GENERAL COURSE REGISTRATION SYSTEM SETUP FOR SOUTHEAST ASIAN STUDIES UNDERGRADUATE COURSES

Courses	Student Group	Round			Remarks
		1	2	3	
SE1101E	CHS students	X	X	X	
	NUS Undergraduates (excluding B.Tech)		X	X	
	All NUS Undergraduates			X	
SE Level 2000 and 3000	SE Major and 2nd Major	X	X	X	
	Other FASS Majors recognizing the course		X	X	
	NUS Undergraduates (excluding B.Tech)		X	X	
	All NUS Undergraduates			X	
SE Level 4000	SE Year 4 Majors	X	X	X	
	Other FASS Year 4 Majors recognizing the course		X	X	
	SE Year 3 Majors who meet pre-requisites		X	X	
SE4401 and SE4660	SE Year 4 Majors who meet pre-requisites				Strictly by pre-allocation.
General Education Courses	NUS Undergraduates (excluding B.Tech)		X	X	General Education Courses are not open to B.Tech students.
Interdisciplinary courses HS29XX	CHS students C2021	X	X	X	
	CHS students C2021 -2024		X	X	
	All CHS students except C2025			X	

IMPORTANT THINGS TO NOTE

1. Students can access https://www.nus.edu.sg/coursereg/ for the guides and schedules on course selection, tutorial selection and appeal submission for Course Registration at Education Records System (CourseReg@EduRec). The log-in page for EduRec is https://myedurec.nus.edu.sg/.

2. **General Education Courses**
   (i) GESS/GEC/GEX/GEA/GEI/GEN courses are offered to students from Cohort 2021 onwards.

3. **Pre-allocation for SE3550, SE4401 and SE4660 Courses**
   Courses are assigned by pre-allocation following approval from the department. Manual registration is required. Applications must be submitted before semester begins. Students who have submitted their applications and research proposals for these courses should reserve the following number of units in their workload for the pre-allocation: 4 Units for SE3550; 8 Units for SE4401.

4. **Course Appeals**
   (i) **All appeals must be submitted via the "Submit Appeals/Inquiries" function in CourseReg@EduRec <u>after Round 3 only</u>.** All appeals made through other channels (e.g. email, phone call) will be considered invalid and cannot be used as support for your appeals.
   (ii) **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.
   (iii) **Do not try to seek admission into a course by appealing to the instructor of the course personally.** Make your appeals only through CourseReg@EduRec. 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.

(iv) **The department is unable to interfere with the CourseReg@EduRec 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 Courses" Round 3 will be rejected.

(v) 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.

(vi) The department will verify your academic records in EduRec when processing appeals. One of the factors the department will consider during appeals is whether students are ahead or behind based on their academic records, subject to vacancies.

5. **Tutorial Appeals:**

i) Students who are unable to get a tutorial group via the **"Select Tutorials/Labs"** function can try to get a group via the **"Add/Swap Tutorials"** function.

ii) Those who are still unsuccessful in getting a tutorial class through Add/Swap should appeal for tutorial groups via the **"Submit Appeals/Inquiries"** function in CourseReg@EduRec after the "Add/Swap Tutorials" period. 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 will 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. The department will verify your class timetable in the current semester in EduRec when processing tutorial appeals.

iv) Students can check the tutorial appeal results via CourseReg@EduRec.

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