



# **Electronic Course Registration (eCR)**

## **Guide for Full-Time Undergraduate Programmes**

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

## Contents

<b>1. Workstation Configuration .....</b>	<b>3</b>
<b>2. Accessing eCR page .....</b>	<b>3</b>
<b>3. Commencing eCR Selection .....</b>	<b>8</b>
• Navigating eCR Page .....	8
• Timetable Hyperlink Pop-Up Box.....	9
• Special Semester .....	9
• Future Resit Courses .....	10
• Minor Courses .....	12
• Submitting your eCR selection .....	13
<b>4. Enquiries .....</b>	<b>13</b>

## STEP-BY-STEP GUIDE TO COMPLETING eCR

### 1. Workstation Configuration

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

### 2. Accessing eCR page

- Enter the **Singapore University of Social Sciences (SUSS)** website's URL:

<http://www.suss.edu.sg>.

SUSS Homepage will appear (Figure A). On the top right corner, click on 'Login' and select 'Student Portal'.

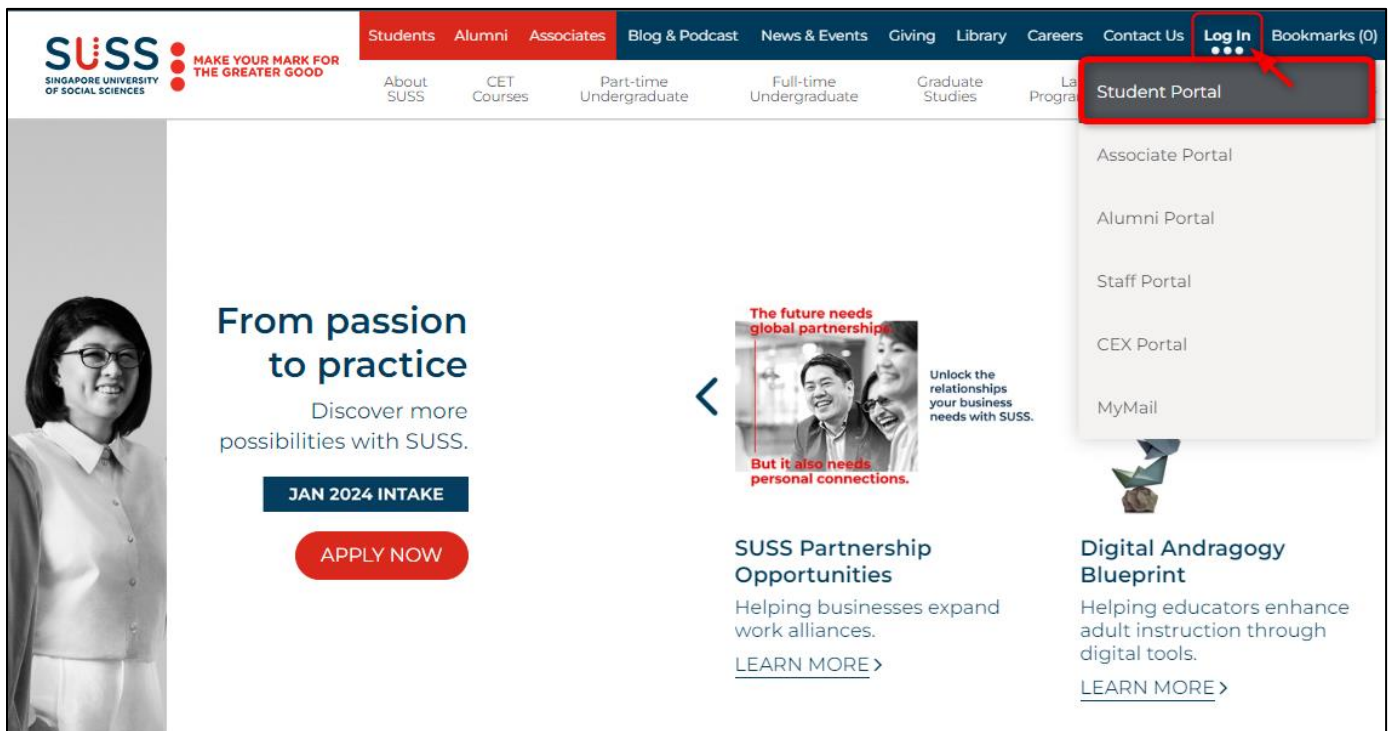


Figure A – Accessing Student Portal

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

*Figure B – Student Portal Login Screen*

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 (Figure C). Click on 'E-Services'.

SUSS Student Portal

News & Notices

Search

Folders: Inbox

Filters: All (selected), Unread, Urgent, Must Read, Date: Last One Week

Subject: [Search Bar]

SEARCH

Search Results

<input type="checkbox"/>	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	<b>MUST READ:</b> [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	<b>MUST READ:</b> Notice on NUS Course Application for January 2022 Semester

Figure C – Student Portal

- Once the Student e-Services page is loaded (Figure D), you can click on ②–‘e-Course Registration’ during the registration period to register for your courses. You can also click to view your ①–‘Student Academic Profile’, ③–‘Student Academic Progression’ or the ④–‘Curriculum Plan’ from the side panel of this page.
- Please note that you are required to complete e-Course Evaluation prior to eCR commencement. 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. The e-Course Evaluation page can be accessed via the ⑤–‘e-Course Evaluation’ link on the left panel of the student portal.

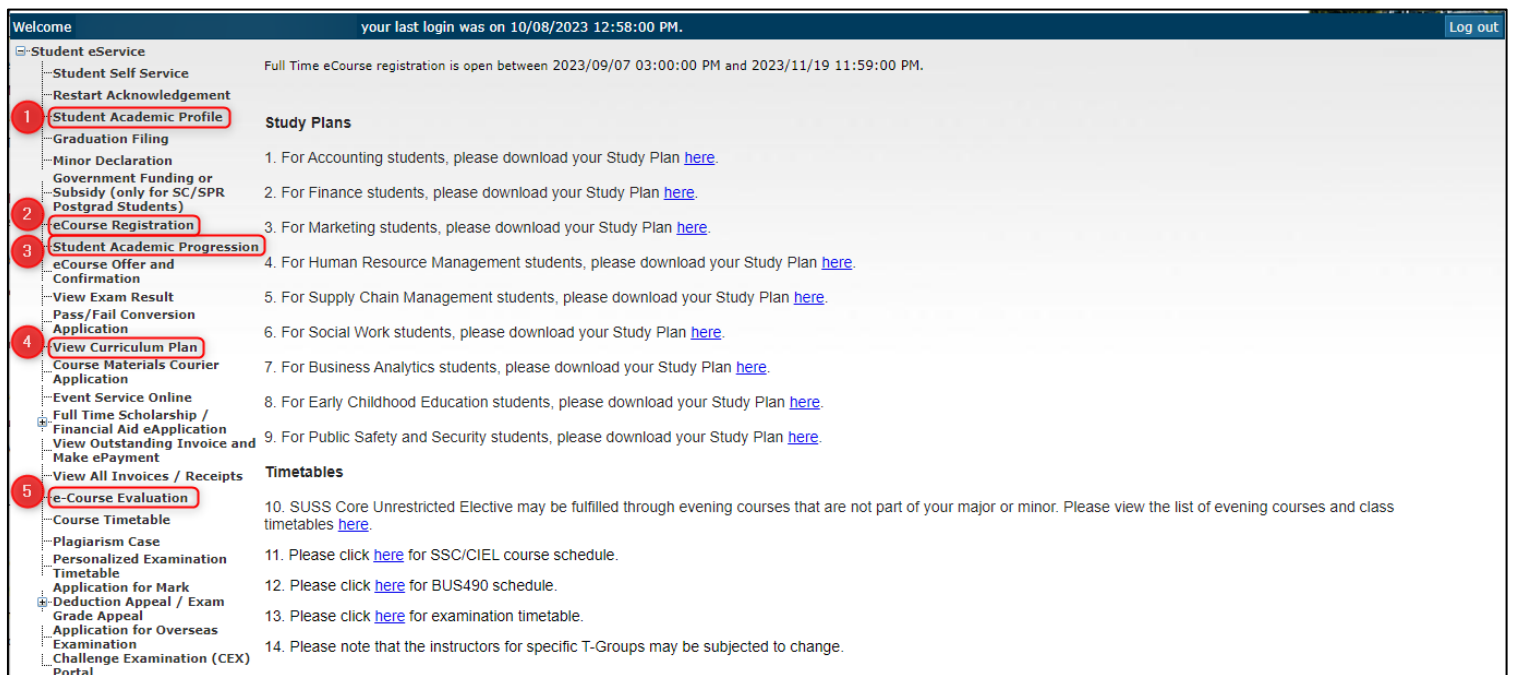


Figure D – eServices Main Page

- To start eCR, please click on “*Proceed with eCR Submission*” at the bottom of the page.

Student eService

Full Time eCourse registration is open between 2023/09/07 03:00:00 PM and 2023/11/16 11:59:00 PM.

- Student Self Service
- Restart Acknowledgement
- Student Academic Profile
- Graduation Filing
- Minor Declaration
- Government Funding or Subsidy (only for SIC/SPN Postgrad Students)
- eCourse Registration
- Student Academic Progression
- eCourse Offer and Confirmation
- View Exam Result
- Pass/Fail Conversion Application
- View Curriculum Plan
- Course Materials Courier Application
- Event Service Online
- Full Time Scholarship / Financial Aid Application
- View Outstanding Invoice and Make Payment
- View All Invoices / Receipts
- e-Course Evaluation
- Course Timetable
- Plagiarism Case
- Personalized Examination Timetable
- Application for Mark Deduction Appeal / Exam Grade Appeal
- Application for Overseas Examination
- Challenge Examination (CEX) Portal

**Study Plans**

- For Accounting students, please download your Study Plan [here](#).
- For Finance students, please download your Study Plan [here](#).
- For Marketing students, please download your Study Plan [here](#).
- For Human Resource Management students, please download your Study Plan [here](#).
- For Supply Chain Management students, please download your Study Plan [here](#).
- For Social Work students, please download your Study Plan [here](#).
- For Business Analytics students, please download your Study Plan [here](#).
- For Early Childhood Education students, please download your Study Plan [here](#).
- For Public Safety and Security students, please download your Study Plan [here](#).

**Timetables**

- SUSS Core Unrestricted Elective may be fulfilled through evening courses that are not part of your major or minor. Please view the list of evening courses and class timetables [here](#).
- Please click [here](#) for SSC/CIEL course schedule.
- Please click [here](#) for BUS490 schedule.
- Please click [here](#) for examination timetable.
- Please note that the instructors for specific T-Groups may be subjected to change.

**Guides and FAQs**

- Please click [here](#) for eCR Guide.
- Please click [here](#) for eCR FAQs.
- Please click [here](#) for Online Courses FAQs.
- Please click [here](#) for the Guide on how to read your Academic Profile and CU Summary.

**Proceed to select courses** **Proceed to Drop Result** Number of Attempts Left: 5

**CU Summary**

Total CU Requirement for Graduation: 200

Have I met my Graduation Requirements? No

Graduation Requirements 1 met? No

Graduation Requirements 2 met? No

Graduation Requirements 3 met? No

**Graduation Requirement 1 : Ucore/SUSS Core (Total Required is 40.0)**

Requirement ID	Course/Ucore	Course Type	Level	CU Required	CU Completed	CU Currently Pursuing	CU Outstanding
FTACC-0127	UCORE	COMMON CORE SUSS CORE COMPULSORY		10	10.00	0	0

Figure E – Commencing eCR

### 3. Commencing eCR Selection

- Navigating eCR Page

The screenshot displays the 'eCR Course Selection Page' with a navigation menu on the left and a main content area. The main content area is divided into several sections:

- Important Notes:** A message stating that all examinations for the January 2024 semester will be conducted on campus.
- Outstanding Resit Courses:** A table listing resit courses with columns for Course Code, Course Name, Course Type, Credit Units, Last Attempted Semester, and Exam Timetable.
- Prescribed Courses for 2024/01:** A table listing prescribed courses with columns for Course Code, Course Name, Course Type, CU, Course Category, Class Group, Class Timing, Faculties, Class Size, Available Quota, and Exam Timetable. Red circle 'A' highlights the 'View Exam Result' link in the left menu, and red circle 'B' highlights a CRN hyperlink in the 'Class Group' column.
- Major Courses:** A table listing major courses with columns for Course Code, Course Name, Course Type, CU, Course Category, Class Group, Class Timing, Faculties, Class Size, Available Quota, and Exam Timetable. Red circle 'B' highlights a CRN hyperlink in the 'Class Group' column.
- GSP100 Course(s):** A section for adding general/free elective courses. It includes a dropdown for 'SOCIAL WORK' and a list of course options with radio buttons for selection. Red circle 'C' highlights the 'Add' button.
- Selected Minor:** A section showing the selected minor as 'MNHTM - Maritime Management'.
- Minor Courses:** A table listing minor courses with columns for Course Code, Course Name, Course Type, CU, Course Category, Class Group, Class Timing, Faculties, Class Size, Available Quota, and Exam Timetable.

Figure F – eCR Course Selection Page

**With reference to Figure F:**

**A. Prescribe Courses**

- These courses are prescribe for you according to your Study Plan.
- Please select the checkbox next to the TG session that you prefer. You are not allowed to select more than one TG per course.

**B. CRN Hyperlink**

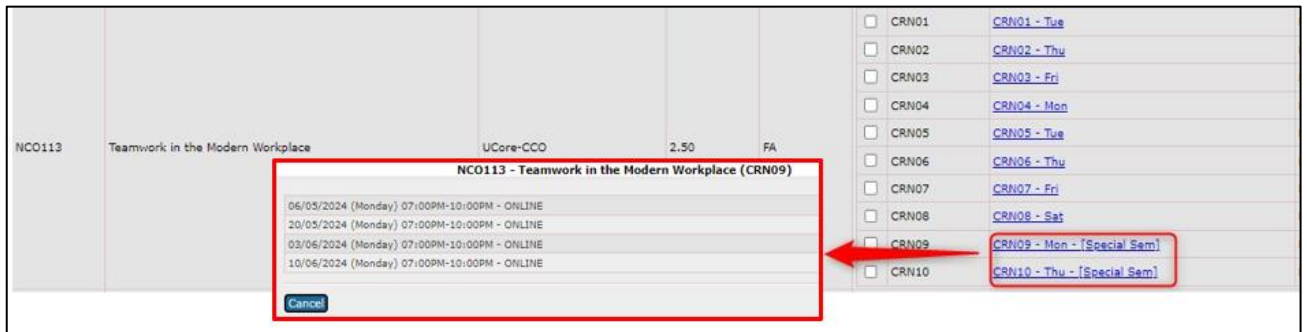
- Click on the CRN hyperlink to view the specific course schedule details

**C. General/Free Electives**

- Select your choice of General/Free Elective course via ‘Add GSP100 Course’
- Radio buttons will be available for selection to indicate which course type you want to read this course under (e.g SUSS Core Unrestricted or General/Free Elective or Free Elective (Minor))



- **Timetable Hyperlink Pop-Up Box**



*Figure H – Pop-up box for timetable schedule*

The timetable hyperlink pop-up box indicates the dates of the classes, timing and delivery mode of the course run you have selected. Courses with course run meant for special semester will be denoted with special semester as seen in Figure H.

- **Special Semester**

You are only allowed to select up to a maximum of 10cu of Special Semester courses.

- **Future Resit Courses**

If you have future resit course to be offered to you in the next semester, the course(s) will be reflected in the ‘Outstanding Resit Courses’ section (Figure I) and you are not required to register for them.

Outstanding Resit Courses						
Course Code	Course Name	Course Type	Credit Units	Last Attempted Semester	Exam Timetable	
BUS204	Business Excellence	ELECTIVE	5	2023/01	ECA	

Prescribed Courses for 2024/01										
Course Code	Course Name	Course Type	CU	Course Category	Session Information					
					Class Group	Class Timing	Faculties	Class Size	Available Quota	Exam Timetable
HRM373	Assessment and Selection	COM	5	FA	<input checked="" type="checkbox"/> TG01	Wed:08:30 AM - 11:30 AM	KOH YUAN RUI BRANDON	50	50	ECA
					<input type="checkbox"/> TG02	Mon:12:00 PM - 03:00 PM	SOH STAR	50	50	ECA
					<input type="checkbox"/> TG03	Thu:12:00 PM - 03:00 PM	SOH STAR	50	50	ECA

Figure I – Example of future resit courses – 5cu Elective course

Do note the outstanding credit units for your programme will set aside credit units for all future resit course(s). Please refer to Figure J & Figure K for better understanding.

Graduation Requirement 2 : Non-Ucore (Total Required is 160.0;)							
Requirement ID	Course/Ucore	Course Type	Level	CU Required	CU Completed	CU Currently Pursuing	CU Outstanding
FTHRM-0032	COURSE	COMPULSORY		85	20	15	50
FTHRM-0157	COURSE	ELECTIVE		20	5	0	15
FTHRM-0158	COURSE	~ GENERAL ELECTIVE ~		15	0	10	5

Figure J – Outstanding CU for Elective Basket – 15cu

Outstanding Resit Courses						
Course Code	Course Name	Course Type	Credit Units	Last Attempted Semester	Exam Timetable	
BUS204	Business Excellence	ELECTIVE	5	2023/01	ECA	

Prescribed Courses for 2024/01										
Course Code	Course Name	Course Type	CU	Course Category	Session Information					
					Class Group	Class Timing	Faculties	Class Size	Available Quota	Exam Timetable
HRM373	Assessment and Selection	COM	5	FA	<input checked="" type="checkbox"/> TG01	Wed:08:30 AM - 11:30 AM	KOH YUAN RUI BRANDON	50	50	ECA
					<input type="checkbox"/> TG02	Mon:12:00 PM - 03:00 PM	SOH STAR	50	50	ECA
					<input type="checkbox"/> TG03	Thu:12:00 PM - 03:00 PM	SOH STAR	50	50	ECA
HRM313	Total Reward Design and Management	COM	5	FA	<input type="checkbox"/> TG01	Tue:12:00 PM - 03:00 PM	N/A	50	50	22 Apr 2024:01:00 PM - 03:00 PM
					<input checked="" type="checkbox"/> TG02	Thu:12:00 PM - 03:00 PM	N/A	50	50	22 Apr 2024:01:00 PM - 03:00 PM
					<input type="checkbox"/> TG03	Thu:03:30 PM - 06:30 PM	N/A	50	50	22 Apr 2024:01:00 PM - 03:00 PM
FIN203	Essentials of Financial Management	ELE	5	FA	<input type="checkbox"/> TG01	Tue:08:30 AM - 11:30 AM	XU WEIBAO	35	35	22 Apr 2024:01:00 PM - 03:00 PM
					<input type="checkbox"/> TG02	Tue:12:00 PM - 03:00 PM	LM YOUNG SAIN JOSEPH	35	35	22 Apr 2024:01:00 PM - 03:00 PM
					<input checked="" type="checkbox"/> TG03	Thu:08:30 AM - 11:30 AM	LM YOUNG SAIN JOSEPH	35	35	22 Apr 2024:01:00 PM - 03:00 PM
					<input type="checkbox"/> TG04	Thu:08:30 AM - 11:30 AM	DING QINXU	35	35	22 Apr 2024:01:00 PM - 03:00 PM

Major Courses										
Course Code	Course Name	Course Type	CU	Course Category	Session Information					
					Class Group	Class Timing	Faculties	Class Size	Available Quota	Exam Timetable
HRM233	Training and Development	COM	5	RPT	<input type="checkbox"/> CRN01	CRN01 - Tue	N/A	1	N/A	23 Apr 2024:04:00 PM - 06:00 PM
HRM331	Talent Management	COM	5	FA	<input type="checkbox"/> CRN01	CRN01 - Wed	N/A	1	N/A	ECA
					<input type="checkbox"/> CRN02	CRN02 - Tue	N/A	1	N/A	ECA
HRM333	Performance Management	COM	5	FA	<input type="checkbox"/> CRN01	CRN01 - Thu	N/A	1	N/A	18 Apr 2024:07:00 PM - 09:00 PM
HRM261	Work Motivation	ELE	5	FA	<input checked="" type="checkbox"/> CRN01	CRN01 - Mon	N/A	1	N/A	ECA
					<input type="checkbox"/> CRN02	CRN02 - Mon	N/A	1	N/A	ECA
HRM318	Human Capital Measurement	ELE	5	FA	<input type="checkbox"/> CRN01	CRN01 - Tue	N/A	1	N/A	16 Apr 2024:10:00 AM - 12:00 PM
HRM358	Diversity and Inclusion in the Workplace	ELE	5	FA	<input checked="" type="checkbox"/> CRN01	CRN01 - Thu	N/A	1	N/A	ECA
					<input type="checkbox"/> CRN02	CRN02 - Tue	N/A	1	N/A	ECA
HRM375	Interviewing Techniques	ELE	5	FA	<input type="checkbox"/> CRN01	CRN01 - Fri	N/A	1	N/A	ECA
					<input type="checkbox"/> CRN02	CRN02 - Tue	N/A	1	N/A	ECA

Figure K – Selected a total of 15cu Elective courses on top of a 5cu Outstanding Resit

Error Prompt upon submission as total number of courses selected is more than outstanding CU for Elective Basket

## Drop Resit course(s)

If you would like to drop the resit course(s) offered to you (with reference to Figure L)

- Step 1: Click on the “Proceed to Drop Resit” button on the first page of eCR
- Step 2: Once you have clicked on this button, a list of future resit course(s) that will be offered to you will appear.
- Step 3: Click on the future resit course(s) which you would like to drop and indicate the reason for dropping the course(s).
- Step 4: Upon clicking the “Proceed to Drop Resit” button, a warning prompt will appear to remind you that this action is irreversible. To confirm, you can click on the “Ok” button.

Postgrad Students)  
eCourse Registration  
Student Academic Progression  
eCourse Offer and Confirmation  
View Exam Result  
Pass/Fail Conversion Application  
View Curriculum Plan  
Course Materials Courier Application  
Event Service Online  
Full Time Scholarship / Financial Aid eApplication  
View Outstanding Invoice and Make ePayment  
View All Invoices / Receipts  
e-Course Evaluation  
Course Timetable  
Plagiarism Case  
Personalized Examination Timetable  
Application for Mark Deduction Appeal / Exam Grade Appeal  
Application for Overseas Examination  
Challenge Examination (CEX) Portal

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 Public Safety and Security students, please download your Study Plan [here](#).

**Timetables**

10. SUSS Core Unrestricted Elective may be fulfilled through evening courses that are not part of your major or minor. Please view the list of evening courses and class timetables [here](#).  
11. Please click [here](#) for SSC/CIEL course schedule.  
12. Please click [here](#) for BUS490 schedule.  
13. Please click [here](#) for examination timetable.  
14. Please note that the instructors for specific T-Groups may be subjected to change.

**Guides and FAQs**

15. Please click [here](#) for eCR Guide.  
16. Please click [here](#) for eCR FAQs.  
17. Please click [here](#) for Online Courses FAQs.  
18. Please click [here](#) for the Guide on how to read your Academic Profile and CU Summary.

Proceed to select courses **Proceed to Drop Resit** Number of Attempts Left: 5

**CU Summary**

Please be reminded that once you have dropped the "Resit" course(s), the status of the course will be a "Repeat" in the next course registration. Are you sure you want to proceed?  
OK Cancel

Welcome your last login was on 02/10/2023 10:45:22 AM Log out

Student eService  
Student Self Service  
Restart Acknowledgement  
Student Academic Profile  
Graduation Filing  
Minor Declaration  
Government Funding or Subsidy (only for SC/SPR Postgrad Students)  
eCourse Registration  
Student Academic Progression  
eCourse Offer and Confirmation  
View Exam Result

Programme Intake  
Student Name  
NRIC/FIN/Passport No.  
Student PI No.

**Future Resit Courses**

Future Resit Course(s)	Course Type	Credit Units	Is UCore	Category	Drop	Reason
ACC210-Accounting for Decision Making and Control	COMPULSORY	5	NO	RESIT	<input checked="" type="checkbox"/>	Choosing another course

**Proceed to Drop Courses** Cancel

Figure L – Drop Resit Function

- **Minor Courses**

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 (Figure M).

Prescribed Courses for 2024/01											
Course Code	Course Name	Course Type	CU	Course Category	Session Information						
					Class Group	Class Timing	Faculties	Class Size	Available Quota	Exam Timetable	
PSS303	Transnational Crime and Globalisation	COM	5	FA	<input type="checkbox"/> TG01	<a href="#">Wed:12:00 PM - 03:00 PM</a>	OMER ALI SAIFUDEEN	50	50	26 Apr 2024;10:00 AM - 12:00 PM	
					<input type="checkbox"/> TG02	<a href="#">Fri:12:00 PM - 03:00 PM</a>	SOH KEE HEAN	50	50	26 Apr 2024;10:00 AM - 12:00 PM	
PSS309	Cybercrime	COM	5	FA	<input type="checkbox"/> TG01	<a href="#">Mon:12:00 PM - 03:00 PM</a>	ANURADHA RAO	50	50	-	
					<input type="checkbox"/> TG02	<a href="#">Tue:12:00 PM - 03:00 PM</a>	RICHARD WILLIAM HUMPHRIES	50	50	-	

Major Courses											
GSP100 Course(s)											
Discipline	Course Name*	Course Flag - Type	CU	Course Category	Class Group	Class Timing	Faculties	Class Size	Available Quota	Exam Timetable	Action
<a href="#">Add</a>											
Selected Minor:				MMCM - Crisis Management							
Minor Courses											
Course Code	Course Name	Course Type	CU	Course Category	Session Information						
					Class Group	Class Timing	Faculties	Class Size	Available Quota	Exam Timetable	
PSS219	Public Safety and Security in Singapore	MIC	5	FA	<input type="checkbox"/> CRN01	<a href="#">CRN01 - Thu</a>	N/A	1	N/A	ECA	
					<input type="checkbox"/> CRN02	<a href="#">CRN02 - Fri</a>	N/A	1	N/A	ECA	
					<input type="checkbox"/> CRN03	<a href="#">CRN03 - Mon</a>	N/A	1	N/A	ECA	


<b>Submit Registration</b> 
--

Figure M – Selection of Minor Courses Section

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

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.

- **Submitting your eCR selection**

The submission is done after you are redirected to the main page of eCR and will show a confirmation of your submission. You are able to see the timestamp of your submission as highlighted in Yellow in Figure N.

Please remember to print a copy of your eCR submission (Figure N) for reference.

Your eCR has now been completed.

Proceed to select courses		Proceed to Drop Resit		Number of Attempts Left:4					
<b>Courses Selected And Confirmed</b>									
Course Code	Course Name	Course Type	CU	Course Category	Class Group	Class Timing	Faculties	Exam Timetable	
ANL307	Predictive Modelling	MIC	5	FA	CRN01	CRN01 - Wed	N/A	24 Apr 2024;10:00 AM - 12:00 PM	
MKT354	Brand Management	ELE	5	FA	TG01	Tue;08:30 AM - 11:30 AM	LAU KONG CHEEN	15 Apr 2024;01:00 PM - 03:00 PM	
NCO201	Learn to Learn, Learn for Life	CCO	5	FA	CRN05	CRN05 - Thu	N/A	-	
Submitted On:2023/10/02 10:57:53 AM									
<b>CU Summary</b>									
Total CU Requirement for Graduation:			200						
Have I met my Graduation Requirements?			No						
Graduation Requirements 1 met?			No						
Graduation Requirements 2 met?			No						
Graduation Requirements 3 met?			Yes						
<b>Graduation Requirement 1 : Ucore/SUSS Core (Total Required is 40.0)</b>									
Requirement ID	Course/Ucore	Course Type	Level	CU Required	CU Completed	CU Currently Pursuing	CU Outstanding		
FTMKTG-0111	UCORE	COMMON CORE SUSS CORE COMPULSORY		10	10.00	0	0		
FTMKTG-0112	UCORE	COMMON CORE SUSS CORE RESTRICTED		10	10.00	0	0		
FTMKTG-0113	UCORE	COMMON CORE COMMON CORE ELECTIVES SUSS CORE UNRESTRICTED		20	12.50	0	7.50		
<b>Graduation Requirement 2 : Non-Ucore (Total Required is 160.0;)</b>									
Requirement ID	Course/Ucore	Course Type	Level	CU Required	CU Completed	CU Currently Pursuing	CU Outstanding		
FTMKTG-0053	COURSE	COMPULSORY		95	70	0	25		
FTMKTG-0054	COURSE	ELECTIVE		10	10	0	0		
FTMKTG-0216	COURSE	~ GENERAL ELECTIVE ~ ELECTIVE		15	5	5	5		
MMANA-0013	COURSE	MINOR CORE		30	0	10	20		
MMANA-0014	COURSE	MINOR ELECTIVE		10	0	10	0		
<b>Graduation Requirement 3 : Other Requirements</b>									
Requirement ID	Course/Ucore	Course Type	Level	CU Required	CU Completed	CU Currently Pursuing	CU Outstanding	Remarks	
FTMKTG-0056	COURSE	COMPULSORY ELECTIVE	3 & 4	30	30	0	0	30	
MMANA-0015	COURSE	MINOR CORE MINOR ELECTIVE	3 & 4	10	0	10	0	-	

Figure N – Confirmation of eCR Submission

#### 4. Enquiries

For further enquiries on eCR, please contact Student Services at 6248 9111 (code 1) or send an email to [students@suss.edu.sg](mailto:students@suss.edu.sg)