Registration Exercise for Language Preparation Programme
AY2019/2020 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 are required to take this module in Semester 1, AY2019/2020. You are required to register online at https://ap4.fas.nus.edu.sg/cgi-bin/FAS_SLP/slp_login.pl for the module lecture group from Wednesday, 10 July 2019 (9am) to Tuesday, 16 July 2019 (11.59 pm).

Please note that students are required to take 4 language modules under LPP. The modules are: French/German/Korean 1, French/German/Korean 2, French/German/Korean 3 and French/German/Korean 4. 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.

Due to the limited places in LPP, we would like to appeal to you to consider the offer seriously. If you do not wish to accept the offer, please inform us before Friday, 12 July 2019 to enable us to offer the vacancies to students on our reserve list. Your serious participation in the LPP is required as there are other students who are interested in language learning and are waiting for the LPP offer from the Centre for Language Studies (CLS).

Selected students should not have prior knowledge of the target language. While these students are exempted from LPP, they can still register for the language courses suitable for their level through Module Registration @ Education Records System (ModReg @ EduRec) after taking a placement test (please refer to CLS website for the dates of placement tests). These students can apply to participate in the Student Exchange Programme (SEP) through the Global Relations Office (GRO).

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 choices within the registration period. Please note that we may not be able to allocate your first preferred choice to you.

3. For 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 French/German/Korean modules can be found at http://www.fas.nus.edu.sg/resources/academic-matters/modules-offered.html

5. The results of allocation will be posted on CLS website at http://www.fas.nus.edu.sg/cls on Thursday, 25 July 2019, 4pm. The module will be pre-allocated to you on 24 July 2019.

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 example working part-time, giving private tuition, personal activity outside school, etc. You can drop the module online and select with other students through ModReg @ EduRec for another lecture group. Should your registration be unsuccessful, you will have to wait until the end of the ModReg @ EduRec selection for any balance of vacancies for 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 ModReg @ EduRec is required for swapping from both students

e) Mutual swapping has to be done before module registration ends.

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 Officers in-charge Ms Ong Meng Choo at clsomc@nus.edu.sg (French and German) and Ms Lela Kaur clslelak@nus.edu.sg (Korean).

8 Please note that we will not accept any request for registration after Tuesday, 16 July 2019. 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/courses/index.html#lpp for more information on the SEP/LPP.

For more information on the language modules, please visit CLS Website at http://www.fas.nus.edu.sg/cls/courses/index.html#languagemodules

For queries on the registration exercise please contact Ms Ong Meng Choo at clsomc@nus.edu.sg (French and German) or Ms Lela Kaur at clslelak@nus.edu.sg (Korean)

Frequently Asked Questions (FAQ)

1) I would like to know more about the Student Exchange Programme
   Please approach Global Relations Office (GRO).

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 with your name, matriculation number and lecture group to indicate that you will be dropping the module online and withdraw from LPP.