

**GUIDE FOR REGISTRATION OF COURSES  
FOR BIE YEAR 4 STUDENTS  
SEMESTER 1, ACADEMIC YEAR (AY) 2008-2009**

**REGISTRATION SCHEDULE**

1. All students have to register for their courses for Semester 1, AY2008-2009 through the Students Automated Registration Systems (STARS). Students are to check their personalized date and time for registration/

**CLASS SCHEDULE**

2. Students can refer to this website [https://wish.wis.ntu.edu.sg/webexe/owa/AUS\\_SCHEDULE.class](https://wish.wis.ntu.edu.sg/webexe/owa/AUS_SCHEDULE.class) for the BIE 4 class schedule to plan their timetable before registration.

**NORMAL LOAD AND OVERLOAD**

3. The Normal Load and Overload AU for Semester 1, AY2008-2009 are as follows:

	Normal Load	Overload
BIE 4	19 AU	up to 6 AU
BIE 4 (ABP)	28 AU	up to 6 AU
BIE 4 (Direct Entry)	22 AU	up to 6 AU

**NORMAL LOAD COURSES**

4. The normal load courses for Semester 1, AY2008-2009 for **BIE 4** students are:

- BG4701 Final Year Project (5AU)
- BG4902 Human Resource Management (3AU)
- HW310 Professional Communication (2AU)
- BIE-PE (3 AU) x 2
- GER-PE / UE (3AU)

The normal load courses for Semester 1, AY2008-2009 for **BIE 4 (ABP)** students are:

- BG4701 Final Year Project (5AU)
- BG4902 Human Resource Management (3AU)
- HW310 Professional Communication (2AU)
- BG4901 Engineers and Society (3AU)
- BIE-PE (3AU) x 3
- GER-PE / UE (3AU) x 2

The normal load courses for Semester 1, AY2008-2009 for **BIE 4 (Direct Intake)** students are:

- BG4701 Final Year Project (5AU)
- BG4902 Human Resource Management (3AU)
- HW310 Professional Communication (2AU)
- BIE-PE (3AU) x 2
- GER-PE / UE (3 AU) x 2

Students are strongly recommended to take the core courses and lab in the semester in which they are offered. However, students have more flexibility to decide on the number and combination of GER-PE / UE they wish to take each semester.

Students who have failed any course(s) or missed any course(s) will have to repeat the course(s) concerned. Such students **MUST** register for the repeating course(s) the next time the School offers the course(s). Otherwise, their graduation may be delayed.

## **GENERAL EDUCATION REQUIREMENT-PRESCRIBED ELECTIVES (GER-PE) AND/OR UNRESTRICTED/GENERAL ELECTIVES (GER-UE/GE)**

5. Students can download the class schedule for GER-PE and UE/GE at this website [https://wish.wis.ntu.edu.sg/webexe/owa/AUS\\_SCHEDULE.class](https://wish.wis.ntu.edu.sg/webexe/owa/AUS_SCHEDULE.class)
6. Students may place 5 choices of GER-PE and UE/GE each on waitlist. After their scheduled registration date, they may access STARS from 5.00 to 10.00 pm till 10 July 2008, Thursday if they wish to amend their choices of GER-PE/UE/GE that they have placed on waitlist.
7. Students who have placed GER-PE and/or UE/GE on WAITLIST are required to access STARS during the **Release of GER-PE and/or UE/GE Allocation Results** to check if they have been allocated a GER-PE and/or UE/GE of their choice. The Release Schedule is

Date : 1 August 2008, Friday

If you are successful in the allocation, the course will be registered for you. If you do not wish to read the course, you **must de-register** it during the Add/ Drop period. Otherwise, you will be deemed to have sat and failed the course.

8. Students who wish to register for more than one GER-PE and/or UE/GE may do so during the Add/Drop period subject to availability.

## **OVERLOAD COURSES**

9. The overload course may be a BIE-PE, GER-PE, a UE/GE or a repeating course.
10. Students may overload by up to **6 AU** beyond the normal load **without approval** by the Division.
11. Students who wish to overload with **more than 6 AU** have to **seek approval** from the Division. Acceptance of registration by the STARS computer system does not constitute approval of overloading. Students are to submit the "Application for Overload Courses" (the form can be downloaded from BIE website at <http://www.ntu.edu.sg/scbe/BioE/noticeboard.htm>) with their degree audits to the General Office of SCBE (Block N1.2, Level B3) before the registration date for approval.
12. Students on Academic Probation or Academic Warning are not allowed to overload beyond the normal workload.

## **ADD/DROP PERIOD**

13. Students can make changes to their registration during the Add/Drop period as follows:
  - 4 August 2008, Monday, 10.00 am to 2.00 pm
  - 5 August 2008, Tuesday, 2.00 to 10.00 pm

- 6 August 2008, Wednesday until 17 August 2008, Sunday, 10.00 am to 10.00 pm

Students who drop a course after the end of Add/Drop period will be deemed to have sat and failed the course. A grade of 'F' will appear on the official transcript and zero mark will be used in the computation of marks for the classification of degree.

## **PRINTOUT**

14. Students are advised to print a copy of their personal timetable before the end of add/drop period and keep it as a proof of registration.

## **MESSAGES**

15. Students are advised to constantly check their emails and BIE website for any important messages regarding course registration.

## **ENQUIRIES**

16. Please approach the following staff if you need any academic advise regarding your course registration:

Associate Professor Fuss Franz Konstantin  
Tel: 6790 4111, Email: [MFKFuss@ntu.edu.sg](mailto:MFKFuss@ntu.edu.sg)  
Office: N1.3, Level B4-10

17. If you encounter any problems during your course registration, please contact one of the following staff:

Ms Yang Yueh-Tsen  
Tel: 6790 6741, Email: [ytyang@ntu.edu.sg](mailto:ytyang@ntu.edu.sg) Office: N1.2, Level B3-13 SCBE General Office

Ms Mariyam Binte Mohamed  
Tel: 6790 4062, Email: [mariyam@ntu.edu.sg](mailto:mariyam@ntu.edu.sg) Office: N1.2, Level B3-13 SCBE General Office

Ms Chin Yong Ling  
Tel: 6790 4062, Email: [ylchin@ntu.edu.sg](mailto:ylchin@ntu.edu.sg) Office: N1.2, Level B3-13 SCBE General Office