

INFORMATION ON 2016 CLASS REGISTRATION

A. REGISTRATION FOR CURRENT STUDENTS

Note: The term "Current Students" refers to students who were studying in UPTLC in 2015 and are now in Secondary 2 onwards (2016).

1. Students are advised to check their 2016 school time-table before registering for Tamil classes at UPTLC from 4 Jan 2016 onwards.
2. **Page 3** of this document provides explanations pertaining to Online Registration for 2016 Tamil Classes (for Current Students only)

B. REGISTRATION FOR SECONDARY ONE AND NEW STUDENTS

1. Students in Secondary One and new students registering in other levels at UPTLC are required to register in person at UPTLC from **4 Jan 2016 onwards, 2pm – 6pm.**
2. Sec One Registration
 - a. Documents to bring for Registration:
 - i. EZ Link card
 - ii. Copy of PSLE Result slip
3. New Students' Registration (Sec 2 to Sec 5 students of other Tamil Language Centres who are transferring to UPTLC or students who have been approved to take Higher Tamil or TL 'B' Syllabus)
 - a. Documents to bring for Registration:
 - i. EZ Link card
 - ii. Letter from the Sending School Principal addressed to Centre Director/UPTLC requesting to accept the student (preferably reason for the request to change Centre should be cited)
 - iii. Approval from Centre Director needs to be sought prior to acceptance into UPTLC
 - iv. Upon approval of Centre Director, student may continue to submit relevant documents and complete the registration process before proceeding for lessons
 - v. Such transfer students are requested to report to Centre by 2.30pm of the scheduled lesson day (refer to UPTLC website for 2016 Academic Timetable) so as to complete the necessary documentation/follow-up

C. TLB REGISTRATION PROCESS

1. To apply for MTLB (TLB), schools have to download Tamil 'B' Registration Form (Form A) from UPTLC website.
 - a. Form A needs to be endorsed by the School Principal
 - b. Form A needs to be faxed to UPTLC (Fax No: 6298 4677)
 - c. Upon acceptance of student, HOD TL and TL.Lit/UPTLC will liaise with MTL HOD of sending school
 - d. Prior to commencement of the first lesson, the TLB student proceeds to UPTLC General Office for registration
 - e. After registration, student proceeds for TLB lessons
2. Documents to bring for Registration:
 - a. EZ Link card
 - b. Either copy of PSLE Results Slip (for 2016 Sec 1 TLB students) or a copy of 2015 SA2 Result slip for students of other levels (Sec 2TLB to 4TLB)

D. LITERATURE IN TAMIL (FULL/ELECTIVE) 2016 – (FOR 2016 - SEC 3 EXPRESS STUDENTS)

1. To apply to offer Literature in Tamil (Full/Elective)
 - a. Students need to secure a distinction (Grades A1 or A2) in SA2 2015 in Tamil Language
 - b. Letter of Recommendation to allow the student to offer Literature in Tamil (Full/Elective) from sending school Principal addressed to the Centre Director/UPTLC
2. For further queries, please contact Mdm Amuda Duraiappan, ST/UPTLC at tel. 6298 0781 ext. 511.
3. Mdm Malar Vizhi, HOD TL and TL.Lit/UPTLC will liaise with sending school HOD MTL on the follow-up for successful candidates

Note: For more information, you may contact Mdm Malar Vizhi, HOD TL and TL.Lit/UPTLC at Tel. 6298 0781 ext.506

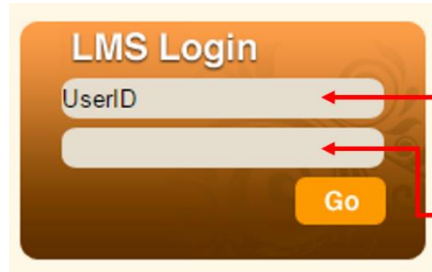
ONLINE REGISTRATION FOR 2016 TAMIL CLASSES (FOR CURRENT STUDENTS)

Students are to complete all 3 steps to ensure that the registration for classes is successful.

STEP 1: LOG-IN

1. Please go to www.uptlc.moe.edu.sg

2. Please proceed to

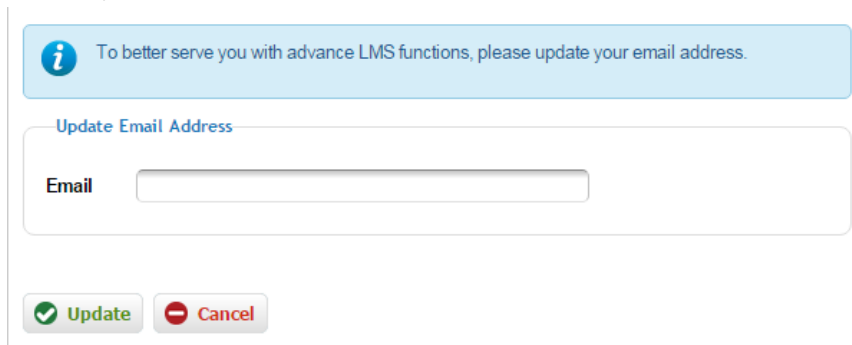


User ID: <BC/ NRIC/ Student Pass No>
e.g. SXXXXXXXXB

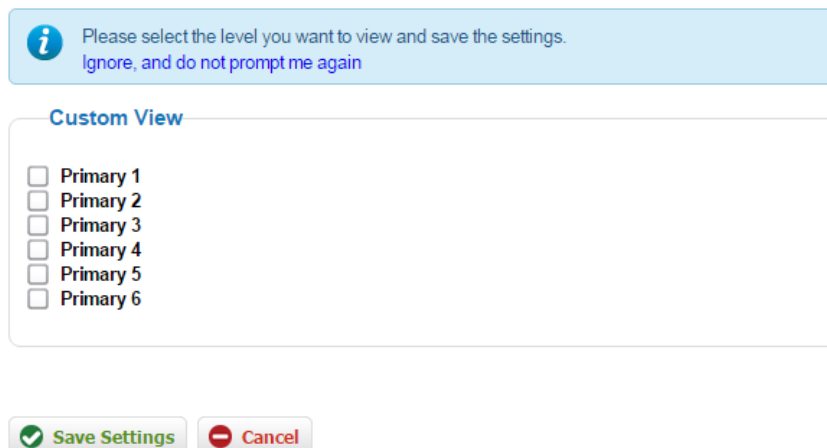
Password: <BC/ NRIC/ Student Pass No>
e.g. SXXXXXXXXB

then click 'Go'

3. If you see this window, type your Email Address and click 'Update'. If you do not have an Email Address, click 'Cancel'

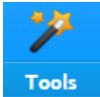


4. If you see this window, click 'Ignore, and do not prompt me again'



STEP 2: UPDATE PERSONAL INFORMATION

5. Click 'Tools' icon  which is at the top of the page.



6. Under 'Administrative Tools', click 'Student Profiling (New)' icon



Student Profiling(New)
Maintaining records of user's
personal and family information

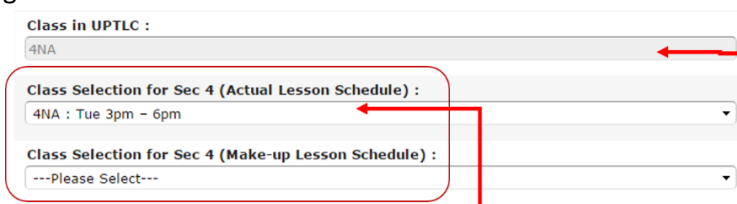
7. Under 'Profiling', fill in or update all your Personal Information (Student, Father, Mother and Guardian (if applicable))

STEP 3: REGISTER FOR 2016 TAMIL CLASS

Students are advised to check their 2016 school time-table before registering for Tamil classes at UPTLC to avoid any clashes.

- a. [Class in UPTLC](#) for 2016 has already been selected for you. So, there is no need to amend this field.
- b. Based on your [Class in UPTLC](#), select only ONE DAY for your lesson. You may choose from 'Actual Lesson Schedule' or 'Make-up Lesson Schedule'

e.g.

A screenshot of a registration form. The first dropdown menu is labeled 'Class in UPTLC :' and has '4NA' selected. A red arrow points from the text 'Student's class is 4NA' to this dropdown. The second dropdown menu is labeled 'Class Selection for Sec 4 (Actual Lesson Schedule) :' and has '4NA : Tue 3pm - 6pm' selected. A red arrow points from the text 'Since student is available on Tuesdays, he/she has selected the 'Actual Lesson Schedule' and left the 'Make-up Lesson Schedule' blank' to this dropdown. The third dropdown menu is labeled 'Class Selection for Sec 4 (Make-up Lesson Schedule) :' and has '---Please Select---' selected. A red box highlights the second and third dropdown menus.

Student's class is 4NA

Since student is available on Tuesdays, he/she has selected the 'Actual Lesson Schedule' and left the 'Make-up Lesson Schedule' blank

- c. Click '[Save Profile](#)'. You will be able to view the information you have entered.

8. The registration is completed now.

Note:

- If you have any issues with doing registration, please contact Miss Cheryl, ICT Executive, at Tel. 6298 0781 ext. 530 or email at Loredo_cheryl_rubio@moe.edu.sg or Mdm Bathma at Tel. 6298 0781 ext. 520 or email bathma_krishnan@moe.edu.sg
- Tamil Lessons will commence at UPTLC on 5th January 2016