Dear Student

The Summer Term of the 2014-15 academic year will commence on 26 May 2015. If you would like to adjust your subject registration records for the Summer Term, you can do so during the Add/Drop period scheduled from 09:00 of 26 May to 23:59 of 1 June 2015 (with a clearance buffer of 2.5 hours, i.e. till 02:30 of the following day) at the eStudent (www.polyu.edu.hk/student). There will be no system service from 08:00 to 08:59 on 31 May 2015.

(If you will have completed all the requirements for graduation by the end of 2014-15 Semester 2 or will not continue your study at PolyU from 2014-15 Summer Term, please disregard this email.)

Add/Drop Arrangements

Location of the web:-
eStudent (www.polyu.edu.hk/student) > My Subject Registration > Subject Registration
(You can refer to Guide for Subject Registration for the steps for subject selections.)

You may complete the following activities during the Add/Drop period:
- Add subjects (including General Education / Cluster Area Requirements / Service Learning subjects)
- Drop subjects (after consulting / approval of your department)
- Change component groups (after consulting / approval of your department)
- Retake failed subjects
- Retake passed subjects, except for GUR subjects, during the last 2 days of the add/drop period
- Register on subjects outside your programme curriculum during the last 2 days of the add/drop period (for students of full-time programmes and students studying Undergraduate Degree and Higher Diploma programmes with General University Requirements (GUR)). (These subjects are taken out of interest and will not be used for satisfying the award requirement. Subject grades will be counted in the semester and cumulative GPA but not in the GPA for award classification.)
- Indicate your interest in the over-subscribed subjects via the “Preferred Subject Indication”

Subject and timetable information is available at the following path:
eStudent (www.polyu.edu.hk/student) > Information > Subject Search

The Add/Drop period offers you the last chance to adjust your subject registration records for 2014-15 Summer Term. You are reminded to check your confirmed subject enrolment on web immediately after adjustments are made at eStudent (www.polyu.edu.hk/student) > My Profile > Study Information. If you find any discrepancies, please report them immediately to your Department/Faculty/School for rectification no later than 5 June 2015.

It is your responsibility to check if your subject registration will fulfil the graduation requirements. In addition to the prescribed credit requirements for graduation for your programme, you are also reminded to check the definitive programme document for the details of other graduation requirements for your programme, if applicable and take action to enroll on these subjects.

Please also note that 2014-15 will be the last year for the offer of 2-credit General Education (GE) subjects for 3-year undergraduate degree curriculum students. Students who have not fulfilled the GE requirement can only take Level 2 Cluster Area Requirements (CAR) subjects which are of 3 credits starting in 2015-16. If you have any queries, please consult your programme hosting department.
Tuition Fees Matters

For students who are required to settle tuition fee for subjects taken in the Summer Term, our Finance Office will inform students concerned via email on 17-18 June 2015. The last day for settlement of Summer Term tuition fee will be 2 July 2015. If you do not settle the required fee by the above payment deadline, you will be considered as having decided not to continue your study at PolyU as from the Summer Term and your student status will accordingly be removed. A reinstatement fee of $400 will be charged if students are exceptionally approved by departments to have their registration reinstated after discontinuation.

Enquiries

For more details of the subject registration arrangement, please refer to the ‘Subject Registration – Information you will wish to get to know’.

If you have any queries on the subject registration arrangements, please feel free to contact us at 23330600 during office hours or via email at aswebreg@polyu.edu.hk. In case you encounter any problems during subject registration, you can refer to the PowerPoint and FAQs on subject registration under “Help” of the “Subject Registration” tab page. During office hours of subject registration and add/drop periods, you can also contact us at 27665599 / 27665191 / 27665172.

Academic Secretariat