To: All Students
From: Academic Secretariat
Date: 10 May 2016
Subject: 2015-16 Summer Term Add/Drop Period arrangements (including the Pre-Add/Drop arrangement on a trial basis) and Settlement of Fees for 2015-16 Summer Term

Dear Student

2015-16 Summer Term will commence on 23 May 2016. If you would like to adjust your subject registration record for the Summer Term, 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 2015-16 Semester 2 or will not continue your study at PolyU as from 2015-16 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.)

Similar to Semester 2’s arrangement, there is a Pre-Add/Drop exercise in Summer Term of 2015-16 on a trial basis.

A summary of the dates for Summer Term is as follows:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Add/Drop (Before Summer Term commences)</td>
<td>09:00 of 20 May – 12:00 noon of 21 May 2016</td>
</tr>
<tr>
<td>Add/Drop Period</td>
<td>09:00 of 23 May – 23:59 of 28 May 2016 (with a clearance buffer of 2.5 hours i.e. till 02:30 of the following day)</td>
</tr>
</tbody>
</table>

**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 Pre-Add/Drop and Add/Drop periods:
- Add subjects (including 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 2015-16 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 3 June 2016.

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.

**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 13-14 June 2016. The last day for settlement of Summer Term tuition fee will be 28 June 2016. 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’.

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.

Best wishes for your study in the coming semester!

Academic Secretariat