Dear Student

2016-17 Semester 1 will commence on 5 September 2016. If you would like to adjust your subject registration for Semester 1, 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 academic year or will not continue your study at PolyU from 2016-17 Semester 1, 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 the arrangement in last Semester 2 and Summer Term, there is a Pre-Add/Drop exercise in 2016-17 on a trial basis.

A summary of the dates for Semester 1 is as follows:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Periods</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Add/Drop</td>
<td>2 September* – 12:00 noon of 3 September 2016</td>
<td>No add/drop count will be recorded.</td>
</tr>
<tr>
<td>(Before Semester 1 commences)</td>
<td>*an earliest commencing time (i.e. start time) will be assigned to students</td>
<td>Check your earliest commencing time from 15:00 of 1 September 2016 onwards</td>
</tr>
<tr>
<td>Add/Drop Period</td>
<td>5 September* – 23:59 of 17 September 2016 (with a clearance buffer of 2.5 hours i.e. till 02:30 of the following day)</td>
<td>Add/drop count# will be recorded.</td>
</tr>
<tr>
<td></td>
<td>*an earliest commencing time (i.e. start time) will be assigned to students</td>
<td>Check your earliest commencing time from 15:00 of 1 September 2016 onwards</td>
</tr>
</tbody>
</table>

# Students who have add/drop counts more than 4 will be given a relatively late commencing time in the subject registration exercise for 2016-17 Semester 2. The add/drop count includes all adding and dropping actions done by yourself via eStudent. Changes made to the component groups of the registered subjects will not be taken into the Add/Drop count.  
(This arrangement is not applicable to new students in their 1st semester.)

Please also take note of the following:
- During the last 2 days of the add/drop period (i.e. 09:00 of 16 September to 23:59 of 17 September 2016 (with a clearance buffer of 2.5 hours i.e. till 02:30 of the following day))
  - All students can retake a previously passed subjects, except for GUR subjects, for improving the grades.
- Students of Full-time programmes and students studying Part-time/Mixed-mode Undergraduate Degree programmes with General University Requirements (GUR), can take additional subjects outside curriculum to broaden their knowledge. For details, please refer to the Student Handbook.
- Applications for Withdrawal of Subjects after the Add/Drop period, Zero Subject Enrolment, Deferment of Study and Withdrawal of Study, please refer to the Student Handbook for details.
- Application for MTR Student Travel Card - If you are a full-time student of 25 years old or below, and wish to apply for an MTR student travel card, please refer to the notice for the detailed arrangement.

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