Please disregard this e-mail if you are graduating at the end of AY 2006-2007

Note for Students who enrol early in the Special Term of AY 2006-07 (ie. with matric no. starting from '07xxxxxxx')

You will be pre-allocated your core courses. Please access STARS from 2 August 2007 to print your class timetable.

If you wish to read the courses, you may register them during the add/drop period.

NTU/R.0220
1 June 2007

REGISTRATION OF COURSES FOR SEMESTER 1 OF AY 2007-08

WHAT'S NEW!

1. Date/Time of Registration

With effect from Semester 1 of AY 2007-08, students will register on the dates allotted for their programme and the study year that they are in, in the preceding semester (ie. in Semester 2 of AY 2006-07).

For example, Student A is in Year 2 in Semester 2 of AY 2006-07 but will be promoted to Year 3 in S1 of AY 2007-08. For the registration of courses to be taken in Semester 1 of AY 2007-08, he is to register on the dates allotted for Year 2 students of his programme. During registration, as he will be in Year 3 in Semester 1 of AY 2007-08, he will be allowed to register for Year 3 courses. His personalized date and time of registration will be reflected as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Matric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student A</td>
<td>999999999</td>
</tr>
</tbody>
</table>

Student A’s study year in Semester 2 of AY 2006-07. He will therefore register on the date/time allotted to year 2 students of his programme.

Since Student A will be promoted to Year 3 in Semester 1 of AY 2007-08, he will be able to register for Year 3 courses.

Student B is in Year 2 in Semester 2 of AY 2006-07 but has been retained in Year 2 in S1 of AY 2007-08.
Both students A and B will register on the same date and time since they are in the same programme and study year in Semester 2 of AY 2006-07. However, Student B will not be able to read Year 3 courses unlike Student A, unless otherwise specified by his School.

2. Acknowledgement of Offer of GERPE/UE courses

With effect from Semester 1 of AY 2007-08, students will NOT be required to acknowledge the offer of GERPE/UE courses allocated to them. The allocated GERPE/UE will be registered for them. If they do not wish to read the courses, they must de-register the courses during the Add/Drop period. Otherwise, they will be deemed to have sat and failed the course.

The allocation results will be released on 3 August 2007.

3. Online Appeal System for GERPE/UE

There is stiff competition for the popular GERPE/UE. While the University endeavours to meet the demand of the students, there is a limit to what it can offer. Students who are unsuccessful in the allocation of GERPE/UE are therefore advised to consider taking other GERPE/UE with available places. They may add these courses during the add/drop period.

However, if these students would still like to appeal for a place in these popular courses, they may submit their appeals through the online appeal system. The system will be available from Monday, 6 August to Thursday, 9 August 2007 only. After the closure, the University will review all appeal cases. In general, a response will be given by Friday, 17 August 2007.

There is no guarantee that the appeals will be successful. Students who are unsuccessful in their appeals may wish to register for other courses with available places during the remaining period of the Add/Drop period.

There are several enhancements to the Online Appeal System. Please refer to http://www.ntu.edu.sg/OAS/Undergraduate+Studies/Registration+of+Courses/ for the information.

4. Requirement to Clear Outstanding Tuition Fees before Registration of Courses

Students are to clear any outstanding tuition fees prior to course registration else they would not be allowed to register for courses in Semester 1 of AY 2007-2008.

Students are to make payment for their tuition fees, if outstanding, to the Office of Finance (at Student Services Centre – Level 3) according to the deadline stated in their reminder letter. Please note that their records will only be updated one working day after payment is made.
As such, they are to make payment at least 2 working days before their scheduled date of registration else they will not be able to register their courses.

Students who face any financial difficulties in clear the outstanding tuition fees may approach the Office of Admissions and Financial Aid (at Student Services Centre – Level 2) to apply for any possible financial assistance schemes.

A. Registration Schedule

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release of Registration Schedule for:</td>
<td></td>
</tr>
<tr>
<td>• registration of Core &amp; Major Electives</td>
<td></td>
</tr>
<tr>
<td>• placing of UE/GERPE choices on waitlist</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Wed, 6 June 2007</td>
</tr>
<tr>
<td>Schedule will be available at:</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.ntu.edu.sg/OAS/Undergraduate+Studies/Registration+of+Courses/">http://www.ntu.edu.sg/OAS/Undergraduate+Studies/Registration+of+Courses/</a></td>
</tr>
<tr>
<td>Note: You will be granted access to STARS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>based on your study year in Semester 2 of AY 2006-07</td>
</tr>
<tr>
<td>Release of Class Schedule in StudentLink</td>
<td>Wed, 13 June 2007</td>
</tr>
<tr>
<td>Release of GERPE/UE allocation results</td>
<td>Fri, 3 August 2007</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Add/Drop period</td>
<td>Note: You will be granted access to STARS based on your study year in Semester 2 of AY 2006-07.</td>
</tr>
</tbody>
</table>

**Full time Students**

Year 3 & 4 (all programmes except ACC, BUS);
ACC 3 & 2; and
BUS 3 & 2
Mon, 6 Aug 2007 (9.30 am – 1.30 pm)
 Tues, 7 Aug 2007 (2.00 pm – 10.00 pm)
 Wed, 8 Aug 2007 (9.30 am) – Sun, 19 Aug 2007 (10.00 pm)

Year 2 (all programmes except ACC, BUS); and
ACC 1, BUS 1
Mon, 6 Aug 2007 (2.00 pm – 6.00 pm)
 Tues, 7 Aug 2007 (2.00 pm – 10.00 pm)
 Wed, 8 Aug 2007 (9.30 am) – Sun, 19 Aug 2007 (10.00 pm)

Year 1 (all programmes except ACC, BUS; and also exclude students admitted in AY 2007-08)
Mon, 6 Aug 2007 (6.30 pm – 10.00 pm)
 Tues, 7 Aug 2007 (2.00 pm – 10.00 pm)
 Wed, 8 Aug 2007 (9.30 am) – Sun, 19 Aug 2007 (10.00 pm)

Year 1 (students admitted in AY 2007-08) & Exchange Students
Tues, 7 Aug 2007 (9.30 am) – Sun, 19 Aug 2007 (10.00 pm)

**Part Time Students**

Tues, 7 Aug 2007 (9.30 am) – Sun, 12 Aug 2007 (10.00 pm)

*Full Registration Procedure* is available at:
http://www.ntu.edu.sg/OAS/Undergraduate+Studies/Registration+of+Courses/
Note:

- Certain index numbers of the same courses are allotted to specific programme/study year/specialisation. Students (especially BUS students) should check the class schedule for their programme, study year & specialization (if applicable) and read their Schools’ registration instructions before planning their timetable.

Even if they can select the indices which are not meant for their programme, study year & specialisation using the STARS Planner, it does not imply that they may successfully register for these indices. Like other systems, the STARS Planner has its own limitations.

- Check the registration records in STARS before the end of the add/drop period. Do not check in Edventure. You are considered to be registered for a course if the course is listed in STARS even though it is not in Edventure.

B. GERPE & Unrestricted Electives (UE)

A student GERPE AU requirement is fixed. He cannot read additional GERPE. Students who are not required to read GERPE or do not have outstanding GERPE courses will not be able to place their choices on waitlist.

In the balloting for GERPE and UE, not all students may be allocated courses.

In order to increase their success rate in the allocation of GERPE and/or UE courses, students are advised to:

- consider GERPE/UE with few students on waitlist
- place at least 3 choices on waitlist for each category. STARS will prompt them if they were to place less than 3 choices. The maximum number of choices allowed is 5 for each category.

Though final year students are generally given priority in the allocation, it does not imply that they will always get their first choice. Allocation success depends on the demand and supply. In addition, while the University gives priority to final year students, it needs to balance that by also allowing some lower years students to read the courses.

Students may access STARS from 5.00 p.m. – 10.00 p.m. daily from the day of their registration till 12 July 2007 if they wish to add/amend/drop their choices of GER-PE and/or UE that they have placed on waitlist.

C. Minors

The full list of minor programme offered is available at:
http://www.ntu.edu.sg/OAS/Undergraduate+Studies/Minor+Programmes/

The AUs earned for the minor would be counted towards a student’s UE/GE requirements.

D. STARS Planner

Access to the planner will be granted once the class schedule is released. After planning the timetable, students have to submit it for registration during their scheduled registration date/time.