

Change Class (Subject Group/Subject Component)

You can only change groups or teaching components if there are vacancies available.

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**

Enter a subject code and click "Search"

Subject Code	Subject Title	Credits	Subject Group (Vacancies*)	Select Component	Waitlist available if no vacancy
BSE3226	HVACR II	3.0	209(10)	+	

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

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	

Study Load: 12.00

Preview Timetable

Select the subject group with vacancies and click the "+" button (e.g. Switch from Group 221 to Group 209 for BSE3226)

Search and Select Subject(s)

Subject Code: BSE3226 Subject Title: HVACR II Subject Group (Vacancies): 209(10)

Component Code	For Every (Week)	Start Week	End Week	Day of Week	Start Time	End Time	Teaching Staff	Vacancies
LEC001	1	1	13	Wed	18:30	21:30	BEEE - Not Applicable	10
LEC002	1	1	13	Tue	18:30	21:30	BEEE - Not Applicable	0

#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 Cart **Back**

Click "Add to Cart"

Preview Timetable

My Subject Shopping Cart

Steps for confirming your subjects:

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

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BSE417	3.0	221	LEC001	Registered	
BSE4725	6.0	221	GST001	Registered - Follow on Consec	
CLC3231P	3.0	2003	SEM002	Registered - Pre-assigned	

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)
Steps for adding subjects:

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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
BSE3226	HVACR II	3.0	209(10)	☐	+ X

*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'

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

Subject Code	Credits	Subject Group	Component	Waitlist Position
X BSE3226	3.0	209	LECO01	Retaking Failed
X BSE417	3.0	221	LECO01	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
Proceed to Preview				

The subject with the updated group/ component will be displayed

Click "Proceed to Preview"

1. Select Subject(s) 2. Preview and Confirm Subject(s) 3. View Results

Student Information Academic Year: 2024-25 Semester 2

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**.

Click "Confirm" to proceed with your request

Changes Request Pending	Waitlist available if no vacancy	Subject Code	Subject Title	Subject Group	Component
To Change GROUP/COMPONENT		BSE3226	HVACR II	209	LECO01

View Results on the confirmation page

1. Select Subject(s) 2. Preview and Confirm Subject(s) 3. View Results

Student Information Academic Year: 2024-25 Semester 2

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. 000004046791
Study Load: 12.00

Registered Subject(s)

Subject Code	Subject Title	Credit	Subject Group	Component	Subject Registration Type
BSE3226	HVACR II	3.0	209	LECO01	Retaking Failed
BSE417	ELECTRICAL SYSTEMS	3.0	221	LECO01	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

- 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.