FOR NEW STUDENTS

All students are advised to familiarise themselves with:
1) Academic Unit System (AUS)
2) Curriculum Structure and Academic Unit (AU) Requirement of your programme
3) Degree Audit
4) Rules, Policies & Regulations on Course Registration

Course Registration Process
(Step-By-Step Guide)

Step 1: Matriculate

Step 2: Print/Check Timetable of Courses Registered (Pre-allocated)
- If there is no timetable, contact Office of Academic Services at: regn_course@ntu.edu.sg or 6592 2445/46.
- What you need to check:
  - Locations of the teaching venues at the interactive NTU map.
  - Your School’s registration instructions (Please check with your School’s Registration Advisors on academic matters and for registration assistance)

Step 3: Add courses? (Optional)
- What you need to check:
  - Add/Drop Schedule
  - Class Schedule / Course Vacancy
  - Course Content
  - Current Timetable for planning purpose (Refer to Step 2)
  - User guides for STARS & STARS Planner
  - Modern Language Guidelines

Step 4: Add/Drop Courses
- What you need to do:
  - Login to STARS Planner and STARS
  - Please note that you can access STARS only during your personalized date and time
  - If you cannot access STARS during your personalized date and time with the correct PIN, please call Office of Academic Services at: 6592 2445/46
  - For other system access problem (incl. PIN), please contact CITS at helpdesk@ntu.edu.sg or 6790 5228

Step 5: Print/Check Updated Timetable of Courses Registered

Attend classes

Important Note:
A student who is still registered for a course after 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.
Course Registration Process  
(Step-By-Step Guide)

FOR EXISTING STUDENTS

All students are advised to familiarise themselves with:

5) Academic Unit System (AUS)  
6) Curriculum Structure and Academic Unit (AU) Requirement of your programme  
7) Degree Audit  
8) Rules, Policies & Regulations on Course Registration

PLANNING | REGISTRATION | ADD/DROP PERIOD
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Step 1 Check Registration Schedule & Personalised Date/Time  
Step 2 Plan for Courses (STARS Planner)  
Step 3 Register Courses / Place Electives on Waitlist (STARS)  
Step 4 Check Allocation Results (of GERPE/UE)  
Step 5 Add/Drop Courses  
Step 6 Online Appeal for GERPE/UE (Optional)  
Step 7 Print/Check Updated Timetable of Courses Registered  
Attend classes

For enquiry on your Registration Study Year, please refer to the Classification of Students for your programme under the Academic Unit System (AUS).

For system access problem (incl. PIN), please contact CITS at helpdesk@ntu.edu.sg or 6790 5228.

For access problem to STARS, please contact Office of Academic Services (OAS) at: regn_course@ntu.edu.sg or 6592 2445/46.

What you need to check:  
- Your School's registration instructions (Please check with your School's Registration Advisors on academic matters and for registration assistance)  
- Modern Language Guideline (OET and Declaration of Proficiency)  
- Class Schedule / Course Vacancy  
- Course Content  
- User guides for STARS & STARS Planner

What you need to do:  
- Login to STARS Planner and STARS  
- Please note that you can access STARS only during your personalized date and time  
- If you cannot access STARS during your personalized date and time with the correct PIN, please call Office of Academic Services at: 6592 2445/46  
- For other system access problem (incl. PIN), please contact CITS at helpdesk@ntu.edu.sg or 6790 5228  
- Print/Check Timetable of Courses Registered  

*DO NOT check timetable in edveNTUre or STARS Planner

Important Note:  
A student who is still registered for a course after 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.