Table of Contents

1. INTRODUCTION......................................................................................................................... 5
  1.1 OBJECTIVES.......................................................................................................................... 5

2. STUDENT LOGIN ..................................................................................................................... 6
  2.1 STUDENT LOGIN.................................................................................................................. 6
  LOGIN ERRORS.......................................................................................................................... 7
  LOGIN SESSION TIMEOUT....................................................................................................... 7

3. STUDENT DECLARATION ......................................................................................................... 8
  3.1 STUDENT DECLARATION – SINGLE DEGREE ............................................................. 8
  3.2 STUDENT DECLARATION – DOUBLE DEGREE ......................................................... 11

4. FILE FOR GRADUATION ......................................................................................................... 16
  4.1 FILE FOR GRADUATION – SINGLE DEGREE ......................................................... 16
  4.2 FILE FOR GRADUATION – DOUBLE DEGREE ....................................................... 18

5. MODULE MANAGEMENT ....................................................................................................... 21
  5.1 VIEW EXISTING MODULES ............................................................................................. 21
  5.2 ADD NEW MODULE............................................................................................................ 22
    5.2.1 Select Module Category............................................................................................ 23
    5.2.2 Select Module............................................................................................................ 24
    5.2.3 Selection of Class....................................................................................................... 25
  5.3 PRESCRIBED MODULES..................................................................................................... 27
    5.3.1 Process prescribed modules..................................................................................... 27
  5.4 DROPPING MODULES ....................................................................................................... 29
    5.4.1 Drop module (selected or allocated modules) ....................................................... 29

6. BIDDING MANAGEMENT ......................................................................................................... 33
  6.1 VIEW BIDDING QUEUES SUMMARY ............................................................................. 33
    6.1.1 View Bidding Queues Summary (General).......................................................... 34
    6.1.2 View Bidding Queues Summary (Open)................................................................. 36
    6.1.3 View Bidding Queues Summary (Close).................................................................. 37
  6.2 PLACE OPEN BID ............................................................................................................... 38
  6.3 RETRACT OPEN BID .......................................................................................................... 41
  6.4 PLACE CLOSE BID ............................................................................................................. 43
  6.5 RETRACT CLOSE BID ......................................................................................................... 45
  6.6 PLACE ADVANCE BID ....................................................................................................... 46
  6.7 RETRACT ADVANCE BID .................................................................................................. 48

7. NUS POINTS MANAGEMENT ................................................................................................. 50
  7.1 VIEW NUS POINTS ACCOUNT ......................................................................................... 50

8. APPEAL FILING FUNCTION ................................................................................................. 53
  8.1 FILE AN APPEAL ............................................................................................................... 56
  8.2 SELECT AN APPEAL TYPE............................................................................................... 57
  8.3 RAISE NON-MODULE RELATED APPEALS ............................................................... 59
  8.4 RAISE MODULE RELATED APPEALS ........................................................................... 61
  8.5 CONFIRMATION AND SENDING EMAIL ..................................................................... 63
  8.6 VOID APPEAL ................................................................................................................... 66
  8.7 VIEW APPEAL STATUS ..................................................................................................... 68

9. TUTORIAL REGISTRATION ................................................................................................. 69
9.1 TUTORIAL REGISTRATION HOME PAGE ................................................................................. 70
   9.1.1 Rank Tutorial Class for Balloting.................................................................................. 70
   9.1.2 Allocated Tutorial Class ............................................................................................. 74
   9.1.3 Add/Update Tutorial Class ......................................................................................... 75
   9.1.4 Swap Tutorial Class .................................................................................................. 76
   9.1.5 Drop Tutorial Class .................................................................................................. 79
Table of Figures

<table>
<thead>
<tr>
<th>Figure</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIGURE 2-1</td>
<td>CORS Student Login Page</td>
<td>6</td>
</tr>
<tr>
<td>FIGURE 2-2</td>
<td>Student Home Page</td>
<td>7</td>
</tr>
<tr>
<td>FIGURE 3-1</td>
<td>Student’s Home Page</td>
<td>8</td>
</tr>
<tr>
<td>FIGURE 3-2</td>
<td>Declaration Page</td>
<td>9</td>
</tr>
<tr>
<td>FIGURE 3-3</td>
<td>Confirmation Page on Declaration</td>
<td>10</td>
</tr>
<tr>
<td>FIGURE 3-4</td>
<td>Acknowledgement Page on Declaration</td>
<td>11</td>
</tr>
<tr>
<td>FIGURE 3-5</td>
<td>Student’s Home Page – Double Degree</td>
<td>12</td>
</tr>
<tr>
<td>FIGURE 3-6</td>
<td>Declaration Page – Double Degree</td>
<td>13</td>
</tr>
<tr>
<td>FIGURE 3-7</td>
<td>Confirmation Page on Declaration – Double Degree</td>
<td>14</td>
</tr>
<tr>
<td>FIGURE 3-8</td>
<td>Acknowledgement Page on Declaration</td>
<td>15</td>
</tr>
<tr>
<td>FIGURE 4-1</td>
<td>Student’s Home Page</td>
<td>16</td>
</tr>
<tr>
<td>FIGURE 4-2</td>
<td>FFG Page</td>
<td>17</td>
</tr>
<tr>
<td>FIGURE 4-3</td>
<td>Acknowledgement Page</td>
<td>17</td>
</tr>
<tr>
<td>FIGURE 4-4</td>
<td>Student’s Home Page – Double Degree</td>
<td>18</td>
</tr>
<tr>
<td>FIGURE 4-5</td>
<td>FFG Page – Double Degree</td>
<td>19</td>
</tr>
<tr>
<td>FIGURE 4-6</td>
<td>Acknowledgement Page – Double Degree</td>
<td>20</td>
</tr>
<tr>
<td>FIGURE 5-1</td>
<td>Modules Management Page</td>
<td>22</td>
</tr>
<tr>
<td>FIGURE 5-2</td>
<td>Selection of Module Category</td>
<td>23</td>
</tr>
<tr>
<td>FIGURE 5-3</td>
<td>Selection of Module to be Added</td>
<td>24</td>
</tr>
<tr>
<td>FIGURE 5-4</td>
<td>Selection of Modules for Double Degree Students</td>
<td>25</td>
</tr>
<tr>
<td>FIGURE 5-5</td>
<td>Selection of Class</td>
<td>26</td>
</tr>
<tr>
<td>FIGURE 5-6</td>
<td>Module Added to Selection</td>
<td>27</td>
</tr>
<tr>
<td>FIGURE 5-7</td>
<td>Screen showing the prescribed modules</td>
<td>28</td>
</tr>
<tr>
<td>FIGURE 5-8</td>
<td>Screen showing the allocated modules</td>
<td>29</td>
</tr>
<tr>
<td>FIGURE 5-9</td>
<td>Module Management Screen</td>
<td>30</td>
</tr>
<tr>
<td>FIGURE 5-10</td>
<td>Alert box is displayed when no module is selected to drop</td>
<td>31</td>
</tr>
<tr>
<td>FIGURE 5-11</td>
<td>Drop Module Confirmation Screen</td>
<td>32</td>
</tr>
<tr>
<td>FIGURE 6-1</td>
<td>View Bid Round Details</td>
<td>33</td>
</tr>
<tr>
<td>FIGURE 6-2</td>
<td>View Bid Round Details (results)</td>
<td>34</td>
</tr>
<tr>
<td>FIGURE 6-3</td>
<td>Screen shot of View Bidding Queues Summary (General)</td>
<td>35</td>
</tr>
<tr>
<td>FIGURE 6-4</td>
<td>Screen shot of View Bidding Queues Summary (Open)</td>
<td>36</td>
</tr>
<tr>
<td>FIGURE 6-5</td>
<td>Screen shot of View Bidding Queues Summary (Closed)</td>
<td>37</td>
</tr>
<tr>
<td>FIGURE 6-6</td>
<td>Place Open Bid (View)</td>
<td>39</td>
</tr>
<tr>
<td>FIGURE 6-7</td>
<td>Place Open Bid (Confirm)</td>
<td>40</td>
</tr>
<tr>
<td>FIGURE 6-8</td>
<td>Place Open Bid (Acknowledgement)</td>
<td>40</td>
</tr>
<tr>
<td>FIGURE 6-9</td>
<td>Retract Open Bid (View)</td>
<td>41</td>
</tr>
<tr>
<td>FIGURE 6-10</td>
<td>Retract Open Bid (Confirm)</td>
<td>42</td>
</tr>
<tr>
<td>FIGURE 6-11</td>
<td>Retract Open Bid (Acknowledgement)</td>
<td>42</td>
</tr>
<tr>
<td>FIGURE 6-12</td>
<td>Place Close Bid (View)</td>
<td>43</td>
</tr>
<tr>
<td>FIGURE 6-13</td>
<td>Place Close Bid (Confirm)</td>
<td>44</td>
</tr>
<tr>
<td>FIGURE 6-14</td>
<td>Place Close Bid (Acknowledgement)</td>
<td>44</td>
</tr>
<tr>
<td>FIGURE 6-15</td>
<td>Retract Close Bid (View)</td>
<td>45</td>
</tr>
<tr>
<td>FIGURE 6-16</td>
<td>Retract Close Bid (Confirm)</td>
<td>46</td>
</tr>
<tr>
<td>FIGURE 6-17</td>
<td>Retract Close Bid (Acknowledgement)</td>
<td>46</td>
</tr>
<tr>
<td>FIGURE 6-18</td>
<td>Place Advance Bid (Overview)</td>
<td>46</td>
</tr>
<tr>
<td>FIGURE 6-19</td>
<td>Place Advance Bid (Confirm)</td>
<td>47</td>
</tr>
<tr>
<td>FIGURE 6-20</td>
<td>Place Advance Bid (Acknowledgement)</td>
<td>47</td>
</tr>
<tr>
<td>FIGURE 6-21</td>
<td>Retract Advance Bid (Overview)</td>
<td>48</td>
</tr>
<tr>
<td>FIGURE 6-22</td>
<td>Retract Advance Bid (Confirm)</td>
<td>48</td>
</tr>
<tr>
<td>FIGURE 6-23</td>
<td>Retract Advance Bid (Acknowledgement)</td>
<td>49</td>
</tr>
</tbody>
</table>
1. INTRODUCTION

1.1 Objectives

The main objective of this document is to provide a way to describe or demonstrate that the features or functionality of the CORS system from the Student perspective.

These features are classified mainly into the following categories. They are:

1. Student Login
2. Student Declaration
3. File For Graduation
4. Module Management
5. Bidding Management
6. NUS Points Management
7. Appeal Management
8. Tutorial Registration
2. **STUDENT LOGIN**

2.1 **Student Login**

All current students of NUS are required to login first in order to use the CORS system. A valid student Matriculation Number and password are required to login successfully.

1. The CORS system login page will be shown as below upon accessing the CORS system website

![Figure 2-1. CORS Student Login Page](image)

2. Before a student is able to use the CORS system, the student has to first log into the system by supplying a matriculation number and smart card PIN.

3. The student’s matriculation number is entered into the “Matriculation No:” text field.

4. The student’s password is entered into the “Smart Card PIN:” text field.

5. After both matriculation number and password has been entered, click on the “Submit” button to log into the CORS system.

6. If the student’s matriculation number and password are both valid, the CORS system main page would be displayed as below and the student is considered a valid user of the CORS system.
7. At any time, the student may logout from the CORS system. To logout, click on the “Logout” link at the right hand corner of the menu options.

8. Once logout, the student would have to login again in order to access the CORS system once more.

Login Errors

1. If the system detects that the supplied matriculation number and/or password is invalid, the system would display back the CORS system login page with an accompanying error message stating the nature of the error that the system detected.

2. Only current NUS students are able to log into the CORS system. If the system detects that the student’s status is invalid, even though the correct matriculation number and password are supplied, the system would display back the CORS system login page with an accompanying error message stating the reason why the student is denied access to the CORS system.

Login Session Timeout

1. If a student leaves the CORS system idle for too long after logging in, the system would discard the current session of the student and renders the system unusable to the student.

2. When this happens, any action that the student does would result in an error page being shown stating that the current CORS system session of the student has timed out, thus requiring the student to login again.

3. The student can log into the CORS system again by clicking on the hyperlink that directs the student back to the CORS system login page.
3. **STUDENT DECLARATION**

Student Declaration allows student to declare their Major, Minor, Stream or AOC during the configured semester time frame (specific to faculty).

3.1 **Student Declaration – Single Degree**

Note:
Students who have officially declared their subject concentration(s) are not allowed to change their subject concentration(s) within the same semester.

1. Select Declaration from the top menu. (See Figure 3-1. Student’s Home Page).

![Figure 3-1. Student’s Home Page](image)

2. According to your faculty, you should expect the screen to display:

   - Faculty of Arts and Social Science: Major Declaration and Minor Declaration
   - Faculty of Engineering: Minor Declaration.
   - Faculty of Science: Major Declaration and Minor Declaration
   - School of Development and Environment: Minor Declaration.
   - School of Computing: Stream Declaration and Minor Declaration
3. Select your declaration accordingly if applicable. (See Figure 3-2. Declaration Page).

4. Click on “Submit” button. The system will display a confirmation page to let you verify you selections. (See Figure 3-3. Confirmation page on declaration).
5. Click on “Confirm” button if selection shown is correct. The system will display an acknowledgement page indicating you have officially declared your subject concentration. (See Figure 3-4. Acknowledgement page on declaration)
6. Student will be asked to declare their subject concentrations (specific to faculty) if required

3.2 Student Declaration – Double Degree

Note:
Students who have officially declared their subject concentration(s) are not allowed to change their subject concentration(s) within the same semester.
1. Select Declaration from the top menu. (See Figure 3-5 Student’s Home Page – Double Degree).

![Figure 3-5 Student’s Home Page – Double Degree](image)

2. Students will see two declaration settings, for both degrees. For each of the declaration setting, you should expect the screen to display on faculty basis:

- Faculty of Arts and Social Science: Major Declaration and Minor Declaration
- Faculty of Engineering: Minor Declaration.
- Faculty of Science: Major Declaration and Minor Declaration
- School of Development and Environment: Minor Declaration.
- School of Computing: Stream Declaration and Minor Declaration
- School of Business: Area of Concentration and Minor Declaration
- Other faculties
- There is No Declaration
3. Select your declaration accordingly if applicable. (See Figure 3-6 Declaration Page – Double Degree).

**Major/Minor/Stream/Area of Concentration Declaration**

**Note:**
- Students are **NOT** allowed to change their declaration within the same semester once it has been submitted.
- Students are only allowed to declare during the declaration time frame.
- You may leave your choices as "NONE", if you do not wish to declare in this semester (if applicable).
- Please click on "Submit" even if your declaration is "NONE".

**FIRST DEGREE FACULTY: ENGINEERING**

**Minor Declaration**

<table>
<thead>
<tr>
<th>Minor Subjects of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Subject 1:</td>
</tr>
<tr>
<td>NONE</td>
</tr>
</tbody>
</table>

**SECOND DEGREE FACULTY: SCHOOL OF BUSINESS**

**Minor Declaration**

<table>
<thead>
<tr>
<th>Minor Subjects of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Subject 1:</td>
</tr>
<tr>
<td>NONE</td>
</tr>
<tr>
<td>Minor Subject 2:</td>
</tr>
<tr>
<td>NONE</td>
</tr>
</tbody>
</table>

**Area Of Concentration Declaration**

<table>
<thead>
<tr>
<th>Area Of Concentration Subjects of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Of Concentration Subject 1:</td>
</tr>
<tr>
<td>NONE</td>
</tr>
<tr>
<td>Area Of Concentration Subject 2:</td>
</tr>
<tr>
<td>NONE</td>
</tr>
</tbody>
</table>

4. Click on “Submit” button. The system will display a confirmation page to let you verify your selections. (See Figure 3-6 Declaration Page – Double Degree).
5. Click on “Confirm” button if selection shown is correct. The system will display an acknowledgement page indicating you have officially declared your subject concentration. (See Figure 3-6 Declaration Page – Double Degree)
Major/Minor/Stream/Area of Concentration Declaration

Note:

- Students are NOT allowed to change their declaration within the same semester once it has been submitted.
- Students are only allowed to declare during the declaration time frame.
- You may leave your choices as "NONE", if you do not wish to declare in this semester.
- However, if for example, you selected Minor Subject 1 as "None" and Minor Subject 2 as "Economics". The system will automatically replace the Minor Subject 1 as "Economics" and Minor Subject 2 as "None".

Declaration has been successfully made. 
Pls proceed to module(s) selection by clicking on the link [Module Management].

FIRST DEGREE FACULTY: ENGINEERING

Minor Declaration

<table>
<thead>
<tr>
<th>Minor Subjects of Study</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Subject 1:</td>
<td>NONE</td>
</tr>
</tbody>
</table>

SECOND DEGREE FACULTY: SCHOOL OF BUSINESS

Minor Declaration

<table>
<thead>
<tr>
<th>Minor Subjects of Study</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Subject 1:</td>
<td>NONE</td>
</tr>
<tr>
<td>Minor Subject 2:</td>
<td>NONE</td>
</tr>
</tbody>
</table>

Area Of Concentration Declaration

<table>
<thead>
<tr>
<th>Area Of Concentration Subjects of Study</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Of Concentration Subject 1:</td>
<td>NONE</td>
</tr>
<tr>
<td>Area Of Concentration Subject 2:</td>
<td>NONE</td>
</tr>
</tbody>
</table>

Figure 3-8 Acknowledgement page on declaration

6. Student will be asked to declare their subject concentrations (specific to faculty) if required
4. FILE FOR GRADUATION

4.1 File For Graduation – Single Degree

FFG allows student to indicate his intention to graduate if his total MCs (including allocated modules in the current semester) meet the required MCs for graduation.

1. Select FFG from the top menu. (See Figure 4-1. Student’s Home Page)

2. Upon login, the system will display the student’s personal data.

3. Select your FFG. Please note that Graduation Options are displayed according the student’s eligibility, i.e. MC. (See Figure 4-2. FFG Page).

4. Student will indicate their intention to file for graduation (specific to faculty) if applicable.
5. Click on “Submit” button. The system will display an acknowledgement page. (See Figure 4-3. Acknowledgement page)
4.2 **File For Graduation – Double Degree**

FFG allows student to indicate his intention to graduate if his total MCs (including allocated modules in the current semester) meet the required MCs for graduation.

1. Click on ‘File for Graduation’ from the left menu. (See Figure 4-4 Student’s Home Page – Double Degree)
2. Upon login, the system will display the student’s personal data.

3. Select your FFG. Please note that Graduation Options are displayed according the student’s eligibility, i.e. MC. (See Figure 4-5 FFG Page – Double Degree)

For double degree student, student will select the following option for graduation.

a. **FILE FOR DOUBLE HONOURS DEGREE (HONS + HONS)** - Filing for graduation with Honours for both primary and second degrees.

b. **FILE FOR DOUBLE DEGREE (HONS + BACHELOR)** - Filing for graduation with Honours for primary degree and Bachelor’s for second degree.

4. Student will indicate their intention to file for graduation (specific to faculty) if applicable.

5. Click on “Submit” button. The system will display an acknowledgement page. (See Figure 4-6 Acknowledgement page -- Double Degree)
You have successfully updated your FFG status to: FILE FOR PRIMARY DEG (HONS)+SECOND DEG (HONS)

File for Graduation

Note

- If you intend to graduate this semester, please file for graduation.
- Please note that Graduation Options are displayed according to your eligibility (MC).
- Please make sure that you declare your Honours Major as 1st major when you are filing for project.

<table>
<thead>
<tr>
<th>File for Graduation For this Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current FFG Status:</td>
</tr>
<tr>
<td>FILE FOR PRIMARY DEG (HONS)+SECOND DEG (HONS)</td>
</tr>
<tr>
<td>Accumulated MC:</td>
</tr>
<tr>
<td>123.0</td>
</tr>
<tr>
<td>Graduation Options:</td>
</tr>
<tr>
<td>FILE FOR PRIMARY DEG (HONS)+SECOND DEG (HONS)</td>
</tr>
</tbody>
</table>

Submit

Figure 4-6 Acknowledgement page -- Double Degree
5. **MODULE MANAGEMENT**

Through the Modules Management page, you can view the modules you have selected as well as those that have already been allocated to you. You can also add new modules for bidding or drop existing ones.

*Please note that you have to do your declarations (if required to do so) before you can visit this page!*

5.1 **View Existing Modules**

Your modules for the current semester are displayed in 2 lists. Modules you have selected but have not yet been allocated to you are displayed in the “Selected Modules” list. You need to win in the bidding of these modules before they are allocated to you. The second list contains modules that have already been allocated to you, either through pre-allocation, prescription or bidding.
5.2 Add New Module

Before you can bid for a module, it must first be selected. A module can only be selected if you satisfy the module’s pre-requisite and it does not clash with your existing modules in terms of examination and lecture classes. The number of modules you can select is also limited by the permissible workload limit stipulated for the current bidding round.
1. Click on “Add New Module” from the Modules Management page.

2. The system displays a list of module categories that you qualify for as well as the list of modules belonging to the selected module category.

### 5.2.1 Select Module Category

To locate a specific module, you need to first determine the category under which the module can be found. For example, Essential modules are found under the “Regular Module” list while Breadth modules would be found under “Breadth Module” category.

1. Select the desired module category and click on “Retrieve Modules”. (see Figure 5-2 Selection of Module Category)

2. The system refreshes the list of modules displayed with those that belong to the selected module category.

![Figure 5-2 Selection of Module Category](image-url)
5.2.2 Select Module

After you have obtained the list of modules of the module category you require, proceed to locate the module you want to add to your selection.

1. Click on the module to be added. (You can also use the “Search for Modules” function to locate a specific module by entering the Module Code and clicking on “Search”). If the student is eligible to select the same module for different module type code (for example a student is eligible to read HY2237 as SE major (module type = 05) or unrestricted elective outside major (module type = 27)), the module will appear twice with a different module type code. The student will have to choose the module with the correct module type. The module type will also affect the round in which the student can bid for the module.

2. Once the module is selected, click on “Add Selected Module”. (see Figure 5-3. Selection of Module to be Added)

3. At this point, CORS would check if you satisfy the module’s pre-requisites and display a list of classes for the selected module only if you are eligible to read it.

For Double Degree students, the module list for all module categories except for “General Education Module” and “Singapore Studies Module” will be split into two groups – modules
offered by the student’s Primary faculty, and modules offered by the student’s Secondary faculty.

5.2.3 Selection of Class

As some modules may have multiple lecture classes, you need to indicate the class you wish to attend.

Figure 5.4 Selection of Modules for Double Degree Students
1. Click against the class to be added and click on “Submit”. (see Figure 5-5 Selection of Class)

2. The module is added to the your selection list as long as there are no time table (exam and class) clashes and the selected Module’s MC is within the limits of your permissible workload.

3. You would be brought back to the “Modules Management” page when the module is successfully added. (see Figure 5-6 Module Added to Selection)
5.3 Prescribed Modules

This section covers the step-by-step guide for students with prescribed modules. Currently, only students from SDE or FOE may have prescribed modules. Check for any prescribed modules will be performed when students from these faculties login the first time to perform module management.

5.3.1 Process prescribed modules

1. To process the prescribed modules, clicks onto “Module Management”

2. If the student login for the first time to perform module management, CORS will determine if the student has any prescribed modules. If there exist, a screen will display a list of modules prescribed to the student.
3. For FOE students, the lecture/tutorials will be scheduled for them and therefore they will not be required to select the lecture time slot. FOE student just need to click onto “Next” button to proceed.

4. As for SDE students, there may be more than one lecture class slots for them to select. If there are more than one class sessions, they are required to select one of them. After selecting the desired class session, click onto “Next” button to proceed.

5. CORS will update the student modules class records. Once completed, a screen will display all the modules allocated to the student.
5.4 Dropping Modules

This section covers the step-by-step guide to perform drop modules. There are two types of modules that a student can drop – selected module or allocated module. Steps for dropping the two types of modules are similar.

5.4.1 Drop module (selected or allocated modules)

1. Click onto “Module Management” to view the list of modules. Modules that are allowed to drop will have a checkbox displayed beside the module code.
Figure 5-9. Module Management Screen

2. Check the check boxes to drop modules. Next, click on “Drop” button to proceed.

3. If no check box is selected, an alert box will popped out to inform student that a module must be selected before proceeding.
4. A confirmation screen will be displayed to inform student the module(s) that are selected to drop (Figure 1-3). Click on “Confirm” button to confirm drop the modules. If student wish to cancel the module selected, click on “Cancel” button. The cancel action will return the student to the module management page.
5. Once CORS has deleted the modules student has selected to drop, the module management page will be displayed, reflecting the changes made after dropping the modules (dropped modules no longer displayed in the list).

6. Note that student may encounter situations whereby selected modules with bid placed are not allowed to drop. Such situation will only happen when the current bidding round is closed. A message will be displayed to inform student when the selected modules cannot be dropped.
6. **BIDDING MANAGEMENT**
   This section allows the student to bid for the selected modules, monitor the bidding status and view the bidding result.

   **What is bidding?**
   Each student is given two accounts, the Programme Account and the General Account to bid for modules. The student who placed the highest points gets the module.

   **What is Round?**
   A round defines the time frame in which the module is available for bidding. The module is open for bidding when the round starts. The module is closed from bidding after the round expires.

6.1 **View Bidding Queues Summary**
   After module selection, you can come to Bidding Management to take part in bidding. You may also view the bidding round details.
   1. Click on “Bidding Management” from the menu.

   ![Bidding Management Interface](image)
   **Figure 6-1. View Bid Round Details**

   2. Click on the link “here” in the sentence “Click here to view the bidding round details” to view the bidding round details (refer to Figure 6-1. View Bid Round Details).
3. The Bidding Round Details will be displayed on a separate page (refer to Figure 6-2. View Bid Round Details (results)).

6.1.1 View Bidding Queues Summary (General)

The page below is a summary page when bidding is neither open nor closed, for you to track the modules available in current round and the rest of modules you have selected for bidding.
1. Click on “Bidding Management” from the menu.

![Figure 6-3. Screen shot of View Bidding Queues Summary (General)](image_url)

2. The system displays the time range for the current round, system’s current time and a list of modules open for current round with following information (refer to Figure 6-3.. Screen shot of View Bidding Queues Summary (General)).

   - **Module**: Indicates which module is available for bidding.
   - **Vacancy**: Indicates the number of vacancies left for the module.
   - **Highest/Lowest Bid Point**: The highest and lowest bid point placed so far, “N/A” for this case.
   - **No. of Bidders**: Indicates the number of students who have placed bids.
   - **Next Minimum Bid**: The next minimum bid you have to place, “N/A” for this case, as you are not allowed to place any bid currently.
   - **Your Bid**: Indicates the amount of bid amount you had placed previously for this bid.
   - **Bid Status**: The bid status to indicate whether the bid is being outbid by others, “N/A” for this case.
   - **Account Type**: Indicates which account you use to bid for this module.

In addition, the system displays the rest of selected modules for you to keep track the status.
6.1.2 View Bidding Queues Summary (Open)

The page below serves as a summary page when bidding is open, for you to track the modules available in current round and the rest of modules you have selected for bidding.

1. Click on “Bidding Management” from the menu.

![Module List](image)

**Figure 6-4. Screen shot of View Bidding Queues Summary (Open)**

2. The system displays the time range for the current round, system’s current time and a list of modules open for current round with following information (refer to Figure 6-4).

   - **Module**: Indicates which module is available for bidding.
   - **Vacancy**: Indicates the number of vacancies left for the module.
   - **Highest/Lowest Bid Point**: The highest and lowest bid point for this bid.
   - **No. of Bidders**: Indicates the number of students who have placed bids.
   - **Next Minimum Bid**: The next minimum bid you have to place.
   - **Your Bid**: Indicates the amount of bid amount you had placed previously for this advanced bid, or the amount you are going to retract or place bid for.
   - **Bid Status**: The bid status to indicate whether the bid is being outbid by others.
   - **Account Type**: Indicates which account you use to bid for this module.

In addition, the system displays the rest of selected modules for you to keep track the status.
6.1.3 View Bidding Queues Summary (Close)

The page below serves as a summary page when bidding is closed, for you to track the modules available in current round and the rest of modules you have selected for bidding.

1. Click on “Bidding Management” from the menu.

![Figure 6-5. Screen shot of View Bidding Queues Summary (Closed)](image)

2. The system displays the time range for the current round, system’s current time and a list of modules open for current round with following information (refer to Figure 6-5.. Screen shot of View Bidding Queues Summary (Closed)).

- **Module**: Indicates which module is available for bidding.
- **Vacancy**: Indicates the number of vacancies left for the module.
- **Highest/Lowest Bid Point**: The highest and lowest bid point placed so far, “N/A” for this case.
- **No. of Bidders**: Indicates the number of students who have placed bids.
- **Next Minimum Bid**: The next minimum bid you have to place, “N/A” for this case.
- **Your Bid**: Indicates the amount of bid amount you had placed previously for this bid, or the amount you are going to retract or place bid for.
- **Bid Status**: The bid status to indicate whether the bid has been outbid by others, “N/A” for this case.
- **Account Type**: Indicates which account you use to bid for this module.

In addition, the system displays the rest of selected modules for you to keep track the status.
6.2 **Place Open Bid**

Once the round opens, you can place bids for the selected modules. The NUS points will be deducted from your account immediately after you placed a bid. The NUS points will be refunded to you if you failed to get the module at the end of bidding.

1. Click on “Bidding Management” from the menu.
2. The system displays the time range for the current round, system’s current time and a list of modules open for current round with following information (refer to Figure 6-6.. Place Open Bid (View)).

- **Module**: Indicates which module is available for bidding.
- **Vacancy**: Indicates the number of vacancies left for the module.
- **Highest/Lowest Bid Point**: The highest and lowest bid point for this bid.
- **No. of Bidders**: Indicates the number of students who have placed bids.
- **Next Minimum Bid**: The next minimum bid you have to place.
- **Your Bid**: Indicates the amount of bid amount you had placed previously for this bid, or the amount you are going to retract or place bid for.
- **Bid Status**: The bid status to indicate whether the bid is being outbid by others.
- **Account Type**: Indicates which account you use to bid for this module.

In addition, the system displays the rest of selected modules for you to keep track the status.

3. Enter a bid amount for the module you wish to bid.

4. Click the respective “Bid” button for the module.
5. A message will be displayed telling you that you have indicated you wish to place bid for the module you selected. Click the “Confirm” button to confirm the bid (refer to Figure 6-7. Place Open Bid (Confirm)).

6. A message will be displayed telling you whether your bid has been placed successfully or otherwise (refer to Figure 6-8. Place Open Bid (Acknowledgement)).
6.3 Retract Open Bid

1. Click on “Bidding Management” from the menu.

2. The system displays the time range for the current round, system’s current time and a list of modules open for current round with following information (refer to Figure 6-9.. Retract Open Bid (View)).

   - **Module**: Indicates which module is available for bidding.
   - **Vacancy**: Indicates the number of vacancies left for the module.
   - **Highest/Lowest Bid Point**: The highest and lowest bid point for this bid.
   - **No. of Bidders**: Indicates the number of students who have placed bids.
   - **Next Minimum Bid**: The next minimum bid you have to place.
   - **Your Bid**: Indicates the amount of bid amount you had placed previously for this bid, or the amount you are going to retract or place bid for.
   - **Bid Status**: The bid status to indicate whether the bid is being outbid by others.
   - **Account Type**: Indicates which account you use to bid for this module.

   In addition, the system displays the rest of selected modules for you to keep track the status.

3. Enter a “0” for the bid amount to indicate you want to retract a Bid in the text-field.

4. Click the respective “Bid” button for the module.
5. A message will be displayed telling you that you have indicated you wish to retract bid for the module you selected. Click the “Confirm” button to confirm the bid (refer to Figure 6-10. Retract Open Bid (Confirm)).

6. A message will be displayed telling you whether your bid has been retracted successfully or otherwise (refer to Figure 6-11. Retract Open Bid (Acknowledge)).
6.4 Place Close Bid

The time frame in which the student can bid for a module is defined by round. The round determines whether open bidding or close bidding would be available. When there is closed bidding, the student will not be able to view the highest and lowest bid points currently. He would not be able to know the next minimum bid to place. If the round has expired, the student will not be able to place any more bids.

1. Click on “Bidding Management” from the menu.

![Figure 6-12. Place Close Bid (View)](image)

2. The system displays the time range for the current round, system’s current time and a list of modules open for current round with following information (refer to Figure 6-12. Place Close Bid (View)).

- **Module**: Indicates which module is available for bidding.
- **Vacancy**: Indicates the number of vacancies left for the modules.
- **Highest/Lowest Bid Point**: The highest and lowest bid point placed so far, “N/A” for this case.
- **No. of Bidders**: Indicates the number of students who have placed bids.
- **Next Minimum Bid**: The next minimum bid you have to place, “N/A” for this case.
- **Your Bid**: Indicates the amount of bid amount you had placed previously for this bid, or the amount you are going to retract or place bid for.
- **Bid Status**: The bid status to indicate whether the bid has been outbid by others, “N/A” for this case.
- **Account Type**: Indicates which account you use to bid for this module.

In addition, the system displays the rest of selected modules for you to keep track the status.

3. Enter a bid amount for the module you wish to bid.
4. Click the respective “Bid” button for the module.

![Image 6-13. Place Close Bid (Confirm)](image)

5. A message will be displayed telling you that you have indicated you wish to place bid for the module you selected. Click the “Confirm” button to confirm the bid (refer to Figure 6-13. Place Close Bid (Confirm)).

![Image 6-14. Place Close Bid (Acknowledgement)](image)

6. A message will be displayed telling you whether your bid has been placed successfully or otherwise (refer to Figure 6-14. Place Close Bid (Acknowledgement)).
6.5 Retract Close Bid

1. Click on “Bidding Management” from the menu.

2. The system displays the time range for the current round, system’s current time and a list of modules open for current round with following information (refer to Figure 6-15.. Retract Close Bid (View)).

   - **Module**: Indicates which module is available for bidding.
   - **Vacancy**: Indicates the number of vacancies left for the modules.
   - **Highest/Lowest Bid Point**: The highest and lowest bid point placed so far, “N/A” for this case.
   - **No. of Bidders**: Indicates the number of students who have placed bids.
   - **Next Minimum Bid**: The next minimum bid you have to place, “N/A” for this case.
   - **Your Bid**: Indicates the amount of bid amount you had placed previously for this bid, or the amount you are going to retract or place bid for.
   - **Bid Status**: The bid status to indicate whether the bid has been outbid by others, “N/A” for this case.
   - **Account Type**: Indicates which account you use to bid for this module.

   In addition, the system displays the rest of selected modules for you to keep track the status.

3. Enter a “0” for the bid amount to indicate you want to retract a Bid in the text-field.
4. Click the respective “Bid” button for the module.
5. A message will be displayed telling you that you have indicated you wish to retract bid for the module you selected. Click the “Confirm” button to confirm the bid.

![Figure 6-16. Retract Close Bid (Confirm)](image)

6. A message will be displayed telling you whether your bid has been retracted successfully or otherwise (refer to Figure 6-17. Retract Close Bid (Acknowledge)).

![Figure 6-17. Retract Close Bid (Acknowledge)](image)

### 6.6 Place Advance Bid

1. Click on “Bidding Management” from the menu.

![Figure 6-18. Place Advance Bid (Overview)](image)

2. The system displays a list of Modules not available for bidding in the current round. These are the Advance Bids that you may place (refer to Figure 6-18. Place Advance Bid (Overview)).
• **Module:** Indicates which module is available for advanced bidding.

• **Your Advanced Bid:** Indicates the amount of bid amount you had placed previously for this advanced bid, or the amount you are going to retract or place bid for.

• **Account Type:** Indicates which account you use to bid for this module.

In addition, the system displays the rest of selected modules for you to keep track the status.

3. Enter a bid amount for the module you wish to bid.

4. Click the respective “Bid” button for the module.

![Figure 6-19. Place Advance Bid (Confirm)](image)

5. A message will be displayed telling you that you have indicated you wish to place bid for the module you selected. Click the “Confirm” button to confirm the bid (refer to Figure 6-19. Place Advance Bid (Confirm)).

![Figure 6-20. Place Advance Bid (Acknowledge)](image)

6. A message will be displayed telling you whether your bid has been placed successfully or otherwise (refer to Figure 6-20. Place Advance Bid (Acknowledge)).
6.7 Retract Advance Bid

1. Click on “Bidding Management” from the menu.

2. The system displays a list of Modules not available for bidding in the current round. These are the Advance Bids you may retract (refer to Figure 6-21.. Retract Advance Bid (overview)).

   - **Module**: Indicates which module is available for advanced bidding.
   - **Your Advanced Bid**: Indicates the amount of bid amount you had placed previously for this advanced bid, or the amount you are going to retract or place bid for.
   - **Account Type**: Indicates which account you use to bid for this module.

   In addition, the system displays the rest of selected modules for you to keep track the status.

3. Enter a “0” for the bid amount to indicate you want to retract an Advanced Bid in the text-field.

4. Click the respective “Bid” button for the module.

5. A message will be displayed telling you that you have indicated you wish to retract bid for the module you selected. Click the “Confirm” button to confirm the bid (refer to Figure 6-22. Retract Advance Bid (Confirm)).
6. A message will be displayed telling you whether your bid has been retracted successfully or otherwise (refer to Figure 6-23.. Retract Advance Bid (Acknowledge)).
7. NUS POINTS MANAGEMENT

To facilitate the bidding system, you are issued with two accounts to bid for modules. Programme account is used for regular modules, while General account is used for modules like GEM, Breadth etc.

7.1 View NUS Points Account

This function allows you to view the transaction history for both programme and general accounts.

1. Click on a “NUS Points Management” from the menu bar.

2. The system displays the General Account’s transaction history for current semester. The transaction includes following fields:
- **S/No:** A unique ID for each transaction.
- **Date:** The data when the transaction takes place.
- **Transaction Code:** Category code to classify the transaction type.
- **Transaction Description:** The description of the transaction.
- **Debit:** The amount deducted from the account.
- **Credit:** The amount added into the account.
- **Holding Unit:** The balance left in this account.

**NUS Points Account Information**

**Student Matriculation No:** U910711A

**Student Name:** NUST_XYZ

**Student Course Code:** AS92

**Account Type:** General Account ▼ **Academic Year and Semester:** 2002/2003 Semester 2 ▼

<table>
<thead>
<tr>
<th>S/No</th>
<th>Date (DD-MM-YYYY - HH:mm:ss)</th>
<th>Transaction Code</th>
<th>Transaction Description</th>
<th>Debit (In NUS Points)</th>
<th>Credit (In NUS Points)</th>
<th>Holding Unit (In NUS Points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>08-01-2008 13:05:04</td>
<td>CIA</td>
<td>Preassigned of NUS Points to Yr 2 Std bef CORS</td>
<td>-</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>10-01-2008 14:17:29</td>
<td>DPB</td>
<td>Deduct when place bid 00000192761 for module PC1237</td>
<td>2</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>10-01-2003 14:18:01</td>
<td>CWB</td>
<td>Partially refund when retract bid 00000192761</td>
<td>-</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>10-01-2003 15:43:18</td>
<td>DPB</td>
<td>Deduct when place bid 00000192770 for module PC1237</td>
<td>10</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>10-01-2003 15:49:38</td>
<td>CWB</td>
<td>Partially refund when retract bid 00000192770</td>
<td>-</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 12 1012 1000

*Figure 7-1 Screen shot of View NUS Points Account (General)*

3. Select “Programme Account” or another academic year and semester, and click on “Retrieve Information” button.

4. The system displays the Programme Account’s transaction history for the selected semester.
### NUS Points Account Information

**Student Matriculation No:** U010111A  
**Student Name:** NUST_XYZ  
**Student Course Code:** AR52  
**Account Type:** Program Account  
**Academic Year and Semester:** 2002/2003 Semester 2

![Retrieve Information](image)

<table>
<thead>
<tr>
<th>S/No</th>
<th>Date (DD-MN-YYYY - HH:mm:ss)</th>
<th>Transaction Code</th>
<th>Transaction Description</th>
<th>Debit (in NUS Points)</th>
<th>Credit (in NUS Points)</th>
<th>Holding Unit (in NUS Points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>06-01-2003 13:05:04</td>
<td>C1A</td>
<td>Preassigned of NUS Points to Yr 2 Std bef CORS</td>
<td>-</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>09-01-2003 17:20:58</td>
<td>DPB</td>
<td>Deduct when place bid B000000192746</td>
<td>1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>09-01-2003 17:20:59</td>
<td>DPB</td>
<td>Deduct when place bid B000000192747</td>
<td>400</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>09-01-2003 17:21:42</td>
<td>CWB</td>
<td>Partially refund when retract bid B000000192746</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>09-01-2003 17:21:49</td>
<td>CWB</td>
<td>Partially refund when retract bid B000000192747</td>
<td>-</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>09-01-2003 17:25:00</td>
<td>DPB</td>
<td>Deduct when place bid B000000192748</td>
<td>500</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>09-01-2003 18:47:20</td>
<td>CWB</td>
<td>Partially refund when retract bid B000000192750 for module PL1101E</td>
<td>-</td>
<td>900</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>09-01-2003 18:52:34</td>
<td>DPB</td>
<td>Deduct when place bid B000000192756 for module PL1101E</td>
<td>2</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10-01-2003 11:10:36</td>
<td>DPB</td>
<td>Deduct when place bid B000000192760 for module JS1101E</td>
<td>2</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>10-01-2003 11:11:03</td>
<td>CWB</td>
<td>Partially refund when retract bid B000000192769 for module JS1101E</td>
<td>-</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 1305 2303 998

*Figure 7-2 Screen shot of View NUS Points Account (Programme)*
8. **APPEAL FILING FUNCTION**

Students may file appeals to address problems which arise during module registration. The “Appeal Filing Function” allow current active NUS students to perform the following:

1. File module related appeals
2. File non-module related appeals
3. Void Appeals
4. View appeal status

**Type of Appeals**
- Appeal is either module related or non-module related.
- Appeal authority is the faculty or department where the appeal will be routed to.
- Selecting the correct appeal type can help shorten the processing time.
- Home faculty/department refers to the faculty/department that the student belongs to.
- Host faculty/department refers to the faculty/department that is offering the module.

<table>
<thead>
<tr>
<th>Appeal Code</th>
<th>Appeal Title</th>
<th>Appeal Category</th>
<th>Handled By</th>
<th>Availability Period</th>
<th>Appeal Purpose</th>
<th>Appeal Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>H001</td>
<td>Missed Online Registration</td>
<td>Non-module Related</td>
<td>Home Faculty</td>
<td>Throughout CORS</td>
<td>This appeal is for students who missed online registration. Please indicate reasons for missing online registration.</td>
<td>Student Home Faculty</td>
</tr>
<tr>
<td>H002</td>
<td>Unable to Secure a Module that is Required for You to Graduate in this Semester</td>
<td>Non-module Related</td>
<td>Home Faculty</td>
<td>Available only after bidding exercise has stopped</td>
<td>This appeal is for students who are unable to secure a module which require him/her to graduate.</td>
<td>Student Home Faculty</td>
</tr>
<tr>
<td>H003</td>
<td>Others</td>
<td>Non-module Related</td>
<td>Home Faculty</td>
<td>Throughout CORS</td>
<td>Appeal for other reasons. Please ensure that your appeal under this category do not match your appeal under &quot;Appeal for</td>
<td>Student Home Faculty</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Module Related</td>
<td>Responsible Faculty / Dept</td>
<td>Available During</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>----------------</td>
<td>---------------------------</td>
<td>-----------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>H004</td>
<td>Returning from SEP and Encountering Problem Adding Modules</td>
<td>Non-module Related</td>
<td>Home Faculty</td>
<td>Available before and during bidding exercise</td>
<td>This appeal is for students who returned from SEP and encounter problem while trying to add modules using CORS.</td>
<td></td>
</tr>
<tr>
<td>M003</td>
<td>Waiver of Module Pre-requisites / Co-requisites</td>
<td>Module Related</td>
<td>Host Faculty / Dept</td>
<td>Throughout CORS</td>
<td>This appeal is for students to request for waiver of module pre-requisites or co-requisites.</td>
<td></td>
</tr>
<tr>
<td>M004</td>
<td>Change of Lecture Class</td>
<td>Module Related</td>
<td>Host Faculty / Dept</td>
<td>Available only after bidding exercise has stopped</td>
<td>This appeal is for students to request for change of lecture class.</td>
<td></td>
</tr>
<tr>
<td>M005</td>
<td>Appeal/Change of Tutorial Class</td>
<td>Module Related</td>
<td>Host Faculty / Dept</td>
<td>Available only after tutorial balloting</td>
<td>This appeal is for students to request for change of tutorial class.</td>
<td></td>
</tr>
<tr>
<td>M006</td>
<td>Read a Module Not Offered as Unrestricted Elective</td>
<td>Module Related</td>
<td>Host Faculty / Dept</td>
<td>Available before and during bidding exercise</td>
<td>This appeal is for students to request to read a module not offered as Unrestricted Elective.</td>
<td></td>
</tr>
<tr>
<td>M007</td>
<td>Unable to Register for a Module</td>
<td>Module Related</td>
<td>Host Faculty / Dept</td>
<td>Available before and during bidding exercise</td>
<td>This appeal is for students to request for a module.</td>
<td></td>
</tr>
<tr>
<td>R001</td>
<td>Review of NUS Bidding Points</td>
<td>Non-module Related</td>
<td>Registrar's Office</td>
<td>Throughout CORS</td>
<td>This appeal is for students to request review of bidding points.</td>
<td></td>
</tr>
<tr>
<td>S001</td>
<td>Review of</td>
<td>Module</td>
<td>University</td>
<td>Throughout</td>
<td>This appeal is</td>
<td></td>
</tr>
<tr>
<td>modules hosted by USP</td>
<td>Related Scholars Programme</td>
<td>CORS</td>
<td>for students to request review of modules hosted by USP</td>
<td>SCHOLARS PROGRAMME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------</td>
<td>------</td>
<td>------------------------------------------------------</td>
<td>---------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S002</td>
<td>Review of Remedial English Status</td>
<td>Non-module Related</td>
<td>CELC Faculty / Dept</td>
<td>Available before and during bidding exercise</td>
<td>This appeal is for students to request review of remedial English status.</td>
<td>CTR FOR ENGLISH LANGUAGE COMMUNICATION</td>
</tr>
</tbody>
</table>
8.1 **File an Appeal**

Upon login to CORS, to access to “Appeal Filing Function”, please click on the “Appeal” link on the left menu. See Figure 8-1. Appeal Filing Function

![Figure 8-1. Appeal Filing Function](image_url)
8.2 Select an Appeal Type

1. To raise a new appeal, student will have to select a relevant appeal type from the drop down list box.

2. Student is required to provide contact number, which will allow admin officers to contact the student if they require more details pertaining to student’s appeal.

3. The system will display a message if the contact number is missing.
**Appeal**

> **Please provide your contact number correctly.**

- Appeals for module will not be processed until the end of the last bidding round.
- To allow the faculty administrator(s) to review your appeal without delay, please file your appeal under the proper Appeal Type. For appeals related to tutorial(s), please file them under "Appeal/Change of Tutorial Class".
- Please note that some Appeal Types are only available at specific period of CORS exercise. You may want to take note of the following:

<table>
<thead>
<tr>
<th>Appeal Type(s)</th>
<th>Purpose(s)</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unable to Secure a Module that is Required for You to Graduate in this Semester</td>
<td>This appeal is for student who is unable to secure a module which require him/her to graduate.</td>
<td>Available only after bidding exercise has stopped</td>
</tr>
<tr>
<td>Returning from SEP and Encountering Problem Adding Modules</td>
<td>This appeal is for student who returned from SEP and encounter problem while trying to add modules using CORS.</td>
<td>Available before and during bidding exercise.</td>
</tr>
<tr>
<td>Waiver of Module Pre-requisites Co-requisites</td>
<td>This appeal is for student requesting waiver of module pre-requisites and co-requisites.</td>
<td>Throughout CORS.</td>
</tr>
<tr>
<td>Change of Lecture Class</td>
<td>This appeal is for student to request change of lecture class.</td>
<td>Available only after bidding exercise has stopped</td>
</tr>
<tr>
<td>Appeal/Change of Tutorial Class</td>
<td>This appeal is for student to request change of tutorial class.</td>
<td>Available only after tutorial balloting.</td>
</tr>
<tr>
<td>Read a Module Not Offered as Unrestricted Elective</td>
<td>This appeal is for student to request read module not offered as Unrestricted Elective.</td>
<td>Available before and during bidding exercise.</td>
</tr>
<tr>
<td>Unable to Register for Module</td>
<td>This appeal is for student to request for module.</td>
<td>Available before and during bidding exercise.</td>
</tr>
<tr>
<td>Review of NUS Bidding Points</td>
<td>This appeal is for student to request review of bidding points.</td>
<td>Throughout CORS.</td>
</tr>
<tr>
<td>Review of modules hosted by USP</td>
<td>This appeal is for student to request review of module hosted by USP.</td>
<td>Throughout CORS.</td>
</tr>
</tbody>
</table>

**History of Your Appeals in Academic Year 2008/2009 Semester 1**

<table>
<thead>
<tr>
<th>Appeal Type</th>
<th>Module Code</th>
<th>Activity Type</th>
<th>Class No</th>
<th>Reasons</th>
<th>Appeal Status</th>
<th>Void</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Waiver of Module Pre-requisites Co-requisites</td>
<td>A02213</td>
<td>LECTURE</td>
<td>1</td>
<td>help</td>
<td>APPEAL APPROVED</td>
<td></td>
</tr>
<tr>
<td>2 Unable to Register for Module</td>
<td>CL1018</td>
<td>LECTURE</td>
<td>1</td>
<td>These are my reasons for needing to read this module this semester.</td>
<td>2 APPEAL APPROVED</td>
<td></td>
</tr>
<tr>
<td>2 Review of NUS Bidding Points</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>I don’t have enough points yet.</td>
<td>APPEAL VOIDED</td>
<td></td>
</tr>
</tbody>
</table>

*Figure 8.3. Contact Number Missing*
8.3 **Raise non-module related appeals**
   
   a. List student particulars and instructions for selected appeal type.
   
   b. Students are required to provide reasons for their appeals.
   
   c. The system displays an error message if the appeal reasons are missing.

---

**Figure 8-4. Raise Non-module Related Appeals**
Please provide your reasons for the appeal.

**Appeal**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matrix No.</td>
<td>U060001Y</td>
</tr>
<tr>
<td>Name</td>
<td>IZYWC1 UAS VMIZ FAMIA</td>
</tr>
<tr>
<td>Contact No.</td>
<td>91234567</td>
</tr>
<tr>
<td>Student Faculty</td>
<td>ARTS &amp; SOCIAL SCIENCES</td>
</tr>
<tr>
<td>Course Code</td>
<td>ARS2</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:u0600001@nus.edu.sg">u0600001@nus.edu.sg</a></td>
</tr>
</tbody>
</table>

**Appeal Type**

- Review of NUS Bidding Points

1. Indicate the discrepancy of your NUS Points.
2. Remember to state whether the error is under Programme or General account.

Please provide information and reasons for your appeal:

Please provide appropriate amount of information, appeal with more details will be processed faster, whereas vague appeals will not be considered.

**Reasons**

Maximum 1000 characters.

- Please avoid using these special characters and words in capital letter: `\n`, `<`, `>`, `{`, `}`, `\&`, `\#, `\DELETED`, `\UNION` in the appeal editor.

You have **1000** characters remaining.

Submit  Back

**Figure 8-5. Appeal Reasons Missing**
8.4 Raise module related appeals

1. List student particulars and instructions for selected appeal type.
2. Students are required to specify the module code, module activity type (Lecture by default) and reasons for their appeal.
3. Optionally student can provide the class number they are appealing for.
4. The system displays an error message if either module code, activity type or appeal reasons are missing.
5. The system displays an error message if the module class does not exist.
Figure 8-7. Module Class Not Exists
8.5 Confirmation and sending email

1. After the validation of the appeal, system lists out the appeal details for student to confirm. See Figure 8-8. Confirm Appeals

2. If the same appeal case has been raised before and not yet been closed, system will prevent student from resubmitting same appeal. An error message will be displayed as well as the details of existing appeals which looks identical to the new appeal case. See Figure 8-9. Prevent duplicated Appeals

3. Upon student’s confirmation, system will send an email to relevant authority on behave of student and acknowledges with messages and appeal number. See Figure 8-10 Raise Appeal Successful

4. System will send an email to student as the indicator of successfully raising new appeal. See Figure 8-11 Email sent to student

![Figure 8-8. Confirm Appeals](image-url)
**Figure 8-9. Prevent duplicated Appeals**

**Figure 8-10. Appeal Successful**
Figure 8.11 Email sent to student

From: regbox1@nus.edu.sg
To: Chuling Li; Cindy Ann
CC: 
Subject: New Appeal - Matric No: U060001Y, Module Code: SSA2208

Dear JZYWCJ UAS WMJZ FAMJA

Your appeal is being processed. Please do not resubmit the same appeal. You will be notified once the processing is completed. Thank you.

Student Information
---------------------
Matric No : U060001Y
Name : JZYWCJ UAS WMJZ FAMJA
Contact No : 97341000
Student Faculty : ARTS & SOCIAL SCIENCES
Course Code : ARS2
Email : u0600001@nus.edu.sg

Appeal Details
--------------
Appeal No : 200010118593
Appeal Type : Waiver of Module Pre-requisites Co-requisites
Date : 27/11/2008
Time : 03:14:38 PM
Module : SSA2208 - Singapore’s Military History
Activity Type : LECTURE
Class No : -
Appeal Reason : I need to take this module to graduate. Please waive pre-requisite.

Important: This email is confidential and may be privileged. If you are not the intended recipient, please delete it and notify us immediately; you should not copy or use it for any purpose, nor disclose its contents to any other person. Thank you.
8.6 Void Appeal

Student will be able to void their submitted appeal if the appeal is no longer require to be attended by the administrator or student need to make amendments to their appeal.

Only “NOT PROCESSED” status appeal can be voided. See Figure 8-12 Student Void Appeal

1) To void an appeal, student has to select the appeal by selecting the checked box under the “Void” column. See Figure 8-12 Student Void Appeal. Please note that the checked box used for voiding of appeal will only be available when the appeal is in the “NOT PROCESSED” status.

2) Student is allowed to select more than 1 appeal to void at a time.

3) After selecting the appeal to void, click on the “Void Appeal(s)” button.

4) After clicking the “Void Appeal(s)” button, the student will be asked to confirm. See Figure 8-13 Student Confirm Void Appeal

5) Click on the “Confirm” button, to void the appeal. See Figure 8-13 Student Confirm Void Appeal

6) Upon student’s confirmation, the system will show that student has successfully voided the appeal. See Figure 8-14 Student Void Appeal Successful

7) An “APPEAL VOIDED” status will be reflected on the student’s appeal. See Figure 8-15 Voided Appeal Status

8) A message will be shown to student to redirect them to RO helpdesk if void appeal failed. See Figure 8-16 Student Void Appeal Failed
Figure 8-13 Student Confirm Void Appeal

Figure 8-14 Student Void Appeal Successful

Figure 8-15 Voided Appeal Status
View Appeal Status

An “Appeal Status” column is added to allow student to know their appeals’ status. See Figure 8-17 Student Appeals’ Status
9. TUTORIAL REGISTRATION

This section allows the student to register their tutorial choices. Here the student can add/update tutorial class and rank each class according to their priority, make a swap request for another tutorial class, and also drop the tutorial class.
9.1 Tutorial registration home page

1. After logging in, click ‘Tutorial Registration’ on the left menu bar. The system will display the tutorial home page.

2. For modules yet to be allocated, students will have to rank the tutorial classes. Modules allocated but have not been registered for tutorials yet will be displayed on the top portion of the page. The page also displays the student’s current ranking queue information.

3. Swap request information is displayed at the bottom of page. (see Figure 9-1. Tutorial Registration Home Page).

Figure 9-1. Tutorial Registration Home Page

9.1.1 Rank Tutorial Class for Balloting

The page below allows students to select which tutorial class to rank. Student needs to click the checkbox beside the tutorial class and then click the “Submit” button. The “Reset” button will clear all the previously selected checkbox. (see Figure 9-2. Select Modules for Ranking)
Rank Tutorial For Balloting

Following are the available classes for Balloting.

<table>
<thead>
<tr>
<th>Module Activity</th>
<th>Class Number</th>
<th>Class Time Info</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>EE2010-TUTORIAL</td>
<td>E1</td>
<td>Class No [E1 ] 'E4-04-06', EVERY WEEK, THURSDAY From 1000 hrs to 1045 hrs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E2</td>
<td>Class No [E2 ] 'E4-04-07', EVERY WEEK, THURSDAY From 1000 hrs to 1045 hrs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E3</td>
<td>Class No [E3 ] 'E4-04-08', EVERY WEEK, THURSDAY From 1000 hrs to 1045 hrs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E4</td>
<td>Class No [E4 ] 'E4-04-06', EVERY WEEK, THURSDAY From 1100 hrs to 1145 hrs</td>
<td></td>
</tr>
</tbody>
</table>

Submit  Reset

*Figure 9-2. Select Modules for Ranking*
1. The system displays the modules selected previously. On the left of each module there will be a number for the student to indicate their ranking preference for each module. (see Figure 9-3. Rank Tutorial Class). Each module must be ranked individually. If the student clicks the “Submit” button with duplicate priority, an error message will be displayed (see Figure 9-4. Rank Tutorial Class – Error Message.). If no duplicate priority exists, then the system will go to the home page and display the ranking information (see Figure 9-5. Rank Tutorial Class – Home page (ranked classes exist)).
Figure 9-5. Rank Tutorial Class – Home page (ranked classes exist)
9.1.2 Allocated Tutorial Class

When a student has been successfully allocated a tutorial class, the tutorial registration homepage will display active links for add/update and swap actions. For the purpose of this example, the student has been allocated tutorial class E1.

Figure 9-6. Tutorial Registration Homepage with Add/Update and Swap links active
9.1.3 Add/Update Tutorial Class

This page allows the student to perform add/update action the tutorial class. To select a class for add/update, the student needs to click on the radio button beside the preferred choice of class and click the “Submit” button. In this case, the student will update the tutorial class from E1 to E3.

![Add/Update Tutorial Class](image)

**Figure 9-7. Add/Update Tutorial Class**

![Tutorial Homepage After Add/Update](image)

**Figure 9-8. Tutorial Homepage After Add/Update**
9.1.4 Swap Tutorial Class

This page allows the student to put in a swap request for another tutorial class. Click swap link on tutorial registration homepage (see Figure 9-9. Tutorial Registration Homepage: click swap link). The system will display a swap page (see Figure 9-10. Swap page). Please click checkbox beside the preferred tutorial class and then click the “Submit” button.

Figure 9-9. Tutorial Registration Homepage: click swap link

<table>
<thead>
<tr>
<th>Drop</th>
<th>ModuleCode</th>
<th>Activity Type</th>
<th>Class</th>
<th>Add/Update</th>
<th>Swap</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>EE2010</td>
<td>TUTORIAL(T)</td>
<td>Class No [E3] '04-07', EVERY WEEK, THURSDAY From 1000 hrs to 1045 hrs</td>
<td>Update</td>
<td>swap</td>
</tr>
</tbody>
</table>

Figure 9-10. Swap page
1. If there are no matching swap requests, the student will be queued for the requested tutorial class. Swap information will be displayed on the tutorial registration homepage (see Figure 9-11.. Swap tutorial class in queue).

**Figure 9-11.. Swap tutorial class in queue**

---

**Tutorial Registration Home Page**

Student No: U015320E

Home Faculty: 11

Your swap request(s) have been queued up

**Tutorial Summary**

<table>
<thead>
<tr>
<th>Drop</th>
<th>ModuleCode</th>
<th>Activity Type</th>
<th>Class</th>
<th>Add/Update</th>
<th>Swap</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EE2010</td>
<td>TUTORIAL(T)</td>
<td>Class No [E3] 'E4-04-08', EVERY WEEK, THURSDAY From 1000 hrs to 1045 hrs</td>
<td>Update</td>
<td>swap</td>
</tr>
</tbody>
</table>

**Current Ranking Queue**

You don't have any unallocated tutorial activity for balloting or there is no balloting round currently active.

**Swap Requests**

Below is the summary of your pending class swap requests.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Activity Type</th>
<th>Class allocated</th>
<th>Class Wanted</th>
</tr>
</thead>
<tbody>
<tr>
<td>EE2010</td>
<td>TUTORIAL(T)</td>
<td>Class No [E3] 'E4-04-08', EVERY WEEK, THURSDAY From 1000 hrs to 1045 hrs</td>
<td>Class No [E2] 'E4-04-07', EVERY WEEK, THURSDAY From 1000 hrs to 1045 hrs</td>
</tr>
</tbody>
</table>
2. If there is a matching swap request, matching request column will show a number “1” (see Figure 9-12.. Matching swap request). An instant swap can be made. After clicking “Submit” button, student will be shown an acknowledgement page (Figure 9-13.. Instant Swap acknowledgement page). The student will be sent an email notification.

![Figure 9-12. Matching swap request](image1)

![Figure 9-13. Instant Swap acknowledgement page](image2)
9.1.5 Drop Tutorial Class

To drop a tutorial class, click on the check box on the tutorial homepage (see Figure 9-14. Drop tutorial class). Click on the “Drop” button. System will display an acknowledgement page (see Figure 9-15. Drop acknowledgement page).