



MODULE REGISTRATION

(ModReg)

USER GUIDE FOR STUDENTS

Version 3.3
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Main List

The screenshot shows the 'Select Modules' page for Undergraduate students in the 2021/2022 Semester 1. The page is titled 'Select Modules' and has a navigation bar with 'Academics' and 'Select Modules'. The left-hand navigation menu is highlighted with a red box and contains the following items:

- About ModReg@EduRec
- View My Classes@ModReg
- Select Modules**
- Submit Module Requests
- Select Tutorials/Labs
- Add/Swap Tutorials/Labs
- Drop Classes
- Submit Appeals/Inquiries

The main content area displays the following information:

Seniority (based on cumulative MCs obtained):	YNS3
Module Feedback Points:	0
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:	<input type="text"/>

Below the table, there is an 'Add Class' button and a 'Notes' section. The notes include:

- To report discrepancy on **Seniority** status, contact Faculty/School/Department admins. Refer to **Contact Us** page from [ModReg website](#) for contact details.
- Module Feedback Points** are accounted for successfully submitted credit-bearing module components of modules (exclude Yale-NUS) read in immediate past semester.
- In Round 3, **Max Number of MCs that can be taken in this Round** may vary depending on student's year of study, CAP, granted max workload waiver (if any) for Undergraduates.
- Number of MCs you would like to enrol in for this round** must not exceed **Max Number of MCs that can be taken in this round**. Enter a value to proceed.

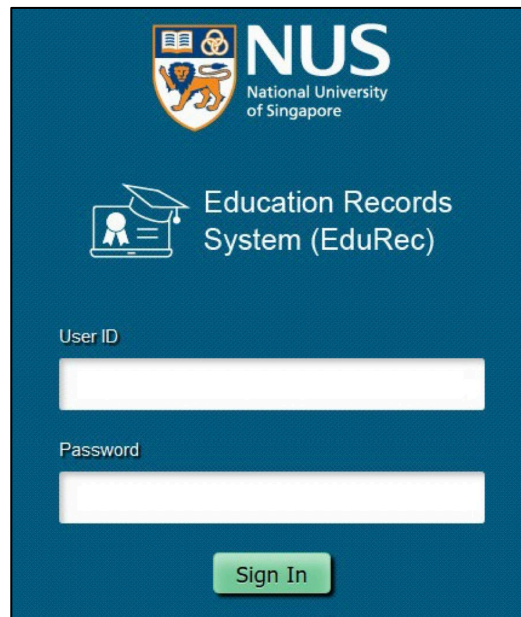
Refer to [Select Modules](#) section of [ModReg User Guide](#) for detailed instructions and more information.

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

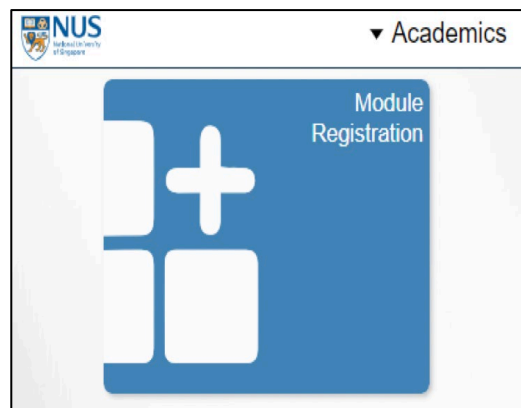
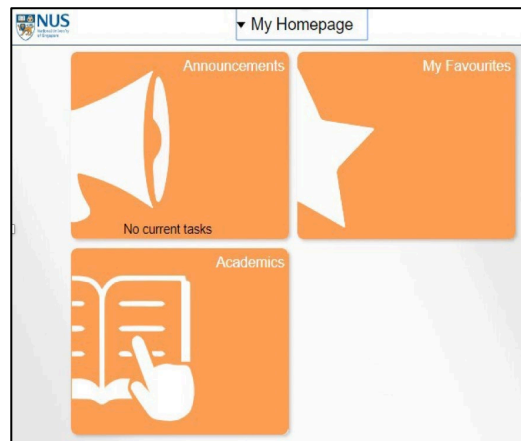


The login page features the NUS logo at the top. Below it, the text 'Education Records System (EduRec)' is displayed next to a graduation cap icon. There are two input fields: 'User ID' and 'Password'. A green 'Sign In' button is located at the bottom right of the form.

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.

Click on '**Academics**' and select '**Module Registration**' (ModReg)



2. ABOUT MODREG@EDUREC

This page gives a brief introduction to ModReg.

About ModReg@EduRec

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:

- Undergraduate* (UG)
- Graduate (GD)
- Duke-NUS Graduate Medicine (DUKE)
- 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

Visit [ModReg Website](#) for more information related to ModReg, including Using ModReg, ModReg Schedule, Resources, Contact Us, FAQs.

Note: * Excluding MBBS and BDS students.

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



Undergraduate
2021/2022 Semester 1

View My Classes@ModReg

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

Class	Class Type	Session	Units	Status
S - S1 - 3918	Sectional Teaching	Regular	4.00	Enrolled
B - BE06 - 13867	Laboratory	Regular		Enrolled

DEP5101A Qualitative Methods for Urban

SEA1000 Quantitative Reasoning

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. During ModReg Exercise, allocated and dropped module classes will appear at or remove from this page instantaneously.
3. If appeals which required module allocation/dropping/swapping are not reflecting in this page **after** approval, students may follow-up with the appeal approver. Refer to **ModReg Appeal Timeline** from ModReg Schedule page for appeal approvers of each Appeals/Inquiries and **Contact Us** page from ModReg website for contact details of appeal approvers.
4. Module class enrolments from this page will be uploaded to **EduRec's View Modules** page (Navigation: myEduRec > Academics > Academic Records) upon release of each round's allocation outcomes. However, from the end of Tutorials Add/Swap Round to end of 'V' grade period, they will be uploaded to EduRec at 8.30am, 11.30am, 2.30pm and 5.30pm on daily basis.
5. When module classes appear at **EduRec's View Modules** page, follow the instruction from this link to access the course materials at LumiNUS. Alternatively, wait for the scheduled 10.30pm process to complete.

4. SELECT MODULES

<u>NOTE</u>	
This page is applicable to:	
All NUS Undergraduate students	Graduate students and Graduate Certificate students
Duke-NUS students	Continuing & Professional Education students

Enter this page through the left column of ModReg:

The screenshot shows the 'Select Modules' page for Undergraduate students in the 2021/2022 Semester 1. The left sidebar contains a list of navigation options, with 'Select Modules' highlighted. The main content area displays the following information:

- Seniority (based on cumulative MCs obtained):** YNS3
- Module Feedback Points:** 0
- 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:**

Below this information is a blue 'Add Class' button and a 'Notes' section with five numbered points:

- To report discrepancy on **Seniority** status, contact Faculty/School/Department admins. Refer to **Contact Us** page from [ModReg website](#) for contact details.
- Module Feedback Points** are accounted for successfully submitted credit-bearing module components of modules (exclude Yale-NUS) read in immediate past semester.
- In Round 3, **Max Number of MCs that can be taken in this Round** may vary depending on student's year of study, CAP, granted max workload waiver (if any) for Undergraduates.
- Number of MCs you would like to enrol in for this round** must not exceed **Max Number of MCs that can be taken in this round**. Enter a value to proceed.
- Refer to **Select Modules** section of [ModReg User Guide](#) for detailed instructions and more information.

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.

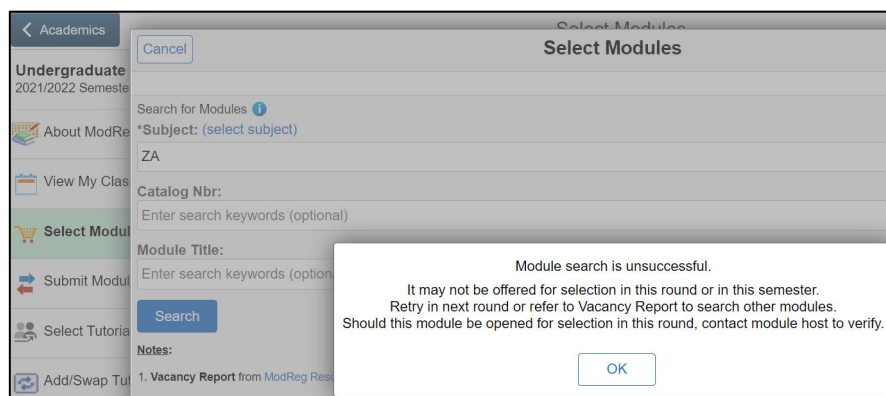
Your module selection must meet all these criteria:

- 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 0, 1 and 2 for both main and reserve list; students can add classes with 0 vacancy in Select Modules Round 3.

NUS – Module Registration Student Guide



Screenshot that you will see if the module search is unsuccessful

Step 1: Enter MCs

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

Seniority (based on cumulative MCs obtained):	SCI1
Module Feedback Points:	0
Number of MCs Allocated:	12
Max Number of MCs that can be taken in this Round:	11
Number of MCs to meeting min. Workload:	6
Number of MCs you would like to enrol in for this round:	<input type="text"/>
Add Class	

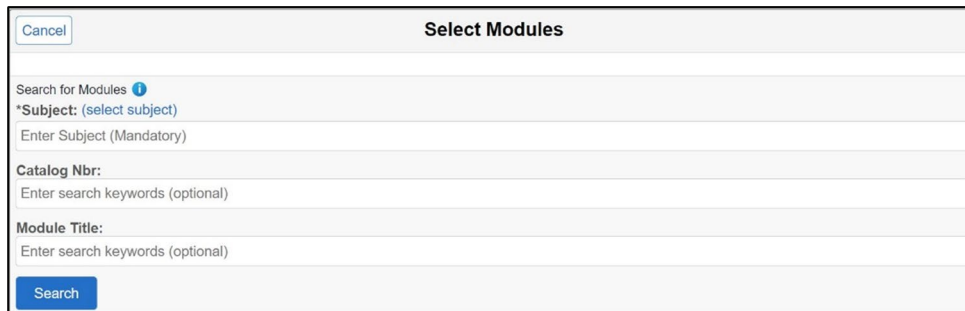


Understanding displayed information/fields

Seniority	Student's level of study
Module Feedback Points	Points attained for feedback done on NUS modules (if applicable).
Number of MCs Allocated	Total number of MCs which student has been allocated (refer to View My Classes@ModReg for the classes allocated).
Max Number of MCs that can be taken in this Round	The permissible workload limit stipulated for the respective rounds. This changes according to the number of MCs which student is already allocated.
Number of MCs to meeting min. Workload	Student's minimum workload minus the number of MCs allocated.
Number of MCs you would like to enrol in for this round	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.

Step 2: Search Module

You will be prompted to search for your module:



The screenshot shows a web form titled "Select Modules" with a "Cancel" button in the top left. Below the title is a "Search for Modules" section with a blue information icon. It contains three input fields:

- *Subject: (select subject) - A dropdown menu.
- Enter Subject (Mandatory) - A text input field.
- Catalog Nbr: - A label above a text input field with the placeholder "Enter search keywords (optional)".
- Module Title: - A label above a text input field with the placeholder "Enter search keywords (optional)".

 A blue "Search" button is located at the bottom left of the form.


Key in these details > Click **'Search'**:

- Subject (Mandatory)
- Catalog Nbr (Optional)
- Module Title Optional)

Understanding *Subject and Catalog Number*

Example: CS1010

- Subject: CS (Note: Click on [select subject](#) to search for the Subject)
- Catalogue Number: 1010



The diagram shows "CS1010" with "CS" in blue and "1010" in grey. Below "CS" is a bracket labeled "Subject". Below "1010" is a bracket labeled "Catalog Number".

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

Class	Class Type	Session	Vacancy	Students Selected	Select
L - LX1 - 2617	Lecture	Regular	60	33	Select
L - LX2 - 2620	Lecture	Regular	114	41	Select

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 0, 1 and 2. Students are advised to consider other alternative modules.

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

Main List									
Select to Delete	Module	Class	Class Type	Session	Units	Vacancy	Students Selected	Rank	Reserve Classes
<input type="checkbox"/>	ACC1701X	L - LX1 - 2617	Lecture	Regular	4.00	60	34	1	Add Reserve Classes

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:

Step 4: Rank Modules, View Allocation

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:

Cancel

Rank Classes

Continue

Rank your classes in order of Preference

Module	Class	Class Type	Session	Units	Vacancy	Students Selected	Rank
ACC1701X	L - LX1 - 2617	Lecture	Regular	4.00	60	34	1 ▾
CS1010	S - S1 - 3918	Sectional Teaching	Regular	4.00	254	15	2 ▾

Notes:

- 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.
- "**Students Selected**" refers to the number of students who have selected the same module-class in their Main List.

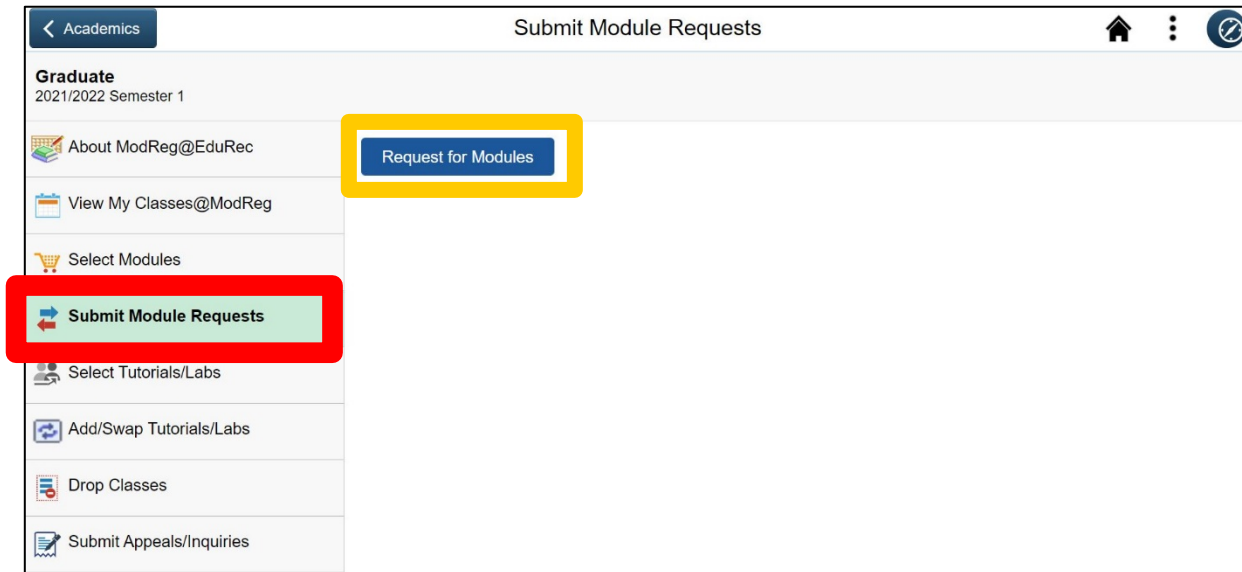
View Allocated Modules

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)

NOTE	
This page is applicable to:	Require approvals from:
Graduate students	Home <u>and</u> module host department(s)
Duke-NUS students	<u>Only</u> module host department(s)

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':

Module Request Number:	1
Max Workload (MCs) allowed for candidature:	8
Max Workload (MCs) you would like to request in this round:	<input type="text"/>
<input type="button" value="Add Class"/>	

Step 2: Search Module

You will be prompted to search for your module:

Select Modules

Search for Modules ⓘ

*Subject: (select subject)

Enter Subject (Mandatory)

Catalog Nbr:

Enter search keywords (optional)

Module Title:

Enter search keywords (optional)

Key in these details,
then click 'Search':

- Subject (Mandatory)
- Catalog Nbr (Optional)
- Module 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

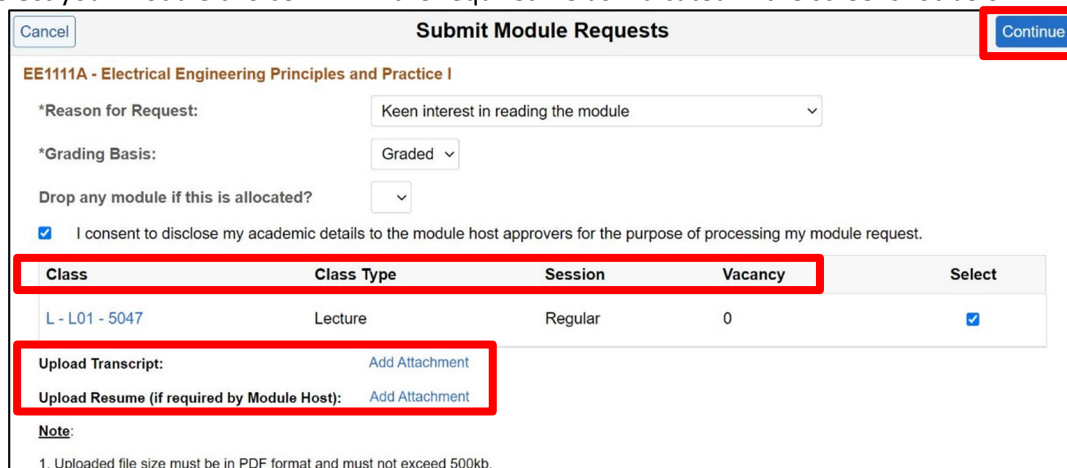
If a module search is unsuccessful despite correct entry (see screenshot below), the module might not be offered to you via Submit Module Requests function. You may contact module hosts should you be allowed to select it via Submit Module Requests function.

Module search is unsuccessful.

It may not be offered via Submit Module Request function.
Search other modules or submit Unable to Secure Module appeal
to request for the same module when it becomes available.

Step 3: Select, Delete, Rank Modules

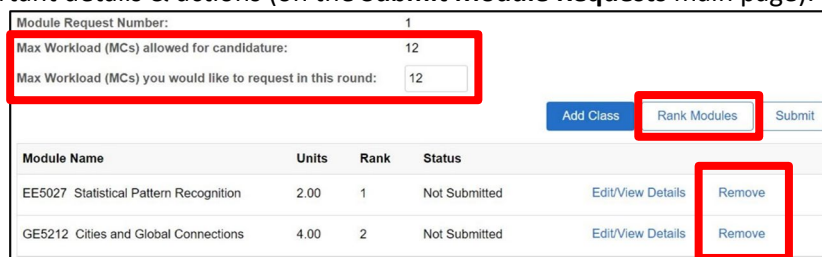
Select your module choice > Fill in the required fields indicated in the screenshot below:



- 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 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.

Module Request Number:	1			
Max Workload (MCs) allowed for candidature:	12			
Max Workload (MCs) you would like to request in this round:	<input type="text" value="12"/>			
Add Class Rank Modules Submit				
Module Name	Units	Rank	Status	
EE5027 Statistical Pattern Recognition	2.00	1	Not Submitted	Edit/View Details Remove
GE5212 Cities and Global Connections	4.00	2	Not Submitted	Edit/View Details Remove

NOTE

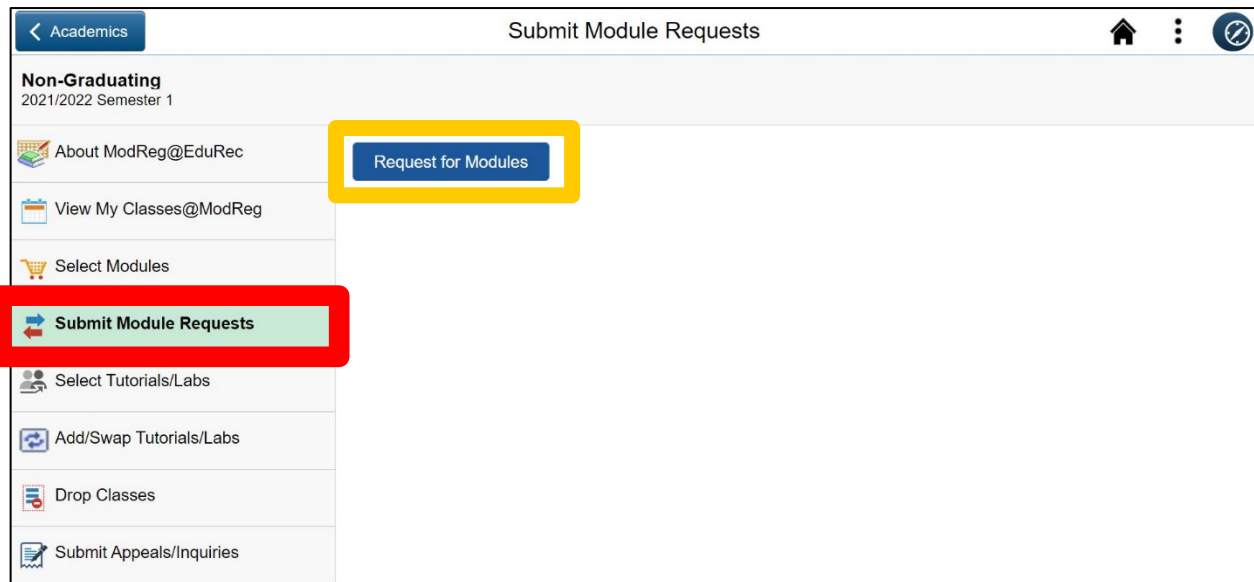
Module requests must be submitted in order for approvers to take action. Once the module request is submitted, students would not be able to make any changes. A second Module Requests can only be submitted if all modules in the previous submission were rejected and the Submit Module Requests round is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

Module Request Number:	1			
Max Workload (MCs) allowed for candidature:	12			
Max Workload (MCs) you would like to request in this round:	<input type="text" value="12"/>			
Module Name	Units	Rank	Status	
EE5027 Statistical Pattern Recognition	2.00	1	Pending Approval by Home	View Details
GE5212 Cities and Global Connections	4.00	2	Pending Approval by Home	View Details

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**'.

Module Request Number:	1
Max Workload (MCs) allowed for candidature:	23
Workload (MCs) for this Sem (excl. pre-allocated modules):	<input type="text" value="20"/>
<input type="button" value="Add Class"/>	

Step 2: Search Module

You will be prompted to search for your module:

Select Modules

Search for Modules ⓘ

*Subject: (select subject)

Enter Subject (Mandatory)

Catalog Nbr:

Enter search keywords (optional)

Module Title:

Enter search keywords (optional)

Search

Key in these details,
then click **'Search'**:

- Subject (Mandatory)
- Catalog Nbr (Optional)
- Module 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

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 search is unsuccessful.

It may not be offered via Submit Module Request function.
Search other modules or submit Unable to Secure Module appeal
to request for the same module when it becomes available.

OK

Step 3: Select, Delete, Rank Modules

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

Submit Module Requests

GE1101E - Geographical Journeys: Exploring World Environments

*Grading Basis: Graded

Drop any module if this is allocated? No

☒ I consent to disclose my academic details to the module host approvers for the purpose of processing my module request.

Class	Class Type	Session	Vacancy	Select
L - L1 - 4324	Lecture	Regular	0	<input checked="" type="checkbox"/>

Upload Transcript: View Attachment Delete Attachment

Notes:

1. Uploaded file size must be in PDF format and must not exceed 500kb.

2. Transcript attachment is compulsory for Non-Graduating students. Appeal may not be considered if there is no supporting document.

- 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):

Module Request Number: 1

Max Workload (MCs) allowed for candidature: 23

Workload (MCs) for this Sem (excl. pre-allocated modules): 11

Add Class Rank Modules Submit

Module Name	Units	Rank	Status	Edit/View Details	Remove
GE1101E Geographical Journeys: Exploring World Environments	4.00	1	Not Submitted	Edit/View Details	Remove
GE2231 Living Space: Introducing Social and Cultural Geography	4.00	2	Not Submitted	Edit/View Details	Remove

- 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:

Rank Modules

Module Name	Units	Rank
GE1101E Geographical Journeys: Exploring World Environments	4	1
GE2231 Living Space: Introducing Social and Cultural Geography	4	2

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.

Module Request Number:	1			
Max Workload (MCs) allowed for candidature:	23			
Workload (MCs) for this Sem (excl. pre-allocated modules):	<input type="text" value="8"/>			
<div> Add Class Rank Modules Submit </div>				
Module Name	Units	Rank	Status	
GE1101E Geographical Journeys: Exploring World Environments	4.00	1	Not Submitted	Edit/View Details Remove
GE2231 Living Space: Introducing Social and Cultural Geography	4.00	2	Not Submitted	Edit/View Details Remove

NOTE

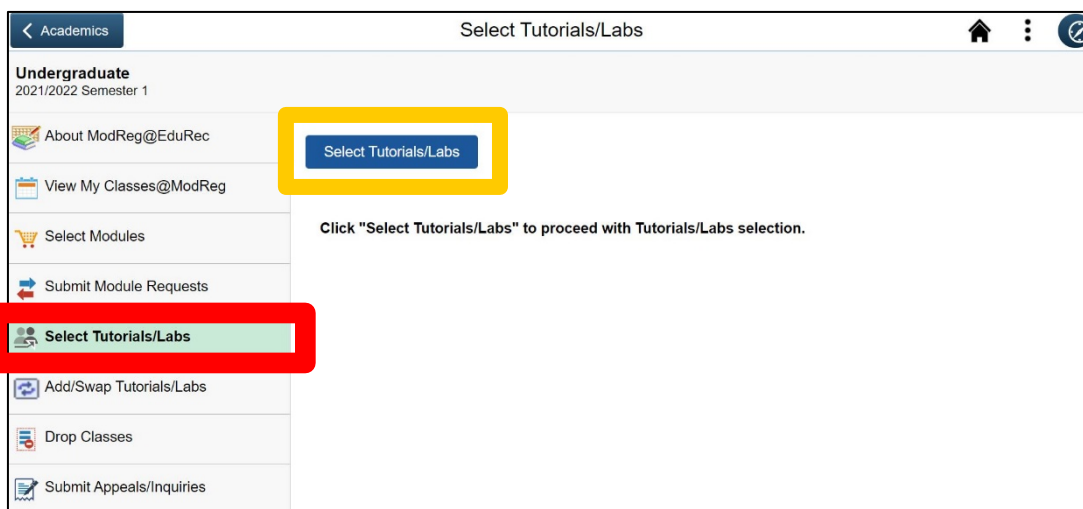
Module requests must be submitted in order for approvers to take action. Once the module request is submitted, students would not be able to make any changes. A second Module Requests can only be submitted if all modules in the previous submission were rejected and the Submit Module Requests round is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

Module Request Number:	1			
Max Workload (MCs) allowed for candidature:	23			
Workload (MCs) for this Sem (excl. pre-allocated modules):	<input type="text" value="8"/>			
Module Name	Units	Rank	Status	
GE1101E Geographical Journeys: Exploring World Environments	4.00	1	Pending Approval by Host	View Details
GE2231 Living Space: Introducing Social and Cultural Geography	4.00	2	Pending Approval by Host	View Details

7. SELECT TUTORIALS/LABS

Enter this page through the left column of ModReg:

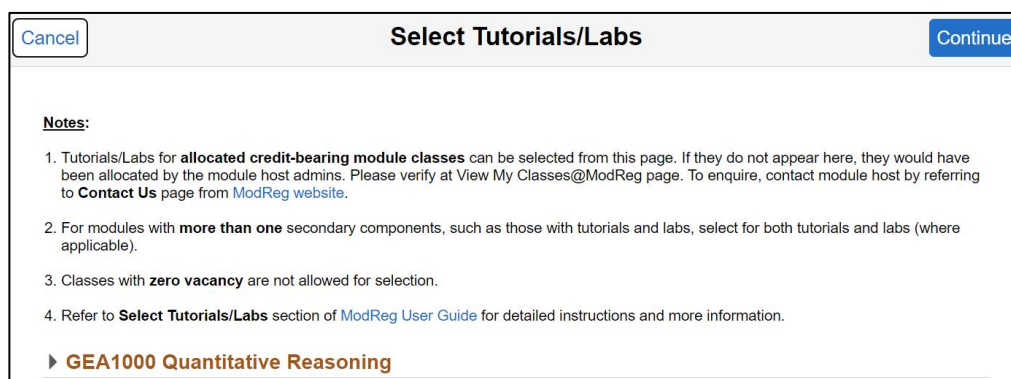


This page allows students to select tutorial/lab choices of their allocated modules. Students can rank up to 20 tutorial/lab time slots for all modules that they are enrolled in.

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:

Select Tutorials/Labs

Notes:

1. Tutorials/Labs for **allocated credit-bearing module classes** can be selected from this page. If they do not appear here, they would have been allocated by the module host admins. Please verify at View My Classes@ModReg page. To enquire, contact module host by referring to **Contact Us** page from [ModReg website](#).
2. For modules with **more than one** secondary components, such as those with tutorials and labs, select for both tutorials and labs (where applicable).
3. Classes with **zero vacancy** are not allowed for selection.
4. Refer to **Select Tutorials/Labs** section of [ModReg User Guide](#) for detailed instructions and more information.

▼ **GEA1000 Quantitative Reasoning**

Class	Class Type	Session	Vacancy	Select
T - TD06 - 14331	Tutorial	Regular	1	<input checked="" type="checkbox"/>
T - TD07 - 14332	Tutorial	Regular	1	<input checked="" type="checkbox"/>
T - TD08 - 14333	Tutorial	Regular	2	<input checked="" type="checkbox"/>

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:

Rank Tutorials/Labs

Notes:

1. Rank up to 20 for classes selected.
2. Verify the ranks of the classes before clicking **'Continue'** to proceed.
3. Refer to **Select Tutorials/Labs** section of [ModReg User Guide](#) for detailed instructions and more information.

Rank your classes in order of Preference

Class	Module Activity	Session	Vacancy	Rank
T - TD01 - 14326	GEA1000 Tutorial	Regular	2	1
T - TD03 - 14328	GEA1000 Tutorial	Regular	1	2
T - TD05 - 14330	GEA1000 Tutorial	Regular	1	3
T - TD06 - 14331	GEA1000 Tutorial	Regular	1	4
T - TD07 - 14332	GEA1000 Tutorial	Regular	1	5
T - TD08 - 14333	GEA1000 Tutorial	Regular	2	6

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.

Delete

Select	Class	Module Class Type	Session	Vacancy	Rank
<input type="checkbox"/>	T - TD01 - 14326	GEA1000 Tutorial	Regular	2	1
<input type="checkbox"/>	T - TD03 - 14328	GEA1000 Tutorial	Regular	1	2
<input checked="" type="checkbox"/>	T - TD05 - 14330	GEA1000 Tutorial	Regular	1	3
<input type="checkbox"/>	T - TD06 - 14331	GEA1000 Tutorial	Regular	1	4
<input type="checkbox"/>	T - TD07 - 14332	GEA1000 Tutorial	Regular	1	5
<input type="checkbox"/>	T - TD08 - 14333	GEA1000 Tutorial	Regular	2	6

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 allocation 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:

Undergraduate
2021/2022 Semester 1

Add/Swap Tutorials/Labs

Module	Class	Class Type	Session	Units	
GEA1000	L - L01 - 14325	Lecture	Regular	4.00	Request to Add Tutorial/Lab

Notes:

1. Add/Swap Tutorials/Labs function is **not applicable** for Packaged and non-Droppable classes allocated by administrator.
2. Add/Swap Tutorials/Labs requests are **not yet processed**.
3. **Allocated Tutorials/Labs classes** will appear at View My Classes@ModReg page.
4. Submit **Add/Change Tutorial Class appeal** for unsuccessful add/swap requests.
5. Refer to **Add/Swap Tutorials/Labs** section of [ModReg User Guide](#) for detailed instructions and more information.

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**Request to add**

Select your preferred tutorial class and click **'Submit'**.

Cancel
Add Tutorials/Labs
Submit

Notes:

1. Tutorials/Labs for **allocated credit-bearing module classes** can be added from this page.
2. For modules with **more than one** secondary components, such as those with tutorials and labs, select for both tutorials and labs (where applicable).
3. Classes with **zero vacancy** are not allowed for selection.
4. Click **'Submit'** to add the tutorials/labs classes.
5. Refer to **Add/Swap Tutorials/Labs** section of *ModReg User Guide* for detailed instructions and more information.

▼ **GEA1000 Quantitative Reasoning**

Class	Class Type	Session	Vacancy	Select
T - TD01 - 14326	Tutorial	Regular	2	<input type="checkbox"/>
T - TD02 - 14327	Tutorial	Regular	0	<input type="checkbox"/>

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**.

Add/Swap Tutorials/Labs					
Module	Class	Class Type	Session	Units	
GEA1000	L - L01 - 14325	Lecture	Regular	4.00	T - TD03 - 14328 - Add Requested

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).

Return to Main Page
Add/Swap Tutorials/Labs

Notes:

1. Allocation process which runs **every 30 minutes** during the Add/Swap Round (except from 8.30am to 11am) will allocate the selected classes if there is a matching request.
2. To cancel the request, click **'Delete Request'**.
3. Refer to **Add/Swap Tutorials/Labs** section of *ModReg User Guide* for detailed instructions and more information.

Following Requests are in Queue

Module	Class	Class Type	Session	Vacancy	Matching Requests	Request Type
NUR3114	T - T1 - 3007	Tutorial	Regular	25	0	Swap Tutorial/Lab Delete Request

If you have been allocated a tutorial/lab class but wish to change to another class**Request to swap**

Click on 'Request to Swap Tutorial/Lab'.

Add/Swap Tutorials/Labs				
Module	Class	Class Type	Session	Units
GEA1000	L - L01 - 14325	Lecture	Regular	4.00
	T - TD01 - 14326	Tutorial	Regular	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.

Cancel

Swap Tutorials/Labs

Submit

Notes:

1. Request to swap the allocated Tutorials/Labs classes can be submitted from this page.
2. Classes with zero vacancy are allowed for swap request.
3. Click 'Submit' to submit the swap requests.
4. Refer to Add/Swap Tutorials/Labs section of ModReg User Guide for detailed instructions and more information.

▼ **GEA1000 Quantitative Reasoning**

Class	Class Type	Session	Vacancy	Matching Requests	Select
T - TD02 - 14327	Tutorial	Regular	0	0	<input checked="" type="checkbox"/>
T - TD03 - 14328	Tutorial	Regular	1	0	<input type="checkbox"/>

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.

Add/Swap Tutorials/Labs				
Module	Class	Class Type	Session	Units
GEA1000	L - L01 - 14325	Lecture	Regular	4.00
	T - TD01 - 14326	Tutorial	Regular	T - TD02 - 14327 - Swap Requested

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.

Return to Main Page

Add/Swap Tutorials/Labs

Notes:

1. Allocation process which runs every 30 minutes during the Add/Swap Round (except from 8.30am to 11am) will allocate the selected classes if there is a matching request.
2. To cancel the request, click 'Delete Request'.
3. Refer to Add/Swap Tutorials/Labs section of ModReg User Guide for detailed instructions and more information.

Following Requests are in Queue

Module	Class	Class Type	Session	Vacancy	Matching Requests	Request Type
GEA1000	T - TD02 - 14327	Tutorial	Regular	0	0	Swap Tutorial/Lab Delete Request

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:

Academics
Drop Classes

Undergraduate
2021/2022 Semester 1

About ModReg@EduRec
View My Classes@ModReg
Select Modules
Submit Module Requests
Select Tutorials/Labs
Add/Swap Tutorials/Labs
Drop Classes
Submit Appeals/Inquiries

Drop Classes

Select Classes to Drop

Select	Module	Class	Class Type	Session	Units
<input type="checkbox"/>	CM1102	T - T4 - 14268	Tutorial	Regular	
<input type="checkbox"/>	GEA1000	L - L01 - 14325	Lecture	Regular	4.00
<input type="checkbox"/>		T - TD05 - 14330	Tutorial	Regular	
<input type="checkbox"/>	HSA1000	T - TD5 - 5913	Tutorial	Regular	
<input type="checkbox"/>	HSH1000	T - TE2 - 6279	Tutorial	Regular	

Notes:

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

The selected class(es) will be dropped.

OK

Cancel

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.

Undergraduate
2021/2022 Semester 1

About ModReg@EduRec

View My Classes@ModReg

Select Modules

Submit Module Requests

Select Tutorials/Labs

Add/Swap Tutorials/Labs

Drop Classes

Submit Appeals/Inquiries

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

CM1102 Chemistry - The Central Science

Class	Class Type	Session	Units	Status
T - T4 - 14268	Tutorial	Regular		Enrolled

GEA1000 Quantitative Reasoning

Class	Class Type	Session	Units	Status
L - L01 - 14325	Lecture	Regular	4.00	Enrolled
T - TD05 - 14330	Tutorial	Regular		Enrolled

HSA1000 Asian Interconnections

Class	Class Type	Session	Units	Status
T - TD5 - 5913	Tutorial	Regular		Enrolled

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.

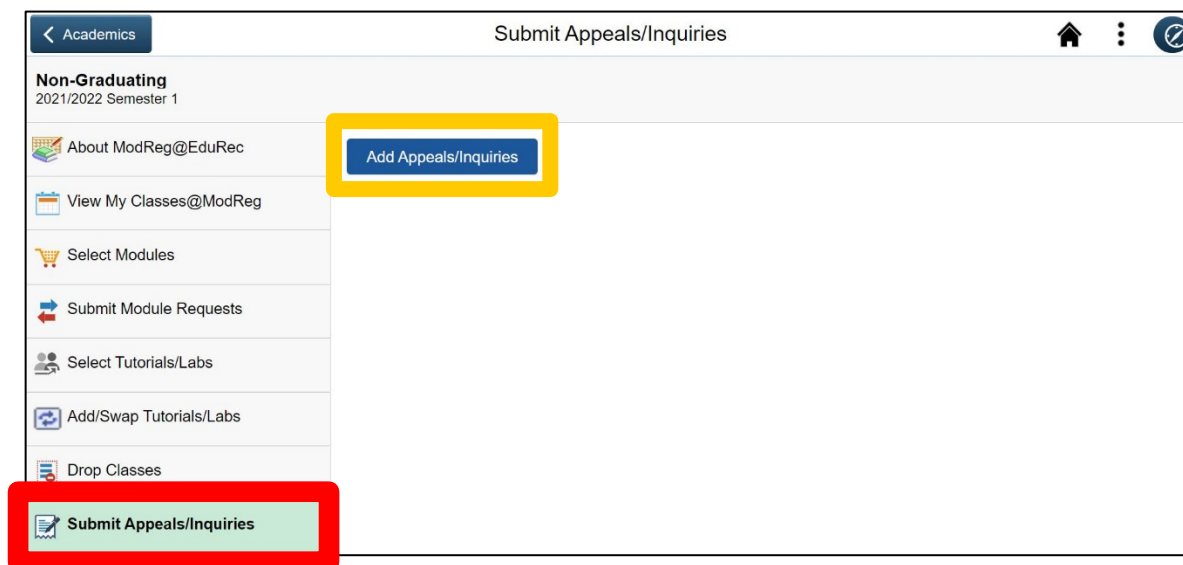
Appeal approvers are **the only ones** who could assess the submitted appeals. To enquire on the status of submitted Appeals/Inquiries contact the respective appeal approvers. Refer to **Contact Us** page from [ModReg website](#) for contact details of appeal approvers.

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. module 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.

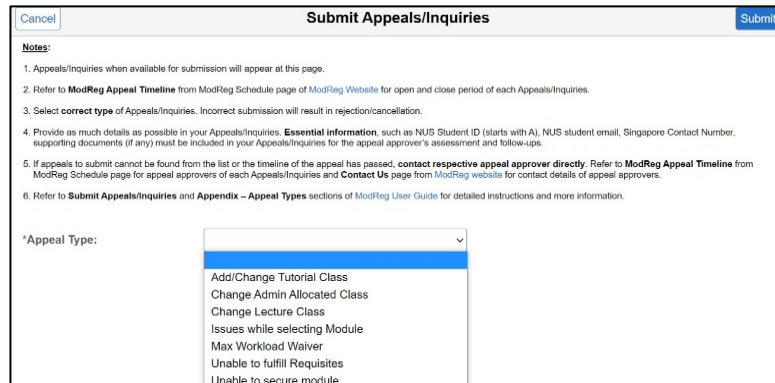
Enter this page through the left column of ModReg:



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:



The screenshot shows a web form titled "Submit Appeals/Inquiries". At the top left is a "Cancel" button and at the top right is a "Submit" button. Below the title is a "Notes:" section with six numbered instructions. Below the notes is a label "*Appeal Type:" followed by a dropdown menu. The dropdown menu is open, showing a list of seven options: "Add/Change Tutorial Class", "Change Admin Allocated Class", "Change Lecture Class", "Issues while selecting Module", "Max Workload Waiver", "Unable to fulfill Requisites", and "Unable to secure module".

Submit Appeals/Inquiries

Notes:

1. Appeals/Inquiries when available for submission will appear at this page.
2. Refer to **ModReg Appeal Timeline** from ModReg Schedule page of ModReg Website for open and close period of each Appeals/Inquiries.
3. Select **correct type** of Appeals/Inquiries. Incorrect submission will result in rejection/cancellation.
4. 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.
5. If appeals to submit cannot be found from the list or the timeline of the appeal has passed, **contact respective appeal approver directly**. Refer to **ModReg Appeal Timeline** from ModReg Schedule page for appeal approvers of each Appeals/Inquiries and **Contact Us** page from ModReg website for contact details of appeal approvers.
6. Refer to **Submit Appeals/Inquiries** and **Appendix – Appeal Types** sections of ModReg User Guide for detailed instructions and more information.

*Appeal Type:

- Add/Change Tutorial Class
- Change Admin Allocated Class
- Change Lecture Class
- Issues while selecting Module
- Max Workload Waiver
- Unable to fulfill Requisites
- Unable to secure module

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.

Step 2: View Appeal Status & Cancel Appeals

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

Add Appeals/Inquiries				
Appeal Nbr	Appeal Type	Status	View Details	Allow to Cancel*
1	Issues while selecting Module	Cancelled	View Details	No
2	Issues while selecting Module	Cancelled	View Details	No
3	Change Admin Allocated Class	Rejected	View Details	No
4	Unable to secure module	Closed	View Details	No
5	Issues while selecting Module	Pending Approval by Host	View Details	Yes
6	Unable to secure module	Pending Approval by Host	View Details	No

- 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'**:

Submit Appeals/Inquiries

*Appeal Type:

*Module Code: Programming Methodology

Module Class Number: S - S1 - 3918

Vacany of Selected Module Class: 254

*Appeal Details:

Admin Comments:

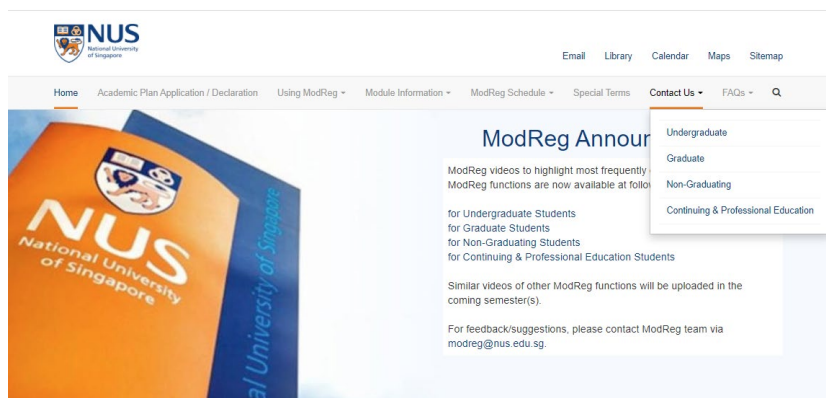
- Cancel appeals which have not been processed (i.e. Pending Approval by Host) by clicking **'Yes'** under **'Allow to Cancel'**:

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?

Type of Issues/Enquiries	Point-of-Contact
Academic Plan Application & Declaration (APAD) Issues	ModReg Help Desk Hotline: 6516-5860 Only available during Module Registration Exercise at following working hours: 9:00am - 6:00pm (Mon to Thurs) 9:00am - 5:30pm (Fri) Alternatively, you may submit an online ModReg Enquiries Form here .
ModReg Access or System-related Issues	
Clean Slate Transfer Issues	
Class and Exam Timetable Issues	
Modules related Issues (e.g. pre-requisites/co-requisites/preclusions, pre-allocation, vacancies, etc.)	List of Faculty/School for: - Undergraduate Students - Graduate Students - Non-graduating Students - Continuing & Professional Education Students
Tutorials	
Workload	
Curriculum or Degree/Programme Requirements	
Seniority/Course Code	Refer ModReg Schedule for module allocation outcome release dates. ModReg Central Team will also send email & SMS to inform students when outcomes are released.
ModReg Allocation Outcomes	
ModReg Appeal Outcomes	Students to check from "Submit Appeals/Inquiries" page @ ModReg.
LumiNUS Issues	Contact CIT Help Desk here .

12. APPENDIX – APPEAL TYPES

Unable to secure module

Cancel **Submit Appeals/Inquiries** Submit

*Appeal Type: Unable to secure module

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

Are you graduating this Semester? ☐

*No. of module(s) you would like to enrol in:

Rank	*Module	*Class Number	Session	Vacancy	Drop Module
1	<input type="text"/>	<input type="text"/>			<input type="text"/> Clear
2	<input type="text"/>	<input type="text"/>			<input type="text"/> Clear
3	<input type="text"/>	<input type="text"/>			<input type="text"/> Clear
4	<input type="text"/>	<input type="text"/>			<input type="text"/> Clear
5	<input type="text"/>	<input type="text"/>			<input type="text"/> Clear

Upload Supporting Document: [Add Attachment](#)

Notes:

1. Indicate enrolled module to drop at "Drop Module" if module in this appeal is approved.
2. Uploaded file size must be in PDF format and must not exceed 500kb.

- 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 may indicate the module you wish to drop under Drop Module, should the module 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 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.

Change Admin Allocated Class

The screenshot shows a web form titled "Submit Appeals/Inquiries". It has a "Cancel" button on the top left and a "Submit" button on the top right. The form contains the following fields:

- *Appeal Type: A dropdown menu with "Change Admin Allocated Class" selected.
- *Appeal Details: A text area with the placeholder "Add Appeal Detail (Max. Limit 1000 chars)" and a character count "1000 characters remaining" at the bottom right.
- *Module Code: A dropdown menu.
- *Allocated Class: A dropdown menu.
- New Requested Class: A dropdown menu.

- Indicate the reason(s) for appeal, the Module Code which you are appealing for and the class which you would like to change, i.e. add/drop/swap (if applicable).
- Only modules 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 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

The screenshot shows a web form titled "Submit Appeals/Inquiries". It has a "Cancel" button on the top left and a "Submit" button on the top right. The form contains the following fields:

- *Appeal Type: A dropdown menu with "Change Lecture Class" selected.
- *Appeal Details: A text area with the placeholder "Add Appeal Detail (Max. Limit 1000 chars)" and a character count "1000 characters remaining" at the bottom right.
- *Module Code: A dropdown menu.
- *Allocated Class: A dropdown menu.
- *Module Class Number: A dropdown menu.
- Vacancy of Selected Module Class: A text field located below the *Module Class Number dropdown.

- 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

Cancel

Submit Appeals/Inquiries

Submit

*Appeal Type:

Add/Change Tutorial Class

*Appeal Details:

Add Appeal Detail (Max. Limit 1000 chars)

1000 characters remaining

*Module Code:

Current Tutorials/Labs Class:

Rank	*Class Number	Session	Vacancy
1			Clear
2			Clear
3			Clear
4			Clear
5			Clear

- 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 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 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 Part 10.

Issues while selecting module

The screenshot shows a web form titled "Submit Appeals/Inquiries". It has a "Cancel" button on the top left and a "Submit" button on the top right. The form contains the following fields:

- *Appeal Type: A dropdown menu with "Issues while selecting Module" selected.
- *Appeal Details: A text area with the placeholder "Add Appeal Detail (Max. Limit 1000 chars)" and a "1000 characters remaining" indicator.
- *Module Code: A text input field.
- Module Class Number: A dropdown menu.
- Vacancy of Selected Module Class: A text input field.

- State the issue encountered and indicate the Module Code and Module 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 module** if the outcome of previous submission is Pending Approval by

Unable to fulfil requisites

The screenshot shows a web form titled "Submit Appeals/Inquiries". It has a "Cancel" button on the top left and a "Submit" button on the top right. The form contains the following fields:

- *Appeal Type: A dropdown menu with "Unable to fulfill Requisites" selected.
- *Appeal Details (Indicate missing requisites): A text area with the placeholder "Add Appeal Detail (Max. Limit 1000 chars)" and a "1000 characters remaining" indicator.
- *Module Code: A text input field.
- Upload Supporting Document: A link labeled "Add Attachment".
- Note:**
 1. Uploaded file size must be in PDF format and must not exceed 500kb.

- 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

The screenshot shows the 'Submit Appeals/Inquiries' form. At the top, there are 'Cancel' and 'Submit' buttons. The form has the following fields and sections:

- *Appeal Type:** A dropdown menu with 'Max Workload Waiver' selected.
- *Appeal Details:** A text area with the placeholder 'Add Appeal Detail (Max. Limit 1000 chars)' and a '1000 characters remaining' indicator.
- *New Total Workload (in MCs):** An empty text input field.
- Maximum Workload (in MCs):** A label with the value '23'.
- Upload Supporting Document:** A label with a blue link 'Add Attachment'.
- Important Note:** A section with two numbered points:
 1. Workload waivers granted to undergraduates will be effective **ONLY** in Select Modules (Round 3).
 2. Uploaded file size must be in PDF format and must not exceed 500kb.

- Indicate the reason(s) for appeal and indicate the maximum workload in MCs 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, 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.

Min Workload Waiver

The screenshot shows the 'Submit Appeals/Inquiries' form. At the top, there are 'Cancel' and 'Submit' buttons. The form has the following fields and sections:

- *Appeal Type:** A dropdown menu with 'Min Workload Waiver' selected.
- *Appeal Details:** A text area with the placeholder 'Add Appeal Detail (Max. Limit 1000 chars)' and a '1000 characters remaining' indicator.
- *New Total Workload (in MCs):** An empty text input field.
- Are you graduating/reading IA module/on partial SEP in this semester?** A checkbox that is currently unchecked.
- Upload Supporting Document:** A label with a blue link 'Add Attachment'.
- Note:** A section with one numbered point:
 1. Uploaded file size must be in PDF format and must not exceed 500kb.

- This appeal type is for students who are graduating / reading IA module / on partial SEP in the current semester. You **will not** 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 MCs you would like to appeal for.
- You may also upload any supporting document which may support your appeal.
- 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.

Appeal for GD English Module

Cancel

Submit Appeals/Inquiries

Submit

*Appeal Type:

Appeal for GD English Module

▼

*Appeal Details:

Add Appeal Detail (Max. Limit 1000 chars)

1000 characters remaining

*Module Code:

▼

Module Class Number:

▼

Vacancy of Selected Module Class:

- 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.
- 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.