

To: Students of Full-time Programmes (except Programme 44087-ISS)  
 From: Academic Secretariat  
 Date: 27 December 2017  
 Subject: 2017-18 Semester 2 Subject Registration and Add/Drop Arrangements

Dear Student

We are pleased to invite you to perform online Subject Registration and Add/Drop for **2017-18 Semester 2** at the eStudent ([www.polyu.edu.hk/student](http://www.polyu.edu.hk/student)). Please use Chrome browser to log in eStudent.

Following is a quick summary of dates. Please mark the dates in your diary/scheduler, read the detailed arrangement & schedule, and take action accordingly.

Activities	Periods
Subject Registration (after class timetable release)	8 - 10 January 2018 ( <i>Mock: 5 January 2018</i> )
Adjustment before Semester Commencement	12 - 13 January 2018 (till 12:00 noon of 13 January 2018)
Add/Drop Period	15 - 27 January 2018

*(If you will have completed all the requirements for graduation by the 2017-18 Semester 1 or will not continue your study at PolyU from 2017-18 Semester 2, 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.)*

### 1. Subject Registration for Semester 2 (after class timetable release)

This round of subject registration is mainly for registration on Cluster Area Requirements (CAR) / Service-Learning (SL) / Leadership & Intra-personal Development (LIPD) subjects, minor subjects and replacement for subjects removed due to a clash in your timetable.

Activities	Date/Time
<p>Check out the following information to prepare for the subject registration exercise:</p> <ul style="list-style-type: none"> <li>Your Earliest Commencing Time for Subject Registration (<i>eStudent &gt; My Subject Registration &gt; Personal Checklist</i>)</li> <li>Removal of Subject Records due to Clash in Timetable (<i>eStudent &gt; Subject Registration &gt; Subject Registration History &gt; Subject Registration Log &gt; Subject Registration Type: Dropped - Time Clash</i>)</li> <li>Vacancy, Class Timetable &amp; PS Exclusion of CAR/SL Subjects (<i>eStudent &gt; Information &gt; Subject Search &gt; By Subject &gt; Category (select relevant category)</i>)</li> <li>List of CAR Subjects to be Offered in the Evening/Saturday Sessions, please <a href="#">click here</a></li> <li>Subjects Descriptions Forms of the CAR Subjects from the Office of General University Requirements, please <a href="#">click here</a></li> <li>Vacancy &amp; Class Timetable of Minor Subjects (<i>eStudent &gt; Information &gt; Subject Search &gt; By Programme &gt; Programme (select relevant Programme Hosting Department &amp; Programme)</i>)</li> </ul>	From 09:00 of <b>5 January 2018</b> onwards

<ul style="list-style-type: none"> <li>There is an application – 'EasyReg' developed by PolyU graduates which may help you to check if the CAR/SL subjects you are interested would not clash with your personal class timetable. To access to the EasyReg website, please <a href="#">click here</a></li> </ul>	
<p>Try Mock Subject Registration before the actual subject registration (<i>eStudent &gt; My Subject Registration &gt; Mock Subject Registration</i>)</p> <ul style="list-style-type: none"> <li>All subjects you have selected during this period will NOT be carried forth to your actual online subject registration.</li> </ul> <p>You can refer to <a href="#">Guide for Subject Registration</a> for the steps for subject selections.</p>	<p>09:00 - 23:59 of <b>5 January 2018</b></p>
<p>Perform Subject Registration (<i>eStudent &gt; My Subject Registration &gt; Subject Registration</i>)</p> <ul style="list-style-type: none"> <li>Select <b>ALL</b> subjects in one go and then 'Confirm' your selection to signal the system to process and record them to your record.</li> <li>After 'Confirm', you will need to wait for the Re-opening Period to do any amendments. This is to ensure a fair chance to all students in registration of subjects.</li> <li>The Re-opening Period is <u>from 09:00 to 23:59 of 10 January 2018</u> (with a clearance buffer of 2.5 hours i.e. till 02:30 of the following day). Amendments on subject selection can be done during this period or subsequent add/drop period.</li> <li>Students who have been approved to have a minor can also register the minor subject(s) for Semester 2.</li> <li>For students whose subject record(s) was removed due to clash in timetable, they can adjust the study plan by taking other subject(s), if appropriate.</li> <li>You are advised to indicate your wish to take the subject(s) via <b>Preferred Subject Indication</b> if there is <u>no vacancy</u> for the subject(s) you would like to take. Department will consider only cases on the Preferred Subject Indication List when deciding on whether to increase the quota. Students who have been taken into consideration will be informed for registration.</li> </ul> <p>You can refer to <a href="#">Guide for Subject Registration</a> for the steps for subject selections.</p>	<p>From your earliest commencing time on <b>8 January*</b> – 23:59 of 10 January 2018 (with a clearance buffer of 2.5 hours, i.e. till 02:30 of the following day)</p> <p><i>*Please check your earliest commencing time from your Personal Checklist at eStudent</i></p>

## 2. Add/Drop Arrangement (including Adjustment before Semester Commencement)

Activities	Periods	Remarks
Adjustment before Semester Commencement	12 January* – 12:00 noon of 13 January 2018  <i>*an earliest commencing time (i.e. start time) will be assigned to students</i>	<p><b>No add/drop count</b> will be recorded.</p> <p><i>Check your earliest commencing time from 15:00 of 11 January 2018 onwards</i></p>
Add/Drop Period	15 January* – 23:59 of 27 January 2018 (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>	<p><b>Add/drop count#</b> will be recorded.</p> <p><i>Check your earliest commencing time from 15:00 of 11 January 2018 onwards</i></p>

#The total add/drop counts that you will be allowed to adjust your subject choices without penalty will be 4 during the Add/drop period. Changes made to the component groups of the registered subjects will not be taken into the counting. Students who have add/drop counts more than 4 will be given a relatively late commencing time in the subject registration exercise for 2018-19 Semester 1. The add/drop count includes all adding and dropping actions done by yourself via eStudent. *(This arrangement is not applicable to new students in their 1<sup>st</sup> semester.)*

### **New Option for Fulfillment of Leadership & Intra-personal Development (LIPD) Requirement**

Starting from Semester 2 of 2017-18, a leadership subject "MM1L01 Tango! Managing Self & Leading Others" will be open up to non-Faculty of Business students. If you have been pre-assigned with "APSS1L01 Tomorrow's Leaders" in Semester 2 of 2017-18, you can change to take MM1L01 instead of APSS1L01 at eStudent during the subject registration and add/drop schedules listed above.

### **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.

For more details of the subject registration arrangement, please refer to the '[Subject Registration – Information you will wish to get to know](#)'.

In case you encounter any problem 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](mailto: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.

Academic Secretariat