## Contents

1. **STUDENT LOGIN** ........................................................................................................................................... 3
2. **ABOUT MODREG@EDUREC** ....................................................................................................................... 4
3. **VIEW MY CLASSES@MODREG** ....................................................................................................................... 4
4. **SELECT MODULES** ........................................................................................................................................ 5
5. **SUBMIT MODULE REQUESTS (FOR GRADUATE / DUKE-NUS GRADUATE MEDICINE / CONTINUING & PROFESSIONAL EDUCATION STUDENTS)** ................................................................................................................. 10
6. **SUBMIT MODULE REQUESTS (FOR NON-GRADUATING STUDENTS)** .......................................................... 14
7. **SELECT TUTORIALS/LABS** .......................................................................................................................... 17
8. **ADD/Swap TUTORIALS/LABS** ...................................................................................................................... 19
9. **DROP CLASSES** ............................................................................................................................................. 22
10. **SUBMIT APPEALS/INQUIRIES** ................................................................................................................... 24
11. **CONTACT INFORMATION FOR ENQUIRIES** ............................................................................................... 25
12. **APPENDIX – APPEAL TYPES** ..................................................................................................................... 26
1. STUDENT LOGIN

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

![myEduRec Login](image)

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

![ModReg](image)

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:
- All NUS Undergraduate students
- Graduate students and Graduate Certificate students
- Duke-NUS students
- Continuing & Professional Education students

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

If a module search is unsuccessful despite correct entry, it means that the module might not be offered to you in current Select Modules round. You may search it again in subsequent rounds or contact module hosts should you be allowed to select it in current Select Modules round.

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

4.2 You will be prompted to search for your module.
- Subject (Mandatory)
- Catalog Nbr (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

4.3 Select your choice of module followed by your preferred class (if relevant).
- You would be able to view the Session (i.e. Regular or Mini-Sem), 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

Click Select on your choice of class.
4.4 Your selected module will appear in the **Main List**.

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.

4.6 To delete your module choices, tick the checkbox for the module(s) under **Select to Delete**, close the window that notifies to click the “Delete Class” button to confirm the deletion of the selected class and click **Delete Class** button. You will be prompted to confirm action. Click on **Yes** to proceed.
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 module allocation was unsuccessful for a particular Main List module.

To add reserve classes to the module(s) in your Main List, click on Add Reserve Classes.
4.8 Click on **Add Class** to add your reserve classes. Refer to Steps 4.2, 4.3 and 4.5 for adding of module.

![Add Reserve Class](image)

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### Notes:

1. For year-long modules, ModReg will calculate half of the total MCs of the module in its computation of the workload for the semester. However, the Enrollment page at EduRec will reflect the total MCs of the module.
2. "Students Selected" refers to the number of students who have selected the same module-class in their Main List.
3. To delete a class, please select the relevant class before clicking the 'Delete Class' button.
4. The above module(s) will be processed for allocation. Module(s) that are successfully allocated will be displayed under "View My Classes" upon release of outcome of each round.

---

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

![Return to Main Page](image)

---

4.10 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 / CONTINUING & PROFESSIONAL EDUCATION STUDENTS)

Note: This page is only applicable to Graduate / Duke-NUS Graduate Medicine / Continuing & Professional Education students for cross-faculty modules. Module requests submitted by Graduate students require approvals from both the home department and module host department(s), while module requests submitted by Duke-NUS Graduate Medicine / Continuing & Professional Education students require approval from the module host department(s) only.

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 Class.

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

   Click Search.
If a module search is unsuccessful despite correct entry, it means that 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.

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). Only one file can be attached per request.

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 Class repeat Steps 5.3 to 5.6.
   - 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
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.

Submit Module Requests

Module Name: GEOG10 GEOGRAPHY AND SOCIAL THEORY
Units: 4.00
Rank: 1
Status: Pending Approval by Home

Notes:
1. For joint major modules, weighting will calculate half of the overall MUs of the module in its contribution to the workload for the semester. However, the Enrolment page at EMReg will reflect the full MUs of the module.
2. Please click on 'Submit' button for the respective approvals to process your module request.
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 Enter the number of MCs you would like to take in this semester excluding already allocated modules and click Add Class.

6.3 You will be prompted to search for your module.
   - Subject (Mandatory)
   - Catalogue Nbr (Optional)
   - Module Title (Optional) Click Search.
If a module search is unsuccessful despite correct entry, it means that 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.

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 are also required to upload your latest transcript; only one file can be attached per request.

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.
   - To add more module(s), click on Add Class and repeat Steps 6.3 to 6.6.
   - 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
You may re-rank your module choices by clicking on \textbf{Rank Modules}.

To delete the selected module(s), click on \textbf{Remove} and confirm action.

\section*{6.7} Click \textbf{Submit} to submit your Module Request. You will be prompted to confirm your action. Click \textbf{OK} to proceed or \textbf{Cancel} to go back.

\emph{Note:} Module requests \textbf{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.

\section*{6.8} Once the Module Request is submitted, the status of the request will be reflected. Click on \textbf{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 **Select Tutorials/Labs** button.

![Select Tutorials/Labs](image)

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.

![Select Tutorials/Labs](image)

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.

![Select Tutorials/Labs](image)
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.

![Rank Tutorials/Labs](image)

**Rank your classes in order of Preference**

<table>
<thead>
<tr>
<th>Class</th>
<th>Module Activity</th>
<th>Session</th>
<th>Vacancy</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>T - T1 - 6740</td>
<td>CN3132 Tutorial</td>
<td>Regular</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>T - T2 - 6692</td>
<td>CN2116 Tutorial</td>
<td>Regular</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>T - TW4 - 7325</td>
<td>GES1031 Tutorial</td>
<td>Regular</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>T - TW5 - 7328</td>
<td>GES1031 Tutorial</td>
<td>Regular</td>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>

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 **Ok** to proceed.

![Select Tutorials/Labs](image)

**Select Tutorials/Labs**

<table>
<thead>
<tr>
<th>Select</th>
<th>Class</th>
<th>Module Activity</th>
<th>Session</th>
<th>Vacancy</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>T - T1 - 6740</td>
<td>CN3132 Tutorial</td>
<td>Regular</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>T - T2 - 6692</td>
<td>CN2116 Tutorial</td>
<td>Regular</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>✓</td>
<td>T - TW4 - 7325</td>
<td>GES1031 Tutorial</td>
<td>Regular</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>T - TW5 - 7328</td>
<td>GES1031 Tutorial</td>
<td>Regular</td>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>

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

![Rank Tutorials/Labs](image)

**Rank your classes in order of Preference**

<table>
<thead>
<tr>
<th>Class</th>
<th>Module Activity</th>
<th>Session</th>
<th>Vacancy</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>T - T1 - 6740</td>
<td>CN3132 Tutorial</td>
<td>Regular</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>T - T2 - 6692</td>
<td>CN2116 Tutorial</td>
<td>Regular</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>T - TW5 - 7328</td>
<td>GES1031 Tutorial</td>
<td>Regular</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

7.7 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.

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

8.1 Click on Request to Add Tutorial/Lab.

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 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.
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).

8.5 Click on Request to Swap Tutorial/Lab.

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@ModReg.

- Add/ Swap Tutorial /Labs function is not applicable for Packaged and non-droppable classes allocated by administrator.

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@ModReg to view the enrolment status of your modules/classes.
Please note that there will be no classes on public holidays. The module instructor(s) will advise on make up classes, if any.

### RE1705 Design and Construction

<table>
<thead>
<tr>
<th>Class</th>
<th>Activity</th>
<th>Session</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>L - L1 - 1911</td>
<td>Lecture</td>
<td>Regular</td>
<td>4.00</td>
<td>Enrolled</td>
</tr>
</tbody>
</table>

### RE2705 Urban Economics

<table>
<thead>
<tr>
<th>Class</th>
<th>Activity</th>
<th>Session</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>L - L1 - 1924</td>
<td>Lecture</td>
<td>Regular</td>
<td>4.00</td>
<td>Enrolled</td>
</tr>
<tr>
<td>T - T1 - 0470</td>
<td>Tutorial</td>
<td>Regular</td>
<td></td>
<td>Enrolled</td>
</tr>
</tbody>
</table>

### RE3703 Advanced Real Estate Economics

<table>
<thead>
<tr>
<th>Class</th>
<th>Activity</th>
<th>Session</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>L - L1 - 1542</td>
<td>Lecture</td>
<td>Regular</td>
<td>4.00</td>
<td>Enrolled</td>
</tr>
</tbody>
</table>
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 enquires relating to Faculty matters, including students in the part-time Bachelor of Technology (BTech) programme, please contact the Faculty Administrators.

Graduate Students
For enquires 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.
- 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 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 outcome of previous submission is Pending Approval by Host/Home.
- This appeal is no longer in use.
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.

Add/Change Tutorial Class
• 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 Step 10.4.

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**Issues while selecting Module**

*Submit Appeals/Inquiries*

- *Appeal Type:* Issues while selecting Module
- *Appeal Details:* Add Appeal Detail (Max. Limit 1000 chars)
- *Module Code:*

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**Academic Plan Declaration Issues**

*Submit Appeals/Inquiries*

- *Appeal Type:* Acad Plan Declaration Issues
- *Appeal Details:* Add Appeal Detail (Max. Limit 1000 chars)

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**Clean Slate Transfer Issues**

*Submit Appeals/Inquiries*

- *Appeal Type:* Clean Slate Transfer Issues
- *Appeal Details:* Add Appeal Detail (Max. Limit 1000 chars)

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• 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.

• 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.

• 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 effectuated 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.

Appeal for GD English Module

- 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.