

COURSE REGISTRATION APPEAL TIMELINE FOR SEMESTER 1, AY2024/25 - 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: 5pm, 10 Apr 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	Host Department	UG and CPE	9AM, 21-Jul 25	12NN, 5-Aug-25	
Change Admin Allocated Classes	To appeal for change of Pre-Allocated lecture class only.	Host Department	UG and CPE	9AM, 21-Jul 25	6PM, 21-Aug-25	
Max Workload Waiver	To appeal for maximum workload waiver only.	Home Faculty	UG and CPE	9AM, 21-Jul 25	6PM, 21-Aug-25	
Min Workload Waiver	To appeal for minimum workload waiver only.	Home Faculty	UG	9AM, 21-Jul 25	6PM, 21-Aug-25	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	9AM, 7-Aug-25	6PM, 21-Aug-25	
Unable to secure course	To appeal for courses to meet minimum workload.	Host Department	UG and CPE	9AM, 7-Aug-25	6PM, 21-Aug-25	
Add/Change Tutorial Class	To appeal for/to change tutorial/lab class only.	Host Department	UG and CPE	5.01PM, 18-Aug-25	6PM, 26-Aug-25	