

Application for Overload (Semester and/or UE/BDE)

a. *When do I apply for semester overload?*

Example 1, MATH Maximum Semester Load is 20AU. Student is registered for 18AU of courses and want to take 3AU BDE course (placed on waitlist). Need to apply overload as 18AU + 3AU will exceed maximum load (20AU)

Example 2, PHY Maximum Semester Load is 20AU. Student is registered for 16AU of courses and want to take 2 BDE courses (placed on waitlist) which are 3AU each. In this case, wait for BDE allocation results. If one course is allocated and student wish to take 1 more BDE course, apply for overload during add/drop period. In this example, if student applies for semester load when they are still registered for 16AU of courses, the overload request will be rejected as it is still possible to take one more course.

b. *When do I apply for UE/BDE overload?*

Example 1, Only remaining requirement is second semester of Final Year Project. There is a balance of 0AU for UE/BDE requirements, but student would like to take a UE/BDE course. Need to apply for UE/BDE overload.

Example 2, Have balance of 2AU for UE/BDE requirements. This allows allocation of 1 UE/BDE course. Student would like to apply for 2 UE/BDE courses. In this case, wait for UE/BDE allocation results. If one course is allocated, apply for overload during add/drop period. In this example, if student applies for UE/BDE overload before allocation results, the overload request will be rejected.

c. *What is the maximum overload allowed each semester?*

Each overload request is reviewed on a case-by-case basis. Justification needs to be provided for overload requests.

d. *Do we need to count MOOC courses as part of maximum semester load when registering for courses?*

MOOC courses are not included when calculating maximum semester load.

Change of Programme / Pre-requisite for Core not cleared in previous semester

- a. Change of Programme – If you had completed change of programme (for example MATH to MACS) and are unsure of courses to register, check the curriculum requirements for the new programme. Depending on the new programme and courses required, a few steps might be needed such as waiver requests and/or course mapping for credit transfer.
- b. Pre-requisite not cleared in previous semester – If the course(s) in new semester cannot be taken as pre-requisite is not cleared, please consider the following:
 - i. Pre-requisite waiver – may consider applying for pre-requisite waiver if you are comfortable/proficient in the pre-requisite course. **Waiver request is still subject to approval (not guaranteed)**. Waiver route is not recommended if student has either not attempted the pre-requisite or does not have firm foundation in pre-requisite course.
 - ii. Check if there are other courses that do not have pre-requisite requirements and could be cleared in the upcoming semester. Email SPMSUndgrad@ntu.edu.sg if you are unsure of how to proceed with course registration.

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Frequently Asked Questions – Course Registration

Waivers

- a. *How do I seek advice for pre-requisite or timetable clash for non-SPMS courses?*
Please contact the respective schools, you may access the contact information at the following link: [Schools' Registration Advisors/Administrators](#)
- b. *I have received approval from another school for pre-requisite/timetable clash waiver and need e-stamp.*
Please forward the email approval received to SPMSUndgrad@ntu.edu.sg. The forwarded email will have to indicate the course and type of waiver received.
- c. *How do I apply for waiver?*
If you wish to apply timetable clash or pre-requisite waiver for courses offered by SPMS, the waiver application needs to be submitted to SPMS either during Phase 1 or Phase 2 waiver application period. If the waiver request is for a non-SPMS course, please submit the request to the respective school.

Clashes between exams are not allowed. Student will have to prioritize which course to register. In general courses will be prioritized in the following way (with Core allocated the highest priority): Core > Major-PE > Electives

If you encounter or notice exam clash between compulsory courses that are required to be taken in the same semester (as per curriculum), please highlight to SPMSUndgrad@ntu.edu.sg at the earliest.

ICC-core courses

- a. Swapping of indexes – You may swap indexes on your own with a peer from the same College enrolled into the same ICC course during the course registration (CR) and Add-Drop period. During the CR period, the swapping of ICC indexes has to be done during your scheduled CR timing. However, the peer that you wish to swap with does not have to share the same CR timing as you.
- b. *Which ICC courses do I need to take each semester?* – Please check the [Core Courses](#) page on SPMS website.
- c. *My registration of ICC courses is different from the standard study plan. What do I need to do to clear the required courses?* – Complete the main registration to register the other courses that you have planned for the respective semester. Then email SPMSUndgrad@ntu.edu.sg to seek advice if it is possible to take the delayed ICC course(s) – this is subject to maximum semester load and availability of vacancies in suitable timeslots.

Registration

- a. *I missed my registration timeslot. What do I do next?* – Scenario 1: If you missed your personalized registration timeslot, please attempt the 2nd registration session (5pm-10pm) on the **same date** as your personalized registration timeslot.

Scenario 2: If you have missed the entire day, you will still be able to place UE/BDE on waitlist until the last day of main registration period. If you need to register for core courses offered by SPMS, please contact SPMSUndgrad@ntu.edu.sg indicating the required core courses. Student's request will be reviewed and subject to availability of vacancies. For Major-PE

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courses, please add them during the add/drop period. For courses offered by other schools, please contact the respective school for further advice.

- b. *I am not able to participate during the personalized registration due to ICT/ Reservist / Travel. How do I register for my courses?* – If you need to register for core courses offered by SPMS, please contact SPMSUndgrad@ntu.edu.sg indicating the required core courses. For Major-PE courses, please add them during the add/drop period. For courses offered by other schools, please contact the respective school for further advice.
- c. *I have 1AU remaining. May I take a 4AU course?* – As long as there is at least 1AU remaining, you will be able to take a 3-4AU course. You will not be able to register course if there is 0 AUs remaining. Similarly for UE/BDE, if the balance is 0 AUs, system will not be able to allocate any UE/BDE course even if the remaining factors are ideal (no clash, pre-requisite fulfilled, vacancies available etc.). UE/BDE overload approval will be required.
- d. *Do I need to register Final Year Project / Professional Internship through STARS?* – Final Year Project will be registered for students who are allocated projects by the school (by Friday, Teaching Week 2). Professional Internship (PI) will be registered for students who are allocated internship position the week before PI starts.
- e. *I am not able to choose some indexes for PS0001/PS0002. Why is this so?* – Some indexes are catered to specific programmes avoiding the respective core courses. Hence these indexes will not be accessible to other programmes during the main registration period. Remaining vacancies for these indexes will be released to all programmes from the 3rd day of add/drop period. For further enquiries on timetable constraints, do email SPMSUndgrad@ntu.edu.sg.