be able to check their personalised date and time for registration after the exercises are completed.

4.4 STUDENTS WHO ARE OFFERED TO PURSUE SECOND MAJOR AND ACCELERATED BACHELOR PROGRAMME

Students who are pursuing a second major may register for their second major courses during the main registration period if they are accepted into the programme before their scheduled registration period. Otherwise, they can only sign up for the second major courses during the add/drop period.

4.5 STUDENTS WHO ARE PURSUING MINOR

Minor courses count towards students' academic unit requirements for Unrestricted Electives. As such, students may register a minor course in the same manner as they do for an Unrestricted Elective. Pursuing a minor is optional and students may withdraw their intention at any time with no penalty.

Students intending to pursue a minor should declare their intention online to facilitate the University's planning of courses and places. However, making a declaration does not imply that a student will be guaranteed a place in the allocation of minor courses.

4.6 STUDENTS ON ATTACHMENT

Students who are on attachment are expected to commit fully to the working arrangements of their organisations. The students will therefore not be allowed to register for any course even if the classes are conducted in the evening.

4.7 STUDENTS ON OUTGOING PROGRAMME

Students who have been approved to go on overseas exchange programme would not be able to register courses since they would be overseas during the semester.

4.8 STUDENTS APPLYING TO CHANGE THEIR PROGRAMME

Pending the outcome of their application to change programme, students should register for the courses of the current programme first, including placing GERPE and UE on waiting list. If they are successful in their application, they will be advised on the arrangements for registering the courses of the new programme.

Students who have changed their programme are not allowed to take again the courses which they have passed in the previous programme.

SPECIAL COURSES**4.9 LANGUAGE COURSES**

Language courses such as Chinese, French, German, Japanese, Korean, Malay, Spanish and Thai are offered as unrestricted electives. Students will be allowed to register for the language courses only if they are exempted or have passed their Qualifying English Test or have passed their English Proficiency course.

For enrolment to Level 1 language courses, students must declare whether they have previously studied the language. Those who have previously studied the language will not be able to register the courses but will be advised to sit for a test to assess their proficiency level. If suitable, they may be allowed to take a higher level of the language.

Disciplinary action will be taken against those who make false declaration.

4.10 COURSES WITH AUDITION

Auditions (mainly for NIE courses) are usually conducted during the first lesson. NIE will submit the names for the selected students to OAS for registration. These students will be notified by OAS once registration has been done.