Please disregard this e-mail if you are graduating at the end of AY2018-19.

To: All Students (dated 15 May 2019)

Registration of Courses for Semester 1 AY2019-20

1. Important Dates, Course Registration Guides and Information

Please refer to the Registration Schedule for Semester 1 AY2019-20 published in the OAS Course Registration website (under Registration Schedule) for the important dates to take note.

Information, course registration guides, notices/updates and access to course registration applications are available via the OAS and Schools' course registration websites.

2. Personalised Registration Date & Time

You MUST refer to StudentLink→Personalised Date/Time of Registration for the date and time for registration that has been specifically set for you.

Note for RNSmen who have enrolled early in the Special Terms of AY2018-19 (i.e. students with matriculation number starting with ‘U19xxxxx’):

Courses for the first semester would be pre-registered for you. You may print your class timetable from Wed, 17 Jul 2019 via your degree audit or Print/Check Courses Registered.

If you wish to read additional courses, you may register them during the Add/Drop period (13 – 25 Aug 2019). Please refer to the Add/Drop guide.

3. Students with Outstanding Fees

Students must clear their outstanding fees before registering courses. Those with outstanding fees will be denied access to STARS and barred from course registration.

4. 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 to officially register for their courses.

The courses that students plan and save in the STARS Planner are not registered until they submit the courses to STARS successfully. STARS will give an immediate response for each submission.

Students should check their final timetable in STARS or at Print/Check Courses Registered. DO NOT check at STARS Planner.
5. **Advisory on Registration for the following:**

| Modern Language Elective (MLE) Courses | Admission to all Level 1 MLE is restricted to first-time learners only. To be eligible for the course 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 the Centre of Modern Language (CML) before Teaching Week 1.

Please refer to the CML website for more information.

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<th>Proficiency Declaration for Level 1 courses is compulsory*.</th>
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| Sports Science and Management (SSM) Courses | SSM courses could involve physical 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.

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<th>Declaration on Sports Safety is compulsory*.</th>
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| Minor Programmes | Please refer to the full list of Minor Programmes. |
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| General Education Requirement Prescribed Electives (GERPE) & Unrestricted Electives (UE) | 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 they may risk not getting any course, if the courses they choose are too popular. |
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*Disciplinary action will be taken against students who make a false declaration.

6. **Reminder!**

- Before registering for courses, you should know your programme curriculum structure, semester load, balance AU in degree audit and registration instructions issued by your School.

- Certain index numbers of the same course are allotted to specific programme, 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 STARS 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 and print 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/STARS Planner.

Office of Academic Services
Student and Academic Services Department