School Course Registration Process and Guidelines

Pre-Planning: What you need to do

- Know your curriculum structure
  - If you wish to pursue a minor, know the criteria for the award of minor and declare your intention to pursue a minor
  - If you are taking GER-PE, know the categories of GER-PE that you have to fulfill
- Know your outstanding Academic Units. Refer to your Degree Audit.
- Know the policies & rules on registration
- Know when you are supposed to register

Planning

- Know specific instructions for your programme.
- Check the courses that are offered and find out the content of courses.
- Plan the courses that you want to register, including repeat courses.
- Check the class schedules and examination timetable. Then, use STARS Planner* to plan your class timetable and save it.
- If you would like to take GERPEs and/or UEs, place the courses on waitlist. The University will allocate the elective(s) to you subject to the availability of places and according to a set of criteria.

STARS Planner* & STARS
Please take note that STARS Planner is a platform for you to plan your timetable, while STARS is a system for you to do registration. The courses that you have planned and saved in the STARS Planner are NOT registered until you submit to STARS successfully. Please read the user guides to familiarize yourself with the system.
http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/CourseRegistration/Pages/StarsPlannerUserGuide.aspx

Always do a 'Print/Check Courses Registered' via studentlink to verify that you have registered the correct courses.

Registration

- Register your courses during your scheduled registration date and time.
- For details on full registration schedule, procedures and course content, please refer to the Office of Academic Services website
  http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/CourseRegistration/Pages/default.aspx.
- Pre-allocation of courses will be done for Aerospace/Mechanical direct-entry students in Semester 1 of Year 2. All ‘A’ level students will also be pre-allocated with courses in first year (Semester 1 & 2).
- For existing students, it is advisable to register courses with laboratory and project sessions first as these are ‘3-hour’ block course.
- Print your registration records to ensure that you have successfully registered the right courses.
- Refer to your Degree Audit for the latest course registered.

Allocation of GERPE/UE

- If you have placed GERPE and/or UE on waitlist, check the GERPE/UE allocation results. Note that the allocated GERPE/UE is registered for you.
- If you do not wish to take the allocated GERPE/UE, please drop the course during Add/Drop period.
**Add/Drop Period**

- Add and/or drop courses during the official Add/Drop period as announced by the Office of Academic Services
- If there is no vacancy in the courses that you wish to read, do consider other courses with available vacancies
- If you wish to appeal (for GERPE/UE only), submit your appeal through the online appeal system for GERPE/UE courses.

**The below information is only applicable to current students.**

1. Students on Academic Warning/Probation (AW/AP) are **not** allowed to read more than the normal load.
2. Students can still make further changes to their own timetable from 5pm - 10pm during their personalized registration date and during Add/Drop period.
3. Students who have cleared all registered courses in the previous semester are allowed to overload 3AUs without the School's approval.
4. Students on medical leave during NTU examinations are deemed to have not cleared the course.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Year</th>
<th>Normal Load(AU) (students on AW/AP) (students with Failed/MCed course/s last semester)</th>
<th>Automatic Overload without further approval (students with clear passes last semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME / AERO</td>
<td>Year 1 ME/AERO</td>
<td>17</td>
<td>3AUs</td>
</tr>
<tr>
<td></td>
<td>Year 1 ASEC/MEEC</td>
<td>20</td>
<td>3AUs</td>
</tr>
<tr>
<td></td>
<td>Year 2</td>
<td>21</td>
<td>3AUs</td>
</tr>
<tr>
<td></td>
<td>Year 3</td>
<td>21</td>
<td>3AUs</td>
</tr>
<tr>
<td></td>
<td>Year 4</td>
<td>16 (exclude fyp AUs)</td>
<td>3AUs</td>
</tr>
<tr>
<td></td>
<td>Year 5 ASEC MEEC</td>
<td>16 (exclude fyp AUs)</td>
<td>3AUs</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Overloading of courses that require School's approval</th>
<th>Students are required to request using their NTU email, email to <a href="mailto:mae_reg@ntu.edu.sg">mae_reg@ntu.edu.sg</a> stating their matric number, the course code and name of the course that they would like to overload and attach the Star’s planner. Requests will be considered by the office on a case-to-case basis.</th>
</tr>
</thead>
</table>

| Print your final timetable “Print/Check Courses Registered” and attend only classes that you are officially registered for. |                                                                                                                                   |