

CourseReg Exercise

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

A photograph of the NUS School of Computing building, featuring a large glass facade reflecting trees and a brick base. The text 'NUS School of Computing' is overlaid on the glass. An orange diagonal bar is positioned above the building.

NUS School of Computing

Appeal Categories

Changing of Schedule



**CHANGE ADMIN
ALLOCATED CLASS**



**ADD/CHANGE
TUTORIAL CLASS**



**CHANGE LECTURE
CLASS**



Click to be directed to slide

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



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When

During ongoing
Rounds (1 – 3)



What to do

Appeals will be supported only if there is quota available and no timetable clash in students' schedule for the new class.



Appeal Platform

CourseReg@EduRec



What NOT to do

Use this category to appeal for tutorial class change.



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.

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



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When

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



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).



Appeal Platform

CourseReg@EduRec



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.



Scenario

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



Change lecture class



When

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



What to do

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



Appeal Platform

CourseReg@EduRec



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.*



Scenario

You need to change your lecture class time slot.



Issues while selecting course



When

During ongoing
Rounds (1 – 3)



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.



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 NOT to do

Use this category to seek timetable clash waiver or requisite waiver.



Unable to fulfil requisites



When

During ongoing
Rounds (1 – 3)



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.



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 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



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.



Appeal Platform

CourseReg@EduRec



Scenario

You could not get the required course after Round 3.



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



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When

During ongoing
Rounds (1 – 3)



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.



Appeal Platform

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Scenario

You intend to exceed the typical workload for the semester.



What NOT to do

Disregard past academic performance which is a factor taken into consideration



Minimum workload waiver

DO NOT submit via CourseReg



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When

During ongoing
Rounds (1 – 3)



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



Appeal Platform

MySoC website
QR and web link :



Scenario

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



What NOT to do

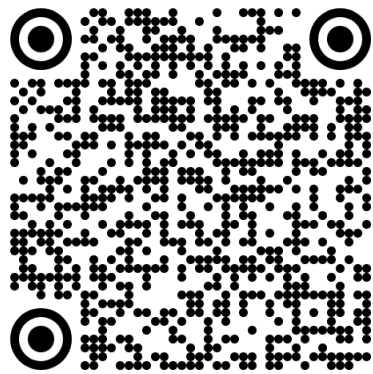
Request to underload due to reasons such as working part-time or self-initiated internship that is non-credit bearing towards your degree requirements

Additional resources

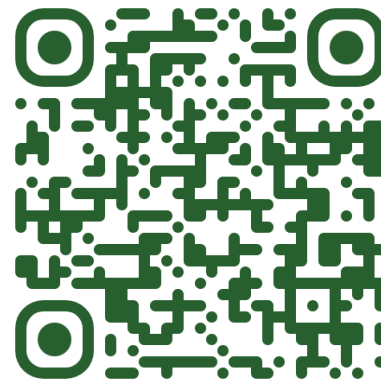
**Appeal
category
and
timelines**



**Understanding
the function of
rounds in
CourseReg**



**School of
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Course
Schedule***



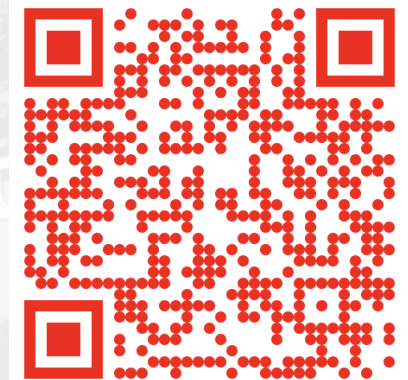
*Visit regularly for
the latest updates

**Degree
requirements***



*Scroll down the
page and select
accordingly

**Additional
CourseReg
Matters**



Click or Scan QR Code to be directed to website