

CourseReg Exercise

Guidelines on Submission of Appeals

Via CourseReg@EduRec System for UG Students

AY2026/27 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. A blue and orange diagonal graphic element is overlaid on the top left of the image.

NUS School of Computing

Appeal Categories

Changing of Schedule



CHANGE ADMIN
ALLOCATED CLASS



CHANGE LECTURE
CLASS



ADD/CHANGE TUTORIAL
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



TO TAKE NOTE

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



Change admin allocated class



Appeal timing

During ongoing
Rounds (1 – 3)



Appeals will only be approved if there is available quota and the new class does not cause a timetable clash in your schedule.



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) due to a timetable clash with other courses.

Adding/changing a tutorial class is a separate appeal category that will appear in CourseReg after the Add/Swap/Drop round concludes.



Change lecture class



Appeal Timing

After Outcome of
SELECT COURSES
(Round 3) is released



Appeal Platform

CourseReg@EduRec



Scenario

You need to change your
lecture class time slot.



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



Do NOT appeal for slots which are already fully subscribed.

Do NOT use this category to request a change to a different course code or a course with a different suffix (e.g., trying to change from CS1010E to CS1010S). *You need to use "Unable to secure course" instead to appeal for CS1010S after Round 3 is over.*



Add/Change Tutorial Class



Appeal Timing

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



Please provide a valid reason and list alternative classes you can join in the remarks section - especially if your preferred class is already fully subscribed (has no vacancy).



Appeal Platform

CourseReg@EduRec



Do NOT appeal solely for fully subscribed tutorial/lab/recitation slots, as these appeals may 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.



Unable to fulfil requisites



Appeal Timing

During ongoing
Rounds (1 – 3)

Appeal Platform

CourseReg@EduRec



Scenario

a) You have met the prerequisites for the course but are unable to enroll via CourseReg.

b) You are appealing to take a course and you do not have the necessary prerequisites."



Please indicate the specific prerequisite course you have already completed to expedite the verification process.

Remember to bid for the course after approval

SoC supports the waiver of prerequisites only under exceptional circumstances with strong justification.



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



Appeal Platform

CourseReg@EduRec



Scenario

You could not get the
required course after
Round 3.



1. **Rank** multiple course choices in order of preference.
2. **State** the exact number of courses you need from your submitted choices.
3. **Indicate** which course to drop if your appeal is successful. (if applicable)
4. **Ensure** you meet all necessary prerequisites.
5. **Verify** that there are no class or exam clashes with your current timetable before submission.

The success of your appeal depends on the reasons provided and vacancy availability. Priority will be accorded to graduating students.



Do NOT use an unrelated course code to file an appeal.

Note that the appeal type for change/join a tutorial class will only show up after add/drop/swap exercise has concluded.

Do NOT email SoC course instructors or staff regarding course enrollments. All requests must be submitted formally through CourseReg using the correct appeal type.



Maximum workload waiver



School of Computing



Appeal Timing

During ongoing Rounds (1 – 3)



Please provide valid reasons and attach any relevant supporting documents to your appeal by Round 2.

Approved workload waivers take effect only from Select Courses (Round 3). Prior to Round 3, all students are capped at 23 units of course allocations and active bids. This ensures all undergraduates have an equal opportunity to secure courses for a normal workload.



Appeal Platform

CourseReg@EduRec



Scenario

You intend to exceed the typical workload for the semester.



Do NOT overlook your past academic performance, as it is a key factor taken into consideration.



Minimum workload waiver



School of Computing



Appeal Timing

During ongoing Rounds (1 – 3)

Appeal Platform - MySoC website

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



You may need to logon to the VPN [https://nusit.nus.edu.sg/services/wifi_internet/nvpn/] if you are accessing the website while off-campus (no VPN required if on campus).



Scenario

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



QR and Web link



DO NOT submit via CourseReg@EduRec



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 request to underload for reasons such as part-time employment or self-initiated, non-credit bearing internships.

<https://>

Additional resources



School of
Computing

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



Click or Scan QR Code to be directed to website

Back



To Take Note



To ensure that students are assigned the appropriate curricular priority for their course choices in CourseReg, students are strongly advised to complete their Academic Plan Declaration (applicable for continuing students) at least **24 hours before** participating in the CourseReg exercise. Please do so even if there are no changes in your academic plan.



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.



To Take Note

Tutorial/ Labs

There are **two rounds** of **tutorial balloting**. If you are unsuccessful in the first two rounds, you should try in the **"Add/Swap Tutorials/Labs"** Round.

If you still cannot secure a group, then proceed to file an appeal in **EduRec** under **"Add/Change Tutorial Class"** category. **Please do not use any other appeal category for these requests.**

LEVEL 5000

Not all SoC level-5000 **graduate courses** (e.g. CS5242) are open to undergraduates for bidding during CourseReg rounds. For those not listed, please file an appeal to the SoC Graduate Office after Round 3 has concluded and using the appeal type: Unable to secure course in CourseReg system.

Questions regarding graduate-level courses should be directed to the School of Computing Graduate Studies Office at **soc-gradcourserereg@nus.edu.sg**