CourseReg Exercise

Guidelines on Submission of Appeals
Via CourseReg System for UG Students
AY2024/25 SEMESTER 1
Appeal Categories

Course Enrolment Issues

- Issues while selecting course
- Unable to fulfil requisites
- Unable to secure course
Appeal Categories

Workload Waivers

**Maximum Workload Waiver**

**Minimum Workload Waiver**

DO NOT submit via CourseReg
Change admin allocated class

**When**
During ongoing Rounds (1 – 3)

**Appeal Platform**
CourseReg@EduRec

**Scenario**
You have been pre-allocated a class (i.e. Lecture group) However you need to change the class timing (e.g. L1 to L2 or L2 to L1) due to timetable clash with other courses.

**What to do**
Appeals will be supported only if there is quota available and no timetable clash in students’ schedule for the new class.

**What NOT to do**
Use this category to appeal for tutorial class change. Add/change tutorial class is a separate appeal category available after Add/swap/Drop round is over. The option will display in CourseReg after Add/swap/Drop round.
Add/Change Tutorial Class

**When**
After outcome of Select tutorials/labs [Round 2] is released

**Appeal Platform**
CourseReg@EduRec

**Scenario**
You do not have a tutorial class, or wish to switch classes after all tutorial selection rounds have ended.

**What to do**
Provide valid reason and indicate alternative class(es) that you could join for the course code under appeal in the remarks, especially the class you want is already fully subscribed (i.e. no vacancy).

**What NOT to do**
Appeals for tutorial/lab/recitation slots which are already fully subscribed will likely be rejected.
Always use the correct course code (one course code per appeal), as the appeals will be routed and handled by the respective course host approver(s) online.
Change lecture class

When
After outcome of select courses is released and the option is displayed

Appeal Platform
CourseReg@EduRec

Scenario
You need to change your lecture class time slot.

What to do
Provide valid reason why a change is necessary. Having to attend to personal matters is not a valid reason.

What NOT to do
Appeal for slots which are already fully subscribed.
Use this appeal to request for change to another course code, or a similarly named course with different suffix. Example: CS1010E (allocated) to CS1010S. You need to use “Unable to secure course” instead to appeal for CS1010S after Round 3 is over.
Issues while selecting course

When
During ongoing Rounds (1 – 3)

Appeal Platform
CourseReg@EduRec

Scenario
You are unable to find the course in your course search though it is offered in this semester.

[For students in first semester] -
You find that you have not been pre-allocated the correct courses.

What to do
Only valid appeals are considered.
When bidding for oversubscribed courses, please try in later rounds or choose other courses instead.
You can only appeal for courses using type “Unable to Secure Course” after Round 3 is over.

What NOT to do
Use this category to seek timetable clash waiver or requisite waiver.
Unable to fulfil requisites

**When**
During ongoing Rounds (1 – 3)

**Appeal Platform**
CourseReg@EduRec

**Scenario**
a) You have met the prerequisites for the module however am not able to enroll via CourseReg.
b) You are appealing to take a course and you do not have the necessary prerequisites.

**What to do**
a) Please indicate the specific prerequisite course that you have already obtained to facilitate the checking and approval process.
b) SoC waive prerequisites only with very strong justification.

**What NOT to do**
Appeal without providing sufficient evidence.
Use this appeal category to appeal for classes which are fully subscribed.
Unable to secure course

When
After outcome of select courses [Round 3] is released

Appeal Platform
CourseReg@EduRec

Scenario
You could not get the required course after Round 3.

What to do
1. Rank more course choices in the order of preference.
2. Indicate correctly the no. of courses needed out of the choices you will submit
3. Indicate the course to drop to get your preferred course in case your appeal is successful.
4. Must have the necessary requisites.
5. No class and exam clashes with your current time-table.

The success of appeals depend on reason(s) provided and vacancies available. Priority will be accorded to graduating students.

What NOT to do
Make use of other course code to file for appeals not related to the course you have signed up.
Note that the appeal type for change/join a tutorial class will only show up after add/drop/swap exercise has concluded.
Maximum workload waiver

**When**
During ongoing Rounds (1 – 3)

**Appeal Platform**
CourseReg@EduRec

**Scenario**
You intend to exceed the typical workload for the semester.

**What to do**
Provide good reasons and any relevant supporting document by Round 2.

Max workload waiver approval, when granted, will only kick in from Select Course (Round 3). All students can only have up to 23 units of course allocation & under bidding before Round 3.

**What NOT to do**
Disregard past academic performance which is a factor taken into consideration.
Minimum workload waiver

When
During ongoing Rounds (1 – 3)

Appeal Platform
MySoC website
QR and web link:

Scenario
You are in your last 3 semesters and intend to underload for the semester.

What to do
Requirements to meet:
For students completing their degree requirements in their last 3 semesters towards normal candidature.
Average workload per semester for the remaining credits in the last 3 semesters must be less than 18 units.
Diploma holders are expected to complete their courses within 7 semesters due to one semester of UE exemptions.
Submit requests with study plan for the Vice Dean's approval via Student Workload System

What NOT to do
Request to underload due to reasons such as working part-time or self-initiated internship that is non-credit bearing towards your degree requirements.

DO NOT submit via CourseReg
Additional resources

Appeal category and timelines

Understanding the function of rounds in CourseReg

School of Computing Course Schedule*

Degree requirements*

Additional CourseReg Matters

*Visit regularly for the latest updates

*Scroll down the page and select accordingly

Click or Scan QR Code to be directed to website