COURSE REGISTRATION IT SYSTEMS
STARS PLANNER AND STARS
STUDENT USER GUIDE
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INTRODUCTION

This user guide pertains to the Course Registration IT Systems – Students Automated Registration System (STARS) and STARS Timetable Planner (STARS Planner). Both can be accessed via StudentLink.

This manual is intended to give user of STARS and STARS Timetable Planner an overview of the Systems and covers the steps for using the various functions such as planning of class timetable and adding of courses.
CHAPTER 1: MAIN COURSE REGISTRATION ACTIVITIES

STUDENTS’ ACTIVITIES IN STARS & STARS PLANNER DURING MAIN COURSE REGISTRATION

1. Students first plan for their timetable using the STARS Planner. In the timetable, venue and available places for each class are provided. Students choose their Core, major Prescribed Elective (PE), General Education Requirement Prescribed Elective (GERPE) and Unrestricted Elective (UE) classes and timings.

2. When registration opens, students submit their timetable using STARS during their scheduled registration date and time. Core courses and major PEs are assigned on the spot if there are vacancies available. However, GERPE/UE courses will be placed on waitlist.

3. Students are allowed to change their assigned core courses and major PEs only during their scheduled registration date and time.

4. Students can change their GERPE and UE (on waitlist) anytime from their scheduled registration date and time until the end of the main registration period.

5. Students finalize their timetable.

The above activities are applicable to existing students. For new students, they will be assigned their courses and class timetable upon matriculation.
CHAPTER 2: IT SYSTEMS - STARS TIMETABLE PLANNER AND STARS

There are two systems used by students for planning and submitting their timetable:

a) **STARS Timetable Planner** which is used by students to plan their timetable, add courses by bulk and submit the timetable to STARS

b) **STARS** which is used by students to submit their planned timetable for registration i.e. to register for their courses and also to drop or change courses one by one.

**DIFFERENCES BETWEEN STARS AND STARS PLANNER**

<table>
<thead>
<tr>
<th>STARS Planner</th>
<th>STARS : Student Automated Registration System</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is a platform for students to plan their class timetable. It:</td>
<td>This is the platform for students to register their courses. It allows students to:</td>
</tr>
<tr>
<td>• Enables students to plan their timetable, save up to three timetables and retrieve them</td>
<td>• Register and de-register courses</td>
</tr>
<tr>
<td>• Highlights, in red, clashes in class and exam timetables</td>
<td>• Change classes of registered courses (i.e. change Index Number)</td>
</tr>
<tr>
<td>• Shows the courses that are available for the students, indicates number of places available in each class in real-time</td>
<td>• Check courses registered</td>
</tr>
<tr>
<td>• Lists popular electives and past subscription rates, and enables students to view electives by the examination date</td>
<td>• Check class vacancies</td>
</tr>
<tr>
<td>• Allows students to submit their planned timetable to STARS</td>
<td>• Print class timetable</td>
</tr>
<tr>
<td></td>
<td>• Re-classify course type from UE to GERPE and vice versa</td>
</tr>
<tr>
<td></td>
<td>• Swap classes (i.e. index number) of the same course with another student (STARS does not allow a student to swap courses with another student)</td>
</tr>
<tr>
<td></td>
<td>The University will not accept any registration and de-registration of courses, or request for changes of classes through the course coordinators/tutors.</td>
</tr>
</tbody>
</table>

Students will first plan their timetable at **STARS Timetable Planner** and then submit their planned timetable via **STARS** during their pre-allocated time slots.
INTRODUCTION TO THE USE OF STARS TIMETABLE PLANNER AND STARS

To begin using STARS Timetable Planner and STARS, it is strongly advised that you should do or know the following:

1. You should first read the guide/handbook on how to register for courses at http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/CourseRegistration/Pages/default.aspx

2. Before you begin planning your timetable, you must first understand your curriculum structure and the courses which you would like to take for this particular semester. You also need to know your School’s registration details as some Schools allow registration of certain courses at specific timings. You can check your degree audit at (https://wish.wis.ntu.edu.sg/webexe/owa/dars_result.login) so that you will know the courses which you have taken and your balance academic units.

3. Check your class schedule at https://wish.wis.ntu.edu.sg/webexe/owa/aus_schedule.main so that you know the courses you should register for and the time slots of these courses.

4. After checking your class schedule, you will now know the courses offered for the semester. You may wish to check the contents of these courses at https://wish.wis.ntu.edu.sg/webexe/owa/aus_subj_cont.main before deciding whether you would like to take them for this semester.

5. You can check the vacancies of a particular course at http://wish.wis.ntu.edu.sg/webexe/owa/aus_vacancy.check_vacancy

6. Once you have done the above, you can proceed to STARS Timetable Planner to plan your class timetable and save it.

7. It is important that you check your personalised date and time for registration. You need to submit your planned timetable to STARS for registration on the schedule assigned to you.
CHAPTER 3: CHECKING DATE AND TIME FOR REGISTRATION

Before registering for your courses, you are to check your assigned date and time of registration.

Step 1: Access the following page
http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/CourseRegistration/Pages/default.aspx

Step 2: You will reach the following page upon clicking ‘Personalised Date/Time of Registration’.
CHAPTER 4: STARS TIMETABLE PLANNER USER GUIDE

The following details the steps to get into STARS Timetable Planner and guides you in planning your timetable.

Please note that:

a. You can choose five choices for GERPE courses and five choices for UE courses for allocation during the main registration period. However, at most, you will only be allocated one of each course type.

b. Once you have submitted your planned timetable to STARS, you can only go to STARS Timetable Planner to add courses. You will have to go to STARS directly if you want to change or drop courses.

ACCESSING STARS TIMETABLE PLANNER

Please refer to Annex A for the steps to access the STARS Timetable Planner:

PLANNING YOUR TIMETABLE

To Start A New Plan

Step 1 You will see the following screen once you enter the STARS Planner. The following details the three columns listed in the screen:

(i) The Course Codes column is used for entering your choice of courses.
(ii) The Option column lists options for you to select. An option could be a category like a degree or minor programme that comprises of courses.
(iii) The Course column lists all the courses linked to the option selected.

You should select the option first. The courses will be reflected automatically once an option is selected.

Please note:

• Your Core, GER Core and Major Prescribed Electives are listed when you click your programme name under Options column.
• There are options to list the top 20 GERPE and UE courses with their corresponding subscription rate of the last semester that the courses are offered. The subscription rate indicates the popularity of a course. This will enable you evaluate your chances of getting the course.
• There are also options to list the GERPE and UE by examination dates. This will enable you to find electives that do not clash or close to the examination timetable of your core courses.
Note on Subscription Rate

Subscription Rate = Total No. of Students Applied/No. of Places Available. It is shown in percentage against courses that are offered as UE/GERPE.

The subscription rate is for the most recent semester that the course was offered and for the same course code. For a course that was offered under a different code in the previous semester, the last subscription rate will not be reflected against the new course code.
Step 2 You can select your courses by clicking it at the Course column. Once you do so, the course code will automatically be entered in the Course Codes column. Once you have selected all your courses, click on Plan to select all the time slots of the courses.

1. This is the Course Codes Column where you enter your choice of course.

2. Click Plan to proceed so that you can select specific time slots.

Step 3 Once you click the Plan button, you will reach the screen below which shows all the courses which you have chosen. You will have to select time slots for each course which you have selected here. The time slots are called index numbers. Each course at a particular time slot has a unique index number. Once you have selected a particular Index number, the course will appear in the timetable on the left of the screen.
You can save your plan by clicking on **Save** button. You can save a total of three plans under the names Plan 1, Plan 2 and Plan 3.

**Note:**
- The Plan that you have saved will have to be submitted to STARS for registration on the registration date and time assigned to you.
You cannot save the timetable if there is a clash between your major PE or Core. However, if there is a clash between courses that are to be placed on waitlist (i.e. GERPE and UE), the Planner will still enable you to save your plan. This is because for courses on waitlist, you may or may not be allocated these courses.

To Retrieve Your Saved Plan

Step 1 If you have already saved a Plan(s) earlier, once you log in, you will automatically be directed to the page which shows your Plan 1.

If you want to load a different plan (i.e. Plan 2 or Plan 3), select the plan you want to load and click the Load button.

If you want to change your plan, click the Back to Main button and proceed just like when you were planning your timetable the first time round.

Please note that after planning, you will need to submit your planned timetable to STARS during the registration timeslot assigned to you.
SUBMIT YOUR TIMETABLE TO STARS FOR REGISTRATION

Step 1  To submit your timetable plan to STARS, click the **Add Course(s) to STARS**.
Step 2 You will now reach the screen below. For courses that are offered to you as more than one course type to you (e.g. you can take it as either prescribed or unrestricted elective), you have to select your chosen course type by clicking the drop-down menu in the **Type** column.

For GERPE and UE, you have to indicate your choice (from 1 to 5) in the **choice** column. For the main semesters (i.e. Semester 1 and 2), you are allowed five choices of GERPE and another 5 choices for UE. For Special Term 1 and 2, you are allowed up to 5 choices which can be GER PE, UE or a combination of both, for each of the two special terms.

After you have completed this, click the **Confirm to Add Courses into STARS** button to submit all your courses to **STARS** during your assigned registration date and time.

**Note:**
- The above display is for the main registration. During the main registration, Core courses (including GER Core) and major PEs are assigned on the spot if there are vacancies available. GERPE/UE courses will be placed on waitlist.
- For the add/drop period, however, all courses (regardless of course type) will be placed on waitlist. The students must rank their courses (1 to 5) on waitlist. The display is as follows:

The University will allocate courses on waitlist daily up to the maximum load allowed for the students in the semester.
Step 3  You will reach the screen below once you have successfully submitted your timetable to STARS.

<table>
<thead>
<tr>
<th>Index</th>
<th>Course</th>
<th>Title</th>
<th>AUs</th>
<th>Type</th>
<th>Choice</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>60304</td>
<td>AB0901</td>
<td>Principles Of Economics: A Singapore Perspective</td>
<td>3</td>
<td>Core</td>
<td></td>
<td>Not Added. 3 You are not allowed to take “AB0901”!</td>
</tr>
<tr>
<td>60225</td>
<td>AB1301</td>
<td>Business Law</td>
<td>3</td>
<td>Core</td>
<td></td>
<td>Added.</td>
</tr>
<tr>
<td>60563</td>
<td>BU9641</td>
<td>Cultural Intelligence: How To Be An Explorer Of The World</td>
<td>3</td>
<td>Prescribed</td>
<td>1</td>
<td>Added to waitlist. To increase your chances of being allocated a course, we advise that you place the max five choices (if not, at least 3 choices)</td>
</tr>
<tr>
<td>10910</td>
<td>CZ0001</td>
<td>Engineers And Society</td>
<td>3</td>
<td>Core</td>
<td></td>
<td>Added.</td>
</tr>
<tr>
<td>10950</td>
<td>CZ0002</td>
<td>Green Computing</td>
<td>3</td>
<td>Core</td>
<td></td>
<td>Added.</td>
</tr>
<tr>
<td>10375</td>
<td>CZ1063</td>
<td>Introduction To Computational Thinking</td>
<td>3</td>
<td>Core</td>
<td></td>
<td>Added.</td>
</tr>
</tbody>
</table>

You may consider registering another course if you are unsuccessful in adding any of your courses. You may either access STARS directly to add these courses or submit to STARS through the STARS Timetable Planner. Note that each submission will not override the previous submission. Instead, if there is no clash, the latest submission will be added to the previous submission.

If you want to drop the courses or change the class timetable of your registered course (i.e. change index number), you can only do so in STARS.
DECLARING YOUR PROFICIENCY LEVEL FOR LEVEL 1 LANGUAGE COURSES

Step 1: Click the url to declare your proficiency level/previous study for the foreign language that you intend to study.

If you do not have any language courses that require declaration on waitlist, the following message will be shown:

You have not placed any Modern Language Elective 1 course on waitlist.

Step 2: Otherwise, upon clicking the url, you will arrive at the screen for you to indicate your proficiency level.

Note that admission to all Modern Language Level 1 (L.90001 series) courses is restricted to first-time learners only.

- I declare that I have no previous study of the language.
- I have some proficiency in the language.

Disciplinary action will be taken against students who make a false declaration. (See NTU’s Honour Code)
Note that disciplinary action will be taken against students who make a false declaration.

Only students who declare that they have no previous study of the language will be considered for allocation of courses. Those who have some proficiency in the language will be advised to sit for a placement test conducted by the Modern Language Centre. They will be assessed on their proficiency level so that they could be placed at the right level for the study of the language.

Students who do not make any declaration will not be considered for allocation of courses.

Step 3: The following will be shown if a student indicates that he has no previous study of the language.

Click on the OK button and the next screen will appear.

The following will be shown if a student indicates that he has some proficiency in the language.

Click on the OK button and the next screen will appear.
Students are required to contact the Centre for Modern Language (CML) to arrange for a placement test to assess their language proficiency if they are interested to read the language. If they passed the placement test, the Centre for Modern Language (CML) will waive the pre-requisites in the system to allow them to register for the next level language during the students’ course registration exercises or add/drop period.

Student can also declare at the url provided in the 2nd page:

Click on the url to declare the language proficiency.
If a student submits his planned timetable to STARS but has not declared his proficiency level for the Level 1 language courses, he will be prompted again to do so.

<table>
<thead>
<tr>
<th>Index</th>
<th>Course</th>
<th>Title</th>
<th>AUs</th>
<th>Type</th>
<th>Choice</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>20110</td>
<td>LM9001</td>
<td>Malay Language Level 1</td>
<td>3</td>
<td>Unrestricted</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>20127</td>
<td>LS9001</td>
<td>Spanish Language Level 1</td>
<td>3</td>
<td>Unrestricted</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>68104</td>
<td>SS9001</td>
<td>Conditioning For Physical Fitness</td>
<td>3</td>
<td>Unrestricted</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>68161</td>
<td>SS9105</td>
<td>Volleyball</td>
<td>3</td>
<td>Unrestricted</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>1078</td>
<td>CE8003</td>
<td>Human Resource Management &amp; Entrepreneurship</td>
<td>3</td>
<td>Prescribed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10201</td>
<td>CPE301</td>
<td>Digital Communications</td>
<td>4</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>5 of 5 Course(s) to be added</td>
<td>19</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Confirm to Add Course(s) into STARS

Student submit planned timetable to STARS.

Student is reminded to submit his language declaration here
MEDICAL DECLARATION FOR SPORT SCIENCE COURSES

Students (including SSM students) who wish to read courses offered by SSM are required to make a medical declaration.

Step 1: Add Sport Science electives (SS9xxx)

Step 2: System will request you to make the medical declaration.

Step 3: You will reach this page upon clicking ‘Declaration’. Click ‘Agree’.
Step 4: The following message will appear

```
You have declared and confirmed you have read and fully understand all the sections and conditions set out in Sports Safety home page and that all the information provided are true.
```

Click ‘Ok’ and the courses will be placed on waitlist.

<table>
<thead>
<tr>
<th>Index</th>
<th>Course</th>
<th>Title</th>
<th>Alls</th>
<th>Type</th>
<th>Choice</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>68140</td>
<td>SS9103</td>
<td>Squash</td>
<td>3</td>
<td>Unrestricted</td>
<td>1</td>
<td>Added to waitlist. To increase your chances of being allocated a course, we advise that you place the max FIVE choices (if not, at least THREE choices).</td>
</tr>
<tr>
<td>68161</td>
<td>SS9105</td>
<td>Volleyball</td>
<td>3</td>
<td>Unrestricted</td>
<td>2</td>
<td>Added to waitlist. To increase your chances of being allocated a course, we advise that you place the max FIVE choices (if not, at least THREE choices).</td>
</tr>
<tr>
<td>Total</td>
<td>2 of 2 Course(s) added</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CHAPTER 5: STARS USER GUIDE

The following details the steps to get into STARS and guides you in registering, de-registering, changing course index number and swapping index number with another student.

Please note that

a. You can choose five choices for GERPE courses and five choices for UE courses for allocation during the main registration period. However, at most, you will only be allocated one of each.

b. You can submit your planned timetable to STARS via STARS Timetable Planner by clicking the ‘Add Course(s) into STARS’ button. You can also register for additional courses in STARS in the same manner. However, to de-register a course, change its index number or swap the index number with another student, you will have to go to STARS directly to do so. You can also access STARS from the STARS Timetable Planner as shown below.

1. Click the Add Course(s) to STARS button to register your courses at STARS.

2. Click the STARS button to de-register a course, change its index number or swap the index number with another student.
ACCESSING STARS

Please refer to Annex A for the steps to access STARS. You can only login to STARS during your assigned date and time of registration.

FUNCTIONS IN STARS

There are nine functions listed in the main menu of STARS:

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Course</td>
<td>For adding courses to your originally registered courses</td>
</tr>
<tr>
<td>Drop Course</td>
<td>For dropping any of your originally registered courses</td>
</tr>
<tr>
<td>Check/Print Courses Registered</td>
<td>For checking or printing your registered courses</td>
</tr>
<tr>
<td>Check Vacancies Available</td>
<td>For checking whether there are any vacancies for courses</td>
</tr>
<tr>
<td>Change Index Number of Course</td>
<td>For changing the time slots of your originally registered courses</td>
</tr>
<tr>
<td>Swop Index Number with Another Student</td>
<td>For swopping classes (time slots) of the same course with another student</td>
</tr>
<tr>
<td>Re-Classify GERPE Course Type</td>
<td>For students to change the type of their course from GER Prescribe Elective (GERPE) to Unrestricted Elective (UE) and vice-versa. Students in the Accountancy, Business and double degree in Accountancy &amp; Business programme will have the function below instead of this one.</td>
</tr>
<tr>
<td>Re-Classify Major PE/GERPE Course Type</td>
<td>For students to change the type of their course from Major Prescribed Elective/GERPE to UE and vice-versa. This function is only available to students in the Accountancy, Business and double degree in Accountancy &amp; Business programme only.</td>
</tr>
<tr>
<td>Exit</td>
<td>For logging out of STARS</td>
</tr>
</tbody>
</table>
Add Course

This function is used to register your courses. This includes adding a course to your originally registered courses. Alternatively, you can add your courses via the STARS Timetable Planner.

Step 1: To add a course to your timetable, click the Add Course button at the main menu of STARS.

Step 2: Key in the index number for the course which you would like to add. You can use the class schedule at https://wish.wis.ntu.edu.sg/webexe/owa/aus_schedule.main to check the index number of the course which you would like to add. Then click the OK button.
Step 3: You will reach the screen which shows the class details of the course which you would like to add. Check the details and then click **Confirm to Add Course**. Click the **Exit** button once you have finished to get out of the system.

**Drop Course**

This function is for de-registering any of your originally registered courses.

Step 1: To drop a course which you have registered, click the **Drop Course** button at the main menu of STARS.
Step 2: You will reach the screen which shows all the courses that you have registered. Select the course that you would like to drop. Then click the OK button.

Step 3: Check the course details and then click Confirm to Drop Course.
Check/Print Courses Registered

This function is for checking or printing your registered courses. You must check the list of courses that you have registered at the end of add/drop period to ensure that your records are correct. You are not allowed to change courses once the add/drop period has passed.

Step 1: To check/print the courses which you have successfully registered for, click the **Check/Print Courses Registered** button at the main menu of STARS.

![Check/Print Courses Registered](image)

Step 2: You reach the screen which shows you the list of courses which you have successfully registered for. If you have been granted exemptions from some courses, these will also be shown.

![List of Courses Registered](image)
Check Vacancies Available

This function is for checking the vacancies in a class. It will also show you the waitlist for the class.

Step 1: To check the vacancies in a class, click the **Check Vacancies Available** button at the main menu of STARS.

Step 2: You will see the screen below. Enter the **Index Number** of the course which you would like to check and then click **Ok**.
Step 3: You will now reach the screen which shows the places available for the class which you have selected.
Changing the Index Number of Courses i.e. Changing the Time Slots for Your Courses.

This function is for changing the time slot of your originally registered course. If there is a place in the new time slot, you will just be moved to the new slot. Otherwise, you remain in your current slot.

You should use this function instead of dropping your current index number and then adding a new index number of the same course. This is because you risk losing a place in the course if by the time you add the new index number, the place has been taken by another student.

Step 1: To change the time slots of your courses, click the Change Index Number of Course button at the main menu of STARS.

Step 2: You will see the following screen. Enter your current index number and then the new index number which you would like to change to. You can check for alternative index numbers using your class schedule located at https://wish.wis.ntu.edu.sg/webexe/owa/aus_schedule.main. Click OK to proceed once you have entered the two numbers.
Step 3: You will now see the screen which provides details of the current index number and the new index number. Click the **Confirm to Change Index Number** once you are sure that the details suit your requirements.

![Screen capture of the Stars Planner & STARS User Guide](image)

Click **Confirm to Change Index Number** here.

Step 4: A pop out box will appear to indicate that your changes have been successful. Click the **Ok** button to complete the transaction.

![Screen capture of the Stars Planner & STARS User Guide](image)

**Index Number 00123 has been changed to 00124**
**Swopping Index Number (i.e. Time Slot) with Another Student**

This function is for swopping the time slot of your course with another student who has the same course. The student who is swopping the time slot with you need to enter his username and password for this process.

**Step 1:** To swop the time slot of a particular course with another student, click the *Swop Index Number with Another Student* button at the main menu of STARS.

**Step 2:** You will see the following screen. Under Student #1, enter the *index number* of the course that you are swapping. Under Student #2, your peer will have to enter his *username*, *password* and *index number* (of the same course). Click *OK* to proceed.
Step 3: You will now see the screen which provide details of the changes. Click the **Confirm to Swap Index Number** once you are sure that the details suit your requirements.

![Image of the swap index number screen]

Step 4: A pop out box will appear to indicate that your changes have been successful. Click the **Ok** button to complete the transaction. An email will then be sent to both you and your peer.

![Image of the confirmation pop-up]

999999999-Index Number 00134 has been successfully swapped with 888888888-Index Number 00135
Reclassifying GERPE Course Type

This function is for students to change the type of their course from GERPE to UE and vice-versa. The course must be available to you in both course types.

Step 1: To reclassify GERPE course type, click the **Re-Classify GERPE Course Type** button at the main menu of STARS.

![Image of main menu with Re-Classify GERPE Course Type button highlighted]

Step 2: You will see the following screen. Enter the index number of the course which you would like to classify. Click **OK** to proceed.

![Image of screen with Index Number input field]
Step 3: You will now see the screen which provide details of the changes. Click the **Confirm** button once you are sure that the details suit your requirements.

A pop out box will appear to indicate that your changes have been successful. Click the **Ok** button to complete your transaction.
ANNEX A:  STEPS TO ACCESS THE STARS TIMETABLE PLANNER AND STARS

Step 1  To enter the STARS Timetable Planner/STARS, you will first have to click the Login tab on NTU main webpage (www.ntu.edu.sg)

Step 2  You will now reach the iNTU webpage. Enter your Username and Password.
Step 3  At the **StudentLink** webpage, click the **STARS Planner** to enter.