



Electronic Course Registration (eCR)

FAQ for Full-Time Undergraduate Programmes

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I. INFORMATION ON eCR

Q1: What is eCR?

eCR stands for Electronic Course Registration. During an eCR exercise, you are required to register for the courses you wish to take on in the next semester (including course(s) which you need to repeat in the event of failure).

This exercise occurs every March (for registration of courses in July Semester) and October (for registration of courses in January & Special Semester) each year.

Q2: When is eCR happening?

eCR exercise for 2024 July Semester will be held at the below periods:

- a) 2021/07 intake and prior: 21 March 2024 (1500h) to 26 March 2024 (2359h)
- b) 2022/07 and 2023/07 Intakes: 22 March 2024 (1500h) to 27 March 2024 (2359h)

Q3: Where can I access eCR?

eCR link is available in your Student Portal via eServices. You should click on “eCourse Registration” to access eCR.

Q4: Where can I access the curriculum plan for my programme to prepare for eCR?

The curriculum plan link is available in your Student Portal via eServices. The presentation status of the courses in the programme can be found in the curriculum plan as shown in the screenshot below.

Credit Units	Jul 23	Jan 24	May 24	Jul 24	Jan 25	May 25	Last Presentation
5	Y	N	N	RT	RT	RT	2023/07

- i. If the presentation status is ‘Y’ = the course is presenting in the semester, ‘N’ = the course is not presenting in the semester, ‘RT’ = the course has been retired and will not be presented again, ‘RP’ = the course has been replaced and will not be presented again.
- ii. The information listed is subjected to review and change.

Q5: Who is eligible to participate in eCR?

All students are eligible to participate in eCR to choose your preferred courses for the next semester, except for students in the last semester of their candidature or students with no outstanding CUs for their programme.

Q6: Is eCR exercise compulsory?

You are strongly encouraged to participate in this exercise unless you have the intention to defer your studies in the next semester. Participating in the eCR exercise to submit your course preferences will enhance your likelihood of securing your preferred courses for the upcoming semester. However, all courses are subject to quota availability.

Q7: I had deferred my studies this semester. Do I need to submit eCR?

You will need to submit eCR if you intend to resume your studies in the next semester.

Q8: I am eligible to do eCR, but I am unable to access the eCR page. Why is that so?

If you are accessing the eCR page before or after the registration period, the eCR page will not be accessible and you will be prompted with a message indicating the eCR registration period.

Q9: What is/are the compatible web browser(s) to access eCR?

You should preferably have a PC with internet connectivity running on Microsoft Edge, Firefox or Chrome (best viewed).

Q10: If I miss the eCR deadline, can I appeal for extension?

Unfortunately, there is no extension to the eCR exercise. However, you can register the courses you would like to read in 2024 July semester during the Add/Drop period.

II. INFORMATION ON TIMETABLES

Q1: Where can I find the Class Timetables?

You may access the Class Timetables from:

- (a) Curriculum Plans
- (b) eCR Registration Page*
- (c) eCR notices via Student Portal*
- (d) SUSS MyMail

**Please clear cache & cookies prior to opening the files to ensure you are viewing the latest version.*

Q2: Where can I find the Exam Timetable?

You may access the Exam Timetables from:

- (a) eCR Registration Page*
- (b) eCR notices via Student Portal*

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Q3: Where can I find information on the commencement date of the upcoming semester?

You can refer to the Academic and Events Calendar, which is available on the first page of eCR screen.

III. INFORMATION ON ECR REGISTRATION

Q1: What is the difference between resit and repeat of course?

- If a student attains an OES of between 15 to 39 and an OCAS of at least 40 and satisfies compulsory attendance requirements where applicable, he/she will only re-sit the written examination or re-submit the examinable assignment work during the next examination period for the course.
- If a student fails to attain an OES of at least 15 or an OCAS of at least 40 and satisfied compulsory attendance requirements where applicable, then he/she will repeat the entire course.
- Some courses require mandatory attendance for laboratory sessions as part of the requirements to pass the course. These thresholds are applicable to all courses unless the requirements of a course specify otherwise.

You may wish to refer to your Student Handbook for more information.

Q2: If I change my mind about my course choices after my submission, what can I do?

During the eCR period, you're allowed to make a maximum of 5 submissions. Please keep in mind that your most recent course selection will be considered your official submission. Any alterations made after the 5th/final submission can only be made during the Add/Drop period.

Q3: How many credit units (cu) can I register for eCR for each semester?

Semester	Max CU for Non-UCore + UCore
January/July	Up to 30cu or 35cu (for students with CGPA above 3.0) <i>(Excluding 10cu Resit)</i>
Special	Up to 10cu

Full-Time students are not allowed to select more than 40cu of courses per semester (including Resit courses). For example, if you have a maximum of 30cu (New/Repeat courses) but you are offered 15cu of Resit courses, you will eventually be offered only 25cu of New/Repeat courses.

If you wish to register more than 30cu for January/July semester, you need to write in to Student Services at students@suss.edu.sg with your request during eCR period, indicating your reason and the course(s) which you wish to register. If approval is granted, we will make arrangements to allow the registration of more than 30cu via eCR.

Full-Time Students can only take up to a maximum of 10cu in the Special semester and no appeal will be considered.

Q4: Do I have to register for my resit course(s)?

Resit course(s) are automatically offered to you in the next available semester and will be shown on your eCR page; you need not register for the resit course(s) during eCR.

Q5: Can I drop my pending resit course and register for a replacement course?

Yes, you can drop your pending resit course on the eCR page. Please refer to the eCR Guide for more instructions. Once you have dropped your pending resit course, you cannot reinstate this request.

IV. INFORMATION ON HOW COURSE(S) WILL BE OFFERED

Q1: When is Course Offer and Add/Drop period and where can I access this page?

The Course Offer and Add/Drop period will take place from **18 July to 30 July 2024**. You can access via eServices in the Student Portal under Add/Drop Course Registration.

Q2: I have submitted my eCR for the next semester. Will I get all the courses which I have selected?

All courses presented in the evening CRNs which you have selected during eCR are not offered on a first come first serve basis. They will be subjected to course offer validation and quota availability before they are officially offered to you.

All courses presented in the Daytime TGs which you have selected during eCR are offered on a first come first served basis. However, they will still be subjected to course offer validation before they are officially offered to you.

Q3: What other reasons are there for not getting the courses I have chosen?

In addition to course quota availability, courses may not be offered due to one or more of the reason(s) as follows:

- a) you have failed your current course(s) which forms the pre-requisites for the course(s) you have chosen.
- b) you have failed your current course(s) and was offered a repeat/resit of the course; the repeat/resit course(s) has/have a clash in class/exam timetables with the course(s) you have chosen.
- c) you have exceeded your programme requirements in the selected course category.
- d) you have exceeded the maximum allowed credit units to be taken for that semester.
- e) closure of the course(s) you have chosen due to low enrolment.