



**Electronic Course Registration (eCR)
Guide for Full-Time Undergraduate
Programmes**

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Topics

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STEP-BY-STEP GUIDE TO COMPLETING eCR

1. Workstation Configuration

Students should have a PC with internet connectivity running on web browser at Internet Explorer 7.0 or greater, Firefox 16.0, Safari 5.1 or Chrome 20.

2. Step-By-Step

- Enter the **Singapore University of Social Sciences (SUSS)** website's URL: <http://www.suss.edu.sg>. SUSS Homepage will appear (Fig. A). On the top right corner, click on 'Login' and select 'Student Portal'.

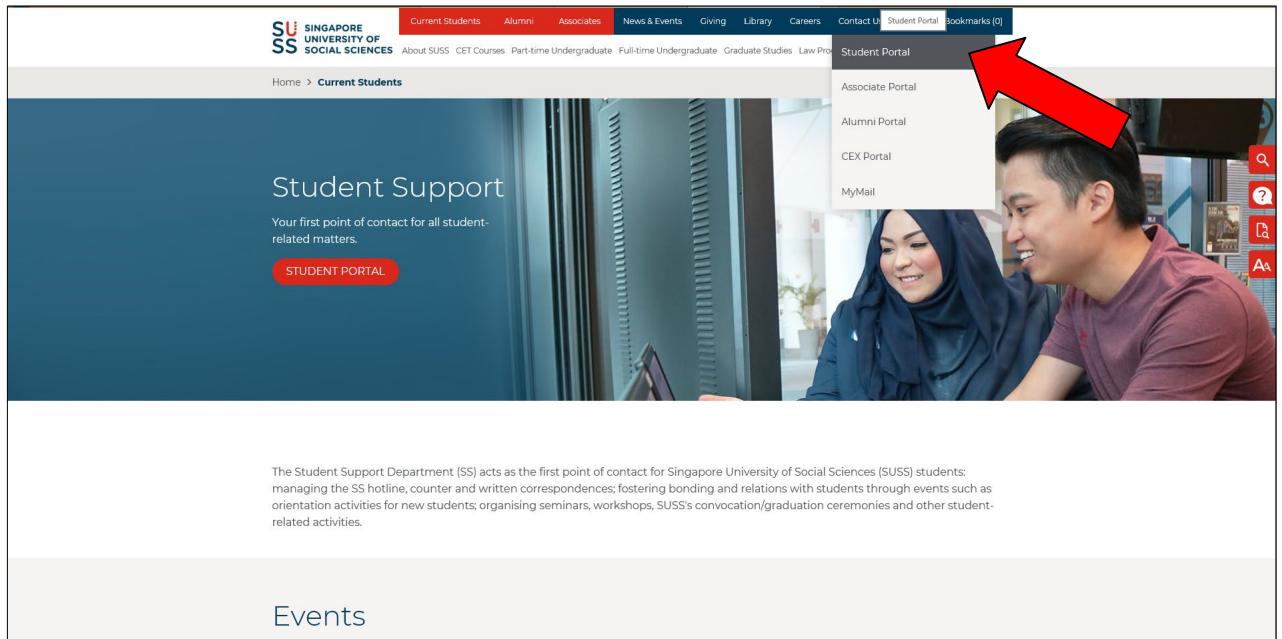


Fig. A

- Login screen will appear (Fig. B). Key in *User ID* and *Password*, then click '*Login*'.

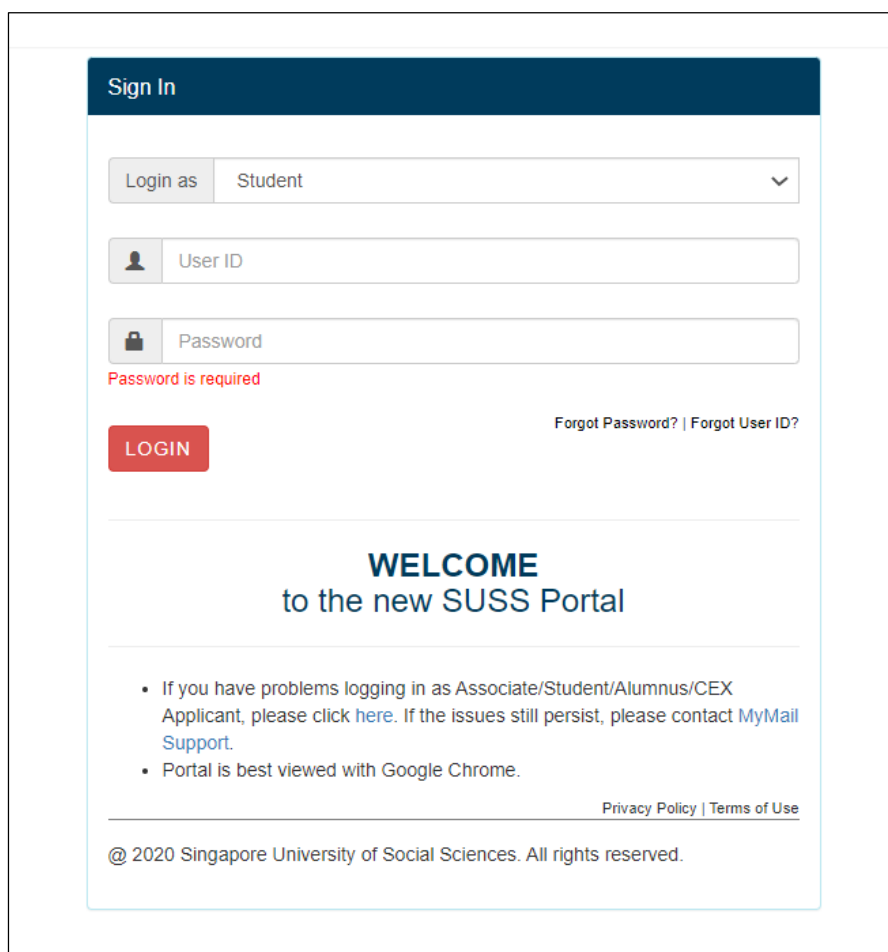


Fig. B

NOTES:

- After 60 minutes of no-activity upon logging in, you will be logged out automatically.
- If you have forgotten your password, please click on '*Forget Password*'.

- Upon successful login to your Student Portal, you will see the following page (Fig. C). Click on 'E-SERVICES'.

The screenshot displays the SUSS Student Portal interface. On the left is a dark blue navigation sidebar with the SUSS logo and various menu items. The 'E-SERVICES' item is highlighted with a red rectangular box. The main content area is titled 'SUSS Student Portal' and 'News & Notices'. It features a search bar with filters for 'Folders' (Inbox) and 'Filters' (All, Unread, Urgent, Must Read, Date). Below the search bar is a 'Search Results' table with columns for 'Unread', 'Post Date', and 'Subject'. The table lists five items, with the last two marked as 'MUST READ'.

Unread	Post Date	Subject
<input type="checkbox"/>	27/09/2021	Stand a chance to win an iPad with SAGE Journals!
<input type="checkbox"/>	25/09/2021	▲ Regular Antigen Rapid Test (ART) Regime for Student
<input type="checkbox"/>	24/09/2021	MUST READ: [MUST READ] Electronic Course Registration (eCR) for Jan 2022 Semester (Part-time Students)
<input type="checkbox"/>	23/09/2021	[HIRING] UAE Singapore Business Council is looking for a Full Time Admin Executive
<input type="checkbox"/>	23/09/2021	MUST READ: Notice on NUS Course Application for January 2022 Semester

Fig. C

- Once the Student e-Services page is loaded (Fig. D), click on 'eCourse Registration' and a pre-enter page (Fig. E) will show. Please take note that e-Course Evaluation has to be completed before you can proceed with your eCR. (If e-Course Evaluation has not been done, a prompt will appear to remind you and you will not be able to proceed to eCR.)

Note: Click on 'e-Course Evaluation' link on left panel to complete evaluation.

- If you want to view your Curriculum Plan, you can click on "View Curriculum Plan" which is found on the left panel of the Student Portal. Curriculum Plans are categorized by School, followed by Programmes. Please click on the respective link to access your Curriculum Plan.

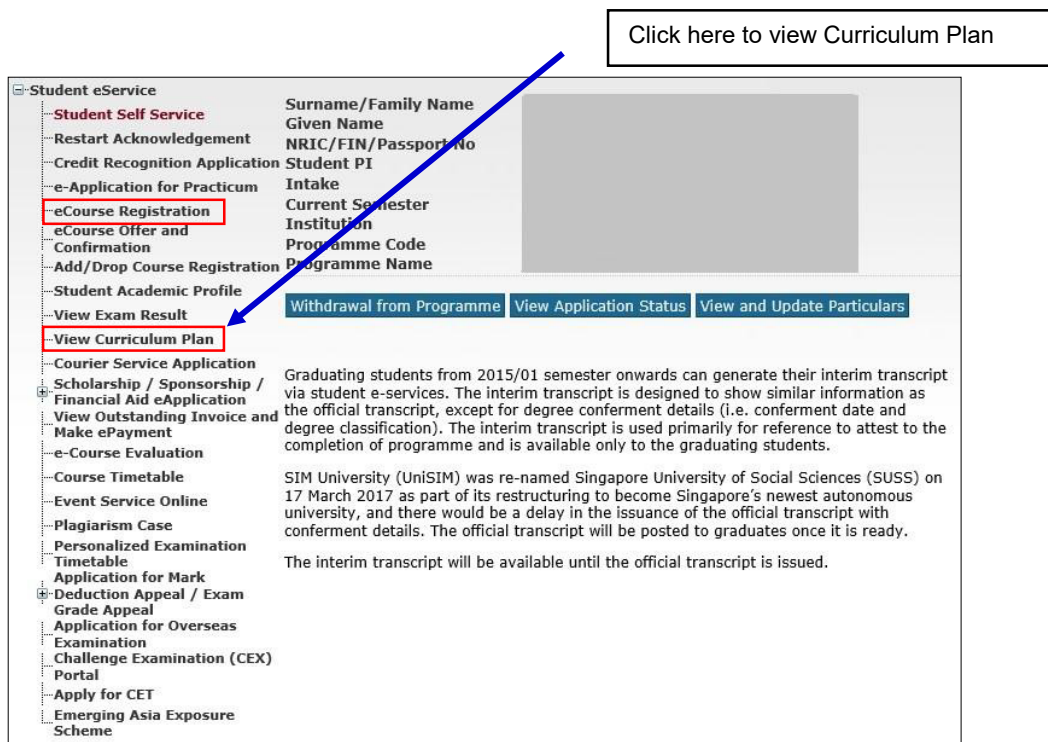


Fig. D

Step-1-screen:

You will see the eCourse Registration submission page (Fig. E). You can click on the “*Proceed to select courses*” button.

Student Academic Profile
 Minor Declaration
 eCourse Registration
 eCourse Confirmation
 View Exam Result
 View Curriculum Plan
 Courier Service Application
 Full Time Scholarship /
 Financial Aid eApplication
 View Outstanding Invoice and
 Make ePayment
 e-Course Evaluation
 Course Timetable
 Personalized Examination
 Timetable
 Application for Mark
 Deduction Appeal / Exam
 Grade Appeal
 Application for Overseas
 Examination
 Challenge Examination (CEX)
 Portal

1. For Accounting students, please download your Study Plan [here](#).
2. For Finance students, please download your Study Plan [here](#).
3. For Marketing students, please download your Study Plan [here](#).
4. For Human Resource Management students, please download your Study Plan [here](#).
5. For Supply Chain Management students, please download your Study Plan [here](#).
6. For Social Work students, please download your Study Plan [here](#).
7. For Business Analytics students, please download your Study Plan [here](#).
8. For Early Childhood Education students, please download your Study Plan [here](#).
9. For Common Core Electives courses offered in our Bachelor of General Studies (part-time) programme, please view the list of courses and class timetables [here](#).
10. For UCOR & GSP coded courses, please view the list of courses and class timetables [here](#).
11. Please click [here](#) for eCR Guide.
12. Please click [here](#) for eCR FAQs.

Click [here](#) if you wish to declare your Minor.

[Proceed to select courses](#) **Click this button to start your registration.**

CU Summary
 Total CU Requirement for Graduation:
 Have I met my Graduation Requirements?
 Graduation Requirements 1 met? No
 Graduation Requirements 2 met? No

Graduation Requirement 1 : Total Required is 200.0								
Requirement ID	Course/Ucore	Course Type	Level	CU Required	CU Completed	CU Currently Pursuing	CU Outstanding	
FTFNC-0068	COURSE	COMMON CORE		30	30	0	0	
FTFNC-0069	COURSE	COMPULSORY		100	75	5	20	
FTFNC-0070	COURSE	ELECTIVE		20	5	10	5	
FTFNC-0071	COURSE	COMMON CORE ELECTIVES		10	10	0	0	
MMACC-0021	COURSE	MINOR CORE		10	0	5	5	
MMACC-0022	COURSE	MINOR ELECTIVE		30	5	5	20	

Fig. E

Step-2-screen:

You will see the course registration page (Fig. F). Please select the class timing which you would like to attend for the prescribed courses.

If you would like to select GSP100 courses, please click on the “Add” Link under the GSP100 Courses(s) section and select the “Discipline” which you would like to select the courses from. A list of courses from that discipline will be available for your selection. Please click “Save” under the Action column after you have completed your selection (Fig F & G). You may select the GSP100 courses either as SUSS Core Unrestricted Elective or General Elective or General Elective (Minor). However please note that you are not allowed to select the course more than once with different course types.

The screenshot shows the course registration interface. At the top, it indicates 'Outstanding Resit Courses' (No record found) and 'Prescribed Courses for 2021/07'. Below this is a table for 'Major Courses' with columns for Course Code, Course Name, Course Type, CU, Course Category, Class Group, Class Timing, Session Information, Faculties, Class Size, Available Quota, and Exam Timetable. Three courses are listed: ANL252 (Python for Data Analytics), ANL303 (Fundamentals of Data Mining), and LOG488 (Logistics and Supply Chain Management Applied Project). Below the Major Courses section is the 'GSP100 Course(s)' section. A red arrow points to the 'Add' link in this section. A dropdown menu is open, showing a list of disciplines including ACCOUNTANCY, ADULT LEARNING - MASTER PROGRAMME, AEROSPACE, ANALYTICS, AVIATION MAINTENANCE, BIOMEDICAL ENGINEERING, and BUSINESS AND SOCIETY MANAGEMENT. Another red arrow points to the 'Class selection' dropdown menu in the GSP100 table, which is currently set to 'Please Select'. The table also shows columns for Discipline, Course Name, Course Flag - Type, CU, Course Category, Class Group, Class Timing, Session Information, Faculties, Class Size, Available Quota, Exam Timetable, and Action.

Fig. F

This screenshot is similar to Fig. F, showing the 'GSP100 Course(s)' section. The dropdown menu for 'Discipline' is still open. A red arrow points to the 'Save' button in the 'Action' column of the GSP100 table. The 'Class selection' dropdown menu is still set to 'Please Select'. The rest of the interface, including the 'Major Courses' table and the 'GSP100 Course(s)' table headers, is identical to Fig. F.

Fig. G

i. Courses with Face-to-Face or Online or Virtual Class Option

There are some courses where you can select between (1) face-to-face, (2) online or (3) virtual class options. Both the online and virtual classes are conducted online but the virtual class has a slightly different OCAS component assessment strategy from the online class.

In the example in Fig. H, there are 8 TGs for LOG205. The TGs for face to face class option are denoted with “(F)” in front of the class timing while TGs for online class option are denoted with “(O)” in front of the class timing.

Prescribed Courses for 2021/01							
Course Code	Course Name	Course Type	CU	Course Category	Session Inform		
					Class Group	Class Timing	
LOG205	Transport Management	COM	5	FA	<input type="checkbox"/>	TG01	(O) Mon, TERM 1, WEEK 1;12:00 PM - 03:00 PM
					<input type="checkbox"/>	TG02	(O) Mon, TERM 1, WEEK 1;12:00 PM - 03:00 PM
					<input type="checkbox"/>	TG03	(O) Tue, TERM 1, WEEK 1;03:30 PM - 06:30 PM
					<input type="checkbox"/>	TG04	(O) Tue, TERM 1, WEEK 1;03:30 PM - 06:30 PM
					<input type="checkbox"/>	TG05	(F) Mon, TERM 1, WEEK 1;12:00 PM - 03:00 PM
					<input type="checkbox"/>	TG06	(F) Mon, TERM 1, WEEK 1;12:00 PM - 03:00 PM
					<input type="checkbox"/>	TG07	(F) Tue, TERM 1, WEEK 1;03:30 PM - 06:30 PM
					<input type="checkbox"/>	TG08	(F) Tue, TERM 1, WEEK 1;03:30 PM - 06:30 PM

Fig. H

If you have already declared your Minor selection and would like to select Minor courses, you can select your preferred Minor courses under the Minor Courses section (Fig. I).

Please click the “Submit Registration” button when done (Fig. I).

PSS221	Urban Security and Resilience	UCore-CORE-UNR	5	FA	<input type="checkbox"/>	RUND1	(O) RUND1 - TUE, TERM 2, WEEK 1	
SC0399	Design-X	UCore-CORE-UNR	10	FA	<input type="checkbox"/>	RUND1	(O) RUND1 --, TERM 1, -	
GSP100 Course(s)								
Discipline	Course Name*	Course Flag - Type		CU	Course Category	Class Group	Class Timing	
ELECTRONICS	ENG335-Machine Learning	~ GENERAL ELECTIVE ~		5	FA		(O) RUND1	
ANALYTICS	<div style="border: 1px solid blue; padding: 2px;">Please Select ANL203 - Analytics for Decision-Making ANL205 - Association and Clustering ANL311 - Selected Topics in Business Analytics ANL332 - Text Mining and Applied Project Formulation ANL321 - Statistical Methods ANL351 - SAS Programming and Its Application ANL488 - Business Analytics Applied Project</div>	<input checked="" type="radio"/> UCORE-SUSS Core Unrestricted <input type="radio"/> GENERAL ELECTIVE (MINOR) <input type="radio"/> ~ GENERAL ELECTIVE ~					Please Sel	
Add	MMINT - International Trade Management							
Minor Courses								
Course Code	Course Name	Course Type	CU	Course Category	Class Group			Class Timing
ANL203	Analytics for Decision-Making	MIE	5	FA	<input checked="" type="checkbox"/>	RUND1	(F) RUND1 - FRI, TERM 1, WEEK 2	
BUS354	Customer Relationship Management	MIE	5	FA	<input type="checkbox"/>	VRUND1	(V) VRUND1 - FRI, TERM 2, WEEK 2	
BUS362	IT-Enabled Business Transformation	MIC	5	FA	<input type="checkbox"/>	RUND1	(F) RUND1 - THU, TERM 1, WEEK 1	
FIN301	Financial Instruments, Institutions and Markets	MIE	5	FA	<input type="checkbox"/>	RUND1	(F) RUND1 - TUE, TERM 1, WEEK 1	
LOG321	Trade Regulations and Compliance	MIC	5	FA	<input type="checkbox"/>	RUND2	(O) RUND2 - TUE, TERM 1, WEEK 1	
LOG323	Trade Finance	MIE	5	FA	<input type="checkbox"/>	RUND1	(O) RUND1 - FRI, TERM 2, WEEK 2	
LOG356	Port Management and Technology	MIE	5	FA	<input type="checkbox"/>	RUND1	(F) RUND1 - THU, TERM 1, WEEK 1	
MKT352	Sales Management	MIE	5	FA	<input checked="" type="checkbox"/>	RUND1	(F) RUND1 - FRI, TERM 1, WEEK 1	
MKT360	Internet & Social Media Marketing	MIE	5	FA	<input type="checkbox"/>	RUND1	(O) RUND2 - WED, TERM 2, WEEK 2	
MKT361	Business-to-Business Marketing	MIC	5	FA	<input type="checkbox"/>	RUND2	(F) RUND2 - MON, TERM 1, WEEK 2	
					<input type="checkbox"/>	RUND3	(O) RUND3 - MON, TERM 1, WEEK 2	
Submit Registration								

Fig. I

Step-3-screen:

The submission is done and a **Confirmation Page will appear**. Please remember to print a copy of your eCR submission (Fig. J) for reference.

Your eCR has now been completed.

- Full Time Scholarship / Financial Aid eApplication
- View Outstanding Invoice and Make ePayment
- e-Course Evaluation
- Course Timetable
- Personalized Examination Timetable
- Application for Mark Deduction Appeal / Exam Grade Appeal
- Application for Overseas Examination
- Challenge Examination (CEX) Portal

5. For Supply Chain Management students, please download your Study Plan [here](#).
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7. For Business Analytics students, please download your Study Plan [here](#).
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Proceed to select courses Number of Attempts Left: 2

Courses Selected And Confirmed								
Course Code	Course Name	Course Type	CU	Course Category	Class Timing	Faculties	Exam Timetable	
FIN459	Finance Applied Project	COM	10	FA	-	N/A	-	
BUS488	Strategy for Business	COM	10	FA	Fri, TERM 1, WEEK 1: 08:30 AM - 12:30 PM	SUNDARAM JANAKIRAMANAN	-	
FIN371	Retirement Planning	ELE	5	FA	FRI, TERM 1, WEEK 1	N/A	17 Nov 2017: 10:00 AM - 12:00 PM	
ACC208	Intermediate Financial Reporting	MIE	5	FA	THU, TERM 2, WEEK 1	N/A	23 Nov 2017: 10:00 AM - 12:00 PM	

Submitted On: 2017/04/11 02:53:55 PM

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MMACC-0021	COURSE	MINOR CORE		10	0	5	5
MMACC-0022	COURSE	MINOR ELECTIVE		30	5	5	20

Graduation Requirement 2 : Other Requirements

Requirement ID	Course/Ucore	Course Type	Level	CU Required	CU Completed	CU Currently Pursuing	CU Outstanding	Remarks
FTNCE-0072	COURSE	COMPULSORY ELECTIVE	3	30	20	10	0	30
MMACC-0023	COURSE	MINOR CORE MINOR ELECTIVE	3	10	0	0	10	10

Fig. J