MODULE REGISTRATION

(ModReg)

USER GUIDE FOR STUDENTS

Version 3.3
Updated 17 Nov 2021

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Main List

< Academics	Select Modules

Undergraduate
2021/2022 Semester 1

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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 for this round: [ ]

Add Class

Notes:

. 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.
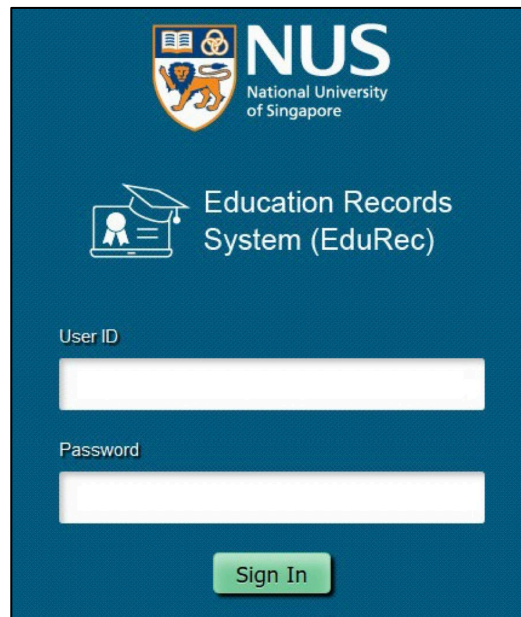
. Refer to **Select Modules** section of ModReg User Guide for detailed instructions and more information.

Welcome to the Starting Page for ModReg @ EduRec!

We will be referencing the segments on the left panel in subsequent pages.

1. STUDENT LOGIN

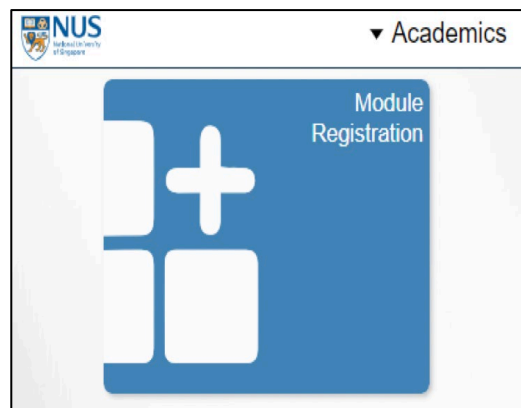Login to myEduRec with NUSNET ID (i.e. E00XXXXXX) and password

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)
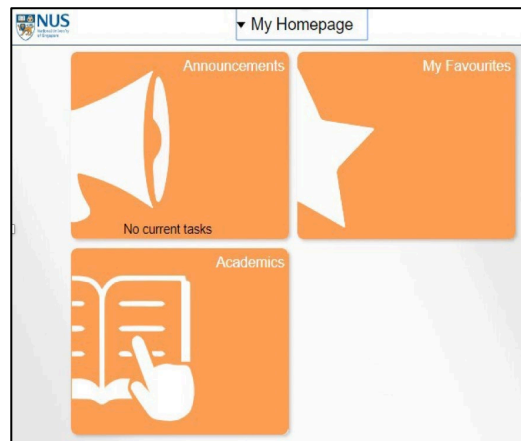
2. ABOUT MODREG@EDUREC

This page gives a brief introduction to ModReg.

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

Enter this page through the left column of ModReg:

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.
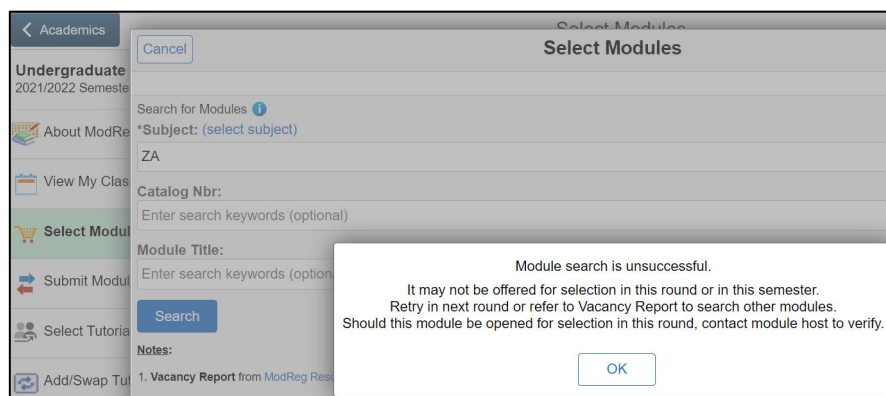
Screenshot that you will see if the module search is unsuccessful

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:	

Add Class
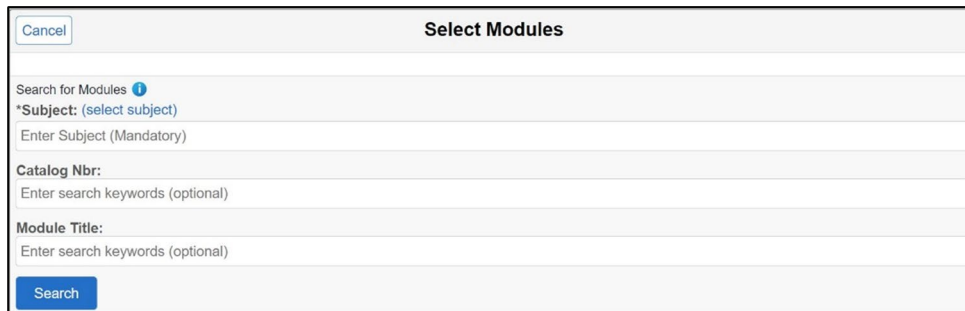
💡 *Understanding displayed information/fields*

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:

Cancel	**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 > 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

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

Cancel	**Select Modules**				
Select a Class for Module ACC1701X ⓘ					View Tutorial Classes
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
☐	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:

Delete Class	✕
Please click the "Delete Class" button to confirm deletion of the selected class.	

1 Class(es) will be deleted. Do you want to proceed?

Yes   No

- **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:

Return to Main Page   **Reserve List**

No Classes added to reserve list. Click on 'Add Class' to add.
Else, click 'Cancel' to go back.

Add Reserve Class

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. There is **NO** additional button to submit the selected module classes. All the above module class(es) will be processed for allocation. Module(s) that is/are successfully allocated will be displayed under "View My Classes@ModReg" **upon release of outcome of each round**. Students will be notified via email and SMS when module selection outcomes are released.
5. Refer to Select Modules section of ModReg User Guide for detailed instructions and more information.

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:
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.

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 **and** module host department(s)
Duke-NUS students	**Only** module host department(s)

Enter this page through the left column of ModReg:
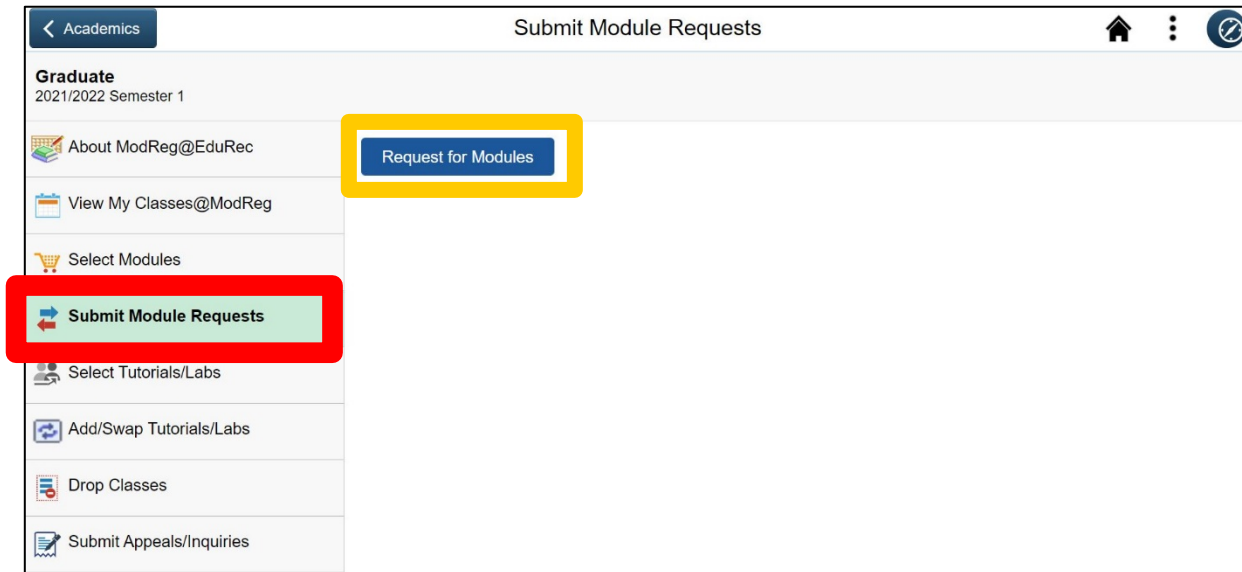
The page has a single button, labelled **'Request for Modules'** > Click it to proceed

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:	

Add Class

Step 2: Search Module

You will be prompted to search for your module:

Cancel   **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:

Cancel	**Submit Module Requests**	Continue

EE1111A - Electrical Engineering Principles and Practice I

*Reason for Request: Keen interest in reading the module

*Grading Basis: Graded

Drop any module if this is allocated?

☑ 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 - L01 - 5047	Lecture	Regular	0	☑

Upload Transcript: Add Attachment
Upload Resume (if required by Module Host):   Add Attachment

Note:

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

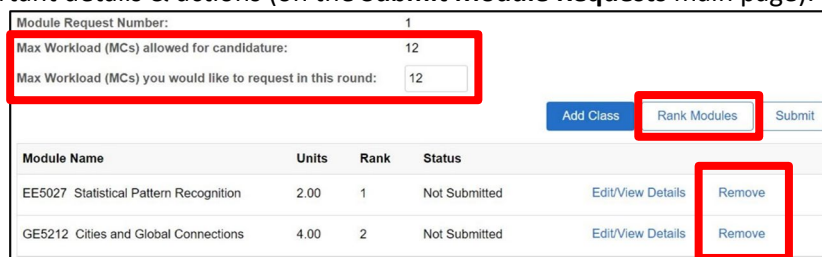- To request for a module, you must give consent to disclose your academic details to the module host approvers who are not from your home department/faculty.
- You can also upload your latest transcript and resume (if required by the module host department). Only one file can be attached per request.

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:			12		
Max Workload (MCs) you would like to request in this round:			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

- 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:

Cancel	**Rank Modules**		Continue

Module Name	Units	Rank
EE5027 Statistical Pattern Recognition	2	1
GE5212 Cities and Global Connections	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.

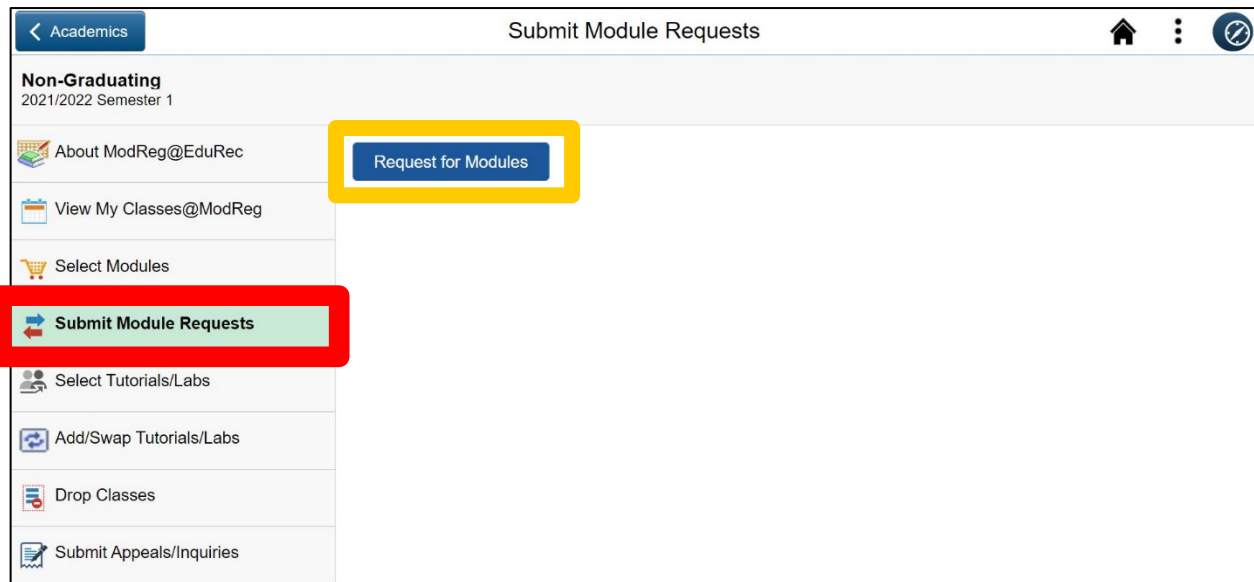| Module Request Number:			1		
Max Workload (MCs) allowed for candidature:			12		
Max Workload (MCs) you would like to request in this round:			12		
			Add Class	Rank Modules	Submit
Module Name	**Units**	**Rank**	**Status**		
EE5027 Statistical Pattern Recognition	2.00	1	Not Submitted	Edit/View Details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

NOTE

Module requests <u>must</u> 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:			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):	20

Add Class

Step 2: Search Module

You will be prompted to search for your module:

Cancel	**Select Modules**
Search for Modules ℹ️	
*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:

Cancel	**Submit Module Requests**			Continue

GE1101E - Geographical Journeys: Exploring World Environments

*Grading Basis: Graded ⌄

Drop any module if this is allocated?   ⌄

☑ 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	☑

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		
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:

Cancel	**Rank Modules**		Continue

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):			8		

			Add Class	Rank Modules	Submit

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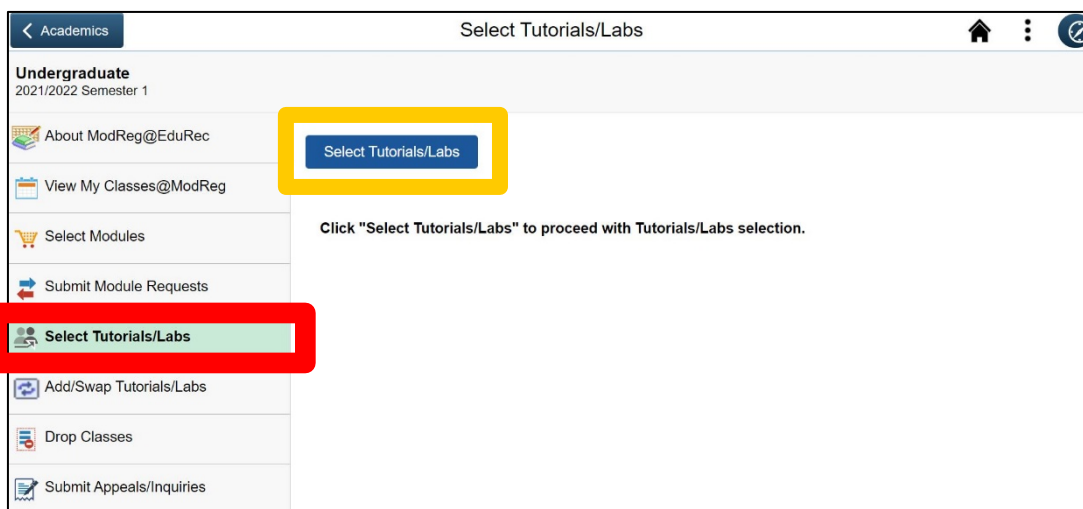
This page allows students to select tutorial/lab choices of their allocated modules. Students can rank up to 20 tutorial/lab time slots for all modules that they are enrolled in.

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.
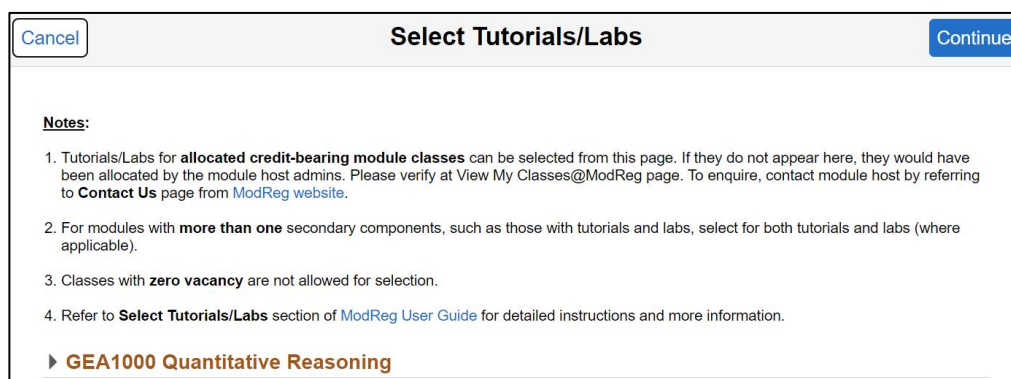
Step 2: Select, Rank, Delete Classes

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

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:

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 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:

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'**.

| | 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	☐
T - TD02 - 14327	Tutorial	Regular	0	☐

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 0.30am 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	☑
T - TD03 - 14328	Tutorial	Regular	1	0	☐

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.

<div style="border: 2px solid;">

<u>Note</u>

Refer to the <u>academic calendar</u> 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.

</div>

Enter this page through the left column of ModReg:

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

You will be prompted to confirm your action > Click **'OK'** to proceed or **'Cancel'** to go back:

The selected class(es) will be dropped.

OK   Cancel

Go back to **View My Classes@ModReg** to view the enrolment status of your modules/classes.

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.
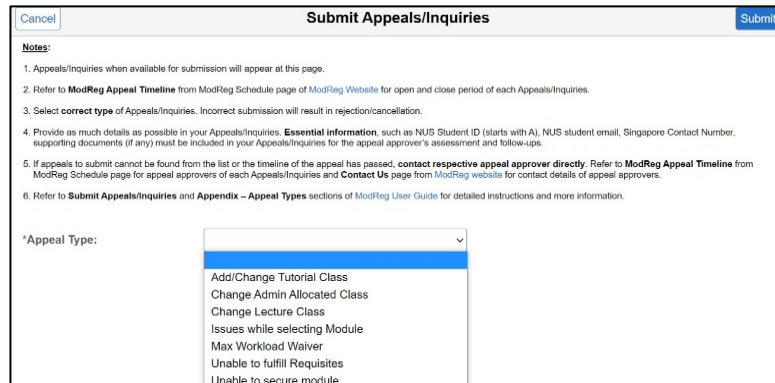
Enter this page through the left column of ModReg:
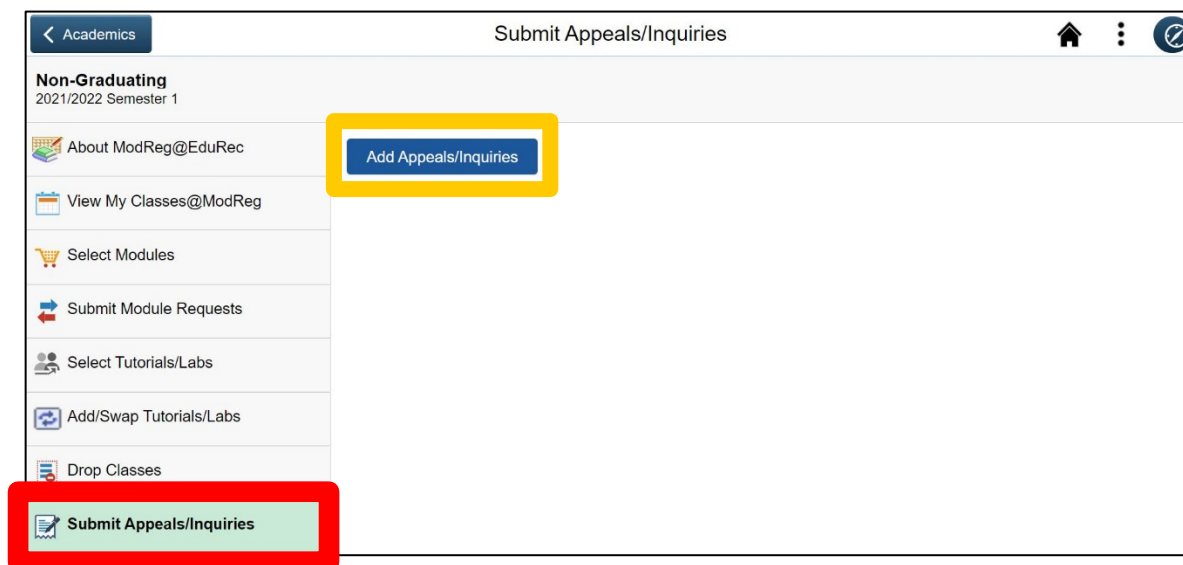
The page has a single button, click **'Add Appeals/Inquiries'** to proceed

Step 1: Selection

Select the relevant Appeal Type from the drop down list:

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.

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

Cancel

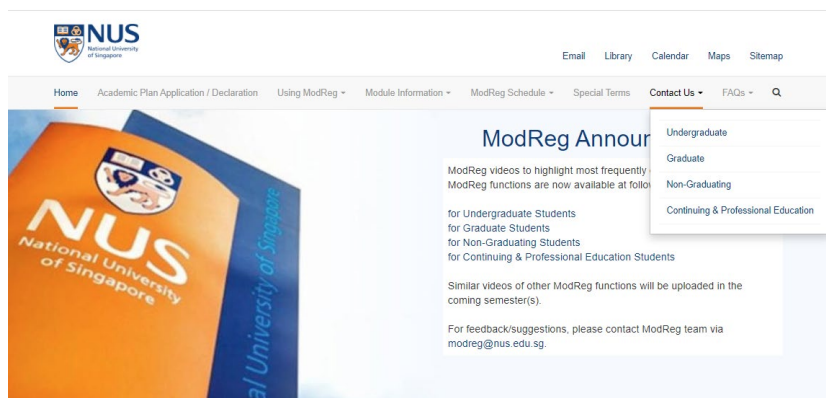| *Appeal Type: | Issues while selecting Module |
*Module Code:	CS1010 Programming Methodology
Module Class Number:	S1 S - S1 - 3918
Vacany of Selected Module Class:	254
*Appeal Details:	cd
Admin Comments:	

- 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	
ModReg Allocation Outcomes	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 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		⌄			⌄	Clear
2		⌄			⌄	Clear
3		⌄			⌄	Clear
4		⌄			⌄	Clear
5		⌄			⌄	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

- 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

- 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 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

- 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

- 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

Cancel	**Submit Appeals/Inquiries**	Submit

*Appeal Type: Max Workload Waiver ⌄

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

1000 characters remaining

*New Total Workload (in MCs):

Maximum Workload (in MCs):   23

Upload Supporting Document: Add Attachment

Important Note:

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

Cancel	**Submit Appeals/Inquiries**	Submit

*Appeal Type: Min Workload Waiver ⌄

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

1000 characters remaining

*New Total Workload (in MCs):

Are you graduating/reading IA module/on partial SEP in this semester? ☐

Upload Supporting Document: Add Attachment

Note:

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 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: ⌄

Vacany 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.