

To: Students of Part-time, Mixed-mode Programmes (except Programme 05001) and Students of Programme 44087-ISS
 From: Academic Secretariat
 Date: 3 January 2018
 Subject: 2017-18 Semester 2 Add/Drop Period arrangements (including the Adjustment before Semester Commencement)

Dear Student

2017-18 Semester 2 will commence on 15 January 2018. If you would like to adjust your subject registration for Semester 2, 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 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.)

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	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>	No add/drop count will be recorded. <i>Check your earliest commencing time from 15:00 of 11 January 2018 onwards (eStudent > My Subject Registration > Personal Checklist)</i>
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>	Add/drop count# will be recorded. <i>Check your earliest commencing time from 15:00 of 11 January 2018 onwards (eStudent > My Subject Registration > Personal Checklist)</i>

#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 1st semester.)

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.

Academic Secretariat