Please disregard this e-mail if you are graduating at the end of Sem 1 AY2018-19.

To: All Students (dated 12 Nov 2018)

Registration of Courses for Sem 2 AY2018-19

All students will register for their courses in Dec 2018 before the release of the Sem 1 AY2018-19 examination results except ADM 1 and ENG 1 students who are yet to be streamed to their respective discipline. These ADM 1 and ENG 1 students will register for their courses in Jan 2019 after the release of the Sem 1 examination results and after they have been streamed.

1. Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Release of Class Schedule</td>
<td>12 Nov 2018</td>
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<tr>
<td>When to check your (personalised) date and time for registration (*Refer to para 3 below)</td>
<td>From 29 Nov 2018 (9 a.m.)</td>
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<tr>
<td>Registration Period (except ADM 1 and ENG 1 who are yet to be streamed)</td>
<td>10 – 21 Dec 2018 (please check the personalised date and time of registration set for you)</td>
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<td>Registration Period for ADM 1 and ENG 1 students (after streaming)</td>
<td>7 Jan 2019 (9.30 a.m. to 12.30 p.m.)</td>
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<td>Release of GERPE/UE Allocation Results</td>
<td>11 Jan 2019 (after 1 p.m.)</td>
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<td>Add/Drop Period</td>
<td>14 – 27 Jan 2019 (Full-time students)</td>
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<tr>
<td>Submission of Online Appeals for General Education Requirement Prescribed Electives (GERPE) &amp; Unrestricted Electives (UE)</td>
<td>14 – 16 Jan 2019</td>
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<td>Outcome of Appeals</td>
<td>by 24 Jan 2019</td>
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2. Guide
   - Course Registration Guide
   - Add/Drop Guide
   - User Guide for STARS and STARS Planner in StudentLink→Academic Matters

Information, notices/updates and access to course registration applications are available via the OAS and Schools’ course registration websites.

Access the OAS Course Registration website

3. Personalised Registration Date & Time
You MUST refer to StudentLink→Personalised Date/Time of Registration for the date and time for registration that has been specifically set for you. For your reference only, the general schedule is here.

Those scheduled to register for courses in December 2018 must first assume that they would pass all the courses (including internship and courses at host universities) that they take in Sem 1 when they register for their Sem 2 courses. Based on this assumption, their study year in Sem 2 AY2018-19 (termed as ‘Registration Study Year’) will be determined and their personal date and time for registration will be assigned. Students who are currently on academic warning or probation will however retain their study year in Semester 1 AY2018-19 as their Registration Study Year and their date and time to register courses will be set accordingly.

**Do not assume** that your registration date and time is the same as your peers admitted in the same academic year because students who have passed more courses could be promoted earlier, while those who lag behind could be in a lower registration study year.

4. **Students pending Outbound Exchange (for Sem 1 and/or Sem 2 AY2017) Credits Transfer**

For students with overseas credits, under Sem 1 and/or Sem 2 AY2017, not updated in their degree audit,
- it could result in their registration study year being not updated, and in turn affecting their date and time for registration;
- they will not be able to register for the higher level courses if they have taken the pre-requisite courses overseas.

5. **Students with Outstanding Fees**

Students must clear their outstanding fees before registering courses. Those with outstanding fees will be denied access to STARS and barred from course registration.

6. **Year 1 Students with their Core Courses Pre-Registered by the University**

**Year 1** (both single and double degree) students admitted in AY2018-19 from the Schools of NBS, WKWSCI, CEE, MAE and MSE, will have their core courses pre-registered by the University if they do not have any outstanding fees.

They can check the class timetable assigned to them from Fri, 7 Dec 2018, at Print/Check Courses Registered. 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.

7. **STARS Planner and STARS**

The STARS Planner is meant for students to plan their class timetable only. On their assigned registration date and time, students are to submit their planned timetable to STARS to officially register for their courses. The courses that students plan and save in the STARS Planner are not registered until they submit the courses to STARS successfully. STARS will give an immediate response for each submission. Students should check their final timetable in STARS or at Print/Check Courses Registered. **DO NOT** check at STARS Planner.
8. **Advisory on Registration for the following:**

| Modern Language Elective (MLE) Courses | Admission to all **Level 1** MLE is restricted to first-time learners only. To be eligible for the course allocation, students who have no previous study of the language must make this declaration when placing the courses on waitlist. For registration of higher level MLE, please arrange for a placement test with the [Centre for Modern Language (CML)](http://www.cml.edu) before Teaching Week 1. Please refer to the [CML website](http://www.cml.edu) for more information. |
| Sports Science and Management (SSM) Courses | Sport Science and Management courses could involve physical activities that might pose some inherent risks to participants of the courses. Hence, only students who have declared that they are physically and mentally fit will be eligible for allocation of SSM courses. Please refer to the [SSM website on Sports Safety](http://www.ssm.edu) for more information. |
| Minor Programmes | Please refer to the full list of [Minor Programmes](http://www.minorprogrammes.edu). |
| General Education Requirement Prescribed Electives & Unrestricted Electives | 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 place all 5 choices and not less, in order 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 they may risk not getting any course, if the courses they choose are too popular. Disciplinary action will be taken against students who make a false declaration. |

9. **Reminder**

- Before registering for courses, you should know your programme curriculum structure, semester load, balance AU in degree audit and registration instructions issued by your School.

- Certain index numbers of the same course are allotted to specific programme, study year or specialisation. Students (especially NBS students) should check the class schedule relevant to them and read their Schools’ registration instructions before planning their timetable. Do not attempt to register for index numbers which are not applicable to you as STARS will stop you from registering for the classes.

- 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. If you are unsuccessful in your appeal, do consider other courses with available vacancies and register them during the Add/Drop period.
• Check registration records in **STARS** after each transaction and before the end of the **Add/Drop Period**. The official registration records are in STARS and not NTULearn.

Office of Academic Services
Student and Academic Services Department