Please disregard this e-mail if you are graduating at the end of Semester 1 AY2014-15.

20 Nov 2014

To: All Students

Registration of Courses for Semester 2 AY2014-15

All students (except ENG 1 and ADM 1 students) will register for their courses in Dec 2014 before the release of the Semester 1 AY14-15 examination results. ENG 1 and ADM 1 students will register for their courses in Jan 2015 after the release of their S1 examination and streaming results.

1. Important Dates

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Release of Class Schedule</td>
<td>18 Nov 2014</td>
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<tr>
<td>Check date and time for registration that has been set for you</td>
<td>27 Nov 2014</td>
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<tr>
<td>Registration Period</td>
<td>from 8 Dec 2014 (please check your allocated date &amp; time)</td>
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<tr>
<td>Release of GERPE/UE Allocation Results</td>
<td>9 Jan 2015</td>
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<tr>
<td>Add/Drop Period</td>
<td>12 – 25 Jan 2015 (full-time students)</td>
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<td>12 – 18 Jan 2015 (part-time students)</td>
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<td>Submission of Online Appeals for General Education Requirement Prescribed Electives (GERPE) &amp; Unrestricted Electives (UE)</td>
<td>12 – 14 Jan 2015</td>
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<td>Outcome of Appeals</td>
<td>by 22 Jan 2015</td>
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2. Guide
   - Course Registration Guide
   - Add/Drop Guide
   - User Guide for STARS and STARS Planner in StudentLink

All information, notices/updates and access to course registration applications are at OAS’s and Schools’ websites on course registration.

3. Personalised Registration Date & Time for Registration

You MUST check StudentLink (from 27 Nov 2014) for the date and time for registration that has been specifically set for you. For your reference only, the general schedule is here.

If you are scheduled to register for your courses in Dec (which is before the release of your Semester 1 examination results), the University will assume that you will pass all courses taken in S1 to facilitate registration of Semester 2 courses. The date and time assigned to you will hence be based on your assumed study year in S2 AY 2014-15 (termed as ‘Registration Study Year’). However, if you are currently on academic warning or probation, the registration date and time will still be based on your current study year in S1 AY 2014-15.

Similarly for students who are on attachment/exchange programme in S1 AY 2014-15, the University will assume that you would pass your courses in order to determine your registration study year and set the date and time of course registration for you.
Do not assume that your registration schedule is the same as your peers admitted in the same year because students who have passed more courses could be promoted earlier while those who lag behind could be in a lower registration study year.

4. Year 1 Students who are Pre-registered their Core Courses

Year 1 students from the following programmes and admitted in AY 2014-15 will be pre-registered their core courses if they do not have outstanding tuition or hostel fees:

**Single Degree Programme**
- Accountancy
- Aerospace Engineering
- Business
- Civil Engineering
- Communication Studies
- Electrical and Electronics Engineering
- Environmental Engineering
- Materials Engineering
- Mechanical Engineering
- Renaissance Engineering

**Double Degree Programme**
- Accountancy & Business
- Aerospace Engineering & Economics
- Civil Engineering & Economics
- Electrical & Electronic Engineering & Economics
- Environmental Engineering & Economics
- Mechanical Engineering & Economics

Their assigned class timetable would be released on Fri, 28 Nov 14, and could be viewed at Print/Check Timetable of Courses Registered. Unless otherwise stated in their School’s registration instructions, they may only add their choices of GER PE/UE on waitlist on their registration day.

5. STARS Planner and STARS

The STARS Planner is meant for students to plan their class timetable only. On their assigned registration date and time, students are to submit their planned timetable to STARS for registration. The courses that you plan and save in the STARS Planner are not registered until you submit them to STARS successfully. STARS will give you an immediate response for each submission. You should check your confirmed timetable in STARS or at Print/Check Courses Registered. DO NOT check timetable in STARS Planner.

6. Advisory for Registration for the following:

| 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. 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 for more information. |

| Sports Science and | Sport Science and Management courses could involve physical |
Management (SSM) Courses

(Declaration on Sports Safety is compulsory)

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. Please refer to SSM website on Sports Safety for more information.

Minor Programmes

Please refer to the full list of Minor Programme.

General Education Requirement Prescribed Electives & Unrestricted Electives

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 place all 5 choices and not less in order 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.

Disciplinary action will be taken against students who make a false declaration.

7. Reminder

- Before registering for courses, students should know your programme curriculum structure and registration instructions issued by your School.

- Certain index numbers of the same course are allotted to specific programme or study year or specialisation. Students (especially BUS students) should check the class schedule relevant to them and read their Schools’ registration instructions before planning their timetable. Do not attempt to register for index numbers which are not applicable to you as the system will stop you from registering for the classes.

- 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. 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.

- Check the registration records in STARS after each transaction and before the end of the Add/Drop Period. The official registration records are in STARS and not NTULearn.

Office of Academic Services
Student and Academic Services Department