

The logo for Singapore University of Social Sciences (SUSS) features the letters 'SUSS' in a bold, sans-serif font. The 'S' and 'SS' are dark blue, while the 'U' is red. The 'U' has three small red dots above it, resembling a stylized 'i' or a decorative element.

SUSS

**SINGAPORE UNIVERSITY
OF SOCIAL SCIENCES**

CET modular courses Application Guide

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.

SUSS Homepage - <https://www.suss.edu.sg/>

The screenshot shows the Suss University of Social Sciences homepage. The URL bar displays <https://www.suss.edu.sg/courses/how-to-apply>. The main navigation bar includes links for Current Students, Alumni, Associates, News & Events, Giving, Library, Careers, Contact Us, Log In, and Bookmarks (0). Below this, a secondary navigation bar lists various academic and support services. A dropdown menu is open under 'CET Courses', with 'How to Apply' highlighted. Two blue arrows point from text boxes to the 'CET Courses' link and the 'How to Apply' option.

1. At SUSS homepage, select CET Courses → How to apply?

2. Click on this link to go to registration page

Follow us on       Alumni  

Direct URL to CET Registration -

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

Student Information Management System

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

* mandatory field

CET Portal Login

Read the message below on website

A. For all new applicants

B. SkillsFuture Modular Course Fees Funding

Scroll down to start application.

7. *if you are an existing CET student and have forgotten your student portal login details, please login here to submit your course application. However, all system notifications will be sent to your student email, you are encouraged to reset your login password [here](#) after submitting your course application.*

-blank-

Email Address*

EMAIL ADDRESS

Login ID*

Last 4 characters of your NRIC/FIN/Passport NO. and your Date of Birth(DDMM)

Last 4 characters of your NRIC/FIN/Passport NO. and your Date of Birth(DDMM)
Example 123A0109

Login/Create Account

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.

Follow the steps below to register for evening classes

Student Information Management System

* mandatory field

Semester

Semester*

Please Select ▼

1. Select semester

If you are unable to register for the course, please check with our administrator on the seats availability. Classes that falls on Public H to weekends. Student will receive the rescheduled information when the term commences.

Selected Courses

No record found.

4. Course(s) will be added here

Available Course (Modular Undergraduate Courses)

Discipline

Please Select ▼

Course Code

Course Title

Search Course

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'

Available Course (Modular Courses (B))

[Expand All](#) [Collapse All](#)

No record found.

Proceed Back

5. Click proceed when your courses are added above

[Register for CET courses](#)

[View My CET Registration History](#)

Follow steps below to register for Type B – only applicable to courses with additional run or arrangement

Student Information Management System

1. Select semester

* mandatory field

Semester

Semester*

2019/07

Classes that falls on Public Holidays (PH) and during the University shut down period will be rescheduled to weekends. Student will receive the rescheduled information when the term commences.

Class schedule: <http://www.suss.edu.sg/resources/FAQs/PT/Pages/Class-Schedule.aspx>

Academic Calendar: http://www.suss.edu.sg/programmes/Academic-Calendar/Pages/AcademicCalendar_PartTime.aspx?skw=academiccalendar

Course that are not presented in the upcoming semester or does not have any additional seats will not be made available for selection. Please check with the administrator for seats availability.

Selected Courses

No record found.

4. Course(s) will be added here

Available Course (Modular Courses)

Discipline

Course Code

Course Title

Search Course

Please Select

No record found.

Type B

Available Course (Modular Courses (B))

Add Package Course

Expand All Collapse All

[+] ISCA_JUL19_305-ISCA ANL305 3-DAY (T00)

	Course	Subsidy Type	Credit Units	Course Type	Course Category	Class Schedule	Exam TimeTable
<input type="checkbox"/>	ANL305 - Association and Clustering	SFC, SSG, UTAP					
[+]	ISCA_JUL19_311-ISCA ANL311 3DAY (T00)						
[+]	ISCA_JUL19_321-ISCA ANL321 3-DAY (T00)						
[+]	ISCA_JUL19_3DAY-ISCA ANL303A 3-DAY (T00)						

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

Add Package Course

Proceed Back

5. Click proceed when your courses are added above

Terms Of Use

This is what you will see on the screen after adding the selected course(s).
Click proceed to next section

Student Information Management System

* mandatory field

Semester

Semester*

Classes that falls on Public Holidays (PH) and during the University shut down period will be rescheduled to weekends. Student will receive the rescheduled information when the term commences.

Class schedule: <http://www.suss.edu.sg/resources/FAQs/PT/Pages/Class-Schedule.aspx>

Academic Calendar: http://www.suss.edu.sg/programmes/Academic-Calendar/Pages/AcademicCalendar_PartTime.aspx?skw=academiccalendar

Course that are not presented in the upcoming semester or does not have any additional seats will not be made available for selection. Please check with the administrator for seats availability.

Selected Courses

<input type="checkbox"/>	Package	Course	Subsidy Type	Credit Units	Course Type	Course Category	Class Schedule	Exam TimeTable	Postgraduate Course
<input type="checkbox"/>	-	CLS115 - Applied Chinese Phonetics and Lexicology (实用华语语音与词汇)	GS, SFC	5 Credit	FIRST ATTEMPT		Thu, Term 1, WEEK 1 Sat, Term 1, WEEK 1	15 Nov 2018	No

Remove Course

Available Course (Modular Undergraduate Courses)

Discipline

Course Code

Course Title

Search Course

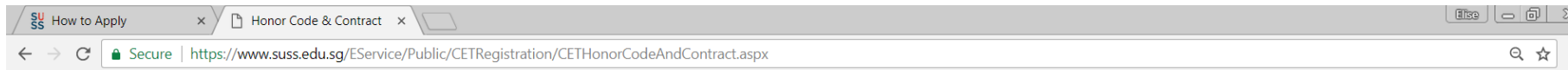
Available Course (Modular Courses (B))

[Expand All](#) [Collapse All](#)

No record found.

Proceed

Check the declaration box and click 'Proceed to particulars' for first time applicant. You will be directed to fill in your personal particulars.



Student Information Management System



* mandatory field

Honor Code & Student Contract

As a condition of admission to Singapore University of Social Sciences, all students are required to pledge their agreement to abide by the Honour Code. Please review the Student Contract and Honor Code document before you proceed further with the registration.

Honor Code PDF

[HC_201807_290320180411.PDF](#)

Contract PDF

[Con_201807_290320180415.PDF](#)

*

Declaration

- I confirm that I have read and agreed to the terms and conditions stated in the Student Contract and Honor Code document.
- I will provide true and correct information in this application.
- I understand that any misrepresentation or omission is sufficient ground for rejecting my application.
- I also understand that Singapore University of Social Sciences reserves the right to cancel my student registration in the event of a false declaration.
- I understand that Singapore University of Social Sciences may obtain or verify my academic results from the Singapore Ministry of Education, the local polytechnics or the local universities.
- I agree to the use and disclosure of my personal data and other supplementary information in connection with the administration and conduct of the Course and SSG Funding, including the transmission of data to the University's academic staff, IT services, library services, external parties who accredits the Course. The University may supply relevant data, including academic and attendance records, to my sponsor organization and/or funding agencies to enable these entities to assess if financial support to me should continue. I agree that I may be contacted via mobile phone and/or email and on occasion the University may text and/or email me information related to the Course or events at the University during or after the completion of the Course. My personal data may be kept by the University for a limited number of years after I have completed the Course in order to confirm requests from prospective employers and other institutions of higher learning etc. and for the compilation of the relevant statistics to facilitate the review of the Course.

[Proceed to Particulars](#) [Back](#)

For self-sponsored individuals – you will see this screen

Student Information Management System

* mandatory field

Registration Summary

Package	Selected Course(s)	Credit Units	Course Type	Course Category	Original Course Fee (include GST)	Indicative Course Fee (include GST)	Class Schedule	Exam Timetable
-	HRM201 - Human Resource Management	5 Credit	FIRST ATTEMPT		1,300.05	234.01	Wed, Term 1, WEEK 2 Sat, Term 1, WEEK 2	14 Nov 2018
-	HRM263 - Team Dynamics	5 Credit	FIRST ATTEMPT		1,300.05	1,170.04	Fri, Term 1, WEEK 2	16 Nov 2018
-	HRM313 - Total Reward Design and Management	5 Credit	FIRST ATTEMPT		1,300.05	234.01	Mon, Term 2, WEEK 2	19 Nov 2018
-	HRM333 - Performance Management	5 Credit	FIRST ATTEMPT		1,300.05	1,170.04	Thu, Term 1, WEEK 1 Sat, Term 1, WEEK 1	15 Nov 2018
-	HRM373 - Assessment and Selection	5 Credit	FIRST ATTEMPT		1,300.05	1,170.05	Fri, Term 1, WEEK 1 Sat, Term 1, WEEK 1	16 Nov 2018

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 shut down period.

UTAP Section

Check UTAP Eligibility

I would like to use UTAP to offset course fee

[Terms and Conditions for UTAP Funding \(NTUC members only\)](#)

- a. Member to maintain paid-up NTUC membership before course, throughout course duration and at the point of claim
- b. UTAP supports 75% of the course fees paid, cap at \$250 per year.
- c. UTAP funding is only applicable on the course fee not funded through company sponsorship or other types of funding
- d. Unfunded course fee must be \$820.00 and above
- e. You must fulfil a minimum of 75% attendance and sat for all prescribed examination(s), if any

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.

SkillsFuture Credit Section

I would like to use SkillsFuture Credit to offset course fee

SYS-CFT100-013

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.

Request for Sponsorship/Concession

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

Application Fee Amount (Including GST)

64.20

Payment Mode*

eNets Credit Card

I understand and accept that the courses displayed in the Registration Summary are correct. The course fees are periodically reviewed and may be revised. SUSS reserves the right to adjust the course fees without prior notice.

[Submit & Proceed to Pay Application Fee](#) [Back](#)

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.

For company sponsored applicant – you will see this screen

Student Information Management System

* mandatory field

Registration Summary

Package	Selected Course(s)	Credit Units	Course Type	Course Category	Original Course Fee (include GST)	Indicative Course Fee (include GST)	Class Schedule	Exam Timetable
-	CLS115 - Applied Chinese Phonetics and Lexicology (实用华语语音与词汇)	5 Credit	FIRST ATTEMPT		1,300.05	1,300.05	Thu, Term 1, WEEK 1 Sat, Term 1, WEEK 1	15 Nov 2018

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 shut down period.

SkillsFuture Credit Section

I would like to use SkillsFuture Credit to offset course fee

SYS-CET100-013

Request for Sponsorship/Concession

NTUC First Campus Co-operative Limited

Application Fee Amount (Including GST)

0.00

Payment Mode

eNets Credit Card



I understand and accept that the courses displayed in the Registration Summary are correct. The course fees are periodically reviewed and may be revised. SUSS reserves the right to adjust the course fees without prior notice.

[Submit & Proceed to Pay Application Fee](#) [Back](#)

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