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1. STUDENT LOGIN

1.1 Login to myEduRec with NUSNET ID (i.e. E00XXXXXX) and password.

![Login to myEduRec](image)

1.2 Click on Academics and select Module Registration (ModReg).

![Click on Academics](image)

**Note:**
- Students are required to complete their Academic Plan declaration once every semester before proceeding to ModReg. Declaration once made is irrevocable for the semester.
2. ABOUT MODREG@EDUREC

This page gives a brief introduction to ModReg.

[Diagram: ModReg@EduRec]

Module Registration at Education Records System (ModReg@EduRec) is the University's consolidated module registration platform for all NUS students belonging to the following categories:
- Undergraduates (UG)
- Graduate (GD)
- Non-graduating (NG)
- Continuing & Professional Education (CPE): Graduate Certificate (GDCert) and Specialist Certificate (SpCert)

ModReg@EduRec employs a rules-driven, priority-based engine to allocate modules based on each student's:
- Curricular needs
- Seniority in the programme (except for CPE students on certificate programmes), and
- Module preferences

3. VIEW MY CLASSES

This page lists all classes that have been allocated to you for the semester based on the programme(s) you are enrolled in.

[Chart: View My Classes]

Please note that there will be no classes on public holidays. The module instructor(s) will advise on make up classes, if any.

- **CS2103 Software Engineering**
  - Class: L - L1 - 1139
  - Activity: Lecture
  - Units: 4.00
  - Status: Enrolled

- **IS3106 Enterprise Systems Interface D**
  - Class: L - L1 - 1506
  - Activity: Lecture
  - Units: 4.00
  - Status: Enrolled

- **IS4100 IT Project Management**
  - Class: L - L1 - 1522
  - Activity: Lecture
  - Units: 4.00
  - Status: Enrolled

(Note: System will calculate half of the total MCs for year-long modules in ModReg workload calculation. However, EduRec Enrolment will reflect total MCs of the module.)
4. SELECT MODULES

Note: This page is applicable to:
− All NUS Undergraduate students
− Graduate students and Graduate Certificate students who are enrolled in the following programmes (refer here).

In this page, students will select the modules that they wish to register for. Students with multiple active programmes and/or multiple terms which are opened for module registration simultaneously are required to select the programme and/or term they wish to register modules for.

A module can only be selected if students satisfy the module’s requisites and it does not clash with students’ existing modules in terms of examination and class timetable. The number of modules students can select is also limited by the permissible workload limit stipulated for the respective rounds.

4.1 Enter the number of MCs you would like to enrol in for the current round and click Add Classes.

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 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 to enroll 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>
4.2 You will be prompted to search for your module.

- Subject (Mandatory)
- Catalogue number (Optional)
- Module Title (Optional)

Click **Search**.

![Select Modules](image)

**Understanding Subject and Catalog Number**

**Example: CS1010**

- Subject: CS  *(Note: Click on select subject to search for the Subject)*
- Catalogue number: 1010

![Example Module Details](image)

4.3 Select your choice of module followed by your preferred class (if relevant).

- You would be able to view the *Vacancy* and *Students Selected* (i.e. number of students who have selected that module class).
- Click on the hyperlink of the Class to view the class details (e.g. timetable).
- For information on tutorial classes, click on **View Tutorial Classes** hyperlink at the top right corner of the page.

![Select Module Classes](image)
4.4 Your selected module will appear in the **Main List**.

```
[Image of Select Modules interface]
```

4.5 Repeat Steps 4.2 to 4.3 to add more module(s) 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.

```
[Table of ranked courses]
```

4.6 To delete your module choices, tick the checkbox for the module(s) under **Select to Delete** and click **Delete Classes**. You will be prompted to confirm action. Click on **Yes** to proceed.

```
[Image of Select Modules interface, with option to delete classes]
```
4.7 Students can select **up to two reserve classes** for each module in their **Main List**. Reserve classes are for students to indicate their next preferred module class in the event that they are unsuccessful for a particular **Main List** module.

To add reserve classes to the module(s) in your **Main List**, click on **Add Reserve Classes**.

![Image of the main list with reserve classes highlighted](image)

4.8 Click on **Add Classes** to add your reserve classes. Refer to Steps 4.2, 4.3 and 4.5 for adding of module.

![Image of the reserve list](image)

4.9 Click on **Return to Main Page** to return to the **Main List**.

![Image of the main page with reserve list highlighted](image)

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

Note: This page is only applicable to Graduate students for cross-faculty modules. Module requests submitted requires approvals from both the home department and module host department(s).

5.1 Click on Request for Modules button.

5.2 Enter the number of MCs you would like to enrol in for the current round and click Add Classes.

5.3 You will be prompted to search for your module.
   - Subject (Mandatory)
   - Catalogue number (Optional)
   - Module Title (Optional)

Click Search.
Understanding Subject and Catalog Number

Example: CS1010

- Subject: CS  (Note: Click on select subject to search for the Subject)
- Catalogue number: 1010

5.4 Select your choice of module.

5.5 Fill in the required fields and select your preferred class(es).
- In order 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).

5.6 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 Classes repeat Steps 5.3 to 5.6.
- To delete the selected module(s), click on Remove and confirm action.
5.7 You may re-rank your module choices by clicking on Rank Modules.

5.8 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.

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

Note: This page is only applicable to Non-graduating Exchange/Non-exchange students. Module Requests submitted requires approval from module host department(s).

6.1 Click on Request for Modules button.

6.2 Non-graduating students can select modules up to 23MCs. Click on Add Class to begin.

6.3 You will be prompted to search for your module.
   - Subject (Mandatory)
   - Catalogue number (Optional)
   - Module Title (Optional) Click Search.

Click Search.
Understanding Subject and Catalog Number

Example: CS1010

- Subject: CS
- Catalogue number: 1010

6.4 Select your choice of module.

6.5 Fill in the required fields and select your preferred class(es).
- In order 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.

6.6 Click the Continue button at the top right corner of the page. The module(s) which you have selected will be displayed accordingly.

6.7 To add module(s), click on Add Class again and repeat Steps 6.3 to 6.5. You may re-rank your module choices by clicking on Rank Modules.
6.8 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 Request can only be submitted if all modules in the previous submission were rejected.

6.9 Once the Module Request is submitted, the status of the request will be reflected. Click on **View Details** for the details of Module Requests submitted.
7. SELECT TUTORIALS/LABS

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.

7.1 Click on Add Tutorials/Labs button.

7.2 The list of enrolled modules with tutorials/labs will be displayed. Click on the module to view the list of tutorial/lab classes.

7.3 Select your preferred tutorial/lab classes for each of the modules and click Continue. The vacancy for each class is displayed for your reference.
7.4 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.

7.5 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 Yes to proceed.

7.6 You will be required to re-rank the list of tutorial/lab classes. Click Continue after doing so.

7.7 Your selected tutorial/lab classes will go through a balloting process at the end of the round. Go to View My Classes 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.

Request to Add tutorial (if you have not been allocated a tutorial/lab class)

8.1 Click on Request to Add Tutorial.

8.2 Select your preferred tutorial class and click Submit.

8.3 At the main page of Add/Swap Tutorials/Labs, your request will be reflected accordingly. Please note that the request is processed at frequent intervals. Allocation is subject to vacancies and is not guaranteed. Students may check their tutorial/lab allocation in View My Classes.
8.4 If you wish to change your choice of tutorial/lab class and the request has not been processed, click on the hyperlink beside 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 Steps 8.1 to 8.3).

Request to Swap Tutorial (if you have been allocated a tutorial/lab class but wishes to change to another class)

8.5 Click on Request to Swap Tutorial.

8.6 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.
8.7  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 effected when there is a corresponding match with another student. Students may check their tutorial/lab allocation in **View My Classes**.

8.8  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.

9.1 Select the 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.

9.2 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.

9.3 Go back to View My Classes to view the enrolment status of your modules/classes.
10. **SUBMIT APPEALS/INQUIRIES**

Students may file appeals to address issues during module registration.

10.1 Click on **Add Appeals/Inquiries**.

10.2 Select the relevant Appeal Type from the drop down list.

10.3 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 **Section 12. Appendix** for detailed information on each Appeal Type.

10.4 Your submitted appeal will appear in the main page of Submit Appeals/Inquiries with the status reflected. Student can cancel appeals which have not been processed (i.e. Pending Approval by Host) by clicking “Yes” under **Allow to Cancel**.
10.5 Click on **View Details** to view the details of the appeal submitted.

10.6 Students are to log in to this page to check on the status of their submitted appeals.

10.7 Click on **View Details** to view Admin Comments (if any).

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.)

**Undergraduate Students**
For enquiries relating to Faculty matters, including students in the part-time Bachelor of Technology (BTech) programme, please contact the **Faculty Administrators**.

**Graduate Students**
For enquiries relating to Special Term modules, please contact the respective Graduate Divisions of the respective **Faculties/Schools conducting the programmes**.
12. APPENDIX – APPEAL TYPES

### Unable to secure module

- 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 previous submission has not been concluded.
- 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 Edit/View Details > Cancel for the respective module. If you wish to cancel the entire appeal submitted, please refer to Step 10.4.

### Pre-allocate GER1000/GEQ1000

- Indicate the reason(s) for appeal, the Module Code (i.e. GER1000 or GEQ1000) and the class which you would like to appeal for.
- 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 previous submission has not been concluded.
Drop Pre-allocated Lec/Tut Class

- 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 previous submission has not been concluded.

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 previous submission has not been concluded.

Add/Change Tutorial Class

- Indicate the reason(s) for appeal, the Module Code which you are appealing for and the class which you would like to request. 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.
- 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 previous submission has not been concluded.
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 previous submission has not been concluded.

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 previous submission has not been concluded.

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 previous submission has not been concluded.

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).
- Please note that you will not be able to submit another appeal under this appeal type for the same module if the previous submission has not been concluded.
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 previous submission has not been concluded.

<table>
<thead>
<tr>
<th>Cancel</th>
<th>Submit Appeals/Inquiries</th>
<th>Submit</th>
</tr>
</thead>
</table>

*Appeal Type:*
Max Workload Waiver

*Appeal Details:*
Add Appeal Detail (Max. Limit 1000 chars)

*New Max Workload (in MCs):*

**Important Note:** Workload waivers granted will only be effective in Select Modules Round 3.