Add/Drop Period – FAQ

General

Q: How do students register GERPE and UE?

A: Students can sign up for their GERPE and UE during the course registration period (prior to the start of each semester) and also during the Add/Drop period (on the first 2 teaching weeks of the semester). The schedule for course registration and Add/Drop will be announced by the University prior to each course registration exercise.

During the course registration period, students will register their Core, GER Core and major PE courses. They will receive an automatic response on the outcome of their registration. Student may also place their choice of GERPE and UE on a waitlist for allocation by the University. The GERPE and UE placed on waitlist will be allocated after the end of the course registration period and prior to the start of the semester. GERPE and UE choices which are not allocated will be dropped from the waitlist.

During the Add/Drop period at the start of the semester, students who would like to take additional courses will need to place them (Core, GER Core, major PE, GERPE and UE) on a new waitlist for daily allocation by the system.

Q: What is Add/Drop period?

A: This is the period when students are allowed to register new courses, de-register courses or change the contact time of their registered courses (i.e. change your index numbers) without penalty.

A course that is dropped within the Add/Drop period will not appear in your official transcript. However, if you drop a course after the Add/Drop period and do not subsequently sit for the examination you will be deemed to have sat and failed the course. An 'F' grade will appear on your official transcript.

The add/drop period is usually on the first 2 teaching weeks of the semester. The exact period will be announced by the University prior to each course registration exercise.

Q: What should I do in the event I am unable to apply for my GERPE and UE during the Add/Drop period?

A: Courses on waitlist are allocated each day during the Add/Drop period. Waitlist length and available vacancies of courses are made known. Students can adjust their courses on waitlist based on this information. Students may also wish to consider less popular electives, or clearing their elective in the next semester when the courses that they wanted are offered again.

In addition, students can submit online appeals for GERPE/UE during the first few days of the Add/Drop period. The exact period will be announced by the University prior to each course registration exercise.
Change in Process for Add/Drop Period

Q: What are the changes in the process for the Add/Drop period from S1 AY2012-13?

A: The change will apply only to registering or adding of courses during the Add/Drop period. Instead of adding courses in real-time, students will put in their course requests on a waiting list for the University to allocate them on a daily basis.

Q: What are the reasons for the change in the process for the Add/Drop period from S1 AY2012-13?

A: The intent is to move away from real time adding of courses, thus relieving students from the anxiety of having to monitor vacancies throughout the Add/Drop period and rush in to register their courses.

Q: How will the change in the process for the Add/Drop period from S1 AY2012-13 affect students?

A: Instead of adding courses on a real-time basis during the Add/Drop period, students will put in their course requests on a waiting list for the University to allocate them on a daily basis. The move away from real time adding of courses will relieve students from the anxiety of having to monitor vacancies throughout the Add/Drop period and rush in to register their courses.

Adding of Courses during Add/Drop period

Q: How do students register/add courses during the Add/Drop period?

A: Students need to put in their course requests on a waiting list for the University to allocate them on a daily basis.

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 the 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.
Q: If a student wants to add a Core, GER Core or major PE course during the Add/Drop period, does the course need to be put on waitlist for allocation?

A: Yes. Students need to put all courses (Core, GER Core, major PE, GERPE and UE) on waitlist for allocation during the Add/Drop period.

Q: Can students change the courses on the waiting list during the Add/Drop period?

A: Students can login to STARS anytime from 10 a.m. to 10 p.m. daily during the Add/Drop period to update their courses on the waiting list before the day’s allocation. Students should maintain their waiting list, and drop courses which they no longer wish to be considered from the waitlist.

Q: Can students add back the same course that is dropped during the Add/Drop period?

A: Students will need to put the course on waitlist for allocation.

Allocation of Courses during Add/Drop period

Q: How are courses allocated during the Add/Drop period?

A: Courses are allocated daily after the closing window (i.e. after 10 p.m.), including the last day of Add/Drop period.

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 (i.e. higher study year students were scheduled earlier) to access STARS on the first day of the Add/Drop period. Senior students have a shorter time remaining before the end of their candidature to clear their courses.

Students can be allocated as many courses as there are on their waiting list up to their maximum semester load (for those on Academic probation/Academic Warning, it will be up to normal load). For exchange/non-graduating students, the maximum load will be 6 courses or 20 AU.

If the index number that a student has chosen is not available, the system may allocate him to other index numbers of the same course with available places.

Please note that the daily allocation during Add/Drop period is not dependent on the time of the day students place their courses on waitlist, 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.

Students will be notified via e-mail upon successful allocation daily.
Q: How many courses can a student be allocated during the Add/Drop period?

A: Students may be allocated as many courses as there are on their waiting list up to their maximum semester load (for those on Academic probation/Academic Warning, it will be up to normal load). For exchange/non-graduating students, the maximum load will be 6 courses or 20 AU.

Students should maintain their waiting list, and drop courses which they no longer wish to be considered from the waitlist.

Q: What will happen to the courses on the waiting list after allocation each day during the Add/Drop period?

A: Courses that are not allocated will remain on the waiting list for subsequent allocation by the system each day throughout the Add/Drop period. Students should maintain their waiting list, and drop courses which they no longer wish to be considered from the waitlist.

Courses which are allocated will no longer be under ‘wait’ status.

Q: How do students know if they are allocated any course during the Add/Drop period?

A: Students will be notified via e-mail upon successful allocation daily. Students can also check their class timetable or degree audit for the outcome. Students who have been successful in the daily course allocation should print their up-to-date class timetable.

Q: Do students who put a course on waitlist as Core, GER Core or major PE be given priority over other students who put the same course as GERPE or UE in the allocation during the Add/Drop period?

A: No. Courses are allocated randomly during the Add/Drop period (except for the first allocation after the system closes at 10 p.m. on the first day of Add/Drop whereby higher study year students are generally given priority*) so that students have equal opportunity regardless of the course type. Besides, most students would have already registered their Core, GER Core and Major PE courses during the first round registration prior to the start of the semester.

* Senior students have a shorter time remaining before the end of their candidature to clear their courses. This is also in line with the previous practice in which students were scheduled by seniority (i.e. higher study year students were scheduled earlier) to access STARS on the first day of the Add/Drop period.
Q: Are higher study year students given priority for the allocation during the Add/Drop period?

A: Higher study year students are generally given priority for the first allocation (the first allocation will be after the system closes at 10 p.m. on the first day of Add/Drop). This is because they have a shorter time remaining before the end of their candidature to clear their courses. This is also in line with the previous practice in which students were scheduled by seniority (i.e. higher study year students were scheduled earlier) to access STARS on the first day of the Add/Drop period.

For the remaining days of the Add/Drop period, courses are allocated randomly. This is to give opportunity to lower study year students (including non-graduating students) to be allocated courses, including popular courses. This arrangement is also in line with the previous process where there was no staggered timing after the first day and all students could access the system at the same time.

Dropping of Courses during Add/Drop period

Q: Can students drop a course that is allocated during the Add/Drop period?

A: Yes. Any course dropped during the Add/Drop period will be deregistered immediately. Students will need to put them on waitlist for allocation again if they wish to add back the courses.

Q: If a student is allocated a course on the last day of Add/Drop period, can the student drop any courses after that since Add/Drop period will be over?

A: 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).