

**GUIDE FOR REGISTRATION OF COURSES
FOR BIE YEAR 4 STUDENTS
SEMESTER 2, ACADEMIC YEAR (AY) 2009-2010**

REGISTRATION SCHEDULE

1. All students have to register for their courses for Semester 2, AY2009-2010 through the Students Automated Registration Systems (STARS). Students are to check their personalized date and time for registration 1 December 2009 (Tuesday).

CLASS SCHEDULE

2. Students can refer to this website 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 2, AY2009-2010 are as follows:

	Normal Load	Overload
BIE 4	17 AU	up to 6 AU

NORMAL LOAD COURSES

4. The normal load courses for Semester 2, AY2009-2010 for **BIE 4** students are:
 - BG4701 Final Year Project (5AU)
 - BG4901 Engineers & Society (3AU)
 - BIE-PE (3 AU) x 2
 - GER-PE/UE (3AU)

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 ELECTIVES (GER-UE)

5. Students can download the class schedule for GER-PE and UE at this website https://wish.wis.ntu.edu.sg/webexe/owa/AUS_SCHEDULE.class
6. Students may place 5 choices of GER-PE and UE each on waitlist. After their scheduled registration date, they may access STARS from 5.00 to 10.00 pm daily till **28 December 2008 (Monday)** if they wish to amend their choices of GER-PE/UE that they have placed on waitlist.
7. Students who have placed GER-PE and/or UE on WAITLIST are required to access STARS during the **Release of GER-PE and/or UE Allocation Results** to check if they have been allocated a GER-PE and/or UE of their choice. The release schedule is

Date : **8 January 2010, 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.

If you are not successful in the allocation, you may submit an online appeal during this period:

Date: **11 January 2010, Monday to 13 January 2010, Wednesday (10.00am to 10.00pm)**

The outcome of the appeals will be released on **22 January 2010, Friday.**

8. Students who wish to register for more than one GER-PE and/or UE 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 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 Subjects" form (the form can be downloaded from BIE website at <http://www3.ntu.edu.sg/scbe/bioe/noticeboard.htm>) together with their degree audits and timetable 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.

BIE PRESCRIBED ELECTIVES (BIE-PE)

13. Students may consider the below BIE-PE which will be offered in Semester 2, AY2009-2010:

BG4210 Advanced Bio-Instrumentation
BG4214 Biomedical Optics
BG4237 Fundamentals of Gene Therapy
BG4308 Therapeutic Engineering

BIE students are allowed to take the course either to fulfill the BIE-PE requirement or to fulfill the GER-UE requirement. If students want to change their mind, i.e. change it from a BIE-PE to a GER-UE or vice versa, they must do so by the last day of the Add/Drop period.

ADD/DROP PERIOD

14. Students can make changes to their registration during the Add/Drop period as follows:

- 11 January 2010, Monday, 10.00am-12.45pm
- 12 January 2010, Tuesday until 24 January 2010, Sunday, 10.00am-10.00pm

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

15. 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

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

ENQUIRIES

17. Please approach your respective mentors if you need any academic advice regarding your course registration.
18. 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 Office: N1.2, Level B3-13 SCBE General Office

Ms Mariyam Binte Mohamed
Tel: 6790 4062, Email: 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 Office: N1.2, Level B3-13 SCBE General Office