

Waitlisting for Subjects

1. If a subject is full, you can indicate your wish to take the subject(s) via **waitlisting function**. The system will add you to the waitlist automatically when you confirm your selection.
2. You can waitlist up to 9 credits and only choose one set of teaching components per subject.
3. Being on the waitlist does not guarantee you a place in the class. If a place becomes available and you meet all the requirements (e.g. study load, pre-requisites/co-requisites/exclusion requirements, and no timetable clashes), the system will automatically register you and send you an email notification.
4. You can only choose one combination of teaching components for each subject. If you want to change your selection, you need to drop your current waitlist request and submit a new one. (i.e., to line up in a new queue).
5. The auto-top up process runs every 30 minutes from the first day of the Subject Registration Period till the end of the Add/Drop Period. The last round of auto-top up process will be executed at 24.00 after the end of the Add/Drop Period. All waitlist queues will be cleared afterwards.
6. The waitlist queue size will be limited to 200 places per subject group.

i) Add Subject(s) on Waitlist

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
APSS2S03	UNDERSTANDING LEARNING DIFFICULTIES	3.0	2000(0)	+	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.

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 'rubbish bin' button and then press 'Proceed to Preview' and confirm your request.

Subject Code	Credit	Subject Group	Component	Waitlist Position

Proceed to Preview

Preview Timetable

The column "Waitlist available if no vacancy" shows whether you can join the waitlist for a subject group when there is no vacancy

➤ Select subject group and component(s)

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
APSS2S03	UNDERSTANDING LEARNING DIFFICULTIES	3.0	2000(0)	+	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.

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 'rubbish bin' button and then press 'Proceed to Preview' and confirm your request.

Subject Code	Credit	Subject Group	Component	Waitlist Position

Proceed to Preview

Preview Timetable

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

Search and Select Subject(s)

Subject Code : APSS2503 Subject Title : UNDERSTANDING LEARNING DIFFICULTIES Subject Group (Vacancies) : 2000(0)

Component Code	For Every (Week)	Start Week	End Week	Day of Week	Start Time	End Time	Teaching Staff	Vacancies#
LEC001	1	1	6	Wed	08:30	11:30	APSS	0
SEM001	1	7	13	Wed	08:30	11:30	APSS	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**

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 s

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.

Waitlist available if no vacancy

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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Proceed to Preview

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: APSS2503 **Search**

Subject Code	Subject Title	Credits	Subject Group (Vacancies*)	Select Component	Waitlist available if no vacancy
APSS2503	UNDERSTANDING LEARNING DIFFICULTIES	3.0	2000(0)	☒	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	
APSS2503	3.0	2000	LEC001 SEM001	Need approval before dropping	Yes

Study Load: 13.50

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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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
33477-SY	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	APSS2503	UNDERSTANDING LEARNING DIFFICULTIES	2000	LEC001 SEM001

➤ 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. 000004046615
Study Load: 12.00

Print Friendly

Registered Subject(s)

Subject Code	Subject Title	Credit	Subject Group	Component	Subject Registration Type
BSE3226	HVACR II	3.0	209	LEC001	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
APSS2503	UNDERSTANDING LEARNING DIFFICULTIES	3.0	2000	LEC001 SEM001	1

If a subject has no vacancy, it will be added to your waitlist, and your current waitlist position will be shown. When a place becomes available, students will be registered automatically based on their waitlist position. You will receive an email notification if you are successfully registered for the subject.

You can also check your waitlist records via My Subject Registration > Subject Registration History > Subject(s) on Waitlist.

Academic Year / Semester 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

Notes

1. You can click your subject registration history for each of the items listed below.
2. If there is no record found for the items listed below, only table header will be shown after loading.

Registered Subject(s)

Subject(s) on Waitlist

Subject Code	Subject Title	Credit	Subject Group	Component	Waitlist Position
APSS2503	UNDERSTANDING LEARNING DIFFICULTIES	3.0	2000	LEC001 SEM001	1

Notes:

1. Subject Group (Vacancies*):

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.

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
CLC2103P	CHINESE AND THE MULTIMEDIA	3.0	2001(W=2) 2001(W=2)(Top-up vac=0)	+	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.

2. Subject Component (Vacancies#):

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.

Search and Select Subject(s)

Subject Code : CLC2103P Subject Title : CHINESE AND THE MULTIMEDIA Subject Group (Vacancies) : 2001(W=2)(Top-up vac=0)

Component Code	For Every (Week)	Start Week	End Week	Day of Week	Start Time	End Time	Teaching Staff	Vacancies#
SEM001	1	1	13	Wed	12:30	15:30	CLC -	1(W=2)

#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.

ii) Drop Waitlisted 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 concerned automatically when you confirm to proceed with your subject selection. Subject offering department may adjust the subject group size from time to time. 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:

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	
	BSE4725	6.0	221	GST001	Registered - Follow on Consec	
	CLC3231P	3.0	2003	SEM002	Registered - Pre-assigned Need approval before dropping	

Study Load: 9.00

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
	APSS2S03	3.0	2000	LEC001 SEM001	1

Proceed to Preview

Click "rubbish bin" to drop the subject

Click "Proceed to Preview"

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

Student Information
Student NumberStudent NameStudent StatusActive
Programme33477-SYProgramme TitleBEng (HONS) BUILDING SERVICES ENGINEERINGPattern02N01

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.

ConfirmModify

Click "Confirm" to proceed with your request

Changes Request	Waitlist available if no vacancy	Subject Code	Subject Title	Subject Group	Component
Pending					
TO DROP	Remove from Waitlist	APSS2S03	UNDERSTANDING LEARNING DIFFICULTIES	2000	LEC001 SEM001

View Results on the confirmation page

Subject will be removed from your waitlist.

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

Student Information
Student NumberStudent NameStudent StatusActive
Programme33477-SYProgramme TitleBEng (HONS) BUILDING SERVICES ENGINEERINGPattern02N01

The following subject(s) have been registered successfully. Please double check class timetable and venue via HOME > My Timetable > Class Timetable.
Reference No. 000004046778
Study Load: 9.00

Print Friendly

Registered Subject(s)

Subject Code	Subject Title	Credit	Subject Group	Component	Subject Registration Type
BSE3226	HVACR II	3.0	221	LAB001 LEC001 TUT001	Retaking Failed
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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