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Welcome to the Starting Page for CourseReg @ 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 ‘Course Registration’ (CourseReg)

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

This page gives a brief introduction to CourseReg.

3. VIEW MY CLASSES@COURSEREG

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 course details by clicking on ▼/ ▶.
4. SELECT COURSES

NOTE

This page is applicable to:

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

Enter this page through the left column of CourseReg:

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

Your course selection must meet all these criteria:
- Cleared all requisites
- Courses don’t clash with existing courses’ examination and class timetables

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

| Seniority (based on cumulative Units obtained): | ISE2 |
| Course Feedback Points: | 4 |
| Number of Units Allocated: | 0 |
| Max Number of Units that can be taken in this Round: | 23 |
| Number of Units to meeting min. Workload: | 18 |
| Number of Units you would like to enrol in for this round: | 8 |

Understanding displayed information/fields

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

Key in these details > Click ‘Search’:
- Subject (Mandatory)
- Catalog Nbr (Optional)
- Course Title Optional

Understanding Subject and Catalog Number

Example: CS1010
• Subject: CS  (Note: Click on select subject to search for the Subject)
• Catalogue Number: 1010

CS1010
Subject  Catalog Number
Step 3: Select, Delete, Reserve Courses

Select your course 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 course 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 courses.

**Please note:** Students will not be allowed to select courses without vacancies in Round 0, 1 and 2. Students are advised to consider other alternative courses.

Selected courses appear in the **Main List** of your CourseReg’s ‘Select Courses’ page:

On this page, you can execute these actions:

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

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

![Rank Classes](image)

**View Allocated Courses**

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

<table>
<thead>
<tr>
<th>NOTE</th>
<th>This page is applicable to:</th>
<th>Require approvals from:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Graduate students</td>
<td>Home and course host department(s)</td>
</tr>
<tr>
<td></td>
<td>Duke-NUS students</td>
<td>Only course host department(s)</td>
</tr>
</tbody>
</table>

Enter this page through the left column of CourseReg:

The page has a single button, labelled ‘Request for Courses’ > Click it to proceed
Enter the number of Units you would like to enroll in for the current round > Click ‘Add Class’:

- Course Request Number: 1
- Max Workload (Units) allowed for candidature: 8
- Max Workload (Units) you would like to request in this round: [ ]

Step 2: Search Course

You will be prompted to search for your course:

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

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

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

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

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

- Students are allowed to select courses up to 12 Units in one Course Request. However, the ‘Max Workload Units you would like to Request in this round’ can be indicated based on the required non-prescribed courses Units for this semester.
- To delete the selected course(s), click on ‘Remove’ and confirm action.
- To re-rank courses, click on ‘Rank Courses’ > A pop-up appears:
Click ‘Submit’ to submit your Course Request > You will be prompted to confirm your action > Click ‘OK’ to proceed or ‘Cancel’ to go back.

Once the Course Request is submitted, the status of the request will be reflected on the main page of Submit Course Requests > Click on ‘View Details’ for the details of Course Requests submitted:

**NOTE**
Course requests must be submitted in order for approvers to take action. Once the course request is submitted, students would not be able to make any changes. A second Course Request can only be submitted if all courses in the previous submission were rejected and the Submit Course Requests round is ongoing.
6. SUBMIT COURSE REQUESTS (FOR NON-GRADUATING STUDENTS)

Enter this page through the left column of CourseReg:

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

**Step 1: Enter Units**

Enter the number of Units you would like to take in this semester excluding already allocated courses and click ‘Add Class’.
You will be prompted to search for your course:

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

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

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

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

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

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

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

- To re-rank courses, click on ‘Rank Courses’ > A pop-up appears.
Step 4: Submit Course Request, View Details

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

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

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

Enter this page through the left column of CourseReg:

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

Click on ‘Select Tutorials/Labs’.

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

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

Classes will be arranged according to Course 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@CourseReg 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 CourseReg:

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@CourseReg.

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@CourseReg.

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 course and tutorial/lab classes.

**Note**

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

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

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

Appeal approvers are the only ones who could assess the submitted appeals. To enquire on the status of submitted Appeals/Inquiries contact the respective appeal approvers. Refer to Contact Us page from CourseReg website for contact details of appeal approvers.

Appeal approvers are working round the clock to assess and convey the outcome of submitted appeals. Refrain from submitting unnecessary follow-up enquiries.

Approved appeals which require follow-up actions (e.g. course addition/dropping or waiver) will be processed concurrently by the appeal approvers upon approval. If those actions are still pending, contact the appeal approvers directly for the follow-up.

While submitting appeals, provide as much details as possible in your Appeals/Inquiries. Essential information, such as NUS Student ID (starts with A), NUS student email, Singapore Contact Number, supporting documents (if any) must be included in your Appeals/Inquiries for the appeal approver’s assessment and follow-ups.

Enter this page through the left column of CourseReg:

The page has a single button, click ‘Add Appeals/Inquiries’ to proceed.
Step 1: Selection

Select the relevant Appeal Type from the drop down list:

![Submit Appeals/Inquiries page]

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 Requisities</td>
<td>Pending Approval by Host</td>
<td>View Details</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Note: To cancel appeal(s) which has 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: coursereg@nus.edu.sg Hotline: (65) 6516 5860
(Please note that the above hotline is used only during the Course and Tutorial registration period.)

You may refer to the ‘Contact Us’ page from CourseReg website page to contact the respective offices/administrators for specific types of issues/enquiries.
12. APPENDIX – APPEAL TYPES

- Indicate the reason(s) for appeal, the number of course(s) you would like to enroll in via this appeal (excluding your allocated courses). If you are in your final semester, please tick the checkbox.
- You can rank up to 5 courses. Upon selecting the class which you would like to appeal for, the available vacancy will be displayed.
- You may indicate the course you wish to drop under Drop Course, should the course you are appealing for is acceded.
- 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 courses in your submission and the course has not been processed (i.e. Pending Approval by Host), click on View Details > Cancel for the respective course. If you wish to cancel the entire appeal submitted, please refer to Point 10 of this user guide.
• Indicate the reason(s) for appeal, the Course Code which you are appealing for and the class which you would like to change, i.e. add/drop/swap (if applicable).
• Only courses and lecture/tutorial/lab classes that were allocated to you by the admin 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.
• If you have a preferred class to be swapped with, you may indicate under New Requested Class. Otherwise, you may leave it blank.
• Please note that you will not be able to submit another appeal under this appeal type for the same course 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 Course 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 course 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 Course 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 Current Tutorials/Labs 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 courses. 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 courses in your submission and the course has not been processed (i.e. Pending Approval by Host), click on View Details > Cancel for the respective course. If you wish to cancel the entire appeal submitted, please refer to Part 10 of this user guide.
Issues while selecting course

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

Unable to fulfill requisites

- Indicate the reason(s) for appeal and the Course 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 course 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 Units you would like to appeal for.
- You may also upload any supporting document which may support your appeal.
- Undergraduates are not allowed to submit this appeal in their first semester.
- For Undergraduates, Max Workload waivers granted will only be effected in Select Courses Round 3.
- Max workload waivers granted will only be effected in Select Courses 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.

Min Workload Waiver

- This appeal type is for students who are graduating / reading IA course / on partial SEP in the current semester. You will need to declare based on your eligibility. If you do not meet the criteria, please do not submit the appeal and contact your home faculty for advice.
- Indicate the reason(s) for appeal and indicate the minimum workload in Units you would like to appeal for.
- You may also upload any supporting document which may support your appeal.
- Min workload waivers granted will be effective immediately upon approval.
- 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 Courses.
• Indicate the reason(s) for appeal, the Course 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 course class if the outcome of previous submission is Pending Approval by Host/Home.