MODULE REGISTRATION APPEAL TIMELINE FOR SEMESTER 2, AY2021/22 - *for UNDERGRADUATE (UG) & CONTINUING AND PROFESSIONAL EDUCATION (CPE) STUDENTS*

Notes:

1. Refer to Appendix - Appeal Types section of ModReg userguide *(https://nus.edu.sg/modreg/docs/ModReg-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 ModReg's Contact Us page to contact appeal approvers of respective appeal types for urgent assistance.

4. 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.

Updated: 12pm, 10 Nov 2021

Appeal Type	Brief Description	Appeal Approver	Available for	Start Time & Date	End Time & Date
Unable to fulfill Requisites (for Round 0)	To request for requisite waiver when requisite related issues are encountered.	Host Department	UG	9am, 7 Dec 21	12pm, 9 Dec 21
Issues while selecting Module (for Round 0)	To report or seek clarification from module hosts for the issues encountered during module selection.	Host Department	UG	9am, 7 Dec 21	12pm, 9 Dec 21
Change Admin Allocated Classes (for Round 0)	To request for adding/dropping/swapping of the module classes allocated by the administrators (i.e. not droppable by students).	Host Department	UG	9am, 7 Dec 21	12pm, 9 Dec 21
Unable to fulfill Requisites (for Round 1 to 3)	To request for requisite waiver when requisite related issues are encountered.	Host Department	UG and CPE	9am, 29 Dec 21	12pm, 7 Jan 22
Change Admin Allocated Classes (for Round 1 to 3)	To request for adding/dropping/swapping of the module classes allocated by the administrators (i.e. not droppable by students).	Host Department	UG and CPE	9am, 29 Dec 21	12pm, 18 Jan 22
Max Workload Waiver (for Round 1 to 3)	To request for maximum workload waiver.	Home Faculty	UG and CPE	9am, 29 Dec 21	12pm, 18 Jan 22
Min Workload Waiver (for Round 1 to 3)	To request for minimum workload waiver.	Home Faculty	UG	9am, 29 Dec 21	12pm, 18 Jan 22
Issues while selecting Module (for Round 1 to 3)	To report or seek clarification from module hosts for the issues encountered during module selection.	Host Department	UG and CPE	9am, 29 Dec 21	12pm, 18 Jan 22
Unable to secure module (for Round 1 to 3)	For students who could not fulfil the minimum workload despite all the module selection/submission attempts in ModReg Rounds.	Host Department	UG and CPE	9am, 9 Jan 22	6pm, 21 Jan 22
Change Lecture Class (for Round 1 to 3)	To request for swapping of system-allocated (i.e. not allocated by admin) lecture class to a preferred one.	Host Department	UG and CPE	9am, 9 Jan 22	6pm, 21 Jan 22
Add/Change Tutorial Class (for Round 1 to 3)	For students who have yet to secure a tutorial class or to swap to a preferred tutorial class after participating in add/swap tutorial round.	Host Department	UG and CPE	12.01pm, 18 Jan 22	6pm, 28 Jan 22