Registration Guide for CET modular courses

For sponsored application
• Please submit sponsorship letter to SUSS (CET@suss.edu.sg) and ensure it is approved before course application.

For self-paid application
• Please refer to the guide.

Application period
• Application period for January Semester: October to Mid-November
• Application period for July Semester: May to Mid-June

Note:
• If you encounter any issues in the application process, please send a screen shot to CET@suss.edu.sg.
• An admin fee of $64.20 (inclusive of GST) is payable if you wish to make changes to courses after approval.
1. At SUSS homepage, select CET Courses → How to apply?

2. Click on this link to go to registration page

Direct URL to CET Registration -
https://www.suss.edu.sg/EService/Public/CETRegistration/CETRegistrationLogin.aspx
3. Scroll down to the bottom of page. Use your **Personal Email Address** and Last 4 characters of your NRIC and **DOB (DDMM)** to create account/login.

https://www.suss.edu.sg/EService/Public/CETRegistration/CETRegistrationLogin.aspx

Read the message below on website
Follow the steps below to register for evening classes

Student Information Management System

1. Select semester
2. Enter any of the search criteria. Please drop the ‘e’ when you enter course code. E.g. ANL305 OR ANL
3. Check the course you wish to apply for and click ‘Add course’
4. Course(s) will be added here
5. Click proceed when your courses are added above
Follow steps below to register for Type B – only applicable to courses with additional run or arrangement

1. Select semester

2. Expand selection for course you wish to select

3. Check the course you wish to apply for and click ‘Add course’

4. Course(s) will be added here

5. Click proceed when your courses are added above
This is what you will see on the screen after adding the selected course(s). Click proceed to next section.
Check the declaration box and click ‘Proceed to particulars’ for first time applicant. You will be directed to fill in your personal particulars.
For self-sponsored individuals – you will see this screen

Student Information Management System

* mandatory field

Registration Summary

<table>
<thead>
<tr>
<th>Package</th>
<th>Selected Course(s)</th>
<th>Credit Units</th>
<th>Course Type</th>
<th>Course Category</th>
<th>Original Course Fee (include GST)</th>
<th>Indicative Course Fee (include GST)</th>
<th>Class Schedule</th>
<th>Exam Timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HRM101 - Human Resource Management</td>
<td>5 Credit</td>
<td>FIRST ATTEMPT</td>
<td></td>
<td>1,300.05</td>
<td>234.01</td>
<td>Thu, Term 1, WEEK 2</td>
<td>14 Nov 2018</td>
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<tr>
<td></td>
<td>HRM102 - Human Resource Management</td>
<td>5 Credit</td>
<td>FIRST ATTEMPT</td>
<td></td>
<td>1,300.05</td>
<td>1,170.04</td>
<td>Fri, Term 1, WEEK 2</td>
<td>16 Nov 2018</td>
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<tr>
<td></td>
<td>HRM313 - Total Reward Design and Management</td>
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<td>FIRST ATTEMPT</td>
<td></td>
<td>1,300.05</td>
<td>234.01</td>
<td>Mon, Term 2, WEEK 2</td>
<td>16 Nov 2018</td>
</tr>
<tr>
<td></td>
<td>HRM323 - Performance Management</td>
<td>5 Credit</td>
<td>FIRST ATTEMPT</td>
<td></td>
<td>1,300.05</td>
<td>1,170.04</td>
<td>Sat, Term 1, WEEK 1</td>
<td>15 Nov 2018</td>
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<tr>
<td></td>
<td>HRM373 - Assessment and Selection</td>
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<td>FIRST ATTEMPT</td>
<td></td>
<td>1,300.05</td>
<td>1,170.05</td>
<td>Fri, Term 1, WEEK 1</td>
<td>16 Nov 2018</td>
</tr>
</tbody>
</table>

Other Fees

No record found.

The above course(s) selected is/are subject to approval and availability. Applicant should ensure they have met the pre-requisites or requirements for the course(s) applied. Classes will be rescheduled to weekends if the classes falls on a Public Holiday or the University shuts down period.

If any of your selected courses is applicable with UTAP, UTAP section will appear in the summary page. Please check if you would like to use UTAP funds to offset the course fee.

If any of your selected courses is applicable with Skillsfuture Credits (SFC), SFC section will appear in the summary page. Please check if you would like to use SFC to offset the course fee.

Please apply SFC concurrently via https://www.skillsfuture.gov.sg/credit

Check the * box. Select either ‘enets’ or ‘credit card’ to make payment and complete the registration.

A nominal add/drop fee of $64.20 (inclusive of GST) is payable if you wish to make changes after course approval.
Check the * box.

**For company sponsored applications**, please ensure that the application fee is $0.00. Select either ‘enets’ or ‘credit card’ to make payment and complete the registration.

Application fee is not refundable.
For more information, please contact us at 6248 0263 or CET@suss.edu.sg