

Checklist for New Students Completing Programme and Subject Registration (2010-11)

A) Programme Registration

Step 1: Check Main Round offer results from 9:00 am, 29 July 2010 via the JUPAS website at <http://www.jupas.edu.hk>.

Step 2: **Pay the acceptance fee of HK\$5,000** within the period 29 July (Thursday)(from 9:00 am) to 30 July (Friday)(6:00 pm) **to JUPAS Office** via the following channels:

- a. via e-banking of one of the following banks (accessible at JUPAS website)
 - 1) HSBC
 - 2) Hang Seng Bank
 - 3) The Bank of East Asia- You must use YOUR OWN HKID CARD NO. to register payment via e-banking (as the Bill Payment No.).
- b. By cash (The Bank of East Asia)
 - You can also pay IN CASH at any branch of The Bank of East Asia to the following account using YOUR OWN HKID CARD NO. to register payment (cheque and ATM transfer not acceptable).
 - Name of Account: Joint University Programmes Admissions System (JUPAS)
 - Account No.: 176 – 40 – 03002 – 6
 - Bill Type No.: 13
- c. By cash (JUPAS Office)
 - You can also pay IN CASH at the JUPAS office (cheque will not be accepted).

Step 3: Check the registration schedule from the online Notice of Offer via our Online Admission System (<http://www.polyu.edu.hk/admission>) and print a copy of the notice for record, if necessary.

- Login account name: your JUPAS application no. + "d"
- PIN: the first 6-digit of your HKID Card No.

Step 4: **Come to Fong Shu Chuen Hall according to the date and time specified in the Notice of Offer for :**

- a. verification of your personal particulars; and
- b. issuance of the Student Identity Card

Note: Fitness campaign will be arranged after programme registration. Therefore, you are encouraged to wear sportswear on the registration day.

Step 5: **Settle the remaining amount of tuition fee for Semester 1 of 2010-11** by the due date specified in the Notice of Offer. **If you fail to settle the respective fees by the specified dates, you will be considered as having given up your study place at PolyU and the study place will be filled by another applicant immediately.**

[In the event of Tropical Cyclone Warning Signal No. 8 or above being hoisted or a Black Rainstorm Warning being issued on the day between 31 July, 2 & 3 August 2010, the programme registration activities (i.e. step 4) will be postponed according to the following schedule, with the time and venue remain unchanged. No separate notification will be given.]

<u>Original Schedule</u>	<u>Rescheduled Date</u>
31 July 2010 pm	4 August 2010 pm
2, 3 August 2010 am	4 August 2010 am
2, 3 August 2010 pm	4 August 2010 pm

B) Subject Registration

- Step 1: **Check** your “Personal Checklist” at the AS Student Page to see **if you are required to select subjects** on web (<http://www.polyu.edu.hk/student> > Subject Registration > Personal Checklist).
- Step 2: If you are required to select subjects, please study the full or abridged version of the “**Guide for Subject Registration**” for the steps to complete subject registration (<http://www.polyu.edu.hk/student> > Subject Registration > General Information > Subject Registration Information). Please **complete subject registration** in accordance with the procedures specified in the Guide. The subject registration period for new full-time students will be from 6 to 11 August 2010. However, you can only start online subject registration according to the earliest commencing time assigned to you.
- Step 3: If you are not required to complete subject registration, Departments would normally have pre-assigned subjects for you. Please check the pre-assigned subjects from the “Personal Subject Registration Record” on web (<http://www.polyu.edu.hk/student> > Subject Registration > Personal Subject Registration Record).
- Step 4: Please also check your “Personal Timetable” on web and attend classes accordingly (<http://www.polyu.edu.hk/student> > Timetable > Personal Timetable).
- Step 5: All students on full-time UGC-funded degree and sub-degree programmes, including those who are not required to select discipline-based subjects, can select General Education subjects starting from Semester 1 of 2010-11. The selection schedule is from 6 - 11 August 2010. Please refer to the “Guide for Subject Registration” for the GE requirement and the registration guidelines.

*** Briefing Session on Subject Registration Arrangements**

To enable you to have a better understanding of the subject registration procedures and familiarise yourself with the related processes on web, you are invited to a one-hour briefing session at PolyU. Three or more sessions are available for your selection on each scheduled date. Just pick one session that fits you most.

<u>Scheduled Date</u>	<u>Venue</u>	<u>Session</u>
31 July 2010 (Sat)	Room: M301	3 Sessions (starting from 3:00pm, 4:00pm and 5:00pm)
2 to 3 August 2010 (Mon to Tue)	Room: M301	6 Sessions (starting from 10:00am, 11:00am, 12:00noon, 3:00pm, 4:00pm and 5:00pm)
4 August 2010 (Wed)	Room: M301	3 Sessions (starting from 3:00pm, 4:00pm and 5:00pm)

A slideshow demonstrating the subject registration procedures is also available on the website at: <http://www.polyu.edu.hk/student> > Subject Registration > General Information > Slideshow for Subject Registration.

C) Application for MTR Student Travel Card

If you are a full-time student aged between 12 and 25 (born in/after 1985), you may apply for an MTR student travel card. Application forms are available for collection in AG206 (Podium Level) from 8 - 10 September 2010. For details, please refer to the notice posted on the Notice Board of the Academic Secretariat and on the University Portal (<https://my.polyu.edu.hk>).