

To: Students of Full-time Programmes (except Programme 44087-ISS)
 From: Academic Secretariat
 Date: 27 February 2018
 Subject: 2017-18 Summer Term Subject Registration

Dear Student

We are pleased to invite you to perform online Subject Registration for **2017-18 Summer Term** during **12 - 14 March 2018** at the eStudent (www.polyu.edu.hk/student). This round of subject registration is mainly for registration on elective / Cluster Area Requirements (CAR) / Service-Learning (SL) subjects. Students who have been approved to have a minor can register the minor subject(s), if available. Please use Chrome browser to log in eStudent.

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

Please take action according to the following schedule. There will not be any reminder and, therefore, please mark the dates in your diary/scheduler.

Activities	Date/Time
<p>Check out the following information to prepare for the subject registration exercise:</p> <ul style="list-style-type: none"> Your Earliest Commencing Time for Subject Registration (<i>eStudent > My Subject Registration > Personal Checklist</i>) Subjects Pre-assigned/Registered to You by Your Department (<i>eStudent > My Profile > Study Information</i>) Vacancy, Class Timetable & PS Exclusion of CAR/ SL Subjects (<i>eStudent > Information > Subject Search > By Subject > Category (select relevant category)</i>) Subjects Descriptions Forms of the CAR Subjects from the Office of General University Requirements, please click here List of CAR Subjects to be Offered in the Evening/Saturday Sessions, please click here Vacancy & Class Timetable of Minor Subjects (<i>eStudent > Information > Subject Search > By Programme > Programme (select relevant Programme Hosting Department & Programme)</i>) There is an application - 'EasyReg' developed by PolyU graduate/student 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 click here 	<p>From 09:00 of 9 March 2018 onwards</p>
<p>Try Mock Subject Registration before the actual subject registration (<i>eStudent > My Subject Registration > Mock Subject Registration</i>)</p> <ul style="list-style-type: none"> All subjects you have selected during this period will NOT be carried forth to your actual online subject registration. 	<p>09:00 - 23:59 of 9 March 2018</p>

You can refer to [Guide for Subject Registration](#) for the steps for subject selections.

Perform Subject Registration (*eStudent > My Subject Registration > Subject Registration*)

- Select **ALL** subjects in one go and then 'Confirm' your selection to signal the system to process and record them to your record.
- 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.
- The Re-opening Period is from 09:00 to 23:59 of 14 March 2018 (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.
- Students who have been approved to have a minor can also register the minor subject(s) for Summer Term.
- You are advised to indicate your wish to take the subject(s) via **Preferred Subject Indication** if there is no vacancy 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.

You can refer to [Guide for Subject Registration](#) for the steps for subject selections.

From your earliest commencing time on **12 March*** – 23:59 of 14 March 2018 (with a clearance buffer of 2.5 hours, i.e. till 02:30 of the following day)

**Please check your earliest commencing time from your Personal Checklist at eStudent*

Adjustment before Semester Commencement and Add/Drop Periods for Summer Term

After the subject registration, you may also adjust your subject registration record during the Adjustment before Semester Commencement and Add/Drop periods. Please note the details below:

Activities	Periods
Adjustment before Semester Commencement (Before Summer Term commences)	09:00 of 25 May – 12:00 noon of 26 May 2018
Add/Drop Period	09:00 of 28 May – 23:59 of 2 June 2018 (with a clearance buffer of 2.5 hours i.e. till 02:30 of the following day)

Note: Add/Drop count will not be counted and accumulated during Summer Term.

Fulfillment of Cluster Area Requirements for Graduation

Students who are expected to graduate by 2017-18 academic year are reminded to check if you have taken the required Cluster Area Requirements (CAR) subjects to fulfill the graduation requirement and register for the necessary CAR subjects that have not been completed.

As a general reference, the credits you should have attained should be proportional to the stage (number of years) you are on the programme. That is to say, if the normal duration of your programme is 4 years and you have already studied for 2 years, you should have completed half of the credits required in order to be eligible for award. In case you fall short of the credits based on this calculation, you may wish to enrol on more subjects to catch up whenever possible. You may wish to check your "Reference Checklist" at eStudent.

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 and at the special hotlines of **27665599 / 27665191 / 27665172** operating during office hours of the subject registration and add/drop periods.

Academic Secretariat