



**Electronic Course Registration (eCR)  
Guide for Part-Time Undergraduate  
& Postgraduate Programmes**

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

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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, click on 'Login' and select 'Student Portal'.

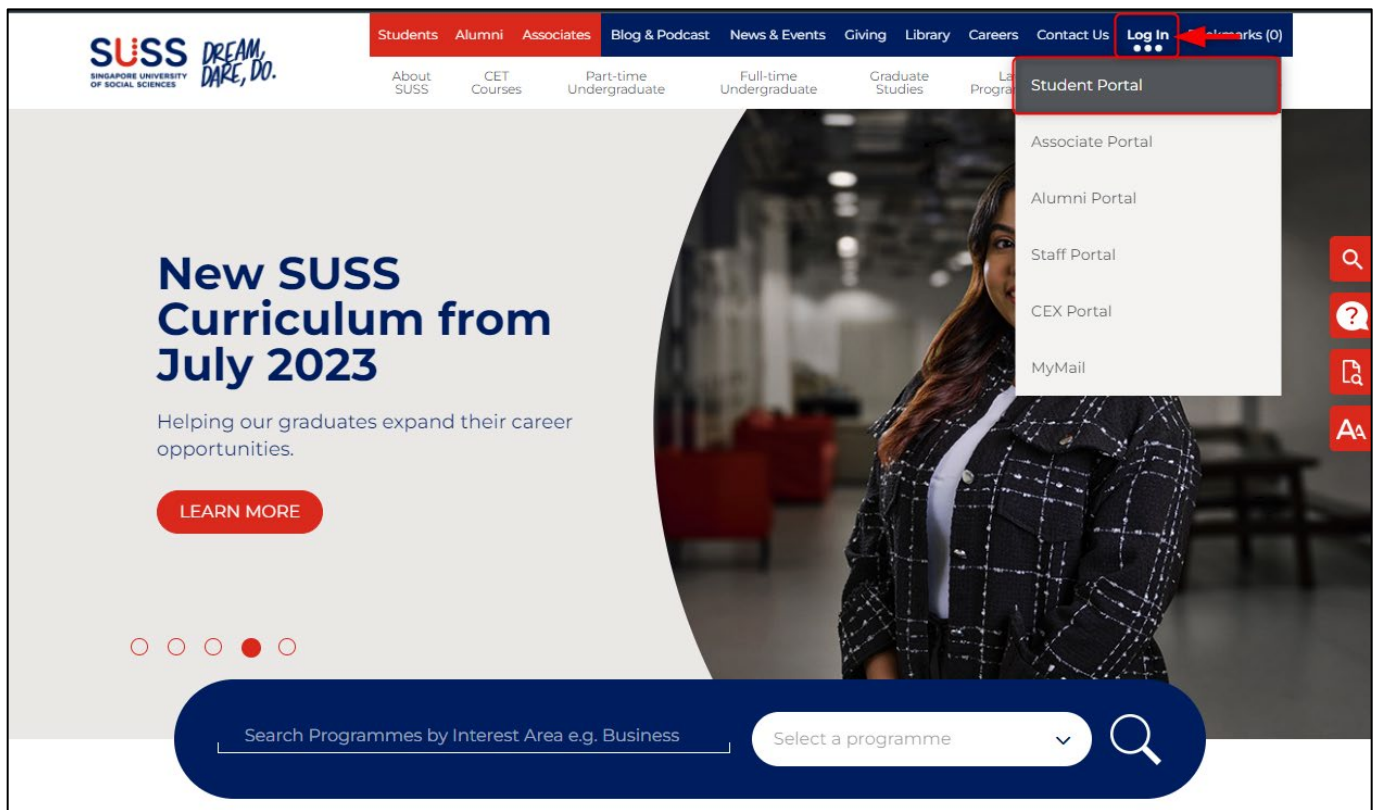


Figure A – Accessing Student Portal

- 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 Input]

SEARCH

Search Results

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	<b>⚠</b> 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  –‘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.

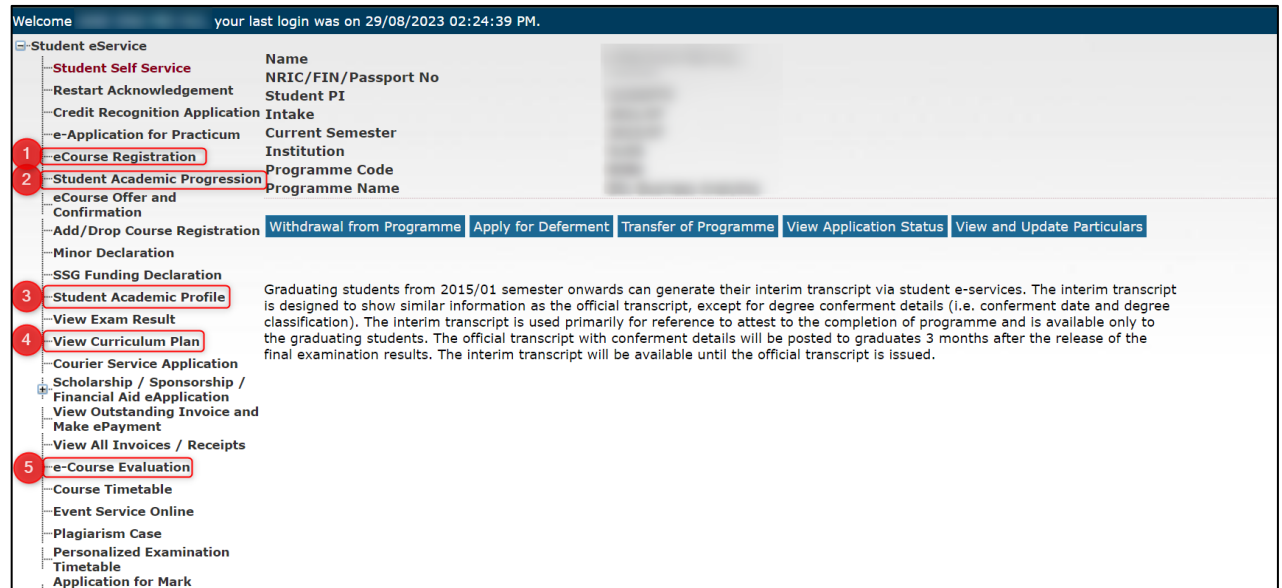


Figure D – eServices Main Page

- 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).

**Institution**  
**Programme Name**  
**Intake**  
**Current Semester**

Proceed to create?

**Submission Details**  
 ECR Opening Date: 07/09/2023  
 ECR Closing Date: 18/11/2023  
 Number of Submissions: 2  
 Last Submission Date: 2023-09-21 02:35:12 PM

**Relevant Information**  
[View Academic Profile](#)

**CU Summary**  
 Total CU Requirement for Graduation: 170  
 Have I met my Graduation Requirements?  
 Graduation Requirements 1 met? Yes  
 Graduation Requirements 2 met? No  
 Graduation Requirements 3 met? Yes

**Graduation Requirement 1 : Ucore (Total Required is 10.0)**

Requirement ID	Course/Ucore	Course Type	Level	CU Required	CU Completed	CU Currently Pursuing	CU Outstanding
BEHE-0115	UCORE	BASKET 1 (COMMUNICATION) BASKET 2 (SKILLS) BASKET 3 (THE WORLD AND I)		10	10.00	0	0

**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
BEHE-0124	COURSE	COMPULSORY	4	10	0	0	10
BEHE-0118	COURSE	COMPULSORY		120	95	10	15
BEHE-0112	COURSE	ELECTIVE		30	30	0	0

**Graduation Requirement 3 : Other Requirements**

Requirement ID	Course/Ucore	Course Type	Level	CU Required	CU Completed	CU Currently Pursuing	CU Outstanding	Remarks
BEHE-0111	COURSE	COMPULSORY ELECTIVE	3 & 4	30	30	0	0	-

**Please be advised that courses offered are based on the following sequence of your choice:**  
 (1) Resit (2) Repeat (3) New (based on priority ranking indicated in eCR and course quota availability)  
<http://elearn.unisim.edu.sg>

Figure E – eCR landing page

### 3. Commencing eCR Selection

- Navigating eCR Page

**[For Part-time Undergraduate - GSP100]**

**[For Postgraduate - UNE500]**

Figure F – eCR Course Selection

**With reference to Figure F:**

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



Total Credit Unit (cu) to register for Non-Ucore Courses (including repeat courses)\*  
 Total Credit Unit (cu) to register for Ucore Courses (including repeat courses)\*  
 Total Credit Unit (cu) to register for Special Semester Core Courses\*

Please Select  
 Please Select  
 Please Select

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
COM103-Discourse: Critique and Evaluation	COMPULSORY	5	CRN01 - Thu	18 Apr 2024:07:00 PM - 09:00 PM	Please Select
COM105-Media Communication in a Changing World	COMPULSORY	5	CRN01 - Mon	22 Apr 2024:07:00 PM - 09:00 PM	Please Select
COM222-Media Relations	ELECTIVE	5	CRN01 - Wed	17 Apr 2024:07:00 PM - 09:00 PM	Please Select
COM223-Writing for Strategic Communication	ELECTIVE	5	CRN01 - Tue	23 Apr 2024:07:00 PM - 09:00 PM	Please Select
COM256-Writing for Online News	ELECTIVE	5	CRN01 - Thu	ECA	Please Select
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
COM333-Feature Writing	ELECTIVE	5	CRN01 - Fri	ECA	Please Select
COM376-Strategic Social Media Management	ELECTIVE	5	CRN01 - Tue	29 Apr 2024:04:00 PM - 06:00 PM	Please Select
COM388-Communication Campaigns 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	Please Select
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	Please Select
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

Add GSP100 Course

Proceed to Ucore Section Cancel

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**

NCO112-Peak Performance (CRN10)					
NCO111-Work and Learning in a Changing World	2.50	CRN07 - Fri	-	<input type="checkbox"/>	Please Select
NCO111-Work and Learning in a Changing World	2.50	CRN08 - Sat	-	<input type="checkbox"/>	Please Select
NCO112-Peak Performance	2.50	CRN09 - Tue - [Special Sem]	TBC	<input checked="" type="checkbox"/>	5
NCO112-Peak Performance	2.50	CRN10 - Thu - [Special Sem]	TBC	<input checked="" type="checkbox"/>	6
NCO113-Teamwork in the Modern Workplace	2.50	CRN01 - Tue	-	<input type="checkbox"/>	Please Select
NCO113-Teamwork in the Modern Workplace	2.50	CRN02 - Thu	-	<input type="checkbox"/>	Please Select

Cancel

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.

- **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

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	<a href="#">CRN01 - Wed</a>	17 Apr 2024;07:00 PM - 09:00 PM	1	Main Course
COM256-Writing for Online News	ELECTIVE	5	<a href="#">CRN01 - Thu</a>	ECA	2	Main Course
COM273-Creative Communication Strategies	ELECTIVE	5	<a href="#">CRN01 - Mon</a>	ECA		Please Select
COM303-Media Management	ELECTIVE	5	<a href="#">CRN01 - Thu</a>	25 Apr 2024;07:00 PM - 09:00 PM		Please Select
COM353-Feature Writing	ELECTIVE	5	<a href="#">CRN01 - Fri</a>	ECA	3	Reserve Course
COM376-Strategic Social Media Management	ELECTIVE	5	<a href="#">CRN01 - Tue</a>	23 Apr 2024;04:00 PM - 06:00 PM		Please Select
COM388-Communication Campaign Planning	ELECTIVE	5	<a href="#">CRN01 - Mon</a>	ECA		Please Select
HBC201-Research Methods for the Social and Behavioural Sciences	ELECTIVE	5	<a href="#">CRN01 - Tue</a>	ECA		Please Select
HBC201-Research Methods for the Social and Behavioural Sciences	ELECTIVE	5	<a href="#">CRN02 - Wed</a>	ECA	4	Reserve Course
HBC203-Statistics and Data Analysis for the Social and Behavioural Sciences	ELECTIVE	5	<a href="#">CRN01 - Wed</a>	ECA		Please Select
HBC203-Statistics and Data Analysis for the Social and Behavioural Sciences	ELECTIVE	5	<a href="#">CRN02 - Thu</a>	ECA		Please Select
MKT354-Brand Management	ELECTIVE	5	<a href="#">CRN01 - Mon</a>	15 Apr 2024;01:00 PM - 03:00 PM	5	Reserve Course
MKT354-Brand Management	ELECTIVE	5	<a href="#">CRN02 - Mon</a>	15 Apr 2024;01:00 PM - 03:00 PM		Please Select
MKT358-Integrated Marketing Communications	ELECTIVE	5	<a href="#">CRN01 - Mon</a>	22 Apr 2024;04:00 PM - 06:00 PM		Please Select
MKT358-Integrated Marketing Communications	ELECTIVE	5	<a href="#">CRN02 - Mon</a>	22 Apr 2024;04:00 PM - 06:00 PM		Please Select
MTD369-Virtual Reality and Augmented Reality	ELECTIVE	5	<a href="#">CRN01 - Mon_Sat</a>	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	<a href="#">CRN01 - Mon</a>	-	6 (Reserve Course)	<a href="#">Edit</a> <a href="#">Remove</a>

[Add GSP100 Course](#)

Figure I – Example of reserve courses

- **Future Resit Courses**

Total Credit Unit (cu) to register for Non-UCore Courses (including repeat courses)\* Please Select

Total Credit Unit (cu) to register for UCore Courses (including repeat courses)\* 0

Total Credit Unit (cu) to register for Special Semester Core Courses\* Please Select

**Non-UCore Section** | UCore Section | Repeat Preference Section

**Outstanding Resit Non-UCore Courses**

Course	Course Type	Credit Units	Last Attempted Semester	Exam Timetable
FMT315-Sustainable Buildings	COMPULSORY	5	2023/01	ECA

**Selection for Non-UCore Courses**

Non-UCore Course(s) for Semester Jan 2024

Non-UCore Course(s)	Course Type	Credit Units	Course Run Code	Exam Timetable	Preference Ranking
FMT306-Strategic Asset, Property and Facilities Management	COMPULSORY	5	CRN01 - Thu	ECA	<input type="checkbox"/> Please Select
FMT306-Strategic Asset, Property and Facilities Management	COMPULSORY	5	CRN02 - Thu	ECA	<input type="checkbox"/> Please Select
FMT309-Building Diagnostics	COMPULSORY	5	CRN01 - Fr	19 Apr 2024;04:00 PM - 06:00 PM	<input type="checkbox"/> Please Select

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.

**Graduation Requirement 2 : Non-UCore (Total Required is 120.0; )**

Requirement ID	Course/UCore	Course Type	Level	CU Required	CU Completed	CU Currently Pursuing	CU Outstanding
BSFI-0580	COURSE	COMPULSORY		70	55	10	5
BSFI-0579	COURSE	MAJOR ELECTIVE		30	15	10	5
BSFI-0732	COURSE	~ GENERAL ELECTIVE ~		10	10	0	0
BSFI-0586	COURSE	~ GENERAL ELECTIVE ~ MAJOR ELECTIVE		10	5	0	5

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

**✖ Exceed Requirement ID BSFI-0579, Course, MAJOR ELECTIVE. Please re-select. Exceed Requirement ID BSFI-0586, Course, MAJOR ELECTIVE & ~ GENERAL ELECTIVE ~. Please re-select.**

**Non-UCore Section** | UCore Section | Repeat Preference Section

**Outstanding Resit Non-UCore Courses**

Course	Course Type	Credit Units	Last Attempted Semester	Exam Timetable
FIN385-Blockchain Technology and Smart Contract for Finance	MAJOR ELECTIVE	5	2023/01	ECA

**Selection for Non-UCore Courses**

Non-UCore Course(s) for Semester Jan 2024

Non-UCore Course(s)	Course Type	Credit Units	Course Run Code	Exam Timetable	Preference Ranking
BUS490-Contemporary Business Strategy	COMPULSORY	5	CRN01 - Sat	-	<input type="checkbox"/> Please Select
BUS490-Contemporary Business Strategy	COMPULSORY	5	CRN02 - Sat	-	<input type="checkbox"/> Please Select
BUS490-Contemporary Business Strategy	COMPULSORY	5	CRN03 - Sat	-	<input type="checkbox"/> Please Select
BUS490-Contemporary Business Strategy	COMPULSORY	5	CRN04 - Sat	-	<input type="checkbox"/> Please Select
FIN313-Machine Learning and AI for FinTech	MAJOR ELECTIVE	5	CRN01 - Wed	24 Apr 2024;04:00 PM - 06:00 PM	<input type="checkbox"/> Please Select
FIN313-Machine Learning and AI for FinTech	MAJOR ELECTIVE	5	CRN02 - Tue	24 Apr 2024;04:00 PM - 06:00 PM	<input checked="" type="checkbox"/> 1
FIN382-Risk Management for Finance and Technology	MAJOR ELECTIVE	5	CRN01 - Wed	24 Apr 2024;10:00 AM - 12:00 PM	<input checked="" type="checkbox"/> 2
FIN382-Risk Management for Finance and Technology	MAJOR ELECTIVE	5	CRN02 - Tue	24 Apr 2024;10:00 AM - 12:00 PM	<input type="checkbox"/> Please Select

Discipline **GSP100** Course(s)\* | Course Flag - Type | Credit Units | Course Run Code\* | Exam Timetable | Preference Ranking\* | Action

[Add GSP100 Course](#)

**Proceed to UCore Section** | **Cancel**

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

## 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.

**Graduation Requirement 1 : Ucore (Total Required is 10.0)**

Requirement ID	Course/Ucore	Course Type	Level	CU Required	CU Completed	CU Currently Pursuing	CU Outstanding
FMT-0014	UCORE	SUSS CORE COMPULSORY		10	10.00	0	0

**Graduation Requirement 2 : Non-Ucore (Total Required is 120.0; )**

Requirement ID	Course/Ucore	Course Type	Level	CU Required	CU Completed	CU Currently Pursuing	CU Outstanding
FMT-0010	COURSE	COMPULSORY		60	45	0	15
FMT-0011	COURSE	MAJOR ELECTIVE		10	5	0	5
FMT-0013	COURSE	~ GENERAL ELECTIVE ~		10	5	5	0
MMENT-0004	COURSE	MINOR CORE		30	10	15	5
MMENT-0005	COURSE	MINOR ELECTIVE		10	0	0	10

**Graduation Requirement 3 : Other Requirements**

Requirement ID	Course/Ucore	Course Type	Level	CU Required	CU Completed	CU Currently Pursuing	CU Outstanding	Remarks
FMT-0012	COURSE	COMPULSORY MAJOR ELECTIVE	3 & 4	30	15	0	15	-
MMENT-0006	COURSE	MINOR CORE MINOR ELECTIVE	3 & 4	10	0	5	5	-

Please be advised that courses offered are based on the following sequence of your choice:  
(1) Resit (2) Repeat (3) New (based on priority ranking indicated in eCR and course quota availability)  
<http://elearn.unisim.edu.sg>

Proceed with eCR Submission **Proceed to Drop Resit** Cancel

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**Student eService**

- Student Self Service
- Restart Acknowledgement
- Credit Recognition Application
- e-Application for Practicum
- eCourse Registration
- Student Academic Progression
- eCourse Offer and Confirmation
- Add/Drop Course Registration
- Minor Declaration
- SSG Funding Declaration

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

**Future Resit Courses**

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

Future Resit Course(s)	Course Type	Credit Units	Is UCore	Category	Drop	Reason
FMT315-Sustainable Buildings	COMPULSORY	5	NO	RESIT	<input checked="" type="checkbox"/>	State your reason

**Proceed to Drop Courses** Cancel

Figure M – Drop Resit Function

- **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)



- **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.

2. All Examinations for January 2024 Semester will be conducted on campus. More details will be shared closer to the date.

Total Credit Unit (cu) to register for Main Courses (including repeat courses)\*

Total Credit Unit (cu) to register for Special Semester Core Courses\*

**Main Section** **Repeat Preference Section**

**Selection for Prescribed Courses**

Non-Ucore Course(s) for Semester Jan 2024	Course Type	Credit Units	Course Run Code	Exam Timetable	Preference Ranking
<b>Selection for Main Courses</b>					
Non-Ucore Course(s) for Semester Jan 2024	Course Type	Credit Units	Course Run Code	Exam Timetable	Preference Ranking
BUS554-Industry 4.0	ELECTIVE	2.50	<a href="#">CRN01 - Tue</a>	ECA	<input type="checkbox"/> Please Select
MGT552-Leading Through Digital Disruption	ELECTIVE	2.50	<a href="#">CRN01 - Mon</a>	ECA	<input type="checkbox"/> Please Select
MGT552-Leading Through Digital Disruption	ELECTIVE	2.50	<a href="#">CRN02 - Tue</a>	ECA	<input type="checkbox"/> Please Select
MGT552A-Leading Through Digital Disruption	ELECTIVE	2.50	<a href="#">CRN01</a>	ECA	<input type="checkbox"/> Please Select
MGT553-Leadership in Service Innovation	ELECTIVE	2.50	<a href="#">CRN01 - Mon</a>	ECA	<input type="checkbox"/> Please Select
MGT557-Leading the Company of the Future	ELECTIVE	2.50	<a href="#">CRN01 - Wed</a>	ECA	<input type="checkbox"/> Please Select
MGT557-Leading the Company of the Future	ELECTIVE	2.50	<a href="#">CRN02 - Tue</a>	ECA	<input type="checkbox"/> Please Select
MGT557A-Leading the Company of the Future	ELECTIVE	2.50	<a href="#">CRN01</a>	ECA	<input type="checkbox"/> Please Select
MGT562-Ecosystem Design	ELECTIVE	2.50	<a href="#">CRN01 - Tue</a>	ECA	<input type="checkbox"/> Please Select
MGT564-Managing Digital Transformation in Operations	ELECTIVE	2.50	<a href="#">CRN01 - Thu</a>	ECA	<input type="checkbox"/> Please Select
MGT590-Global Industry Immersion	ELECTIVE	5	<a href="#">CRN01 - Fri.Mon.Thu.Tue.Wed</a>	ECA	<input type="checkbox"/> Please Select

2 Discipline  UNE500 Course(s)\*  Course Flag - Type  GRADUATE UNRESTRICTED ELECTIVES Credit Units  Course Run Code\*  Exam Timetable  Action

1 [Add UNE500 Course](#)

5 Discipline  UNE500 Course(s)\*  Course Flag - Type  GRADUATE UNRESTRICTED ELECTIVES Credit Units  Course Run Code\*  Exam Timetable  Preference Ranking\*  Action

[Add UNE500 Course](#)

Figure P – Selection of UNE500 for Part-Time Postgraduate

- **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**

Total Credit Unit (cu) to register for Non-UCore Courses (including repeat courses)\* 20  
 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

Repeat Preferences for Current Course(s) - subjected to presentation of the course in the next semester

Current/Resit Course	Course Type	Course Category	Course Run Code	Exam Timetable	Repeat Course Preference (select your preference ranking)
HBC201-Research Methods for the Social and Behavioural Sciences	COMPULSORY	REPEAT	CRN01 - Tue	ECA	No
HBC201-Research Methods for the Social and Behavioural Sciences	COMPULSORY	REPEAT	CRN02 - Wed	ECA	No
HBC203-Statistics and Data Analysis for the Social and Behavioural Sciences	COMPULSORY	REPEAT	CRN01 - Wed	ECA	Yes - 7
HBC203-Statistics and Data Analysis for the Social and Behavioural Sciences	COMPULSORY	REPEAT	CRN02 - Thu	ECA	No
PSY372-Criminal Psychology	ELECTIVE	REPEAT	-	15 Apr 2024;07:00 PM - 09:00 PM	No Retired
PSY378-Forensic Psychology in Singapore	ELECTIVE	FIRST ATTEMPT	CRN01 - Mon	ECA	No Replacement for PSY372
PSY378-Forensic Psychology in Singapore	ELECTIVE	FIRST ATTEMPT	CRN02 - Mon	ECA	No Replacement for PSY372
SWK354-Families and their Issues	MINOR ELECTIVE	REPEAT	CRN01 - Fri	19 Apr 2024;04:00 PM - 06:00 PM	No

**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).

- **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.

Total Credit Unit (cu) to register for Main Courses (including repeat courses)\* 5.0 ▼  
 Total Credit Unit (cu) to register for Special Semester Core Courses\* 0 ▼

**Main Section** **Repeat Preference Section**

**Repeat Preferences for Current Course(s) - subjected to presentation of the course in the next semester**

Current/Resit Course	Course Type	Course Category	Course Run Code	Exam Timetable	Repeat Course Preference (select your preference ranking)
FIN557-Fintech Innovation Ecosystem	COMPULSORY	REPEAT	-	-	No ▼ Not Presented

**CEX Course**

Current/Resit Course	Course Type	Course Category	Course Run Code	Exam Timetable	Repeat Course Preference (select your preference ranking)
FIN551-Python Programming	COMPULSORY	FIRST ATTEMPT	CRN01 - Fri,Tue	ECA	Yes - 1 ▼
FIN551-Python Programming	COMPULSORY	FIRST ATTEMPT	CRN02 - Fri,Tue	ECA	Yes - 1 ▼

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.

Total Credit Unit (cu) to register for Non-UCore Courses (including repeat courses)\* 5 ▼  
 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**

**Repeat Preferences for Current Course(s) - subjected to presentation of the course in the next semester**

Current/Resit Course	Course Type	Course Category	Course Run Code	Exam Timetable	Repeat Course Preference (select your preference ranking)
ICT114-Computer Architecture	COMPULSORY	REPEAT	CRN01 - Wed	17 Apr 2024;01:00 PM - 03:00 PM	Yes - 1 ▼
ICT114-Computer Architecture	COMPULSORY	REPEAT	CRN02 - Wed	17 Apr 2024;01:00 PM - 03:00 PM	Yes - 1 ▼
ICT133-Structured Programming	COMPULSORY	REPEAT	CRN01 - Fri	18 Apr 2024;01:00 PM - 03:00 PM	Yes - 1 ▼
ICT133-Structured Programming	COMPULSORY	REPEAT	CRN02 - Thu	18 Apr 2024;01:00 PM - 03:00 PM	Yes - 1 ▼

[Proceed Next to Summary](#) | [Back to Non-UCore Section](#) | [Back to UCore Section](#) | [Cancel](#)

Figure S – Non-Ucore, Ucore section Button



- **Submitting your eCR selection**

A confirmation box will appear. Click on “OK” to proceed.

Student Name  
NRIC/FIN/PP No.  
PI#

Please take note that you will still have to click on the <Submit> button on the next page in order to confirm your ECR submission.

**Important Notes:**

a) You are required to specify the number of credit units (cu) main courses, you are allowed to indicate choices of additional courses. The total number of main Non-UCore (plus additional) and UC

b) Courses offered are based on the following sequence:  
(1) Resit (if any) (2) Repeat (if any) (3) New (based on priority ranking indicated in eCR and subject to course quota availability)

c) Total credit units that you have selected in the Non-UCore Section do not include Resit and Capstone courses.

d) If you intend to register for Capstone course, please remember to select it in the Non-UCore Section. There is no need to include the credit unit of Capstone course in your "Total Credit Units to register for Non-UCore Courses".

1. For 2024 January & Special Semester, the University will be offering selected courses in dual mode (i.e. face to face presentation and online presentation). The course delivery mode is indicated in the timetable details pop-out box when the 'Course Run Code' hyperlink is clicked. The abbreviations used for the different delivery modes are as follows:

Abbreviation	Delivery Mode	Remarks
F	Face to Face *	Classes are conducted in physical classrooms.
O	Online	Classes are conducted online.

\*If the current university policy relating to COVID-19 pandemic need to remain in force for 2024 January & Special semester, the face-to-face classes will be converted to online and you will be updated accordingly.

2. All Examinations for January 2024 Semester will be conducted on campus. More details will be shared closer to the date.

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**

**Repeat Preferences for Current Course(s) - subjected to presentation of the course in the next semester**

Current/Resit Course	Course Type	Course Category	Course Run Code	Exam Timetable	Repeat Course Preference (select your preference ranking)
ENG301-Microprocessor Programming	COMPULSORY	REPEAT	-	-	No Not Presented
ENG311-Digital Signal Processing	COMPULSORY	REPEAT	-	-	No Not Presented

Proceed Next to Summary Back to Non-UCore Section Back to UCore Section Cancel

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.

Student eService

Student Self Service eCourse Submission Summary for Jan 2024 Semester

Restart Acknowledgement Total Credit Unit (cu) to register for Non-UCore Courses (including repeat courses) : 20 CU

Credit Recognition Application Total Credit Unit (cu) to register for UCore Courses (including repeat courses) : 0 CU

e-Application for Practicum Total Credit Unit (cu) to register for Special Semester Core Courses : 0 CU

e-Course Registration

Student Academic Progression

e-Course Offer and Confirmation

Add/Drop Course Registration

Minor Declaration

SSG Funding Declaration

Student Academic Profile

View Exam Result

View Curriculum Plan

Courier Service Application

Scholarship / Sponsorship / Financial Aid eApplication

View Outstanding Invoice and Make ePayment

View All Invoices / Receipts

e-Course Evaluation

Course Timetable

Event Service Online

Plagiarism Case

Personalized Examination Timetable

Application for Mark Deduction Appeal / Exam Grade Appeal

Application for Overseas Examination

English Proficiency Challenge Examination (CEX)

Portal

Apply for CET

I Agree & Confirm

Submit Cancel and Return to Repeat Preference Section

**Repeat Preferences for Current Course(s) - subjected to presentation of the course in the next semester**

Current/Resit Course	Course Type	Course Category	Credit Units	(Delivery Mode) Course Run Code	Ucore	Exam Timetable	Repeat Course Preference
SCO105-Transforming Work	SUSS CORE COMPULSORY	REPEAT	2.50	-	Yes	-	No
SCO107-Challenging Sustainability	SUSS CORE COMPULSORY	REPEAT	2.50	-	Yes	-	No
SOC105-Introduction to Sociology	COMPULSORY	REPEAT	5	CRN01 - Mon	No	15 Apr 2024;07:00 PM - 09:00 PM	No
SWK106-Introduction to Social Work	COMPULSORY	REPEAT	5	CRN01 - Wed	No	17 Apr 2024;07:00 PM - 09:00 PM	No
SOC105-Introduction to Sociology	COMPULSORY	REPEAT	5	CRN02 - Mon	No	15 Apr 2024;07:00 PM - 09:00 PM	Yes - 1
SWK107-Introduction to Social Services	COMPULSORY	REPEAT	5	CRN01 - Wed	No	24 Apr 2024;04:00 PM - 06:00 PM	Yes - 2

**Selected Course(s) for Jan 2024 Semester**

Selected Courses	Course Type	Credit Units	(Delivery Mode) Course Run Code	Ucore	Exam Timetable	Preference Ranking
HBC201-Research Methods for the Social and Behavioural Sciences	COMPULSORY	5	CRN01 - Tue	No	ECA	1
SOC205-Singapore Society	COMPULSORY	5	CRN01 - Wed	No	24 Apr 2024;07:00 PM - 09:00 PM	2
SWK201-Legal and Ethical Issues in Helping Professions	COMPULSORY	5	CRN01 - Mon	No	15 Apr 2024;07:00 PM - 09:00 PM	3
SWK203-Biological Influences on Human Behaviour	COMPULSORY	5	CRN01 - Mon	No	22 Apr 2024;04:00 PM - 06:00 PM	4

Figure U – Course Selection Summary Page

Note: The box “I agree & confirm” is checked by default.

- **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).

last login was on 19/08/2023 05:41:39 PM.

Course Registration has been submitted successfully.

**eCourse Submission Summary for Jan 2024 Semester**  
 Total Credit Unit (cu) to register for Non-UCore Courses (including repeat courses) : 10 CU  
 Total Credit Unit (cu) to register for UCore Courses (including repeat courses) : 0 CU  
 Total Credit Unit (cu) to register for Special Semester Core Courses : 0 CU

**Repeat Preferences for Current Course(s) - subjected to presentation of the course in the next semester**

Current/Repeat Course	Course Type	Course Category	Credit Units	(Delivery Mode)	Course Run Code	Ucore	Exam Timetable
ENG311-Digital Signal Processing	COMPULSORY	REPEAT	5		-	No	-
ENG301-Microprocessor Programming	COMPULSORY	REPEAT	5		-	No	-

**Selected Course(s) for Jan 2024 Semester**

Selected Courses	Course Type	Credit Units	(Delivery Mode)	Course Run Code	Ucore	Exam Timetable
ENG499-Capstone Electronics Project	COMPULSORY	10		CRN01 - Sat	No	-
MTH320-Mathematical Methods II	COMPULSORY	5		CRN02 - Fri	No	26 Apr 2024:04:00 PM - 06:00 PM
MTH107-Calculus I	COMPULSORY	5		CRN03 - Tue	No	16 Apr 2024:01:00 PM - 03:00 PM

I Agree & Confirm

Submit Cancel and Return to Repeat Preference Section Print

Figure V – Confirmation of Submission

\* mandatory field

**eCourse Submission Summary for Jan 2024 Semester**  
 Total Credit Unit (cu) to register for Non-UCore Courses (including repeat courses) : 10 CU  
 Total Credit Unit (cu) to register for UCore Courses (including repeat courses) : 0 CU  
 Total Credit Unit (cu) to register for Special Semester Courses (including repeat courses) : 0 CU

**Repeat Preferences for Current Course(s) - subjected to presentation of the course in the next semester**

Current/Repeat Course	Course Type	Course Category	Credit Units	(Delivery Mode)	Course Run Code	Ucore	Exam Timetable	Repeat Course Preference
ENG311-Digital Signal Processing	COMPULSORY	REPEAT	5		-	No	-	No
ENG301-Microprocessor Programming	COMPULSORY	REPEAT	5		-	No	-	No

**Selected Course(s) for Jan 2024 Semester**

Course(s) for Semester	Course Type	Credit Units	(Delivery Mode)	Course Run Code	Ucore	Exam Timetable	Preference Ranking
ENG499-Capstone Electronics Project	COMPULSORY	10		CRN01 - Sat	No	-	1
MTH320-Mathematical Methods II	COMPULSORY	5		CRN02 - Fri	No	26 Apr 2024:04:00 PM - 06:00 PM	2
MTH107-Calculus I	COMPULSORY	5		CRN03 - Tue	No	16 Apr 2024:01:00 PM - 03:00 PM	3

Please go through the following before proceeding with your Course Registration:

1. Click [here](#) for Exam Timetable to ensure there is no conflict of schedule for your course choices
2. Click [here](#) for timetable for courses without presentation details in Curriculum Plan and UCore courses
3. Click [here](#) for timetable for BAML courses
4. Click [here](#) for BUS490 Schedule
5. Click [here](#) for Important Notices on Course Timetable
6. Click [here](#) for Academic and Event Calendars 2024
7. Click [here](#) for UG eCR User Guide
8. Click [here](#) for UG eCR FAQs

**Personal Particulars**  
 Student Name  
 NRIC/FIN/PP No.  
 PI#

**Course Registration**  
 Institution  
 Programme Name  
 Intake  
 Current Semester

**Submission Details**

ECR Opening Date	07/09/2023
ECR Closing Date	18/11/2023
Number of Submissions	2
Last Submission Date	2023-09-21 02:35:12 PM

**Relevant Information**  
[View Academic Profile](#)

**CU Summary**

Total CU Requirement for Graduation:	170
Have I met my Graduation Requirements?	
Graduation Requirements 1 met?	Yes
Graduation Requirements 2 met?	No
Graduation Requirements 3 met?	Yes

Verification of Submission

Figure W – Confirmation of Submission

- **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.

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](mailto:students@suss.edu.sg).