

STUDENT PORTAL SERVICES

Here is a brief summary of our services available in the Student Portal. Please note that all features can be found on the navigation panel, on the left-hand side of your screen.

Feature	Description
Change Password	Change your login password here for security reasons.
Important Deadlines	This feature allows you to view the important deadlines set by the University.
Advisory Notes	Important academic information for your programme, if any, will be available in this tab.
News & Notices	You will be greeted with your personal message board (News & Notices) every time you log in. Information and announcements relating to your course of study (e.g. changes in course timetable etc.) will be posted here. Please check this section regularly so that you are updated on the University's events.
MyMail	SUSS has created a MyMail email account for all students. All official emails pertaining to SUSS announcements will be sent to your MyMail account. Please check your MyMail account regularly. If you wish to use your own email account to receive official SUSS correspondences, you must activate the mail forwarding function in MyMail.
E-Services	<p><u>Student Self Service</u> This feature allows you to view your application status, apply for withdrawal, apply for deferment etc. and to view and update your particulars.</p> <p><u>e-Application for Practicum</u> Submit your application for Practicum here. (Only for students from the Counselling and Social Work Programmes)</p> <p><u>eCourse Registration (eCR)</u> Register for courses that you wish to pursue in the following academic semester. You can also view your latest eCR submission details in this tab.</p> <p><u>eCourse Offer and Confirmation</u> Check the courses offered to you during the course offer period and confirm/acknowledge your acceptance.</p> <p><u>Add/Drop Course Registration</u> This feature allows you to make changes to your course registration by adding or dropping courses after receiving your course offer results.</p> <p><u>Interim Transcript</u> Use this link to download an Interim Transcript upon completion of your programme. The Interim Transcript can be provided as formal evidence to a third</p>

party, verifying that you have been awarded credit for a particular course or courses. It can also be used in support of job applications, membership of professional bodies, admission to other courses etc.

Student Academic Profile

This feature displays your academic details such as the courses that you are currently pursuing, your completed courses, your credit/course exemptions, your credit units' summary, your academic progression status, the remaining courses under your programme etc.

View Exam Result

View your exam results here. You may also access and print out past semesters' exam results via this tab.

View Curriculum Plan

Allows you to check on the courses listed in your curriculum plan. Details such as course presentation semesters, time table (e.g. class day, week & term information) and graduation requirements are also specified in the curriculum plan.

Courier Service Application

Register for Courier Service for Course Material Delivery. Do note that this service is available only during the Course Materials Collection Period.

Scholarship/ Sponsorship/ Financial Aid eApplication

Apply for scholarships, sponsorships and financial assistance schemes during the stipulated application periods via this tab.

View Outstanding Invoice and Make ePayment

View any outstanding invoice (e.g. Course Fee, Appeal Fee) and make online payment via eNets or credit card.

e-Course Evaluation (eCE)

Evaluate your overall study experience every semester (i.e. courses enrolled, lecturers/tutors & learning resources) via this platform. You are required to complete the eCE before you can proceed to register for courses via the eCR.

Course Timetable

The Course Timetable is usually made available a week before the commencement of classes for the semester. The contact details of your lecturers/tutors can be found within your Course Timetable.

Event Service Online

Registration for seminars/workshops organized by the University is done via this channel.

Personalised Exam Timetable

	<p>This feature allows you to view your examination timetable for the current semester. It will be updated with relevant details (e.g. date, time and venue of examinations, and other related arrangements) approximately 2 weeks before the start of the examination period.</p> <p><u>Application for TMA Mark Deduction Appeal/ Exam Grade Appeal</u> For late submission of assignments with valid reason(s), you may submit your TMA Mark Deduction Appeal here. After the release of course results in a particular semester, you can also submit the Exam Grade Appeal using this feature.</p> <p><u>Application for Overseas Examination</u> If you are required to go overseas for work reasons and you are unable to return to Singapore in time for your examinations, you may submit the Application for Overseas Examination via this tab.</p> <p><u>Challenge Examination (CEX) Portal</u> Registration for CEX is done via this portal and it is available to applicants enrolling to SUSS from July 2014 intake onwards. CEX is encouraged to be taken prior to enrolment into a programme of study in SUSS. For enrolled students, you must register and complete your CEX courses by your first semester of study.</p>
Counselling Appointment	Request for a one-on-one counselling appointment with C-three (Counselling and Care Corner) through this feature.
Canvas	<p>Canvas is the learning management system (LMS) adopted by SUSS and used by students to access all course-related materials, view class recordings and attend online classes.</p> <p>To access the LMS, simply log in to http://canvas.suss.edu.sg using your SUSS username (without @suss.edu.sg) and password.</p>
Contact Us	This tab provides the contact details for Student Support and Technical Helpdesk. It also includes 'Ask a Question' – a platform for students to selfsearch answers to their queries.
Ask a Question	Find the answers to your enquires through this feature.
Student Handbook	The Student Handbook gives you access to the most updated version of the University rules, policies and procedures. Use the search function to retrieve the information you need.
Administrative Form	Administrative forms (e.g. Declaration Form for Government Subsidy, Assignment Grade Review Form and Form E39) are placed online. You can download and print them, when needed.
Library	This link provides information on library services at SUSS.
Policy and Procedures	Find out more about important policies and procedures in SUSS.