

To: Current Research students admitted from 2018/19 intake cohort or after
From: Academic Registry
Date: 2 December 2022
Subject: 2022/23 Semester Two Subject Registration and Add/Drop Arrangements (including Adjustment before Semester Commencement Period)

Dear Students

2022/23 Semester Two will start on 9 January 2023. 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). Please use Chrome browser to log into eStudent.

The University issued a Student Notice on "[Arrangements for Learning, Teaching and Assessment \(LTA\) for Semester Two, 2022/23](#)" on 4 November 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 Two 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	16 December 2022
Subject Registration Period	From 23* to 28 December 2022 (<i>Mock: from 16 to 22 December 2022</i>)
Adjustment before Semester Commencement Period	From 09.00 of 6 January to 23.59 of 8 January 2023
Add/Drop Period	From 09.00 of 9 January to 23.59 of 21 January 2023

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

(If you will have completed all the requirements for graduation by the 2022/23 Semester One or you will be in off-campus or deferred status in 2022/23 Semester Two, please disregard this email. Upon confirmation of your eligibility to graduate or your leaving of the University, subjects registered (including follow-on term of consecutive subjects) in the following semester will be nullified and removed from your record.)

Subject Registration Period

Subject Registration Details	Period
Check the preparation information to get yourself ready for the subject registration exercise	From 09.00 of 16 December 2022 onwards
Try the Mock Subject Registration before the Actual Subject Registration (eStudent > My Subject Registration > Mock Subject Registration)	From 09.00 of 16 December to 23.59 of 22 December 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).

Notes: For subjects pre-assigned/registered to you by your Department, you are not required to confirm again via [eStudent](#). Please check the class timetable and attend the classes accordingly.

From your earliest commencing time on **23* December to 23.59 of 28 December 2022**

**Please check your particular earliest commencing time for subject registration and subsequence amendment via your Personal Checklist at [eStudent](#).*

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

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