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1.0 Introduction

Welcome back to UniSIM.

The User Guide is for the use and guidance of all UniSIM students to make amendments to the courses offered to them for the coming academic semesters.

In eCourse Offer and Confirmation page, student can
  
  - Drop ‘Resit’ course(s)
  - Check course quota availability
  - Add/Drop Course(s) registration
  - Acknowledge your course offer invoice before course fee payment
  - Acknowledge your course offer invoice (For Scholarship/Company sponsored student)
2.0 Workflow Map

Login to student eservice and view course offer at “eCourse Offer and Confirmation” page

Accept course offer?

Yes

Proceed with Course Fee payment

- Yes
  - Proceed with Course Fee Payment
    - Make payment
    - End
  - Proceed to Confirm
    - (only applicable for UniSIM Scholarship/Company Sponsored student)
    - Confirm course offered

- No
  - Request Add/Drop
  - Drop Resit Courses
  - Pay Add/Drop fee $53.50
  - Add/Drop Course Registration
  - Apply Deferment

No

No

No
3. 0 Scenario

3.1 Scenario A: Student wishes to confirm Course Offer without Add/Drop Course Registration.

Step 1: Login to student eService, click on “eCourse Offer and Confirmation” under “Student eService” menu on the left panel.

Step 2: Check the Course Offer Results in the below screen. If no need to add or drop any courses, tick the “I agree/Acknowledge” checkbox in the Disclaimer section, then click on “Proceed with Course Fee Payment”. See Figure 3-1.

![Figure 3-1 Proceed with Course Fee Payment](image-url)

FIGURE 3-1 Proceed with Course Fee Payment
Once the button is clicked, the below pop-up window will appear.

![Message from webpage]

Once you click ‘OK’ to proceed, you cannot do Add/Drop Course Registration. Are you sure you want to proceed with course fee payment?

[OK] [Cancel]

Click ‘OK’ if you confirm you do not want to Add/Drop Course(s). Otherwise, click ‘Cancel’.

Step 4: After clicking ‘OK’, click ‘View Invoice’ to check the course details and fees are correct. Student is required to tick on the “I Accept” checkbox to accept the disclaimer before making payment. See Figure 3-2.

![Figure 3-2 MOE Subsidy Disclaimer]

If student decides not to pay, he/she can go back to the “eCourse Offer and Confirmation” page to view course offer again. Student who wants to add/drop course(s) may tick the “I Agree/Acknowledge” checkbox in the Disclaimer section and click “Request Add/Drop” button at bottom of the “eCourse Offer and Confirmation” page. (Please refer to Scenario B: Student wishes to do Add/Drop course registration).
Student who has confirmed course offer result can choose to pay at a later date. Please click on the “View Outstanding Invoice and Make ePayment” to make course fee payment. Payment has to be made before the course fees payment deadline. See Figure 3-3.

FIGURE 3-3 View Outstanding Invoices
3.2 Scenario B: Student wishes to do Add/Drop Course Registration.

Step 1: Login to student eService, click on “eCourse Offer and Confirmation” under “Student eService” menu on the left panel.

Step 2: Check the Course Offer Results in the below screen. If student wishes to add or drop course(s), tick on the “I agree/Acknowledge” checkbox in the Disclaimer section, then click on “Request Add/Drop” button. See Figure 3-4.

FIGURE 3-4 Request Add/Drop Course Registration
Step 3: After clicking on the “Request Add/Drop” button, student will be directed to Add/Drop Course Registration Preview page. Student who wishes to proceed with add/drop is required to tick on the “I Agree/Acknowledge” checkbox and click on the “Pay Add/Drop Fee” to make payment. See Figure 3-5. Click on “Cancel Add/Drop” button to cancel the ‘Add/Drop’ request.

![Add/Drop Course Registration Preview](image)

**Offered Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Type</th>
<th>Credit Units</th>
<th>Remaining Quota</th>
<th>Category</th>
<th>Class Time Table</th>
<th>Exam Time Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELG353</td>
<td>World Englishes</td>
<td>ELECTIVE</td>
<td>5</td>
<td></td>
<td>FIRST ATTEMPT</td>
<td>Tu, WED 5, THUR 1</td>
<td></td>
</tr>
<tr>
<td>ELT301</td>
<td>Shakespeare on Film</td>
<td>ELECTIVE</td>
<td>5</td>
<td></td>
<td>FIRST ATTEMPT</td>
<td>Tu, WED 1, THUR 1</td>
<td></td>
</tr>
<tr>
<td>ELT307</td>
<td>Jacobean Drama</td>
<td>ELECTIVE</td>
<td>5</td>
<td></td>
<td>FIRST ATTEMPT</td>
<td>Tu, WED 1, THUR 1</td>
<td></td>
</tr>
<tr>
<td>PSY255</td>
<td>Principles of Learning</td>
<td>ELECTIVE</td>
<td>5</td>
<td></td>
<td>REPEAT</td>
<td>Tu, WED 1, THUR 1</td>
<td></td>
</tr>
<tr>
<td>PSY259</td>
<td>Personality and Individual Differences</td>
<td>ELECTIVE</td>
<td>5</td>
<td></td>
<td>FIRST ATTEMPT</td>
<td>Tu, WED 1, THUR 1</td>
<td></td>
</tr>
</tbody>
</table>

**Available Courses for Add/Drop**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Type</th>
<th>Credit Units</th>
<th>Remaining Quota</th>
<th>Category</th>
<th>Class Time Table</th>
<th>Exam Time Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELG354</td>
<td>English in Singapore</td>
<td>ELECTIVE</td>
<td>5</td>
<td>178</td>
<td>FIRST ATTEMPT</td>
<td>Tu, WED 1, THUR 1</td>
<td></td>
</tr>
<tr>
<td>ELG357</td>
<td>Phonetics</td>
<td>ELECTIVE</td>
<td>5</td>
<td>243</td>
<td>FIRST ATTEMPT</td>
<td>Mon, WED 1, THUR 1</td>
<td></td>
</tr>
<tr>
<td>ELG359</td>
<td>Phonology</td>
<td>ELECTIVE</td>
<td>5</td>
<td>137</td>
<td>FIRST ATTEMPT</td>
<td>Mon, WED 1, THUR 1</td>
<td></td>
</tr>
<tr>
<td>PSY102</td>
<td>Organizational Psychology</td>
<td>ELECTIVE</td>
<td>5</td>
<td>207</td>
<td>FIRST ATTEMPT</td>
<td>Mon, WED 1, THUR 1</td>
<td></td>
</tr>
<tr>
<td>PSY206</td>
<td>Cognitive Psychology: Exploring the Mind</td>
<td>ELECTIVE</td>
<td>5</td>
<td>106</td>
<td>FIRST ATTEMPT</td>
<td>Wed, WED 1, THUR 1</td>
<td></td>
</tr>
<tr>
<td>PSY301</td>
<td>Personal Assessment and Selection</td>
<td>ELECTIVE</td>
<td>5</td>
<td>60</td>
<td>FIRST ATTEMPT</td>
<td>Thu, WED 1, THUR 1</td>
<td></td>
</tr>
<tr>
<td>PSY303</td>
<td>Positive Psychology</td>
<td>ELECTIVE</td>
<td>5</td>
<td>129</td>
<td>FIRST ATTEMPT</td>
<td>Thu, WED 1, THUR 1</td>
<td></td>
</tr>
<tr>
<td>PSY304</td>
<td>Psychology of Creativity</td>
<td>ELECTIVE</td>
<td>5</td>
<td>129</td>
<td>FIRST ATTEMPT</td>
<td>Thu, WED 1, THUR 1</td>
<td></td>
</tr>
<tr>
<td>PSY308</td>
<td>Psychology of Consumer Behavior</td>
<td>ELECTIVE</td>
<td>5</td>
<td>10</td>
<td>FIRST ATTEMPT</td>
<td>Thu, WED 1, THUR 1</td>
<td></td>
</tr>
</tbody>
</table>

The course selection you made during the electronic course registration (eCR) exercise is final. However, the Add/Drop of Course Registration is provision by Unisim to allow students who need to make changes to the course choice due to special circumstances. The period for Add/Drop of Course Registration is from 20 December 2011 (6pm) to 3 January 2012 (11.59pm) PHT only.

**Terms and Conditions for Add/Drop course registration:**

1. Students are required to pay the Add/Drop fee of $50.00 (inclusive of 7% GST) before proceeding to add/drop course(s). There will be no refund of Add/Drop fee paid.
2. Course availability presented herein is only for viewing purposes. Student is required to pay the Add/Drop fee first and click “Proceed with Add/Drop Submission” to proceed with add/drop course(s).
3. Course offered are subject to course availability.
4. Students who wish to add the SST capstone course are required to obtain the Application for SST Capstone Course Form from the Unisim administrative office at Block 21, Level 1. All SST capstone course registration is subject to approval of a case-by-case basis.
5. Each student has a maximum of two (2) changes to submit the Add/Drop course(s). You are encouraged to plan and select your course(s) carefully.
6. If there is no course for you to select after paying the Add/Drop fee, you may still come back to check the course availability at the Add/Drop Course Registration page before the closing date of 3 January 2012.
7. All courses offered are governed by Unisim Student Handbook and University Policies.
8. While reasonable efforts are made to ensure the course information displayed is correct and accurate, and in the event that any of the course offered to you is found to be in error, Unisim reserves the right to withdraw and offer the correct course to you.
9. Approval for Add/Drop courses will be given at the sole discretion of Unisim and decision made will be final.

![I Agree / Acknowledge](image)

**FIGURE 3-5 Pay Add/Drop Fee**
Student is required to read the Terms and Conditions for Add/Drop Course Registration. Proceed to click on “Pay Add/Drop Fee”, a pop-up window will be shown “Please ensure you have read the terms & conditions”. Click ‘OK’ to confirm.

Student will be directed to make payment for Add/Drop fee of $53.50 (inclusive GST).

Tick “I Accept” checkbox and select your choice of payment by clicking on “Pay using eNETS” or “Pay using Credit Card”. See Figure 3-6.

**FIGURE 3-6 Add/Drop Fee Choice of Payment**

Do not close window while system is processing the payment. A message “Your add/drop payment has been performed successfully!” will be displayed when the process of payment is successfully completed.
Student may click on the “Print Receipt” button to view and print the receipt.

Student may click on the “Proceed to Add/Drop Courses Now” to do add/drop course registration. See Figure 3-7. The Add/Drop Course Registration page will be displayed. See Figure 3-8.

FIGURE 3-7 Proceed to Add/Drop Courses

FIGURE 3-8 Add/Drop Course Registration page
Student who has paid Add/Drop fee ($53.50) previously but did not do add/drop immediately and decided to do add/drop now (within add/drop period), may proceed to click on the “Add/Drop Course Registration” to do add/drop course(s). See Figure 3-9.

FIGURE 3-9 Proceed with Add/Drop Submission
After clicking on “Proceed with Add/Drop Submission” button, the below page will be shown. See Figure 3-10.

Student who wishes to drop a course is to click on the “Drop” at the right side of the “Offered Courses” section. Example: To drop ELT370 in the above screenshot.
Once student clicks on “Drop”, the course will be moved from “Offered Course” section to “Available Courses for Add/Drop” section. See Figure 3-11.

<table>
<thead>
<tr>
<th>Offered Course(s) for Semester 2012/01</th>
<th>Course Type</th>
<th>Credit Units</th>
<th>Is UCare</th>
<th>Category</th>
<th>Class TimeTable</th>
<th>Exam TimeTable</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELT005: World Englishes</td>
<td>LANGUAGE ELECTIVE</td>
<td>5</td>
<td>NO</td>
<td>FIRST ATTEMPT</td>
<td>Fri, TERM 2, WEEK 1</td>
<td>07:00 PM - 10:00 PM</td>
</tr>
<tr>
<td>ELT251: Jacobean Drama</td>
<td>LITERATURE ELECTIVE</td>
<td>5</td>
<td>NO</td>
<td>FIRST ATTEMPT</td>
<td>Tue, TERM 1, WEEK 1</td>
<td>07:00 PM - 10:00 PM</td>
</tr>
<tr>
<td>PSY275: Principles of Learning</td>
<td>MINOR ELECTIVE</td>
<td>5</td>
<td>NO</td>
<td>REPEAT</td>
<td>Wed, TERM 1, WEEK 1</td>
<td>07:00 PM - 10:00 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Available Courses for Add/Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>ourse Name</td>
</tr>
<tr>
<td>ELT005: English in Singapore</td>
</tr>
<tr>
<td>ELT251: Jacobean Drama</td>
</tr>
<tr>
<td>PSY275: Principles of Learning</td>
</tr>
</tbody>
</table>

**FIGURE 3-11 Drop Course**

Terms and Conditions for Add/Drop Course Registration:

1. Students are required to pay the Add/Drop fee of $15.00 inclusive of 7% GST before proceeding to add/drop course(s). There will be no refund of Add/Drop fee paid.
2. Course availability presented here is only for viewing purposes. Student is required to proceed with Add/Drop Submission to proceed with add/drop course(s).
3. Courses offered are subject to course availability.
4. Students who wish to add the SST capstone course are required to obtain the Application for SST Capstone Course Form from the UniSIM Administrative office at Block 82, Level 1. All SST capstone course registration is subject to approval on a case-by-case basis.
5. If there is no course for you to select after making SST drop selection, you may still come back to check the course availability at the Add/Drop Course Registration page before the closing date of 3 January 2012.
6. Approval for add/drop courses will be given at the sole discretion of unistat and decision made will be final.
To add a course, student is to tick on the checkbox under the “Select” column in “Available Courses for Add/Drop”. Example: To add ELT357 in the below screenshot. See Figure 3-12.

![Add/Drop Course Registration](image)

**FIGURE 3-12 Add Course**

Student is required to read the Terms and Conditions for Add/Drop Course Registration. Click on the “Save and Next” button to save the add/drop course(s) record.

---

**Terms and Conditions for Add/Drop Course Registration:**

1. Students are required to pay the Add/Drop fee of $52.00 (inclusive of 7% GST) before proceeding to add/drop courses. There will be no refund of Add/Drop fee paid.
2. Course availability presented here is only for viewing purposes. Student is required to pay the Add/Drop fee first and click “Proceed with Add/Drop Submission” to proceed with add/drop course(s).
3. Courses offered are subject to course availability.
4. Students who wish to add the SST capstone course are required to obtain the Application for SST Capstone Course Form from the Unisim Administration office at Block 81, Level 1. All SST capstone course registration is subject to approval on a case-by-case basis.
5. Each student has a maximum of Two (2) chances to submit the Add/Drop course(s). You are encouraged to plan and select your course(s) carefully.
6. If there is no course for you to select after making the Add/Drop fee, you may still come back to check the course availability at the Add/Drop Course Registration page before the closing date of 3 January 2013.
7. All courses offered are governed by Unisim Student Honor Code and University Policies.
8. While reasonable efforts are made to ensure the course information displayed is correct and accurate, and in the event that any of the course offered to you is found to be in error, Unisim reserves the right to replace and offer the correct course to you.
9. Approval for Add/Drop courses will be given at the sole discretion of Unisim and decision made will be final.
A pop-up window “Please ensure you have read the terms & conditions” will be displayed. Click ‘OK’ to confirm.

Message from webpage

![Message from webpage]

Please ensure you have read the terms & conditions.

OK Cancel

Student will see the add/drop courses on the ‘Add/Drop Registration Submission Summary’ page. See Figure 3-13.

FIGURE 3-13 Add/Drop Course Registration Submission Summary

Student is required to tick on “I Agree” checkbox and click on the “Submit” button.

Note: Student who has paid add/drop fee ($53.50) has maximum Two (2) times for add/drop requests. When the “Submit” button is clicked, One (1) request is considered used up. Students are advised to plan the Add/Drop course registration carefully. Student has one more add/drop submission before making course fee payment.

After clicking on “Submit” button, system will pop-up a warning message “Please note that you have maximum 2 chances to Add/Drop course(s). Confirm to submit?” Click “OK” to confirm.

Message from webpage

![Message from webpage]

Please note that you have maximum 2 chances to Add/Drop course(s). Confirm to submit?

OK Cancel
System will direct student to make course fee payment. Tick on the “I Accept” checkbox and select your choice of payment by clicking on “Pay using eNETS” or “Pay using Credit Card”. See Figure 3-14.

Once payment is successfully completed, system will show a confirmation message “Your course payment has been performed successfully!” Click on the “Print Receipt” button to view and print the receipt. See Figure 3-15.
3.3 Scenario C: Student wishes to Drop Resit Course(s) only.

Students who are offered resit courses will see the “Drop Resit Courses” button at “eCourse Offer and Confirmation” page. See Figure 3-16.

![Image of the eCourse Offer and Confirmation page]

Special Note

Course Offer Results

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Courses Type</th>
<th>Credit Unit</th>
<th>Course Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI3205</td>
<td>Understanding Components of Language</td>
<td>Company</td>
<td>3</td>
<td>RESIT</td>
</tr>
<tr>
<td>PSY205</td>
<td>Organizational Psychology</td>
<td>Minor Bedeck</td>
<td>5</td>
<td>FIRST ATTEMPT</td>
</tr>
<tr>
<td>PSY205</td>
<td>Social Psychology</td>
<td>Minor Bedeck</td>
<td>5</td>
<td>FIRST ATTEMPT</td>
</tr>
<tr>
<td>PSY2105</td>
<td>Principles of Learning</td>
<td>Minor Bedeck</td>
<td>5</td>
<td>FIRST ATTEMPT</td>
</tr>
<tr>
<td>PSY259</td>
<td>Personality and Individual Differences</td>
<td>Minor Bedeck</td>
<td>5</td>
<td>REPEAT</td>
</tr>
<tr>
<td>PSY255</td>
<td>Psychology of Creativity</td>
<td>Minor Bedeck</td>
<td>5</td>
<td>FIRST ATTEMPT</td>
</tr>
</tbody>
</table>

FIGURE 3-16 Drop Resit Course(s)

System will display all the ‘Resit’ courses and allow student to select the ‘Resit’ course(s) to drop with no charge.
To drop resit course(s), student to click on “Drop Resit Course” button. Student is to tick on the checkbox under ‘Drop’ column and state the reason in the ‘Reason’ textbox, click on “Proceed to Drop Courses” button. See Figure 3-17.

A pop-up window will be displayed “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?”. Click ‘OK’ to confirm.

A message will be displayed after the confirmation of the resit course(s) is dropped. See Figure 3-18.
3.4 Scenario D: UniSIM Scholarship/Company Sponsored Student.

Step 1: Login to student eservice, click on “eCourse Offer and Confirmation” under “Student eService” menu on the left panel.

Step 2: Check the details of the Course(s) Offered under the “Course Offer Results” section. Students who are under UniSIM Scholarship, Company Sponsored or who have advance payment with UniSIM which can cover the course fee may proceed to tick on the “I Agree/Acknowledge” checkbox in the Disclaimer section and click on “Proceed to Confirm”. See Figure 3-19.
After clicking on “Proceed to Confirm” button, the below page will be shown. See Figure 3-20.

Students who are under UniSIM Scholarship, Company Sponsored or who have advance payment with UniSIM who wish to add/drop course(s) is required to click on the “Request Add/Drop” button in the eCourse offer and Confirmation page. (Please refer to Scenario B: Student wishes to do Add/Drop course registration).
The End