To: Students taking LAK 2201 Korean 2 and LAK3203 Korean for Academic Purposes under the SEP Language Preparation Programme in Semester 2, AY2017-18

The period of registration for Semester 2, LAK2201 Korean 2 and LAK3203 Korean for Academic Purposes is from Monday, 4 December 2017 (9am) to Monday, 11 December 2017 (11:59). The link to the registration website is at https://ap4.fas.nus.edu.sg/cgi-bin/FAS_SLP/ISIS_sep_modreg.pl

Below are the guidelines on registration procedure:

1. You must indicate 3 preferred choices for LAK2201 and 2 preferred choices for LAK3203 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 timetable carefully before indicating your preferences for lecture classes. Please ensure that there is no lecture timetable clash. You may check the timetable for the Korean modules at the FASS website at https://www.fas.nus.edu.sg/resources/academic-matters/modules-offered.html

4. The results of allocation will be posted on CLS website at http://www.fas.nus.edu.sg/cls on Wednesday, 3rd January 2018, at 11am. The module (lecture group allocated) will be pre-allocated to you and 1 point will be deducted from your account on 2nd January 2018.

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 Thursday, 7th December 2017 (12noon), if you have decided to opt out of Programme.

9. 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. Lela Kaur at clslelak@nus.edu.sg for Korean modules.

Thank you,
Lee Pei Ying
Manager
Centre for Language Studies