COURSE REGISTRATION

(CourseReg)

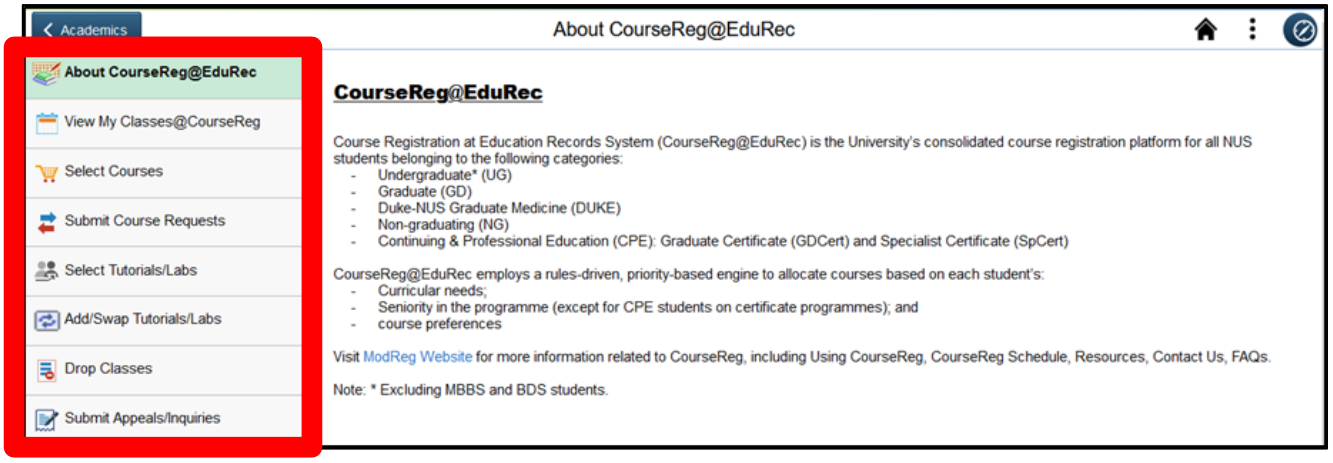
USER GUIDE FOR STUDENTS

Version 4.0
Updated 20 May 2023

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Main List

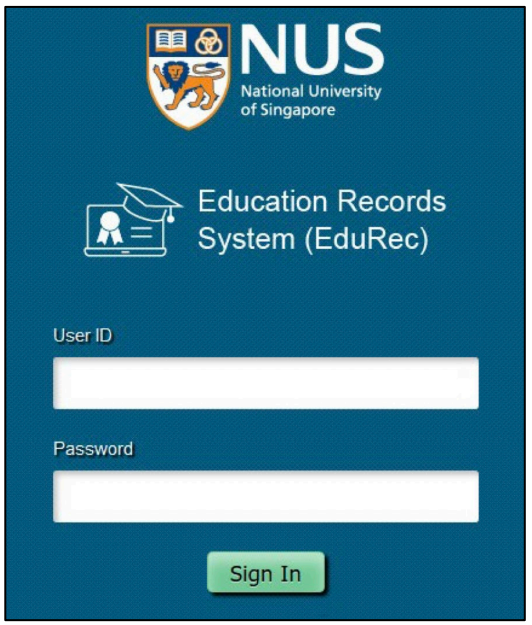


Welcome to the Starting Page for CourseReg @ EduRec!

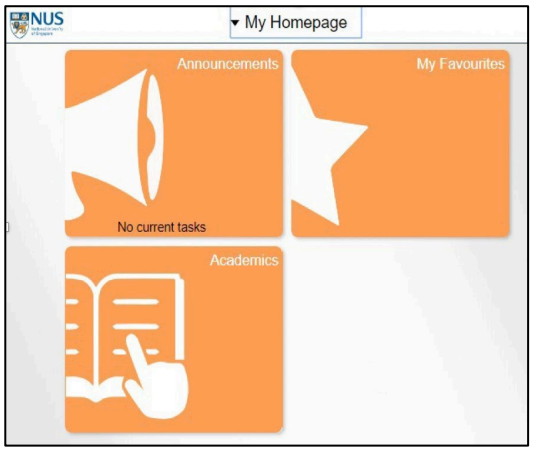
We will be referencing the segments on the left panel in subsequent pages.

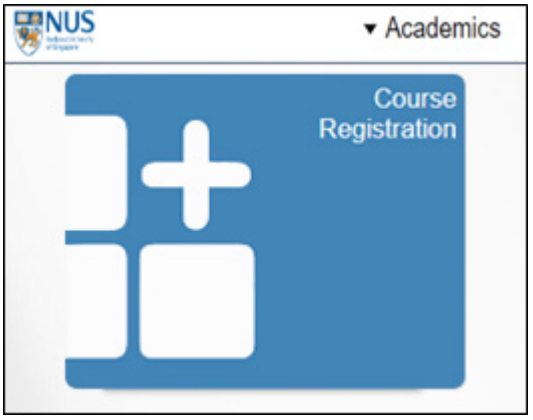
1. STUDENT LOGIN

Login to myEduRec with NUSNET ID (i.e. E00XXXXXX) and password



Click on **'Academics'** and select **'Course Registration'** (CourseReg)



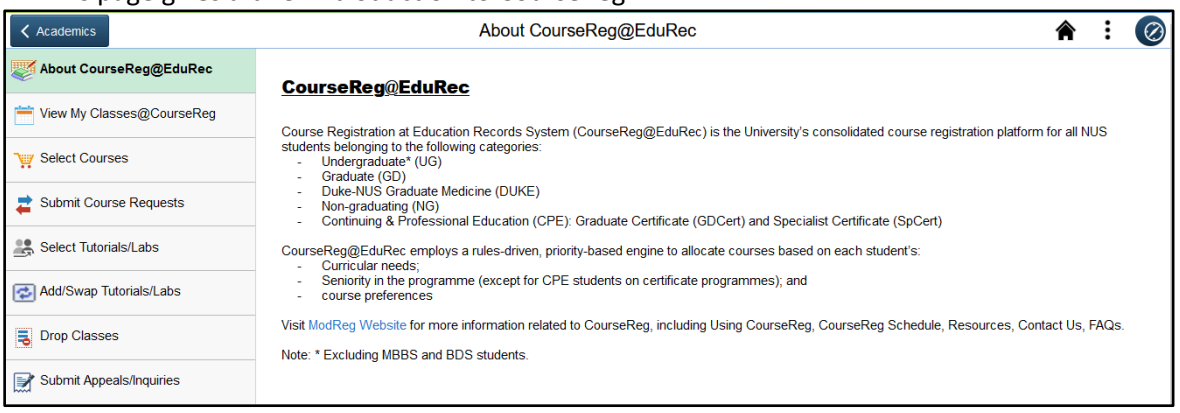


Note

- Students are required to complete their Academic Plan Application / Declaration at least one day before accessing CourseReg in Regular Terms. If Academic Plan Application / Declaration is not declared on time then students will be barred from accessing CourseReg.
- Academic Plan Application / Declaration is not required to declare for Special Terms.

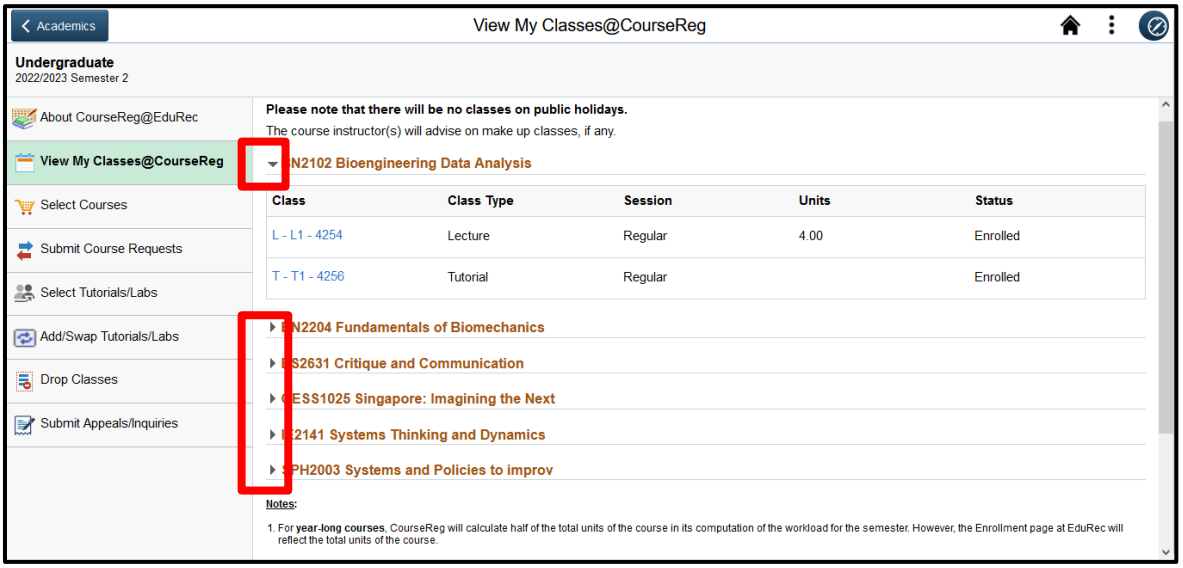
2. ABOUT COURSEREG@EDUREC

This page gives a brief introduction to CourseReg.



3. VIEW MY CLASSES@COURSEREG

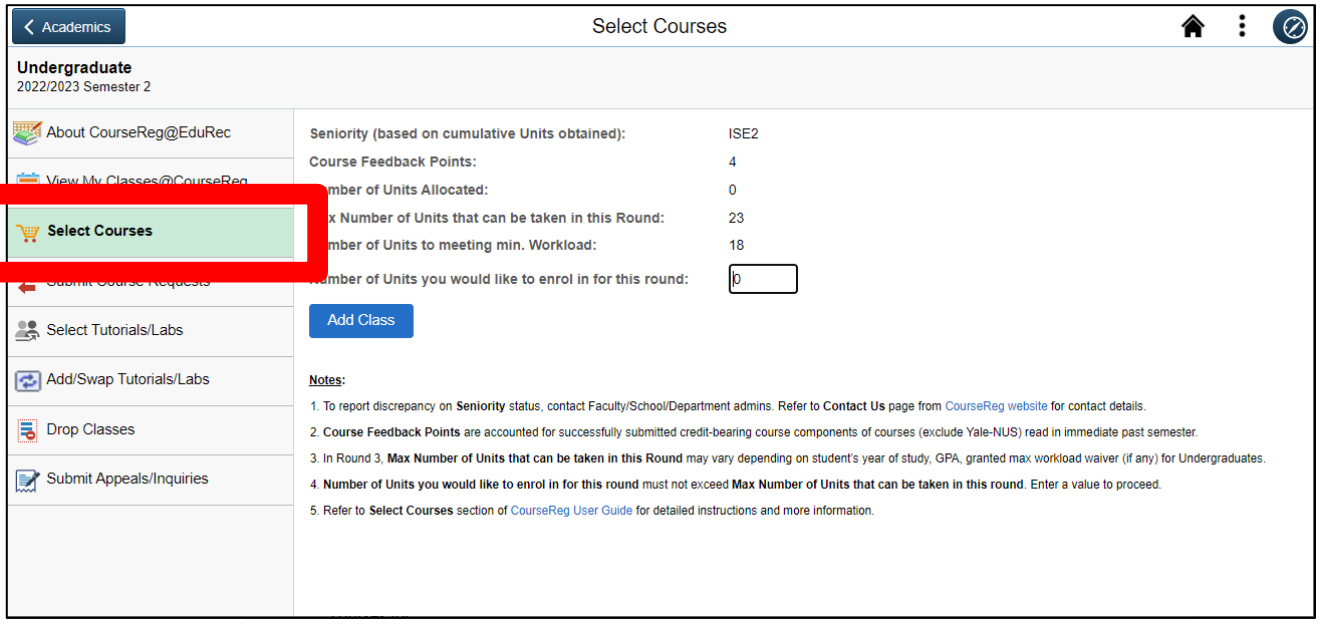
This page lists all classes that have been allocated to you for the semester based on the programme(s) you are enrolled in. You can collapse/expand the course details by clicking on ▼/ ▶.



4. SELECT COURSES

NOTE	
This page is applicable to:	
All NUS Undergraduate students	Graduate students and Graduate Certificate students
Duke-NUS students	Continuing & Professional Education students

Enter this page through the left column of CourseReg:



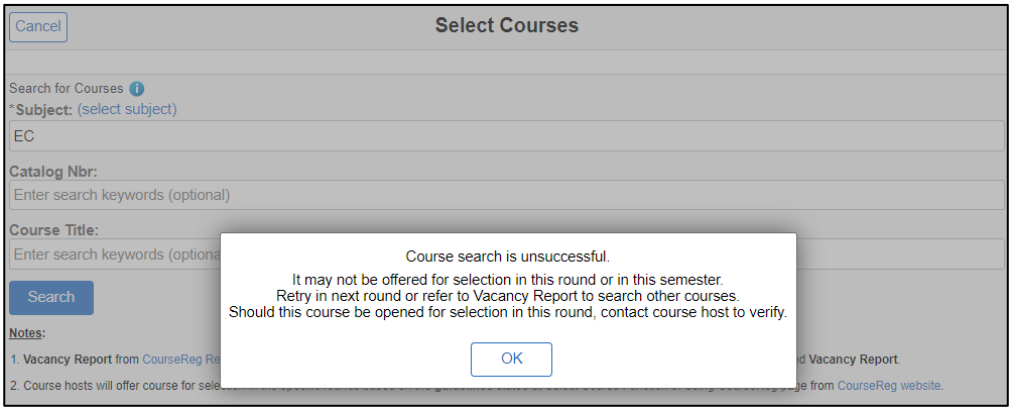
On this page, select the courses you want to register for. If you have multiple active careers and/or terms simultaneously opened for course registration, select the specific career and/or term you wish to register courses for.

Your course selection must meet all these criteria:

- Cleared all requisites
- Courses don't clash with existing courses' examination and class timetables

Note these limitations for course selection:

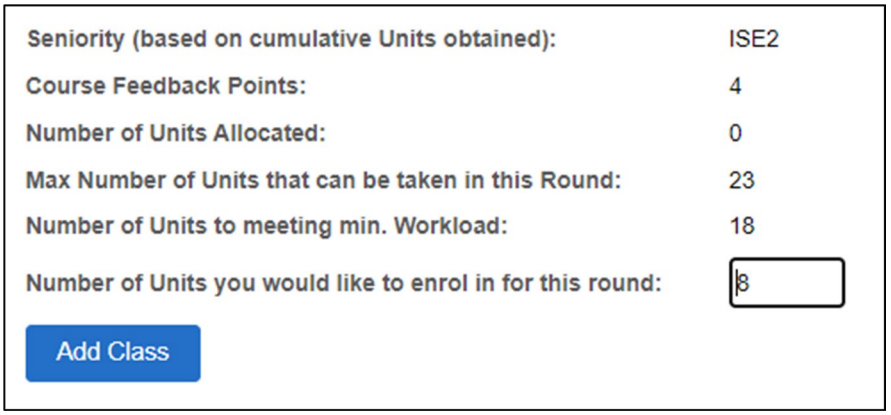
- Each round has a permissible workload limit, restricting the number of courses you can select.
- Students cannot add classes with 0 vacancy in Select Courses Rounds 0, 1 and 2 for both main and reserve list; students can add classes with 0 vacancy in Select Courses Round 3.



Screenshot that you will see if the course search is unsuccessful

Step 1: Enter Units

Enter the number of Units you would like to enroll in for the current round > Click **'Add Class'**:

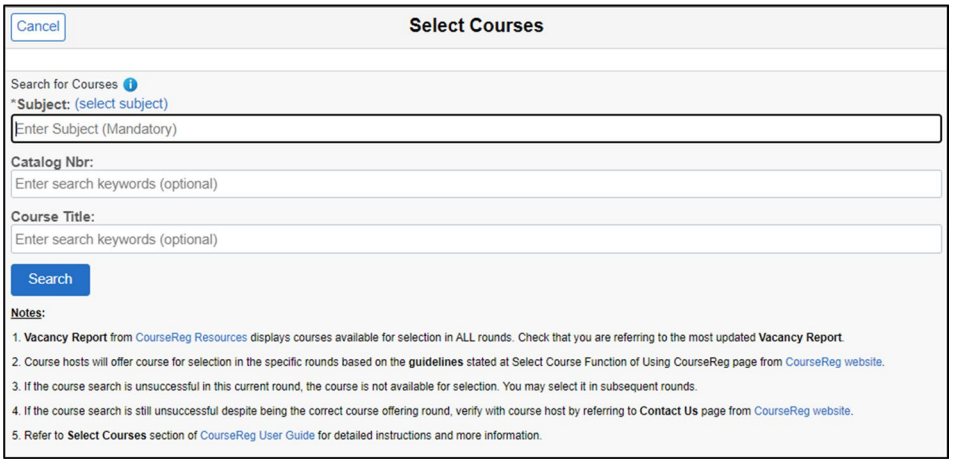


Understanding displayed information/fields

Seniority	Student's level of study
Course Feedback Points	Points attained for feedback done on courses (if applicable).
Number of Units Allocated	Total number of Units which student has been allocated (refer to **View My Classes@CourseReg** for the classes allocated).
Max Number of Units that can be taken in this Round	The permissible workload limit stipulated for the respective rounds. This changes according to the number of units which student is already allocated.
Number of Units to meeting min. Workload	Student's minimum workload minus the number of Units allocated.
Number of Units you would like to enrol in for this round	Student would be able to select course(s) up to the number of Units indicated in this field, which must be less than or equal to the maximum number of Units that can be taken in each round.

Step 2: Search Course

You will be prompted to search for your course:



Key in these details > Click **'Search'**:

- Subject (Mandatory)
- Catalog Nbr (Optional)
- Course Title Optional)

*Understanding **Subject** and **Catalog Number***

Example: CS1010

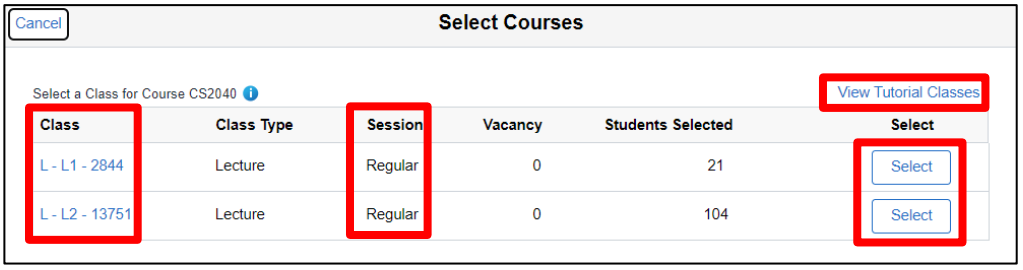
- Subject: CS *(Note: Click on **select subject** to search for the Subject)*
- Catalogue Number: 1010



Step 3: Select, Delete, Reserve Courses

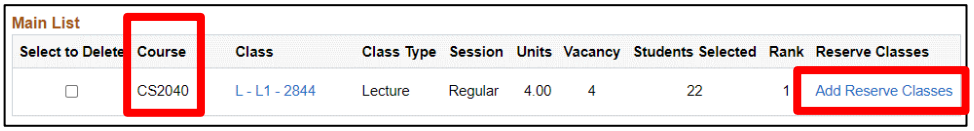
Select your course followed by your preferred class (if relevant).

- Click on the hyperlink under **'Class'** to view class details (e.g. timetable)
- You can view the **'Session'** (Regular / Mini-Sem), Vacancy and Students Selected (number of students who have selected that course class)
- For information on tutorial classes, click on **'View Tutorial Classes'** hyperlink at the top right corner of the page



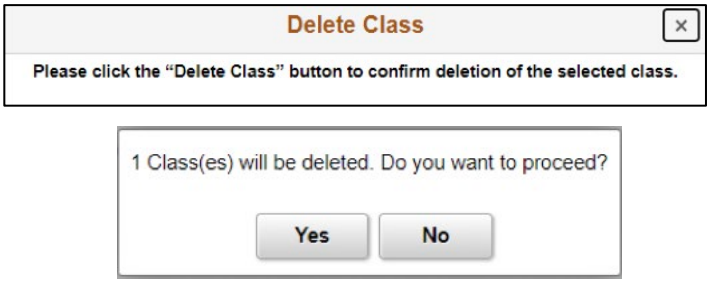
Click **'Select'** on your choice of class. See below for additional actions for selected courses.
Please note: Students will not be allowed to select courses without vacancies in Round 0, 1 and 2. Students are advised to consider other alternative courses.

Selected courses appear in the **Main List** of your CourseReg's 'Select Courses' page:



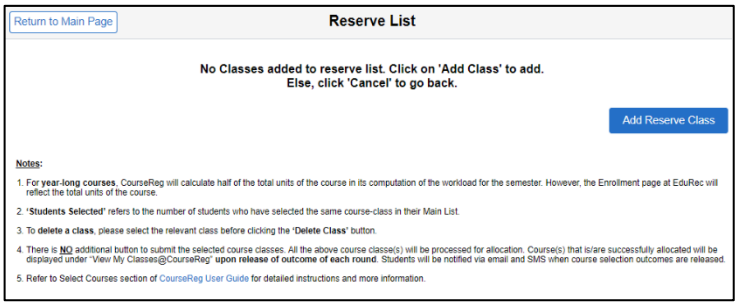
On this page, you can execute these actions:

- **Delete** course choices: Click **'Select to Delete'** checkbox > A new window pops out to notify deletion > Close the window > Click on **'Delete Class'** button to confirm deletion > Click **'Yes'** to proceed:



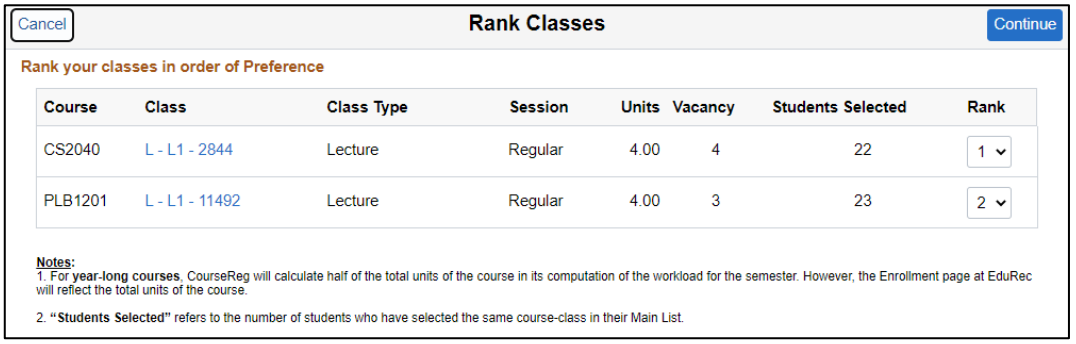
- **Add Reserve Classes** to Main List**:** Students can select **up to two reserve classes** for each course. Reserve classes are for students to indicate their next preferred course class in the event that course allocation was unsuccessful for a particular **Main List** course.

  Click the **'Add Reserve Classes'** hyperlink > A window will appear, click **'Add Class'** (see below) > Refer to Step 2 and parts of Step 3 to add courses:



Step 4: Rank Courses, View Allocation

Repeat Step 2 to add more courses to your **Main List** up to the number of Units you have indicated for the round. Ranking of course(s) is required from the 2nd course onwards. If you have selected more than 1 course, you can re-rank the courses to your preferred order:


Cancel

Rank Classes

Continue

Rank your classes in order of Preference

Course	Class	Class Type	Session	Units	Vacancy	Students Selected	Rank
CS2040	L - L1 - 2844	Lecture	Regular	4.00	4	22	1
PLB1201	L - L1 - 11492	Lecture	Regular	4.00	3	23	2

Notes:
1. For **year-long courses**, CourseReg will calculate half of the total units of the course in its computation of the workload for the semester. However, the Enrollment page at EduRec will reflect the total units of the course.

2. **"Students Selected"** refers to the number of students who have selected the same course-class in their Main List.

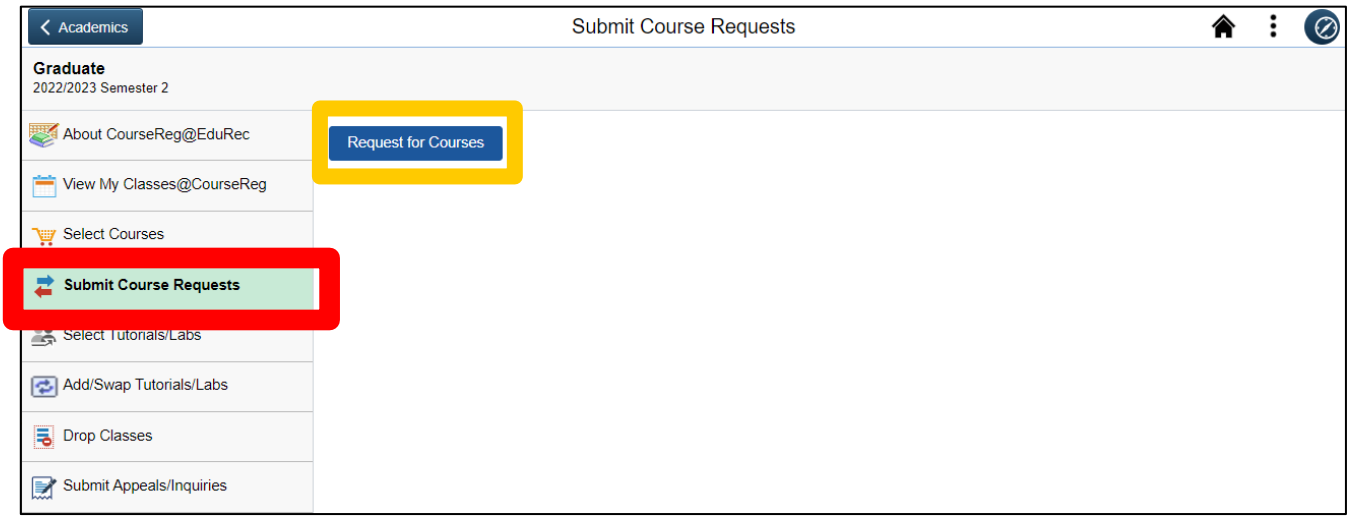
View Allocated Courses

Your selected course choices will be validated at the end of the round. Go to **View My Classes@CourseReg** to view your allocated classes. Allocation will be based on protection rules if demand exceeds supply.

5. SUBMIT COURSE REQUESTS (FOR GRADUATE & DUKE-NUS GRADUATE MEDICINE STUDENTS)

NOTE	
This page is applicable to:	Require approvals from:
Graduate students	Home ***and*** course host department(s)
Duke-NUS students	***Only*** course host department(s)

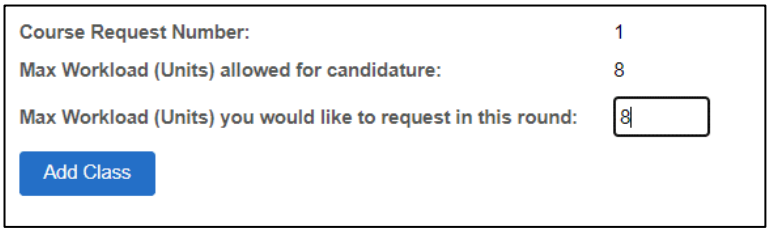
Enter this page through the left column of CourseReg:



The page has a single button, labelled **'Request for Courses'** > Click it to proceed

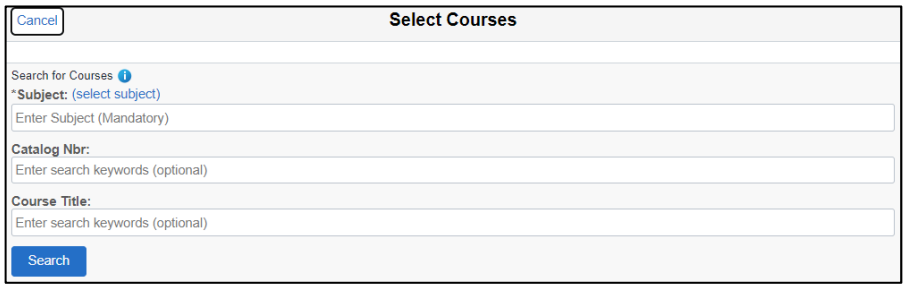
Step 1: Enter Units

Enter the number of Units you would like to enroll in for the current round > Click **'Add Class'**:



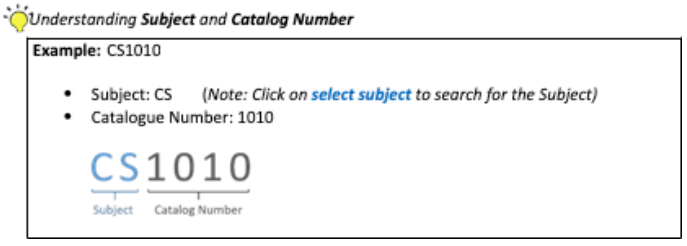
Step 2: Search Course

You will be prompted to search for your course:

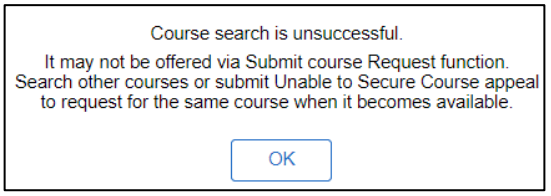


Key in these details, then click **'Search'**:

- Subject (Mandatory)
- Catalog Nbr (Optional)
- Course Title Optional)

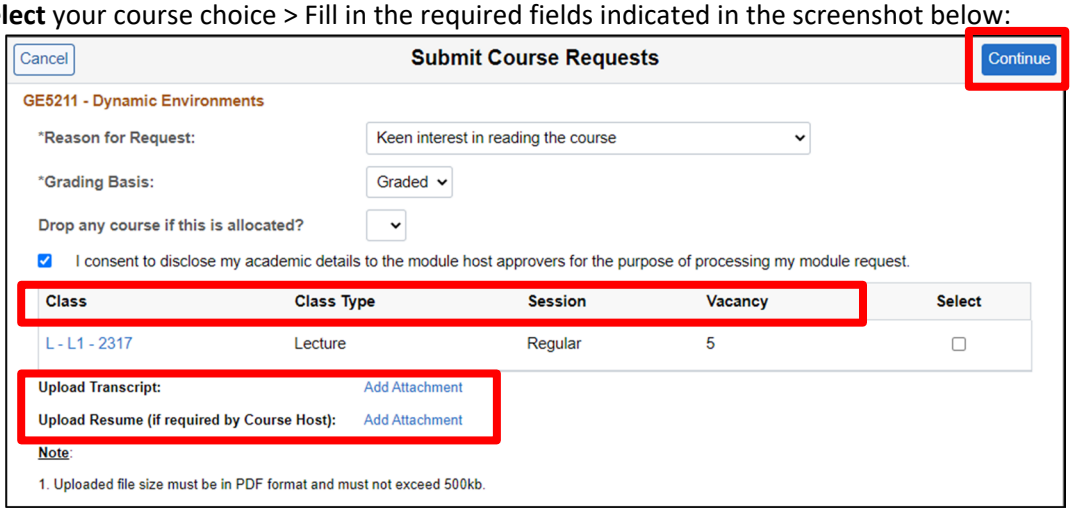


If a course search is unsuccessful despite correct entry (see screenshot below), the course might not be offered to you via Submit Course Requests function. You may contact course hosts should you be allowed to select it via Submit Course Requests function.



Step 3: Select, Delete, Rank Courses

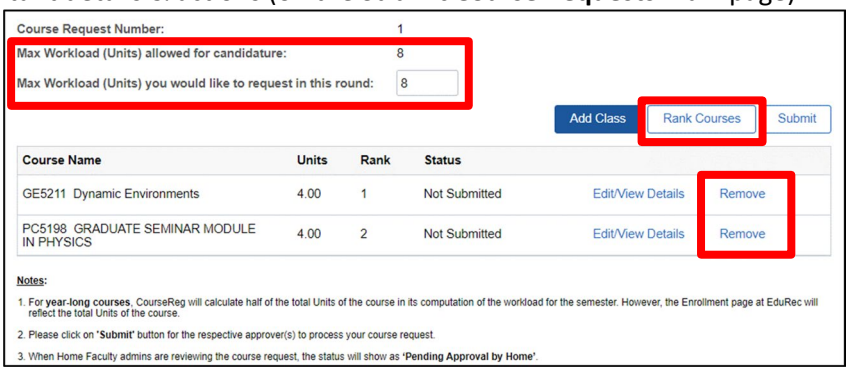
Select your course choice > Fill in the required fields indicated in the screenshot below:



- To request for a course, you must give consent to disclose your academic details to the course host approvers who are not from your home department/faculty.
- You can also upload your latest transcript and resume (if required by the course host department). Only one file can be attached per request.

Click the **'Continue'** button at the top right corner of the page. The course(s) which you have selected will be displayed accordingly. To add more course(s), click on **'Add Class'** > repeat the above steps.

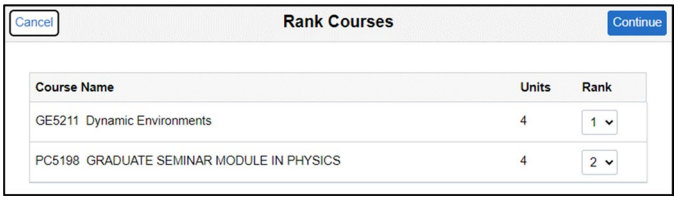
Other important details & actions (on the **Submit Course Requests** main page):



- Students are allowed to **select courses up to 12 Units in one Course Request.** However, the 'Max workload Units you would like to Request in this round' can be indicated based on the required non-prescribed courses Units for this semester.

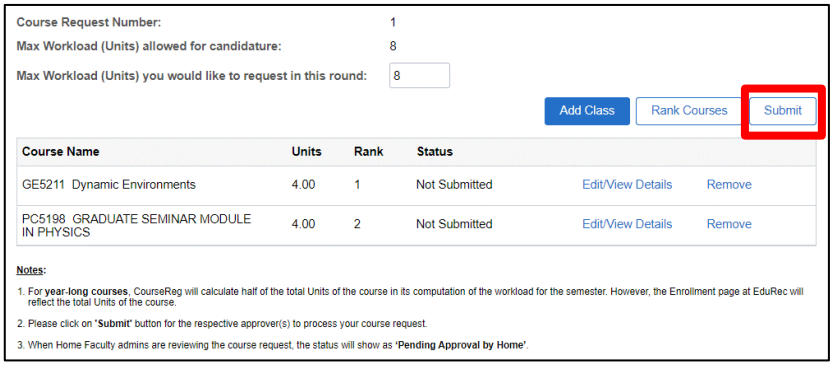
- To **delete** the selected course(s), click on **'Remove'** and confirm action.

- To **re-rank** courses, click on **'Rank Courses'** > A pop-up appears:



Step 4: Submit Course Request, View Details

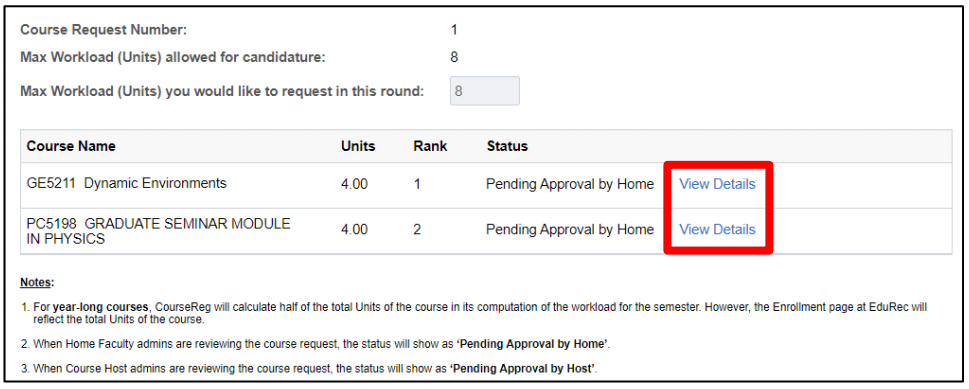
Click **'Submit'** to submit your Course Request > You will be prompted to confirm your action > Click '**OK**' to proceed or '**Cancel**' to go back.



NOTE

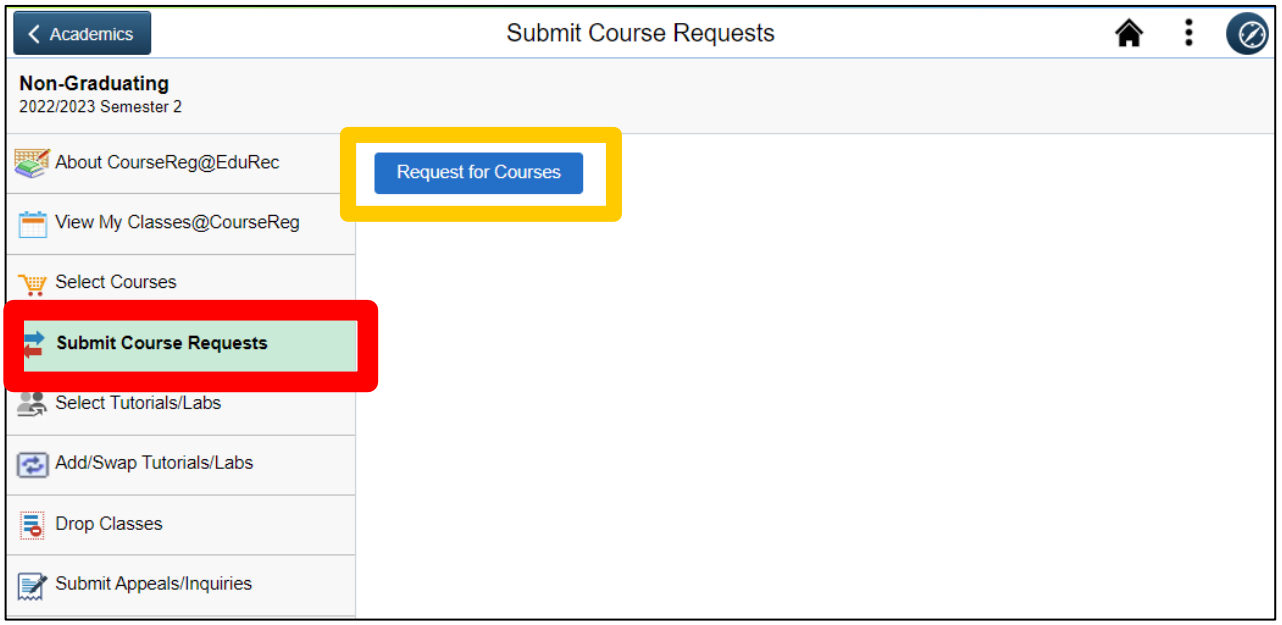
Course requests must be submitted in order for approvers to take action. Once the course request is submitted, students would not be able to make any changes. A second Course Request can only be submitted if all courses in the previous submission were rejected and the Submit Course Requests round is ongoing.

Once the Course Request is submitted, the status of the request will be reflected on the main page of **Submit Course Requests** > Click on '**View Details**' for the details of Course Requests submitted:



6. SUBMIT COURSE REQUESTS (FOR NON-GRADUATING STUDENTS)

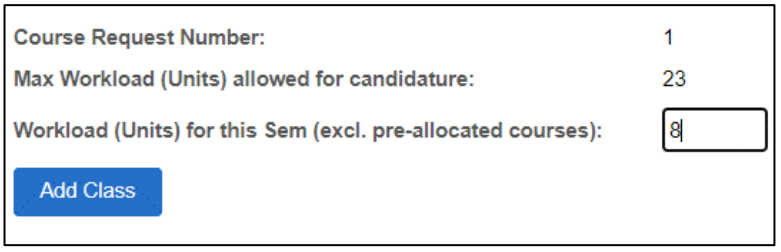
Enter this page through the left column of CourseReg:



The page has a single button, labelled **'Request for Courses'** > Click it to proceed

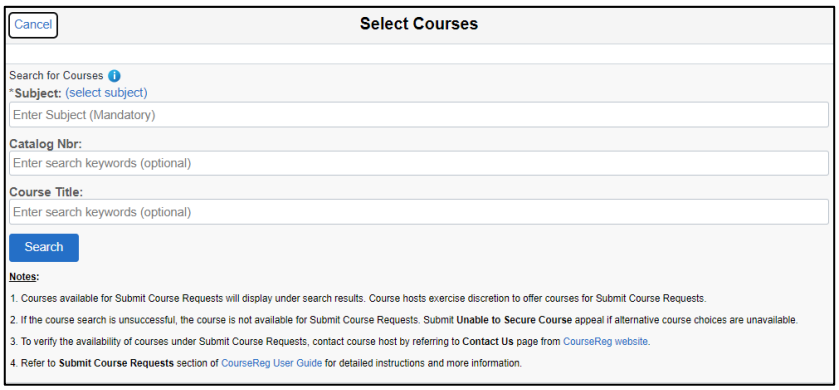
Step 1: Enter Units

Enter the number of Units you would like to take in this semester excluding already allocated courses and click **'Add Class'**.



Step 2: Search Course

You will be prompted to search for your course:



Key in these details, then click **'Search'**:

- Subject (Mandatory)
- Catalog Nbr (Optional)
- Course Title Optional)

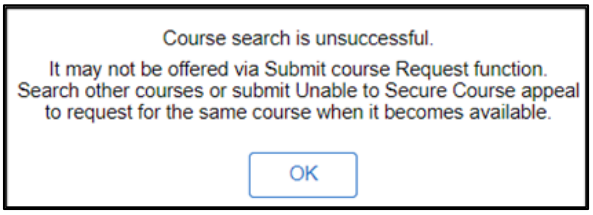
*Understanding **Subject** and **Catalog Number***

Example: CS1010

- Subject: CS (*Note: Click on **select subject** to search for the Subject)*
- Catalogue Number: 1010

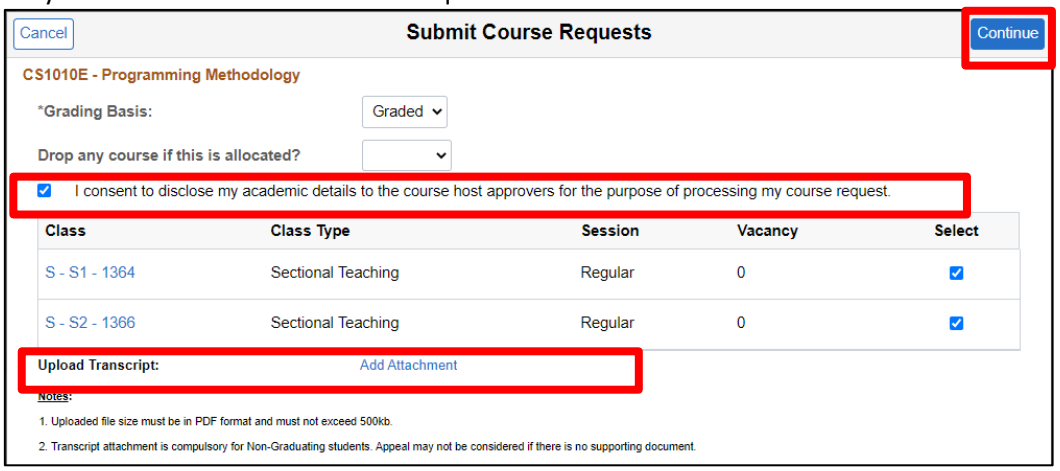


If a course search is unsuccessful despite correct entry (see screenshot below), the course might not be offered to you via Submit Course Requests function. You may contact course hosts should you be allowed to select it via Submit Course Requests function.



Step 3: Select, Delete, Rank Courses

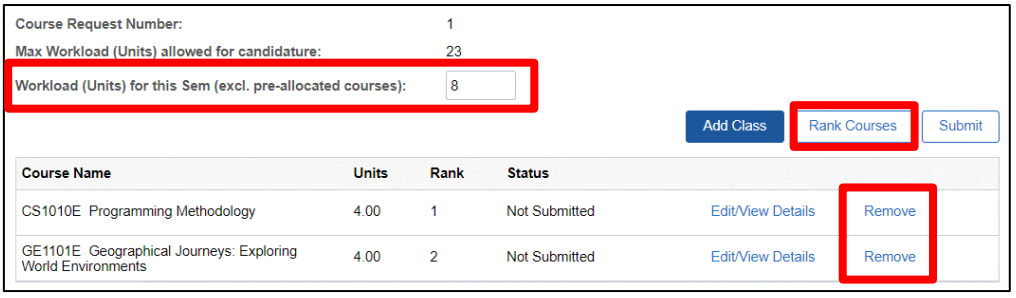
Select your course choice > Fill in the required fields indicated in the screenshot below:



- To request for a course, you must give consent to disclose your academic details to the course host approvers who are not from your home department/faculty.
- You can also upload your latest transcript and resume (if required by the course host department). Only one file can be attached per request

Click the '**Continue'** button at the top right corner of the page. The course(s) which you have selected will be displayed accordingly. To add more course(s), click on '**Add Class' >** repeat the above steps

Other important details & actions (on the **Submit Course Requests** main page):



- Students are allowed to **select courses up to 23 Units in one Course Request.** However, the 'Workload (Units) for this Sem (excl. pre-allocated courses)' can be indicated based on the required cross-faculty courses Units for this semester.

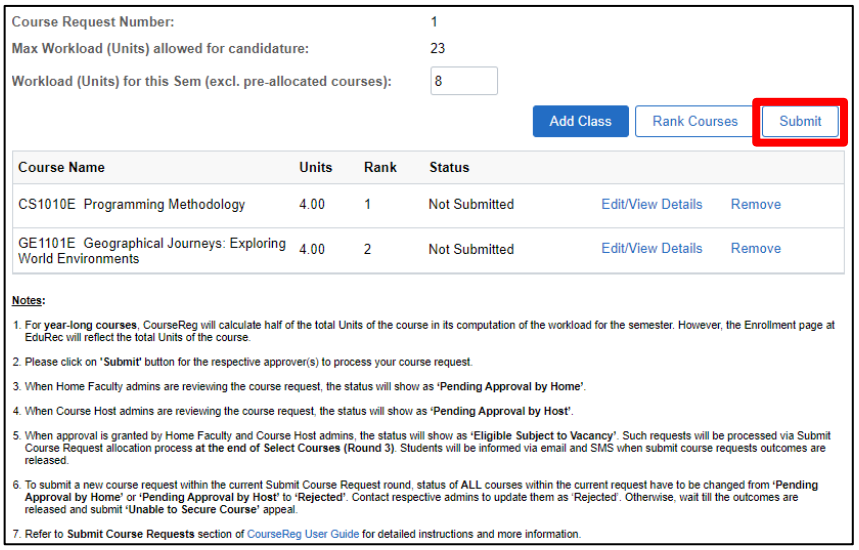
- To **delete** the selected course(s), click on **'Remove'** and confirm action.

- To **re-rank** courses, click on **'Rank Courses'** > A pop-up appears:



Step 4: Submit Course Request, View Details

Click **'Submit'** to submit your Course Request > You will be prompted to confirm your action > Click **'OK'** to proceed or **'Cancel'** to go back.



Course Request Number: 1

Max Workload (Units) allowed for candidature: 23

Workload (Units) for this Sem (excl. pre-allocated courses): 8

Add Class | Rank Courses | Submit

Course Name	Units	Rank	Status		
CS1010E Programming Methodology	4.00	1	Not Submitted	Edit/View Details	Remove
GE1101E Geographical Journeys: Exploring World Environments	4.00	2	Not Submitted	Edit/View Details	Remove

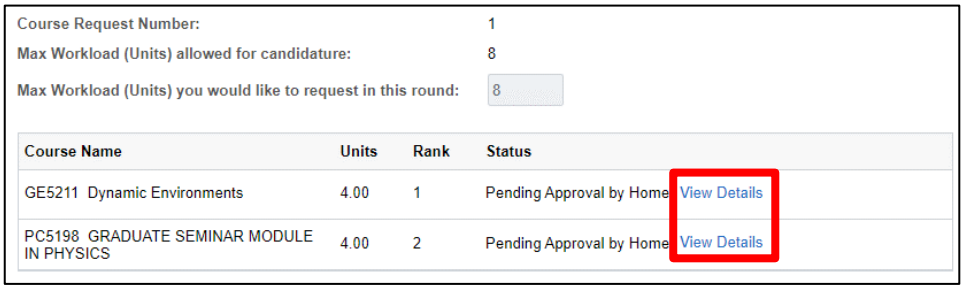
Notes:

1. For **year-long courses**, CourseReg will calculate half of the total Units of the course in its computation of the workload for the semester. However, the Enrollment page at EduRec will reflect the total Units of the course.
2. Please click on **'Submit'** button for the respective approver(s) to process your course request.
3. When Home Faculty admins are reviewing the course request, the status will show as **'Pending Approval by Home'**.
4. When Course Host admins are reviewing the course request, the status will show as **'Pending Approval by Host'**.
5. When approval is granted by Home Faculty and Course Host admins, the status will show as **'Eligible Subject to Vacancy'**. Such requests will be processed via Submit Course Request allocation process **at the end of Select Courses (Round 3)**. Students will be informed via email and SMS when submit course requests outcomes are released.
6. To submit a new course request within the current Submit Course Request round, status of **ALL** courses within the current request have to be changed from **'Pending Approval by Home'** or **'Pending Approval by Host'** to **'Rejected'**. Contact respective admins to update them as 'Rejected'. Otherwise, wait till the outcomes are released and submit **'Unable to Secure Course'** appeal.
7. Refer to **Submit Course Requests** section of CourseReg User Guide for detailed instructions and more information.

NOTE

Course requests must be submitted in order for approvers to take action. Once the course request is submitted, students would not be able to make any changes. A second Course Request can only be submitted if all courses in the previous submission were rejected and the Submit Course Requests round is ongoing.

Once the Course Request is submitted, the status of the request will be reflected on the main page of **'Submit Course Requests'** > Click on '**View Details'** for the details of Course Requests submitted:



Course Request Number: 1

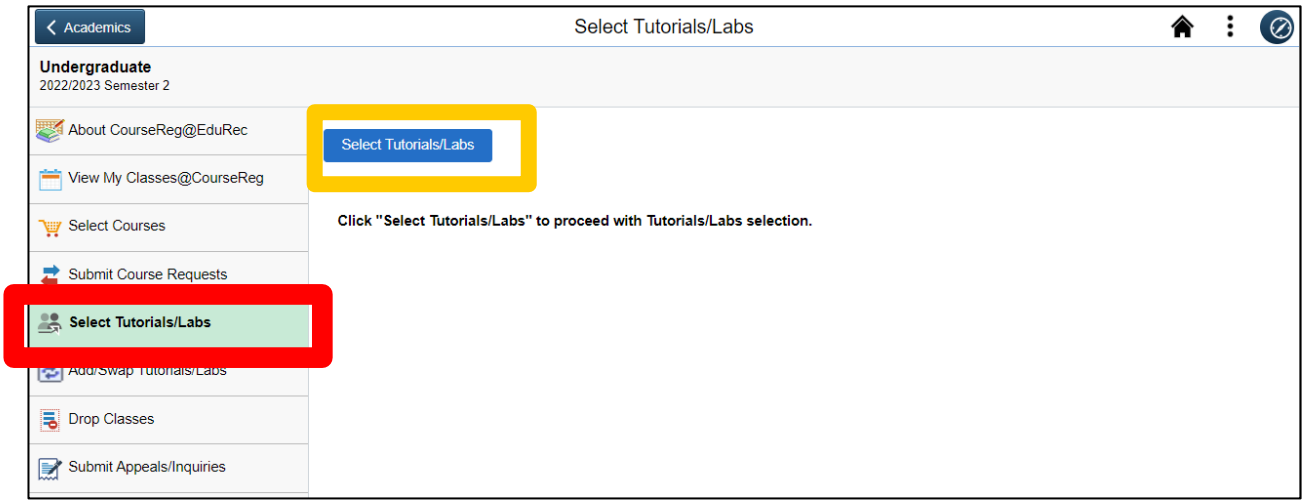
Max Workload (Units) allowed for candidature: 8

Max Workload (Units) you would like to request in this round: 8

Course Name	Units	Rank	Status	
GE5211 Dynamic Environments	4.00	1	Pending Approval by Home	View Details
PC5198 GRADUATE SEMINAR MODULE IN PHYSICS	4.00	2	Pending Approval by Home	View Details

7. SELECT TUTORIALS/LABS

Enter this page through the left column of CourseReg:

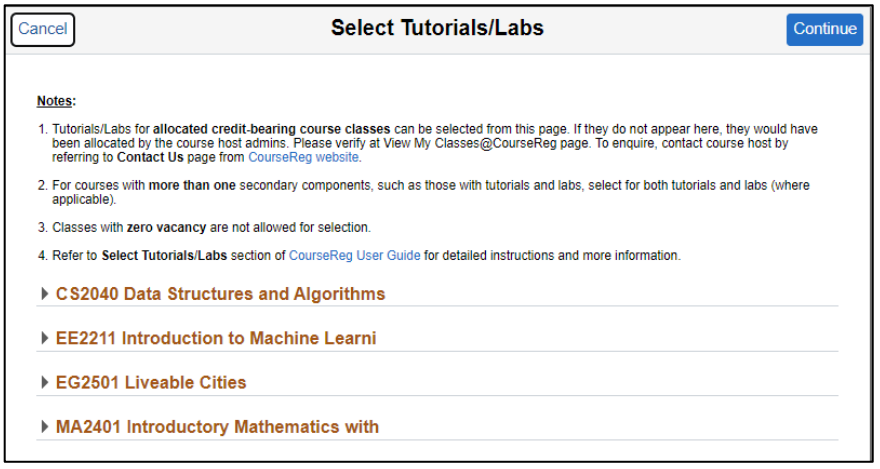


This page allows students to select tutorial/lab choices of their allocated courses. Students can rank up to 20 tutorial/lab time slots for all courses that they are enrolled in.

Click on **'Select Tutorials/Labs'**.

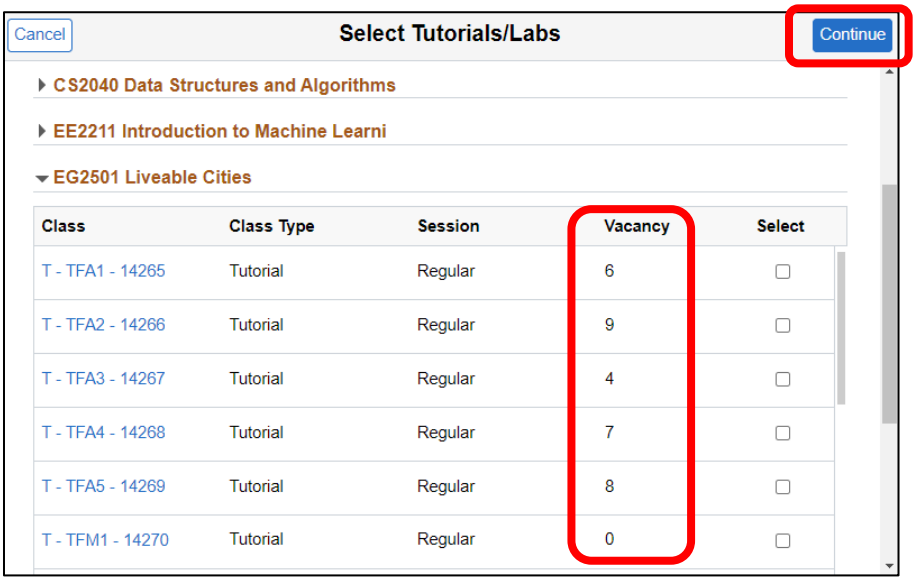
Step 1: View Classes

The list of enrolled courses with tutorials/labs will be displayed. Click on the course to view the list of tutorial/lab classes.

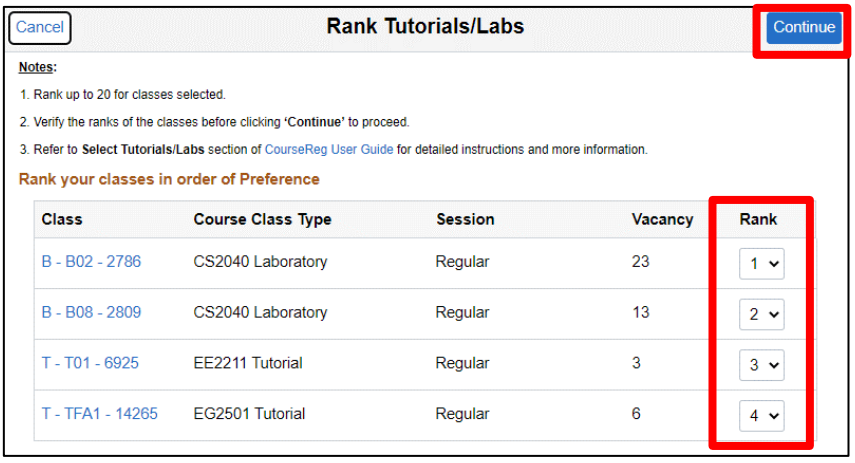


Step 2: Select, Rank, Delete Classes

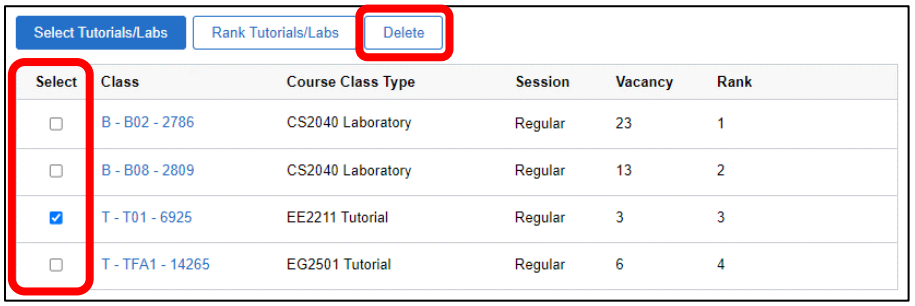
Select your preferred tutorial/lab classes for each of the courses and click **'Continue'**. The vacancy for each class is displayed for your reference:



Classes will be arranged according to Course and Activity type, and a rank number will be assigned to the selected tutorial/lab classes. You can re-rank (if more than 1 choice is selected) and click **'Continue'** button at the top right corner of the page. Otherwise, click **'Continue'** to return to the main page of Select Tutorials/Labs:



To delete selected and ranked tutorial/lab classes, select the checkbox of the tutorial/lab class and click on '**Delete**'. You will be prompted to confirm your action. Click '**OK**' to proceed.



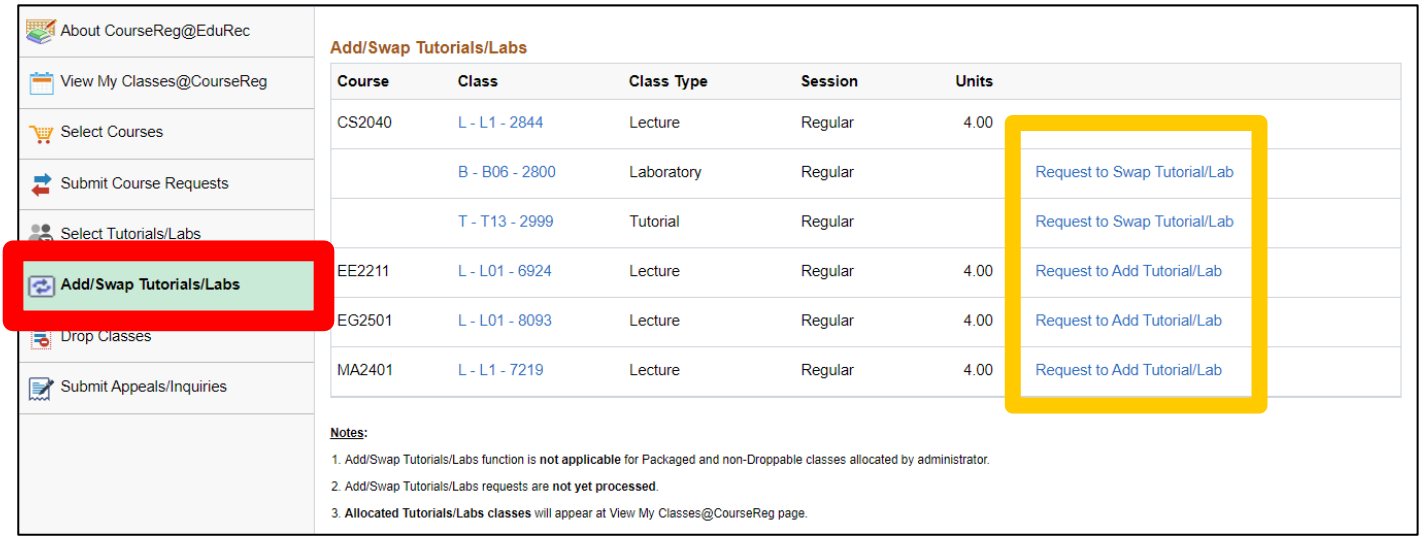
You will be required to re-rank the list of tutorial/lab classes > After which, click **'Continue'**.

Your selected tutorial/lab classes will go through a balloting process at the end of the round. Go to **View My Classes@CourseReg** to view your allocated classes.

8. ADD/SWAP TUTORIALS/LABS

This page allows students to put in a request to add or swap a tutorial/lab class.

Enter this page through the left column of CourseReg:



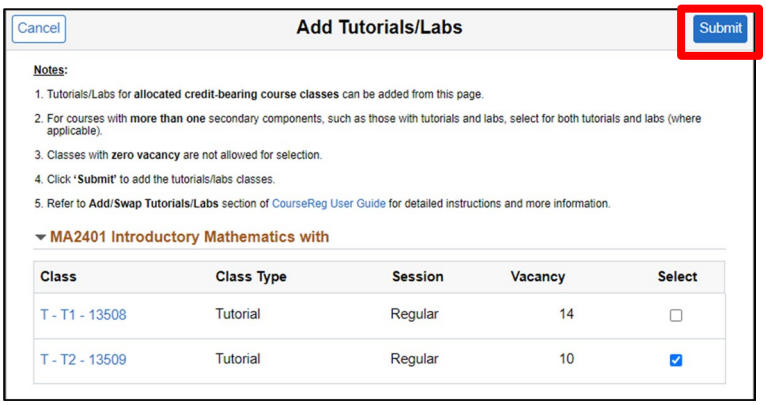
If you have **not** been allocated a tutorial/lab class, go to **Page 22.**

If you have been allocated a tutorial/lab class but wish to **change to another** class, go to **Page 23**.

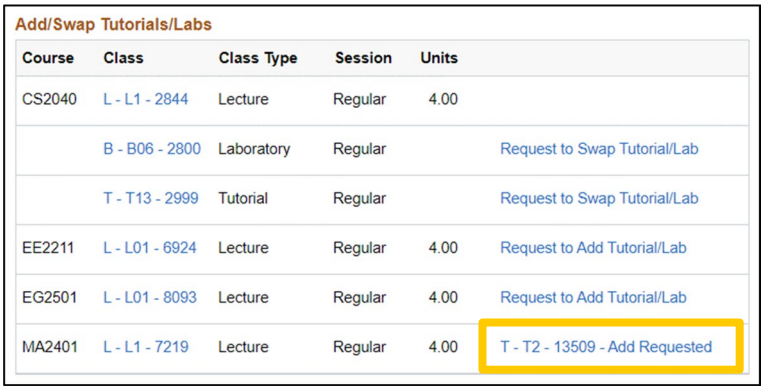
If you have not been allocated a tutorial/lab class

Request to Add

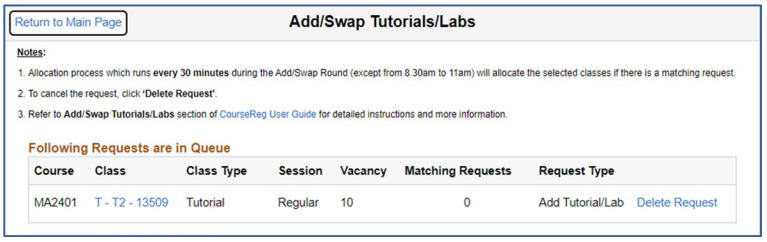
Select your preferred tutorial class and click **'Submit'**.



At the main page of Add/Swap Tutorials/Labs, your request will be reflected accordingly. Please note that the request is processed at approximately every 30 minutes. Allocation is subject to vacancies and is not guaranteed. Students may check their tutorial/lab allocation in **View My Classes@CourseReg**.



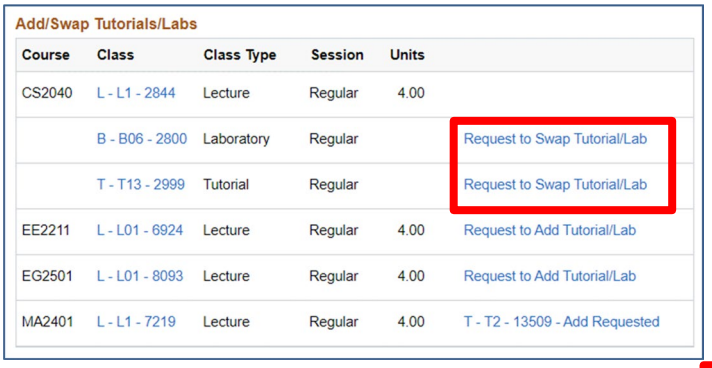
If you wish to change your choice of tutorial/lab class and the request has not been processed, click on the hyperlink besides the relevant Add/Swap Tutorial request type and delete the request of concern. You will be prompted to confirm your action. Click **'Yes'** to proceed. Thereafter, submit another request to add the tutorial/lab class (repeat the previous steps).



If you have been allocated a tutorial/lab class but wish to change to another class

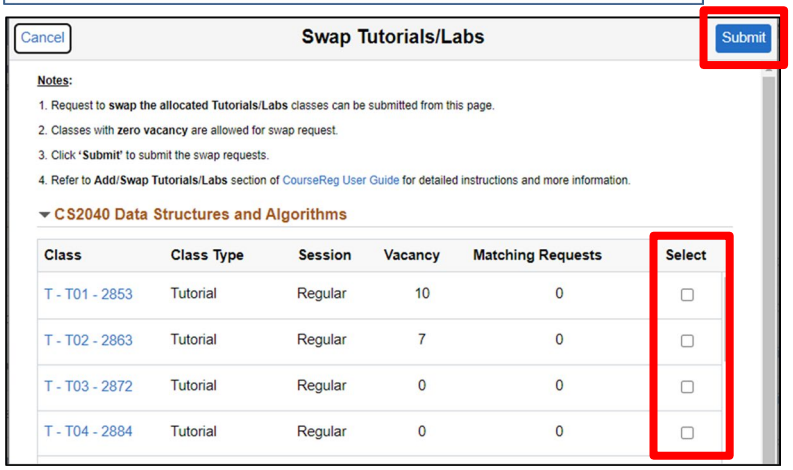
Request to Swap

Click on **'Request to Swap Tutorial/Lab'**.



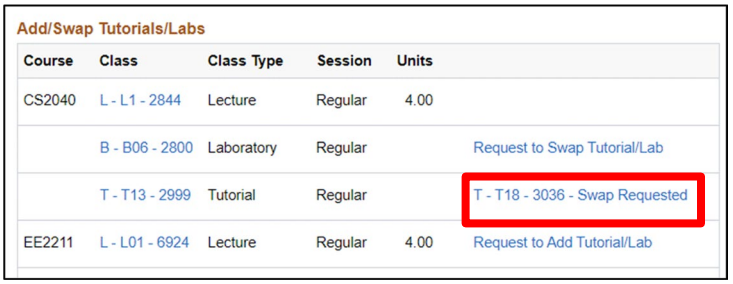
Select the tutorial class which you wish to swap to and click **'Submit'.**

Note: Refer to the statistics under Matching Requests to see if there is a corresponding match for the tutorial class which you wish to swap to.

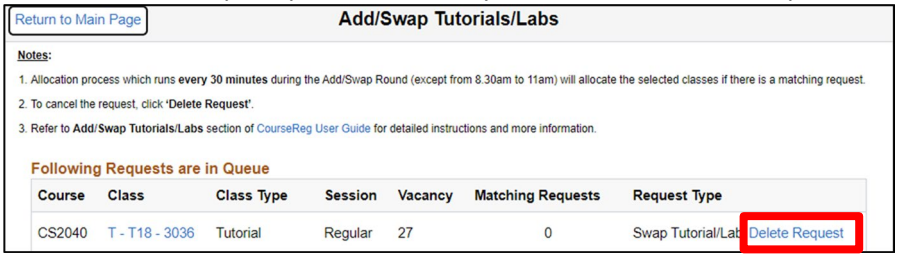


At the main page of Add/Swap Tutorials/Labs, your request will be reflected accordingly. The swap request will be processed at frequent intervals and the swap will be affected when there is a corresponding match with another student. Students may check their tutorial/lab allocation in **View My Classes@CourseReg**.

Add/ Swap Tutorial /Labs function is not applicable for Packaged and non-droppable tutorial/lab classes allocated by administrator.



If you change your mind after submitting a request for tutorial swap and the request has not been processed, click on the hyperlink beside the relevant Swap Tutorial/Lab request type and delete the request of concern. You will be prompted to confirm your action. Click **'Yes'** to proceed.



9. DROP CLASSES

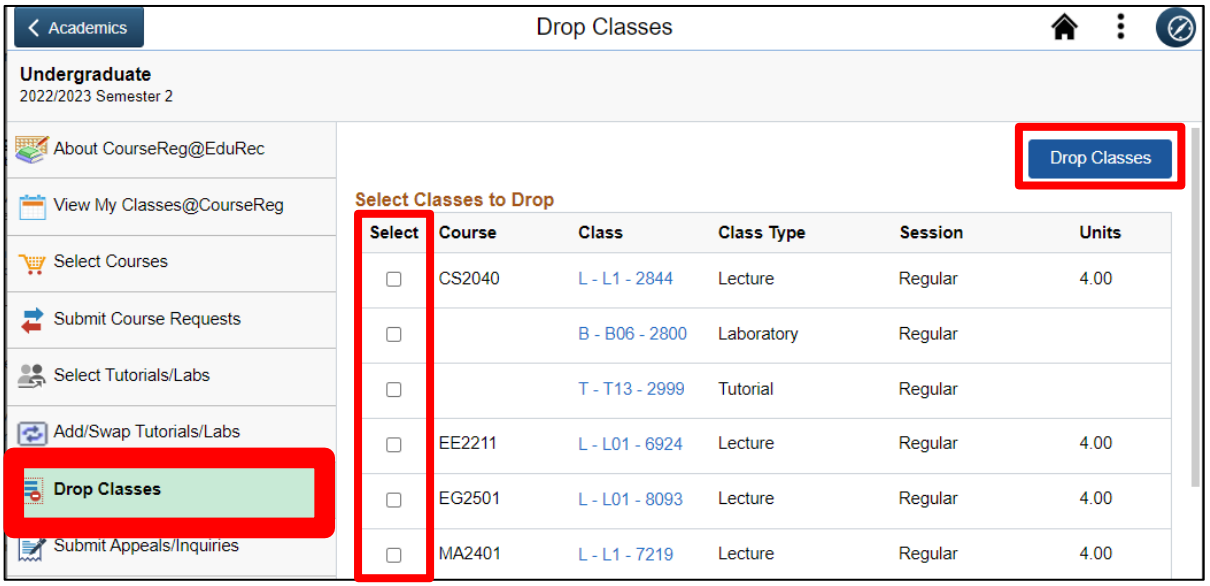
This page allows students to drop course and tutorial/lab classes.

Note

Refer to the academic calendar for the periods where courses dropped will be prescribed with 'W' grade or 'F' grade.

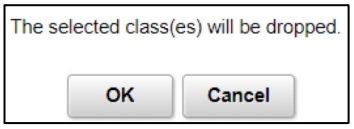
- During the Drop with "W" grade period, students can drop the course in CourseReg@EduRec
- During the Drop with "F" grade period, students are to write to their home faculty for assistance.

Enter this page through the left column of CourseReg:



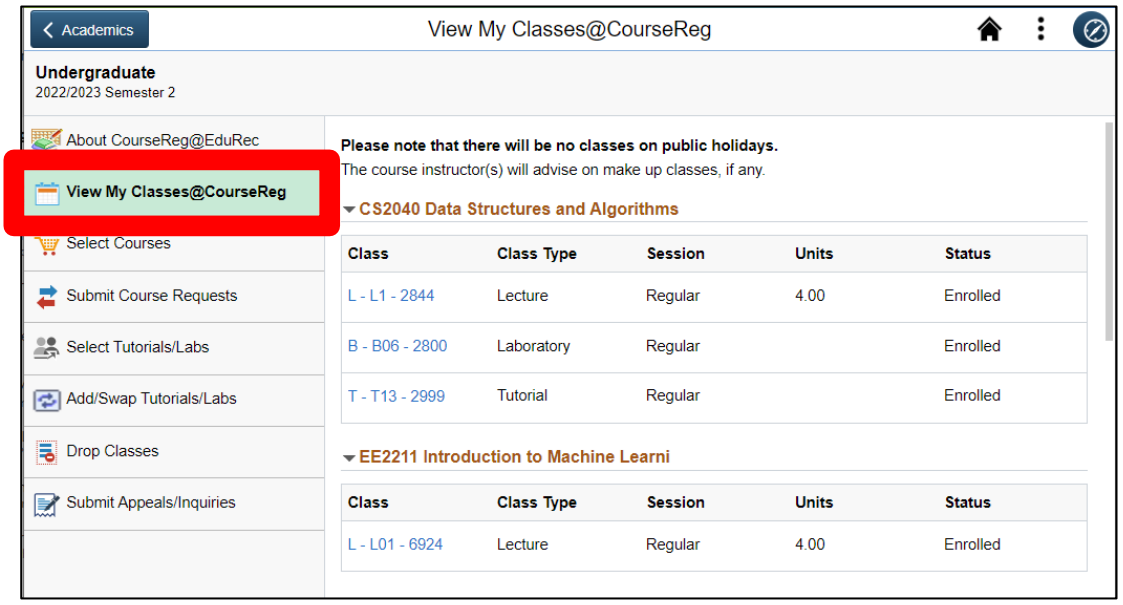
Select the above checkbox for the lecture or tutorial/lab classes which you wish to drop. If you select the lecture class of a course, the tutorial/lab class (if any) will be automatically selected for drop as well.

Once you have selected the lecture/tutorial/lab classes to drop, click on the **'Drop Classes'** button on the top right corner of the page



You will be prompted to confirm your action > Click **'OK'** to proceed or **'Cancel'** to go back:

Go back to **View My Classes@CourseReg** to view the enrolment status of your courses/classes.



10. SUBMIT APPEALS/INQUIRIES

You may submit appeals to address issues during course registration. Opening/closing of each appeal is time sensitive. You may refer to appeal timeline from CourseReg website for the availability of specific appeals.

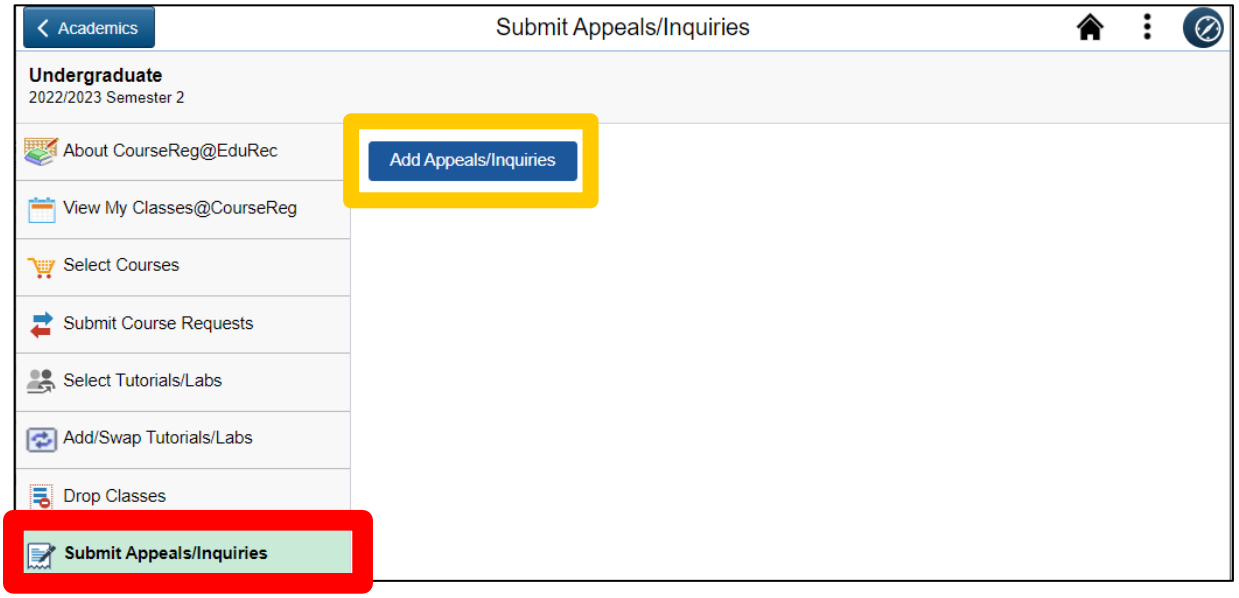
Appeal approvers are **the only ones** who could assess the submitted appeals. To enquire on the status of submitted Appeals/Inquiries contact the respective appeal approvers. Refer to **Contact Us** page from CourseReg website for contact details of appeal approvers.

Appeal approvers are working round the clock to assess and convey the outcome of submitted appeals. Refrain from submitting unnecessary follow-up enquiries.

Approved appeals which require **follow-up actions** (e.g. course addition/dropping or waiver) will be processed concurrently by the appeal approvers upon approval. If those actions are **still pending**, contact the appeal approvers **directly** for the follow-up.

While submitting appeals, provide as much details as possible in your Appeals/Inquiries. **Essential information**, such as NUS Student ID (starts with A), NUS student email, Singapore Contact Number, supporting documents (if any) must be included in your Appeals/Inquiries for the appeal approver's assessment and follow-ups.

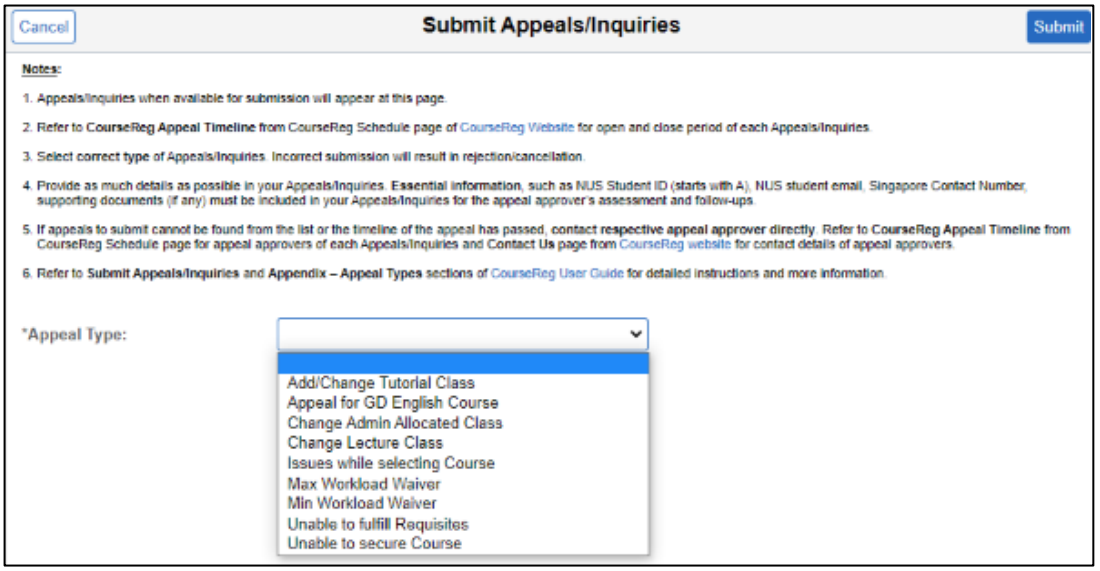
Enter this page through the left column of CourseReg:



The page has a single button, click **'Add Appeals/Inquiries'** to proceed.

Step 1: Selection

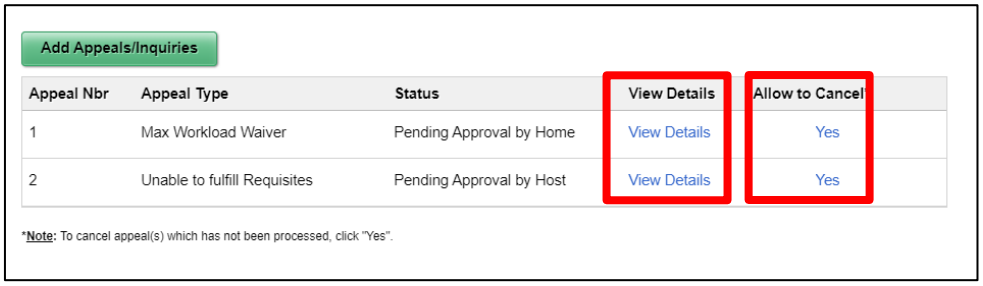
Select the relevant Appeal Type from the drop down list:



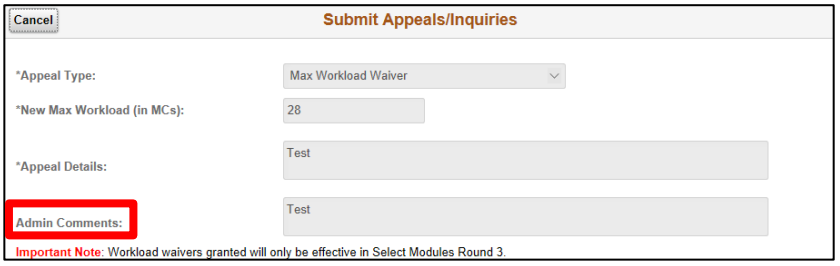
Fill in the required information for the selected Appeal Type and click the **'Submit'** button at the top right corner of the page. Refer to Appendix – Appeal Types for detailed information on each Appeal Type.

Step 2: View Appeal Status & Cancel Appeals

Your submitted appeal will appear in the main page of Submit Appeals/Inquiries with the status reflected.



- Click on '**View Details'** to view the details of the appeal submitted. Students are to log in to this page to check on the status of their submitted appeals, as well as any **'Admin Comments'**:

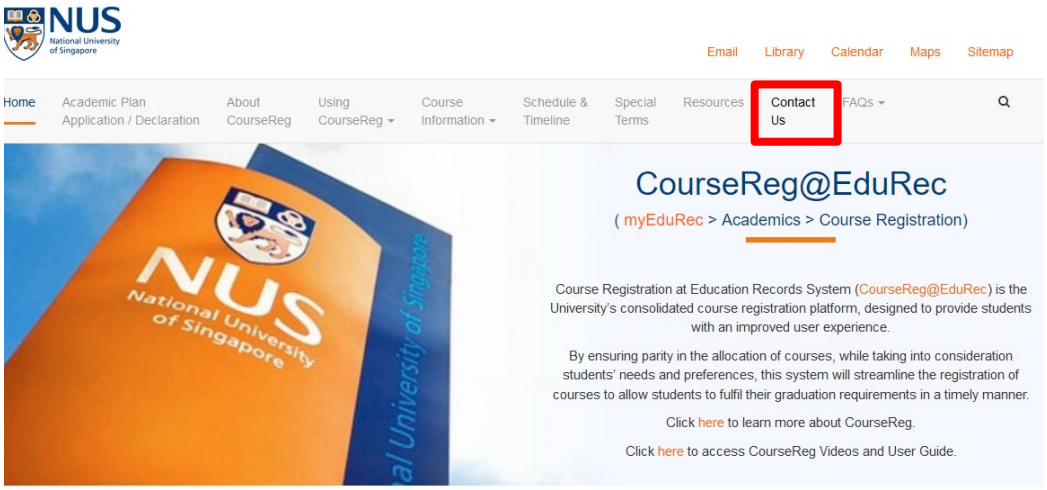


- Cancel appeals which have not been processed (i.e. Pending Approval by Host) by clicking **'Yes'** under **'Allow to Cancel'**:

11. CONTACT INFORMATION FOR ENQUIRIES

Email: coursereg@nus.edu.sg Hotline: (65) 6516 5860
(Please note that the above hotline is used only during the Course and Tutorial registration period.)

You may refer to the 'Contact Us' page from CourseReg website page to contact the respective offices/administrators for specific types of issues/enquiries.

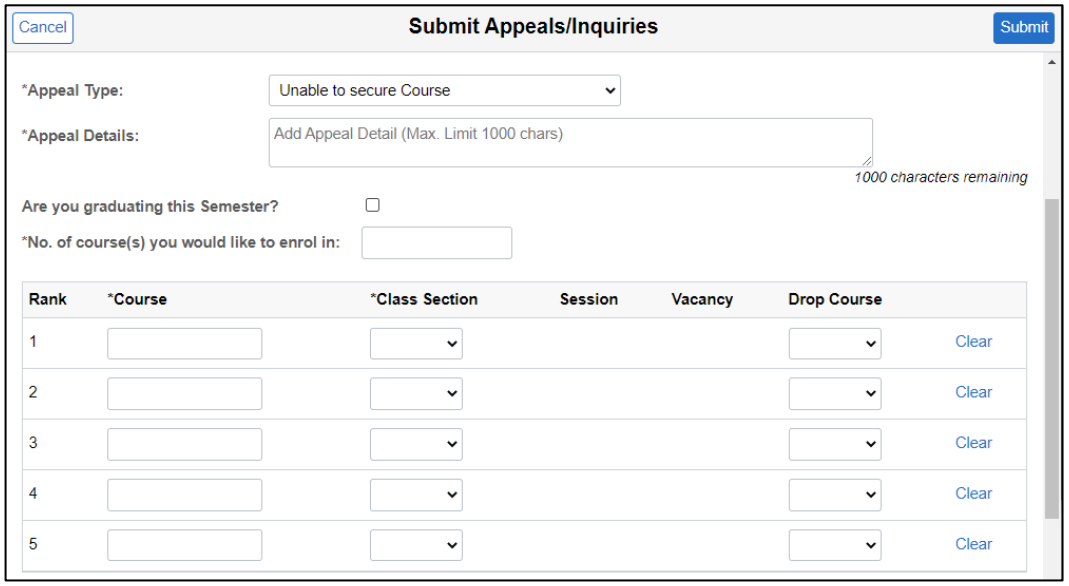


Who to Contact?

Type of Issues/Enquiries	Point-of-Contact
Academic Plan Application & Declaration (APAD) Issues (only applicable for UG and GD students)	CourseReg Help Desk (during CourseReg Exercise only) Hotline: 6516-5860 9:00am - 6:00pm (Mon to Thurs) 9:00am - 5:30pm (Fri) Alternatively, you may submit an online CourseReg Enquiries Form here.
CourseReg Access	
Clean Slate Transfer (only applicable for UG students)	
Class and Exam Timetable Issues	
Course Host related	List of the Faculty/School/Department/Programme Contact - **Undergraduate Students** - **Graduate Students** - **Non-graduating Students** - **Continuing & Professional Education Students** **Note** For **Course Host related** enquiry, contact the course host departments. (Tip: To identify the Course Host of a course, visit NUSMods and search the course and department info. E.g. For CS1010, course host is Computer Science, School of Computing (SoC). For some courses, CourseReg matters are solely managed by Dean's Office. E.g. Computer Science department contact is not found. Hence, contact Dean's Office of SoC via socug@comp.nus.edu.sg) For **Home Faculty/School/Department/Programme related** enquiry, contact the faculty/school/department/programme administrators. (E.g. If you are from Faculty of Arts and Social Sciences (FASS), you may contact Dean's Office of FASS. If you are enrolled in a specific programme, E.g., Graduate Research (Sociology), contact Sociology department via socbox1@nus.edu.sg) For NG students, submit workload related enquiry via the online form here.
Course-related (e.g. pre-requisites/co-requisites /preclusions, admin allocation, vacancies, etc.)	
Tutorials	
Home Faculty/School/Department/Programme related	
Workload	
Curriculum or Degree/ Programme Requirements	
Seniority/Course Code	
CourseReg Allocation Outcomes	Refer CourseReg Schedule for course allocation outcome release dates. CourseReg Central Team will also send email & SMS to inform students when outcomes are released.
CourseReg Appeal Outcomes	Students to check from "Submit Appeals/Inquiries" page @ CourseReg. For any follow-up, contact Appeal Approvers of the respective appeal type as mentioned in Appeal Timeline.
Canvas Issues	Contact CIT Help Desk here.

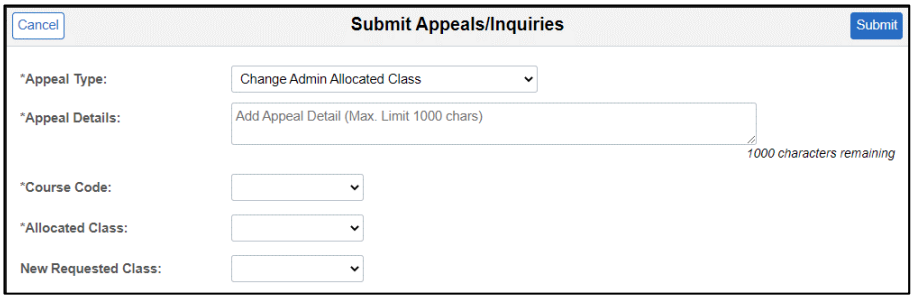
12. APPENDIX – APPEAL TYPES

Unable to secure course



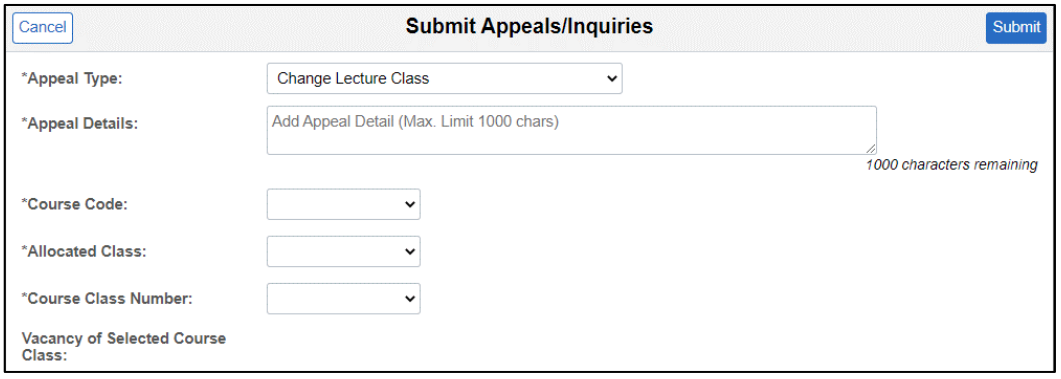
- Indicate the reason(s) for appeal, the number of course(s) you would like to enroll in via this appeal (excluding your allocated courses). If you are in your final semester, please tick the checkbox.
- You can rank up to 5 courses. Upon selecting the class which you would like to appeal for, the available vacancy will be displayed.
- You may indicate the course you wish to drop under Drop Course, should the course you are appealing for is acceded.
- Please note that you **will not** be able to submit another appeal under this appeal type if the outcome of previous submission is Pending Approval by Host/Home.
- You will be notified via an email to your NUS email address once the outcome of the appeal becomes available.
- If you do not wish to appeal for one of the courses in your submission and the course has not been processed (i.e. Pending Approval by Host), click on View Details > Cancel for the respective course. If you wish to cancel the entire appeal submitted, please refer to Point 10 of this user guide.

Change Admin Allocated Class



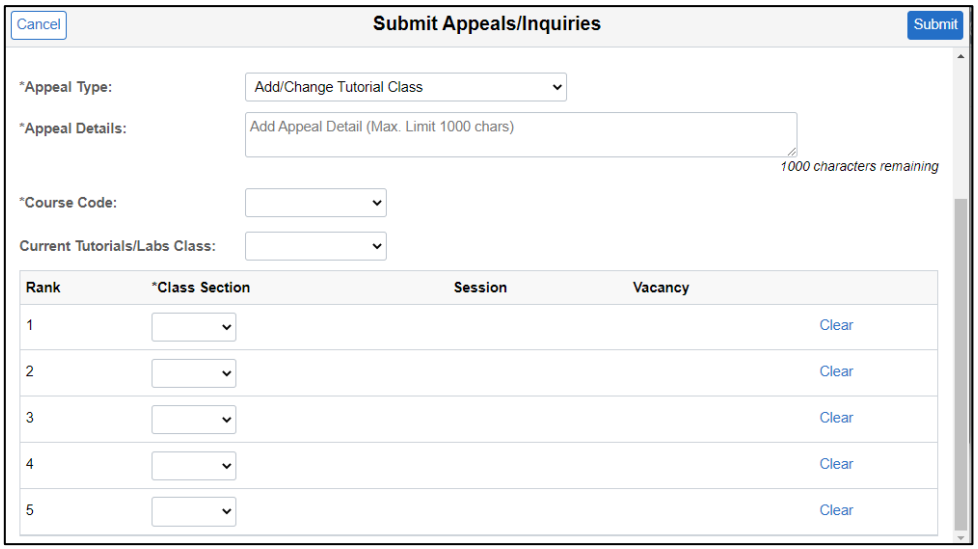
- Indicate the reason(s) for appeal, the Course Code which you are appealing for and the class which you would like to change, i.e. add/drop/swap (if applicable).
- Only courses and lecture/tutorial/lab classes that were allocated to you by the admin would be available for selection under the dropdown list via this appeal type. Do note that if you are requesting to drop the lecture class, any tutorial/lab classes will be dropped as well if the appeal is approved.
- If you have a preferred class to be swapped with, you may indicate under New Requested Class. Otherwise, you may leave it blank.
- Please note that you **will not** be able to submit another appeal under this appeal type for the **same course class** if the outcome of previous submission is Pending Approval by Host/Home.
- You will be notified via an email to your NUS email address once the outcome of the appeal becomes available.

Change Lecture Class



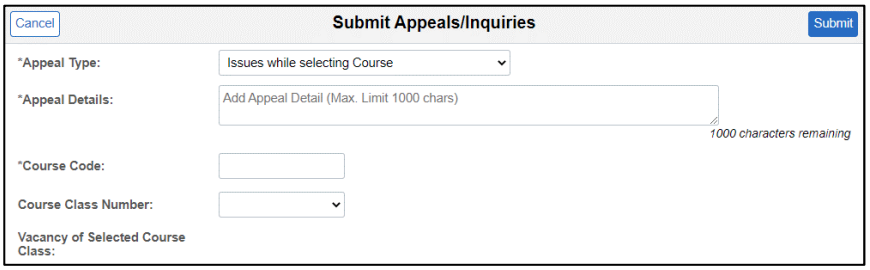
- Indicate the reason(s) for appeal, the Course Code which you are appealing for and the class which you would like to request.
- Upon selecting the class which you would like to request for, the available vacancy will be displayed.
- Please note that you **will not** be able to submit another appeal under this appeal type for the **same course class** if the outcome of previous submission is Pending Approval by Host/Home.
- You will be notified via an email to your NUS email address once the outcome of the appeal becomes available.

Add/Change Tutorial Class



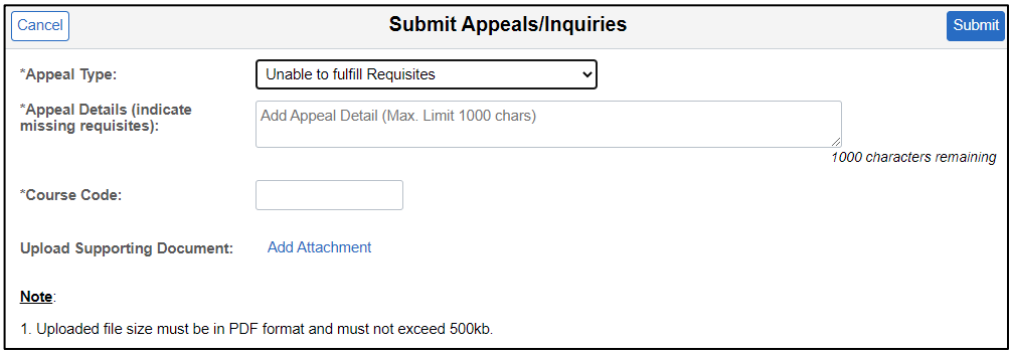
- Indicate the reason(s) for appeal, the Course Code which you are appealing for and the allocated class which you would like to change, if applicable. If you have been allocated tutorial/lab class(es), the Current Tutorials/Labs Class field will auto-populate your allocated tutorial/lab class(es). Should there be more than one allocated classes (e.g. a tutorial class and a lab class), please ensure that you select the correct class which you are requesting a change in.
- You can rank up to 5 courses. Upon selecting the class which you would like to appeal for, the available vacancy will be displayed.
- Please note that you **will not** be able to submit another appeal under this appeal type if the outcome of previous submission is Pending Approval by Host/Home.
- You will be notified via an email to your NUS email address once the outcome of the appeal becomes available.
- If you do not wish to appeal for one of the courses in your submission and the course has not been processed (i.e. Pending Approval by Host), click on View Details > Cancel for the respective course. If you wish to cancel the entire appeal submitted, please refer to Part 10 of this user guide.

Issues while selecting course



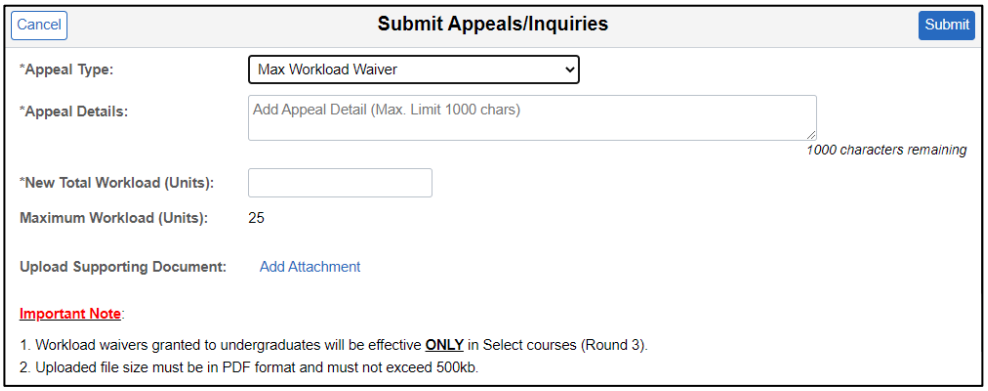
- State the issue encountered and indicate the Course Code and Course Class Number (optional) which you are appealing for.
- Please note that you **will not** be able to submit another appeal under this appeal type for the **same course** if the outcome of previous submission is Pending Approval by Host/Home.

Unable to fulfill requisites



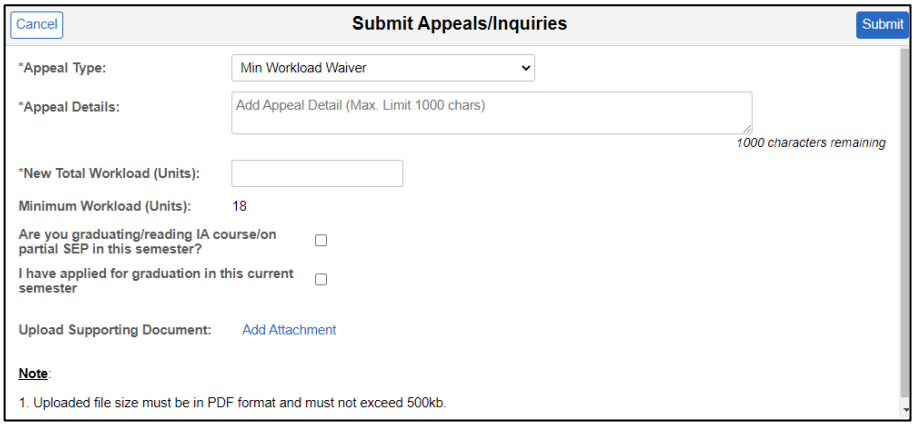
- Indicate the reason(s) for appeal and the Course Code which you are appealing for.
- You may also upload any supporting document which may support your appeal (e.g. transcript).
- For Non-Graduating students, appeal may not be considered if there is no supporting document.
- Please note that you **will not** be able to submit another appeal under this appeal type for the **same course** if the outcome of previous submission is Pending Approval by Host/Home.
- You will be notified via an email to your NUS email address once the outcome of the appeal becomes available.

Max Workload Waiver



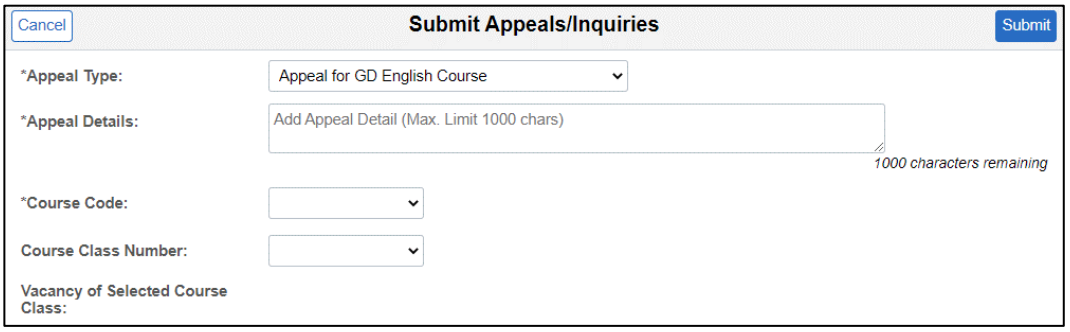
- Indicate the reason(s) for appeal and indicate the maximum workload in Units you would like to appeal for.
- You may also upload any supporting document which may support your appeal.
- Undergraduates are not allowed to submit this appeal in their first semester.
- For Undergraduates, Max Workload waivers granted will only be effected in Select Courses Round 3.
- Max workload waivers granted will only be effected in Select Courses Round 3.
- Please note that you **will not** be able to submit another appeal under this appeal type if the outcome of previous submission is Pending Approval by Host/Home.
- You will be notified via an email to your NUS email address once the outcome of the appeal becomes available.

Min Workload Waiver



- This appeal type is for students who are graduating / reading IA course / on partial SEP in the current semester. You will need to declare based on your eligibility. If you do not meet the criteria, please **do not** submit the appeal and contact your home faculty for advice.
- Indicate the reason(s) for appeal and indicate the minimum workload in Units you would like to appeal for.
- You may also upload any supporting document which may support your appeal.
- Min workload waivers granted will be effective immediately upon approval.
- Please note that you **will not** be able to submit another appeal under this appeal type if the outcome of previous submission is Pending Approval by Host/Home.
- You will be notified via an email to your NUS email address once the outcome of the appeal becomes available.

Appeal for GD English Course



- This appeal type is for Graduate students appealing for English Graduate Courses.
- Indicate the reason(s) for appeal, the Course Code which you are appealing for and the class which you would like to request.
- Upon selecting the class which you would like to request for, the available vacancy will be displayed.
- Please note that you **will not** be able to submit another appeal under this appeal type for the **same course class** if the outcome of previous submission is Pending Approval by Host/Home.