

COURSE REGISTRATION APPEAL TIMELINE FOR SEMESTER 2, AY2025/26 - for UNDERGRADUATE (UG) & CONTINUING AND PROFESSIONAL EDUCATION (CPE) STUDENTS

Notes:

- 1. Refer to Appendix - Appeal Types section of CourseReg userguide (<https://nus.edu.sg/coursereg/docs/CourseReg-Student-User-Guide.pdf>) for more details on the individual appeals.
- 2. While the outcome of your appeal is still pending, please refrain from sending multiple emails to the approvers and submitting appeal types that do not accurately address the issue.
- 3. Refer to CourseReg's Contact Us page to contact appeal approvers of respective appeal types for urgent assistance.
- 4. Appeals are not available when allocation process is ongoing.

Updated: 6pm, 7 Nov 2025

Appeal Type	Appeal Description	Approve by	Available for	Start Time & Date	End Time & Date	Note
Unable to fulfill Requisites (for Rd1-3)	To appeal for requisite waiver only. Student will still have to select course upon approval.	Host Department	UG and CPE	9AM, 2 Jan 26	12NN, 9 Jan 26	
Change Admin Allocated Classes	To appeal for change of Pre-Allocated lecture class only.	Host Department	UG and CPE	9AM, 2 Jan 26	6PM, 22 Jan 26	
Max Workload Waiver	To appeal for maximum workload waiver only.	Home Faculty	UG and CPE	9AM, 2 Jan 26	6PM, 22 Jan 26	
Min Workload Waiver	To appeal for minimum workload waiver only.	Home Faculty	UG	9AM, 2 Jan 26	6PM, 22 Jan 26	Not applicable to School of Computing students.
Change Lecture Class	To request for change of lecture class obtained through Select Course rounds only.	Host Department	UG and CPE	7PM, 10 Jan 26	6PM, 22 Jan 26	
Unable to secure course	To appeal for courses to meet minimum workload.	Host Department	UG and CPE	7PM, 10 Jan 26	6PM, 22 Jan 26	
Add/Change Tutorial Class	To appeal for/to change tutorial/lab class only.	Host Department	UG and CPE	5.01PM, 19 Jan 26	6PM, 27 Jan 26	