Course Registration Process

Pre-Planning: What you need to know before you register your courses

- 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

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.

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

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.

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 EdveNTUre) and attend only the classes that you are officially registered for.