

To: Students taking LAF/LAG/LAK 3201 French/German/Korean 3 under the SEP Language Preparation Programme in Semester 1, AY2015-16

The period of registration for Semester 1, LAF3201/LAG3201/LAK3201 French/German/Korean 3 is from **Monday, 13 July 2015 (9am) to Monday, 20 July 2015 (11.59 pm)**. The link to the registration website is at https://ap4.fas.nus.edu.sg/cgi-bin/FAS_SLP/slp_login.pl

Below are the guidelines on registration procedure:

1. You can indicate 3 preferred choices and there are 2 attempts for you to change your choice within the registration period. Please note that we may not be able to allocate you your first preferred choice.
2. Please note that we will not accept any request for pre-allocation after this registration ends. Students will have to bid for the modules through CORS.
3. It is important that you check and plan your time table carefully before indicating your preferences for lecture classes. Please ensure that there is no lecture and tutorial timetable clash. You may check the timetable for the French/German modules at the FASS website from 7 July 2015 at: http://www.fas.nus.edu.sg/undergrad/toknow/modules_offered.html
4. The results of allocation will be posted on CLS website at <http://www.fas.nus.edu.sg/cls> on Thursday, 23 July 2015, 4pm. The module (lecture group allocated) will be pre-allocated to you and 1 point will be deducted from your account on 27 July 2015.
5. In the event if you decided to drop the module after the release of result, 1 point will be deducted from your account.
6. If you decide to change your lecture group after the pre-allocation, we will not be able to accede to your request if it is due to personal reasons for e.g. working part-time, giving private tuition, personal activity outside school, etc... You can [drop the module online](#) and bid with other students through CORS for another lecture group. Should your bidding attempt not be successful, you will have to wait till the end of the bidding period for any balance of vacancies for the module. However, there is no guarantee that there will be vacancies left for you. In other words, any changes to the lecture groups must be managed at your own risk.
7. After lecture group allocation, change of lecture group due to timetable clash is only allowed if there is a clash with your core modules and/or only one session is offered for your Home Faculty module. If this is so, please find someone in SEP LPP to swap with you. The steps taken will be as follows:
 - a) Go to the Centre's website(<http://www.fas.nus.edu.sg/cls/>) to look up the SEP LPP students' names and their lecture groups. Follow the link under NEWS AND EVENTS, SEP/LPP RESULTS.
 - b) Check with the students from the group that you would like to attend by sending them an email using your and their NUS email accounts. Ask them if they are willing to do a mutual swap of lecture groups with you. All email addresses can be found in the address book in outlook.
 - c) Once you have found a student who agrees to do a mutual swap of lecture group, both parties have to write an email to request the change.
 - d) A copy of the official time table from CORS is required for swapping from both students.
 - e) 1 point will be deducted for swapping from both students' CORS accounts.
 - f) Mutual swapping has to be done before CORS bidding ends.
8. Please inform us by Wednesday, 15 July 2015 (12noon), if you have decided to opt out of Programme. For those who have signed an agreement with IRO, please note that there is a penalty for you to opt out. You may check with IRO on the penalty.
9. Students are required to register online for their tutorial groups during the tutorial registration period.

10. Please note that your registration is subject to meeting the pre-requisite of the next module and you are not required to register in the MPE system.

If you do not register for the lecture group by the stipulated timeline, we shall presume that you decide to drop the module.

For further queries, you may contact Ms Low Lee Enn at clsle@nus.edu.sg for French/German modules and Ms Lela Kaur at clslelak@nus.edu.sg for Korean modules.

Thank you,
Lee Pei Ying
Manager
Centre for Language Studies

