

**COURSE REGISTRATION APPEAL TIMELINE FOR SEMESTER 2, AY2023/24 - for GRADUATE (GD) 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, avoid spamming with emails to the approvers and submitting incorrect appeal types to address the same issue.
3. Refer to CourseReg's Contact Us page to contact appeal approvers of respective appeal types for urgent assistance.

Updated: 26 Oct 23, 6:00pm

Appeal Type	Approve by	Available for	Start Time & Date	End Time & Date	Note
Unable to fulfill Requisites (for Rd 0)	Host Department	GD	9am, 12 Dec 23	5pm, 13 Dec 23	Not applicable to Duke-NUS students.
Issues while selecting Course (for Rd 0)	Host Department	GD	9am, 12 Dec 23	5pm, 13 Dec 23	
Change Admin Allocated Classes (for Rd 0)	Host Department	GD	9am, 12 Dec 23	5pm, 14 Dec 23	
Unable to fulfill Requisites (for Rd1-3)	Host Department	GD	9am, 3 Jan 24	5pm, 19 Jan 24	Not applicable to Duke-NUS students.
Issues while selecting Course (for Rd1-3)	Host Department	GD	9am, 3 Jan 24	12pm, 12 Jan 24	
Change Admin Allocated Classes (for Rd1-3)	Host Department	GD	9am, 3 Jan 24	12pm, 23 Jan 24	
Appeal for GD English Course (for Rd1-3)	Host Department	GD	9am, 3 Jan 24	12pm, 23 Jan 24	Not applicable to Duke-NUS students.
Max Workload Waiver (for Rd1-3)	Home Faculty	GD	9am, 3 Jan 24	12pm, 26 Jan 24	
Min Workload Waiver (for Rd1-3)	Home Faculty	GD	9am, 3 Jan 24	12pm, 26 Jan 24	Not applicable to Duke-NUS students.
Unable to secure course (for Rd1-3)	Home Faculty and/or Host Department	GD	7pm, 13 Jan 24	6pm, 26 Jan 24	For Duke-NUS students, this appeal is routed to Course Host directly.
Change Lecture Class (for Rd1-3)	Host Department	GD	7pm, 13 Jan 24	6pm, 26 Jan 24	
Add/Change Tutorial Class (for Rd1-3)	Host Department	GD	5.01pm, 23 Jan 24	6pm, 2 Feb 24	Not applicable to Duke-NUS students.