

# CourseReg Exercise

**Guidelines on Submission of Appeals  
Via CourseReg System for UG Students**

**AY2025/26 SEMESTER 1**

A photograph of the NUS School of Computing building, featuring a large glass facade with the text "NUS School of Computing" visible. The building is surrounded by greenery, including palm trees. An orange diagonal bar is overlaid on the top left of the image.

NUS School of Computing

# Appeal Categories



**NUS**  
National University  
of Singapore

School of  
Computing

**Changing of  
Schedule**



**CHANGE ADMIN  
ALLOCATED CLASS**



**ADD/CHANGE  
TUTORIAL CLASS**



**CHANGE LECTURE  
CLASS**



To learn more, click title to be directed to slide

**Course Enrolment  
Issues**



**UNABLE TO FULFIL  
REQUISITES**



**UNABLE TO SECURE  
COURSE**

https://

**ADDITIONAL  
RESOURCES**

**Workload  
Waivers**



**MAXIMUM  
WORKLOAD WAIVER**



**MINIMUM WORKLOAD  
WAIVER\***

\*Submission via this [link](#) instead of CourseReg only if you are in the last 3 semesters leading to graduation!!!



**TO TAKE NOTE**



# Change admin allocated class



## Appeal timing

During ongoing  
Rounds (1 – 3)



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



## Appeal Platform

CourseReg@EduRec



Do NOT 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



## Appeal Timing

After Outcome of  
SELECT TUTORIALS/LABS  
(Round 2) is released



Please 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



Do NOT appeal solely for tutorial/lab/recitation slots which are already fully subscribed – appeals can be rejected.



## Scenario

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

*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



## Appeal Timing

After Outcome of  
SELECT COURSES  
(Round 3) is released



Please provide a strong justification why a change is necessary. "Having to attend to personal matters" is not a valid reason.



## Appeal Platform

CourseReg@EduRec



Do NOT appeal for slots which are already fully subscribed.

Do NOT use this appeal to request for change to another course code, or a similarly named course with different suffix. Example: allocated CS1010E 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.



# Unable to fulfil requisites



## Appeal Timing

During ongoing  
Rounds (1 – 3)



Please indicate the specific prerequisite course that you have already obtained to facilitate the checking and approval process

Remember to bid for the course after approval

SoC supports waiver of prerequisites only when very strong justification(s) are provided.



## 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."



Do NOT appeal without providing sufficient evidence.

Do NOT use this appeal category to appeal for classes which are fully subscribed.



# Unable to secure course



## Appeal Timing

After Outcome of  
SELECT COURSES  
(Round 3) is released



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. Check no time-table clashes before submission.

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.



Do NOT 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



## Appeal Timing

During ongoing  
Rounds (1 – 3)



Please provide good reasons and attached any relevant supporting documents in your appeal 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. This is to ensure all undergraduates have a fair dip over available courses for normal workload bidding per semester.



## Appeal Platform

CourseReg@EduRec



## Scenario

You intend to exceed  
the typical workload for  
the semester.



Do NOT Disregard past academic performance which is a factor taken into consideration



# Minimum workload waiver



## Appeal Timing

During ongoing  
Rounds (1 – 3)



## Requirements to meet:

Applicable only to students completing their degree requirements in their **last 3 semesters** as per 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 degree within 7 semesters due to one semester of UE exemptions.



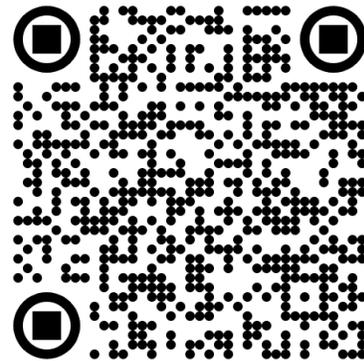
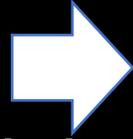
**DO NOT**  
submit via  
CourseReg

## Appeal Platform

MySoC website

QR and web link :

Submit requests with **study plan** for the Vice Dean's approval



## Scenario

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



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

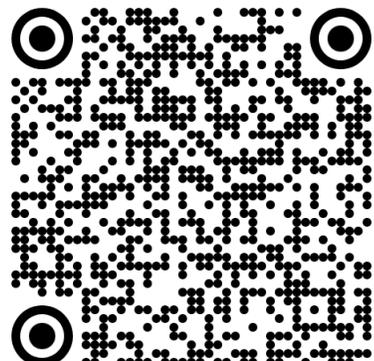
https://

# Additional resources

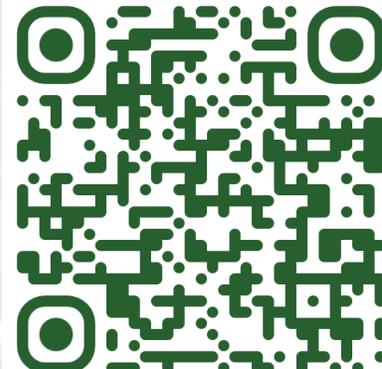
**Appeal  
category  
and  
timelines**



**Understanding  
the function of  
rounds in  
CourseReg**



**School of  
Computing  
Course  
Schedule\***



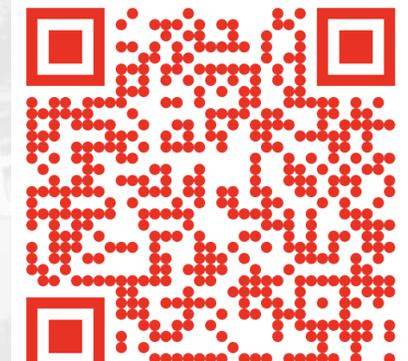
\*Visit regularly for  
the latest updates

**Degree  
Requirements  
per Cohort\***



\*Scroll down the  
page and select  
accordingly

**Additional  
CourseReg  
Matters**





# To Take Note



Allocation processes are conducted within **specified windows** during the CourseReg exercise, and access is restricted during these times. Please adhere to the **timeline** established by the CourseReg team for submitting appeals.



There are **two rounds** of **tutorial balloting**. If you are unsuccessful in the first round, you should try in the second round and/or subsequent “Add/Swap Tutorials/Labs” Round. If you still cannot secure a group, then proceed to file an appeal under Add/Change Tutorial Class. **Please do not attempt to use other appeal category for such request!**