

To: Students of Part-time, Mixed-mode Programmes (except Programme 05001) and Students of Programme 44087-ISS
 From: Academic Secretariat
 Date: 15 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 **5 – 7 March 2018** 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 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>) Subject Details, Vacancy and Class Timetable (<i>eStudent > Information > Subject Search</i>) <p>For students of Undergraduate Degree programmes:</p> <ul style="list-style-type: none"> Subjects Descriptions Forms of the CAR Subjects from the Office of General University Requirements, please click here Vacancy, Class Timetable & PS Exclusion of CAR Subjects (<i>eStudent > Information > Subject Search > By Subject > Category (select relevant category)</i>) List of CAR Subjects to be Offered in the Evening/Saturday Sessions, please click here 	<p>From 09:00 of 1 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>You can refer to Guide for Subject Registration for the steps for subject selections.</p>	<p>09:00 of 1 March – 23:59 of 2 March 2018</p>

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 7 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.
- 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.

09:00 of 5 March – 23:59 of 7 March 2018 (with a clearance buffer of 2.5 hours, i.e. till 02:30 of the following day)

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

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' period which is scheduled before the commencement of the term and, if necessary, in the Add/Drop period after term starts. Please note the details below:

Activities	Periods
Adjustment before Semester Commencement (Before Summer Term commences)	09:00 of 25 May – 12:00 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.

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