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</table>
Welcome to the Starting Page for ModReg @ 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 ‘Module Registration’ (ModReg)

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

This page gives a brief introduction to ModReg.

3. VIEW MY CLASSES@MODREG

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 module details by clicking on ▼/▶.
4. SELECT MODULES

NOTE
This page is applicable to:

<table>
<thead>
<tr>
<th>All NUS Undergraduate students</th>
<th>Graduate students and Graduate Certificate students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duke-NUS students</td>
<td>Continuing &amp; Professional Education students</td>
</tr>
</tbody>
</table>

Enter this page through the left column of ModReg:

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

Your module selection must meet all these criteria:
- Cleared all requisites
- Modules don’t clash with existing modules’ examination and class timetables

Note these limitations for module selection:
- Each round has a permissible workload limit, restricting the number of modules you can select.
- Students cannot add classes with 0 vacancy in Select Modules Rounds 1 and 2 for both main and reserve list; students can add classes with 0 vacancy in Select Modules Round 3.
Enter the number of MCs you would like to enroll in for the current round &gt; Click ‘Add Class’:

Seniority (based on cumulative MCs obtained): COM2
Module Feedback Points: 5
Number of MCs Allocated: 0
Max Number of MCs that can be taken in this Round: 23
Number of MCs to meeting min. Workload: 18
Number of MCs you would like to enrol in for this round: 4

Understanding displayed information/fields

<table>
<thead>
<tr>
<th>Seniority</th>
<th>Student’s level of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Feedback Points</td>
<td>Points attained for feedback done on modules (if applicable).</td>
</tr>
<tr>
<td>Number of MCs Allocated</td>
<td>Total number of MCs which student has been allocated (refer to View My Classes@ModReg for the classes allocated).</td>
</tr>
<tr>
<td>Max Number of MCs that can be taken in this Round</td>
<td>The permissible workload limit stipulated for the respective rounds. This changes according to the number of MCs which student is already allocated.</td>
</tr>
<tr>
<td>Number of MCs to meeting min. Workload</td>
<td>Student’s minimum workload minus the number of MCs allocated.</td>
</tr>
<tr>
<td>Number of MCs you would like to enrol in for this round</td>
<td>Student would be able to select module(s) up to the number of MCs indicated in this field, which must be less than or equal to the maximum number of MCs that can be taken in each round.</td>
</tr>
</tbody>
</table>
You will be prompted to search for your module:

Key in these details > Click ‘Search’:
- Subject (Mandatory)
- Catalog Nbr (Optional)
- Module Title Optional)
Step 3: Select, Delete, Reserve Modules

Select your module 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 module 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 modules.

Please note: Students will not be allowed to select modules without vacancies in Round 1 and Round 2. Students are advised to consider other alternative modules.

Selected modules appear in the **Main List** of your ModReg’s ‘Select Modules’ page:

On this page, you can execute these actions:

- **Delete** module 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 module. Reserve classes are for students to indicate their next preferred module class in the event that module allocation was unsuccessful for a particular Main List module.

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

View Allocated Modules

Your selected module choices will be validated at the end of the round. Go to View My Classes@ModReg to view your allocated classes. Allocation will be based on protection rules if demand exceeds supply.
5. SUBMIT MODULE REQUESTS (FOR GRADUATE & DUKE-NUS GRADUATE MEDICINE STUDENTS)

<table>
<thead>
<tr>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>This page is applicable to:</td>
</tr>
<tr>
<td>Graduate students</td>
</tr>
<tr>
<td>Duke-NUS students</td>
</tr>
</tbody>
</table>

Enter this page through the left column of ModReg:

The page has a single button, labelled ‘Request for Modules’ > Click it to proceed
Step 1: Enter MCs

Enter the number of MCs you would like to enroll in for the current round > Click ‘Add Class’:

Step 2: Search Module

You will be prompted to search for your module:

Key in these details, then click ‘Search’:
- Subject (Mandatory)
- Catalog Nbr (Optional)
- Module Title (Optional)

If a module search is unsuccessful despite correct entry (see screenshot below), the module might not be offered to you via Submit Module Requests function. You may contact module hosts should you be allowed to select it via Submit Module Requests function.
Select your module choice > Fill in the required fields indicated in the screenshot below:

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

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

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

- Students are allowed to select modules up to 12 MCs in one Module Request. However, the ‘Max workload MCs you would like to Request in this round’ can be indicated based on the required non-prescribed modules MCs for this semester.
- To delete the selected module(s), click on ‘Remove’ and confirm action.
- To re-rank modules, click on ‘Rank Modules’ > A pop-up appears:
Step 4: Submit Module Request, View Details

Click ‘Submit’ to submit your Module Request > You will be prompted to confirm your action > Click ‘OK’ to proceed or ‘Cancel’ to go back.

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

Once the Module Request is submitted, the status of the request will be reflected on the main page of Submit Module Requests > Click on ‘View Details’ for the details of Module Requests submitted:
6. SUBMIT MODULE REQUESTS (FOR NON-GRADUATING STUDENTS)

Enter this page through the left column of ModReg:

The page has a single button, labelled ‘Request for Modules’ > Click it to proceed

Step 1: Enter MCs

Enter the number of MCs you would like to take in this semester excluding already allocated modules and click ‘Add Class’.

<table>
<thead>
<tr>
<th>Module Request Number:</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max Workload (MCs) allowed for candidature:</td>
<td>12</td>
</tr>
<tr>
<td>Workload (MCs) for this Sem (excl. pre-allocated modules):</td>
<td>8</td>
</tr>
<tr>
<td>Add Class</td>
<td></td>
</tr>
</tbody>
</table>
You will be prompted to search for your module:

Key in these details, then click ‘Search’:
- Subject (Mandatory)
- Catalog Nbr (Optional)
- Module Title Optional

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

Module not found. Please refine your search by entering a different keyword.

OK
Step 3: Select, Delete, Rank Modules

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

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

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

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

- Students are allowed to select modules up to 23 MCs in one Module Request. However, the ‘Workload (MCs) for this Sem (excl. pre-allocated modules)’ can be indicated based on the required cross-faculty modules MCs for this semester.

- To delete the selected module(s), click on ‘Remove’ and confirm action.

- To re-rank modules, click on ‘Rank Modules’ > A pop-up appears:
Step 4: Submit Module Request, View Details

Click ‘Submit’ to submit your Module Request > You will be prompted to confirm your action > Click ‘OK’ to proceed or ‘Cancel’ to go back.

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

Once the Module Request is submitted, the status of the request will be reflected on the main page of ‘Submit Module Requests’ > Click on ‘View Details’ for the details of Module Requests submitted:
7. SELECT TUTORIALS/LABS

Enter this page through the left column of ModReg:

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

Click on 'Select Tutorials/Labs'.

Step 1: View Classes

The list of enrolled modules with tutorials/labs will be displayed. Click on the module to view the list of tutorial/lab classes.
Step 2: Select, Rank, Delete Classes

Select your preferred tutorial/lab classes for each of the modules and click ‘Continue’. The vacancy for each class is displayed for your reference:

Classes will be arranged according to Module 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@ModReg 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 ModReg:

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

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@ModReg.

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

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@ModReg.

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 module and tutorial/lab classes.

**Note**

Refer to the [academic calendar](#) for the periods where modules dropped will be prescribed with ‘W’ grade or ‘F’ grade.

- During the Drop with “W” grade period, students can drop the module in ModReg@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 ModReg:
Select the above checkbox for the lecture or tutorial/lab classes which you wish to drop. If you select the lecture class of a module, 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@ModReg to view the enrolment status of your modules/classes.
10. SUBMIT APPEALS/INQUIRIES

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

Enter this page through the left column of ModReg:

The page has a single button, click ‘Add Appeals/Inquiries’ to proceed

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

<table>
<thead>
<tr>
<th>Appeal Nbr</th>
<th>Appeal Type</th>
<th>Status</th>
<th>View Details</th>
<th>Allow to Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Max Workload Waiver</td>
<td>Pending Approval by Home</td>
<td>View Details</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>Unable to fulfill Requisites</td>
<td>Pending Approval by Host</td>
<td>View Details</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Note: To cancel appeal(s) which have not been processed, click "Yes".*

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

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

Who to Contact?

<table>
<thead>
<tr>
<th>Type of Issues/Enquiries</th>
<th>Point of Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Plan Application &amp; Declaration</td>
<td>ModReg Help Desk</td>
</tr>
<tr>
<td>(APAQ) Issues</td>
<td></td>
</tr>
<tr>
<td>ModReg Access or System-related issues</td>
<td></td>
</tr>
<tr>
<td>Clean State Transfer Issues</td>
<td></td>
</tr>
<tr>
<td>Class and Exam Timetable Issues</td>
<td></td>
</tr>
<tr>
<td>Modules-related issues (e.g. pre-requisites/ co-requirements, pre-allocations, vacancies, etc.)</td>
<td>List of Faculty/School for:</td>
</tr>
<tr>
<td></td>
<td>- Undergraduate Students</td>
</tr>
<tr>
<td></td>
<td>- Graduate Students</td>
</tr>
<tr>
<td></td>
<td>- Non-Graduating Students</td>
</tr>
<tr>
<td></td>
<td>- Continuing &amp; Professional Education Students</td>
</tr>
<tr>
<td>Tutorials</td>
<td></td>
</tr>
<tr>
<td>Workload</td>
<td></td>
</tr>
<tr>
<td>Curricular or Degree/Programme Requirements</td>
<td>Refe ModReg Schedule for module allocation outcome release dates.</td>
</tr>
<tr>
<td>Seniority/Code</td>
<td></td>
</tr>
<tr>
<td>ModReg Allocation Outcomes</td>
<td></td>
</tr>
<tr>
<td>ModReg Appeal Outcomes</td>
<td>Students to check from “Submit Appeals/Inquiries” page @ ModReg</td>
</tr>
<tr>
<td>LumiNUS Issues</td>
<td>Contact CIT Help Desk</td>
</tr>
</tbody>
</table>

(For feedback/suggestions, please contact training team via modreg@nus.edu.sg)
12. APPENDIX – APPEAL TYPES

- Indicate the reason(s) for appeal, the number of module(s) you would like to enroll in via this appeal (excluding your allocated modules). If you are in your final semester, please tick the checkbox.
- You can rank up to 5 modules. 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 modules in your submission and the module has not been processed (i.e. Pending Approval by Host), click on View Details > Cancel for the respective module. If you wish to cancel the entire appeal submitted, please refer to Point 10 of this manual.
**Drop Lec/Tut Allocated by Admn**

- Indicate the reason(s) for appeal, the Module Code which you are appealing for and the class which you would like to drop (if applicable).
- Only modules and lecture/tutorial/lab classes that were pre-allocated to you 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.
- Please note that you **will not** be able to submit another appeal under this appeal type for the **same module 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 Module 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 module 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.
• Indicate the reason(s) for appeal, the Module 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 Allocated 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 modules. Upon selecting the class which you would like to appeal for, the available vacancy will be displayed.

• You cannot submit classes with 0 vacancy in your appeal, you will need to indicate another class which has vacancy.

• 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 modules in your submission and the module has not been processed (i.e. Pending Approval by Host), click on View Details > Cancel for the respective module. If you wish to cancel the entire appeal submitted, please refer to Part 10.
Issues while selecting module

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

Academic Plan Declaration Issues

- State the issue encountered and elaborate where relevant.
- 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.

Clean Slate Transfer Issues

- State the issue encountered and elaborate where relevant.
- 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.
Unable to fulfil requisites

- Indicate the reason(s) for appeal and the Module 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 module 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 MCs you would like to appeal for.
- Workload waivers granted will only be effected in Select Modules 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.
• This appeal type is for Graduate students appealing for English Graduate Modules
• Indicate the reason(s) for appeal, the Module 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.
• You cannot submit classes with 0 vacancy in your appeal, you will need to indicate another class which has vacancy.
• Please note that you will not be able to submit another appeal under this appeal type for the same module class if the outcome of previous submission is Pending Approval by Host/Home.