

## ONLINE MODULE REGISTRATION

This exercise is **mandatory** for all students who are **reading modules this Semester**. Details on this exercise are given below:


### 1. WHEN?

From **0900 hours of 9 January 2017 (Mon) to 2359 hours of 22 January 2017 (Sun)** – for registering Dept's modules (i.e. modules available for your programme of study).

From **0900 hours of 9 January 2016 (Mon) to 0900 hours of 16 January 2017 (Mon)** – for registering/requesting to read non-Dept's modules (i.e. modules offered by other Depts and/or Faculties).

### --- IMPORTANT ---

The add / drop period for the modules for **Semester 2, 2016/2017** (commencing 9 January 2017), is summarised in the table below. Do comply with the deadlines so that you will not be penalised for dropping modules late (if any).

Dates	Event
6 Jan 2017 (9.00am - 5.00pm) 	Module Preview Period <i>Students may login to preview modules available for this Semester. If you are unable to log in to the System, please report this immediately so that you do not encounter delays during the online registration exercise.</i> <i>(No selection of modules on this day)</i>
9 Jan (9.00am) - 22 Jan 2017 (11.59pm)	Module Registration Period - Add / Drop module (without Penalty)
9 Jan (9.00am) - 16 Jan 2017 (9.00am)	Cross Dept/Faculty Modules Registration Period. <i>[All students will be informed of the <u>status</u> of applications for cross dept/faculty modules by Thu, 19 Jan 2017 (5:30 pm)] *</i>
23 Jan - 26 Feb 2017 <i>(date of receipt of written request to drop module)</i>	Drop Module Period (With 'W' grade) **
From 27 Feb 2017 <i>(date of receipt of written request to drop module)</i>	Drop Module Period (with 'F' grade) **

\* Students who have yet to receive the application status of their cross dept/faculty modules by the **19 January 2017 (5.30pm)** should contact their home Dept accordingly.

\*\* 'W' denotes 'Withdrawn', and 'F' denotes 'Fail' grade. Students who drop their module(s) from **27 February 2017** (inclusive) will be awarded with **Grade F**.

### 2. HOW?

You will need to access the **enhanced Online Engineering Graduate Module Registration System** on the Internet at <http://www.gse.nus.edu.sg/online> using a browser, e.g. Internet Explorer, Mozilla Firefox or Chrome.

### 3. WHERE?

- (a) in your home or office at anytime; or  
 (b) on campus, using the PC (*1 unit will be allocated for this*) at the NUS Engineering Office of Graduate Programmes located at Blk EA, Level 6 Room 16, during office hours (*anytime between 8.30 am – 5.30 pm during weekdays*)

### 4. WHAT DO I NEED?

You will need your **NUSNet UserID** (format *E0xxxxxx* or *A0xxxxxx*) and your **password** to gain access to the Online Engineering Graduate Module Registration System.

If you have forgotten your login **password**, please refer to the following website on how to reset your password :

- [http://comcen.nus.edu.sg/technus/it\\_spotlight/resetting-nusnet-password-easy-1-2-3/](http://comcen.nus.edu.sg/technus/it_spotlight/resetting-nusnet-password-easy-1-2-3/) ; or
- <https://comcen.nus.edu.sg/services/mobile/nusnet-password-reset-via-mobile/>

**(Important)** : Do ensure that your mobile number is the same number as indicated in myISIS *Self Service > Campus Personal Information > Phone Numbers* in order to use this service.)

If this is your first semester of study and you have not changed the default password after having completed your Registration (Part One), please do so at <https://exchange.nus.edu.sg/>, by clicking on “**Change NUSNET Password**”. This is a one-time effort **before** you can access any other NUS Online services.

### 5. NAVIGATING AFTER SUCCESSFUL LOGIN

You can expect to see the following on the left menu:

Home	→ To view important events and Date-Time
Module Registration	→ To proceed with your module registration
Module Enrollment Enquiry	→ To view modules previously taken, modules enrolled in the current semester and status of requests to read cross Dept/Faculty module (if applicable)

### 6. ASSISTANCE

If you encounter problems on:

- (a) **the computer network**, you may contact the NUS IT Care

<b>Location</b>	Level 1, Computer Centre Building
<b>For Phone &amp; Email Assistance Only</b>	8.30am - 8.00pm (Mon - Fri) 8.30am - 6.00pm (Sat, Sun & Public Holidays)
<b>For Counter Walk-In Service</b>	8.30am to 6.00pm (Mon - Fri) 8.30am to 1.00pm (Sat) Closed on Sun & Public Holidays
<b>Tel</b>	6516 2080
<b>Fax</b>	6872 5231
<b>E-mail</b>	<a href="mailto:itcare@nus.edu.sg">itcare@nus.edu.sg</a>

- (b) **Online Engineering Graduate Module Registration System**

- For **IT-related issues** such as unable to log in or not being able to proceed with the module registration, you may send an e-mail to [engbox40@nus.edu.sg](mailto:engbox40@nus.edu.sg) .
- For **queries pertaining to the modules** which you wish to enrol, you may contact your Department. Details on who to contact can be found at <http://www.gse.nus.edu.sg/modreg/modregContacts.html>