

To : All Students (except Programme 05001)
 From : Academic Secretariat
 Date : 31 August 2017
 Subject : 2017-18 Semester 1 Add/Drop arrangements (including Adjustment before Semester Commencement)

Updated

Dear Student

2017-18 Semester 1 will commence on 4 September 2017. If you would like to adjust your subject registration for Semester 1, you can do so at the eStudent (www.polyu.edu.hk/student). Please use Chrome browser to log in eStudent.

(If you will have completed all the requirements for graduation by the 2016-17 academic year or will not continue your study at PolyU from 2017-18 Semester 1, please disregard this email. Upon confirmation of your eligibility to graduate or your leaving the University, registration of subjects (including follow-on term of consecutive subjects) in the following semester will be nullified and removed from your record.)

A summary of the dates for Semester 1 is as follows:

Subject Registration Activities	Periods	Remarks
Adjustment before Semester Commencement	1 September* – 12:00 noon of 2 September 2017 <i>*an earliest commencing time (i.e. start time) will be assigned to students</i>	No add/drop count will be recorded. <i>Check your earliest commencing time from 15:00 of 31 August 2017 onwards (eStudent > My Subject Registration > Personal Checklist)</i>
Add/Drop Period	4 September* – 23:59 of 16 September 2017 (with a clearance buffer of 2.5 hours i.e. till 02:30 of the following day) <i>*an earliest commencing time (i.e. start time) will be assigned to students</i>	Add/drop count# will be recorded. <i>Check your earliest commencing time from 15:00 of 31 August 2017 onwards (eStudent > My Subject Registration > Personal Checklist)</i>

Students who have add/drop counts more than 4 will be given a relatively late commencing time in the subject registration exercise for 2017-18 Semester 2. The add/drop count includes all adding and dropping actions done by yourself via eStudent. Changes made to the component groups of the registered subjects will not be taken into the Add/Drop count.

(This arrangement is not applicable to new students in their 1st semester.)

Please also take note of the following:

- During the last 2 days of the add/drop period (i.e. 09:00 of 15 September to 23:59 of 16 September 2017 (with a clearance buffer of 2.5 hours i.e. till 02:30 of the following day))
 - All students can retake previously passed subjects, except for GUR subjects, for improving the grades.

- Students of Full-time programmes and students studying Part-time/Mixed-mode Undergraduate Degree programmes with General University Requirements (GUR), can take additional subjects outside curriculum to broaden their knowledge. For details, please refer to the [Student Handbook](#).
- Applications for Withdrawal of Subjects after the Add/Drop period, Zero Subject Enrolment, Deferment of Study and Withdrawal of Study, please refer to the [Student Handbook](#) for details.
- Application for MTR Student Travel Card - If you are a full-time student of 25 years old or below, and wish to apply for an MTR student travel card, please refer to the [notice](#) for the detailed arrangement.

Add/Drop arrangement for students on academic probation

To improve the academic performance of students on academic probation, students on academic probation are required to seek academic advice on study load and subjects to be taken instead of accessing to eStudent and performing subject registration themselves (normally during the Adjustment before Semester Commencement and Add/Drop periods). Students should complete the Form '[Study Load for Students on Academic Probation](#)' (Form AS150) indicating the proposed study plan and meet with the Academic Advisors to finalize the subjects and credits to be taken in the semester following academic probation within one week of assessment results announcement. Department will update the students' subject registration records according to the study plan agreed. Students should attend classes accordingly and will be notified by email of the updated subject registration records.

In case you encounter any problems during subject registration, you may find answers from the PowerPoint or FAQ on subject registration under the 'Help' button of the 'Subject Registration' tab page. If necessary, you can also contact us at **23330600** during office hours or via email at aswebreg@polyu.edu.hk and at the special hotlines of **27665599 / 27665191 / 27665172** operating during office hours of the subject registration and add/drop periods.

Best wishes for your study in the coming semester!

Academic Secretariat