Please disregard this e-mail if you are graduating at the end of Semester 1 AY2013-14.

NTU/R.0220

19 Nov 2013

To : All Students

REGISTRATION OF COURSES FOR SEMESTER 2 AY2013-14 (commencing from 9 Dec 2013)

1. For an overview of what you need to do for course registration, you may refer to the Step-By-Step Guide.

   All detailed information and url to course registration applications are at:
   - http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/CourseRegistration/Pages/default.aspx
   - StudentLink
   - School’s Website on Course Registration (for School-specific instruction)

2. All students (except ENG 1 and ADM 1 students* will register for their courses before the release of the Semester (S1) examination results. Students are to assume that they pass all their S1 courses.

   * ENG 1 and ADM 1 students will be streamed based on their S1 exam results. Hence, they will only be able to register for their courses on 7 Jan 2014 (9.30 a.m. to 12.30 p.m.).

Students Who Are Pre-allocated Their Core Courses (Applicable to Year 1 students)

Year 1 students from the following programmes and admitted in AY 2013-14 will be pre-allocated their core courses if they do not have outstanding tuition or hostel fees:

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<thead>
<tr>
<th>Single Degree</th>
<th>Double Degree</th>
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<tbody>
<tr>
<td>Accountancy</td>
<td>Accountancy &amp; Business</td>
</tr>
<tr>
<td>Aerospace Engineering</td>
<td>Aerospace Engineering &amp; Economics</td>
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<tr>
<td>Business</td>
<td>Electrical &amp; Electronic Engineering &amp; Economics</td>
</tr>
<tr>
<td>Civil Engineering</td>
<td>Environmental Engineering &amp; Economics</td>
</tr>
<tr>
<td>Communication Studies</td>
<td>Mechanical Engineering &amp; Economics</td>
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<tr>
<td>Electrical and Electronics Engineering</td>
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<td>Environmental Engineering</td>
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<td>Materials Engineering</td>
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<td>Mechanical Engineering</td>
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<td>Renaissance Engineering</td>
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</table>

Their assigned timetable would be released on Fri, 29 Nov 13, and could be viewed at Print/Check Timetable of 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.
3. **Personalised Registration Date & Time**

You MUST check your Personalized Date and Time for Registration (from 28 Nov 2013) at [http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/CourseRegistration/Pages/default.aspx](http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/CourseRegistration/Pages/default.aspx).

The general schedule is at [http://www.ntu.edu.sg/Services/Academic/undergraduates/Course%20Registration/Pages/RegistrationSchedule.aspx](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 S2 AY 2013-14 (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 S1 AY 2013-14.

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.

Students who are on attachment/exchange (GEM Explorer/GEM Discoverer programme in S1 AY 2013-14) will be assigned a Registration Study Year based on the assumption that they have passed all the courses taken during their attachment/exchange given that their results are still pending.

4. **Add/Drop Period**

The Add/Drop period is as follows:

- **Full-Time students** - **13 to 26 Jan 2014**
- **Part-Time students** - **13 to 19 Jan 2014**

For details of the Add/Drop process, please refer to: [http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/CourseRegistration/Pages/default.aspx](http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/CourseRegistration/Pages/default.aspx).

5. **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 before Teaching Week 1. Please refer to the Centre for Modern Language (CML) website [http://cml.hss.ntu.edu.sg/Courses/Pages/Rules.aspx](http://cml.hss.ntu.edu.sg/Courses/Pages/Rules.aspx) for more information.

6. **Registration for Sports Science and Management (SSM) Courses (Declaration on Sports Safety is compulsory)**

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. Disciplinary action will be taken against students who make a false declaration. Please refer to SSM website on Sports Safety (http://ssm.ntu.edu.sg/CurrentStudents/Pages/SportsSafety.aspx) for more information.

7. Class schedule

The class schedule will be released on **Tue, 19 Nov 2013**. The **Class Schedule** (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/Students/Undergraduate/AcademicServices/CourseRegistration/Pages/NoticesandUpdates.aspx).

8. 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.

9. Minors

Please refer to the full list of **Minor Programme**.

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

For GERPE/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.

11. 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 (13 - 15 Jan 2014)**. The outcome of the appeal will be known by **24 Jan 2014**. 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.
12. **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.

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Office of Academic Services