

Registration Exercise for Language Preparation Programme AY2015/2016 Semester 1

This Registration Exercise is for students selected under the French/German/Korean Language Preparation Programme (LPP) to register for **LAF1201 (French 1) / LAG1201 (German 1) / LAK1201 (Korean 1)**. Selected LPP students (please refer to the list at the bottom) are required to take this module during their Semester 1, AY2015/2016. You are required to register online at https://ap4.fas.nus.edu.sg/cgi-bin/FAS_SLPFRH/ISIS_frh_sep_modreg.pl for the module from **Monday, 13 July 2015, 9:00am to Monday, 20 July 2015, 23:59 hrs.**

Please note that students are required to take 4 language modules under the LPP. The modules are: French/German/Korean 1, French/German/Korean 2, French/German/Korean 3 and French/German/Korean for Academic Purposes. For students from the Faculty of Arts and Social Sciences (FASS), these language modules are considered as unrestricted electives outside major. For non-FASS students, these modules are considered as electives outside faculty. Each module offers 4 modular credits.




As there are limited places for the LPP, we would like to appeal to you to consider the offer seriously. If you do not want to accept the offer, please inform us before 15 July to enable us to offer the vacancy to students on our reserve list. Your serious participation in the LPP is very much appreciated as the Centre for Language Studies (CLS) does not want to see vacancies and effort in organizing the programme gone to a waste because of students dropping out after registration.

Selected students should not have prior knowledge of the target language. While these students are exempted from the LPP, they can still register for the language courses suitable for their level through CORS registration after taking a placement test (please refer to CLS's website for the dates of placement tests). These students can apply to participate in the Student Exchange Programme (SEP) through the International Relations Office (IRO).

Please read the following guidelines for clear understanding of registration procedures:



- 1 Please ensure that you understand what the LPP entails and the terms and conditions involved before you take up the offer and register for the language module.
- 2 You are required to register online and indicate 3 preferred choices of lecture groups. No registration via email or phone will be accepted. 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.
- 3 For the French/German/Korean language modules, you have to register for 1 lecture group (2 lectures per week).
- 4 Please check and plan your timetable carefully before registration. You are responsible for ensuring that there is no lecture timetable clash. The timetable for the French/German/Korean modules can be found at http://www.fas.nus.edu.sg/undergrad/toknow/modules_offered.html
- 5 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 will be pre-allocated to you on 27 July 2015. 1 point will be deducted from the Programme Account for FASS students and General Account for all other students.
- 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 vacancies in the module. However, there is no guarantee that there will be vacancies left. 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 module 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 to be taken are 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 Should you decide to withdraw from SEP LPP after the module has been allocated to you, you have to drop the module online and inform the CLS Officer in-charge of the SEP LPP at lppenquiry at  and copy the email to Ms Low Lee Enn at  (German/French) and Ms Lela Kaur  (Korean)
- 9 Please note that we will not accept any request for registration after **Monday 20 July, 2015**. Students who do not register online will be deemed to have rejected the offer and their places will be given to students on our reserved list.

You may visit the CLS website at <http://www.fas.nus.edu.sg/cls/> for more information on the SEP/LPP.

For more information on the Language Modules, please visit the CLS Website
<http://www.fas.nus.edu.sg/cls/courses/language-modules.htm>

For queries on the registration exercise please contact Ms Low Lee Enn at  (French/German) or Ms Lela Kaur at  (Korean)

Frequently Asked Questions (FAQ)

- 1) I would like to know more about the Student Exchange Programme
Please approach International Relations Office (IRO).
- 2) Can I change the language offered to me?
The decision is final and no change is allowed.
- 3) Is the lecture group allocated based on first come first serve or balloting?
The allocation of lecture group is done through balloting.
- 4) How do I register for the lecture group when I am unsure of my Home Faculty timetable?
Please check your Home Faculty's website or approach your Home Faculty for the timetable.
- 5) Is it possible to change my lecture group as it clashes with my personal activity?
We regret to inform that change of lecture group is not allowed.
- 6) How can I drop the module online and withdraw from LPP?
You may drop the module online. However please send email to CLS and IRO with your name, matriculation number and lecture group to indicate that you will be dropping the module online and withdraw from LPP.