To: Students taking LAF3201 French 3, LAG3201 German 3 and LAK3201 Korean 3 under the SEP Language Preparation Programme in Semester 1, AY2019-20

The period of registration for Semester 1, LAF3201 French 3, LAG3201 German 3 and LAK3201 Korean 3 is from Wednesday, 10 July 2019 (9am) to Tuesday, 16 July 2019 (11.59 pm). The link to the registration website is at https://ap4.fas.nus.edu.sg/cgi-bin/FAS_SLP/slp_login.pl

Below are the guidelines on registration procedure:

1. You can indicate 3 preferred choices 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 select the modules through Module Registration @ Education Records System (ModReg @ EduRec).

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 from early July 2019 at http://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 Thursday, 25 July 2019, 4pm.

5. In the event if you decide to drop the module after the release of result, please email to inform me.

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 select with other students through ModReg for another lecture group. Should your registration be unsuccessful, you will have to wait till the end of the ModReg selection 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 ModReg is required for swapping from both students.
   e) Mutual swapping has to be done before module registration ends.

8. Please inform us by Friday, 12 July 2019 (12noon), if you decide to opt out of the Programme.

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 Ong Meng Choo at clsomc@nus.edu.sg for French and German Modules and Ms. Lela Kaur at clslelak@nus.edu.sg for Korean modules.