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

**© 2021 Singapore University of Social Sciences**

# Contents

**<u>Topics</u>**

<u>**Page Number**</u>

**Step-by-Step Guide to Completing eCR**

Updated on 07 October 2021

**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, *c*lick on *'Login'* and select *'Student Portal'*.



<div style="text-align: right">

| Fig. A |
|--------|

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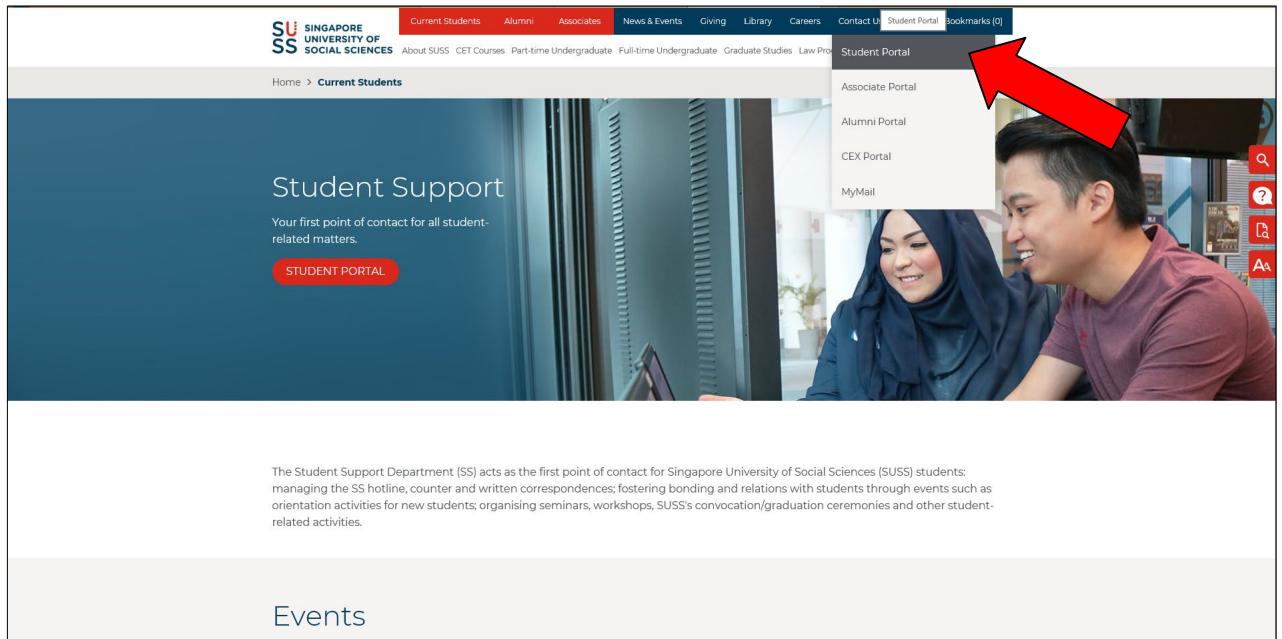
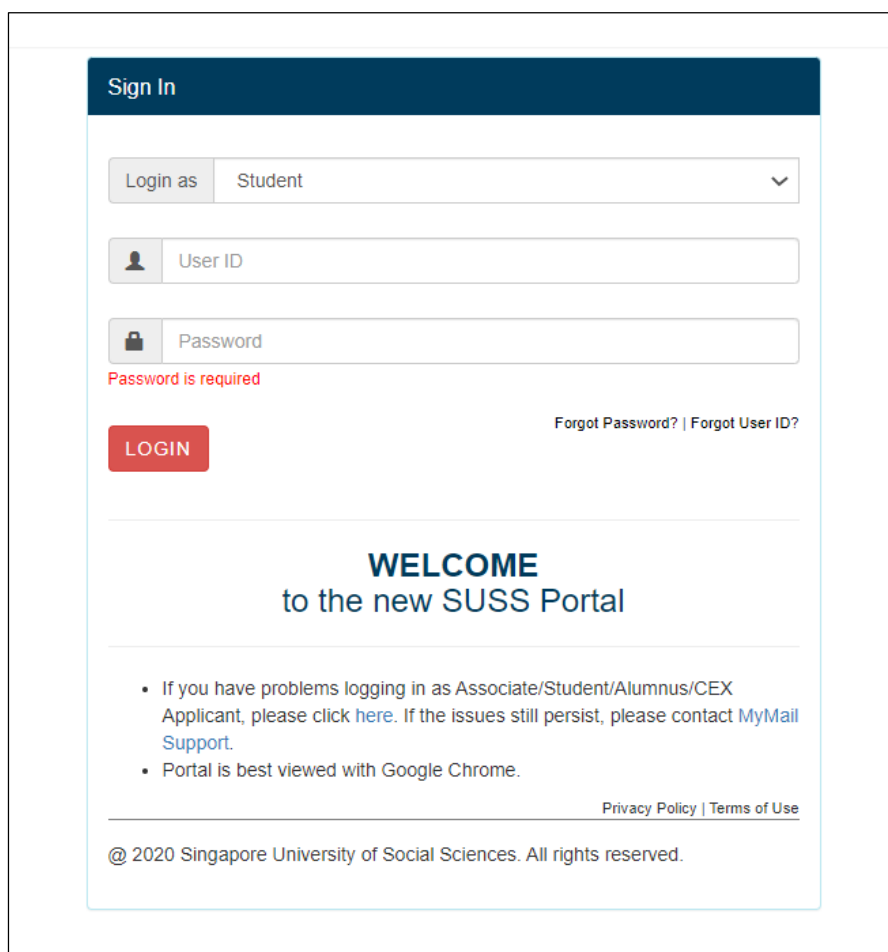- Login screen will appear (Fig. B). Key in *User ID* and *Password,* then click *'Login'.*

**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'*.



**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.
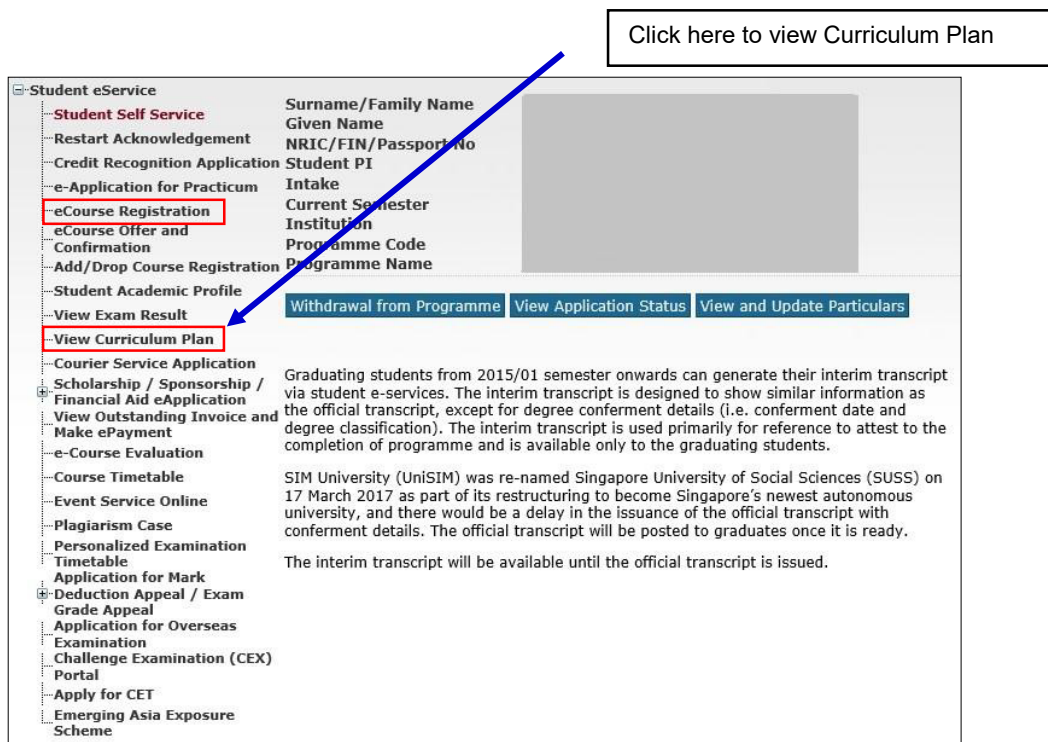


Click here to view Curriculum Plan

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.



Updated on 07 October 2021

<div style="text-align: right;">

**Fig. E**

</div>

**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.



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.



**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).



**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 | 5. For Supply Chain Management students, please download your Study Plan here. |
| | 6. For Social Work students, please download your Study Plan here. |
| View Outstanding Invoice and Make ePayment | 7. For Business Analytics students, please download your Study Plan here. |
| e-Course Evaluation | 8. For Early Childhood Education students, please download your Study Plan here. |
| Course Timetable | 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. |
| Personalized Examination Timetable | 10. For UCOR & GSP coded courses, please view the list of courses and class timetables here. |
| Application for Mark Grade Appeal | 11. Please click here for eCR Guide. |
| Deduction Appeal / Exam | 12. Please click here for eCR FAQs. |
| Application for Overseas Examination | |
| Challenge Examination (CEX) Portal | |

**Click here if you wish to declare your Minor.**

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 |
|---|---|---|---|---|---|---|---|
| FIN499 | 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

**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 |
|---|---|---|---|---|---|---|---|
| FTFNCE-0068 | COURSE | COMMON CORE | | 30 | 30 | 0 | 0 |
| FTFNCE-0069 | COURSE | COMPULSORY | | 100 | 75 | 5 | 20 |
| FTFNCE-0070 | COURSE | ELECTIVE | | 20 | 5 | 10 | 5 |
| FTFNCE-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 |

**Graduation Requirement 2 : Other Requirements**

| Requirement ID | Course/Ucore | Course Type | Level | CU Required | CU Completed | CU Currently Pursuing | CU Outstanding | Remarks |
|---|---|---|---|---|---|---|---|---|
| FTFNCE-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**