Special Term Registration System (STRS)  
National University of Singapore  

User Guide  
Version 1.0  

Prepared By:  
National University Of Singapore  
10 Kent Ridge Crescent Singapore 119260
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1. INTRODUCTION

Objectives

The main objective of this document is to provide a way to describe or demonstrate that the features or functionality of the Special Term Registration System (STRS) from the Student perspective.

These features are classified mainly into the following categories. They are:

1. Student Login
2. File For Graduation
3. Module Management
4. Ranking Management
5. Timetabling
6. Appeal Handling Student
7. Tutorial Registration
2. STUDENT LOGIN

2.1 Student Login

All current students of NUS are required to login first in order to use the Special Term Registration System (STRS). A valid student NUSNET ID and password are required to login successfully.

Students are reminded to read the important information provided on the STRS login screen.

- **IMPORTANT INFO ON MODULES REGISTRATION**
  1. Lecture class and tutorial allocation are based on balloting rule, not first come first served.
  2. Please ensure that there are no timetable and examination clashes when registering for the modules. Please refer to Special Term Module Listing.
  3. Special Term appeals must be filed via the Special Term system. Other form, e.g. via email, will not be entertained.
  4. Best viewed on Internet Explorer 5.5 & above with 1024 x 768 screen resolution
  5. Forgot your Smart Card PIN? Request it from https://ace01.nus.edu.sg/prnRetrieval/login.jsp

**Figure 2-1. STRS Important Info on Modules Registration**

1. The STRS login page (See Figure 2-2. STRS Student Login Page) will be displayed as below upon clicking Registration System Login under Quick Links via the Special Term website:

   [http://www.nus.edu.sg/registrar/event/special term.html](http://www.nus.edu.sg/registrar/event/special term.html)

**Figure 2-2. STRS Student Login Page**
2. Before a student is able to register for module(s), the student has to first log into the system by supplying a NUSNET ID and password.

3. The student's NUSNET ID is entered into the “NUSNET id:” text field.

4. The student's password is entered into the “PASSWORD:” text field.

5. After both NUSNET ID and password has been entered, click on the “Login” button to log into the STRS system.

6. If the student's NUSNET ID and password are both valid, the following page will be displayed.

7. If there are any changes to student’s local home address and phone number. It is the responsibility of the Student to update the change by clicking on “Edit” button.

8. Once student has verified their local home address and phone number, they could proceed with module(s) registration by clicking on “Continue” button.

9. Upon clicking on the “Continue” button, the STRS main page would be displayed as below and the student is considered a valid user of the STRS system.
10. At any time, the student may logout from the STRS system. To logout, click on the "Logout" link at the right hand corner of the menu options.

11. Once logged-out, the student would have to login again in order to access the STRS system.

2.2 Login Problems

2.2.1 Login Errors

1. If the system detects that the supplied NUSNET ID and/or password is invalid, the system will re-display the STRS login page with an accompanying error message stating the nature of the error that the system detected.

2. Only current NUS students are able to log into the STRS system. If the system detects that the student's status is invalid, even though the correct NUSNET ID and password are supplied, the system will re-display the STRS login page with an accompanying error message stating the reason why the student is denied access to the STRS system.
2.2.2 Login Session Timeout

1. If a student leaves the STRS system idle for too long after logging in, the system will discard the current session of the student and thus render the system unusable to the student.

2. When this happens, any action that the student does will result in an error page being shown stating that the current STRS system session of the student has timed out, thus requiring the student to login again.

3. The student can log into the STRS system again by clicking on the hyperlink that directs the student back to the STRS login page.
3. **FILE FOR GRADUATION (FFG)**

FFG is only applicable to students who are filing for graduation. FFG allows the student to indicate their intention to graduate if their total MCs (excluding selected and allocated modules in the current term) meet the required MCs for graduation.

Students from different faculty may have different way of filing for graduation. Please refer to the following table:

<table>
<thead>
<tr>
<th>FFG filed via system</th>
<th>FFG filed directly with home faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Students in</td>
<td>All Students in</td>
</tr>
<tr>
<td>• Faculty of Science (FOS)</td>
<td>• Faculty of Arts and Social Science (FASS)</td>
</tr>
<tr>
<td>• Faculty of Engineering (FOE)</td>
<td>• School of Computing (SOC)</td>
</tr>
<tr>
<td>• School of Business (BiZ)</td>
<td>• Excluding All Double Degree Students</td>
</tr>
<tr>
<td>• School of Design and Environment (SDE)</td>
<td></td>
</tr>
<tr>
<td>• Including All Double Degree Students</td>
<td></td>
</tr>
</tbody>
</table>

For students who intend to file for graduation, please click on “File for Graduation” link on the left menu. (See Figure 3-1. Student’s Home Page)

![Figure 3-1. Student’s Home Page](image)
3.1 FFG filed via system

Please note that Graduation Options are displayed according to the student’s eligibility, i.e. MC. (See Figure 3-2. FFG Page)

3.1.1 FFG filed via system – Single Degree

1. Upon clicking “File for Graduation” link (See Figure 3-1. Student’s Home Page), the following screen will be displayed. (See Figure 3-2. FFG Page – Single Degree).

![Figure 3-2. FFG Page – Single Degree](image-url)
2. Student will indicate their intention to file for graduation (specific to faculty) if applicable.

![Figure 3-3. FFG Page – Single Degree](image1)

3. Click on “Submit” button. The system will display an acknowledgement page. (See Figure 3-4. Acknowledgement Page – Single Degree).

![Figure 3-4. Acknowledgement Page – Single Degree](image2)
### 3.1.2 FFG filed via system – Double Degree

For double degree student, student may select the following option for graduation.

a. **FILE FOR DOUBLE HONOURS DEGREE (HONS + HONS)** - Filing for graduation with Honours for both primary and second degrees.

b. **FILE FOR DOUBLE DEGREE (HONS + BACHELOR)** - Filing for graduation with Honours for primary degree and Bachelor’s for second degree.

1. Upon clicking “File for Graduation” link (See Figure 3-1. Student’s Home Page), the following screen will be displayed. (See Figure 3-5. FFG Page – Double Degree).
2. Student will indicate their intention to file for graduation (specific to faculty) if applicable.

3. Click on “Submit” button. The system will display an acknowledgement page. (See Figure 3-7. Acknowledgement Page – Double Degree).
3.2 FFG filed directly with home faculty

For FFG handle directly by home faculty, FFG is done via their designated faculty home website. There will be a “Faculty URL” link displayed on FFG Screen.

3.2.1 FFG – Single Degree

1. Upon clicking “File for Graduation” link (See Figure 3-1. Student’s Home Page), the following screen will be displayed. (See Figure 3-8. FFG Page – Single Degree).

2. Click on “Faculty URL” link and the system will bring student to their home faculty for filing for graduation. (See Figure 3-8. FFG Page – Single Degree).

---

**Figure 3-8. FFG page – Single Degree**
4. **MODULE MANAGEMENT**

Through the Module Management page, you can view the modules you have selected and modules that are being allocated to you by faculty administrator. You can select maximum of 5 new modules for ranking or drop existing module from ranking.

![Module Management Add Module Page](image1)

**Figure 4-1. Module Management Add Module Page**

### 4.1 View Existing Modules

Your modules for Special Term are displayed in both selected and allocated module list. Module that you have selected for balloting but not yet been allocated to you are displayed in the “Selected Modules” list. Whereas those modules being allocated to you by administrators are shown in the allocated Module List. You will only be allocated these modules if you are successful in the balloting.

![Module Management Page](image2)

**Figure 4-2. Module Management Page**
4.2  Add New Module

Before you can rank a module, you must first select the module. A module can only be selected if you satisfy the module’s pre-requisite with your existing modules. All selected modules will not check on examination time table clash and module time table clash as this checks will only be introduced during Lecture balloting. The total number of modules you can select is limited to maximum of 5 modules per Special Term.

1. Click on “Add New Module” from the Modules Management page.

2. The system displays a list of module categories that you qualify for as well as the list of modules belonging to the selected module category.

4.2.1  Select Module Category

To locate a specific module, you need to first determine the category under which the module can be found. For example, Essential modules are found under the “Regular Module” list while Breadth modules would be found under “Breadth Module” category.

1. Select the desired module category and click on “Retrieve Modules”. (See Figure 4-3)

2. The system refreshes the list of modules displayed with those that belong to the selected module category.

![Module Selection](image)

Figure 4-3 Selection of Module Category
### 4.2.2 Select Module

After you have obtained the list of modules of the module category you require, proceed to locate the module you want before adding it to your selection.

1. Click on the module to be added.

You can also use the “Search for Modules” function to locate a specific module by entering the Module Code and clicking on “Search”

If the student is eligible to select the same module under different module type code, the module will appear twice with a different module type code. For example, a student is eligible to read HY2237 as SE major (module type = 05) as well as unrestricted elective outside major (module type = 27). The student will have to choose the module using the correct module type.

2. Once the module is selected, click on “Add Selected Module”. (See Figure 4.4)

3. At this point, STRS would check if you satisfy the module’s pre-requisites and display a list of classes for the selected module only if you are eligible to read it.

<table>
<thead>
<tr>
<th>Module</th>
<th>Academic Year:</th>
<th>2007/2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Management</td>
<td>Semester:</td>
<td>2</td>
</tr>
<tr>
<td>Ranking Management</td>
<td>Module Category:</td>
<td>REGULAR MODULE</td>
</tr>
<tr>
<td>Tutorial Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appeal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>File for Graduation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Logout</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Search for Modules:

<table>
<thead>
<tr>
<th>Module Code:</th>
<th>Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSP1004A Legal Environment of Business (27)</td>
<td></td>
</tr>
<tr>
<td>BSP1004B Legal Environment of Business (27)</td>
<td></td>
</tr>
<tr>
<td>BSP2005A Asia Pacific Business, Ethics &amp; Society (27)</td>
<td></td>
</tr>
<tr>
<td>CS1102A Data Structures and Algorithms (01)</td>
<td></td>
</tr>
<tr>
<td>CS1102X Data Structures and Algorithms (01)</td>
<td></td>
</tr>
<tr>
<td>CS1102Y Data Structures and Algorithms (01)</td>
<td></td>
</tr>
<tr>
<td>CS1105 Computing and Society (01)</td>
<td></td>
</tr>
<tr>
<td>CS1188A Java to C++ (27)</td>
<td></td>
</tr>
<tr>
<td>CS1288A ELL in Ede (27)</td>
<td></td>
</tr>
<tr>
<td>CS2100 Computer Organisation (01)</td>
<td></td>
</tr>
<tr>
<td>CS2102 Database Systems (01)</td>
<td></td>
</tr>
<tr>
<td>CS2104 Programming Language Concepts (05)</td>
<td></td>
</tr>
<tr>
<td>CS2106 Operating Systems (01)</td>
<td></td>
</tr>
<tr>
<td>CS2220 Introduction to Computational Biology (05)</td>
<td></td>
</tr>
<tr>
<td>CS2250 Fundamentals of Information Systems (05)</td>
<td></td>
</tr>
</tbody>
</table>

**Add Selected Module**

---

**NOTE:** If a module has two (2) module types, please kindly select the correct module type.

**Legend for Module Type Codes:**

- 01 ESSENTIAL
- 02 ALTERNATIVE ESSENTIAL

---

**Figure 4-4. Selection of Module to be Added**
For Double Degree students, the module list for all module categories except for “General Education Module” and “Singapore Studies Module” will be split into two groups – modules offered by the student’s Primary faculty, and modules offered by the student’s Secondary faculty.

**Figure 4-5 Selection of Modules to Add for Double Degree Students**

- **Academic Year:** 2007/2008
- **Semester:** 2
- **Module Category:** REGULAR MODULE

**Search for Modules:**

**ENGINEERING**
- E611014B Legal Environment of Business (12)
- E610145 Legal Environment of Business (23)
- E611016 Managerial Economics (29)
- E611011 Principles of Microeconomics (23)
- E6120101 Engineering Mathematics I (21)
- E6120102 Engineering Mathematics II (21)
- E6120103 Engineering Mathematics III (21)
- E6120104 Engineering Mathematics IV (21)
- E6120105 Engineering Mathematics V (21)
- E6120106 Engineering Mathematics VI (21)

**Add Selected Module**

NOTE: If a module has two (2) module types, please kindly select the correct module type.

**Legend for Module Type Codes:**

- **Search**

---

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4.2.3 Selection of Class

As some modules may have multiple lecture classes, you need to indicate the class you wish to attend.

1. Click against the class to be added and click on “Submit” button. (See Figure 4-6. Selection of Module Class)

2. The module is added to your selection list without checking for examination time table clash and module time table clash and the total number of modules is kept within a maximum of 5 modules.

3. You would be brought back to the “Modules Management” page when the module is successfully added. (See Figure 4.7). All selected modules will be ranked sequentially, i.e. the first selected module will be ranked as 1 and second module will be ranked as 2 as so on. By default, the system will select 1 module if student does not rank any module.
4.3 Dropping Modules

This section covers the step-by-step guide to perform drop modules. Steps for dropping modules are as followed.

4.3.1 Drop selected module

1. Click onto “Module Management” link to view the list of modules. Modules that are allowed to drop will have a checkbox displayed beside the module code.

2. Check the check boxes to drop modules. Next, click on “Drop” button to proceed.

3. If no check box is selected, an alert box will popped out to inform student that a module must be selected before proceeding.
4. A confirmation screen will be displayed to inform student the module(s) that are selected to drop. Click on “Confirm” button to confirm drop the modules. If student wish to cancel the module selected, click on “Cancel” button. The cancel action will return the student to the module management page.

5. Once STRS has deleted the modules student has selected to drop, module management page will be displayed, reflecting the changes made after dropping the modules (dropped modules no longer displayed in the list).
4.3.2 Drop allocated module

1. Click onto “Module Management” link to view the list of allocated modules. Allocated modules that are allowed to drop will have a checkbox displayed beside the module code.

2. Check the check boxes to drop the module you intended to drop. Next, click on “Drop” button to proceed. (See Figure 4.11).

<table>
<thead>
<tr>
<th>Drop</th>
<th>Modules</th>
<th>Title</th>
<th>Type</th>
<th>MC</th>
<th>Class</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>EC2101</td>
<td>Microeconomic Analysis I</td>
<td>01</td>
<td>4.0</td>
<td>No Lecture/Tutorial Class</td>
<td>25 Apr 2008, AM</td>
</tr>
<tr>
<td>☐</td>
<td>CS2106</td>
<td>Operating Systems</td>
<td>01</td>
<td>4.0</td>
<td>No Lecture/Tutorial Class</td>
<td>03 May 2008, AM</td>
</tr>
</tbody>
</table>

Total Allocated MCs : 8.0

Figure 4-11. Drop Allocated Module Screen

3. There will be penalty for students who dropped modules during the module drop period. A ‘W’ grade will be stamped on student’s transcript if modules are dropped during this period, whereas a ‘F’ grade will be stamped on student’s transcript if modules are dropped after the dropped period. No grade will be stamped on student’s transcript if module is dropped during the online period.
4. Upon clicking onto dropped allocated module screen, students will be led to screen as shown in Figure 4-12. Once student confirm that student wishes to drop the module(s), students can simply click onto confirm to save his preferences. If not, students can simply click onto cancel button to cancel the transaction.

<table>
<thead>
<tr>
<th>Modules</th>
<th>Title</th>
<th>Class</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC2101</td>
<td>Microeconomic Analysis I</td>
<td>N/A: N/A, 0-0, N/A</td>
<td>26 Apr 2008</td>
</tr>
<tr>
<td>CS2106</td>
<td>Operating Systems</td>
<td>N/A: N/A, 0-0, N/A</td>
<td>03 May 2008</td>
</tr>
</tbody>
</table>
5. **RANKING MANAGEMENT**

This section allows the student to rank for the selected modules, monitor the ranking status and view their ranking result.

**What is ranking?**

All selected modules will be ranked based on ranking priority. For example if there are 50 modules quota for particular module and 100 students ranked this module as their first choice, only 50 students who ranked it as their first choice will get the module. Those students who ranked it as second choice or higher will not be able to secure this lecture class. However, if there are 50 modules quota for this particular module and 25 students rank as first choice while the rest ranked it as 2nd choice; all students rank this module as their first choice will get the module. Subsequently, the remaining quota will be filled by those who rank the modules as 2nd choice as so on.

5.1 **Ranking**

All selected modules will be ranked based on the priority they choose for the module.

5.1.1 **Ranking Selected Module**

The following figure shows detail screen of Ranking Management screen.

1. Click on “Ranking Management” link from the left menu.

![Figure 5-1. Screen shot of Ranking Management](image)
2. The system shows the selected module, its class timetable and name of module.

- **Rank:** Students can select the drop down menu in order to rank the module according to their priority.
- **Module:** Module code that student selected.
- **Class:** Indicate the lecture group, time and location of module offer.
- **Title:** Module description

5.1.2 Ranking

1. Click on “Ranking Management” from the menu. The following section explains ranking details.

![Figure 5-2. Screen shot of Ranking Management](image)

2. The system will display all the module codes that student has selected. System will automatically sort the rank modules according to either their earlier choices or according to sequence on how modules are being added.

3. Students too can change the maximum number of modules they wish to take for Special Term. Maximum number of modules will let Lecture Balloting system knows the total number of modules student wants to take up for the Special Term. Once click onto the submit button, all ranked sequence will be save according to student's preferences.
5.1.3 Ranking Confirmation

The following page displays student's ranking choices before student commit any changes.

1. All ranking selection from the earlier choice will be shown in the following screen.

![Screen shot of Ranking Management Confirmation](image)

**Figure 5-3. Screen shot of Ranking Management Confirmation**

2. By clicking onto Confirm button, all choices will be saved into the database. If students decide not to save their changes, they can simply click onto Ranking Management again.

5.1.4 Ranking Affirmation

![Screen shot of Ranking Management Affirmation](image)

**Figure 5-4. Screen shot of Ranking Management Affirmation**

The above page displays student's ranking choices for confirmation should there be any changes.

1. Once ranking has been confirmed all updated information will be saved.
6. TIMETABLING

Time tabling basically allows students to view all their allocated modules after ranking management or tutorial management exercise. All the modules lecture/tutorial/practical will be shown sorted according to the date and time on the time table. However, if the module is not configured accordingly, it will be displayed on the Sunday slot. Detail of the time table is as shown in Figure 6.1.

<table>
<thead>
<tr>
<th>Time</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00</td>
<td>09:00</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>09:00</td>
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<td>10:00</td>
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<td>12:00</td>
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<td>13:00</td>
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<td>16:00</td>
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<td>18:00</td>
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<td>19:00</td>
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<td></td>
</tr>
</tbody>
</table>

Figure 6-1. Screen shot of Time Tabling For Student Who Has Been Allocated With Module
7. SUBMITTING APPEALS

Students can submit appeals regarding problems they encounter while registering for their modules. Appeals can be divided into 2 types:

1. Module-related
2. Non-module-related (i.e. “Others”)

Upon successful submission of an appeal, a confirmation email will be sent to the student.

7.1 Accessing Appeal

1. Students can logon to appeal handling system from STRS (See Figure 7-1. Logon to STRS System).

2. STRS student home page provides a link to appeal handling system (See Figure 7-2. Link to Appeal System).

![Figure 7-1. Logon to STRS System](image-url)
Verify Personal Data

Matriculation No.: U040071B
Name: UNDERGRADUATE STUDENT NAME65479
Course Level: SOCIAL SCIENCES HONOURS
Degree: BACHELOR OF SOCIAL SCIENCES WITH HONOURS
Academic Year: 2007/2008

Don’t know how to use the interface? Click here for the user guide.

For more information on declaration, please click on the Declaration link in the left menu.

Figure 7-2. Link to Appeal System
7.2 Selecting Appropriate Appeal Type

Non-module related appeals can be submitted anytime, whereas module-related appeals may only be submitted after the special term registration has ended – please refer to [https://team.nus.edu.sg/registrar/info/specialterm/ST-RegistrationSchedule.pdf](https://team.nus.edu.sg/registrar/info/specialterm/ST-RegistrationSchedule.pdf) for the detailed schedule.

1. To raise a new appeal, students have to select a relevant appeal type from the drop-down box.
2. Students are required to provide their contact number by which admin officers can call them in case of urgent matters.
3. Students are also required to indicate whether they will be graduating at the end of the Special Term using the drop-down box.
4. The system displays an error message if the contact number is missing.

![Figure 7-3. Selecting Appeal Type](https://team.nus.edu.sg/registrar/info/specialterm/ST-RegistrationSchedule.pdf)
7.3 Raising a Non-module-related Appeal

a. List student particulars and instructions for selected appeal type. You can only select one appeal type under this category, i.e. “Others”. Please take note that you should NOT submit any module-related appeal under this appeal type. Any inappropriate submission of appeal will lead to delay that may lead to you not obtaining the module of choice.

b. Students are required to provide reasons for their appeals.

c. The system displays an error message if the appeal reasons are missing.

Figure 7-4. Raising a Non-module-related Appeal
7.4 Raising a Module Related Appeal

Note that students can only submit at most one appeal for each module related appeal type (no limit exists for submission of non-module-related appeals).

1. List student particulars and instructions for selected appeal type.

2. Students are required to indicate the number of modules they wish to register for (either 1 or 2).

3. Students are required to select at least 1 module for their appeal. Selection is done by clicking on the list of modules on the left followed by the “Æ” icon (TIP: either Ctrl+Click or Shift+drag+Click to highlight more than 1 module). The selected module(s) should then appear on the list to the right.

4. If more than 1 module are selected, students should order them according to their preference by shifting them up / down.

5. Students are also required to specify the reason(s) for their appeal.

6. The system displays an error message if no modules are selected or if the appeal reasons are missing.

Figure 7-5. Raising a Module Related Appeal
7.5 Confirmation and sending email

1. After the validation of the appeal, system lists out the appeal details for student to confirm. (See Figure 7.6. Appeal Confirmation and 7.7. Raise Appeal Successful)

2. Upon student’s confirmation, system will send an email to the relevant authority on behalf of the student.

3. System will also send an email to student as the indicator of successfully raising new appeal. (See Figure 7.8. Email Sent to Student)
Figure 7-7. Raise Appeal Successful

Subject: New Appeal - U061005N
Content:

Student Information

<table>
<thead>
<tr>
<th>Metric No.</th>
<th>U061005N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>UNDERGRADUATE STUDENT NAME81350</td>
</tr>
<tr>
<td>Contact No.</td>
<td>97415792</td>
</tr>
<tr>
<td>Student Faculty</td>
<td>ARTS &amp; SOCIAL SCIENCES</td>
</tr>
<tr>
<td>Course Code</td>
<td>ARS2</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:u061005@nus.edu.sg">u061005@nus.edu.sg</a></td>
</tr>
</tbody>
</table>

Appeal Details

<table>
<thead>
<tr>
<th>Appeal No.</th>
<th>20082010697</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeal Type</td>
<td>Appeal for Module(s)</td>
</tr>
<tr>
<td>Selected Module(s)</td>
<td>1. CH101E - Introduction to Chinese Studies</td>
</tr>
<tr>
<td>Appeal Reason</td>
<td>Provide reason here</td>
</tr>
</tbody>
</table>

Important: This email is confidential and may be privileged. If you are not the intended recipient, please delete it and notify us immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person. Thank you.

Figure 7-8. Email sent to student
8. **TUTORIAL REGISTRATION**

This section allows the student to register their tutorial choices. Here the student can add/update tutorial class and rank each class according to their priority, make a swap request for another tutorial class, and also drop the tutorial class.

The term "tutorial" will include tutorial groups, discussion groups, language classes, laboratory sessions, practical classes, etc. It will be the generic term used to describe any activities that students participate when they meet, in addition to attendance to lectures to fulfill the module requirement.

**Stages of Tutorial Registration**

Tutorial registration consists of the following different stages:

1. Ranking/Balloting
2. Add/Drop/Update
3. Swapping

1. **Ranking/Balloting (one round or multiple rounds)**

   a. For each round, a student is asked to rank 20 preferences for tutorial time slots for all the modules he/she is enrolled.

   b. A student may list fewer than 20 ranked preferences, but this means there are fewer preferences for the system to consider. A shorter list of preferences may also mean that a student may not be successful in getting a tutorial allocated at all.

   c. Ranking must be unique across all selections, i.e., students cannot have rank 1 for class 01 of module X, and another rank 1 for class 10 for module Y.

   d. There is no timetable check during ranking selections. Timetable check only applies during allocation when students are given the groups.

   e. For cross-listed modules that do not have tutorial groups of their own, students check the tutorial groups under the parent code even though they are registered under the cross-listed module code.

   f. Tutorials are allocated based on balloting rule, not first come first served.

   g. At the end of each tutorial ballot round, allocation will be given to the successful students who will be notified via NUSNET email.
h. If, despite the provision of 20 ranked preferences, the student is still not successful in being allocated the tutorial groups for all his/her modules, the student can try his/her luck during the “Add/Drop/Update” and “Swapping” stages or file appeals after the entire tutorial registration period.

2. Add/Drop/Update

a. The "Add/Drop/Update" process begins after the last round of tutorial balloting.

b. Students can add or change to any tutorial classes on a first-come-first-served basis as long as there are still vacancies.

c. When a student drops or changes to a new tutorial class successfully, his/her place in the current class will be withdrawn, and the vacancy thus created will be released to other students.

3. Swapping

a. The “swapping” process begins after the last round of tutorial balloting.

b. If a student has already been successfully allocated a tutorial class but he/she would like to change to another class that is currently full. He/she can post a swap request for the attention of those students in the full tutorial class.

c. Perhaps there is a student from the full tutorial class who wants to make a corresponding switch. A swap will then take place. If not, the request will be stored in the system until a time when a corresponding match is found.

d. Students will be informed of a successful swap by email.

e. If a student changes his/her mind and decides to remain in the tutorial class originally allocated, he/she must remember to cancel the request to swap before the swap gets to work its way through.
8.1 Tutorial registration home page

1. After logging in, click ‘Tutorial Registration’ on the left menu bar. The system will display the tutorial home page.

2. You must obtain the lecture class of the module FIRST before you can proceed on with tutorial registration.

3. Modules allocated but have not been registered for tutorials yet will be displayed on the top portion of the page. The page also displays the student’s current ranking queue information.

4. Swap request information is displayed at the bottom of page. (See Figure 8-1. Tutorial Registration Home Page).

Figure 8-1. Tutorial Registration Home Page
8.1.1 Rank Tutorial Class for Balloting

To start the ranking process of your tutorial, you click on the button “Rank Tutorial Choices”. The page that follows shown below allows students to select which tutorial class to rank. Student needs to click the checkbox beside the tutorial class and then click the “Submit” button. The “Reset” button will clear all the previously selected checkbox. (See Figure 8-2. Select Modules for Ranking)

1. The system displays the modules selected previously. On the left of each module there will be a number for the student to indicate their ranking preference for each module. (See Figure 8-3. Rank Tutorial Class).

2. Each module must be ranked individually. If the student clicks the “Submit” button with duplicate priority, an error message will be displayed (see Figure 8-4. Rank Tutorial Class – Error Message.). If no duplicate priority exists, then the system will go to the home page and display the ranking information (see Figure 8-5. Rank Tutorial Class – Home page (ranked classes exist)).

3. Tutorial ranking must be completed in accordance to the specified timeline in the special term web site. Any ranking choices not done during that specified time will not be accepted.

![Figure 8-2. Select Modules for Ranking](image)
**Rank your classes for balloting**

Please rank your selected classes in the order of preference.

Note: Rank 1 has the highest priority, followed by rank 2 and so on. Please ensure that there are no duplicate priority across different class numbers for different modules. E.g., if you have module A (1 classes) and module B (2 classes), and you have to rank 3 classes, the rank would look like: module A - rank 1, module B - rank 2, and module B - rank 3.

<table>
<thead>
<tr>
<th>Module Activity</th>
<th>Class Number</th>
<th>Class Timetable</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA1104-TUTORIAL</td>
<td>DW1</td>
<td>Class No [DW1] 'S9A-0102', Weekly, MONDAY From 1100 hrs to 1200 hrs</td>
<td>1</td>
</tr>
<tr>
<td>MA1104-TUTORIAL</td>
<td>DW2</td>
<td>Class No [DW2] 'S18-0556', Weekly, FRIDAY From 1300 hrs to 1400 hrs</td>
<td>2</td>
</tr>
<tr>
<td>MA1104-TUTORIAL</td>
<td>DW3</td>
<td>Class No [DW3] 'S12-0556', Weekly, FRIDAY From 1400 hrs to 1500 hrs</td>
<td>3</td>
</tr>
</tbody>
</table>

**Figure 8-3. Rank Tutorial Class**

---

**Rank your classes for balloting**

Please rank your selected classes in the order of preference.

Note: Rank 1 has the highest priority, followed by rank 2 and so on. Please ensure that there are no duplicate priority across different class numbers for different modules. E.g., if you have module A (1 classes) and module B (2 classes), and you have to rank 3 classes, the rank would look like: module A - rank 1, module B - rank 2, and module B - rank 3.

<table>
<thead>
<tr>
<th>Module Activity</th>
<th>Class Number</th>
<th>Class Timetable</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA1104-TUTORIAL</td>
<td>DW1</td>
<td>Class No [DW1] 'S9A-0102', Weekly, MONDAY From 1100 hrs to 1200 hrs</td>
<td>1</td>
</tr>
<tr>
<td>MA1104-TUTORIAL</td>
<td>DW2</td>
<td>Class No [DW2] 'S18-0556', Weekly, FRIDAY From 1300 hrs to 1400 hrs</td>
<td>2</td>
</tr>
<tr>
<td>MA1104-TUTORIAL</td>
<td>DW3</td>
<td>Class No [DW3] 'S12-0556', Weekly, FRIDAY From 1400 hrs to 1500 hrs</td>
<td>3</td>
</tr>
</tbody>
</table>

**Figure 8-4. Rank Tutorial Class – Error Message.**
Tutorial Registration

- Tutorials are allocated based on ballotting rule, not first come first served.
- For cross-listed modules that do not have tutorial groups of their own, please check the tutorial groups under the parent code even though you are registered under the cross-listed module code.

Your ranked class preferences have been successfully updated.

Tutorial Summary

<table>
<thead>
<tr>
<th>Drop</th>
<th>Module Code</th>
<th>Activity Type</th>
<th>Class Timetable</th>
<th>Add/Update</th>
<th>Swap</th>
</tr>
</thead>
<tbody>
<tr>
<td>N.A</td>
<td>MA1104</td>
<td>TUTORIAL(T)</td>
<td>Not Allocated</td>
<td>N.A</td>
<td>N.A</td>
</tr>
</tbody>
</table>

Current Ranking Queue

Below are your current ranking preferences. Please click the 'Update Rank Preferences' button to modify your ranking preferences:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Module Code</th>
<th>Activity Type</th>
<th>Class Number</th>
<th>Class Timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MA1104</td>
<td>TUTORIAL(T)</td>
<td>D11</td>
<td>Class No [D11 ] '59A-0102', Weekly, MONDAY From 1100 hrs to 1200 hrs</td>
</tr>
<tr>
<td>2</td>
<td>MA1104</td>
<td>TUTORIAL(T)</td>
<td>D12</td>
<td>Class No [D11 ] '59B-0106', Weekly, FRIDAY From 1300 hrs to 1400 hrs</td>
</tr>
<tr>
<td>3</td>
<td>MA1104</td>
<td>TUTORIAL(T)</td>
<td>D13</td>
<td>Class No [D11 ] '59A-0506', Weekly, FRIDAY From 1400 hrs to 1500 hrs</td>
</tr>
</tbody>
</table>

Update Rank Preferences

Figure 8-5. Rank Tutorial Class – Home page (ranked classes exist)
8.1.2 Allocated Tutorial Class

After the tutorial balloting round ends, balloting will commence. Once balloting complete, students will be informed of the results through emails and the next stage of tutorial registration, i.e. Add/Drop/Update/Swap period begins.

At the specified time-schedule for tutorial add/drop/update/swap period, the tutorial registration homepage will display active links for add/update and swap actions. For the purpose of this example, the student has been allocated tutorial class DW1.

![Tutorial Registration Homepage with Add/Update and Swap links active](image)

**Figure 8-6. Tutorial Registration Homepage with Add/Update and Swap links active**
8.1.3 Add/Update Tutorial Class

If you are unsuccessful in your tutorial balloting process, you are able to come to this page and see if there is still any vacancy left in other tutorial classes (See Figure 8-7, Tutorial with Add link active). If there is then this page allows you to automatically add yourself into the respective tutorial class (See Figure 8-8. Add Tutorial Class with vacancy and Figure 8-9. Tutorial Class Added Successfully).
Add/Update Class

The following classes are available for adding/updating:

Module: MA1104-Multivariable Calculus
Activity Type: TUTORIAL

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Class Timetable</th>
<th>Vacancy</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>DW1</td>
<td>Class No [DW1] 'SPE-0101', Weekly, MONDAY From 1100 hrs to 1200 hrs</td>
<td>476</td>
<td><img src="select.png" alt="Select" /></td>
</tr>
<tr>
<td>DW2</td>
<td>Class No [DW2] 'S13-0506', Weekly, FRIDAY From 1300 hrs to 1400 hrs</td>
<td>476</td>
<td><img src="select.png" alt="Select" /></td>
</tr>
<tr>
<td>DW3</td>
<td>Class No [DW3] 'S13-0506', Weekly, FRIDAY From 1400 hrs to 1500 hrs</td>
<td>500</td>
<td><img src="select.png" alt="Select" /></td>
</tr>
</tbody>
</table>

Submit  Reset

Figure 8-8. Add Tutorial Class with vacancy

Tutorial Registration

- Tutorials are allocated based on balloting rule, not first come first served.
- For cross-listed modules that do not have tutorial groups of their own, please check the tutorial groups under the parent code even though you are registered under the cross-listed module code.

Class successfully allocated.

Tutorial Summary

<table>
<thead>
<tr>
<th>Drop</th>
<th>Module Code</th>
<th>Activity Type</th>
<th>Class Timetable</th>
<th>Add/Update</th>
<th>Swap</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="drop.png" alt="Drop" /></td>
<td>MA1154</td>
<td>TUTORIAL(T)</td>
<td>Class No [DW1] 'SPE-0101', Weekly, MONDAY From 1100 hrs to 1200 hrs</td>
<td>Update</td>
<td>Swap</td>
</tr>
</tbody>
</table>

Drop  Cancel

Figure 8-9. Tutorial Class Added Successfully
If you are successfully being allocated with your chosen tutorial class but wishes to change to another, this page allows the student to perform update action to their existing allocated tutorial classes.

To select a class for add/update, the student needs to click on the radio button beside the preferred choice of class and click the “Submit” button.

In our example below, the student will update the tutorial class from DW1 to DW3.

Only tutorial classes that still have vacancy will be displayed. If you need to switch to another tutorial class that is not displayed here, you will need to make use of the swap function.

![Add/Update Tutorial Class](image)

**Figure 8-10. Add/Update Tutorial Class**
Figure 8-11. Tutorial Homepage After Add/Update
8.1.4 Swap Tutorial Class

This page allows the student to put in a swap request for another tutorial class. Click swap link on tutorial registration homepage (see Figure 8-12. Tutorial Registration Homepage: click swap link). The system will display a swap page (See Figure 8-13. Swap page). Please click checkbox beside the preferred tutorial class and then click the “Submit” button.

![Tutorial Registration Homepage: click swap link](image)
**Existing Swap Requests**
You have no pending swap requests

**Add Tutorial Swap Request**
The following swap options are available for your selected class.
Current Allocated Class Number: DW3

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Activity Type</th>
<th>Class Number</th>
<th>Class Timetable</th>
<th>Matching Requests</th>
<th>Swap</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA1104-Multivariable Calculus</td>
<td>TUTORIAL(T)</td>
<td>DW4</td>
<td>Class No [DW4] 'S12-0502', Weekly, FRIDAY From 1400 hrs to 1600 hrs</td>
<td>0</td>
<td>☑</td>
</tr>
</tbody>
</table>

Submit | Reset

---

**Figure 8-13. Swap page**
1. If there are no matching swap requests, the student will be queued for the requested tutorial class. Swap information will be displayed on the tutorial registration homepage (See Figure 8-14. Swap tutorial class in queue).

![Figure 8-14. Swap tutorial class in queue](image-url)
2. If there is a matching swap request, matching request column will show a number “1” (See Figure 8-15. Matching swap request). An instant swap can be made. After clicking "Submit" button, student will be shown an acknowledgement page (See Figure 8-16. Instant Swap acknowledgement page). The student will be sent an email notification.

Figure 8-15. Matching swap request
Tutorial Registration

- Tutorials are allocated based on balloting rule, not first come first served.
- For cross-listed modules that do not have tutorial groups of their own, please check the tutorial groups under the parent code even though you are registered under the cross-listed module code.

Your tutorial class has been successfully swapped and a notification email has been sent to you.

Tutorial Summary

<table>
<thead>
<tr>
<th>Drop</th>
<th>Module Code</th>
<th>Activity Type</th>
<th>Class Timetable</th>
<th>Add/Update</th>
<th>Swap</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>MA1104</td>
<td>TUTORIAL(T)</td>
<td>Class No [DW1] 'S12-0506', Weekly, FRIDAY from 1400 hrs to 1500 hrs</td>
<td>Update</td>
<td>Swap</td>
</tr>
</tbody>
</table>

Drop | Cancel

Current Ranking Queue

You have not ranked any classes for balloting yet. Please click on the 'Rank Tutorial Preferences' button.

Rank Tutorial Choices

Swap Request

Below is the summary of your pending class swap requests.

You have no swap Requests which are pending.

Figure 8-16. Instant Swap acknowledgement page
8.1.5 Drop Tutorial Class

To drop a tutorial class, click on the check box on the tutorial homepage (See Figure 8-17. Drop tutorial class). Click on the “Drop” button. System will display an acknowledgement page (See Figure 8-18. Drop acknowledgement page).

Figure 8-17. Drop tutorial class
Tutorial Registration

- Tutorials are allocated based onballoting rule, not first come first served.
- For cross-listed modules that do not have tutorial groups of their own, please check the tutorial groups under the parent code even though you are registered under the cross-listed module code.

I class dropped successfully

Tutorial Summary

<table>
<thead>
<tr>
<th>Drop</th>
<th>Module Code</th>
<th>Activity Type</th>
<th>Class Timetable</th>
<th>Add/Update</th>
<th>Swap</th>
</tr>
</thead>
<tbody>
<tr>
<td>N.A</td>
<td>MA1104</td>
<td>TUTORIAL(T)</td>
<td>Not Allocated</td>
<td>Add</td>
<td>N.A</td>
</tr>
</tbody>
</table>

Current Ranking Queue

You have not ranked any classes forballoting yet. Please click on the ‘Rank Tutorial Preferences’ button.

Swap Request

Below is the summary of your pending class swap requests.
You have no swap requests which are pending.