Course Registration Instructions (Add/Drop Period)

AY2018 Semester 1
The Add/Drop Period is scheduled on the first two teaching weeks of the semester (13 – 26 August 2018). It provides an opportunity for students to assess whether the courses that they have registered for suit their interest and learning needs.

During this period, a student can:

- drop the registered courses;
- change their contact time (i.e. index number);
- re-classify his/her GER-PE/UE;
- swap classes with another student who has the same course; and
- add courses to the waiting list to be allocated on a daily basis 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 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-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.
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 or STARS Planner!
Add/Drop Period Instructions (GER Electives) – NTU Students

- UPO does NOT help students to register GER-PE/UE electives, as it would not be fair for other students who are appealing for the same electives.

- Students who are NOT allocated GERPE/UE of their choice should consider alternative courses.

- Those who want to appeal for GER electives, may access the Online Appeal System to appeal directly to the offering school. The Appeal System is only available for 3 days (13 – 15 Aug). The appeal outcome will be out before 23 Aug.

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

- 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**, NOT from the STARS Planner.

- 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

**Study Year 3**
- Study Year (for registration): 3
- Minimum Period of Candidature: 3.5 years
- Maximum Period of Candidature: 6.8 years
- Period of Candidature as of date: 2.0 years
- Cumulative Grade Point Average (CGPA): 3.34
- Total (Grade Point x AU) for CGPA: 204
- Total AU for CGPA: 61
- Status: SATISFACTORY

**Overseas/Exchange Programme**
- Semester/Year Institution: Special II 2017 BEIHANG UNIVERSITY

**English Proficiency Fulfilled:** HW9001
- In-House Practical Training: Eligible
- Attachment Eligible
- Attachment Type: PI
- Project Not Eligible
- S/U Option Quota (AU): 12
- S/U Option Exercised (AU): 6

**Residential Period Required:** 3.0
**Residential Period:** 2.0

**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

<table>
<thead>
<tr>
<th>Course Type</th>
<th>AU Required</th>
<th>Total AU Earned ToDate</th>
<th>AU Currently Registered</th>
<th>AU Pending Result</th>
<th>Balance AU</th>
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<tbody>
<tr>
<td>Core Courses</td>
<td>83</td>
<td>51</td>
<td>14</td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td>Major Prescribed Electives</td>
<td>19</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>13</td>
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<tr>
<td>GER-Core</td>
<td>14</td>
<td>6</td>
<td>1</td>
<td>0</td>
<td>7</td>
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<tr>
<td>GER-PE - BM</td>
<td>3</td>
<td>3</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>GER-PE - STS</td>
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<tr>
<td>GER-PE - LA</td>
<td>3</td>
<td>3</td>
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<td>0</td>
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<tr>
<td>Unrestricted Electives</td>
<td>15</td>
<td>6</td>
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<td>9</td>
<td>47</td>
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<tr>
<td>Total</td>
<td>140</td>
<td>72</td>
<td>21</td>
<td>0</td>
<td>47</td>
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<tr>
<td>Graded AU</td>
<td>69</td>
<td>61</td>
<td>20</td>
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<td>0</td>
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<tr>
<td>Graded Core and Major PE AU</td>
<td>61</td>
<td>50</td>
<td>20</td>
<td>0</td>
<td>0</td>
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</table>

Ensure sufficient AUs to meet the **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, GER-Core, GER-PE (BM), GER-PE(LA), GER-PE(STS), GER-UE.

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., GER-PE, GER-UE, extra courses (classified as GER-UE), failed courses (GPA=0), and repeat core courses)

Academic Unit Handbook
http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Pages/AcademicUnitSystem(AUS).aspx
Good to Know (All Students)

- Sent all academic enquiries to ehcchai@ntu.edu.sg.
- 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)

[http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/CourseRegistration/Pages/default.aspx](http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/CourseRegistration/Pages/default.aspx)

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<th>Online Registration</th>
<th>Help</th>
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<td>Calendar of Activities</td>
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<td>- Add/Drop Period</td>
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<tr>
<td>Course Content</td>
<td>Complete Guide</td>
<td>Personalised Date/Time of Registration</td>
<td>STARS Planner</td>
<td>Contact Information</td>
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<td>Student Handbook on Course Registration</td>
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<td>STARS User Guides</td>
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<td>(StudentLink - Academic Matters)</td>
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<tr>
<td>List of GER Prescribed Elective Courses</td>
<td>Rules &amp; Regulations</td>
<td>Registration Schedule (including Add/Drop) - for reference</td>
<td>Online Appeal System for GERPE/UE</td>
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<td>Minor Programme</td>
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<td>Class Schedule</td>
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<td>Email to students on Course Registration S2 AY2017-16</td>
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## Contact Information

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<tr>
<th>Advice On</th>
<th>Contact Details</th>
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</table>
| **Academic Mentor**           |Assigned Academic Mentor  
StudentLINK > Academic Advisory Scheme                                             |
| **Academic & Registration Enquiries** | College of Engineering  
(Blk N1.3-B1-01)  
ehcchai@ntu.edu.sg                |
| **Network Issues** (Access to Star Planner; STARS; PIN; email; etc.) | ServiceNow@NTU (6790 5200)  
https://ntuadminonestop.service-now.com/ntusp |