Please disregard this e-mail if you are graduating at the end of AY2012-13.

NTU/R.0220
30 May 2013

To : All Students

REGISTRATION OF COURSES FOR SEMESTER 1 AY2013-14 (commencing from 24 June)

1. All information and access to course registration applications are at:
   - http://www.ntu.edu.sg/Services/Academic/undergraduates/Course%20Registration/Pages/default.aspx
   - StudentLink
   - School’s Website on Course Registration

2. Personalised Registration Date & Time

   You MUST check your Personalised Date and Time for Registration at
   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 (this is for your reference only).

When to check your Personalised Date and Time

<table>
<thead>
<tr>
<th>Business (BUS) students admitted in AY 2012-13 AND pursuing a second specialisation</th>
<th>22 June 2013 (after the release of second specialisation results)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountancy (ACC) students admitted in AY 2012-13 AND pursuing a second specialisation</td>
<td>17 June 2013</td>
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</tbody>
</table>

The registration date and time assigned to you is based on your study year in S1 AY 2013-14 (termed as ‘Registration Study Year’). A student’s Registration Study Year is based on the total AU he has earned and his academic standing after the S2 AY2012-13 examination results are released. The classification of students (i.e. Year 1 to Year 5) by the AU earned is at:

http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Pages/ClassificationforStudentsPast.aspx (for intake before AY2012-13)

A student who has been placed on Academic Warning and Academic Probation will not be promoted to the next year of study even if he has sufficient AU earned. The registration date and time will still be based on your study year in S2 AY 2012-13.

Students who are on attachment/exchange programme (GEM Explorer (previously INSTEP)/GEM Discoverer (previously GIP)) programme in S2 AY 2012-13 will be assigned a Registration Study...
Year based on the assumption that they have passed all the courses taken during their attachment/exchange programme, given that their results are still pending.

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.

Note for RNsMen who have enrolled early in the Special Terms of AY 2012-13 (i.e. students with matriculation number starting with ‘U1xxxxxx’):

You will be pre-allocated your core courses. Please access STARS from Tues, 30 July 2013 to print your class timetable.

If you wish to read additional courses, you may register them during the Add/Drop period (12 – 25 Aug). Please refer to the Course Registration Website at http://www.ntu.edu.sg/Services/Academic/undergraduates/Course%20Registration/Pages/default.aspx for more information.

3. Add/Drop Period

The Add/Drop period is as follows:

- Full-Time students - 12 to 25 Aug 2013
- Part-Time students - 12 to 18 Aug 2013

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

4. Registration for Modern Language Elective (MLE) Courses (Proficiency Declaration for Level 1 courses is compulsory)

Admission to all Level 1 MLE is restricted to first-time learners only. To be eligible for allocation, students who have no previous study of the language must make this declaration when placing the courses on waitlist. Disciplinary action will be taken against students who make a false declaration.

For registration of higher level MLE, 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) for more information.

5. 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.
6. Class schedule

The class schedule will be released on Friday, 31 May 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/Services/Academic/undergraduates/Course%20Registration/Pages/NoticesandUpdates.aspx).

7. 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 at Print/Check Timetable of Courses Registered in the Course Registration Website. DO NOT check timetable in STARS Planner.

8. Minors

Please refer to the full list of Minor Programme. The AUs earned for a Minor are counted towards a student’s UE requirements.

9. General Education Requirement Prescribed Electives & Unrestricted Electives (GER PE/UE)

For GER PE/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.

10. 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 (12 - 14 August 2013). The outcome of the appeal will be known by 23 August 2013. 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.

11. Reminder

a) 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
b) 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.

c) 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.

Office of Academic Services