NANYANG TECHNOLOGICAL UNIVERSITY SINGAPORE

# Course Registration Instructions for Common Engineering Freshmen (Add/Drop Period)

AY2023 Semester 1

The Add/Drop Period is scheduled on the first two teaching weeks of the semester (11 – 25 August 2023). It provides an opportunity for students to a ssess whether the courses that they have registered for suit their interest an d learning needs.

During this period, a student can:

- drop the registered courses except Core and ICC Common Core;
- change their contact time (i.e. index number);
- swap classes with another student who has the same course.
  For ICC course, you only can swap with another student within the same college (i.e. swap with student from the school of CEE/CCEB/ SCSE/EEE/MSE/MAE);
  and
- add courses to the waiting list to be allocated on a daily basis, result will be released after 10 pm.

(Please do NOT wait until the last day to add or drop a course.)

# Add/Drop Period - 1) Place/Update Courses on Waiting List

Login to STARS anytime from 10.30 am to 10 pm daily. All courses that students wish to add must be placed on waiting list.

Students can place index numbers of up to 5 unique courses, and make changes to them anytime during the 10.30-to-10 window period daily.

Students are to maintain/ update the courses on their waiting list, and drop those courses that they no longer wish to be considered for allocation from the list

# Add/Drop Period - 2) Allocation of Courses by System

Courses will be allocated each day after 10 pm.
Note: Allocation is not on a first-come-first-served basis.

Students may be allocated the courses that they have placed on their waiting list.

Courses are allocated randomly, except on the first day of Add/Drop, where seniors are generally given priority.

# Add/Drop Period - 3) Confirmation after Allocation

Students, who are successfully allocated courses, will receive an email notification.

Do NOT hold on to places in any classes, if you do NOT need them. Drop them early so that they can be allocated to other students.

Check your final timetable through STARS or the 'Print/Check Course Registered'. Attend only the classes that you're officially registered for.

Do NOT check your timetable in NTULearn!

# Add/Drop Period Instructions (Broadening and Deepening Electives (BDE)) – NTU Students

UPO does NOT help students to register Broadening and Deepening Electives (BDE), as it would not be fair for other students who are appealing for the same electives.

Students who are NOT allocated Broadening and Deepening Electives (BDE) of their choice should consider alternative courses.

Those who want to appeal for BDE, may access the Online Appeal System to appeal directly to the offering school. The Appeal System is only available for 4 working days (14– 17 Aug). The appeal outcome will be out before 25 Aug.

Students on Academic Warning/Probation can access the Online Appeal System to appeal for BDE.

If you are unsuccessful in your appeal, do consider other courses with available vacancies and register them before the Add/Drop period ends.

# What happens after Add/Drop Period? (All Students)

- ✓ Check your finalised timetable from the Check/Print Registered Timetable.
- ✓ The Office of Academic Services will email students the list of courses and indices that they have successfully registered in STARS.
- ✓ No further registration and de-registration of courses will be allowed after the add/drop period including appeals submitted through the course coordinators/tutors.
- ✓ A course that is dropped during the Add/Drop Period will NOT appear in the official transcript.
- ✓ A student who is still registered for a course after the add/drop period but did not subsequently sit for the examination will be deemed to have read and failed the course. An 'F' will appear on his official transcript.

# Must Know (Degree Audit via Studentlink) – NTU Students

Example:

Student Type **Full Time**
Student Status **Current**
Direct Entry **No**
Study Year **1**
Study Year (for registration) **1**
Minimum Period of Candidature **3.5 years**
Maximum Period of Candidature **6.0 years**
Period of Candidature To-date **.0 years**

English Proficiency **Exempted**
In-House Practical Training **Not Eligible**
Internship Status **Not Eligible**
Project **Not Eligible**
S/U Option Quota (AU) **12**
S/U Option Exercised (AU) **0**
(Please refer to 'Courses Registered' table)

**NOTE:** Please check your status under Student Attachment in StudentLink whether you are allowed to do your attachment (even if your status shown here is eligible or not eligible).

**AU Requirements**

| Course Type | AU Required | Total AU Earned To date | AU Currently Registered (AY2021 Semester 1) | AU Pending Result (AY2020 Special Term II) | Balance AU |
|---|---|---|---|---|---|
| **Core Courses** | 80 | 0 | 14 | 0 | 66 |
| **Major Prescribed Electives** | 3 | 0 | 0 | 0 | 3 |
| **Interdisciplinary Collaborative Core** | 32 | 0 | 4 | 0 | 28 |
| **Broadening and Deepening Electives** | 21 | 0 | 0 | 0 | 21 |
| **Total** | **136** | **0** | **18** | **0** | **118** |
| **Graded AU** | **69** | **0** | **14** | **0** | **55** |
| **Graded Core and Major PE AU** | **50** | **0** | **14** | **0** | **36** |

Ensure to meet the minimum **Graded AU** requirement to be eligible for graduation.

# Important to all NTU Students

## GRADUATION REQUIREMENTS:

1. Complete the AU requirement for EACH and EVERY category: Core, Major Prescribed Elective, Common Core, Foundational Core and Broadening and Deepening Electives.
2. Fulfil the Graded AU and Graded Core & Major Prescribed Elective AU requirement (Refer to your AU Requirement Table in your Degree Audit)
3. CGPA ≥ 2.00 (CGPA includes ALL courses, e.g., BDE, extra courses (classified as BDE), failed courses (GPA=0), and repeat core courses)

Academic Unit Handbook
https://www.ntu.edu.sg/docs/default-source/office-of-academic-services/academic-structure-handbook-(undergraduate-studies)-ay2023-24.pdf?sfvrsn=cab1b601_3

# Good to Know

- Check your NTU email regularly, for any messages, possible schedule changes, deadlines, etc.
- Email received from personal email addresses will NOT be addressed to preserve the confidentiality of all communications. Students must use their NTU email for all correspondences.
- Always sign off your email with your *name, matric number, programme and year of study* .
- Please refrain from sending similar email to multiple recipients. Such action will not speed up the process, but cause undue delay.
- Please try to fit your enquiries into one single email.

# Useful Link for Registration (OAS)

https://entuedu.sharepoint.com/sites/Student/dept/sasd/oas/SitePages/Course%20Registration/main.aspx

STARS - Student Automated Registration System. Plan your courses timetable and register for courses.
*It is important to check your fin al registered courses in STARS or from the Degree Audit

# Contact Information

| Advice On | Contact Details |
| --- | --- |
| Academic Mentor | Assigned Academic Mentor<br>StudentLINK > Academic Advisory Scheme |
| Academic & Registration Enquiries | College of Engineering (for Common Engineering Freshmen who are not in any school) ehcchai@ntu.edu.sg |
| Network Issues<br>(Access to STARS; PIN; email; etc.) | ServiceNow@NTU (6790 4357)<br>https://ntuadminonestop.service-now.com/ntusp |