Add/Drop Guide

During the add/drop period, students are allowed to register new courses, de-register courses or change the contact time of their registered courses (i.e. change index numbers) without penalty. 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.

The following can be done in STARS during Add/Drop period (daily including weekends and public holidays):

1) Add/Register Courses
2) Drop/De-register Courses
3) Change class timetable (i.e. index number) of the same course
4) Swap class timetable of the same course with another student
5) Re-classify GERPE to UE and vice versa

Submit online appeals for GERPE/UE during the first three days of Add/Drop period (Login to Online Appeal System via StudentLINK)

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Notes:

Placing of Courses on Waitlist
- Students can place index no. of up to 5 unique courses and make changes anytime from 10 a.m. to 10 p.m. daily. Waitlist length and available vacancies are made known to students.

Allocation of Courses
- Courses are allocated randomly, except for the first allocation (on the first day of Add/Drop) whereby more senior (higher study year) students are generally given priority. Senior students have a shorter time remaining before the end of their candidature to clear their courses. Courses are allocated randomly regardless of course type.
- Allocation is not dependent on the time of the day students place 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 may be allocated as many courses as there are on their waitlist up to their max. semester load (normal load for those on AP/AW). For exchange/NG students, max. load will be 6 courses or 20 AU.
- If the chosen index no. is full, the system may allocate other index no. (of the same course) with vacancies.
- Courses which are allocated will be registered for the students and no longer be under 'wait' status.
- If you do not wish to take the allocated course, drop the course within the Add/Drop period.

Deregistration of Courses
- Courses dropped will be deregistered immediately. Students will need to put them on waitlist for allocation again if they wish to add the courses again.
- 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).

Important Note
- Do print your up-to-date class timetable immediately after the Add/Drop period.
- Check your registration records in STARS, not STARS Planner and not NTULearn.
- A student who is still registered for a course after the 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.