Course Registration Processes and Guidelines

Pre-Planning - What you need to know:

- 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.
- Outstanding Academic Units, refer to your Degree Audit.
- Course registration policies and regulations.
- Personalised date and time of course registration.

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, if any.
- Check the class schedules and examination timetable. Then, use **STARS Planner*** to plan your class timetable and save it.
- Place the GERPEs and/or UEs courses on waitlist if you would like to take them. The University will allocate the elective(s) to you subject to the availability of places and eligibility.

*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 familiarise yourself with the system.

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.
- Print your registration records to ensure that you have successfully registered the correct courses.
- Refer to your Degree Audit or STARS for the courses registered.
- Pre-allocation of courses will be done by the School for newly matriculated students. Direct-entry students will be pre-allocated with courses in Semester 1 of Year 2. A' level students will be pre-allocated with courses in Semester 1 and 2 of Year 1.
- For existing students, it is advisable to register courses with laboratory and project sessions first as these are '3-hour' block course.
- For details on full registration schedule, procedures and course content, please refer to the Office of Academic Services website.

Allocation of GERPE/UE

- If you have placed GERPE and/or UE on waitlist, check the GERPE/UE allocation results and 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.

Other things to note

1. Students on Academic Warning/Probation (AW/AP) and students who have failed compulsory courses 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 read and passed all registered courses in the previous semester are allowed to overload 3AUs during the Add/Drop period without the School's approval.
4. Students on medical leave during examinations are deemed to have not cleared the course.

Year	Normal Load (AU)	Automatic Overload without further approval
Year 1	20	3AUs
Year 2	21	3AUs
Year 3	21	3AUs
Year 4	16 (exclude FYP AUs)	3AUs
Year 5 ASEC MEEC	16 (exclude FYP AUs)	3AUs

Print your final timetable from your degree audit or STARS and attend only classes that you are officially registered for.