Dear Student

We are pleased to invite you to perform online Subject Registration for 2016-17 Semester 1 during **25 - 27 July 2016** at the eStudent ([www.polyu.edu.hk/student](http://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 as 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.)*

The class timetable for 2016-17 Semester 1 will be available on 20 July 2016. Please take action on your subject registration according to following schedule. There will not be any reminder and, therefore, please mark the dates in your diary/scheduler.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>Check out the following information to prepare for your subject registration exercise:</td>
<td>From 09:00 of <strong>21 July 2016</strong> onwards</td>
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<tr>
<td>- Your Earliest Commencing Time for Subject Registration</td>
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<tr>
<td><em>(eStudent &gt; My Subject Registration &gt; Personal Checklist)</em></td>
<td></td>
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<tr>
<td>- Subjects Pre-assigned/Registered to You by Your Department</td>
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<tr>
<td><em>(eStudent &gt; My Profile &gt; Study Information)</em></td>
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<tr>
<td>- Subject Details, Vacancy and Class Timetable</td>
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<tr>
<td><em>(eStudent &gt; Information &gt; Subject Search)</em></td>
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For students of Undergraduate Degree programmes:

- Vacancy, Class Timetable & PS Exclusion of CAR Subjects
  *(eStudent > Information > Subject Search > By Subject > Category (select relevant category))*
- List of CAR Subjects to be Offered in the Evening/Saturday Sessions, please [click here](#)
- Subjects Descriptions Forms of the CAR Subjects from the Office of General University Requirements, please [click here](#)

Try Mock Subject Registration before the actual subject registration
*(eStudent > My Subject Registration > Mock Subject Registration)*

- All subjects you have selected during this period will NOT be carried forth to your actual online subject registration.

*You can refer to our [Guide for Subject Registration](#) for the steps for subject selections.*
Perform your 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 27 July 2016, (with a clearance buffer of 2.5 hours i.e. till 02:30 of the following day) for further selection/amendment.
- 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 our Guide for Subject Registration for the steps for subject selections.

From your earliest commencing time on 25 July * – 23:59 of 27 July 2016 (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

You may wish to check more details of the subject registration arrangements to understand better from 'Subject Registration – Information you will wish to get to know'.

In case you encounter any problem during subject registration, please check from the PowerPoint or FAQ on subject registration under the "Help" button of the "Subject Registration" tab page for answers. If it is still necessary, contact us at 23330600 during office hours or via email at aswebreg@polyu.edu.hk (as well as at the special hotlines of 27665599 / 27665191 / 27665172 operating during office hours of the subject registration and add/drop periods).

Academic Secretariat