

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

## 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 header area is blue with the text 'Student Automated Registration Main Menu'. Below the header, user information is displayed: Name TEST ACCOUNT, Current : Programme EEE, Study Year 3, Specialisation, Registration : Programme ADM, Study Year 3, Specialisation. A box titled 'Please select one of the functions :' contains several 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.

NANYANG TECHNOLOGICAL UNIVERSITY

Student Automated Registration System

Main Menu

Name TEST ACCOUNT

Current : Programme EEE Study Year 3 Matric 999999999

Registration : Programme ADM Study Year 3 Specialisation

Please select one of the functions :

- Add Course
- Drop Course
- Check/Print Courses Registered
- Check Vacancies Available
- Change Index Number of Course
- Swop Index Number with Another Student
- Re-Classify GERPE Course Type
- Exit

Click the **Add Course** tab to get in.

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.

NANYANG TECHNOLOGICAL UNIVERSITY

Student Automated Registration System

Name TEST ACCOUNT

Index Number

OK

Main Menu

Exit

1. Enter the **Index Number** of the course which you would like to add here.

2. 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.

Name **TEST ACCOUNT**

Index Number 00123 Course AB1201

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

Course Type Core

**Confirm to Add Course**

**Main Menu**

**Exit**

1. Click **Confirm to Add Course** after you check your courses.

2. Click **Exit**.

### 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.

NANYANG TECHNOLOGICAL UNIVERSITY

Student Automated Registration System

Name **TEST ACCOUNT** Matric 999999999

Current : Programme EEE Study Year 3 Specialisation

Registration : Programme ADM Study Year 3 Specialisation

Please select one of the functions :

- Add Course**
- Drop Course**
- Check/Print Courses Registered
- Check Vacancies Available
- Change Index Number of Course
- Swop Index Number with Another Student
- Re-Classify GERPE Course Type
- Exit**

Click the **Drop Course** tab to get in.

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.

The screenshot shows the Nanyang Technological University STARS Planner interface. At the top, the university logo and name are displayed. Below the header, the user's name is listed as "TEST ACCOUNT". The "Index Number" field is set to "--Select One--". A dropdown menu is open, showing a list of courses: "34442 CM8001 Onwait 2", "52212 EE8085 Registered1", "00123 AB1201 Registered", and "00125 AB1202 Registered". The "OK" button is highlighted. A callout box points to the "OK" button with the text: "1. Click 'Ok' to confirm your selection". Another callout box points to the dropdown menu with the text: "1. Select the course that you would like to drop here." Below the dropdown menu, there are buttons for "Main Menu" and "Exit".

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

The screenshot shows the Nanyang Technological University STARS Planner interface. At the top, the university logo and name are displayed. Below the header, the user's name is listed as "TEST ACCOUNT". The "Index Number" is set to "00123" and the "Course" is set to "AB1201". The "Course Type" is "CORE" and the "Status" is "REGISTERED". The "Confirm to Drop Course" button is highlighted. A callout box points to the "Confirm to Drop Course" button with the text: "1. Click the **Confirm to Drop Course**." Below the button, there are buttons for "Main Menu" and "Exit".

**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.

**NANYANG TECHNOLOGICAL UNIVERSITY** Student Automated Registration System

Name: TEST ACCOUNT      Matric: 999999999

Current : Programme EEE      Study Year 3      Specialisation

Registration : Programme ADM      Study Year 3      Specialisation

Please select one of the functions :

- Add Course
- Drop Course
- Check/Print Courses Registered** (highlighted with a callout)
- Check Vacancies Available
- Change Index Number of Course
- Swop Index Number with Another Student
- Re-Classify GERPE Course Type
- Exit

Click the **Check/Print Courses Registered** tab to get in.

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.

**NANYANG TECHNOLOGICAL UNIVERSITY** Student Automated Registration System

Check/Print Courses Registered for 2012-2013 S

Name: TEST ACCOUNT

Course	AU	Course Type	S/U Grade option	GER Type	Index Number	Status	Choice	Class Type	Group	Day	Time	Venue	Remark
AB1201	3	CORE			00123	REGISTERED							
AB1202	3	CORE			00125	REGISTERED							
EE8085	3	UNRESTRICTED ELECTIVE			52212	REGISTERED							
CM8001	3	PRESCRIBED		STS	34442	WAITLIST	2						
SS1001	3	CORE				EXEMPTED							

TOTAL AU REGISTERED **9.0**

On the basis of your relevant certificate/diploma and on the recommendation of your Chair, you have been exempted from the following courses :

Course	Description
SS1001	STRUCTURAL & FUNCTIONAL ANATOMY

>Please refer to [NTU Map](#) for location of the venue.

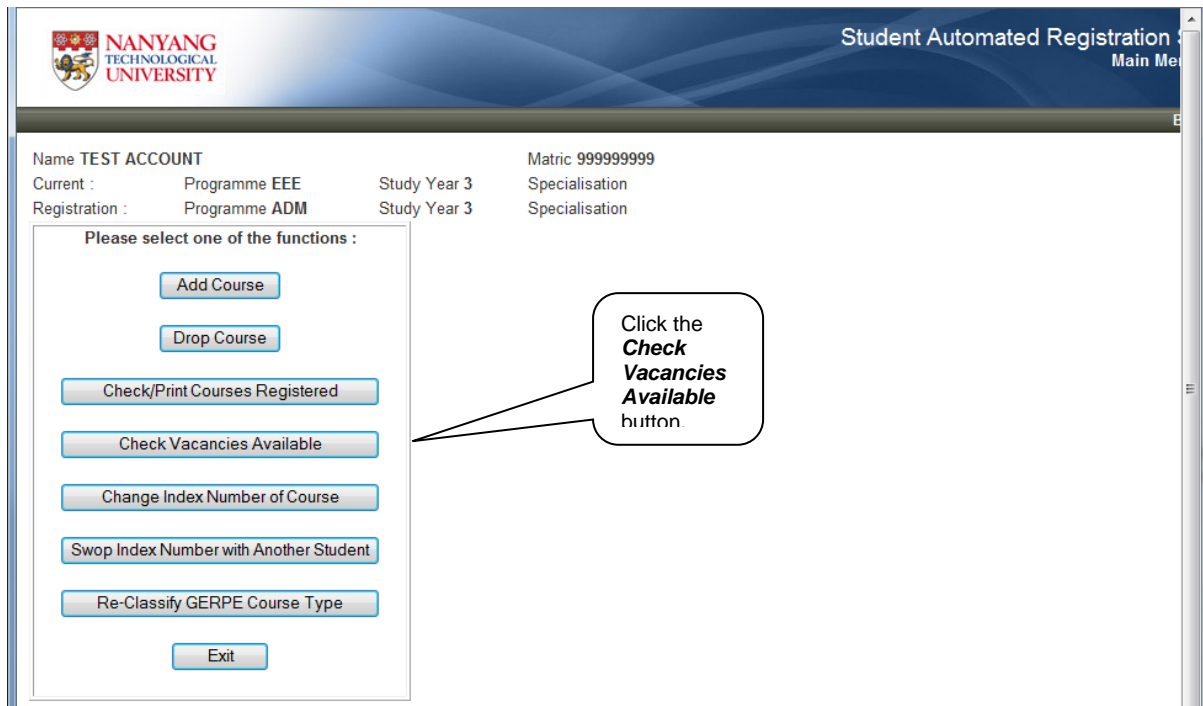
Main Menu

Exit

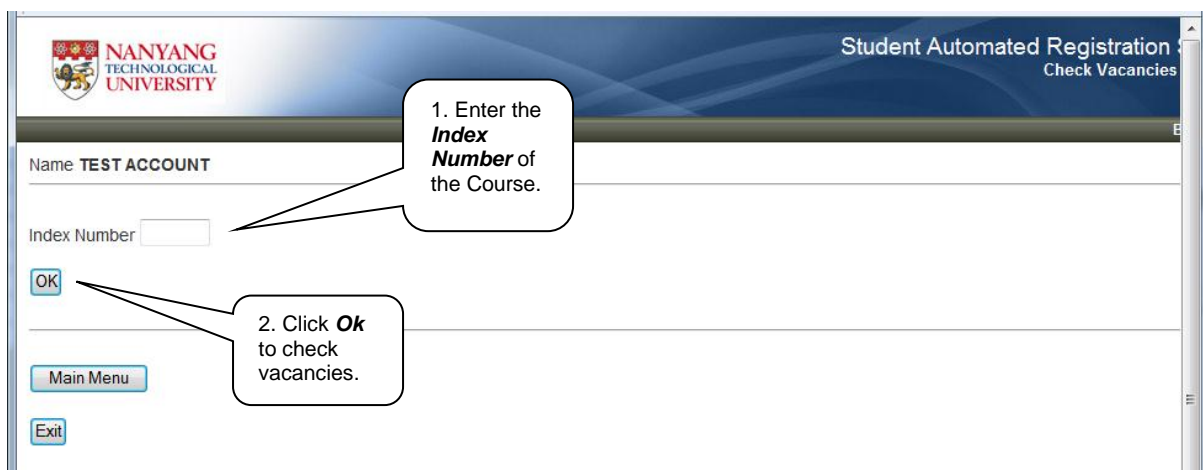
### Check Vacancies Available

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.

The screenshot displays the 'Student Automated Registration' interface. At the top left is the Nanyang Technological University logo. The title 'Student Automated Registration' is at the top right, with a 'Check Vacancies' link below it. The user is logged in as 'TEST ACCOUNT'. The current selection is 'Index Number 00123' and 'Course AB1201'. A table shows the class details: SEM 10, Group F, Time 0930-1230, Venue S3-SR7, and Remark. Below the table, it indicates 'Places Available 0' and 'Length of Waitlist 0'. A section for checking other courses includes an 'Index Number' input field and an 'OK' button. A callout bubble points to the 'OK' button with the text: 'If you want to check vacancies of other courses, click here.' At the bottom left are 'Main Menu' and 'Exit' buttons.

**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

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

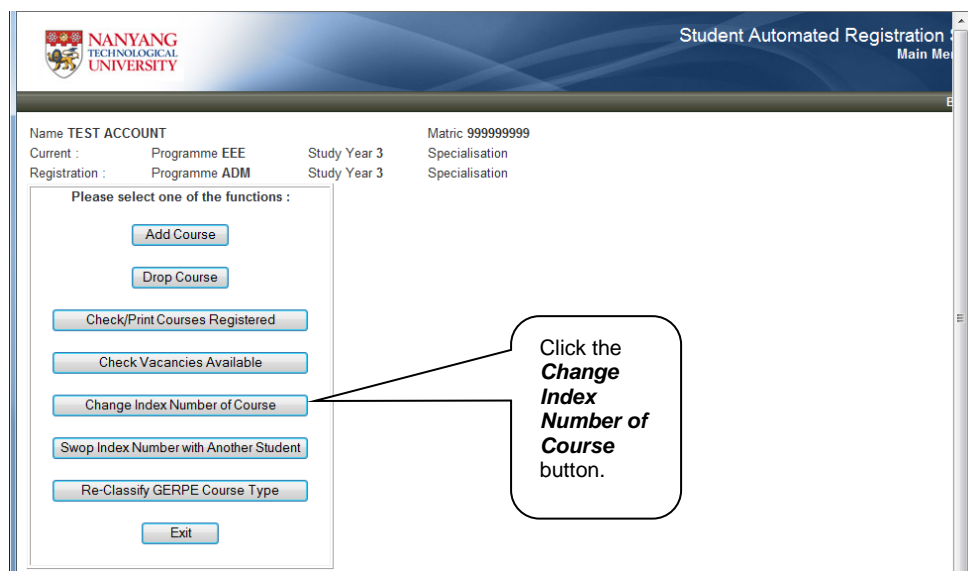


**Changing the Index Number of Courses i.e. Changing the Time Slots for Your Courses.**

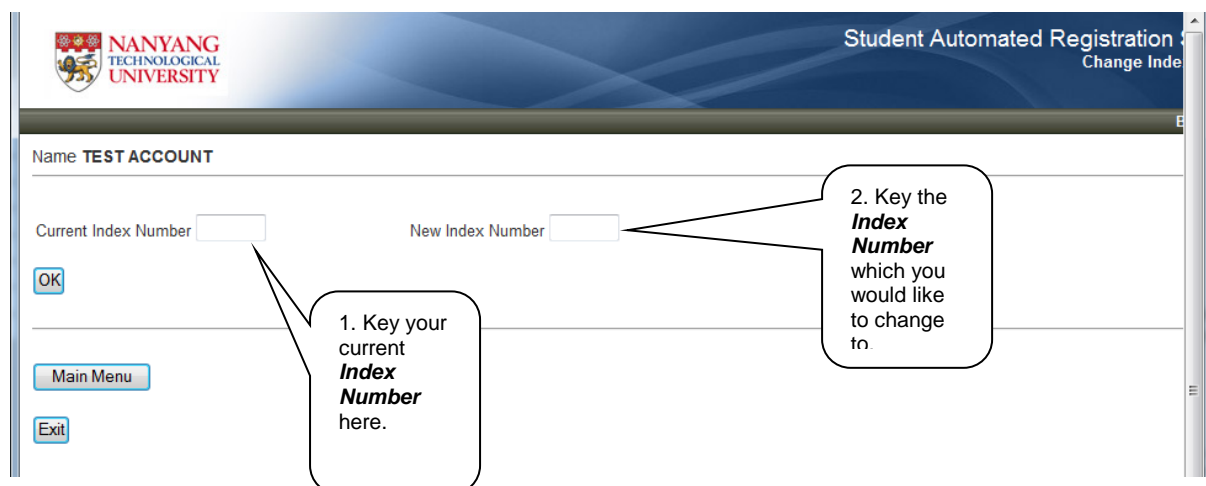
This function is for changing the time slot of your originally registered course. If there is a place in the new time slot, you will just be moved to the new slot. Otherwise, you remain in your current slot.

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/webexe/owa/aus\\_schedule.main](https://wish.wis.ntu.edu.sg/webexe/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.

 **NANYANG TECHNOLOGICAL UNIVERSITY** Student Automated Registration System  
Change Index Number

Office of Academic Services Back | Close

Name TEST ACCOUNT

Subject MB103

Current Index Number 00018      New Index Number 00019

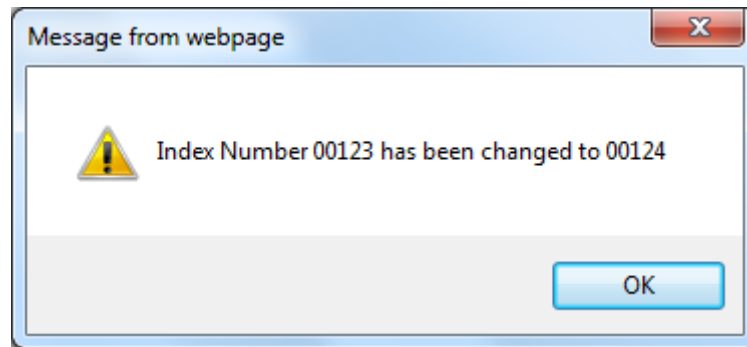
Class Type	Group	Day	Time	Venue	Remark
SEM 01	M	0930-1300	S4-SR5	Wk2-13	
SEM 01	T	1400-1730	S4-SR4	Wk2-13	

Class Type	Group	Day	Time	Venue	Remark
SEM 02	T	0930-1300	S4-SR4	Wk2-13	
SEM 02	M	1400-1730	S4-SR5	Wk2-13	

Subject Type GENERAL      Status REGISTERED

Click **Confirm to Change Index Number** here.

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



**Swapping Index Number (i.e. Time Slot) with Another Student**

This function is for swapping the time slot of your course with another student who has the same course. The student who is swapping the time slot with you need to enter his username and password 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.

NANYANG TECHNOLOGICAL UNIVERSITY

Student Automated Registration System  
Main Menu

Name TEST ACCOUNT  
Current : Programme EEE Study Year 3 Matric 999999999  
Registration : Programme ADM Study Year 3 Specialisation

Please select one of the functions :

- Add Course
- Drop Course
- Check/Print Courses Registered
- Check Vacancies Available
- Change Index Number of Course
- Swop Index Number with Another Student
- Re-Classify GERPE Course Type
- Exit

Click the **Swop Index Number with Another Student**

Step 2: You will see the following screen. Under Student #1, enter the **index number** of the course that you are swapping. Under Student #2, your peer will have to enter his **username**, **password** and **index number** (of the same course). Click **OK** to proceed.

NANYANG TECHNOLOGICAL UNIVERSITY

Student Automated Registration System  
Swop Index Number

Name TEST ACCOUNT

Student #1

Your Matric1 999999999

Your Index Number1

Student #2

Peer's Username  Password

Swop With Peer's Index Number2

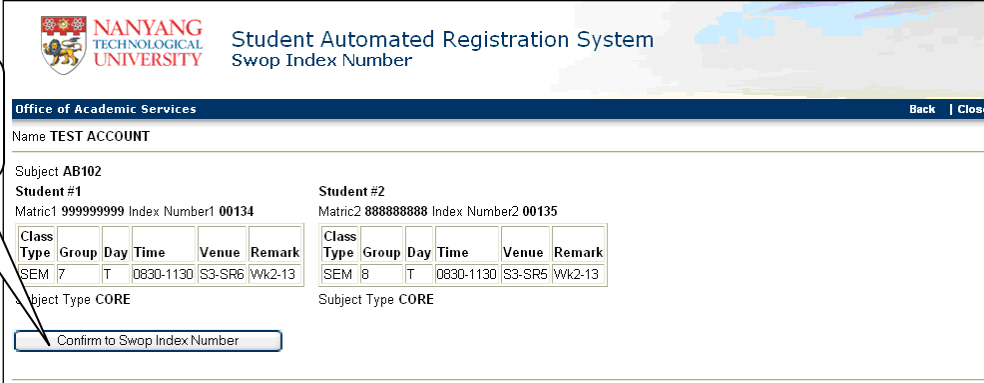
OK

Main Menu

Exit

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

Click to Swap Index Number.



**NANYANG TECHNOLOGICAL UNIVERSITY** Student Automated Registration System  
Swop Index Number

Office of Academic Services Back | Close

Name TEST ACCOUNT

Subject AB102

Student #1  
Matric1 999999999 Index Number1 00134

Class Type	Group	Day	Time	Venue	Remark
SEM 7	T	0830-1130	S3-SR6	Wk2-13	

Subject Type CORE

Student #2  
Matric2 888888888 Index Number2 00135

Class Type	Group	Day	Time	Venue	Remark
SEM 8	T	0830-1130	S3-SR5	Wk2-13	

Subject Type CORE

Confirm to Swap Index Number

Step 4: A pop out box will appear to indicate that your changes have been successful. Click the **Ok** button to complete the transaction. An email will then be sent to both you and your peer.

