

**COURSE REGISTRATION APPEAL TIMELINE FOR SEMESTER 1, AY2024/25 - for NON-GRADUATING (NG) 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
Max Workload Waiver	To appeal for maximum workload waiver only.	Home Faculty	NG	9AM, 7-Aug-25	6PM, 21-Aug-25
Change Lecture Class	To request for change of lecture class obtained through <b>Select Course rounds</b> only.	Host Department	NG	9AM, 7-Aug-25	6PM, 21-Aug-25
Unable to secure course	To appeal for courses to meet minimum workload.	Host Department	NG	9AM, 7-Aug-25	6PM, 21-Aug-25
Add/Change Tutorial Class	To appeal for/to change tutorial/lab class only.	Host Department	NG	5.01PM, 18-Aug-25	6PM, 26-Aug-25