

**COURSE REGISTRATION IT SYSTEMS  
STARS PLANNER AND STARS  
STUDENT USER GUIDE**

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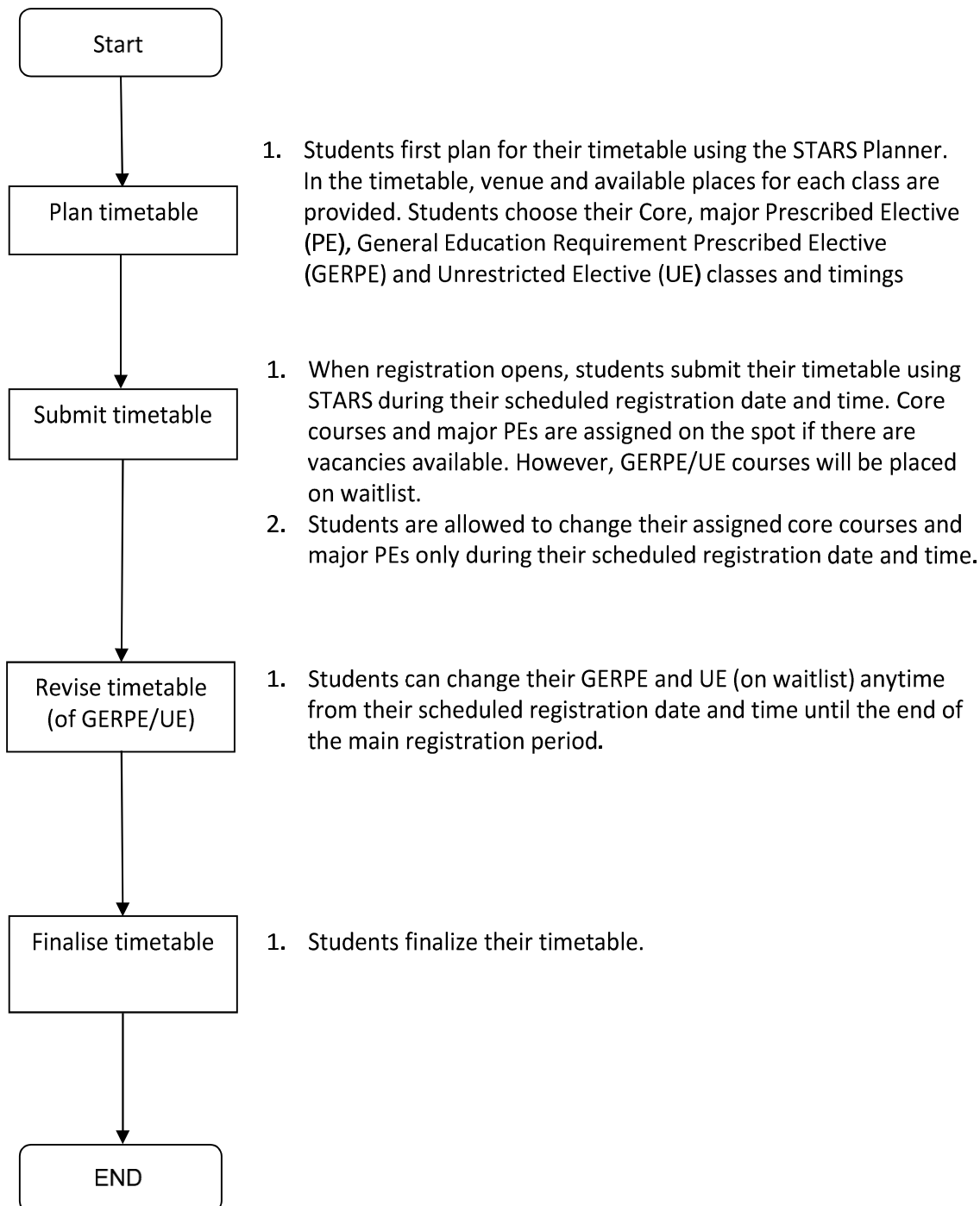
## INTRODUCTION

This user guide pertains to the Course Registration IT Systems – Students Automated Registration System (STARS) and STARS Timetable Planner (STARS Planner). Both can be accessed via StudentLink.

This manual is intended to give user of STARS and STARS Timetable Planner an overview of the Systems and covers the steps for using the various functions such as planning of class timetable and adding of courses.

## CHAPTER 1: MAIN COURSE REGISTRATION ACTIVITIES

### STUDENTS' ACTIVITIES IN STARS & STARS PLANNER DURING MAIN COURSE REGISTRATION



The above activities are applicable to existing students. For new students, they will be assigned their courses and class timetable upon matriculation.

## CHAPTER 2: IT SYSTEMS - STARS TIMETABLE PLANNER AND STARS

There are two systems used by students for planning and submitting their timetable:

- a) **STARS Timetable Planner** which is used by students to plan their timetable, add courses by bulk and submit the timetable to STARS
- b) **STARS** which is used by students to submit their planned timetable for registration i.e. to register for their courses and also to drop or change courses one by one.

### DIFFERENCES BETWEEN STARS AND STARS PLANNER

STARS Planner	STARS : Student Automated Registration System
<p>This is a platform for students to plan their class timetable. It:</p> <ul style="list-style-type: none"> <li>• Enables students to plan their timetable, save up to three timetables and retrieve them</li> <li>• Highlights, in red, clashes in class and exam timetables</li> <li>• Shows the courses that are available for the students, indicates number of places available in each class in real-time</li> <li>• Lists popular electives and past subscription rates, and enables students to view electives by the examination date</li> <li>• Allows students to submit their planned timetable to STARS</li> </ul>	<p>This is the platform for students to register their courses. It allows students to:</p> <ul style="list-style-type: none"> <li>• Register and de-register courses</li> <li>• Change classes of registered courses (i.e. change Index Number)</li> <li>• Check courses registered</li> <li>• Check class vacancies</li> <li>• Print class timetable</li> <li>• Re-classify course type from UE to GERPE and vice versa</li> <li>• Swop classes (i.e. index number) of the same course with another student (STARS does not allow a student to swop courses with another student)</li> </ul> <p>The University will not accept any registration and de-registration of courses, or request for changes of classes through the course coordinators/tutors.</p>

Students will first plan their timetable at **STARS Timetable Planner** and then submit their planned timetable via **STARS** during their pre-allocated time slots.

## INTRODUCTION TO THE USE OF STARS TIMETABLE PLANNER AND STARS

To begin using STARS Timetable Planner and STARS, it is strongly advised that you should do or know the following:

1. You should first read the guide/handbook on how to register for courses at <http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/CourseRegistration/Pages/default.aspx>
2. Before you begin planning your timetable, you must first understand your curriculum structure and the courses which you would like to take for this particular semester. You also need to know your School's registration details as some Schools allow registration of certain courses at specific timings. You can check your degree audit at ([https://wish.wis.ntu.edu.sg/webexe/owa/dars\\_result.login](https://wish.wis.ntu.edu.sg/webexe/owa/dars_result.login)) so that you will know the courses which you have taken and your balance academic units
3. Check your class schedule at [https://wish.wis.ntu.edu.sg/webexe/owa/aus\\_schedule.main](https://wish.wis.ntu.edu.sg/webexe/owa/aus_schedule.main) so that you know the courses you should register for and the time slots of these courses.
4. After checking your class schedule, you will now know the courses offered for the semester. You may wish to check the contents of these courses at [https://wish.wis.ntu.edu.sg/webexe/owa/aus\\_subj\\_cont.main](https://wish.wis.ntu.edu.sg/webexe/owa/aus_subj_cont.main) before deciding whether you would like to take them for this semester.
5. You can check the vacancies of a particular course at [http://wish.wis.ntu.edu.sg/webexe/owa/aus\\_vacancy.check\\_vacancy](http://wish.wis.ntu.edu.sg/webexe/owa/aus_vacancy.check_vacancy)
6. Once you have done the above, you can proceed to STARS Timetable Planner to plan your class timetable and save it.
7. It is important that you check your personalised date and time for registration. You need to submit your planned timetable to STARS for registration on the schedule assigned to you.



## CHAPTER 4: STARS TIMETABLE PLANNER USER GUIDE

The following details the steps to get into **STARS Timetable Planner** and guides you in planning your timetable.

Please note that:

- a. You can choose five choices for GERPE courses and five choices for UE courses for allocation during the main registration period. However, at most, you will only be allocated one of each course type.
- b. Once you have submitted your planned timetable to STARS, you can only go to STARS Timetable Planner to add courses. You will have to go to STARS directly if you want to change or drop courses.

### ACCESSING STARS TIMETABLE PLANNER

Please refer to **Annex A** for the steps to access the **STARS Timetable Planner**:

### PLANNING YOUR TIMETABLE

#### To Start A New Plan

Step 1 You will see the following screen once you enter the STARS Planner. The following details the three columns listed in the screen:

- (i) The **Course Codes** column is used for entering your choice of courses.
- (ii) The **Option** column lists options for you to select. An option could be a category like a degree or minor programme that comprises of courses.
- (iii) The **Course** column lists all the courses linked to the option selected.

You should select the option first. The courses will be reflected automatically once an option is selected.

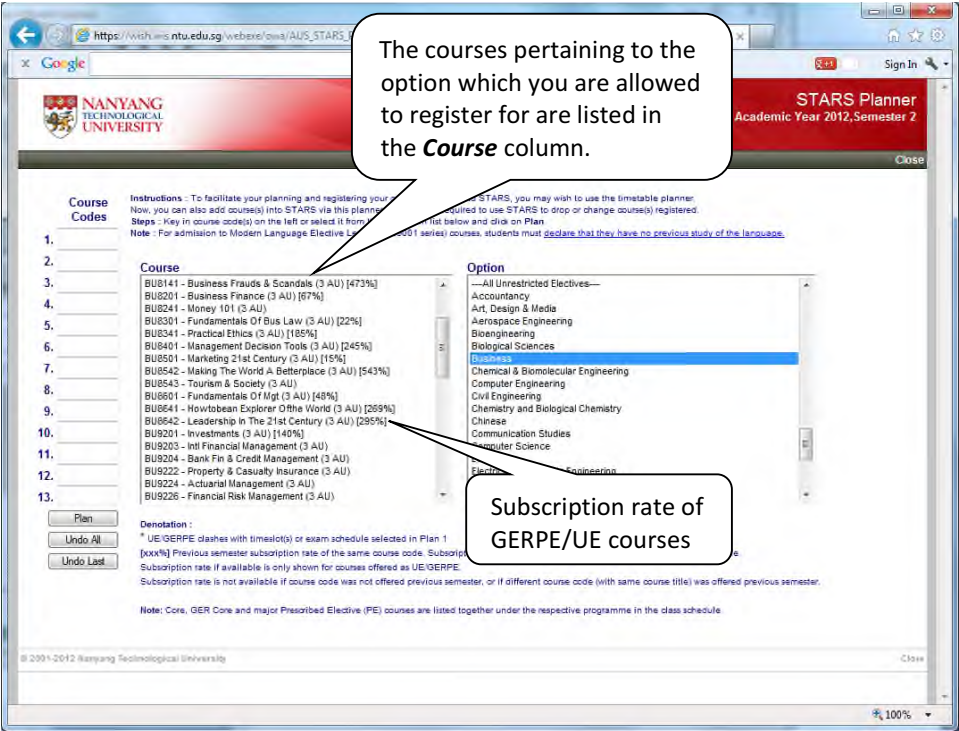
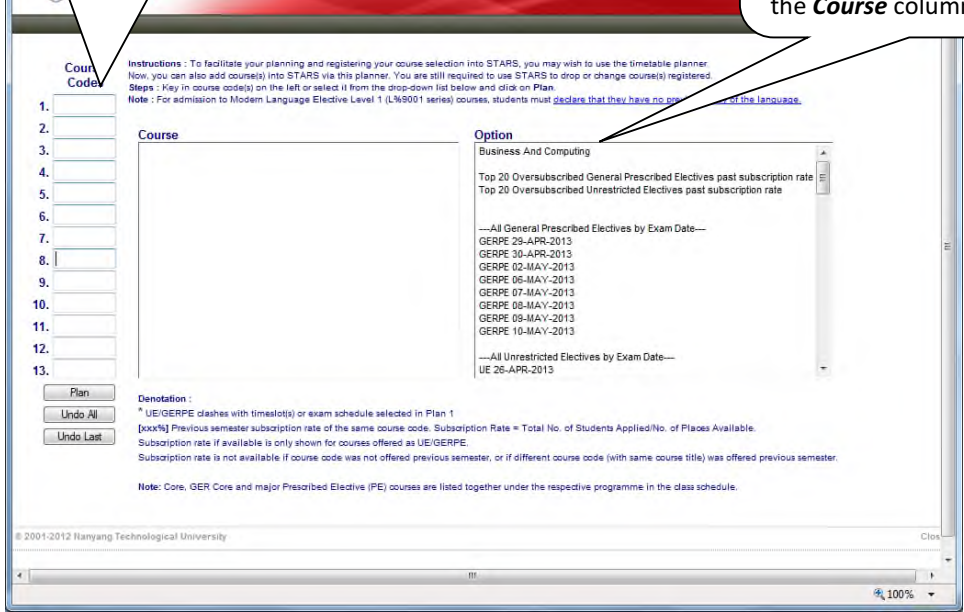
Please note:

- Your Core, GER Core and Major Prescribed Electives are listed when you click your programme name under **Options** column.
- There are options to list the top 20 GERPE and UE courses with their corresponding subscription rate of the last semester that the courses are offered. The subscription rate indicates the popularity of a course. This will enable you evaluate your chances of getting the course.
- There are also options to list the GERPE and UE by examination dates. This will enable you to find electives that do not clash or close to the examination timetable of your core courses.



2. This is the **Course Codes** Column where you enter your choice of course.

1. Select the **Option** and the courses pertaining to the option which you are allowed to register for, will be listed in the **Course** column on the left.

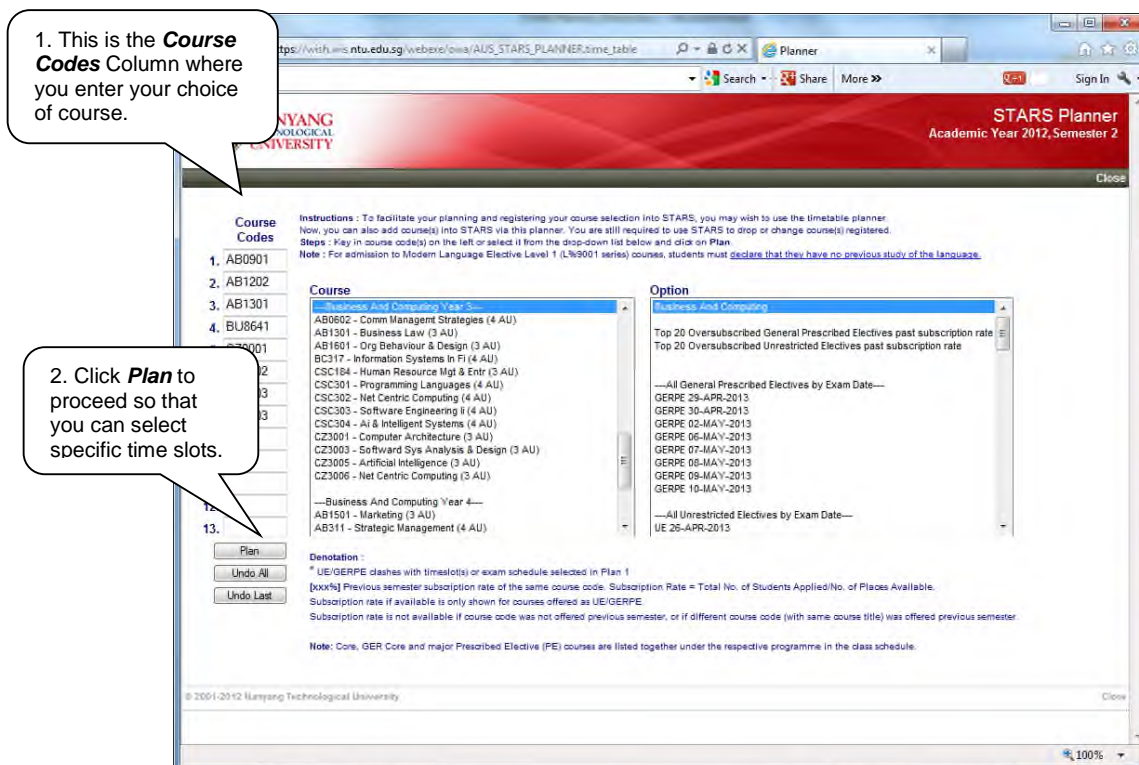


Note on Subscription Rate

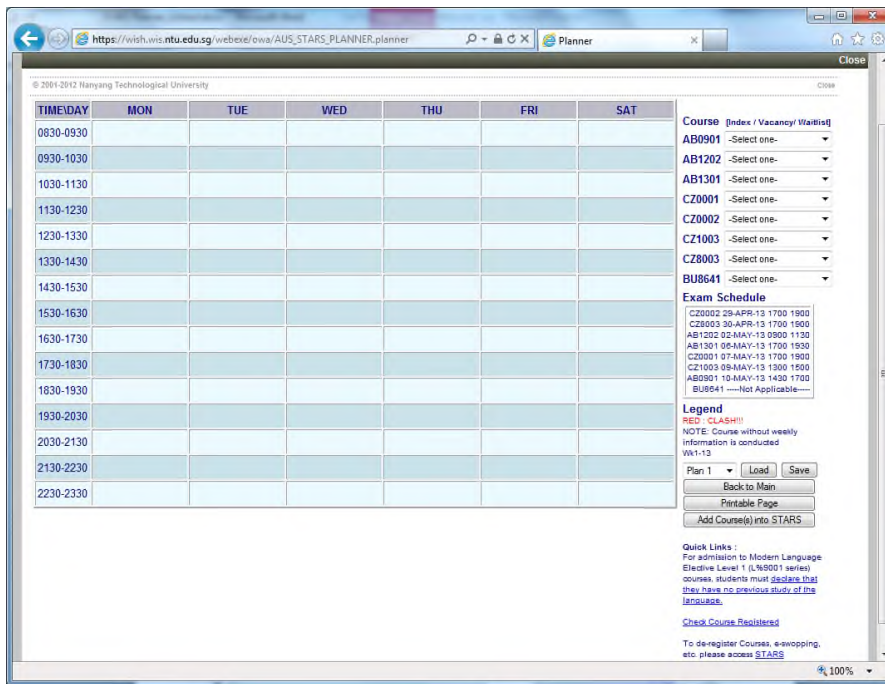
Subscription Rate = Total No. of Students Applied/No. of Places Available. It is shown in percentage against courses that are offered as UE/GERPE.

The subscription rate is for the most recent semester that the course was offered and for the same course code. For a course that was offered under a different code in the previous semester, the last subscription rate will not be reflected against the new course code.

Step 2 You can select your courses by clicking it at the **Course** column. Once you do so, the course code will automatically be entered in the **Course Codes** column. Once you have selected all your courses, click on **Plan** to select all the time slots of the courses.



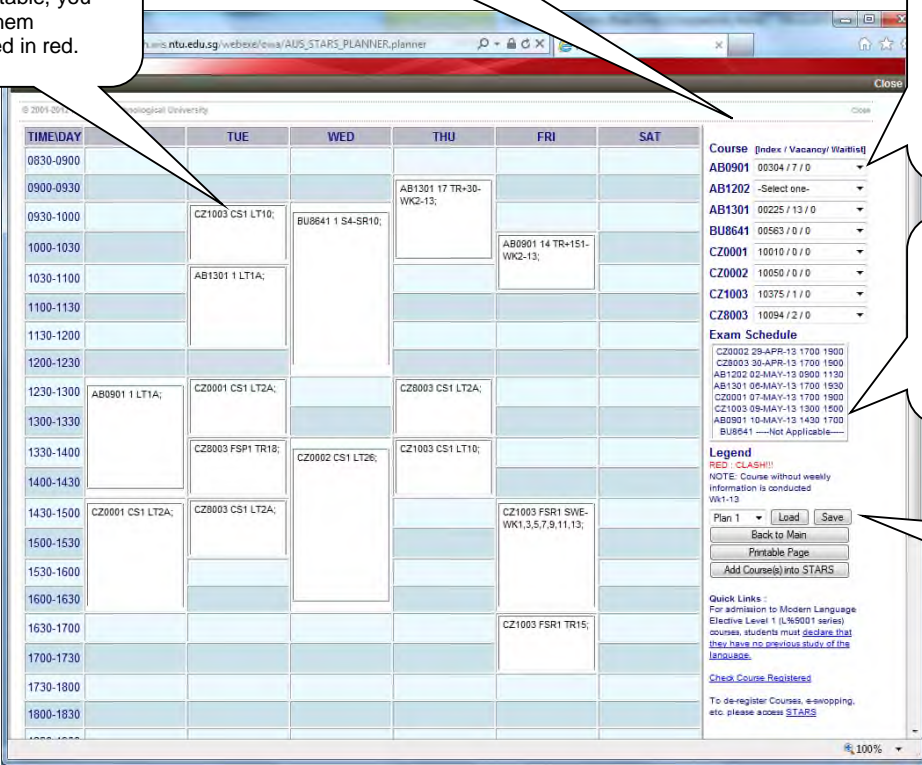
Step 3 Once you click the **Plan** button, you will reach the screen below which shows all the courses which you have chosen. You will have to select time slots for each course which you have selected here. The time slots are called index numbers. Each course at a particular time slot has a unique index number. Once you have selected a particular Index number, the course will appear in the timetable on the left of the screen.



3. If there are any clashes among the different courses in your timetable, you will see them highlighted in red.

1. The courses which you have selected in Step 2 will be listed here..

2. You will have to select the time slots for each course you have selected (This is called index number). The vacancy and waitlist length will be listed here too.



4. If there are any clashes in the exam timetable of the different courses in your timetable, you will see them highlighted in red.

5. Click the **Save** button to save your planned timetable.

You can save your plan by clicking on **Save** button. You can save a total of three plans under the names Plan 1, Plan 2 and Plan 3.

**Note:**

- The Plan that you have saved will have to be submitted to STARS for registration on the registration date and time assigned to you.

- You cannot save the timetable if there is a clash between your major PE or Core. However, if there is a clash between courses that are to be placed on waitlist (i.e. GERPE and UE), the Planner will still enable you to save your plan. This is because for courses on waitlist, you may or may not be allocated these courses.

### To Retrieve Your Saved Plan

Step 1 If you have already saved a Plan(s) earlier, once you log in, you will automatically be directed to the page which shows your Plan 1.

If you want to load a different plan (i.e. Plan 2 or Plan 3), select the plan you want to load and click the **Load** button.

If you want to change your plan, click the **Back to Main** button and proceed just like when you were planning your timetable the first time round.

The screenshot displays the STARS Planner interface. The main area is a grid with columns for days of the week (MON, TUE, WED, THU, FRI, SAT) and rows for time slots (0830-0900, 0900-0930, 0930-1000, 1000-1030, 1030-1100, 1100-1130, 1130-1200, 1200-1230, 1230-1300, 1300-1330, 1330-1400, 1400-1430, 1430-1500, 1500-1530, 1530-1600, 1600-1630, 1630-1700, 1700-1730, 1730-1800, 1800-1830). The grid contains course codes and their respective days and times. For example, AB0901 1 LT1A is on Monday 1430-1500, and CZ0001 CS1 LT2A is on Tuesday 1230-1300. The right-hand sidebar includes a 'Course' dropdown menu, a list of course codes with their respective [Index / Vacancy / Waitlist] status, an 'Exam Schedule' section, a 'Legend' section, and buttons for 'Plan 1', 'Load', 'Save', 'Back to Main', 'Printable Page', and 'Add Course(s) into STARS'. Two callout boxes are present: one pointing to the 'Load' button with the text 'Click the **Load** button to load your other saved timetable plan.', and another pointing to the 'Back to Main' button with the text 'Click the **Back to Main** button to change your plan..'

Please note that after planning, you will need to submit your planned timetable to STARS during the registration timeslot assigned to you.

## SUBMIT YOUR TIMETABLE TO STARS FOR REGISTRATION

Step 1 To submit your timetable plan to STARS, click the **Add Course(s) to STARS**.

The screenshot shows the STARS Planner interface. The main area is a grid with columns for days of the week (MON, TUE, WED, THU, FRI, SAT) and rows for time slots (0830-0900, 0900-0930, 0930-1000, 1000-1030, 1030-1100, 1100-1130, 1130-1200, 1200-1230, 1230-1300, 1300-1330, 1330-1400, 1400-1430, 1430-1500, 1500-1530, 1530-1600, 1600-1630, 1630-1700, 1700-1730, 1730-1800, 1800-1830). Various course codes are placed in the grid cells. On the right side, there is a 'Course' list with dropdown menus for each course, an 'Exam Schedule' section, and a 'Legend' section. At the bottom right, there are buttons for 'Load', 'Save', 'Back to Main', 'Printable Page', and 'Add Course(s) into STARS'. A callout box with a speech bubble points to the 'Add Course(s) into STARS' button.

**1. Click the *Add Course(s) to STARS* button to register your courses at STARS.**

Step 2 You will now reach the screen below. For courses that are offered to you as more than one course type to you (e.g. you can take it as either prescribed or unrestricted elective), you have to select your chosen course type by clicking the drop-down menu in the **Type** column.

For GERPE and UE, you have to indicate your choice (from 1 to 5) in the **choice** column. For the main semesters (i.e. Semester 1 and 2), you are allowed five choices of GERPE and another 5 choices for UE. For Special Term 1 and 2, you are allowed up to 5 choices which can be GER PE, UE or a combination of both, for each of the two special terms.

After you have completed this, click the **Confirm to Add Courses into STARS** button to submit all your courses to **STARS** during your assigned registration date and time.

The screenshot shows a web browser window titled 'Register Course - Windows Internet Explorer'. The header features the Nanyang Technological University logo and the text 'Course Registration'. Below the header is a table with the following columns: Index, Course, Title, AUs, Type, Choice, and Remark. The table lists several courses, including 'Principles Of Economics: A Singapore Perspective', 'Business Law', 'Cultural Intelligence: How To Be An Explorer Of The World', 'Engineers And Society', 'Green Computing', 'Introduction To Computational Thinking', and 'Human Resource Management & Entrepreneurship'. A callout box points to the 'Type' column, stating: '1. Click the **Prescribed/General** button to choose the type of courses.' Another callout box points to the 'Choice' column, stating: '1. Indicate your Choice (1 to 5) here.' A third callout box points to a button at the bottom of the page, stating: '2. Click the **Confirm to Add Course(s) to STARS** button to register your courses at STARS.'

Index	Course	Title	AUs	Type	Choice	Remark
00304	AB0901	Principles Of Economics: A Singapore Perspective	3	Core	-	-
00225	AB1301	Business Law	3	Core	-	-
00563	BU8641	Cultural Intelligence: How To Be An Explorer Of The World	3	Prescribed	1	-
10010	CZ0001	Engineers And Society	3	Prescribed	-	-
10050	CZ0002	Green Computing	3	Core	-	-
10375	CZ1003	Introduction To Computational Thinking	3	Core	-	-
10094	CZ8003	Human Resource Management & Entrepreneurship	3	Prescribed	1	-
Total			7 of 7 Course(s) to be added	21	-	-

Confirm to Add Course(s) into STARS

**Note:**

- The above display is for the main registration. During the main registration, Core courses (including GER Core) and major PEs are assigned on the spot if there are vacancies available. GERPE/UE courses will be placed on waitlist.
- For the add/drop period, however, all courses (regardless of course type) will be placed on waitlist. The students must rank their courses (1 to 5) on waitlist. The display is as follows:

Index	Course	Title	AUs	Type	Choice	Remark
00108	BE1401	Business Operations And Process	4	Core	1	-
06110	CS8116	Introduction To News Media	3	Prescribed	2	-
35012	EE8084	Cyber Security	3	Prescribed	3	-
35014	EE8086	Astronomy - Stars, Galaxies And Cosmology	3	Prescribed	4	-
64234	DG9005	Magic Of Voice In The World Of A Singer	3	Unrestricted	5	-
68121	SS9101	Badminton	3	Unrestricted	1	-
Total			6 of 6 Course(s) to be added	19	-	-

Confirm to Add Course(s) into STARS

The University will allocate courses on waitlist daily up to the maximum load allowed for the students in the semester.

Step 3 You will reach the screen below once you have successfully submitted your timetable to STARS.



Index	Course	Title	AUs	Type	Choice	Remark
00304	AB0901	Principles Of Economics: A Singapore Perspective	3	Core	-	Not Added. 3.You are not allowed to take 'AB0901' !
00225	AB1301	Business Law	3	Core	-	Added.
00563	BU8641	Cultural Intelligence: How To Be An Explorer Of The World	3	Prescribed	1	Added to waitlist. To increase your chances of being allocated a course, we advise that you place the max five choices (if not, at least 3 choices)
10010	CZ0001	Engineers And Society	3	Core	-	Added.
10050	CZ0002	Green Computing	3	Core	-	Added.
10375	CZ1003	Introduction To Computational Thinking	3	Core	-	Added.

You may consider registering another course if you are unsuccessful in adding any of your courses. You may either access **STARS** directly to add these courses or submit to **STARS** through the **STARS Timetable Planner**. Note that each submission will not override the previous submission. Instead, if there is no clash, the latest submission will be added to the previous submission.

If you want to drop the courses or change the class timetable of your registered course (i.e. change index number), you can only do so in **STARS**.

## DECLARING YOUR PROFICIENCY LEVEL FOR LEVEL 1 LANGUAGE COURSES

Step 1: Click the url to declare your proficiency level/previous study for the foreign language that you intend to study

**Instructions :** To facilitate your planning and registering your course selection into STARS, you may wish to use the timetable planner. Now, you can also add course(s) into STARS via this planner. You are still required to use STARS to drop or change course(s) registered.

**Steps :** Key In course code(s) on the left or select it from the drop-down list below and click on Plan.

**Note :** For admission to Modern Language Elective Level 1 (L%9001 series) courses, students must [declare that they have no previous study of the language](#).

**Course**

**Option**

Computer Engineering

Top 20 Oversubscribed General Prescribed Electives past subscription rate

Top 20 Oversubscribed Unrestricted Electives past subscription rate

---All General Prescribed Electives by Exam Date---

GERPE 26-NOV-2012

GERPE 27-NOV-2012

GERPE 28-NOV-2012

GERPE 29-NOV-2012

GERPE 03-DEC-2012

GERPE 04-DEC-2012

GERPE 05-DEC-2012

GERPE 06-DEC-2012

---All Unrestricted Electives by Exam Date---

UE 23-NOV-2012

**Denotation :**

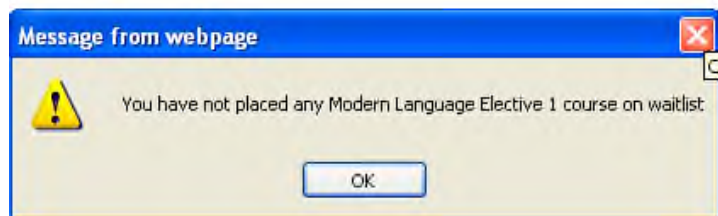
\* UE/GERPE clashes with timeslot(s) selected in Plan 1

[xxx%] Previous semester subscription rate. Subscription Rate = Total No. of Students Applied/No. of Places Available. Subscription rate if available is only shown for courses offered as UE/GERPE.

**Note :** Core, GER Core and major Prescribed Elective (PE) courses are listed together under the respective programme in the class schedule.

Click on the url to declare the language proficiency.

If you do not have any language courses that require declaration on waitlist, the following message will be shown:



Step 2: Otherwise, upon clicking the url, you will arrive at the screen for you to indicate your proficiency level.

**Student Automated Registration System**  
Declaration for Modern Language 2011 1

Note that admission to all Modern Language Level 1 (L%9001 series) courses is restricted to first-time learners only.

I declare that I have no previous study of the language.

I have some proficiency in the language.

Disciplinary action will be taken against students who make a false declaration. (See NTU's [Honour Code](#))

Submit



Note that disciplinary action will be taken against students who make a false declaration.

Only students who declare that they have no previous study of the language will be considered for allocation of courses. Those who have some proficiency in the language will be advised to sit for a placement test conducted by the Modern Language Centre. They will be assessed on their proficiency level so that they could be placed at the right level for the study of the language.

Students who do not make any declaration will not be considered for allocation of courses.

Step 3: The following will be shown if a student indicates that he has no previous study of the language.

Message from webpage ✖



I declare that I have no previous study of the language.

Click on the OK button and the next screen will appear

OK

Cancel



Student Automated Registration System  
Declaration for Modern Language 2012 1

Back | Close

Note that admission to all Modern Language Level 1 (L%9001 series) courses is restricted to first-time learners only.

You have declared that you have no previous study of the language

The following will be shown if a student indicates that he has some proficiency in the language.



I have some proficiency in the language.

Click on the OK button and the next screen will appear

OK

Cancel



Note that admission to all Modern Language Level 1 (L%9001 series) courses is restricted to first-time learners only.

**You will not be allocated this L%9001 series course since you have some proficiency in the language.** Please drop L%9001 and choose another elective. If you are interested in registering for the higher level course, please contact the Centre for Modern Languages (ahaslina@ntu.edu.sg) for a [placement test](#)

Students are required to contact the Centre for Modern Language (CML) to arrange for a placement test to assess their language proficiency if they are interested to read the language. If they passed the placement test, the Centre for Modern Language (CML) will waive the pre-requisites in the system to allow them to register for the next level language during the students' course registration exercises or add/drop period.

Student can also declare at the url provided in the 2<sup>nd</sup> page:

Close

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TIME/DAY	MON	TUE	WED	THU	FRI	SAT
0830-0930						
0930-1030						
1030-1130						
1130-1230						
1230-1330						
1330-1430						
1430-1530						
1530-1630						
1630-1730						
1730-1830						
1830-1930						
1930-2030						
2030-2130						
2130-2230						
2230-2330						

**Course** [Index / Vacancy/ Waitlist]

**Exam Schedule**

**Legend**  
RED - CLASH!!!  
 NOTE: Course without weekly information is conducted Wk1-13

Plan 1

**Quick Links :**  
 For admission to Modern Language Elective Level 1 (L%9001 series) courses, students must [declare that they have no previous study of the language.](#)

[Check Course Registered](#)

To de-register Courses, e-swopping, etc. please access [STARS](#)

Click on the url to declare the language proficiency.

If a student submits his planned timetable to STARS but has not declared his proficiency level for the Level 1 language courses, he will be prompted again to do so.

Index	Course	Title	AUs	Type	Choice	Remark
20110	LM9001	Malay Language Level 1	3	Unrestricted	3 ▾	-
20127	LS9001	Spanish Language Level 1	3	Unrestricted	4 ▾	-
68104	SS9001	Conditioning For Physical Fitness	3	Unrestricted	1 ▾	-
68161	SS9105	Volleyball	3	Unrestricted	2 ▾	-
1078	CE8003	Human Resource Management & Entrepreneurship	3	Prescibed	-	-
10201	CPE301	Digital Communications	4	Core	-	-
<b>Total</b>	<b>6 of 6 Course(s) to be added</b>		<b>19</b>			

Student submit planned timetable to STARS.

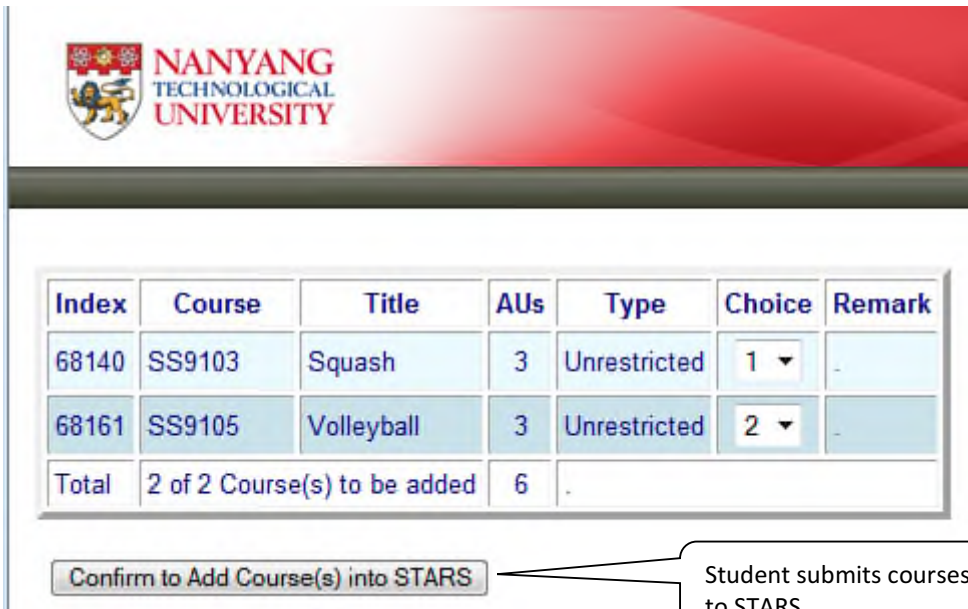
Index	Course	Title	AUs	Type	Choice	Remark
20110	LM9001	Malay Language Level 1	3	Unrestricted	3	Not Added. For admission to Modern Language Elective Level 1 (L%9001 series) courses, students must <input type="button" value="declare"/> that they have no previous study of the language.
20127	LS9001	Spanish Language Level 1	3	Unrestricted	4	Not Added. For admission to Modern Language Elective Level 1 (L%9001 series) courses, students must <input type="button" value="declare"/> that they have no previous study of the language.

Student is reminded to submit his language declaration here

## MEDICAL DECLARATION FOR SPORT SCIENCE COURSES

Students (including SSM students) who wish to read courses offered by SSM are required to make a medical declaration.

Step 1: Add Sport Science electives (SS9xxx)



NANYANG TECHNOLOGICAL UNIVERSITY

Index	Course	Title	AUs	Type	Choice	Remark
68140	SS9103	Squash	3	Unrestricted	1	.
68161	SS9105	Volleyball	3	Unrestricted	2	.
Total	2 of 2 Course(s) to be added		6	.		

**Confirm to Add Course(s) into STARS** Student submits courses to STARS.

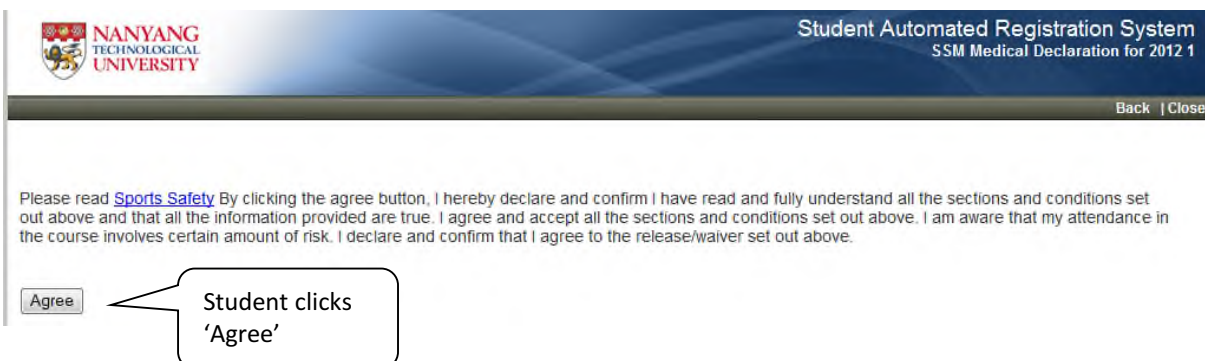
Step 2: System will request you to make the medical declaration.



Index	Course	Title	AUs	Type	Choice	Remark
68140	SS9103	Squash	3	Unrestricted	1	Not Added. For admission to this SSM course, students must make a <input type="button" value="declaration"/> to confirm and agree to the release/waiver set out.
68161	SS9105	Volleyball	3	Unrestricted	2	Not Added. For admission to this SSM course, students must make a <input type="button" value="declaration"/> to confirm and agree to the release/waiver set out.
Total	0 of 2 Course(s) added		0	.		

Student makes declaration

Step 3: You will reach this page upon clicking 'Declaration'. Click 'Agree'.



NANYANG TECHNOLOGICAL UNIVERSITY

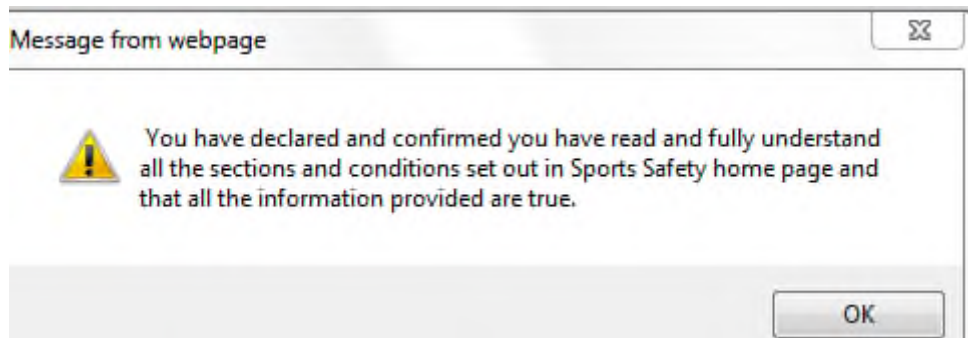
Student Automated Registration System  
SSM Medical Declaration for 2012 1

Back | Close

Please read [Sports Safety](#) By clicking the agree button, I hereby declare and confirm I have read and fully understand all the sections and conditions set out above and that all the information provided are true. I agree and accept all the sections and conditions set out above. I am aware that my attendance in the course involves certain amount of risk. I declare and confirm that I agree to the release/waiver set out above.

Student clicks 'Agree'

Step 4: The following message will appear



Click 'Ok' and the courses will be placed on waitlist.



Index	Course	Title	AUs	Type	Choice	Remark
68140	SS9103	Squash	3	Unrestricted	1	Added to waitlist. To increase your chances of being allocated a course, we advise that you place the max FIVE choices (if not, at least THREE choices).
68161	SS9105	Volleyball	3	Unrestricted	2	Added to waitlist. To increase your chances of being allocated a course, we advise that you place the max FIVE choices (if not, at least THREE choices).
Total	2 of 2 Course(s) added		6			

## CHAPTER 5: STARS USER GUIDE

The following details the steps to get into **STARS** and guides you in registering , de-registering, changing course index number and swapping index number with another student.

Please note that

- You can choose five choices for GERPE courses and five choices for UE courses for allocation during the main registration period. However, at most, you will only be allocated one of each.
- You can submit your planned timetable to STARS via STARS Timetable Planner by clicking the 'Add Course(s) into STARS' button. You can also register for additional courses in STARS in the same manner.

However, to de-register a course, change its index number or swap the index number with another student, you will have to go to STARS directly to do so. You can also access STARS from the STARS Timetable Planner as shown below.

The screenshot shows the STARS Timetable Planner interface. The main area is a grid with columns for days of the week (MON, TUE, WED, THU, FRI, SAT) and rows for time slots (0830-0900, 0900-0930, 0930-1000, 1000-1030, 1030-1100, 1100-1130, 1130-1200, 1200-1230, 1230-1300, 1300-1330, 1330-1400, 1400-1430, 1430-1500, 1500-1530, 1530-1600, 1600-1630, 1630-1700, 1700-1730, 1730-1800, 1800-1830). Courses are listed in the grid cells, such as AB0901 1 LT1A; on Monday 1230-1300 and CZ0001 CS1 LT2A; on Tuesday 1230-1300. On the right side, there is a 'Course' list with dropdown menus for each course, showing details like 'Index / Vacancy / Waitlist'. Below the course list is an 'Exam Schedule' section with a list of exam dates and times. At the bottom right, there is a 'Legend' section with a red warning icon and text: 'NOTE: Course without weekly information is conducted Wk1-13'. Below the legend are buttons for 'Plan 1', 'Load', 'Save', 'Back to Main', 'Printable Page', and 'Add Course(s) into STARS'. Two callout boxes provide instructions: the first points to the 'Add Course(s) into STARS' button, and the second points to the 'STARS' link in the legend section.

1. Click the **Add Course(s) to STARS** button to register your courses at STARS.

2. Click the **STARS** button to de-register a course, change its index number or swap the index number with another student

## ACCESSING STARS

Please refer to **Annex A** for the steps to access **STARS**. You can only login to **STARS** during your assigned date and time of registration.

## FUNCTIONS IN STARS

There are nine functions listed in the main menu of **STARS**:

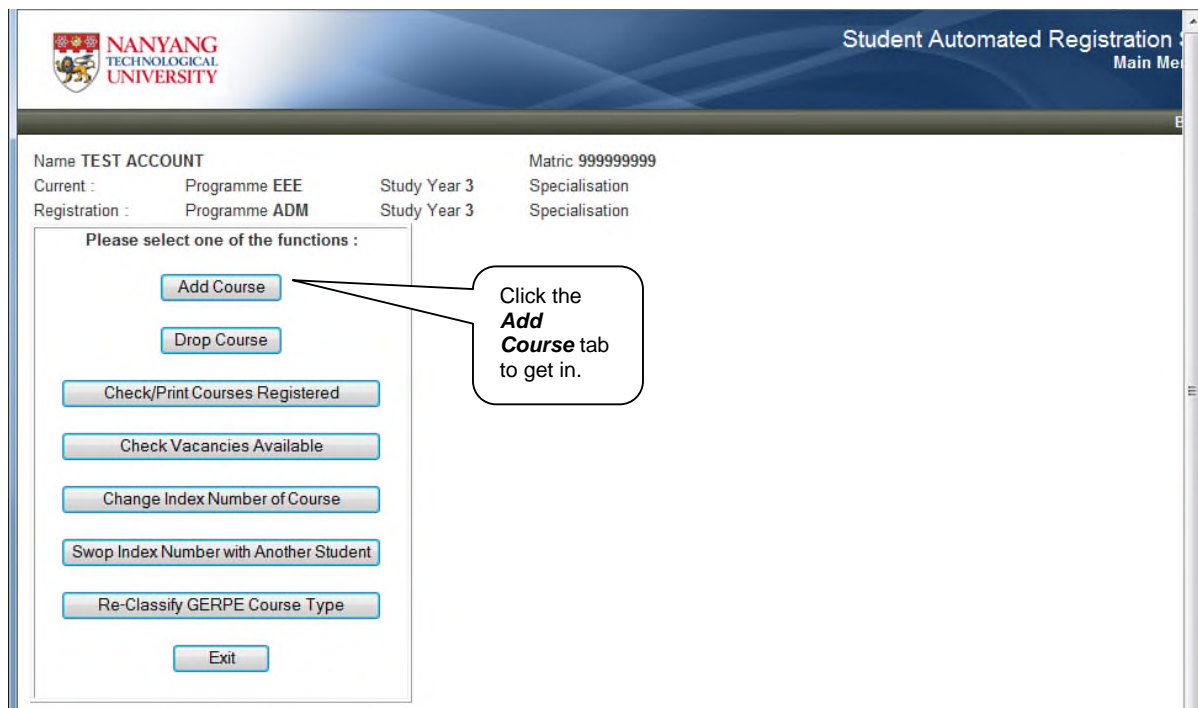
Function	Description
Add Course	For adding courses to your originally registered courses
Drop Course	For dropping any of your originally registered courses
Check/Print Courses Registered	For checking or printing your registered courses
Check Vacancies Available	For checking whether there are any vacancies for courses
Change Index Number of Course	For changing the time slots of your originally registered courses
Swap Index Number with Another Student	For swapping classes (time slots) of the same course with another student
Re-Classify GERPE Course Type	For students to change the type of their course from GER Prescribe Elective (GERPE) to Unrestricted Elective (UE) and vice-versa. Students in the Accountancy, Business and double degree in Accountancy & Business programme will have the function below instead of this one.
Re-Classify Major PE/GERPE Course Type	For students to change the type of their course from Major Prescribed Elective/GERPE to UE and vice-versa. This function is only available to students in the Accountancy, Business and double degree in Accountancy & Business programme only.
Exit	For logging out of <b>STARS</b>

The screenshot shows the 'Student Automated Registration Main Menu' interface. At the top left is the Nanyang Technological University logo. The page title is 'Student Automated Registration Main Menu'. Below the header, user information is displayed: Name TEST ACCOUNT, Matric 999999999, Current Programme EEE, Study Year 3, Specialisation, and Registration Programme ADM, Study Year 3, Specialisation. A central box titled 'Please select one of the functions :' contains nine buttons: Add Course, Drop Course, Check/Print Courses Registered, Check Vacancies Available, Change Index Number of Course, Swap Index Number with Another Student, Re-Classify GERPE Course Type, and Exit.

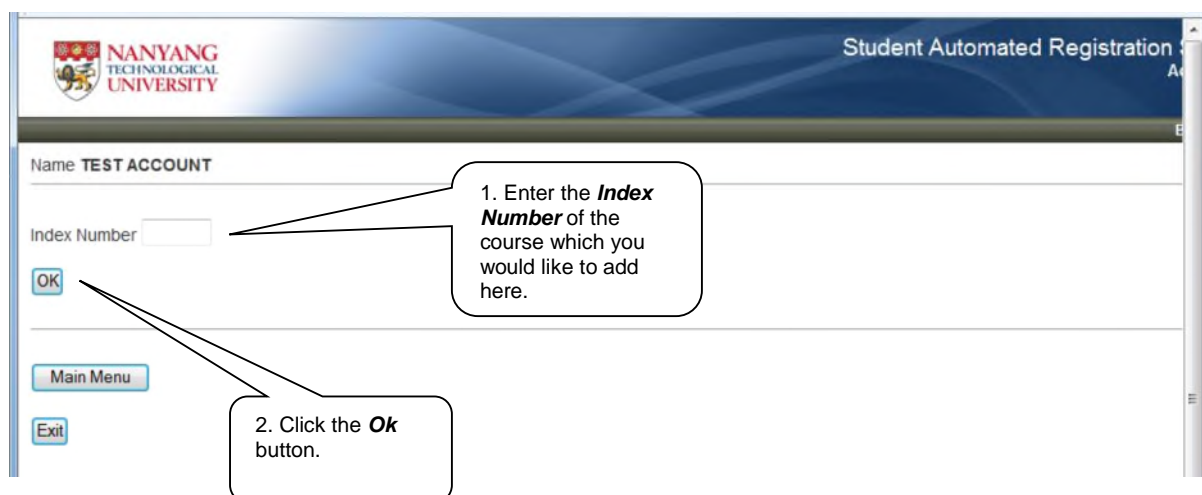
## Add Course

This function is used to register your courses. This includes adding a course to your originally registered courses. Alternatively, you can add your courses via the STARS Timetable Planner.

Step 1: To add a course to your timetable, click the **Add Course** button at the main menu of STARS.

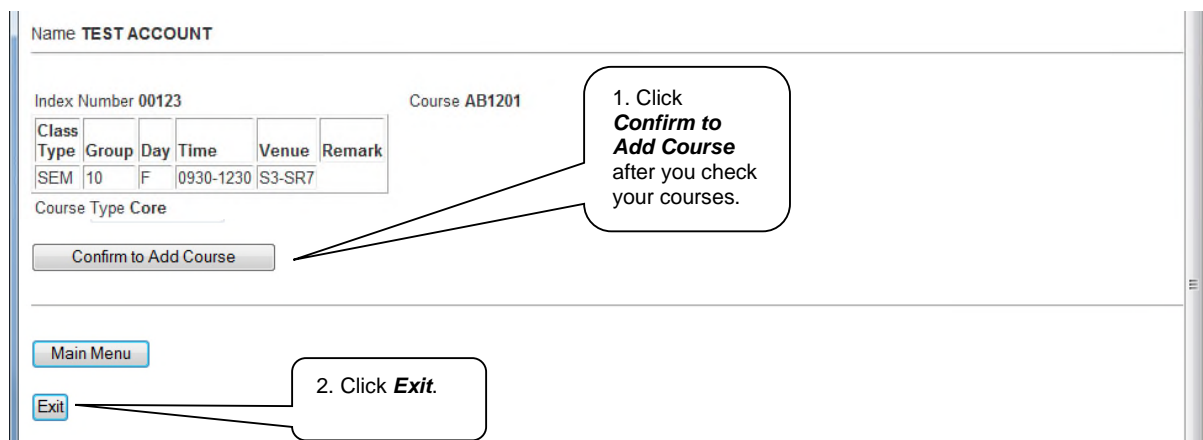


Step 2: Key in the **index number** for the course which you would like to add. You can use the class schedule at [https://wish.wis.ntu.edu.sg/webexe/owa/aus\\_schedule.main](https://wish.wis.ntu.edu.sg/webexe/owa/aus_schedule.main) to check the index number of the course which you would like to add. Then click the **OK** button.





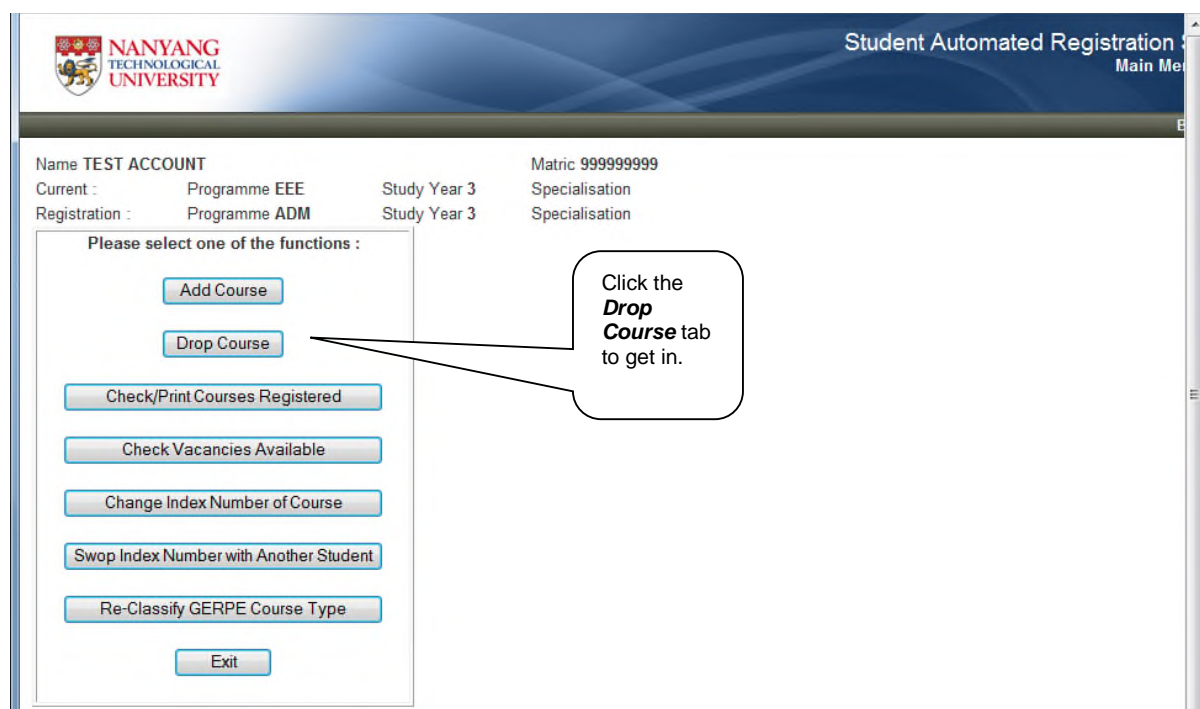
Step 3: You will reach the screen which shows the class details of the course which you would like to add. Check the details and then click **Confirm to Add Course**. Click the **Exit** button once you have finished to get out of the system.



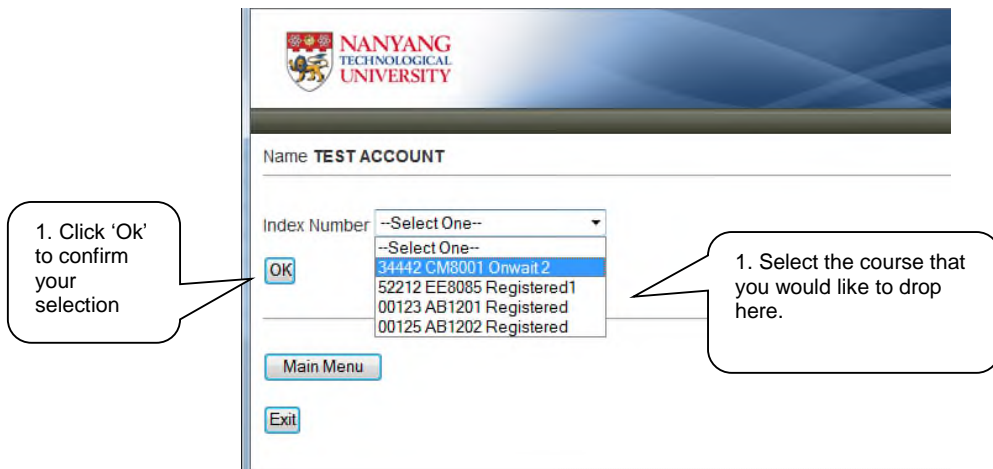
## Drop Course

This function is for de-registering any of your originally registered courses.

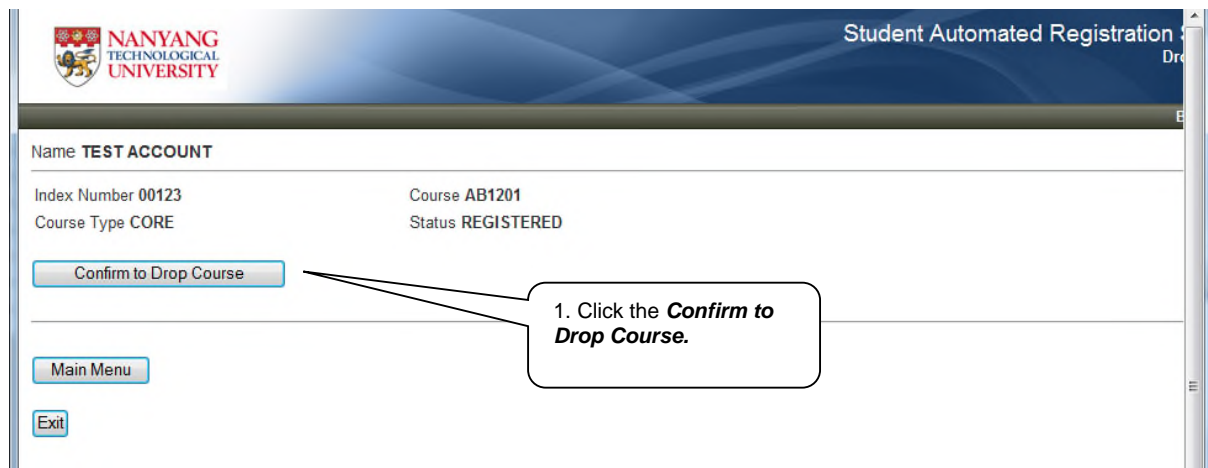
Step 1: To drop a course which you have registered, click the **Drop Course** button at the main menu of STARS.



Step 2: You will reach the screen which shows all the courses that you have registered. Select the course that you would like to drop. Then click the **OK** button.



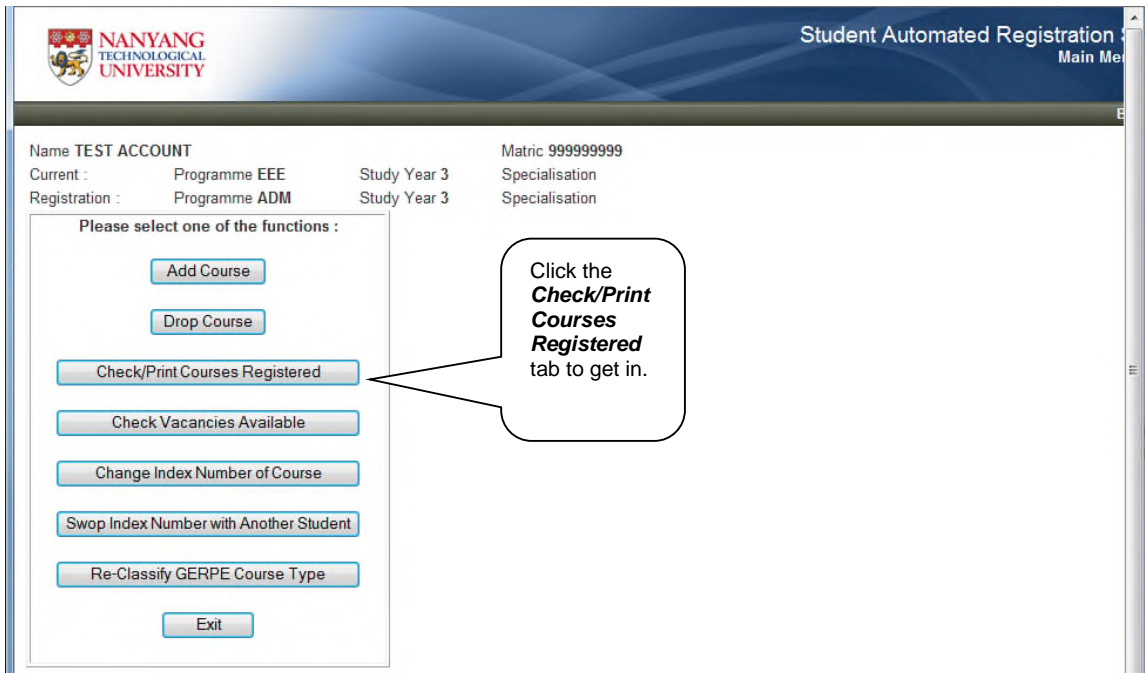
Step 3: Check the course details and then click **Confirm to Drop Course**.



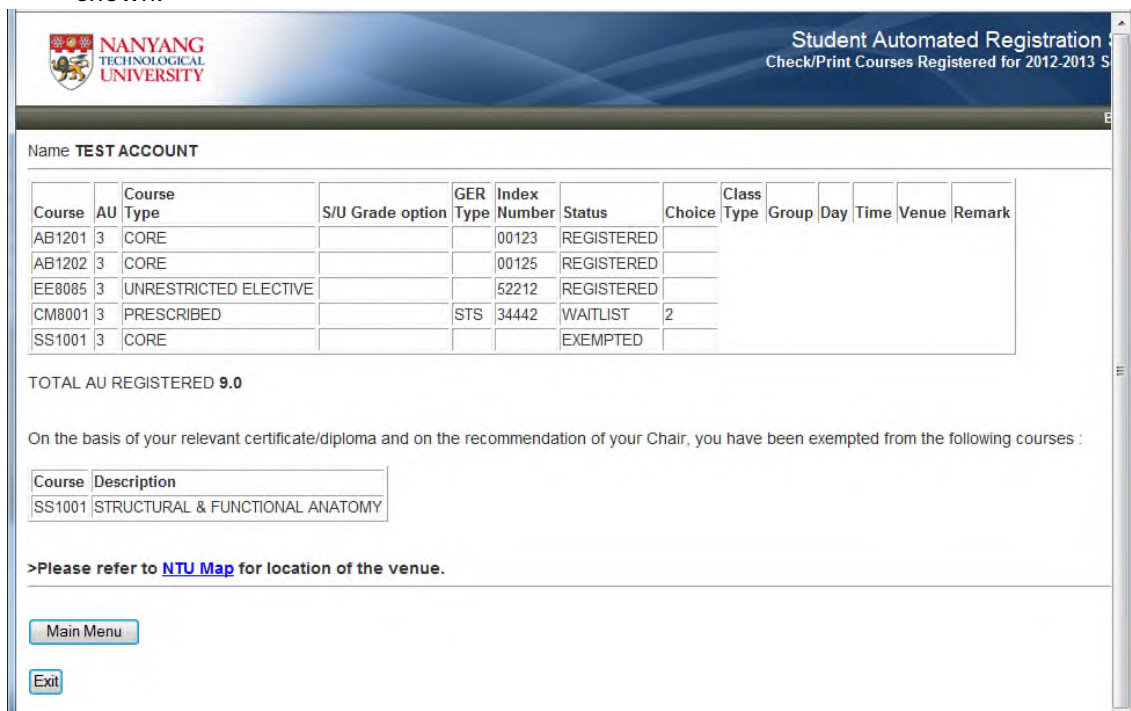
## Check/Print Courses Registered

This function is for checking or printing your registered courses. You must check the list of courses that you have registered at the end of add/drop period to ensure that your records are correct. You are not allowed to change courses once the add/drop period has passed.

Step 1: To check/print the courses which you have successfully registered for, click the **Check/Print Courses Registered** button at the main menu of STARS.



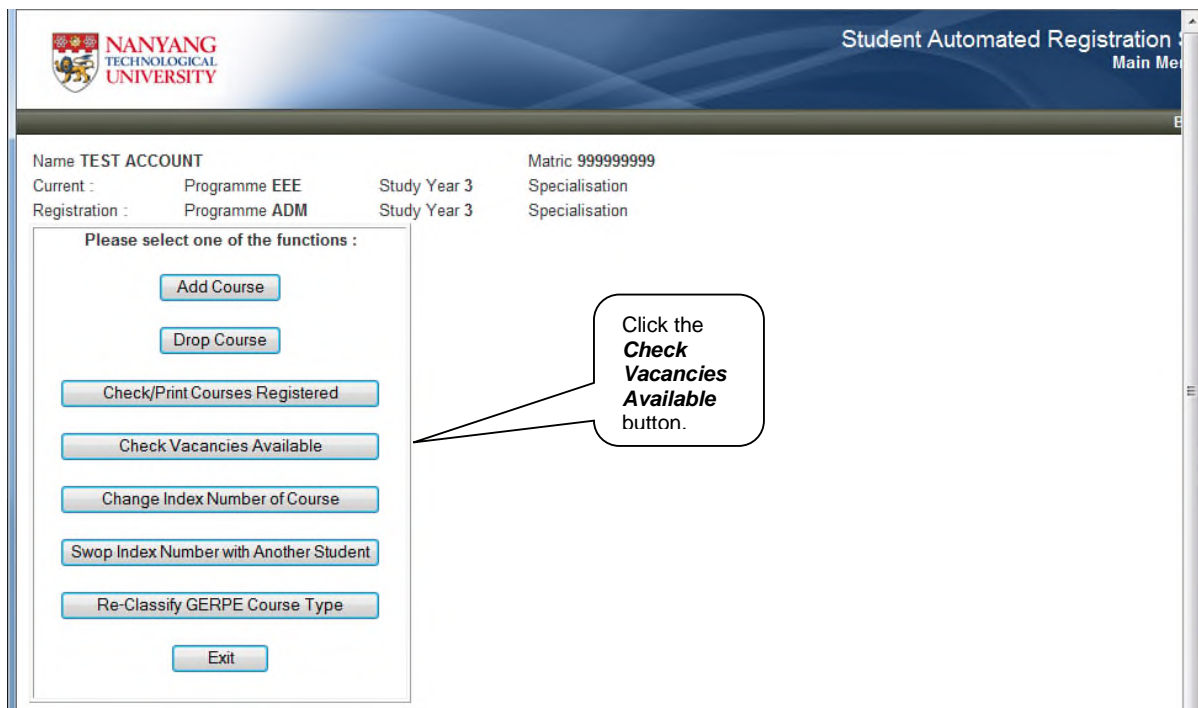
Step 2: You reach the screen which shows you the list of courses which you have successfully registered for. If you have been granted exemptions from some courses, these will also be shown.



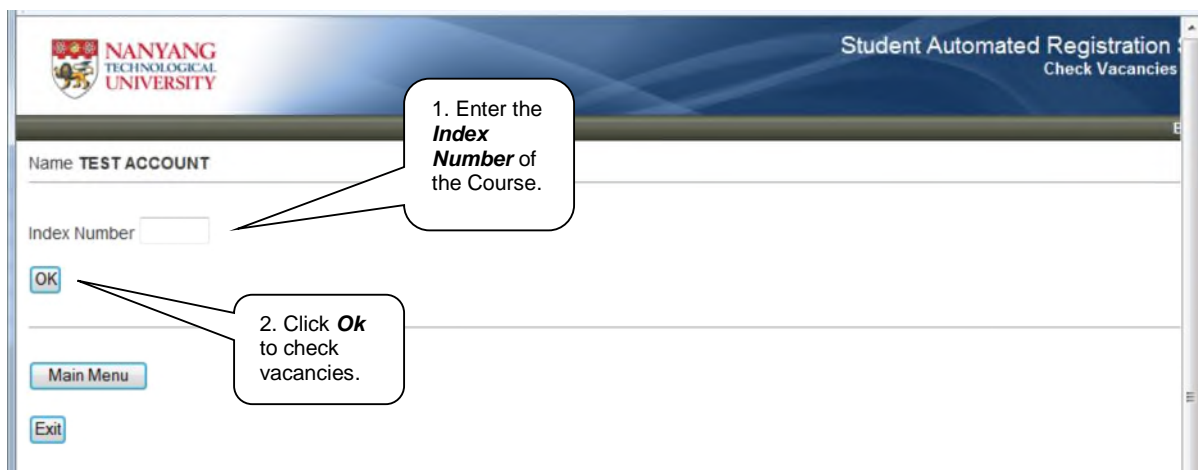
## Check Vacancies Available

This function is for checking the vacancies in a class. It will also show you the waitlist for the class

Step 1: To check the vacancies in a class, click the **Check Vacancies Available** button at the main menu of STARS.



Step 2: You will see the screen below. Enter the **Index Number** of the course which you would like to check and then click **Ok**.



Step 3: You will now reach the screen which shows the places available for the class which you have selected.

**NANYANG TECHNOLOGICAL UNIVERSITY** Student Automated Registration  
Check Vacancies

Name **TEST ACCOUNT**

Index Number **00123** Course **AB1201**

Class Type	Group	Day	Time	Venue	Remark
SEM	10	F	0930-1230	S3-SR7	

Places Available **0** Length of Waitlist **0**

To Check Vacancy of another Index Number:

Index Number

[OK](#)

If you want to check vacancies of other courses, click here.

[Main Menu](#)

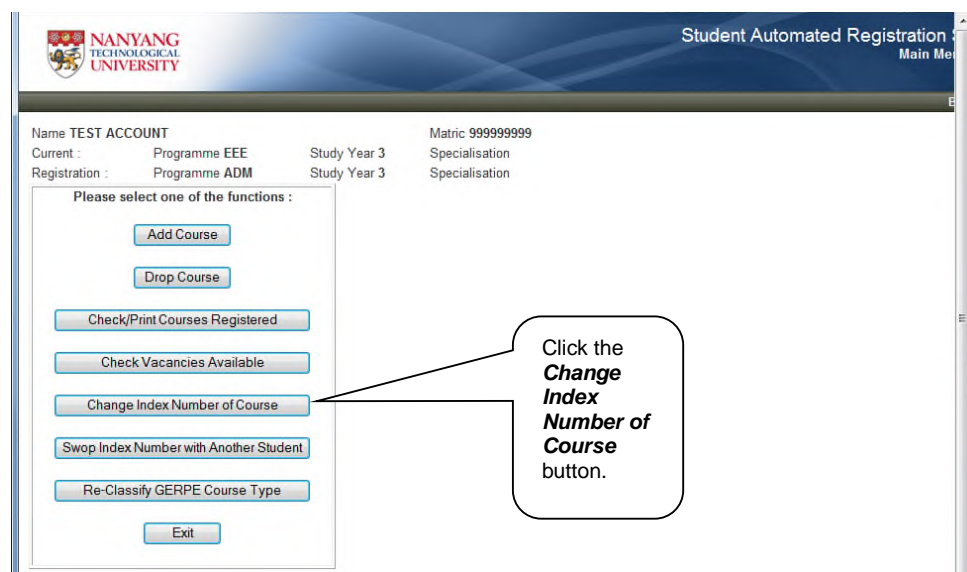
[Exit](#)

### Changing the Index Number of Courses i.e. Changing the Time Slots for Your Courses.

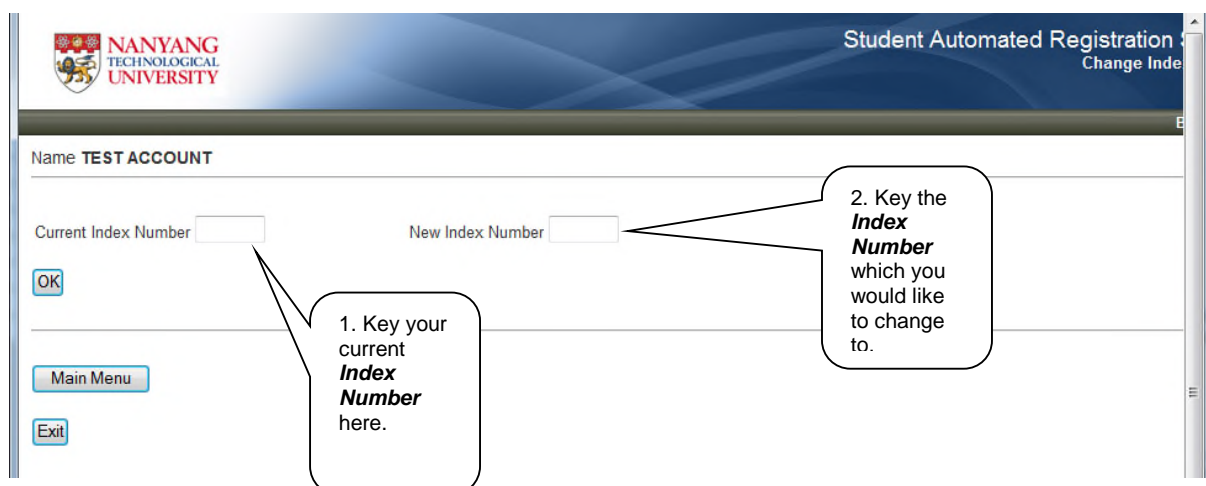
This function is for changing the time slot of your originally registered course. If there is a place in the new time slot, you will just be moved to the new slot. Otherwise, you remain in your current slot.

You should use this function instead of dropping your current index number and then adding a new index number of the same course. This is because you risk losing a place in the course if by the time you add the new index number, the place has been taken by another student.

Step 1: To change the time slots of your courses, click the **Change Index Number of Course** button at the main menu of STARS.



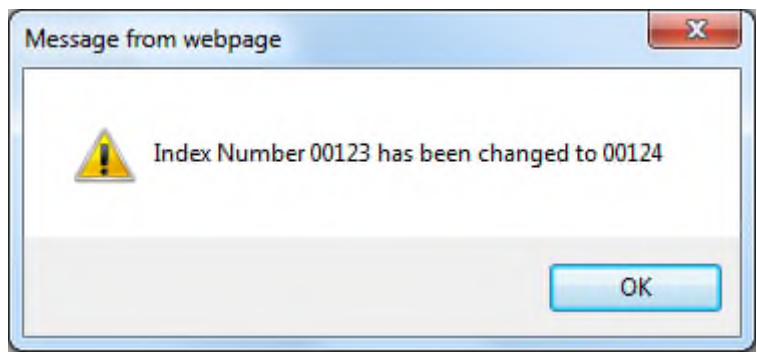
Step 2: You will see the following screen. Enter your current index number and then the new index number which you would like to change to. You can check for alternative index numbers using your class schedule located at [https://wish.wis.ntu.edu.sg/webex/owa/aus\\_schedule.main](https://wish.wis.ntu.edu.sg/webex/owa/aus_schedule.main). Click **OK** to proceed once you have entered the two numbers.



Step 3: You will now see the screen which provides details of the current index number and the new index number. Click the **Confirm to Change Index Number** once you are sure that the details suit your requirements.



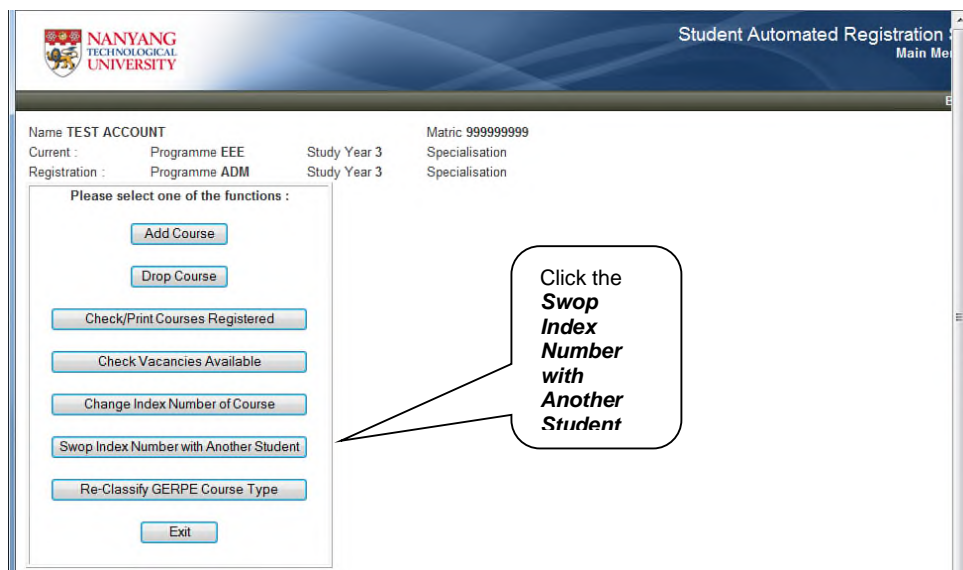
Step 4: A pop out box will appear to indicate that your changes have been successful. Click the **Ok** button to complete the transaction.



### Swopping Index Number (i.e. Time Slot) with Another Student

This function is for swopping the time slot of your course with another student who has the same course. The matriculation number and PIN of the student who is swopping time slot with you need to be entered for this process.

Step 1: To swop the time slot of a particular course with another student, click the **Swop Index Number with Another Student** button at the main menu of STARS.

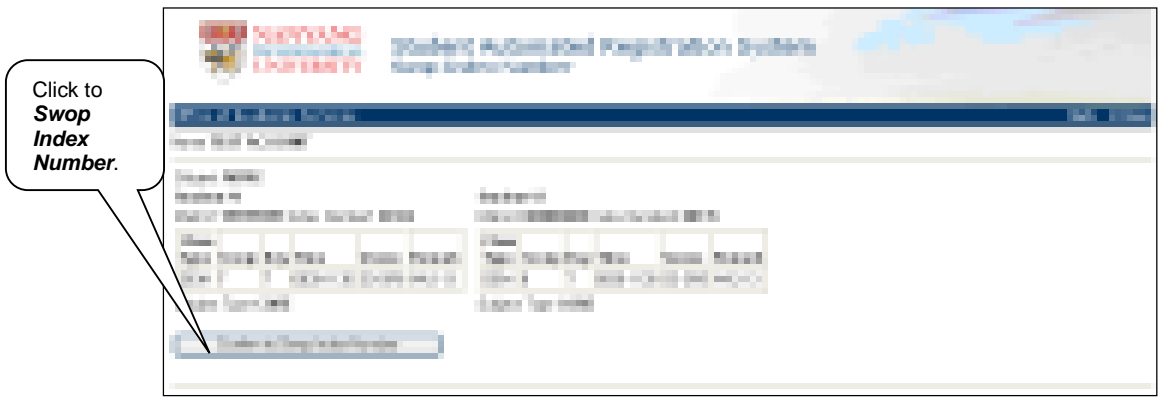


Step 2: You will see the following screen. Enter your **matriculation number** and then the **index number** of your current course (under Student #1). Then enter Peer's **username**, **password** and **index number** (of the same course) of the other student (under Student #2). Click **OK** to proceed. An email will be sent to both of you once the swopping has been completed.

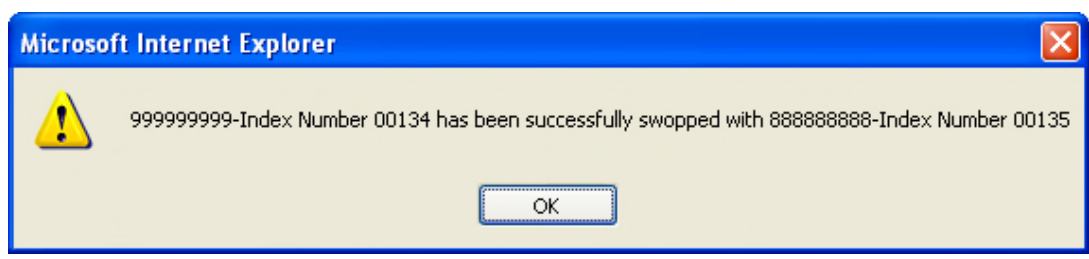
The screenshot shows the 'Swop Index Number' screen. It displays the user's name as 'TEST ACCOUNT'. The form is divided into two sections: 'Student #1' and 'Student #2'. Under 'Student #1', there are fields for 'Your Matric1 999999999' and 'Your Index Number1'. Under 'Student #2', there are fields for 'Peer's Username', 'Password', and 'Swop With Peer's Index Number2'. An 'OK' button is located below the form. At the bottom of the screen, there are 'Main Menu' and 'Exit' buttons.



Step 3: You will now see the screen which provide details of the changes. Click the **Confirm to Swop Index Number** once you are sure that the details suit your requirements.



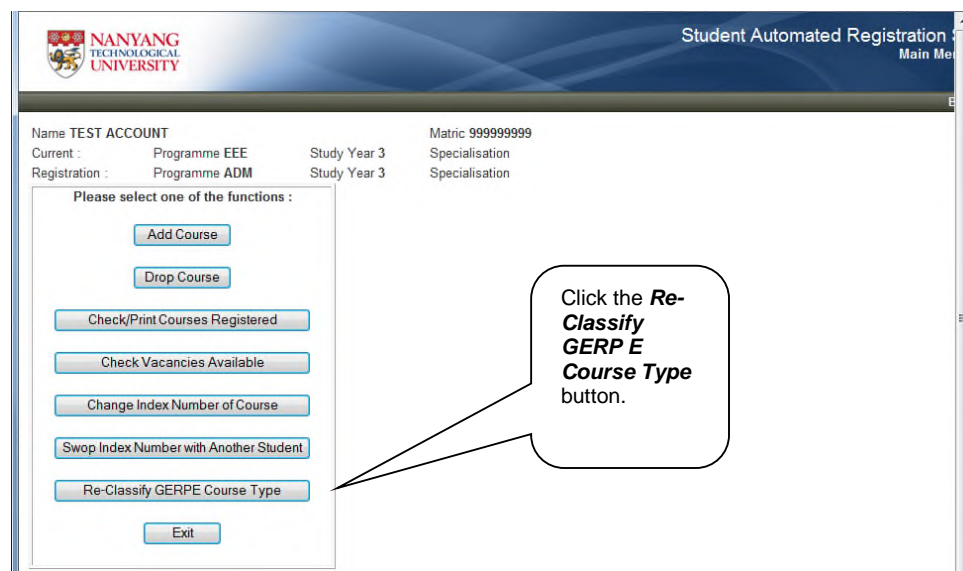
Step 4: A pop out box will appear to indicate that your changes have been successful. Click the **Ok** button to complete the transaction.



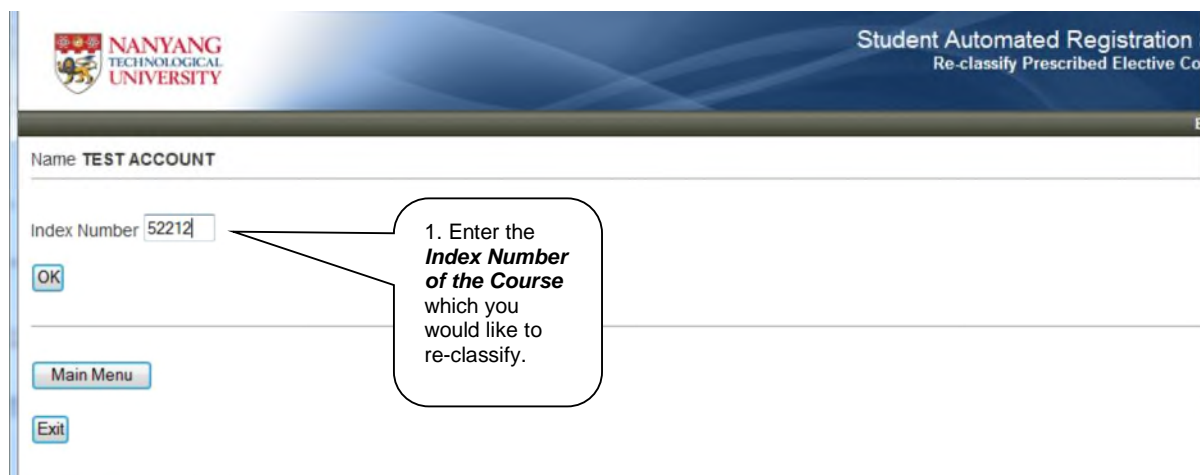
### Reclassifying GERPE Course Type

This function is for students to change the type of their course from GERPE to UE and vice-versa. The course must be available to you in both course types.

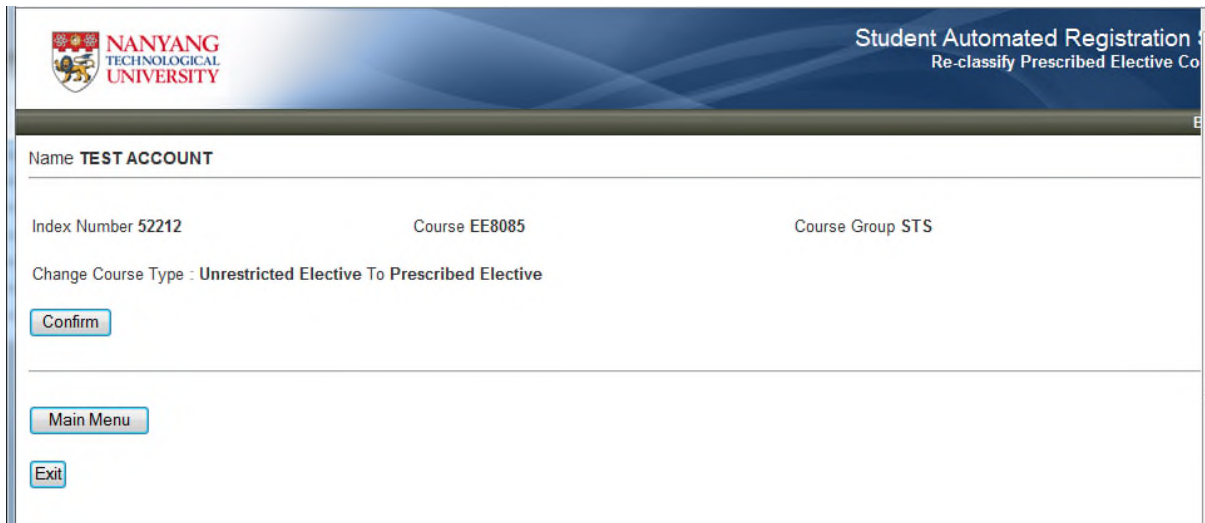
Step 1: To reclassify GERPE course type, click the **Re-Classify GERPE Course Type** button at the main menu of STARS.



Step 2: You will see the following screen. Enter the index number of the course which you would like to classify. Click **OK** to proceed.



Step 3: You will now see the screen which provide details of the changes. Click the **Confirm** button once you are sure that the details suit your requirements.



The screenshot displays the 'Student Automated Registration' interface for 'Re-classify Prescribed Elective Co'. The header includes the Nanyang Technological University logo and the text 'Student Automated Registration' and 'Re-classify Prescribed Elective Co'. The main content area shows the following details:

- Name: TEST ACCOUNT
- Index Number: 52212
- Course: EE8085
- Course Group: STS
- Change Course Type: Unrestricted Elective To Prescribed Elective

Below the details, there are three buttons: 'Confirm', 'Main Menu', and 'Exit'.

A pop out box will appear to indicate that your changes have been successful. Click the **Ok** button to complete your transaction.

## ANNEX A: STEPS TO ACCESS THE STARS TIMETABLE PLANNER AND STARS

Step 1 To enter the **STARS Timetable Planner/STARS**, you will first have to click the **Login** tab on NTU main webpage ([www.ntu.edu.sg](http://www.ntu.edu.sg))



Step 2 You will now reach the iNTU webpage. Enter your **Username** and **Password**.



Step 3 At the **StudentLink** webpage, click the **STARS Planner** to enter.

