To: New Students of Research Postgraduate Programmes
From: Academic Registry
Date: 4 August 2022
Subject: 2022/23 Semester One Subject Registration and Add/Drop Arrangements (including Adjustment before Semester Commencement Period)

Dear Students

Welcome to PolyU family!

2022/23 Semester One will start on 29 August 2022. We are pleased to invite you to register for subject during the Subject Registration Period (and make subsequent changes during the Adjustment before Semester Commencement Period and/or Add/drop Period, if needed) via eStudent (www.polyu.edu.hk/student), a platform through which you can access to various study-related information and applications. Please use Chrome browser to log into eStudent. Before you register for subjects, it is important for you to go through the subject registration arrangements available at the AR website (Research Students > For research students admitted from the 2018/19 cohort onwards > Subject Registration & Examination). In particular, you are highly recommended to watch the *videos* or read the *Guide for Subject Registration* which will guide you through the subject registration procedures.

The University issued a Student Notice on "Arrangements for Learning, Teaching and Assessment (LTA) for Semester One, 2022/23" on 27 May 2022. In this connection, please be reminded to check the latest LTA arrangements of individual subjects of the Semester, e.g. whether a subject consists of essential face-to-face LT activities, via the list here. If the subjects you intend to take are not included in the list or should there be any further enquiries about these subjects, please contact the subject offering departments/ subject lecturers directly for advice.

The first table below shows the key subject registration dates for 2022/23 Semester One at a glance. The second table contains further details of the Subject Registration Period as well as Adjustment before Semester Commencement Period and Add/Drop Period.

Subject Registration Activity	Period
Subject Timetable Release	22 July 2022
Subject Registration Period	From 19* to 23 August 2022 *(Mock: from 15 to 18 August 2022)*
Adjustment before Semester Commencement Period	From 26 to 28 August 2022
Add/Drop Period	From 29 August to 10 September 2022

* *Please check your assigned start time on the day here, or via eStudent (My Subject Registration > Personal Checklist)*

Subject Registration Period

Subject Registration Activity	Period
Check the preparation information to get yourself ready for the subject registration exercise	From **09.00 of 15 August** 2022 onwards
Try the **Mock Subject Registration** before the Actual Subject Registration (*eStudent > My Subject Registration > Mock Subject Registration*)	**09.00 of 15 August to 23.59 of 18 August** 2022

• All subjects you have selected during this period will NOT be carried forth to your actual online subject registration.	
Perform the **Actual Subject Registration** *(eStudent > My Subject Registration > Subject Registration)* • **Select and add subject(s) into your subject shopping cart**, then press the '**Proceed to Preview**' button and then the '**Confirm**' button to proceed. • If a class is full but open for enrollment for waitlisting as indicated by the subject offering department, you will be placed on the **waitlist** for the class concerned automatically when you confirm to proceed with your subject selection. For further details, please refer to FAQ > waitlisting function. • If you wish to **make changes to your subject registration** after the Subject Registration Period, please do so during the **Adjustment before Semester Commencement Period** and/or the **Add/Drop Period** (after Semester commencement).	From your earliest commencing time on **19 August* to 23.59 of 23 August** 2022 **Please check your particular earliest commencing time for subject registration and subsequence amendment via your Personal Checklist at eStudent.*

Activate Your PolyU Account and Email Account

On a related issue, you are reminded to activate your myPolyU account for communication with PolyU. Please select "NetID Registration" and follow the system instructions. Then, please go to your PolyU Connect email account to initiate your account. If you have difficulties in activating your account, please contact the Information Technology Services Office hotline at (852) 2766 5900.

Once you have settled down, please update your contact information (e.g. your Hong Kong mobile phone number and your correspondence address) via eStudent > My Profile > Personal Details so that the university could contact you when necessary.

Enquiries on Subject Registration

For enquiries on subject registration arrangements, please seek help from our online Help Centre, reach us by phone at (852) 2333 0600 during office hours or via email at ar.subreg@polyu.edu.hk. Throughout the Subject Registration Period, Adjustment before Semester Commencement Period and Add/Drop Period (after semester commencement), you may also reach us through special hotlines at (852) 2766 5599 / (852) 2766 5191 / (852) 2766 5172 during office hours.

With regards
Academic Registry