

AY2023-2024 Semester 2

COURSE REGISTRATION SYSTEM SETUP FOR PSYCHOLOGY COURSES

Course	Student Group	Round				Remarks
		0	1	2	3	
PL1101E and PL2131	PL First and Second Majors	X	X	X	X	
	CHS students from Cohort 2023		X	X	X	
	PL Minors from Cohort 2022 and before			X	X	
	NUS undergraduates				X	
PL2132	Year 3 and higher PL First and Second Majors	X	X	X	X	
	Year 2 and lower PL First and Second Majors		X	X	X	
	NUS undergraduates				X	
PL3102 – PL3106	PL First and Second Majors	X	X	X	X	For PL3102 and PL3106 only.
	PL Minors		X	X	X	
	GL Honours, Majors and Minors			X	X	
	NUS undergraduates				X	
PL3239 and PL3249	PL First and Second Majors	X	X	X	X	
	FASS and CHS undergraduates			X	X	
	NUS undergraduates				X	
PL328X Lab Courses	Year 3 and higher PL First Majors	X	X	X	X	
	PL Second Majors from Cohort 2018 and before	X	X	X	X	
	Year 2 and lower PL First Majors			X	X	
	PL Second Majors				X	
Level-4000 Courses	PL Honours Year students	X	X	X	X	
	Year 3 PL First Majors			X	X	
PLS800X <sup>Note 9</sup>	NUS undergraduates	X	X	X	X	

## IMPORTANT THINGS TO NOTE

### 1. Course Registration, Course Setup and Graduation Requirements:

- (i) Students could access the [Course Registration at Education Records System \(CourseReg@EduRec\)](#) for the guides and schedules on course selection, tutorial selection and appeal submission. The log-in page for EduRec is <https://myedurec.nus.edu.sg/>.
- (ii) Updates on course matters during the course registration period will be posted on the Important Notices from Departments section of the [CourseReg@EduRec](#) website and the General Course Resources section of the [Department of Psychology](#) website.
- (iii) Students could check the [Department of Psychology](#) website (Academics > Programme Requirements) for updates to the graduation requirements and the PL-recognised course lists.

### 2. Course Appeals:

- (i) **All appeals must be submitted via the “Submit Appeals/Inquiries” function in CourseReg@EduRec.** All appeals made through other channels will be considered invalid and could not be used as support for your appeals.
- (ii) **Do not send duplicate appeals via multiple channels** as doing so will only cause confusion and delays in the processing of appeals.
- (iii) **Do not send repeated appeals** for the same course if the initial appeal has been declined. The chance of a successful appeal does not increase, and may only decrease, with repeated appeal.
- (iv) **Do not try to seek admission into a course by appealing to the instructor of the course personally.** Make your appeals only through [CourseReg@EduReg](#). The department has reminded all instructors that appeals will be processed centrally and instructor’s permission to read a course will not grant student’s entry into a course.
- (v) **The department is unable to interfere with the course selection/allocation process to admit students.** If a course is fully subscribed, students should select courses that still have vacancies. All appeals for courses submitted before the end of “Select Course (Round 3)” will be rejected.
- (vi) The likelihood of getting into fully subscribed courses, especially after the course selection rounds have ended, is negligible unless the course is required for graduation.
- (vii) One of the factors the department will take into account during appeals is whether students are ahead or behind based on the suggested study plans, subject to vacancies.
- (viii) To minimise disruptions to the instructors’ teaching plans and the existing students in the courses, the department will stop accepting or considering appeals for courses from **25 Jan 2024 (Thu), 0000 hrs.** Students who are under-loading will thus need to be quick in appealing for courses that still have openings after Round 3 of course selection has ended.

### 3. PL Level-4000 Courses:

- (i) The course codes of level-4000 courses have been modified with effect from AY2023/24 Sem 1. Students should select the correct course codes from CourseReg, as follows:
  - Students from **Cohort 2020 and before**: PL4XXXHM (5 units)
  - Students from **Cohort 2021 onwards**: PL4XXX (4 units)
- (ii) Competition for level-4000 courses will increase significantly in Round 2 when Year 3 students join in the course selection. It is thus unwise for Year 4 students to keep waiting for courses that they are unable to secure when they could have selected a less popular course instead. If a student is unable to

secure a popular course in the earlier rounds, there is very remote chance that he/she will be able to do so successfully in the later rounds. Please note that **when students make appeals, the department could only allocate courses that still have vacancies, and is unable to increase the class quota to take in additional students.** This means that if students leave it to the appeal process to secure courses, their choice will be severely restricted because they will only be offered courses that still have openings.

- (iii) Students should not hold on to more courses than they need to read to fulfil their graduation requirements. Students who held on to additional courses that they do not wish to read and only release the courses late in the course registration period are depriving their fellow students an opportunity to read the courses. Students who hold on to more than the number of courses required for graduation will be automatically placed on a lower priority when the department processes their appeals.
- (iv) Due to high demand for places in PL level-4000 courses, students are urged not to read more than the necessary number of PL level-4000 courses required for graduation. Students who ignore the above advice are likely to be given low priority in consideration during the appeal process.

#### 4. **Students who Returned from SEP:**

A student who has returned from the Student Exchange Programme (SEP) may not get her record (e.g. results while on SEP or courses mapped during SEP) updated in time to select certain courses that require the course(s) taken during SEP as pre-requisites. Students with this problem should write in to the department at [psybox1@nus.edu.sg](mailto:psybox1@nus.edu.sg) as soon as possible, providing the course mapping approvals and the official or unofficial transcript or result slip, as well as indicating the courses that they would like the pre-requisites to be waived.

#### 5. **PL Level-5000 Courses:**

Honours students may be allowed to use, in lieu of their level-4000 courses, a maximum of 1 (for Cohort 2021 onwards) or 2 (for Cohort 2020 and before) level-5000 courses (subject to department's approval and courses pre-requisites, if any) to fulfill graduation requirements. However, undergraduates are not allowed to take level-5000 Independent Study courses or level-6000 courses.

#### 6. **Pre-allocation for PL3231, PL3551/PL3551R, PL4660/PL4660HM, PL4401/PL4401HM and PL5XXX/PL5XXXR:**

Pre-allocation for PL3231, PL3551/PL3551R, PL4660/PL4660HM, PL4401/PL4401HM and PL5XXX/PL5XXXR will be done during/after Round 3. Students who have registered for these courses should reserve the following number of units in their workload for the pre-allocation: 4 units for PL3231, PL3551, PL3551R, PL4660 and PL5XXX; 5 units for PL4660HM and PL5XXXR; 8 units for PL4401; and 15 units for PL4401HM.

#### 7. **PLB1201:**

Students who take PLB1201 and subsequently go on to major in Psychology will not be able to count PLB1201 towards their graduation requirements.

#### 8. **Tutorials and Tutorial Appeals:**

- (i) The department has held in reserve a few tutorial slots of some courses. You will not be able to register for the reserve slots on CourseReg even though they appear in NUSMODS. One or more of these slots will be activated when the total enrolment in each course crosses various thresholds, otherwise they will be cancelled due to under-enrolment. Please ensure that the reserve slots are not the only ones you can attend if you decide to register for the course. You could access CourseReg to find out which tutorial slots are available for registration.

You could refer to the "CourseReg@EduRec Functions & Rounds" section on the "[Using CourseReg](#)" page on how you could Select and/or Add/Swap Tutorials or Drop Classes.

- (ii) Students who are unable to get a tutorial group via the “Select Tutorials/Labs” function could try to get a group via “Add/Swap Tutorials”. Those who are still unsuccessful in getting a tutorial class through Add/Swap should appeal for tutorial groups via CourseReg@EduRec after the “Add/Swap Tutorials” period, by **25 Jan 2024 (Thu)**. Appeals not submitted via CourseReg@EduRec will not be entertained. All tutorial appeals submitted before the end of the “Add/Swap Tutorials” period will be rejected.
- (iii) For tutorial appeals submitted via CourseReg@EduRec, the department would allocate a tutorial group based on the availability of time slots and a student’s class schedule. The tutorial group allocated **may not** be the student’s preferred group. Reasons that are related to outside work commitments or minimising the number of days in which one needs to travel to campus are not accepted as valid reason for asking for an alternative time slot.
- (iv) Students could check the tutorial appeal results via CourseReg@EduRec.

9. **Tutorial Groups for PLS8002:**

For PLS8002 Cultivating the Self, tutorials are conducted in the weeks that follow each lecture. Students who are enrolled in PLS8002A (lectures will be conducted in Weeks 2 and 4) should select one of the following tutorial groups which will be conducted in Weeks 3 and 5: TD1, TD2, TD3, TD4, TD5. Students who are enrolled in PLS8002B (lectures will be conducted in Weeks 7 and 9) should select one of the following tutorial groups which will be conducted in Weeks 8 and 10: TE1, TE2, TE3, TE4, TE5.

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