MODULE REGISTRATION

(ModReg)

USER GUIDE FOR STUDENTS

Version Y2
Updated 02 August 2020
<table>
<thead>
<tr>
<th>Nos</th>
<th>Date</th>
<th>Section</th>
<th>Page</th>
<th>Changes/Updates</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>02 Aug 2020</td>
<td>All</td>
<td></td>
<td>Change of term from “View my Classes” to “View my Classes@ModReg”</td>
<td>Y2</td>
</tr>
<tr>
<td>4</td>
<td>7</td>
<td>7</td>
<td></td>
<td>Addition of information on modules added and not being to select modules with “0” vacancies.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>12</td>
<td>12</td>
<td></td>
<td>Renaming “Submit Module Requests” title by addition of “(FOR NON-GRADUATING EXCHANGE / VISITING STUDENTS)” next to original title</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>13</td>
<td>13</td>
<td></td>
<td>Addition of information that if one cannot search a particular module, the likelihood of the module not made available to particular student groups</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>14</td>
<td>14</td>
<td></td>
<td>Combining original 5.6 and 5.7 as one point</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>26-28</td>
<td>26-28</td>
<td></td>
<td>Addition of information on students being notified by email for appeal outcomes of 11.1 Unable to secure module, 11.2 Drop Preallocated Lec/Tut Class, 11.3 Change Lecture Class, 11.4 Add/Change Tutorial Class, 11.6 Unable to fulfil Requisites and 11.7 Max Workload Waiver</td>
<td></td>
</tr>
</tbody>
</table>
Contents

1. STUDENT LOGIN .......................................................................................................................... 5
2. ABOUT MODREG@EDUREC ......................................................................................................... 6
3. VIEW MY CLASSES@MODREG ...................................................................................................... 6
4. SELECT MODULES ........................................................................................................................ 7
5. SUBMIT MODULE REQUESTS (FOR NON-GRADUATING EXCHANGE / VISITING STUDENTS) .............. 12
6. SELECT TUTORIALS/LABS ............................................................................................................ 16
7. ADD/SWAP TUTORIALS/LABS ..................................................................................................... 18
8. DROP CLASSES .......................................................................................................................... 21
9. SUBMIT APPEALS/INQUIRIES ...................................................................................................... 23
10. CONTACT INFORMATION FOR ENQUIRIES ................................................................................... 25
11. APPENDIX – APPEAL TYPES ..................................................................................................... 26
Undergraduate Students - Module Registration Workflow

1a) Meet your Academic Advisor for module planning if you have not declared a major
1b) Generate your AA report to check on graduation requirements if you already declared a major

2) Start of Module Registration Rounds

3) Add (refer to Section 4) or Drop modules (refer to Section 8) on ModReg@EduRec for Yale-NUS and NUS modules* (if applicable) during module registration rounds
   *If you have selected a NUS module (if applicable):
   - Select Tutorials/Labs (if applicable) → refer to Section 6
   - Add/Swap Tutorials/Labs (if applicable) → refer to Section 7

4) Have you obtained enough MCs for the upcoming semester?

5) Are module registration rounds still on-going?

6a) Repeat Steps 3) and 4)
6b) Submit Appeals via ModReg@EduRec (refer to Section 9)

No for either 6a) or 6b)
1. STUDENT LOGIN

1.1 Login to myEduRec with NUSNET ID (i.e. E00XXXXXX) and password.

Note:
- Students are required to complete their Academic Plan Application / Declaration at least one day before accessing ModReg in Regular Terms. If Academic Plan Application / Declaration is not declared on time, students will be barred from accessing ModReg.
- Academic Plan Application / Declaration is not required for Special Terms.
2. ABOUT MODREG@EDUREC

This page gives a brief introduction to ModReg.

![ModReg@EduRec](http://modreg.yale-nus.edu.sg/introduction-to-modregedurec/)

**Note:** In view of the COVID-19 situation, please note that with effect from Semester 1 of AY2020/2021, all students are required to declare their travel plans at the Overseas Travel Declaration (OTD) system before they can log into ModReg.

3. VIEW MY CLASSES@MODREG

This page lists all classes that have been allocated to you for the semester based on the programme(s) you are enrolled in. You can collapse/expand the module details by clicking on "/".

![View My Classes](https://example.com/view-my-classes)
Module Registration Student Guide
(Adapted for Yale-NUS)

4. SELECT MODULES

Note: This section is **only** applicable to the following group of students:
- Yale-NUS Undergraduate Students

In this page, students will select the modules that they wish to register for. Students with multiple active programmes (e.g.: DDP/CDP) which are opened for module registration simultaneously are required to select the programme they wish to register modules for.

A module can only be selected if students satisfy the module’s pre-requisites and it does not clash with students’ existing modules in terms of examination and class timetable. The number of modules students can select is also limited by the permissible workload limit stipulated for the respective rounds. Students cannot add classes with 0 vacancy in Select Modules Rounds 1 and 2 for both main and reserve list; students can add classes with 0 vacancy in Select Modules Round 3.

If a module search is unsuccessful despite correct entry, it means that the module might not be offered to you in current Select Modules round. You may search it again in subsequent rounds or contact module hosts should you be allowed to select it in current Select Modules round.

4.1 Enter the number of MCs you would like to enrol in for the current round and click **Add Classes**.
Understanding displayed information/fields

<table>
<thead>
<tr>
<th>Seniority</th>
<th>Student’s level of study.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of MCs</td>
<td>Total number of MCs which student has been allocated (refer to View My Classes@ModReg for the classes allocated).</td>
</tr>
<tr>
<td>Allocated</td>
<td></td>
</tr>
<tr>
<td>Max Number of MCs</td>
<td>The permissible workload limit stipulated for the respective rounds. This changes according to the number of MCs which student is already allocated.</td>
</tr>
<tr>
<td>that can be taken</td>
<td></td>
</tr>
<tr>
<td>in this Round</td>
<td></td>
</tr>
<tr>
<td>Number of MCs</td>
<td>Student’s minimum workload minus the number of MCs allocated.</td>
</tr>
<tr>
<td>to meeting min.</td>
<td></td>
</tr>
<tr>
<td>Workload</td>
<td></td>
</tr>
<tr>
<td>Number of MCs</td>
<td>Student would be able to select module(s) up to the number of MCs indicated in this field, which must be less than or equal to the maximum number of MCs that can be taken in each round.</td>
</tr>
<tr>
<td>you would to</td>
<td></td>
</tr>
<tr>
<td>enroll in for this</td>
<td></td>
</tr>
<tr>
<td>round</td>
<td></td>
</tr>
</tbody>
</table>

4.2 You will be prompted to search for your module.

- Subject (Mandatory)
- Catalogue number (Optional)
- Module Title (Optional)

Click Search

Understanding Subject and Catalog Number

Example: YSC1210

- Subject: YSC (Note: Click on select subject to search for the Subject)
- Catalogue Number: 1210

YSC1210

Yale-NUS modules are denoted with YXX prefix. Here are some examples of Subjects:
YCC – Yale-NUS Common Curriculum modules
YHU – Yale-NUS Humanities modules
YSS – Yale-NUS Social Sciences modules
YSC – Yale-NUS Sciences modules
4.3 Select your choice of module followed by your preferred class (if relevant).
   - You would be able to view the Vacancy and Students Selected (i.e. number of students who have selected that module class).
   - Click on the hyperlink of the Class to view the class details (e.g. timetable).
   - For information on tutorial classes, click on View Tutorial Classes hyperlink at the top right corner of the page.

Click Select on your choice of class.

4.4 Your selected module will appear in the Main List.

4.5 Repeat Steps 4.2 to 4.3 to add more module(s) to your Main List up to the number of MCs you have indicated for the round. Ranking of module(s) is required from the 2nd module onwards. If you have selected more than 1 module, you can re-rank the modules to your preferred order.
4.6 To delete your module choices, tick the checkbox for the module(s) under Select to Delete, close the window that notifies to click the “Delete Class” button to confirm the deletion of the selected class and click Delete Class button. You will be prompted to confirm action. Click on Yes to proceed.

4.7 Students can select up to two reserved classes for each module in their Main List. Reserve classes are for students to indicate their next preferred module class in the event module allocation was unsuccessful for a particular Main List module.

To add reserve classes to the module(s) in your Main List, click on Add Reserve Classes.
4.8 Click on **Add Class** to add your reserve classes. Refer to Steps 4.2, 4.3 and 4.5 for adding of module.

4.9 Click on **Return to Main Page** to return to the **Main List**.

4.10 Your selected module choices will be validated at the end of the round. Go to **View my Classes@ModReg** to view your allocated class. Allocation will be based on rule-based priority (ex: Major/Minor/Seniority) if demand exceeds supply.
5. SUBMIT MODULE REQUESTS (FOR NON-GRADUATING EXCHANGE / VISITING STUDENTS)

Note: This section is only applicable to the following groups of students:
- Non-graduating Exchange/Visiting students – require approval from module host department

5.1 Click on Request for Modules button.

5.2 Non-graduating students can select modules up to 23MCs. Enter the number of MCs you would like to take in this semester excluding already allocated modules and click on Add Class to begin.

It is a requirement for all Exchange/Visiting students to register for a regular workload ranging from 18 to 22 Modular Credits (MCs) per semester.
5.3 You will be prompted to search for your module.
- Subject (Mandatory)
- Catalogue number (Optional)
- Module Title (Optional)

Click Search.

**Understanding Subject and Catalog Number**

Example: YSC1210
- **Subject**: YSC (Note: Click on *select subject* to search for the Subject)
- **Catalogue Number**: 1210

YSC1210

Yale-NUS modules are denoted with YXX prefix. Here are some examples of Subjects:
- YCC – Yale-NUS Common Curriculum modules
- YHU – Yale-NUS Humanities modules
- YSS – Yale-NUS Social Sciences modules
- YSC – Yale-NUS Sciences modules
- YID – Yale-NUS Environmental Studies modules

*Note: Exchange students are allowed to register up to a maximum of 2 NUS modules.*

If a module search is unsuccessful despite correct entry, it means that the module might not be offered to you via Submit Module Requests function. You may contact module hosts if you should be allowed to select it via Submit Module Requests function.
5.4 Select your choice of module.

5.5 Fill in the required fields and select your preferred class(es).
   - In order to request for a module, you must give consent to disclose your academic details to the module host approvers who are not from your home department/faculty.
   - You can also upload your latest transcript (if required by the module host department). Only one file can be attached per request.

5.6 Click the **Continue** button at the top right corner of the page. The module(s) which you have selected will be displayed accordingly.

   - To add more module(s), click on **Add Classes** repeat Steps 5.3 to 5.6.
   - Students are allowed to select modules up to 23 MCs in one Module Request. However, the “Workload (MCs) for this Sem (excl. pre-allocated modules)” can be indicated based on the required module MCs for this semester.
   - You may re-rank your module choices by clicking on **Rank Modules**.
   - To delete the selected module(s), click on **Remove** and confirm action.
5.7 Click **Submit** to submit your Module Request. You will be prompted to confirm your action. Click **OK** to proceed or **Cancel** to go back.

Note: Module requests **must** be submitted in order for approvers to take action. Once the module request is submitted, students would not be able to make any changes. A second Module Request can only be submitted if all modules in the previous submission were rejected.

5.8 Once the Module Request is submitted, the status of the request will be reflected. Click on **View Details** for the details of Module Requests submitted.
6. SELECT TUTORIALS/LABS

Note: This section is only applicable to:
- Students who have selected NUS modules (applicable only if your NUS module has tutorial/lab)

This page allows students to select tutorial/lab choices of their allocated modules, if applicable. Students can rank up to 20 tutorial/lab time slots for all modules that they are enrolled in.

6.1 Click on Add Tutorials/Labs button.

![Add Tutorials/Labs button]

6.2 The list of enrolled modules with tutorials/labs will be displayed. Click on the module to view the list of tutorial/lab classes.

![List of enrolled modules]

6.3 Select your preferred tutorial/lab classes for each of the modules and click Continue. The vacancy for each class is displayed for your reference.

![Select Tutorials/Labs]

---

Page 16 of 28
6.4 A rank number will be assigned to the selected tutorial/lab classes. You can re-rank (if more than 1 choice is selected) and click **Continue** button at the top right corner of the page. Otherwise, click **Continue** to return to the main page of Select Tutorials/Labs.

6.5 To delete selected and ranked tutorial/lab classes, select the checkbox of the tutorial/lab class and click on **Delete**. You will be prompted to confirm your action. Click **Ok** to proceed.

6.6 You will be required to re-rank the list of tutorial/lab classes. Click **Continue** after doing so.

6.7 Your selected tutorial/lab classes will go through a balloting process at the end of the round. Go to **View My Classes@ModReg** to view your allocated classes.
7. ADD/SWAP TUTORIALS/LABS

Note: This section is only applicable to:
- Students who have selected NUS modules (applicable only if your NUS module has tutorial/lab)

This page allows students to put in a request to add or swap a tutorial/lab class, if applicable for NUS modules.

Request to Add tutorial (if you have not been allocated a tutorial/lab class)

7.1 Click on Request to Add Tutorial.

7.2 Select your preferred tutorial class and click Submit.
7.3 At the main page of Add/Swap Tutorials/Labs, your request will be reflected accordingly. Please note that the request is processed at approximately every 30 minutes. Allocation is subject to vacancies and is not guaranteed. Students may check their tutorial/lab allocation in View My Classes@ModReg.

7.4 If you wish to change your choice of tutorial/lab class and the request has not been processed, click on the hyperlink beside the relevant Add/Swap Tutorial request type and delete the request of concern. You will be prompted to confirm your action. Click Yes to proceed. Thereafter, submit another request to add the tutorial/lab class (repeat Steps 7.1 to 7.3)

Request to Swap Tutorial (if you have been allocated a tutorial/lab class but wishes to change to another class)

7.5 Click on Request to Swap Tutorial.
7.6 Select the tutorial class which you wish to swap to and click **Submit**.

Note: Refer to the statistics under Matching Requests to see if there is a corresponding match for the tutorial class which you wish to swap to.

7.7 At the main page of Add/Swap Tutorials/Labs, your request will be reflected accordingly. The swap request will be processed at frequent intervals and the swap will be effected when there is a corresponding match with another student. Students may check their tutorial/lab allocation in **View My Classes@ModReg**.

7.8 If you change your mind after submitting a request for tutorial swap and the request has not been processed, click on the hyperlink beside the relevant Swap Tutorial/Lab request type and delete the request of concern. You will be prompted to confirm your action. Click **Yes** to proceed.
8. DROP CLASSES

This page allows students to drop module and tutorial/lab classes.

Note: Refer to the “Add/Drop” tab on ModReg Instructions website for the periods where modules dropped will be prescribed with 'W' grade or 'F' grade. During the Drop with ‘W’ grade period, students can drop the module by themselves in ModReg@EduRec until the end of recess week.

If you are reading half-semester modules, please note that the add/drop timeline is different from the full-semester modules. Undergraduate students are to submit a Module Drop Form to their Assistant Dean for your request to drop module with ‘W’ grade, or subsequently ‘F’ grade. Non-graduating (exchange) students would need to submit the Academic Profile Updates (APU) Form to ngmodreq@yale-nus.edu.sg.

Beyond the end of recess week, undergraduate students would need to submit a Module Drop Form to their Assistant Dean for their request to drop module with ‘W’ grade, or subsequently ‘F’ grade. Non-graduating students (exchange) would need to submit the Academic Profile Updates (APU) Form to ngmodreq@yale-nus.edu.sg.

8.1 Select the checkbox for the lecture or tutorial/lab classes which you wish to drop. If you select the lecture class of a module, the tutorial/lab class (if any) will be automatically selected for drop as well.

8.2 Once you have selected the lecture/tutorial/lab classes to drop, click on the Drop Classes button on the top right corner of the page. You will be prompted to confirm your action. Click OK to proceed or Cancel to go back.
Module Registration Student Guide
(Adapted for Yale-NUS)

8.3 Go back to View My Classes@ModReg to view the enrolment status of your modules/classes.
9. SUBMIT APPEALS/INQUIRIES

Students may file appeals to address issues during module registration.

9.1 Click on Add Appeals/Inquiries.

9.2 Select the relevant Appeal Type from the drop down list.

9.3 Fill in the required information for the selected Appeal Type and click the Submit button at the top right corner of the page. Refer to Section 11. Appendix for detailed information on each Appeal Type.

9.4 Your submitted appeal will appear in the main page of Submit Appeals/Inquiries with the status reflected. Student can cancel appeals which have not been processed (i.e. Pending Approval by Host) by clicking “Yes” under Allow to Cancel.
9.5 Click on View Details to view the details of the appeal submitted.

9.6 Students are to log in to this page to check on the status of their submitted appeals.

9.7 Click on View Details to view Admin Comments (if any).
10. CONTACT INFORMATION FOR ENQUIRIES

Yale-NUS Module Enquiries
Undergraduate students: registry@yale-nus.edu.sg
Non-graduating (exchange/visiting) students: ngmodreq@yale-nus.edu.sg

NUS Module Enquiries
Email: modreg@nus.edu.sg
Hotline: (65) 6516 5860
(Please note that the above hotline is used only during the NUS Module and Tutorial registration period).

For enquiries relating to respective NUS Faculty/Department matters, please contact the Faculty Administrators.
11. APPENDIX – APPEAL TYPES

11.1 Unable to secure module

- Indicate the reason(s) for appeal, the number of module(s) you would like to enroll in via this appeal (excluding your allocated modules). If you are in your final semester, please tick the checkbox.
- You can rank up to 5 modules. Upon selecting the class which you would like to appeal for, the available vacancy will be displayed.
- You cannot submit classes with 0 vacancy in your appeal, you will need to indicate another class which has vacancy.
- Please note that you **will not** be able to submit another appeal under this appeal type if the previous submission is Pending Approval by Host/Home.
- You will be notified via an email to your NUS email address once the outcome of the appeal becomes available.
- If you do not wish to appeal for one of the modules in your submission and the module has not been processed (i.e. Pending Approval by Host), click on Edit/View Details > Cancel for the respective module. If you wish to cancel the entire appeal submitted, please refer to Step 9.4.

11.2 Drop Preallocated Lec/Tut Class

- Indicate the reason(s) for appeal, the Module Code which you are appealing for and the class which you would like to drop (if applicable).
- Only modules and lecture/tutorial/lab classes that were pre-allocated to you would be available for selection under the dropdown list via this appeal type. Do note that if you are requesting to drop the lecture class, any tutorial/lab classes will be dropped as well if the appeal is approved.
- Please note that you **will not** be able to submit another appeal under this appeal type for the **same module class** if the previous submission is Pending Approval by Host/Home.
- You will be notified via an email to your NUS email address once the outcome of the appeal becomes available.
11.3 Change Lecture Class

- Indicate the reason(s) for appeal, the Module Code which you are appealing for and the class which you would like to request.
- Upon selecting the class which you would like to request for, the available vacancy will be displayed.
- Please note that you will not be able to submit another appeal under this appeal type for the same module class if the previous submission is Pending Approval by Host/Home.
- You will be notified via an email to your NUS email address once the outcome of the appeal becomes available.

11.4 Add/Change Tutorial Class

- Indicate the reason(s) for appeal, the Module Code which you are appealing for and the class which you would like to request. If you have been allocated tutorial/lab class(es), the Allocated Class field will auto-populate your allocated tutorial/lab class(es). Should there be more than one allocated classes (e.g. a tutorial class and a lab class), please ensure that you select the correct class which you are requesting a change in.
- You can rank up to 5 modules. Upon selecting the class which you would like to request for, the available vacancy will be displayed.
- You cannot submit classes with 0 vacancy in your appeal, you will need to indicate another class which has vacancy.
- Please note that you will not be able to submit another appeal under this appeal type for the same module class if the previous submission is Pending Approval by Host/Home.
- You will be notified via an email to your NUS email address once the outcome of the appeal becomes available.
- If you do not wish to appeal for one of the modules in your submission and the module has not been processed (i.e. Pending Approval by Host), click on View Details> Cancel for the respective module. If you wish to cancel the entire appeal submitted, please refer to Step 9.4.
11.5 Issues while selecting Modules

- State the issue encountered and indicate the Module Code which you are appealing for.
- Please note that you will not be able to submit another appeal under this appeal type for the same module if the previous submission is Pending Approval by Host/Home.

11.6 Unable to fulfil Requisites

- Indicate the reason(s) for appeal and the Module Code which you are appealing for.
- You may also upload any supporting document which may support your appeal (e.g. transcript).
- For Non-Graduating students, appeal may not be considered if there is no supporting document.
- Please note that you will not be able to submit another appeal under this appeal type for the same module if the previous submission is Pending Approval by Host/Home.
- You will be notified via an email to your NUS email address once the outcome of the appeal becomes available.

11.7 Max Workload Waiver

- Indicate the reason(s) for appeal and indicate the maximum workload in MCs you would like to appeal for.
- Workload waivers granted will only be effected in Select Modules Round 3.
- Please note that you will not be able to submit another appeal under this appeal type if the previous submission is Pending Approval by Host/Home.
- You will be notified via an email to your NUS email address once the outcome of the appeal becomes available.