

# Undergraduate Part-Time Programme

## Course Registration

### IMPORTANT NOTICE FOR PART-TIME MECHANICAL ENGINEERING (ME) STUDENTS

Course registration will be through the Students Automated Registration System (STARS). The most important entry that you need is the **COURSE INDEX NUMBER** which can be found from the [Class Schedule](#). This index number identifies a unique set of the course and contact time for lecture/tutorial. The index number for part-time undergraduate mechanical engineering courses begins with the series **26XXX**.

To avoid issues like not meeting the pre-requisites or timetable clashes, you are encouraged to read courses in accordance with your [Table of Curriculum](#). Ensure that you meet the pre-requisites for the courses you intend to register and that there are no class and exam timetable clashes between the courses. Check your AUs earned to-date and your AUs balanced through your [Degree Audit](#). If there are no more vacancies in the index number you have selected, you will need to choose another index number where there are vacancies.

Students who miss their course registration date will have to register their courses during the Add/Drop period.

New students in your first semester of study do not need to register as the courses have been pre-allocated to you. You will see your registered courses in the [NTU StudentLink](#) after you matriculate. Please note that you will have to register for your courses from Semester 2 onwards.

### SEMESTER WORKLOAD FOR PART-TIME ME STUDENTS

Year of Study	Students with clear pass	Students in Academic Warning/Probation
Year 1 – Year 5	4 courses (max.)	3 Courses (max.)

Except for students on Academic Warning or Academic Probation, the School permits you to register for one course more than the normal load, up to a maximum of four (4) courses. You are **strongly advised against overloading**, considering that you may have work or family commitments and may not be able to cope with the rigour of the programme.

### APPEALS

Requests for overloading of courses, waiver of timetable clashes, waiver of pre-requisites, etc. is permitted only in exceptional situation and will be reviewed on a case-by-case basis. Please refer to this [link](#) for the application details.

To avoid missing your course registration date, please email your request providing the required details at least one week in advance of your course registration date.

Students who missed their course registration date will need to register their courses during the Add/Drop period.

### FINAL YEAR PROJECT

The School will register MA4079 Final Year Project (FYP) for students who have earned enough AUs to be in Year 4 standing. Students must also have obtained the waiver of EID/PI before they can commence FYP. When you become eligible to commence FYP, the School will send you an email with instructions to select your project. For queries, you may contact Susan Tan at: 6790 6417 or e-mail: [mae\\_reg@ntu.edu.sg](mailto:mae_reg@ntu.edu.sg).