ONLINE MODULE REGISTRATION

This exercise is **mandatory** for students who are reading modules this Semester.

1. WHEN?

The Add / Drop period for the modules for **Semester 2, 2017/2018** (commencing 15 January 2018), is summarised below. Do comply with the deadlines so that you will not be penalised for dropping modules late (if any).

Dates	Event
11 Jan (9.00am) - 12 Jan 2018 (5.00pm)	Module **Preview** Period *You may login to preview modules offered this semester. If you are unable to log in, please report this immediately so that you would not encounter delays when the online registration exercise starts.* (**No selection of modules** *during these 2 days*)
15 Jan (9.00am) - 28 Jan 2018 (11.59pm)	Module Registration Period *(for modules available for your programme of study)* Add / Drop module (without Penalty)
15 Jan (9.00am) – 22 Jan 2018 (9.00am)	Cross Dept/Faculty Modules Registration Period *[Students will be informed of the status of their applications by Thu, 25 Jan 2018 (5:30 pm)]* *
29 Jan – 4 Mar 2018 *(date of receipt of written request)*	Drop Module Period (With 'W' grade) **
From 5 Mar 2018 *(date of receipt of written request)*	Drop Module Period (with 'F" grade) **

*   Students who have not received the application status of their cross dept/faculty modules by the 25 January 2018 (5.30pm) must contact their home Dept accordingly.

**   'W' denotes 'Withdrawn', and 'F' denotes 'Fail' grade. Students who drop their module(s) from 5 Mar 2018 (inclusive) will be awarded with Grade F.

2. HOW?

You will need to access the **Online Engineering Graduate Module Registration System** at https://myaces.nus.edu.sg/gseonline using a browser. Recommended browsers are Mozilla Firefox or Chrome.

3. 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**.

Select "**Login As Students**". If prompted for login, please sign in with "**nusstu\userid**" and your password.

If you have forgotten your login **password**, please refer to https://nusit.nus.edu.sg/change-or-reset-your-nusnet-password/ on how to reset your password.

(**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 1st 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.

4. 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)

5. ASSISTANCE

If you encounter problems on:
(a) the computer network, you may contact the NUS IT Care

Location	Level 1, Computer Centre Building
For Phone & Email Assistance Only	8.30am - 8.00pm (Mon - Fri) 8.30am - 6.00pm (Sat, Sun & Public Holidays)
For Counter Walk-In Service	8.30am to 6.00pm (Mon - Fri) 8.30am to 1.00pm (Sat) Closed on Sun & Public Holidays
Tel	6516 2080
E-mail	itcare@nus.edu.sg

(b) **Online Engineering Graduate Module Registration System**
- For **IT-related issues** such as being 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
- For **queries pertaining to the modules** which you wish to enrol in, do contact your Department. Details on who to contact can be found at: https://www.eng.nus.edu.sg/wp-content/uploads/DeptContacts.pdf

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