MODULE REGISTRATION

(ModReg)

USER GUIDE FOR STUDENTS

Version 1.0
Updated 1 March 2019
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1. STUDENT LOGIN

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

1.2 Click on Academics.
1.3 Click on Module Registration (ModReg).

**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. VIEW MY CLASSES

This page lists all classes that have been allocated to you for the semester based on the programmes you are enrolled in.
3. 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 pre-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.

3.1 Enter the number of MCs you would like to enrol in for the current round (must be less than or equal to the maximum number of MCs that can be taken in each round) and click Add Classes.

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

Click Search.
3.3 Select your choice of module followed by your preferred class (if relevant).
   - 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.

3.4 Your selected module will appear in the Main List. You would also be able to view the Vacancy and Popularity of the modules you have selected under your Main List.

3.5 Repeat Steps 3.2 to 3.3 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.
3.6 To delete your module choices, tick the checkbox for the module(s) and click **Delete Classes**. You will be prompted to confirm action. Click on **Yes** to proceed.

3.7 Students can select **up to two reserved classes** for each module in their **Main List**. Reserved 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**. Refer to Steps 3.2, 3.3 and 3.5 for adding of module.

3.8 Click on **Return to Main Page** to return to the **Main List**.
3.9 Your selected module choices will be validated at the end of the round. Allocation will be based on protection rules if demand exceeds supply.
4. SUBMIT MODULE REQUESTS

Note: This page is only applicable to the following groups of students:
- Graduate students for cross-faculty modules – require approvals from both the home department and module host department
- Non-graduating Exchange/Non-exchange students – require approval from module host department

4.1 Click on Request for Modules button.

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

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

   Click Search.
4.4 Select your choice of module.

4.5 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).

4.6 Click the Continue button at the top right corner of the page. The module(s) which you have selected will be displayed accordingly.
4.7 Repeat Steps 4.3 to 4.6 to add more module(s).

4.8 You may re-rank your module choices by clicking on **Rank Modules**.

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

4.10 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.

**Note:** You will not be able to submit a new Module Requests if your previous submission has not concluded.
5. 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.

5.1 Click on Add Tutorials/Labs button.

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

5.3 Select your preferred tutorial/lab classes for each of the modules and click Continue.
5.4 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.

5.5 To delete selected and ranked tutorial/lab classes, select the checkbox of the tutorial/lab class and click on Delete.
5.6 You will be prompted to confirm your action. Click **Yes** to proceed.

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

5.8 Your selected tutorial/lab classes will go through a balloting process at the end of the round.
6. 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)

6.1 Click on Request to Add Tutorial.

6.2 Select your preferred tutorial class and click Submit.

6.3 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.
6.4 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 6.1 to 6.3).

Request to Swap Tutorial (if you have been allocated a tutorial/lab class but wishes to change to another class which do not have any vacancy)

6.5 Click on Request to Swap Tutorial.

6.6 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.

6.7 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.

6.8 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.
7. 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.

7.1 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.

Note:
- Unselecting the checkbox of a lecture class will NOT automatically unselect the tutorial/lab class. Do note to unselect all checkboxes of a module before clicking on the Drop Classes button.
- To drop a module, you have to select the lecture class (tutorial/lab, if any, will be automatically selected as well).

7.2 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.
7.3 Go back to **View My Classes** to view the enrolment status of your modules/classes.
8. SUBMIT APPEALS/INQUIRIES

Students may file appeals to address issues during module registration.

8.1 Click on Add Appeals/Inquiries.

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

8.3 Fill in the required information for the selected Appeal Type and click the Submit button at the top right corner of the page.

8.4 Your submitted appeal will appear in the main page of Submit Appeals/Inquiries with the status reflected.
Note: You will not be able to submit a new appeal under “Unable to secure module” if your previous submission has not concluded.

8.5 Click on View Details to view the details of the appeal submitted.

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