

Add Subject

- Subject registration will continue as usual during rainstorm warnings, typhoons, and public holidays.
- Please cooperate and do not log in to the “Subject Registration” function before your assigned start time. (You can check your start time in your Personal Checklist.)
- You may adjust your subject registration records during the Subject Registration Period, the Adjustment before Semester Commencement Period, and the Add/Drop Period.

Path: eStudent > My Subject Registration > Mock Subject Registration

The screenshot shows the eStudent portal interface. At the top, there is a header with the The Hong Kong Polytechnic University logo and the text 'eStudent'. Below the header, there is a navigation menu on the left with sections: Home, Information, My Profile, and My Subject Registration. The 'My Subject Registration' section is expanded, showing 'Personal Checklist', 'Mock Subject Registration', 'Subject Registration', and 'Subject Registration History'. A blue box highlights 'Mock Subject Registration', and an arrow points from it to a text box below. The main content area on the right shows a 'Notice' section with three items: 'Examination Timetable for Semester One of 2025/26', 'Renewal of Student Identity Card (Semester One of 2025/26)', and 'Class Timetable for Semester One of 2025/26'.

“Mock Subject Registration” allows you to practice and become familiar with the subject registration process. Please use this feature before the actual Subject Registration Period. The Mock function will be unavailable during the Subject Registration Period, the Adjustment before Semester Commencement Period, and the Add/Drop Period.

Notes: Any subjects selected during Mock Subject Registration will NOT be saved to your record.

Path: eStudent > My Subject Registration > Subject Registration

Academic Year / Semester:

Academic Year / Semester: 2024/25 Semester 2

Press "Go" button to start

Search and Select Subject(s)

Steps for adding subjects:

Search the subject > choose subject group > press '+' button > tick the check box to select component(s) > press 'Add to Cart' button, subject will be displayed on the right hand side 'My Subject Shopping Cart'.

If a class has no vacancy at the moment and it is open for waitlisting, you will be placed on a waitlist for the subject group concerned automatically when you confirm to proceed with your subject selection. An email notification will be sent to you upon successful registration of a waitlisted subject via the auto top-up process.

Basic Search Advanced Search Retake Fail

Subject Code:

Preview Timetable

My Subject Shopping Cart

Steps for confirming your subjects:

Please check your records carefully and press 'Proceed to Preview' and confirm your request. [History](#)

Your selected subject(s) is/are listed below:

	Subject Code	Credits	Subject Group	Component	Subject Registration Type	Waitlist available if no vacancy
Rubbish Bin	BSE3226	3.0	221	LAB001 LEC001 TUT001	Retaking Failed	
Rubbish Bin	BSE417	3.0	221	LEC001	Registered	
	BSE4725	6.0	221	GST001	Registered - Follow on Consec	
	CLC3231P	3.0	2003	SEM002	Registered - Pre-assigned Need approval before dropping	

Study Load: 12.00

Existing Subject(s) on My Waitlist

Subject(s) without vacancy will be put onto waitlist automatically upon confirmation.

Notes: Students can only select one combination of teaching components per subject. If you wish to change the components, you should drop your waitlisted subject first by pressing 'rubbish bin' button and then press 'Proceed to Preview' and confirm your request.

Subject Code	Credit	Subject Group	Component	Waitlist Position
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Search and Select Subject(s):

Search and select subjects to view timetable information. To register, press the "+" button to add subjects to your "Cart". Make sure they appear in "My Subject Shopping Cart" on the right-hand side.

My Subject Shopping Cart:

The shopping cart displays your registered subjects (if any) and any subjects you have just added. After selecting all your subjects, remember to click "Proceed to Preview" and then "Confirm" to complete your registration.

Existing Subject(s) on My Waitlist:

It displays any subjects you are currently waitlisted for, if applicable.

Step 1: Search and Select Subject(s)

➤ Search a subject via “Basic Search” or “Advanced Search”.

- Basic Search

Search and Select Subject(s)
Steps for adding subjects:

Search the subject > choose subject group > press '+' button > tick the check box to select component(s) > press 'Add to Cart' button, subject will be displayed on the right hand side 'My Subject Shopping Cart'.

If a class has no vacancy at the moment and it is open for waitlisting, you will be placed on a waitlist for the subject group concerned automatically when you confirm to proceed with your subject selection. An email notification will be sent to you upon successful registration of a waitlisted subject via the auto top-up process.

Basic Search

Advanced Search

Retake Fail

Subject Code:

Subject Code	Subject Title	Credits	Subject Group (Vacancies*)	Select Component	Waitlist available if no vacancy
APSS1A07	INTRODUCTION TO PSYCHOLOGY	3.0	2000(14)	+ ☐	Yes

*If there is no waitlist for a subject group, you can directly register for the subject when there are vacancies. If a waitlist exists in the subject group, it will show the no. of students waiting in this subject group (W#...) and the vacancy available for the next automatic top-up round (Top-up vacs - 1). When a seat is available in the next top-up round, the system will automatically register for you.

Enter a subject code and click “Search”

Preview Timetable

My Subject Shopping Cart
Steps for confirming your subjects:

Please check your records carefully and press 'Proceed to Preview' and confirm your request. [History](#)

Your selected subject(s) is/are listed below:

	Subject Code	Credits	Subject Group	Component	Subject Registration Type	Waitlist available if no vacancy
🗑	BSE3226	3.0	221	LAB001 LEC001 TUT001	Retaking Failed	
🗑	BSE417	3.0	221	LEC001	Registered	
	BSE4725	6.0	221	GST001	Registered - Follow on Consec	
	CLC3231P	3.0	2003	SEM002	Registered - Pre-assigned	Need approval before dropping

Study Load: 12.00

Existing Subject(s) on My Waitlist

Subject(s) without vacancy will be put onto waitlist automatically upon confirmation.

Notes: Students can only select one combination of teaching components per subject. If you wish to change the components, you should drop your waitlisted subject first by pressing 'rubbish bin' button and then press 'Proceed to Preview' and confirm your request.

- Advanced Search

Search and Select Subject(s)
Steps for adding subjects:

Search the subject > choose subject group > press '+' button > tick the check box to select component(s) > press 'Add to Cart' button, subject will be displayed on the right hand side 'My Subject Shopping Cart'.

If a class has no vacancy at the moment and it is open for waitlisting, you will be placed on a waitlist for the subject group concerned automatically when you confirm to proceed with your subject selection. An email notification will be sent to you upon successful registration of a waitlisted subject via the auto top-up process.

Basic Search

Advanced Search

Retake Fail

Programme:

Subject Category:

Subject Code:

Compulsory

Elective

GE Essential Components

Training

Ug Chinese Language & Communication

Ug English Language & Communication

Ug Service-Learning

Ug-CAR English Language

Ug-CAR-M Chinese History and Culture

WIE

Preview Timetable

Select the appropriate “Programme” and “Subject Category”, then click “Search”

My Subject Shopping Cart
Steps for confirming your subjects:

Please check your records carefully and press 'Proceed to Preview' and confirm your request. [History](#)

Your selected subject(s) is/are listed below:

	Subject Code	Credits	Subject Group	Component	Subject Registration Type	Waitlist available if no vacancy
🗑	BSE3226	3.0	221	LAB001 LEC001 TUT001	Retaking Failed	
🗑	BSE417	3.0	221	LEC001	Registered	
	BSE4725	6.0	221	GST001	Registered - Follow on Consec	
	CLC3231P	3.0	2003	SEM002	Registered - Pre-assigned	Need approval before dropping

Study Load: 12.00

Existing Subject(s) on My Waitlist

Subject(s) without vacancy will be put onto waitlist automatically upon confirmation.

Notes: Students can only select one combination of teaching components per subject. If you wish to change the components, you should drop your waitlisted subject first by pressing 'rubbish bin' button and then press 'Proceed to Preview' and confirm your request.

Subject Code	Credit	Subject Group	Component	Waitlist Position
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➤ Add subject group and components

Search and Select Subject(s)

Steps for adding subjects:

Search the subject > choose subject group > press '+' button > tick the check box to select component(s) > press 'Add to Cart' button, subject will be displayed on the right hand side 'My Subject Shopping Cart'.

If a class has no vacancy at the moment and it is open for waitlisting, you will be placed on a waitlist for the subject group concerned automatically when you confirm to proceed with your subject selection. An email notification will be sent to you upon successful registration of a waitlisted subject via the auto top-up process.

Basic SearchAdvanced SearchRetake Fail

Subject Code: APSS1A07Search

Subject Code	Subject Title	Credits	Subject Group (Vacancies*)	Select Component	Waitlist available if no vacancy
APSS1A07	INTRODUCTION TO PSYCHOLOGY	3.0	2000(14)	2000(14)+	Yes

*If there is no waitlist for a subject group, you can directly register for the subject when there are vacancies. If a waitlist exists in the subject group, it will show the no. of students waiting in this subject group (W=...) and the vacancy available for the next automatic top-up round (Top-up vac=...). When a seat is available in the next top up round, the system will automatically register for you and send you an email notification.

Preview Timetable

Select a subject group and press "+" to select component

My Subject Shopping Cart

Steps for confirming your subjects:

Please check your records carefully and press 'Proceed to Preview' and confirm your request.

History

Your selected subject(s) is/are listed below:

Subject Code	Credits	Subject Group	Component	Subject Registration Type	Waitlist available if no vacancy
BSE3226	3.0	221	LAB001 LEC001 TUT001	Retaking Failed	
BSE417	3.0	221	LEC001	Registered	
BSE4725	6.0	221	GST001	Registered - Follow on Consec	
				Registered - Pre-assigned	
CLC3231P	3.0	2003	SEM002	Need approval before dropping	

Study Load: 12.00

Existing Subject(s) on My Waitlist

Subject(s) without vacancy will be put onto waitlist automatically upon confirmation.

Notes: Students can only select one combination of teaching components per subject. If you wish to change the components, you should drop your waitlisted subject first by pressing 'rubbish bin' button and then press 'Proceed to Preview' and confirm your request.

Subject Code	Credit	Subject Group	Component	Waitlist Position
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Search and Select Subject(s)

Subject Code : APSS1A07Subject Title : INTRODUCTION TO PSYCHOLOGYSubject Group (Vacancies) : 2000(14)

Component Code	For Every (Week)	Start Week	End Week	Day of Week	Start Time	End Time	Teaching Staff	Vacancies
LEC001	1	1	13	Thu	10:30	12:30	APSS -	3
LEC002	1	1	13	Fri	14:30	16:30	APSS -	11

#If the vacancies of subject component(s) as shown in the table are larger than the group vacancies, it may be due to the reason that the component vacancies are shared with other subject group(s) of students, i.e. the additional vacancies are reserved for other group(s) of students.
#If waitlist exists in the subject component, it will show the no. of students currently waiting in this subject component, e.g. '0(W=...)'. Please add the subject in your waitlist if you wish to queue up.

Add to CartBack

Preview Timetable

Press "Add to Cart"

My Subject Shopping Cart

Steps for confirming your subjects:

Please check your records carefully and press 'Proceed to Preview' and confirm your request.

History

Your selected subject(s) is/are listed below:

Subject Code	Credits	Subject Group	Component	Subject Registration Type	Waitlist available if no vacancy
BSE3226	3.0	221	LAB001 LEC001 TUT001	Retaking Failed	
BSE417	3.0	221	LEC001	Registered	
BSE4725	6.0	221	GST001	Registered - Follow on Consec	
				Registered - Pre-assigned	
CLC3231P	3.0	2003	SEM002	Need approval before dropping	

Study Load: 12.00

Existing Subject(s) on My Waitlist

Subject(s) without vacancy will be put onto waitlist automatically upon confirmation.

Notes: Students can only select one combination of teaching components per subject. If you wish to change the components, you should drop your waitlisted subject first by pressing 'rubbish bin' button and then press 'Proceed to Preview' and confirm your request.

Subject Code	Credit	Subject Group	Component	Waitlist Position
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Select the component(s)
Notes: If the subject includes multiple types of components (e.g., LEC, TUT, LTL, POJ), make sure to select one from each type.

Search and Select Subject(s)

Steps for adding subjects:

Search the subject > choose subject group > press '+' button > tick the check box to select component(s) > press 'Add to Cart' button, subject will be displayed on the right hand side 'My Subject Shopping Cart'.

If a class has no vacancy at the moment and it is open for waitlisting, you will be placed on a waitlist for the subject group concerned automatically when you confirm to proceed with your subject selection. An email notification will be sent to you upon successful registration of a waitlisted subject via the auto top-up process.

Basic Search Advanced Search Retake Fail

Subject Code:

Subject Code	Subject Title	Credits	Subject Group (Vacancies*)	Select Component	Waitlist available if no vacancy
APSS1A07	INTRODUCTION TO PSYCHOLOGY	3.0	2000(14)	☒	Yes

*If there is no waitlist for a subject group, you can directly register for the subject when there are vacancies. If a waitlist exists in the subject group, it will show the no. of students waiting in this subject group (W=...) and the vacancy available for the next automatic top-up round (Top-up vac=...). When a seat is available in the next top up round, the system will automatically register for you and send you an email notification.

Preview Timetable

My Subject Shopping Cart

Steps for confirming your subjects:

Please check your records carefully and press 'Proceed to Preview' and confirm your request.

[History](#)

Your selected subject(s) is/are listed below:

	Subject Code	Credits	Subject Group	Component	Subject Registration Type	Waitlist available if no vacancy
☒	BSE3226	3.0	221	LAB001 LEC001 TUT001	Retaking Failed	
☒	BSE					
☒	BSE					
	CLC3231P	3.0	2003	SEM002	Registered - Pre-assigned	
					Need approval before dropping	
☒	APSS1A07	3.0	2000	LEC001		Yes

Study Load: 15.00

Existing Subject(s) on My Waitlist

Subject(s) without vacancy will be put onto waitlist automatically upon confirmation.

Notes: Students can only select one combination of teaching components per subject. If you wish to change the components, you should drop your waitlisted subject first by pressing 'rubbish bin' button and then press 'Proceed to Preview' and confirm your request.

Subject Code	Credit	Subject Group	Component	Waitlist Position
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After you have finished selecting your subjects, click "Proceed to Preview" to continue.

Search and Select Subject(s)

Steps for adding subjects:

Search the subject > choose subject group > press '+' button > tick the check box to select component(s) > press 'Add to Cart' button, subject will be displayed on the right hand side 'My Subject Shopping Cart'.

If a class has no vacancy at the moment and it is open for waitlisting, you will be placed on a waitlist for the subject group concerned automatically when you confirm to proceed with your subject selection. An email notification will be sent to you upon successful registration of a waitlisted subject via the auto top-up process.

Basic Search Advanced Search Retake Fail

Subject Code:

Subject Code	Subject Title	Credits	Subject Group (Vacancies*)	Select Component	Waitlist available if no vacancy
APSS2S05	PROMOTION OF CHILDREN AND ADOLESCENT DEVELOPMENT	3.0	2011(1)	☒	

*If there is no waitlist for a subject group, you can directly register for the subject when there are vacancies. If a waitlist exists in the subject group, it will show the no. of students waiting in this subject group (W=...) and the vacancy available for the next automatic top-up round (Top-up vac=...). When a seat is available in the next top up round, the system will automatically register for you and send you an email notification.

Preview Timetable

My Subject Shopping Cart

Steps for confirming your subjects:

Please check your records carefully and press 'Proceed to Preview' and confirm your request.

[History](#)

Your selected subject(s) is/are listed below:

	Subject Code	Credits	Subject Group	Component	Subject Registration Type	Waitlist available if no vacancy
☒	BSE3226	3.0	221	LAB001 LEC001 TUT001	Retaking Failed	
☒	BSE417	3.0	221	LEC001	Registered	
	BSE4725	6.0	221	GST001	Registered - Follow on Consec	
					Registered - Pre-assigned	
	CLC3231P	3.0	2003	SEM002	Need approval before dropping	
☒	APSS1A07	3.0	2000	LEC001		Yes
☒	APSS2S05	3.0	2011	LEC001 SEM001		

Study Load: 16.50

Existing Subject(s) on My Waitlist

Subject(s) without vacancy will be put onto waitlist automatically upon confirmation.

Notes: Students can only select one combination of teaching components per subject. If you wish to change the components, you should drop your waitlisted subject first by pressing 'rubbish bin' button and then press 'Proceed to Preview' and confirm your request.

Subject Code	Credit	Subject Group	Component	Waitlist Position
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Step 2: Preview and Confirm Subject(s)

1. Select Subject(s)

2. Preview and Confirm Subject(s)

3. View Results

Academic Year: 2024-25 Semester 2

Student Information

Student Number

Student Name

Student Status

Active

Programme

33477-SY

Programme Title

BEng (HONS) BUILDING SERVICES ENGINEERING

Pattern

02N01

⚠ ATTENTION:

The registration process is **NOT YET COMPLETED!** Check the following change(s) and **click Confirm** to proceed your request. To edit the change(s), click Modify.

Confirm

Modify

Click "Confirm" to proceed with your request

Changes Request Pending

	Waitlist available if no vacancy	Subject Code	Subject Title	Subject Group	Component
TO ADD	Yes	APSS1A07	INTRODUCTION TO PSYCHOLOGY	2000	LEC001
TO ADD		APSS2S05	PROMOTION OF CHILDREN AND ADOLESCENT DEVELOPMENT	2011	LEC001 SEM001

Step 3: View Results on the Confirmation Page

1. Select Subject(s)

2. Preview and Confirm Subject(s)

3. View Results

Academic Year: 2024-25 Semester 2

Student Information

Student Number

Student Name

Student Status

Active

Programme

33477-SY

Programme Title

BEng (HONS) BUILDING SERVICES ENGINEERING

Pattern

02N01

The following subject(s) have been registered successfully. Please double check class timetable and venue via HOME > My Timetable > Class Timetable.
Reference No. 000004046754
Study Load: 16.50

Print Friendly

Registered Subject(s)

Subject Code	Subject Title	Credit	Subject Group	Component	Subject Registration Type
APSS1A07	INTRODUCTION TO PSYCHOLOGY	3.0	2000	LEC001	Registered
APSS2S05	PROMOTION OF CHILDREN AND ADOLESCENT DEVELOPMENT	3.0	2011	LEC001 SEM001	Registered
BSE3226	HVACR II	3.0	221	LAB001 LEC001 TUT001	Retaking Failed
BSE417	ELECTRICAL SYSTEMS	3.0	221	LEC001	Registered
BSE4725	CAPSTONE RESEARCH PROJECT	6.0	221	GST001	Registered - Follow on Consec
CLC3231P	CHINESE COMMUNICATION FOR CONSTRUCTION AND ENVIRONMENT	3.0	2003	SEM002	Registered - Pre-assigned Need approval before dropping

The following subject(s) have been put on your waitlist. When a seat is available , system will automatically enroll student from waitlist according to the waitlist position.
Please be reminded that whether your waitlist request could be fulfilled is **NOT guaranteed**,you will receive an email notification upon successful registration of a waitlisted subject.

Subject(s) on Waitlist

Subject Code	Subject Title	Credit	Subject Group	Component	Waitlist Position
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- You will see a confirmation page with your registered subjects and a reference number.
- Check your timetable at My Timetable > Class Timetable.
- Your subjects will also appear in Study Information.
- If you don't see this confirmation page, look for error messages at the top of the subject registration page.
- If a subject is full but open for waitlisting, you will be added to the waitlist automatically when you confirm.

Registering Subjects Outside Curriculum (Full-time Undergraduate Students Only)

During the last two days of the Add/Drop Period:

- You can register subjects outside your curriculum (only applicable to Students of Full-time Undergraduate programmes).
- You can input the subject code in “Basic Search” and follow the same steps as adding a subject.

Search and Select Subject(s)

Steps for adding subjects:

Search the subject > choose subject group > press '+' button > tick the check box to select component(s) > press 'Add to Cart' button, subject will be displayed on the right hand side 'My Subject Shopping Cart'.

If a class has no vacancy at the moment and it is open for waitlisting, you will be placed on a waitlist for the subject group concerned automatically when you confirm to proceed with your subject selection. An email notification will be sent to you upon successful registration of a waitlisted subject via the auto top-up process.

Basic Search

Advanced Search

Retake Fail

Subject Code:

Search

Subject Code	Subject Title	Credits	Subject Group (Vacancies*)	Select Component	Waitlist available if no vacancy
CBS2501	INTRODUCTORY JAPANESE I	3.0	201(1)	+	Yes

*If there is no waitlist for a subject group, you can directly register for the subject when there are vacancies. If a waitlist exists in the subject group, it will show the no. of students waiting in this subject group (W=...) and the vacancy available for the next automatic top-up round (Top-up vac=...). When a seat is available in the next top up round, the system will automatically register for you and send you an email notification.

Preview Timetable

My Subject Shopping Cart

Steps for confirming your subjects:

Please check your records carefully and press 'Proceed to Preview' and confirm your request.

History

Your selected subject(s) is/are listed below:

	Subject Code	Credits	Subject Group	Component	Subject Registration Type	Waitlist available if no vacancy
🗑	BSE3226	3.0	209	LEC001	Retaking Failed	
🗑	BSE417	3.0	221	LEC001	Registered	
	BSE4725	6.0	221	GST001	Registered - Follow on Consec	
	CLC3231P	3.0	2003	SEM002	Registered - Pre-assigned	Need approval before dropping

Study Load: 12.00

Existing Subject(s) on My Waitlist

Subject(s) without vacancy will be put onto waitlist automatically upon confirmation.

Notes: Students can only select one combination of teaching components per subject. If you wish to change the components, you should drop your waitlisted subject first by pressing 'rubish bin' button and then press 'Proceed to Preview' and confirm your request.

Subject Code	Credit	Subject Group	Component	Waitlist Position
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Proceed to Preview