

# IMPORTANT !

## ONLINE MODULE REGISTRATION – SEMESTER 1, 2017/2018

**You are required** to do this exercise **only if** you are reading module(s) for this Semester.

If you plan to take leave of absence for the Semester, please file your application online via MyISIS website at <https://myisis.nus.edu.sg/> before the end of the Instructional Week 2 of the semester. Otherwise, you will be liable to pay fees for the Semester.

Students who are not on approved leave of absence and who fail to register for any module by 2<sup>nd</sup> instructional week are assumed to be no longer interested in the course and their MSc candidatures would be deemed to be dismissed.

The attached note gives the instructions for carrying out this exercise. Please register for your modules early to avoid disappointment (*as popular modules may be over-subscribed*).

Do ensure that you do not encounter any class time-table or examination date clashes when you select to read your modules for the semester.

The University imposes the Add/Drop Period for modules on all graduate students. Please take note of the various deadlines (as summarised in the attached instructions) to avoid being penalised for dropping module(s) late. Students who **drop their module(s) from 2 Oct 2017 (inclusive)** will be awarded with **Grade F**.

If you intend to read a module offered by another Engineering Department within the Faculty of Engineering, you may submit your request online. Click the button, “Add Other Modules (offered by other Engineering Dept)”. Your request would be considered on a case-by-case basis according to the relevance of the module to your degree of study, module’s availability, your Dept’s approval as well as the teaching department’s approval.

If you intend to read a module offered by another Faculty, you will not be able to register for these modules online. Instead, please approach your Department’s Office for an application form. The completed form must reach your Department’s Office no later than Monday, 21 Aug 2017 (9.00am). These will also be considered on a case-by-case basis. A copy of this Form can be downloaded from the web site:  
[https://myportal.nus.edu.sg/studentportal/eng/gd/Documents/Form\\_Eng\\_GD\\_Cross\\_Faculty\\_Module.pdf](https://myportal.nus.edu.sg/studentportal/eng/gd/Documents/Form_Eng_GD_Cross_Faculty_Module.pdf)

I take this opportunity to wish you success in the coming Semester.