SINGAPORE UNIVERSITY OF SOCIAL SCIENCES

Electronic Course Registration (eCR)

Guide for Part-Time Undergraduate & Postgraduate Programmes

Step-by-step Guide to Completing eCR

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Contents

1. Workstation Configuration 3

2. Accessing eCR page 3

3. Commencing eCR Selection 9

- Navigating eCR Page 9
- Timetable Hyperlink Pop-Up Box 10
- Reserve Courses 11
- Future Resit Courses 12
- Selection of Ucore Courses (Not Applicable for Law & Postgraduate Programmes) 14
- Selection of General/Free Elective Courses [Applicable for Part Time Undergraduates] 14
- Selection of Unrestricted Graduate Electives [Applicable for Part Time Postgraduates] 15
- Selection of Capstone Courses 16
- Replacement Course for Currently Pursuing Course 16
- Registration for Course which is taken as a Challenge Exam 17
- Submitting your eCR selection 18
- Course Selection Summary Page 18
- Confirmation of Submission 19
- Common Alert Messages 20

4. Enquiries 21

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

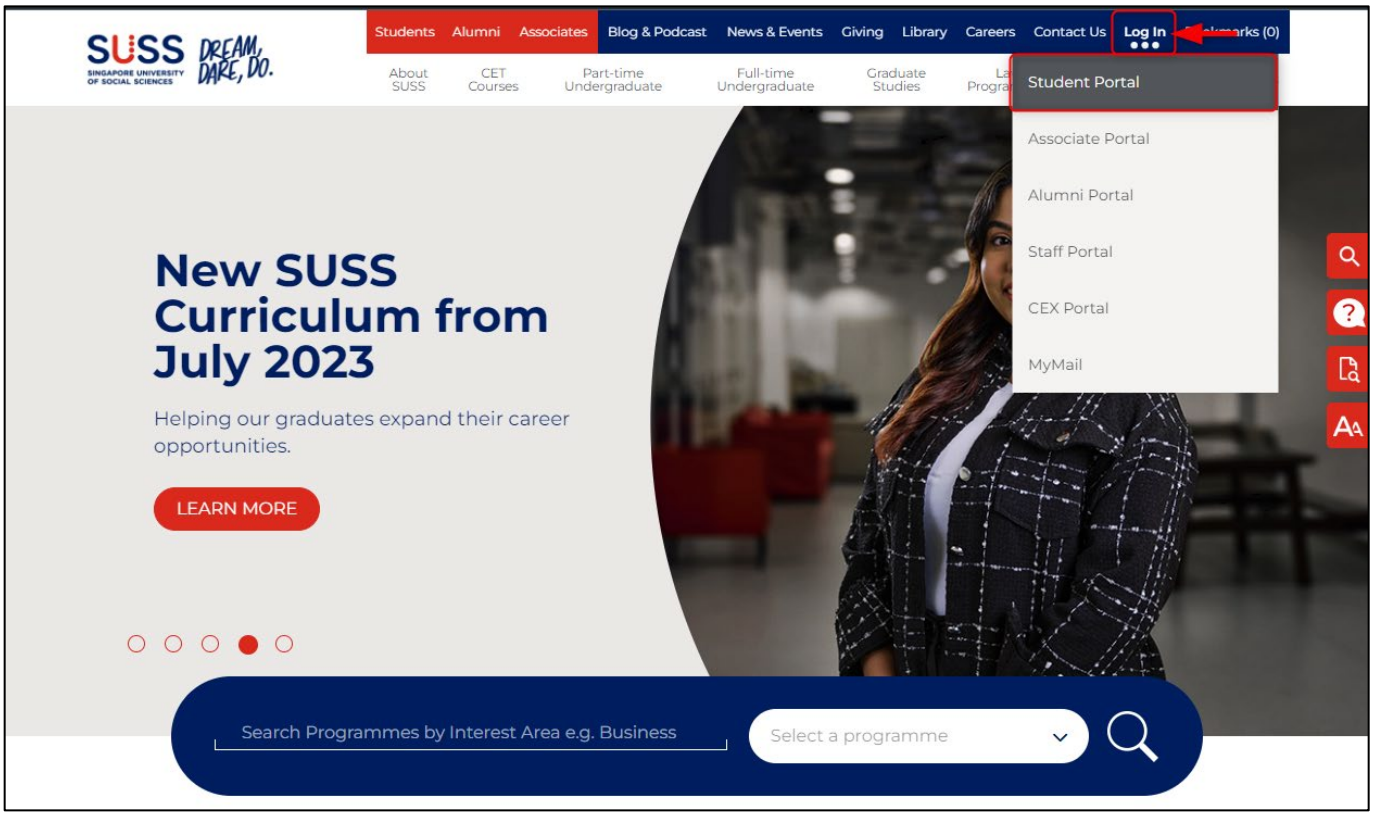

Figure A – Accessing Student Portal

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

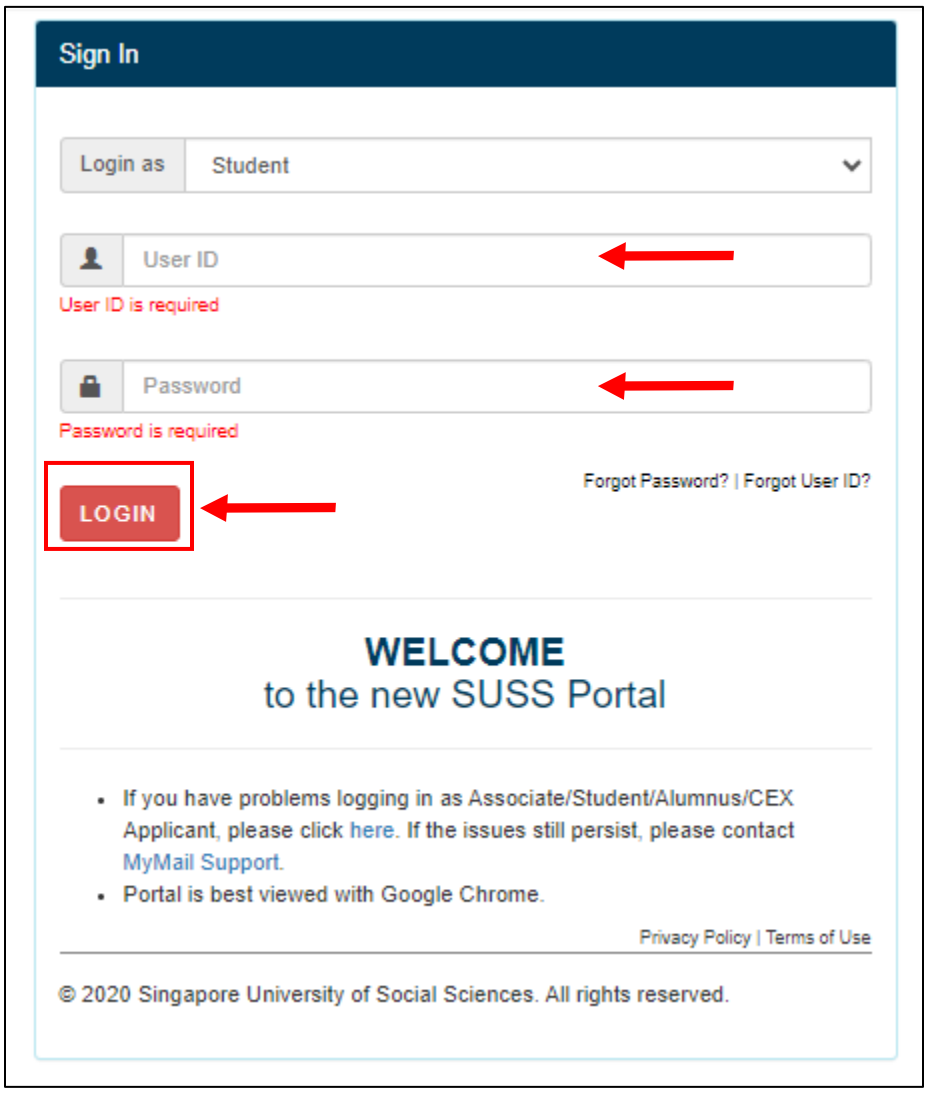

Figure B – Student Portal Login Screen

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'*.

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

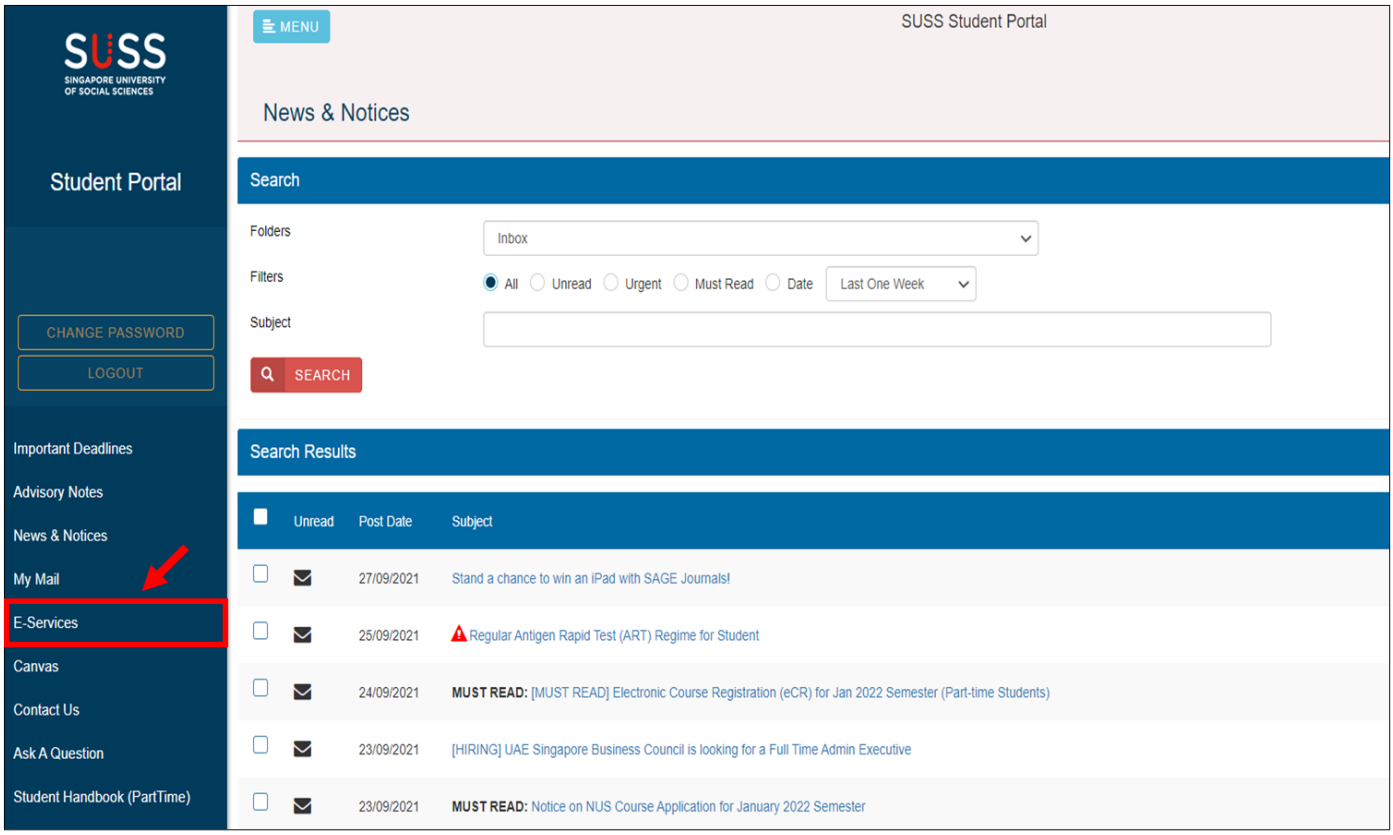

Figure C – Student Portal

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- Once the Student e-Services page is loaded (Figure D), you can click on □ –'e-Course Registration' during the registration period to register for your courses. You can also click to view your □ – 'Student Academic Progression', □ – 'Student Academic Profile' or the □ – 'Curriculum Plan' from the side panel of this page.

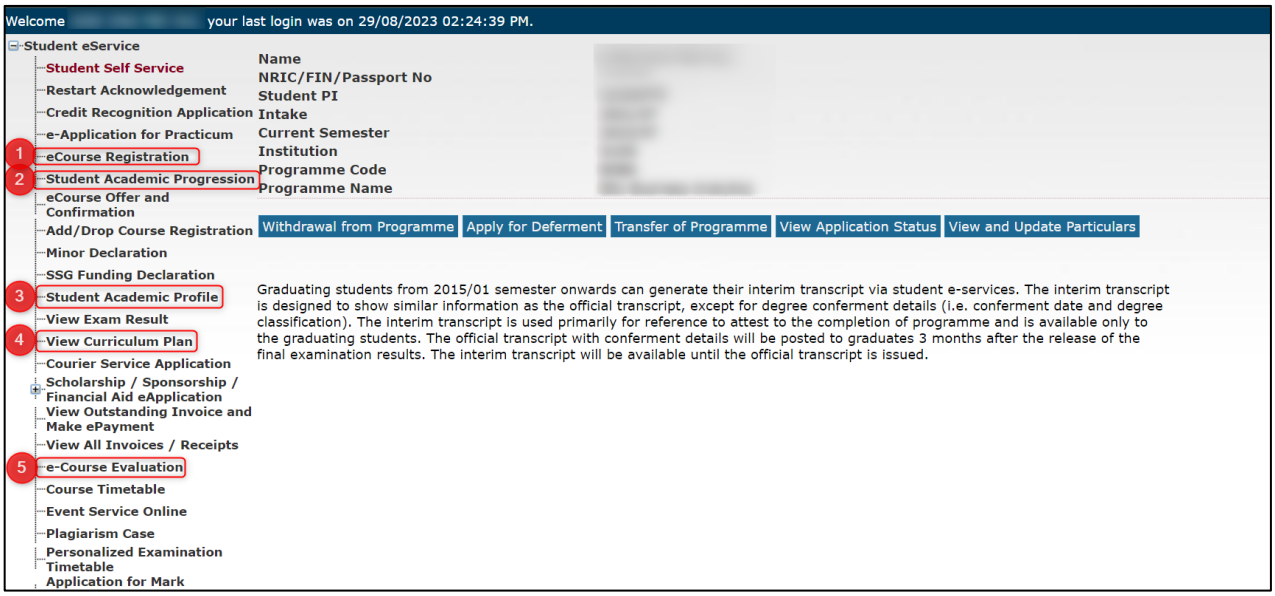

Figure D – eServices Main Page

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- To start eCR, please click on "*Proceed with eCR Submission"* at the bottom of the eCR landing page.
- A prompt will appear. Click on "*Ok*" to proceed (Figure E).

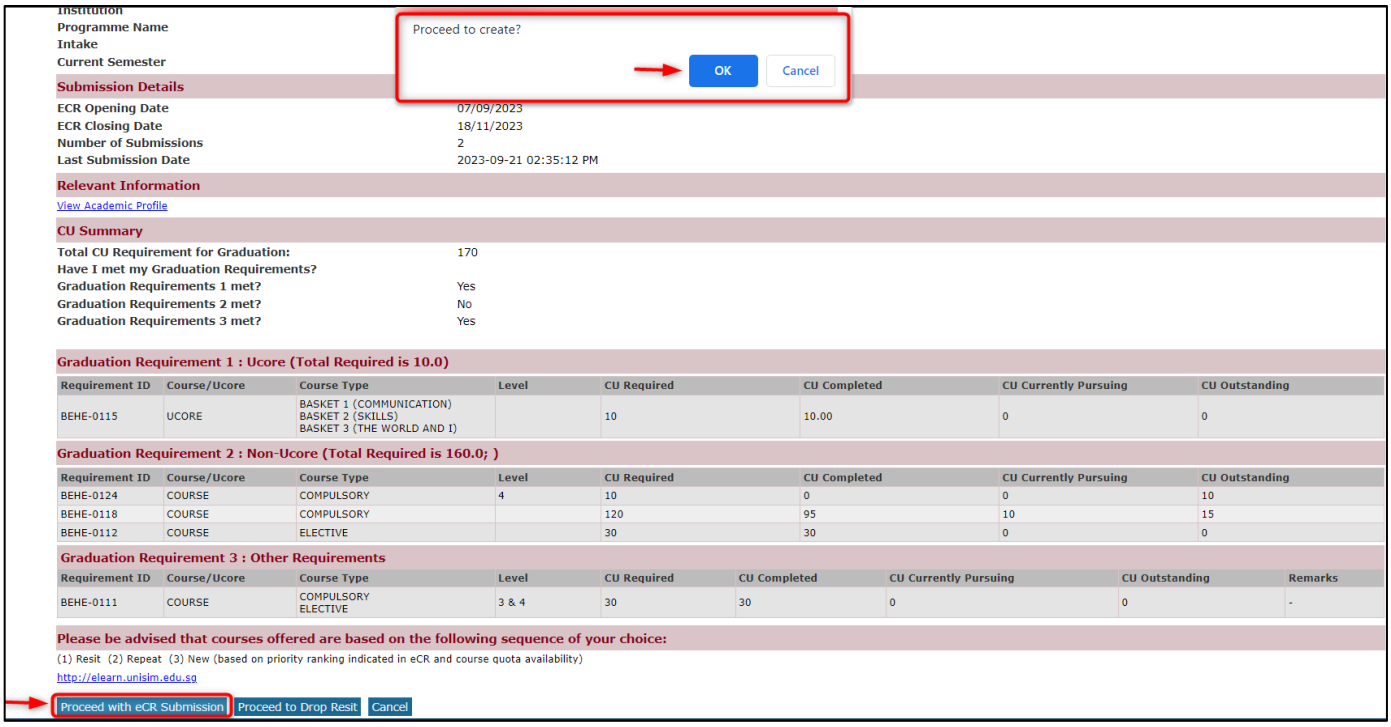

Figure E – eCR landing page

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3. Commencing eCR Selection

- **Navigating eCR Page**

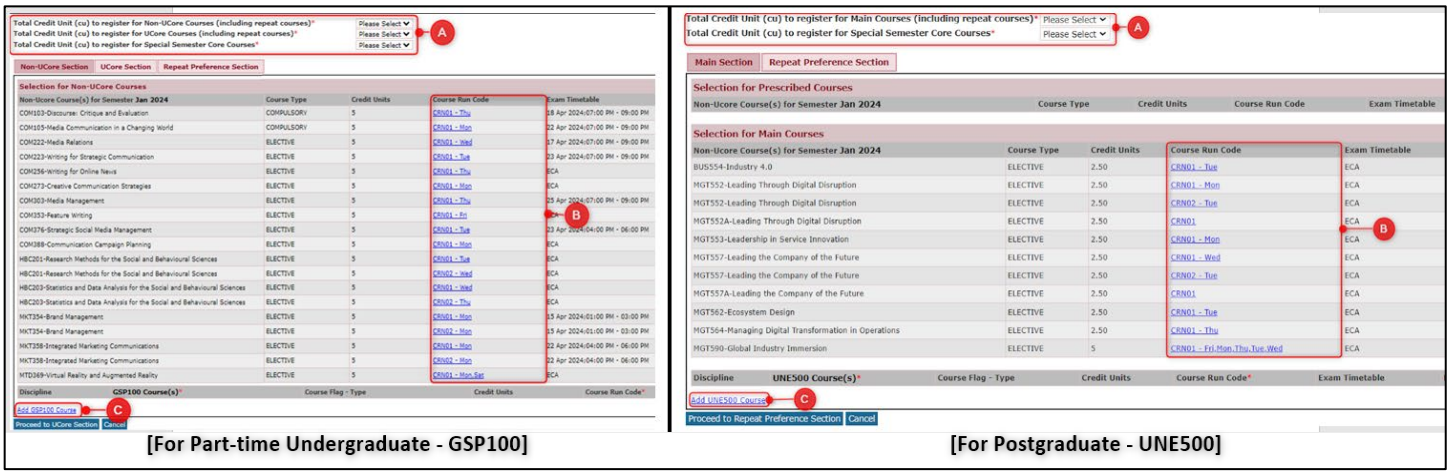

Figure F – eCR Course Selection

With reference to Figure F:

A. Expect CU to Read (Non-UCore, UCore, Special Sem)

- Indicate the credit units you want to read for both **Non-University Core (Non-UCore)** courses (Major, minor and General elective/Free elective courses) and **University Core (UCore)** courses (not applicable for students in the Law & postgraduate programmes) in the next semester via the drop-down box.
- Part-Time students are not allowed to select more than 20cu (excluding 10cu Resit) of courses per Regular semester, and up to 10cu per Special semester.

B. CRN Hyperlink

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

C. General/Free Electives/UNE500

- Select your choice of General/Free Elective courses via 'Add GSP100 Course' (Part Time Undergraduates) or 'Add UNE500 Course' (Part Time Postgraduates).
- Major/Minor elective courses that are offered as General/Free Electives could appear in the main Non-Ucore section and in the General/Free Electives courses dropdown menu.
- You are not allowed to select a course more than once with different course types.

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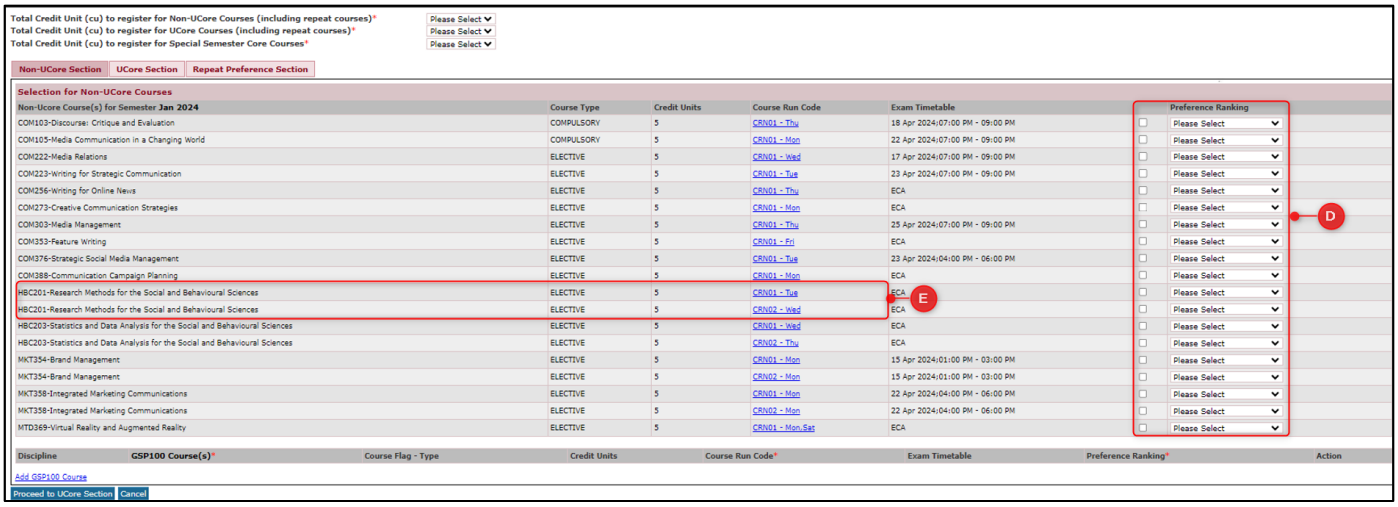

Figure G - eCR Course Selection

With reference to Figure G:

D. Preference Ranking

- For Non-Ucore and Ucore courses, the preference ranking is/are continuous across the 2 sections. You have the option to indicate up to 15 courses in total.
- Do note that the preference ranking for courses under Repeat Preference section is/are independent from the Non-Ucore and Ucore section.

E. Courses with more than one presentation

- For courses with at least two presenting CRNs, you can select the CRN which you prefer (for example HBC201). Please note that you can still choose the other CRN(s) as a reserve option should the first CRN not be offered to you.

- **Timetable Hyperlink Pop-Up Box**

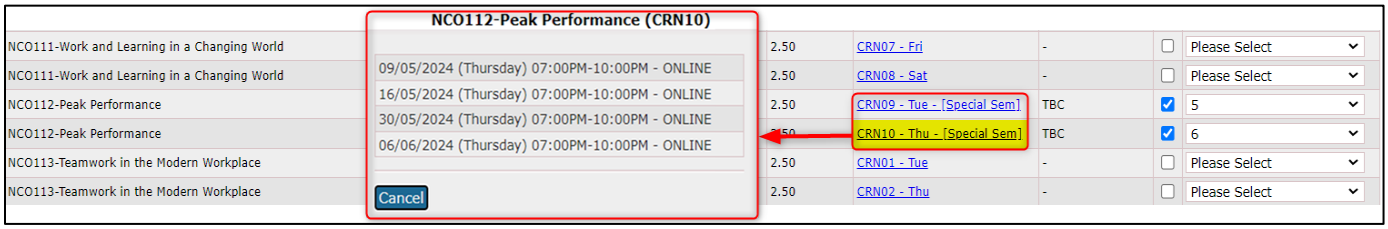

Figure H – Pop-up box for timetable schedule

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 CRN meant for special semester will be denoted with special semester as shown in Figure H above.

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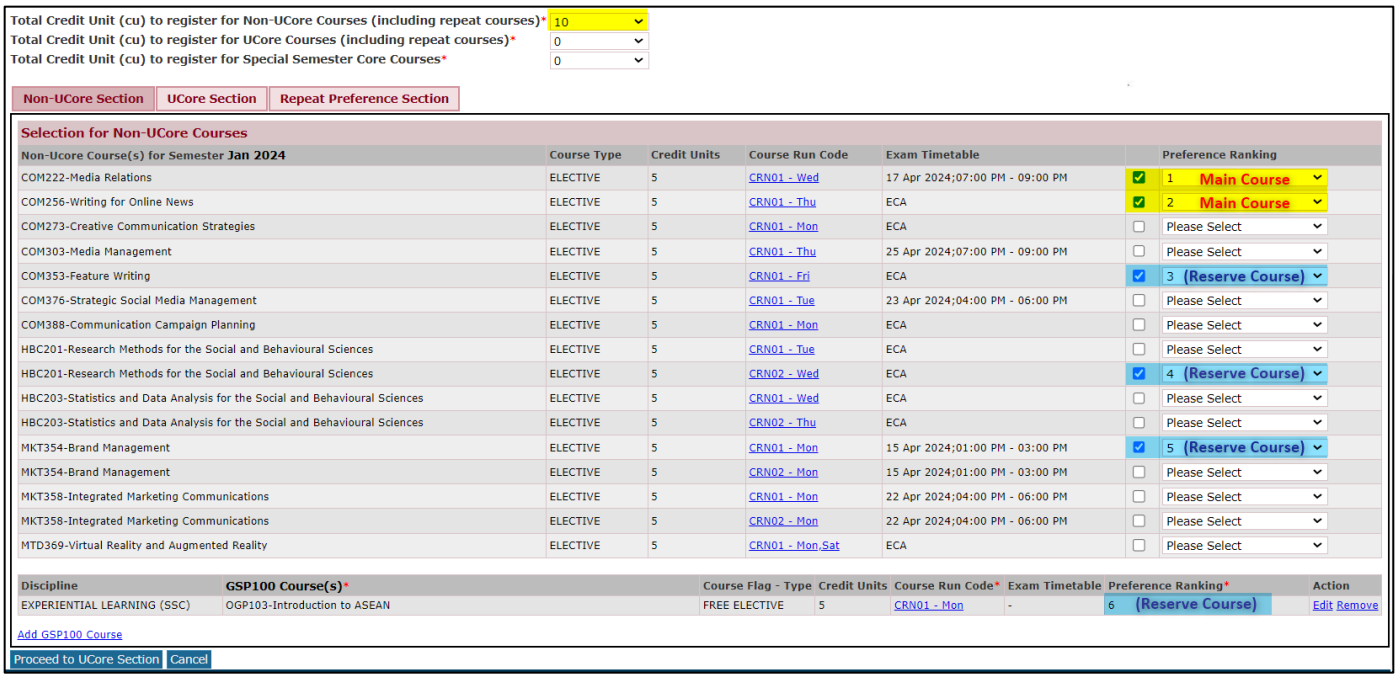
- **Reserve Courses**

  You can select more courses than the credit units you have indicated to read in the next semester. The additional courses will be considered as your reserve courses in the event if the main courses you selected are not offered to you. Do note that the selected course should not have a duplicate preference ranking.

  For example:

  - Total credit units to register for Non-Ucore courses: 10cu
  - Total courses selected: 6 courses – 30cu

  Courses that are ranked #1 and #2 will be your main course, #3 to #6 will be your reserve course.
  This example assumes that there are no Repeat Preference courses selected. Please refer below for more information on Repeat Preference.



Total Credit Unit (cu) to register for Non-UCore Courses (including repeat courses)* 10
Total Credit Unit (cu) to register for UCore Courses (including repeat courses)* 0
Total Credit Unit (cu) to register for Special Semester Core Courses* 0

Non-UCore Section | UCore Section | Repeat Preference Section

Selection for Non-UCore Courses

Non-Ucore Course(s) for Semester Jan 2024	Course Type	Credit Units	Course Run Code	Exam Timetable		Preference Ranking
COM222-Media Relations	ELECTIVE	5	CRN01 - Wed	17 Apr 2024;07:00 PM - 09:00 PM	☑	1 Main Course
COM256-Writing for Online News	ELECTIVE	5	CRN01 - Thu	ECA	☑	2 Main Course
COM273-Creative Communication Strategies	ELECTIVE	5	CRN01 - Mon	ECA	☐	Please Select
COM303-Media Management	ELECTIVE	5	CRN01 - Thu	25 Apr 2024;07:00 PM - 09:00 PM	☐	Please Select
COM353-Feature Writing	ELECTIVE	5	CRN01 - Fri	ECA	☑	3 (Reserve Course)
COM376-Strategic Social Media Management	ELECTIVE	5	CRN01 - Tue	23 Apr 2024;04:00 PM - 06:00 PM	☐	Please Select
COM388-Communication Campaign Planning	ELECTIVE	5	CRN01 - Mon	ECA	☐	Please Select
HBC201-Research Methods for the Social and Behavioural Sciences	ELECTIVE	5	CRN01 - Tue	ECA	☐	Please Select
HBC201-Research Methods for the Social and Behavioural Sciences	ELECTIVE	5	CRN02 - Wed	ECA	☑	4 (Reserve Course)
HBC203-Statistics and Data Analysis for the Social and Behavioural Sciences	ELECTIVE	5	CRN01 - Wed	ECA	☐	Please Select
HBC203-Statistics and Data Analysis for the Social and Behavioural Sciences	ELECTIVE	5	CRN02 - Thu	ECA	☐	Please Select
MKT354-Brand Management	ELECTIVE	5	CRN01 - Mon	15 Apr 2024;01:00 PM - 03:00 PM	☑	5 (Reserve Course)
MKT354-Brand Management	ELECTIVE	5	CRN02 - Mon	15 Apr 2024;01:00 PM - 03:00 PM	☐	Please Select
MKT358-Integrated Marketing Communications	ELECTIVE	5	CRN01 - Mon	22 Apr 2024;04:00 PM - 06:00 PM	☐	Please Select
MKT358-Integrated Marketing Communications	ELECTIVE	5	CRN02 - Mon	22 Apr 2024;04:00 PM - 06:00 PM	☐	Please Select
MTD369-Virtual Reality and Augmented Reality	ELECTIVE	5	CRN01 - Mon,Sat	ECA	☐	Please Select

Discipline	GSP100 Course(s)*	Course Flag - Type	Credit Units	Course Run Code*	Exam Timetable	Preference Ranking*	Action
EXPERIENTIAL LEARNING (SSC)	OGP103-Introduction to ASEAN	FREE ELECTIVE	5	CRN01 - Mon	-	6 (Reserve Course)	Edit Remove

Add GSP100 Course

Proceed to UCore Section | Cancel

Figure I – Example of reserve courses

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- **Future Resit Courses**

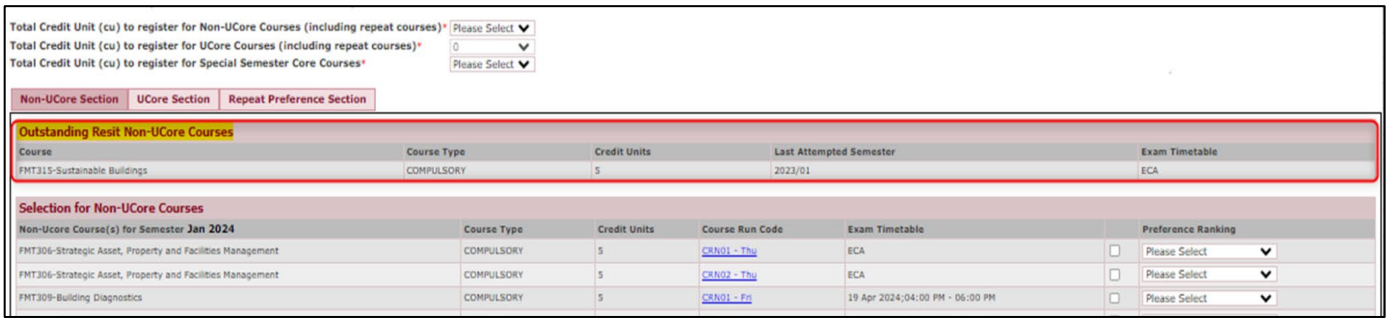

Figure J – Future Resit Courses

If you have a future resit course to be offered to you in the next semester, the course(s) will be reflected in the Non-Ucore section (Figure J). You are not required to register for them, hence resit courses do not count towards the expect credit units to read in the upcoming semester.

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

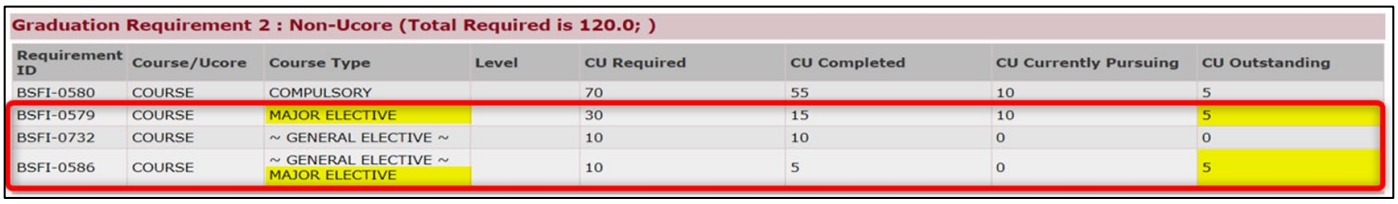

Figure K – Outstanding CU for Major Elective (10cu)

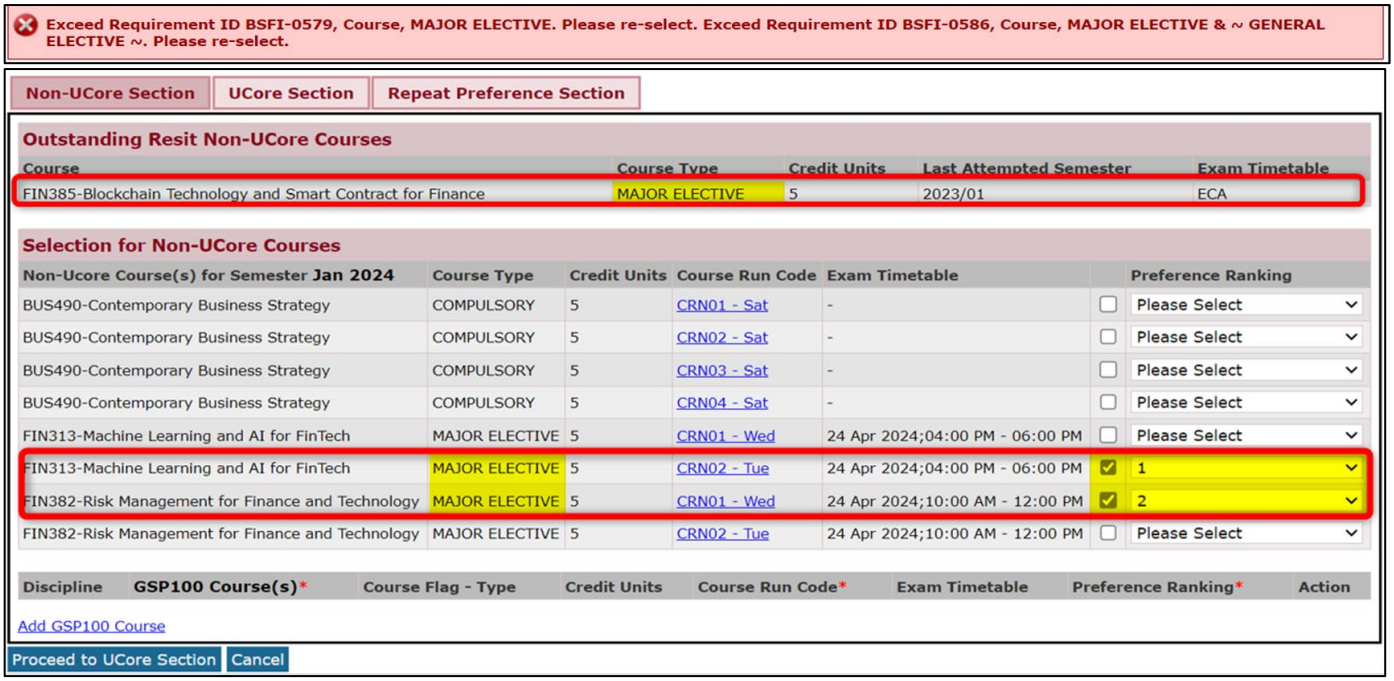

Figure L – Selected a total of 10cu Major Elective courses on top of a 5cu Outstanding Resit

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

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Drop Resit course(s)

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

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.

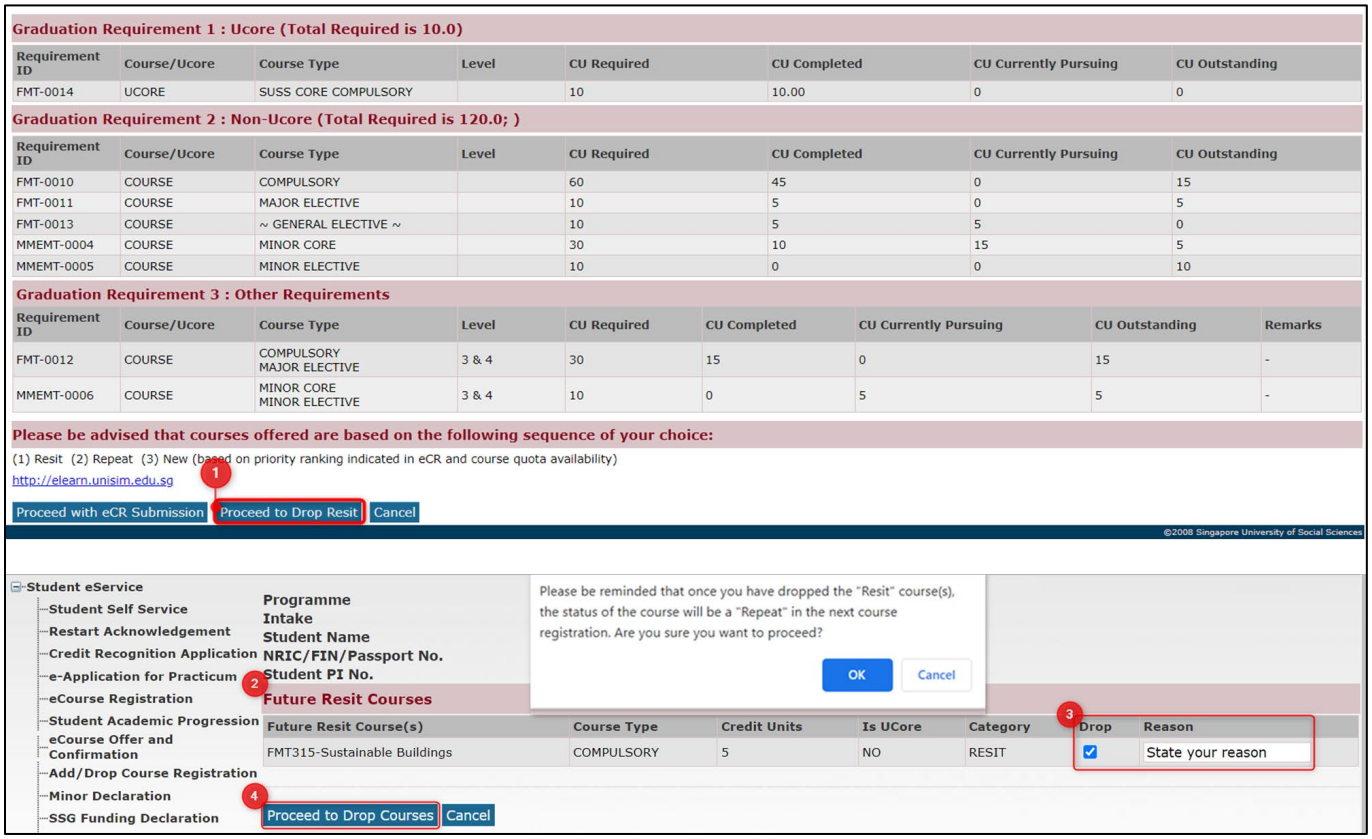

Figure M – Drop Resit Function

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- **Selection of Ucore Courses (Not Applicable for Law & Postgraduate Programmes)**

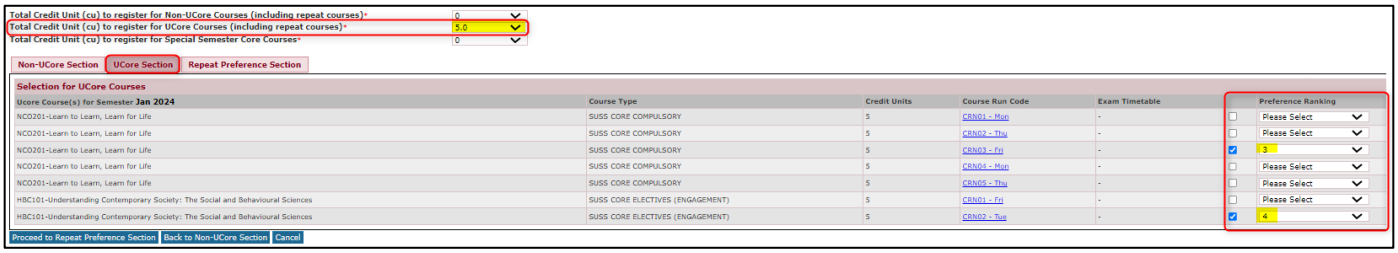

Figure N – Selection UCore Courses

Ucore courses available for your selection will be listed in the Ucore section. Based on your indicated expect credit units of Ucore courses to read for the upcoming semester, you can select the courses by checking the boxes and indicate preference ranking. Do note that the ranking of Non-Ucore and Ucore courses is continuous across both sections.

- **Selection of General/Free Elective Courses [Applicable for Part Time Undergraduates]**

  You may follow the steps below to select your preferred General/Free Elective Course:

  Step 1: Click on "Add General/Free Elective Course" hyperlink.

  Step 2: Select "Discipline" of your choice and a list of courses from this discipline will be available.

  Step 3: Two radio buttons will be available for selection to indicate which course type you want to read this course under (e.g. Ucore-Basket 2 (Skills) or General/Free Elective)

  Step 4: Select the course run & indicate preference ranking for the selection.

  Step 5: Click "Save" under the Action column after you have completed your selection.

  Step 6: Verify that your choice of General/Free Elective course has been saved successfully.

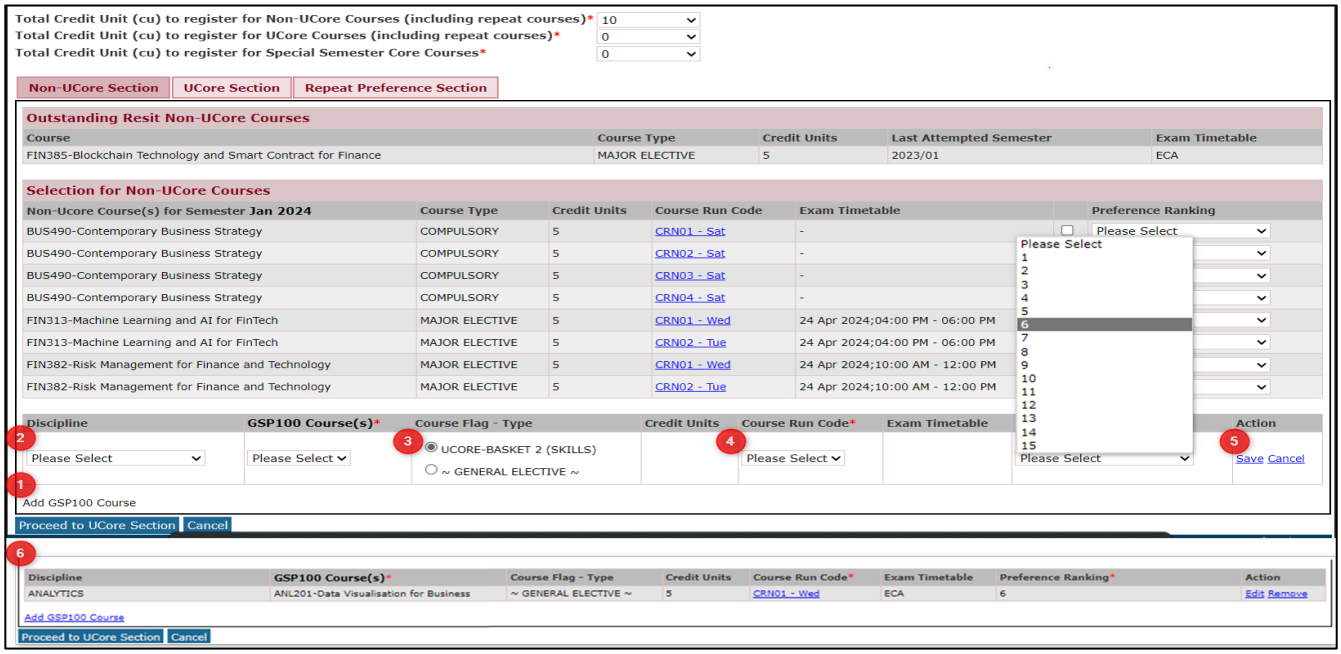

Figure O – Selection of General/Free Elective for Part-Time Undergraduate

Note: If you belong to intakes prior to January 2019, you are able to select the course under course type General Elective or UCore-Basket 2 (Skills)

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- **Selection of Unrestricted Graduate Electives [Applicable for Part Time Postgraduates]**

  You may follow the steps below to select your preferred UNE500 Course:

  Step 1: Click on "Add UNE500 course" hyperlink.

  Step 2: Select "Discipline" of your choice and a list of courses from this discipline will be available.

  Step 3: Select the course run & indicate preference ranking for the selection.

  Step 4: Click "Save" under the Action column after you have completed your selection.

  Step 5: Verify that your choice of UNE500 course has been saved successfully.

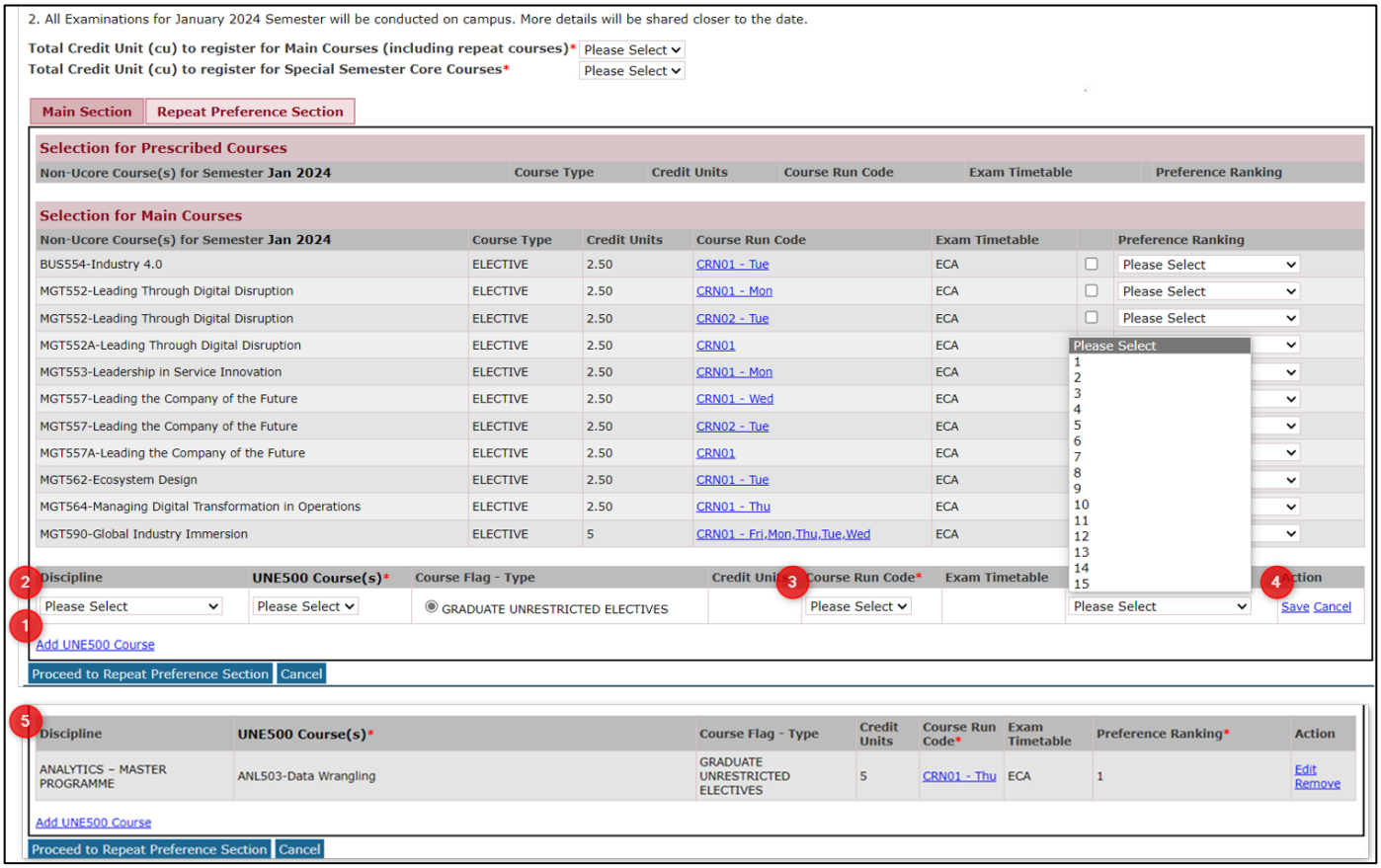

Figure P – Selection of UNE500 for Part-Time Postgraduate

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- **Selection of Capstone Courses**

  Eligible capstone course(s) will reflect in the Non-Ucore section. Do note that capstone course(s) do not count towards the expect credit units to read in the upcoming semester.

  Students who register for Capstone courses will only be allowed to register up to a maximum of 40cu over two consecutive semesters. You may refer to Table A below for clearer illustration.

Scenario	Total CU for each academic year (2 semester)	Capstone	Selected Expect CU	Remaining CU left to register in subsequent eCR
1 - Registering Capstone course and four 5cu courses	40cu	10cu	20cu	10cu
2 - Registering Capstone course and three 5cu courses	40cu	10cu	15cu	15cu
3 - Registering Capstone course and two 5cu courses	40cu	10cu	10cu	20cu
4 - Registering Capstone course and One 5cu course	40cu	10cu	5cu	20cu
5 - Only registering Capstone course	40cu	10cu	0cu	20cu

Table A – Breakdown of Capstone courses when registering for other courses

- **Replacement Course for Currently Pursuing Course**

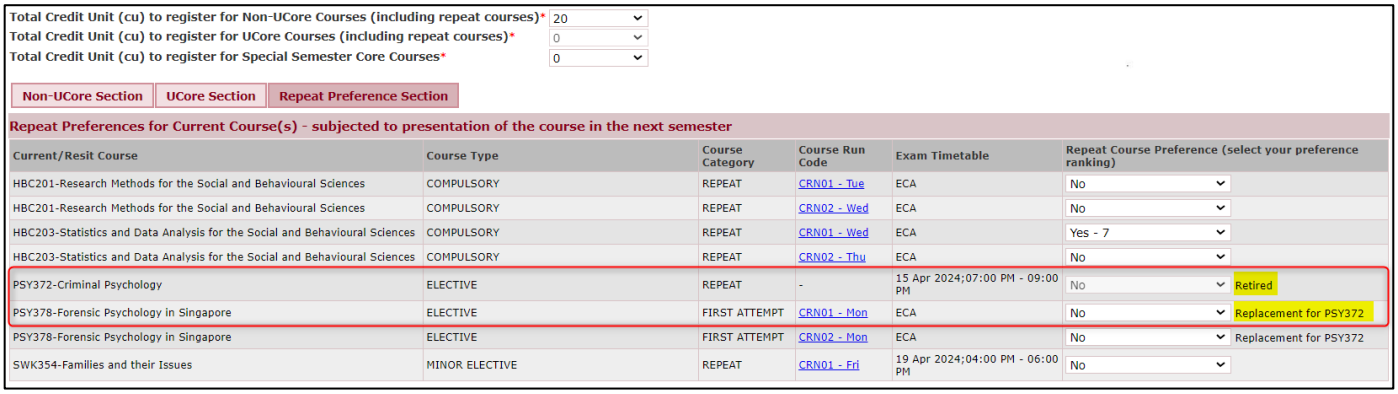

Figure Q – Retired & Replacement Course for Currently Pursuing Course

If a course is replaced by another course in the next semester and the replacement course is presenting in the next semester, you can register for the replacement course under the Repeat Preference section (see example in Figure Q where PSY378 is a replacement course for PSY372).

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- **Registration for Course which is taken as a Challenge Exam**

  If you are currently taking a course as a Challenge Exam, and you would like to register your intention to read the course in the next semester in the event if you did not pass the Challenge Exam, you can register for the course under the Repeat Preference Section (via the CEX Course column).

  Click the *"Proceed Next to Summary"* button when done.

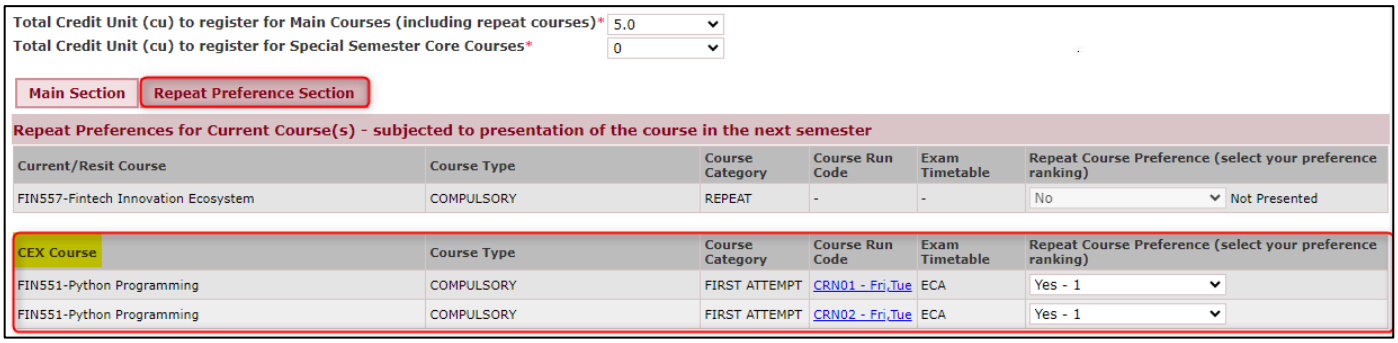

Figure R – CEX Registration

If you want to make changes to your selection in the Non-UCore or UCore Sections, you can either click on the "*Non-UCore Section*" or "*UCore Section*" tab or you can click on the "*Back to Non-UCore Section*" or "*Back to UCore Section*" button.

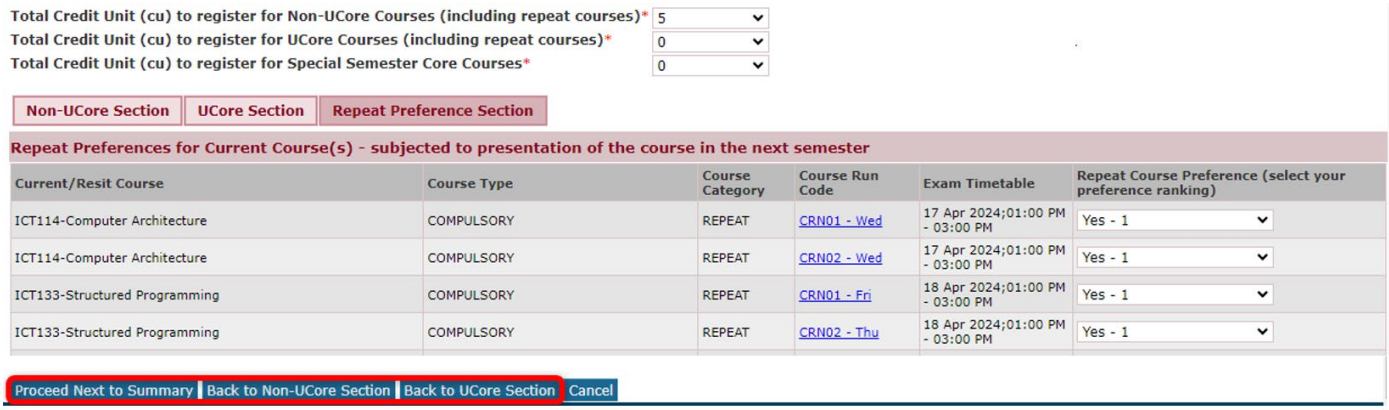

Figure S – Non-Ucore, Ucore section Button

- **Submitting your eCR selection**

  A confirmation box will appear. Click on "*OK*" to proceed.

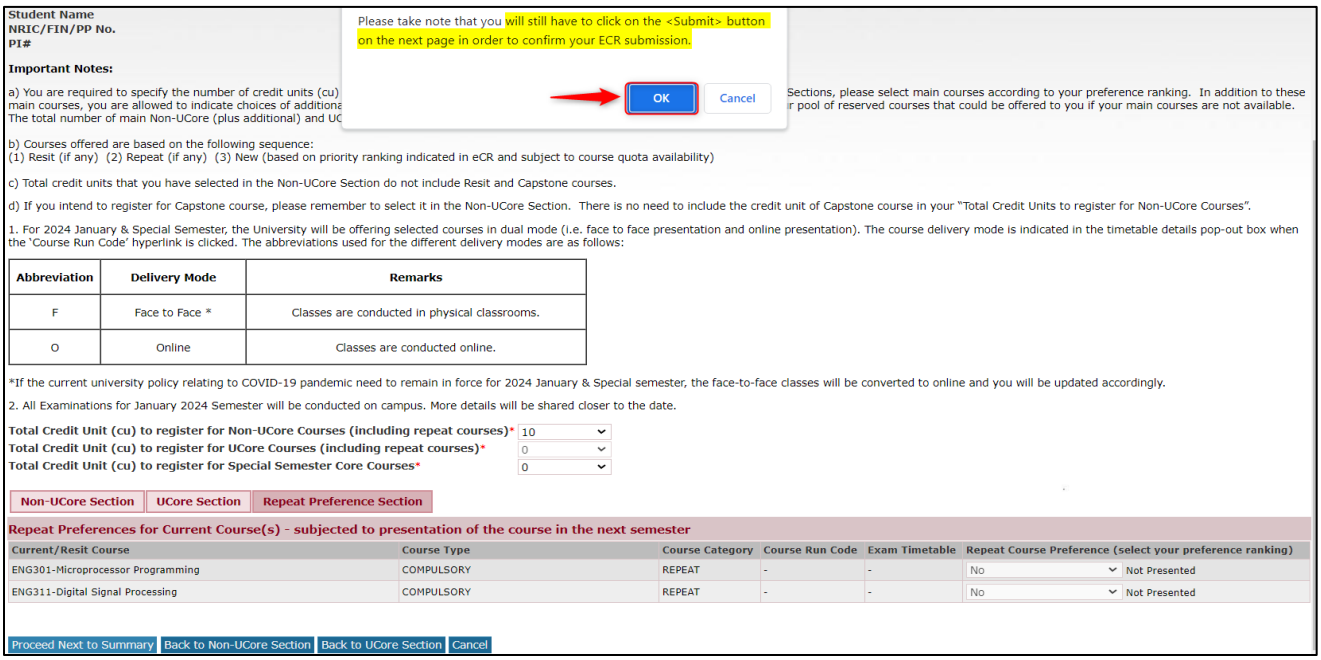

Figure T – Submission of Selection

- **Course Selection Summary Page**

  A summary of your selected courses in respective tables will be shown. Upon verifying the selection (Figure T) is in order, Click *"Submit"* to proceed.

  If you wish to make changes to your selections, you can go back to the previous steps by clicking on the *"Cancel and Return to Repeat Preference Section"* button.

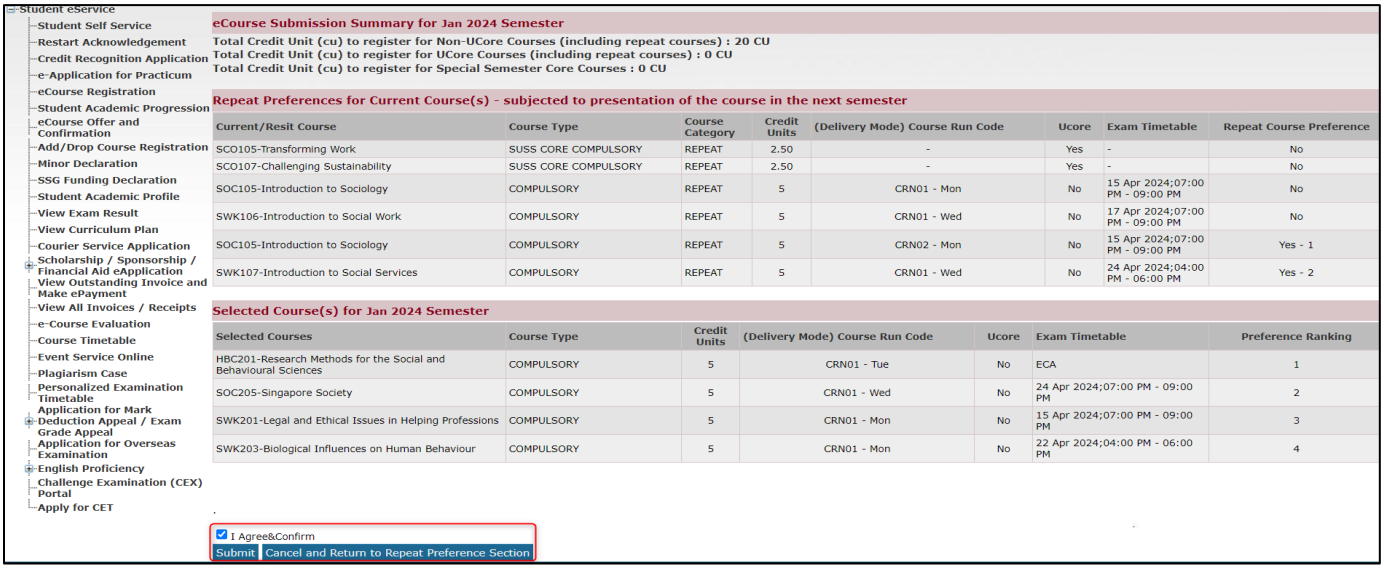

Figure U – Course Selection Summary Page

Note: The box *"I agree & confirm"* is checked by default.

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- **Confirmation of Submission**

  The submission is done and a **Confirmation Page will appear** (Figure U). You may re-enter your eCR page to confirm that your submission has been capture by the system (as seen in Figure V).

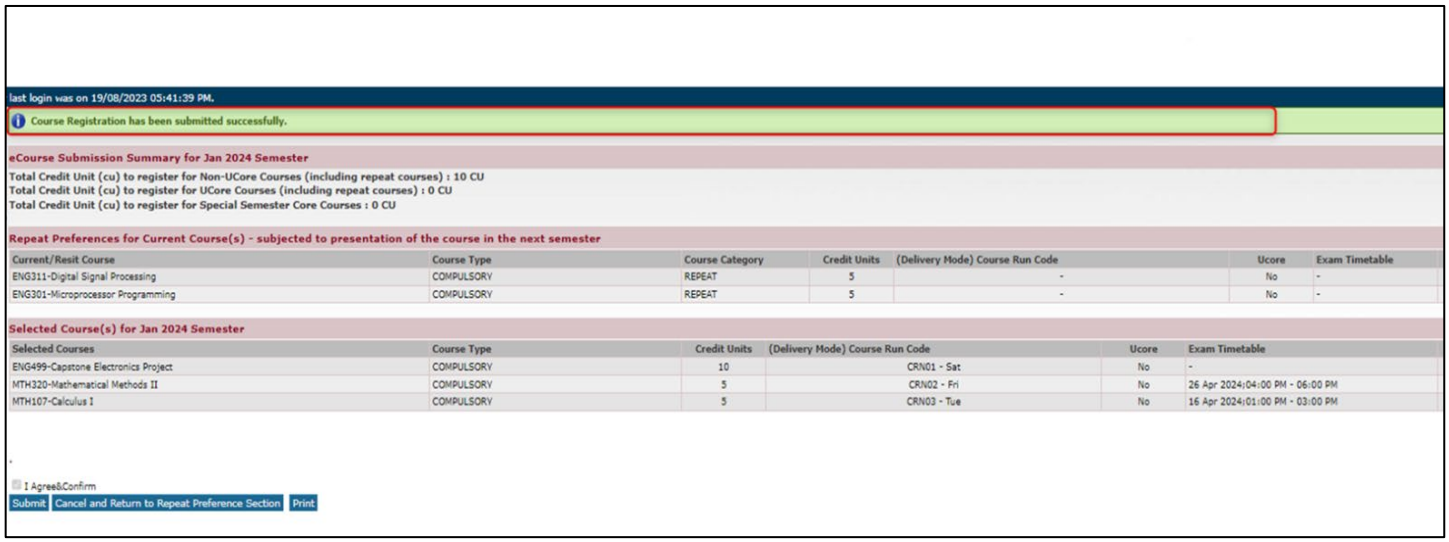

Figure V – Confirmation of Submission

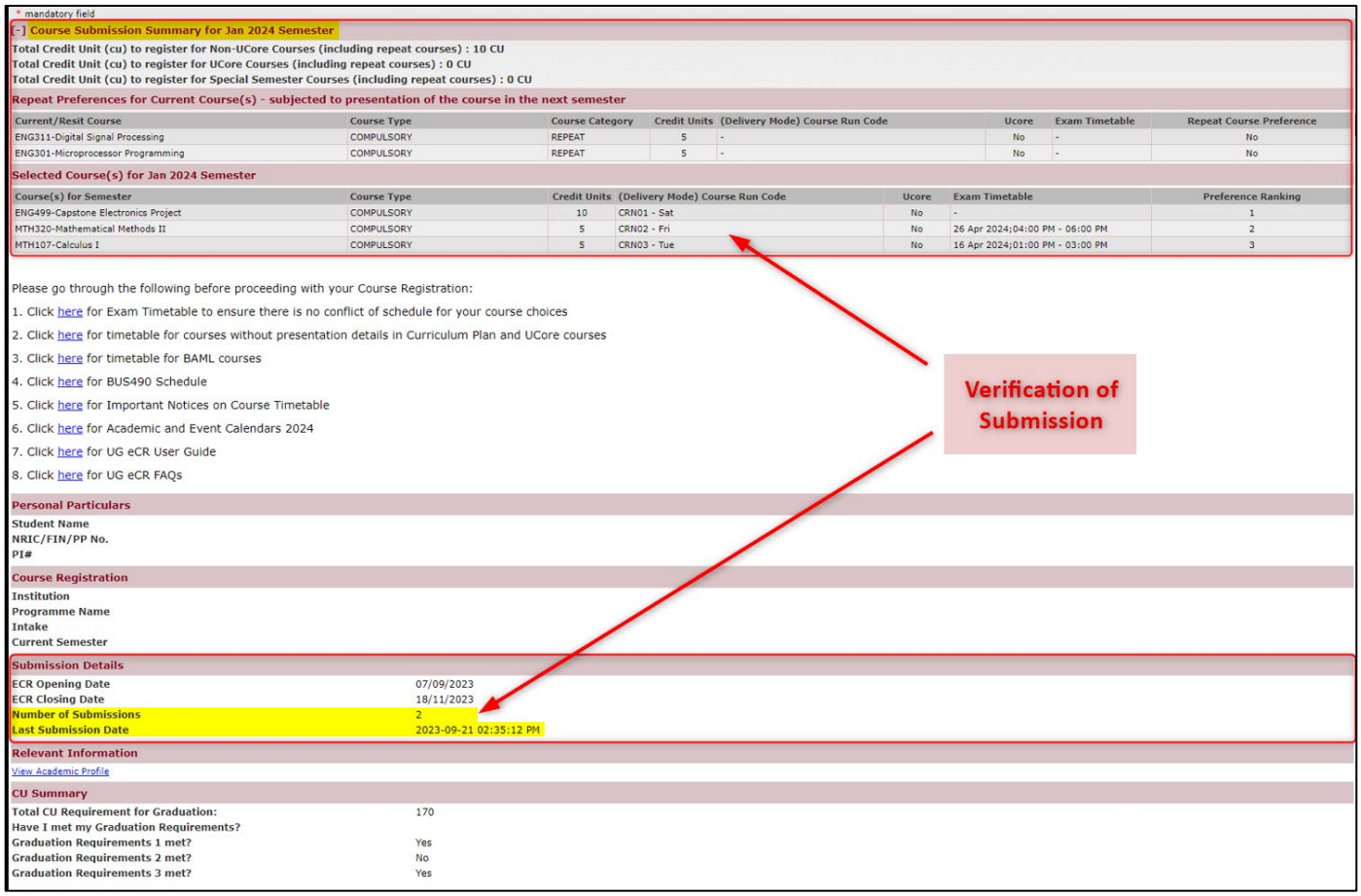

Figure W – Confirmation of Submission

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- **Common Alert Messages**
  The table below shows the various alert messages that you may encounter:

Prompt Message	**Troubleshoot**
Please specify Preference Ranking for all selected courses.	To indicate preference ranking for all selected courses in order to proceed with submission.
Duplicated preference ranking found. Please try again.	To identify and remove the duplicate ranking indicated for more than 1 course in order to proceed with submission.
Total credit unit to read for next semester = 0 but you have selected 1 or more repeat preference(s) and/or new course(s). Please re-select.	Selection of 1 or more repeat preference(s) and/or new course(s) but total credit unit to read for the next semester is 0cu. To select credit unit you wish to read in next semester to proceed with submission.
You have not selected any courses. Please re-select.	Indication of a value in the total credit unit to read for courses for next semester but no selection of any repeat preference(s) and/or new course(s). To select course(s) you wish to read in upcoming semester in order to proceed with submission.
Total credit unit to read for next semester is less than the sum of repeat preference(s) and/or new course(s). Please re-select.	Total credit unit indicated to read for next semester is less than the highest credit unit of any repeat preference(s) and/or new course(s). To update the credit unit to read for next semester in order to proceed with submission.
Total credit unit to read for next semester is more than the sum of repeat preference(s) and/or new course(s). Please re-select.	Total credit unit indicated to read for next semester is greater than the sum of repeat preference(s) and new course(s). To update the credit unit to read for next semester in order to proceed with submission.
Total credit unit to read for next semester = sum of repeat preference(s) and/or new course(s). Please also note that you did not register any reserve non-UCore courses. Do you want to proceed?	Total credit unit indicated to read for next semester is equal to the sum of repeat preference(s) and new course(s). Click ‘OK’ if you wish to proceed to proceed with the current selection.
Total credit unit to read for next semester is equal or less than the sum of repeat preference(s). Please also note that you did not register any new non-UCore courses. Do you want to proceed?	Total credit unit indicated to read for next semester is equal or less than the sum of repeat preference(s). Click ‘OK’ if you wish to proceed to proceed with the current selection.

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Class timetable clash for Course A and Course B. Please re-select course.	The specified main courses have 1 or more classes that falls on the same date and time. To re-select another course with no clash in class timetable before you can proceed with the submission.
Exam timetable clash for Course A and Course B. Please re-select course.	The specified main courses have exam that falls on the same date and time. To re-select another course with no clash in exam timetable before you can proceed with the submission.
Course exclusivity for Course A and Course B. Please re-select course.	Course A and B are exclusive with one another – you are only allowed to read either one of them. To re-select the course before you can proceed with the submission.
You are not allowed to select Course A under different course types.	Same course has been selected in the Non-Ucore and General/Free elective section. To re-select the course in the section you wish to read before you can proceed with the 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.

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