

Guide for Subject Registration

ACADEMIC REGISTRY
Revised in Feb 2025



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

Opening Minds • Shaping the Future
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Video Demonstration on Subject Registration Procedures

Students are encouraged to watch the videos on AR website for steps of subject registration.

Path for video guides: PolyU AR Website > Students in Taught Programmes > Registration Information > Subject Registration > [Guide for Subject Registration - Videos](#)

Part 1 | Access eStudent

Part 2 | Preparation – Check subject registration records and start time

Part 3 | Preparation – Search subject and class timetable

Part 4 | Add Subject

Part 5 | Drop Subject

Part 6 | Change Class (Subject Group/Subject Component)

Part 7 | Indicate Interest in Service-Learning Subjects Requiring Selection

(For students enrolled in Undergraduate Degree programmes)



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Email: ar.subreg@polyu.edu.hk	
Special hotlines: 2766 5599 / 2766 5191 / 2766 5172	

A. How to Access eStudent

1. Access eStudent from

- <http://www.polyu.edu.hk/student/>

2. Use Chrome browser

3. Need your NetID & NetPassword to log into the system



The screenshot shows the eStudent portal homepage. At the top, the PolyU logo and 'eStudent' branding are visible, along with the tagline 'Opening Minds • Shaping the Future • 啟迪思維 • 成就未來'. The 'Account Login' section on the left features input fields for NetID and NetPassword, with 'Help' and 'Login' buttons. A 'Notes' section provides instructions on using Chrome and finding information. The 'Notice' section on the left lists several announcements, including Summer Term Add/Drop Arrangements and Class Timetables. The 'Hot Links' section on the right provides quick access to various services like Academic Advising, Academic Calendar, and myPolyU. A building image is shown at the bottom right.

THE HONG KONG POLYTECHNIC UNIVERSITY **eStudent** :: administered by Academic Registry

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Account Login

NetID

NetPassword

[Help](#) [Login](#)

Welcome to eStudent!

Notes:

To ensure smoother user experience and data accuracy, it is best to use 'Chrome' as the browser. If needed, click [here](#) for the procedures to download Chrome.

You can find useful information and submit various applications relating to your study at PolyU in this system. Graduates will be able to access to eStudent up to the end of the congregation sessions for their graduating year.

Please login the system with your NetID and NetPassword. For information on your NetID, please visit the [PUsecure Identity Portal](#)

Notice (please login the eStudent for details, if applicable)

- **2020-21 Summer Term Add/Drop Arrangements** 14-May-2021
For Students of Research Postgraduate Programmes admitted from 2018-19 intake cohort or after, please click [here](#) for details.
- **2020-21 Summer Term Add/Drop Arrangements** 14-May-2021
For All Students (except Students of Research Postgraduate Programmes and Programme of 05001), please click [here](#) for details.
- **Class Timetable for Summer Term of 2020-21** 26-Feb-2021
Students can enquire the 2020-21 class timetable for Summer Term starting from 26 Feb 2021 at 9:00 a.m. (Please refer to Notice to Students for details).
- **Renewal of Student Identity Card (Semester 2 of 2020-21)** 08-Jan-2021
For current students who are required to renew their Student Identity

Hot Links

- Academic Advising by SAO
- ITS Help Centre - HOTS
- myPolyU
- LEARN@PolyU (理學網)
- Student Account Enquiry (Debit Note Info)
- EasyPlanner
- Academic Calendar
- PolyU Connect
- Work-integrated Education
- Post-entry Scholarships for Full-time Undergraduates
- Privacy Policy Statement

[polyu.edu.hk/ar/web/filemanager/en/.../20210514_203_RPg_add-drop.pdf](http://www.polyu.edu.hk/ar/web/filemanager/en/.../20210514_203_RPg_add-drop.pdf)

B. Prepare for Subject Registration

i) Check Your Subject Registration Records

Before subject registration, check your records including

- subject(s) pre-assigned / registered for you by your department; and
- subject withdrawal / credit transfer / subject exemption records, if any.

Path: eStudent > My Profile > Study Information

Information

- General Information
- Subject Search
- Programme Search

My Profile

- Personal Details
- Study Information**

My Subject Registration

- Personal Checklist
- Mock Subject Registration
- Subject Registration
- Subject Registration History
- Service-Learning Indication

My Timetable

- Class Timetable
- Exam Timetable

My Results

- Assessment Results

Graduation

- Congregation
- Award Parchment

Application Forms

- Application Forms

My Advisor

- Academic Advising

Notice

Subject Grading Arrangement for Summer Term of 2020/21 (2020/3)
Submit Email Request to Programme Offering Department via Programme Leader: By 21 June 2021

If students encounter genuine difficulties and hardship, they are required to consult their academic advisors and they may submit a request by email to the programme offering departments via the programme leaders for **ALL** of the registered subjects in 2020/3 to be assessed using Pass/Fail (P/F) grading.

Click here for the set of Questions & Answers on the Subject Grading Arrangement.

Subjects Approved to be Assessed by Pass/Fail Grade instead of Letter Grades (2020/3)
(subjects to be listed below starting from 9 July 2021)

Class Timetable for Summer Term of 2020-21 26-Feb-2021
Students can enquire the 2020-21 class timetable for Summer Term starting from 26 Feb 2021 (Please refer to Notice to Students for details).

Hot Links

- Academic Advising by SAO
- Academic Calendar
- ITS Help Centre - HOTS
- PolyU Connect
- myPolyU
- Work-integrated Education
- LEARN@PolyU (理學網)
- Post-entry Scholarships for Full-time Undergraduates
- Student Account Enquiry (Debit Note Info)
- Privacy Policy Statement
- EasyPlanner
- Service Provision@Graduation

Timetable Download

Check your registered subject(s), subject withdrawal, credit transfer and subject exemption.

Study Information

Reference Checklist (Subjects Taken vs Your Graduation Requirements)

Application for Graduation [\(Frequently Asked Questions\)](#)

Please select the Academic Year / Semester: **2020-21 Semester 1**

Student Status: Active

Registered Subjects & Study Pattern

Subject Code	Subject Title	Credit	Subject Group	Subject Registration Type	Subject Nature
ABCT1000	FRESHMAN SEMINAR	3.0	1001	Registered Need approval before dropping	Freshman Seminar
ABCT1102	GENERAL BIOLOGY	3.0	1001	Registered	
AF1605	INTRODUCTION TO ECONOMICS	3.0	1001	Registered	Ug-CAR C Globalisat
AMA1100	BASIC MATHEMATICS - AN INTRODUCTION TO ALGEBRA AND DIFFERENTIAL CALCULUS	2.0	101	Registered - Pre-assigned Need approval before dropping	
AP10001	INTRODUCTION TO PHYSICS	3.0	112	Registered	
APSS1L01	TOMORROW'S LEADERS	3.0	1001	Registered	Ug Leadership & Career Development

Total Credit: 17.0 Total Study Load 17.00 Pattern: 12447- 01N01

Subject Withdrawal

Credit Transfer/Recognised Credit

Subject Code	Subject Title	Subject Nature	Credit	Grade	Achieved Year
ABCT1101	INTRODUCTORY LIFE SCIENCE	Credit Transfer	3.0		2019
ABCT1103	GENERAL LABORATORY TECHNIQUES AND SAFETY	Credit Transfer	3.0		2019
ABCT1741	GENERAL CHEMISTRY I	Credit Transfer	3.0		2018
ELC1011	PRACTICAL ENGLISH FOR UNIVERSITY STUDIES	Credit Transfer	3.0		2018

Subject Exemption

ii) Check Your Earliest Commencing Time for Subject Registration

In view of large number of students, it is necessary to regulate the web traffic to make the process smooth. Please check the time assigned to you to perform subject registration via Personal Checklist function.

Path: eStudent > My Subject Registration > Personal Checklist

The screenshot shows the eStudent system interface. On the left, a navigation menu has 'Personal Checklist' highlighted under the 'My Subject Registration' section. The main content area is divided into three columns. The first column, titled 'Notice', contains three announcements: 'Subject Grading Arrangement for Summer Term of 2020/21 (2020/3)', 'Subjects Approved to be Assessed by Pass/Fail Grade instead of Letter Grades (2020/3)', and 'Class Timetable for Summer Term of 2020-21'. The second column, titled 'Hot Links', contains a list of links such as 'Academic Advising by SAO', 'Academic Calendar', 'ITS Help Centre - HOTS', 'PolyU Connect', 'myPolyU', 'Work-integrated Education', 'LEARN@PolyU (理學網)', 'Post-entry Scholarships for Full-time Undergraduates', 'Student Account Enquiry (Debit Note Info)', 'Privacy Policy Statement', 'EasyPlanner', and 'Service Provision@Graduation'. A 'Timetable Download' button is located at the bottom of the 'Hot Links' column.

Your registration period will be shown.

In the example, the student can start to select subjects at 12.30 on 28 August 2020.

Home > My Subject Registration > Personal Checklist

Academic Year / Semester: 2020-21 Semester 1

Student Information	
Student Number	99999999D
Student Name	Chan Tai Man
Programme	12447-
Programme Title	BSc (HONS) CHEMICAL TECHNOLOGY

Subject Registration Activities	Registration Period (in 24-hour clock time)
Subject Registration - Ug & HD Programmes	28-Aug-2020 12:30 to 31-Aug-2020 23:59
Adjustment before Semester Commencement Period	04-Sep-2020 10:30 to 06-Sep-2020 23:59
Add/Drop Period	07-Sep-2020 10:30 to 18-Sep-2020 08:00
Add/Drop Period (the last 2 days)	18-Sep-2020 09:00 to 19-Sep-2020 23:59

iii) Search Subject Information (and Class Timetable)

You can check information about subjects on offer in a semester, including subject vacancies, timetables, pre-requisite/co-requisite/exclusion requirements etc.

Path: eStudent > Information > Subject Search

The screenshot shows the eStudent Information page. On the left sidebar, under the 'Information' section, 'Subject Search' is highlighted with a blue box and a hand icon. The main content area is divided into three sections: 'Notice', 'Hot Links', and 'Timetable Download'. The 'Notice' section contains three announcements: 'Subject Grading Arrangement for Summer Term of 2020/21 (2020/3)', 'Subjects Approved to be Assessed by Pass/Fail Grade instead of Letter Grades (2020/3)', and 'Class Timetable for Summer Term of 2020-21'. The 'Hot Links' section lists various resources like Academic Advising, Academic Calendar, ITS Help Centre, PolyU Connect, myPolyU, Work-integrated Education, LEARN@PolyU, Post-entry Scholarships, Student Account Enquiry, Privacy Policy Statement, EasyPlanner, and Service Provision@Graduation.

There are **two** options for searching subjects:

a. By Programme search

The screenshot shows the 'Subject Search' form. It has two radio buttons: 'By Subject (At least one criterion must be selected)' and 'By Programme (All criteria must be selected)'. The 'By Programme' option is selected. Below the radio buttons, there are three dropdown menus: 'Please select the Academic Year / Semester', 'Programme Hosting Department', and 'Programme'. A blue box with an arrow points to the 'By Programme' radio button, with the text 'Select "By Programme"'. Another blue box with a bracket points to the three dropdown menus, with the text 'Select Year/Sem & programme, then press "Search"'. A 'Search' button is located at the bottom right of the form.

b. By Subject search

Subject Search

☒ By Subject (At least one criterion must be selected)
 ☐ By Programme (All criteria must be selected)

Please select the Academic Year / Semester -- Please Select --

Subject Code
 Subject Title
 Offering Department -- Please Select --
 Category -- Please Select --
 Additional Requirements in CAR -- Please Select --
 Subject Level -- Please Select --

Select "By Subject"

Select Year/Sem & input at least one searching criterion & press "Search"

Search

Number of records 22
Please check the subject code for details and group/timetable information.

Max. 20 records per page, press next page to view more records

Subject Code	Subject Title	Subject Offer Department	Level	Credits
AAE1BN01V	INTRODUCTION TO AVIATION INDUSTRY	DEPARTMENT OF AERONAUTICAL AND AVIATION ENGINEERING	1	3.0
AF1605	INTRODUCTION TO ECONOMICS		1	3.0
APSS1130	INTRODUCTION TO POLITICS	DEPARTMENT OF APPLIED SOCIAL SCIENCES	1	3.0

Subjects on offer in the semester

Press subject code to view subject details

Subject Details

Subject Code [AAE1BN01V](#)
[Synopsis for 2024-25 Semester 1 and onwards]

Subject Title INTRODUCTION TO AVIATION INDUSTRY

Subject Title in Chinese

Offering Department DEPARTMENT OF AERONAUTICAL AND AVIATION ENGINEERING

Co-offering Department

Nature Normal

Category Ug-CAR-B Community, Organisation & Globalisation
HD-CAR-B Community, Organisation & Globalisation
Ug-CAR-N Cultures, Organisations, Societies and Globalisation
English Reading Requirement
English Writing Requirement

Credit(s) 3.0

Level 1

Duration 1 semester(s)

Consecutive Pattern

Student Contact Hour(s) LEC+TUT/LAB 39.0

Subject Requiring Selection No

Service-Learning Subject not offered for Year 1 students (except students admitted to senior year places / articulation programmes) No

Press "Synopsis" to check out subject information, e.g., syllabus, assessment

Information about the subject, e.g., category, credits, duration

Subject Constraints

Subject

Pre-requisite(s)
Co-requisite(s)
Exclusion(s) AAE1B01 and AAE1BN01

Faculty/Department Exclusion(s)
Nil

Programme Exclusion(s)
Nil

Show the requirements for taking the subject e.g., pre-requisite / co-requisite or any subject / programme exclusion

Subject Group Details

Subject Group	Students of these programmes are eligible for taking this subject group	Group Type	Group Size	Vacancies*	Waitlist available if no vacancy
1004N		University Wide	45	(1)	Yes

*If "Vacancies" shows as " (W) / (Top-up vac = ...)", it means that some students have indicated this subject group on the waitlist. The subject group vacancies available for the next round of auto top-up process is also shown for reference.

Show "Yes" if the subject is enabled for waitlisting when no vacancy

Show offering details e.g. whether the subject is offered for your programme, its vacancies, timetable

Notes: *If "Vacancies" shows as " (W) / (Top-up vac = ...)", it means that some students have indicated this subject group on the waitlist. The subject group vacancies available for the next round of auto top-up process is also shown for reference.

Timetable Details

- The timetable information on class time, venue and teaching staff is subject to change.
- For student taking subjects that occupy a full day in the timetable such as Project (POJ) and Training (TRN), please approach the subject offering department directly for the exact teaching arrangements on these Project/Training days.
- Some classes are held in the extended campus - currently rooms starting with "Z" in Block Z building which may need longer travelling time. Please take this into consideration in planning your subject registration.
- For 2016-17 Semester 3, class dates of Week 1 to Week 14 could be found here.
- Class Timetable Enquiry - [Frequently Asked Questions](#)

Print Friendly

Subject Group 1004N

Timetable as of 02-Dec-2024 10:55:29 HKT

Subject Code	Subject Title	Subject Group Code	Component Code	For Every (Week)	Start Week	End Week	Day of Week	Start Time	End Time	Venue	Teaching Staff	Remark
AAE1BN01V	INTRODUCTION TO AVIATION INDUSTRY	1004N	LTL001	1	2	9	Wed	08:30	11:20	QR404	CHEUNG, Wan Chuen, NG, Kam KH	See Below
AAE1BN01V	INTRODUCTION TO AVIATION INDUSTRY	1004N	LTL001	1	11	11	Sun	08:30	21:20	N/A	CHEUNG, Wan Chuen, NG, Kam KH	See Below
AAE1BN01V	INTRODUCTION TO AVIATION INDUSTRY	1004N	LTL001	1	11	11	Sat	08:30	21:20	N/A	CHEUNG, Wan Chuen, NG, Kam KH	See Below
AAE1BN01V	INTRODUCTION TO AVIATION INDUSTRY	1004N	LTL001	1	11	11	Fri	18:30	21:20	N/A	CHEUNG, Wan Chuen, NG, Kam KH	See Below

Remark

Subject Code	Subject Title
AAE1BN01V	INTRODUCTION TO AVIATION INDUSTRY

Component Code

CWT - Chin writing intensive
GST - Guided Study
POJ - Project
VIS - Visit

DIS - Dissertation
LAB - Laboratory
SEM - Seminar
WKS - Workshop

Venue Code

HHB - Hong Kong Community College (Hung Hom Bay)
TH - Teaching Hotel

SHA - Student Halls of Residence (Hung Hom)
TBA - Venue to be advised by department later

Pay attention to:

- Start Week, End Week, Day of Week
- Start Time, End Time
- Venue

024 to Zhuhai, and 2-9
tied right after the
y trip arrangements.

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C. Perform Subject Registration

- Subject registration will go on as usual even during rainstorm warning / typhoons / public holidays.
- DO cooperate and DO NOT login to the “Subject Registration” function before the start time assigned to you. (*Your start time could be checked via Personal Checklist.*)
- You can 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 interface. On the left, a navigation menu has a section 'My Subject Registration' with 'Mock Subject Registration' highlighted. A hand icon points to this link. The main area is titled 'Notice' and contains two notices. The first notice is about 'Subject Grading Arrangement for Summer Term of 2020/21 (2020/3)' with a deadline of 21 June 2021. The second notice is about 'Subjects Approved to be Assessed by Pass/Fail Grade instead of Letter Grades (2020/3)' starting from 9 July 2021. The right sidebar has a 'Hot Links' section with various university resources. A 'Timetable Download' button is also visible.

“Mock Subject Registration” provides you a chance to familiarize yourself with the subject registration process. Please make use of it before the actual Subject Registration Period. The Mock function will be closed during the Subject Registration Period, the Adjustment before Semester Commencement Period and the Add/Drop Period.

All subjects selected during Mock Subject Registration will NOT be kept in your record.

Home > My Subject Registration > Subject Registration

Academic Year / Semester:

Academic Year / Semester: 2021-22 Semester 1 **Go**

Check the Year/Sem and 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: **Search**

Subject Code	Subject Title	Credits	Subject Group (Vacancies*)	Select Component	Waitlist available if no vacancy
ABCT1D01	CHEMISTRY AND MODERN LIVING	3.0	1001(4)	+	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
AF2110	3.0	1003		Registered - Pre-assigned	Need approval before dropping
AF2602	3.0	1003		Registered - Pre-assigned	Need approval before dropping
AF3110	3.0	1003		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
--------------	--------	---------------	-----------	-------------------

Proceed to Preview

Search and Select Subject(s):

Search and select subject(s) to view timetable information. Put the subject(s) you intend to register by pressing "+" button and add to the "Cart". Check if they properly appear on "My Subject Shopping Cart" on the right-hand side.

My Subject Shopping Cart:

The shopping cart shows your registered subject(s) (if any) & subject(s) you have just added. Remember to press "Proceed to Preview" button and then press "Confirm" button after you have selected all the subjects.

Existing Subject(s) on My Waitlist:

It shows your existing waitlisted subject(s), if any.

i) Add Subject

Process 1: Search and Select Subject(s)

- You can 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 Fall

Subject Code:

Subject Code	Subject Title	Credits	Subject Group (Vacancies*)	Select Component	Waitlist available if no vacancy
ABCT1D01	CHEMISTRY AND MODERN LIVING	3.0	1001(4)	<input type="button" value="+"/>	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 “Basic Search” and input a subject code and press “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
AF2110	3.0	1003		Registered - Pre-assigned	
AF2602	3.0	1003		Registered - Pre-assigned	
AF3110	3.0	1003		Registered - Pre-assigned	

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
--------------	--------	---------------	-----------	-------------------

Proceed to Preview

- 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. 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 Search | Advanced Search | Retake Fall

Programme:
 Subject Category:
 Subject Code:

Preview Timetable

Select “Advanced Search” and choose the designated Programme & Subject Category and press “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
AF2110	3.0	1003		Registered - Pre-assigned	
AF2602	3.0	1003		Registered - Pre-assigned	
AF3110	3.0	1003		Registered - Pre-assigned	

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
--------------	--------	---------------	-----------	-------------------

Proceed to Preview

➤ Add subject group/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 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 Search | Advanced Search | Retake Fail

Subject Code:

Subject Code	Subject Title	Credits	Subject Group (Vacancies*)	Select Component	Waitlist available if no vacancy
ABCT1D01	CHEMISTRY AND MODERN LIVING	3.0	<div> <div>1000(0)</div> <div>1000(0)</div> <div>1001(4)</div> <div>1002(0)</div> </div>	<input type="button" value="+"/> <input type="button" value="x"/>	Yes

If Subject Group (Vacancies) shows a number in parentheses, it means that some students have indicated this subject group. If you wish to queue up on the waitlist, please select the subject component. Press the 'confirm' button on the confirmation page. Students on the waitlist will be topped up automatically when there are vacancies. The subject group vacancies available for the next round of auto top-up process is also shown for your reference.

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
AF2110	3.0	1003		Registered - Pre-assigned	Need approval before dropping
AF2602	3.0	1003		Registered - Pre-assigned	Need approval before dropping
AF3110	3.0	1003		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
--------------	--------	---------------	-----------	-------------------

Search and Select Subject(s)

Subject Code: Subject Title: Subject Group (Vacancies):

Component Code	For Every (Week)	Start Week	End Week	Day of Week	Start Time	End Time	Teaching Staff	Vacancies	
LTL001	1	1	13	Mon	15:30	18:30	ME - Chan Tai Man	1	<input type="checkbox"/>
LTL002	1	1	13	Tue	09:30	12:30	ME - Chan Tai Man	2	<input checked="" type="checkbox"/>
LTL003	1	1	13	Wed	10:30	13:30	ME - Chan Tai Man	1	<input type="checkbox"/>

#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.

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
AF2110	3.0	1003		Registered - Pre-assigned	Need approval before dropping
AF2602	3.0	1003		Registered - Pre-assigned	Need approval before dropping
AF3110	3.0	1003		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
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2) Select the component(s)

**If the subject involves several types of components (e.g., LEC/TUT/LTL/POJ), remember to select one from each type of components*

3) Press "Add to Cart"

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
ABCT1D01	CHEMISTRY AND MODERN LIVING	3.0	1001(4)	<input checked="" type="checkbox"/>	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
AF2110	3.0	1003		Registered - Pre-assigned Need approval before dropping	
AF2602	3.0	1003		Registered - Pre-assigned Need approval before dropping	
AF3110	3.0	1003		Registered - Pre-assigned Need approval before dropping	
ABCT1D01	3.0	1001	LTL002		Yes

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

Selected subject will appear on "My Subject Shopping Cart"

Repeat steps 1 to 3 if you would like to register more subjects. When you have finished all your subject selections, press **"Proceed to Preview"** to process.

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
EE1D01	ELECTRICAL SCIENCE FOR EVERYONE	3.0	191(3)	<input checked="" type="checkbox"/>	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
AF2110	3.0	1003		Registered - Pre-assigned Need approval before dropping	
AF2602	3.0	1003		Registered - Pre-assigned Need approval before dropping	
AF3110	3.0	1003		Registered - Pre-assigned Need approval before dropping	
ABCT1D01	3.0	1001	LTL002		Yes
ME1D01	3.0	1004	LTL001		Yes
EE1D01	3.0	191	LTL001		Yes

Study Load: 18.00

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

Process 2: Preview and Confirm Subject(s)

Home > My Subject Registration > Subject Registration

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

Academic Year: 2021-22 Semester 1

Student Information

Student Number	Student Name	Student Status	Active
Programme	02402-BAC	Programme Title	BBA (HONS) ACCOUNTANCY
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** → Check the change(s) and 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	ABCT1D01	CHEMISTRY AND MODERN LIVING	1001	LTL002
TO ADD	Yes	ME1D01	ENGINEERING AND ENVIRONMENTAL MANAGEMENT	1004	LTL001
TO ADD	Yes	EE1D01	ELECTRICAL SCIENCE FOR EVERYONE	191	LTL001

Process 3: View Results on the Confirmation Page

Home > My Subject Registration > Subject Registration

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

Academic Year: 2021-22 Semester 1

Student Information

Student Number	Student Name	Student Status	Active
Programme	02402-BAC	Programme Title	BBA (HONS) ACCOUNTANCY
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. 000003166557
Study Load: 18.00

Print Friendly

Registered Subject(s)

Subject Code	Subject Title	Credit	Subject Group	Component	Subject Registration Type
ABCT1D01	CHEMISTRY AND MODERN LIVING	3.0	1001	LTL002	Registered
AF2110	MANAGEMENT ACCOUNTING 1	3.0	1003		Registered - Pre-assigned Need approval before dropping
AF2602	GLOBAL ECONOMIC ENVIRONMENT	3.0	1003		Registered - Pre-assigned Need approval before dropping
AF3110	INTERMEDIATE ACCOUNTING 1	3.0	1003		Registered - Pre-assigned Need approval before dropping
EE1D01	ELECTRICAL SCIENCE FOR EVERYONE	3.0	191	LTL001	Registered
ME1D01	ENGINEERING AND ENVIRONMENTAL MANAGEMENT	3.0	1004	LTL001	Registered

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 the registered subject(s) & a reference number.
- You can check your personalized timetable via My Timetable > Class Timetable.
- Your subject records will also be listed at Study Information (see [Section B\(i\)](#) on P.2).
- If you do not see this confirmation page, it may be because you encounter errors. Please check [Section G](#) on P.31 for details of the common errors in subject registration.

If a subject has no vacancy and it is open for waitlisting, you will be placed on a waitlist automatically when you confirm to proceed with your subject selection (see [Section E](#) for Waitlisting on P.21).

Points to note:

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. (see Section E for Waitlisting on P.21).

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
ABCT1D05	CHINESE MEDICINE: MYTH OR TREASURE?	3.0	1001(W=1)/(1) <input type="button" value="+"/> 1001(W=1)/(Top-up vac=0) 109(10)		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#):

- a.) 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.

Search and Select Subject(s)

Subject Code: AAE1BN01 Subject Title: INTRODUCTION TO AVIATION INDUSTRY Subject Group (Vacancies):

Component Code	For Every (Week)	Start Week	End Week	Day of Week	Start Time	End Time	Teaching Staff	Vacancies#	
LTL001	1	1	13	Tue	09:30	12:30	AAE - Not Applicable	5	<input type="checkbox"/>
LTL002	1	1	13	Thu	15:30	18:30	AAE - Not Applicable	5	<input type="checkbox"/>

#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.

- b.) 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. (see Section E for Waitlisting on P.21).

Search and Select Subject(s)

Subject APSS1A08
Code :

Subject INTRODUCTION
Title : TO SOCIOLOGY

Subject Group
(Vacancies)
:

109(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#	
LEC001	1	1	13				APSS - Not Applicable	0(W=2)	<input type="checkbox"/>

#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

ii) Drop 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 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
AF2110	3.0	1003		Registered - Pre-assigned Need approval before dropping	
AF2602	3.0	1003		Registered - Pre-assigned Need approval before dropping	
AF3110	3.0	1003		Registered - Pre-assigned Need approval before dropping	
ME1D01	3.0	1004	LTL001	Registered	

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 tea subject. If you wish to change the components, you should waitlisted subject first by pressing 'rubbish bin' button 'Proceed to Preview' and confirm your request.

1) Press "rubbish bin" to drop the subject

2) Press "Proceed to Preview"

Home > My Subject Registration > Subject Registration

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

Academic Year: 2021-22 Semester 1

Student Information

Student Number	Student Name	Student Status
02402-BAC	BBA (HONS) ACCOUNTANCY	Active

Programme: 02402-BAC Programme Title: BBA (HONS) ACCOUNTANCY 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.

Changes Request Pending	Waitlist available if no vacancy	Subject Code	Subject Title	Subject Group	Component
TO DROP		ME1D01	ENGINEERING AND ENVIRONMENTAL MANAGEMENT	1004	LTL001

3) Check the change(s) and click "Confirm" to proceed with your request

View Results on the Confirmation Page

Home > My Subject Registration > Subject Registration

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

Academic Year: 2021-22 Semester 1

Student Information

Student Number	Student Name	Student Status
02402-BAC	BBA (HONS) ACCOUNTANCY	Active

Programme: 02402-BAC Programme Title: BBA (HONS) ACCOUNTANCY 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. 000003166576
Study Load: 9.00

Registered Subject(s)

Subject Code	Subject Title	Credit	Subject Group	Component	Subject Registration Type
AF2110	MANAGEMENT ACCOUNTING 1	3.0	1003		Registered - Pre-assigned Need approval before dropping
AF2602	GLOBAL ECONOMIC ENVIRONMENT	3.0	1003		Registered - Pre-assigned Need approval before dropping
AF3110	INTERMEDIATE ACCOUNTING 1	3.0	1003		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 is removed from your "Registered Subject(s)".
- You will see a confirmation page with a reference number.
- You can check your personalized timetable via My Timetable > Class Timetable.
- Your subject records will also be listed at Study Information (see Section B(i) on P.2).
- If you do not see this confirmation page, it may be because you encounter errors. Please check Section G on P.31 for details of the common errors in subject registration.

iii) Change Class (Group/Subject Component)

The changing group/teaching component function is only applicable to subject group/component with vacancies.

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 Search | **Advanced Search** | **Retake Fail**

Subject Code:

Subject Code	Subject Title	Credits	Subject Group (Vacancies*)	Select Component	Waitlist available if no vacancy
MM1051	TANGO! MANAGING SELF & LEADING OTHERS	3.0	<div> 1011(0) 1011(0) 1211(4) 1213(3) </div>	<input data-bbox="582 638 598 660" type="button" value="+"/>	

If Subject Group (Vacancies) shows as "0", it means that some students have indicated this subject group on the waitlist. If you wish to queue up on the waitlist, please select the subject component(s) concerned and press the 'confirm' button on the confirmation page. Students on the waitlist will be topped-up automatically when there are vacancies. The subject group vacancies available for the next round of auto top-up process is also shown for your reference.

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	Waitlist Position
AF2602	3.0	1003		Registered - Pre-assigned Need approval before dropping
AF3110	3.0	1003		Registered - Pre-assigned Need approval before dropping
MM1051	3.0	1211	LEC001 TUT003	Registered - Pre-assigned Need approval before dropping
MM2021	3.0	1011		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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1) Input the subject code and press "Search"

2) Select the subject group with vacancies and press "+" (e.g., you would like to switch from group 1211 to Group 1213 for MM1051)

Search and Select Subject(s)

Subject Code: MM1051 Subject Title: TANGO! MANAGING SELF & LEADING OTHERS Subject Group (Vacancies):

Component Code	For Every (Week)	Start Week	End Week	Day of Week	Start Time	End Time	Teaching Staff	Vacancies	
LEC001	1	1	13	Mon	09:30	11:30	ME - Chan Tai Man	7	<input checked="" type="checkbox"/>
TUT001	1	1	13	Mon	13:30	14:30	ME - Chan Tai Man	2	<input checked="" type="checkbox"/>
TUT002	1	1	13	Tue	11:00	12:00	ME - Chan Tai Man	0	<input type="checkbox"/>
TUT003	1	1	13	Tue	14:00	15:00	ME - Chan Tai Man	4	<input type="checkbox"/>
TUT004	1	1	13	Wed	10:30	11:30	ME - Chan Tai Man	1	<input type="checkbox"/>

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.

My Subject Shopping Cart

Steps for confirming your subjects:
Please check your records carefully and press 'Proceed to Preview' and confirm your request.

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

Subject Code	Credits	Subject Group	Component	Waitlist Position
AF2602	3.0	1003		Registered - Pre-assigned Need approval before dropping
AF3110	3.0	1003		Registered - Pre-assigned Need approval before dropping
MM1051	3.0	1211	LEC001 TUT003	Registered - Pre-assigned Need approval before dropping
MM2021	3.0	1011		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
--------------	--------	---------------	-----------	-------------------

3) Select the component(s) with vacancies

4) Press "Add to Cart"

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
MM1051	TANGO! MANAGING SELF & LEADING OTHERS	3.0	1213(3)	<input type="checkbox"/>	<input type="checkbox"/>

*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
AF2602	3.0	1003		Registered - Pre-assigned Need approval before dropping
AF3110	3.0	1003		Registered - Pre-assigned Need approval before dropping
MM1051	3.0	1213	LEC001 TUT001	Registered - Pre-assigned Need approval before dropping
MM2021	3.0	1011		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

The subject with changed subject group/component will be displayed

5) Press "Proceed to Preview"

Home > My Subject Registration > Subject Registration

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

Academic Year: 2021-22 Semester 1

Student Information

Student Number	Student Name	Student Status
Programme 02402-BAC	Programme Title BBA (HONS) ACCOUNTANCY	Active
	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.

Changes Request Pending

Waitlist available if no vacancy	Subject Code	Subject Title	Subject Group	Component
To Change GROUP/COMPONENT	MM1051	TANGO! MANAGING SELF & LEADING OTHERS	1213	LEC001 TUT001

6) Check the change(s) and click "Confirm" to proceed with your request

View Results on the confirmation page

Home > My Subject Registration > Subject Registration

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

Academic Year: 2021-22 Semester 1

Student Information

Student Number	Student Name	Student Status
Programme 02402-BAC	Programme Title BBA (HONS) ACCOUNTANCY	Active
	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. 000003166581
Study Load: 12.00

Registered Subject(s)

Subject Code	Subject Title	Credit	Subject Group	Component	Subject Registration Type
AF2602	GLOBAL ECONOMIC ENVIRONMENT	3.0	1003		Registered - Pre-assigned Need approval before dropping
AF3110	INTERMEDIATE ACCOUNTING 1	3.0	1003		Registered - Pre-assigned Need approval before dropping
MM1051	TANGO! MANAGING SELF & LEADING OTHERS	3.0	1213	LEC001 TUT001	Registered - Pre-assigned Need approval before dropping
MM2021	MANAGEMENT & ORGANISATION	3.0	1011		Registered - Pre-assigned Need approval before dropping

- You will see a confirmation page with the registered subjects & a reference number.
- You can check your personalized timetable via My Timetable > Class Timetable.
- Your subject records will also be listed at Study Information (see [Section B\(i\)](#) on P.2).
- If you do not see this confirmation page, it may be because you encounter errors. Please check [Section G](#) on P.31 for details of the common errors in subject registration.

iv) Retake Failed 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	Subject Title	Credits	Subject Group (Vacancies*)	Select Component	Waitlist available if no vacancy
ABCT1D01	CHEMISTRY and MODERN LIVING	3.0	<div style="border: 1px solid #007bff; padding: 2px;"> 1001(4) </div>	<div style="border: 1px solid #007bff; padding: 2px; text-align: center;">+</div>	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.

Your selected subject(s) is/are listed below

	Subject Code	Credits	Subject Group	Component
	LGT2106	3.0	1009	Registered
	MM2422	3.0		
	MM3721	3.0		

Study Load: 9.00

1) Select "Retake Fail" to view subject(s) you have previously failed

2) Select the subject group and press "+" button

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

Search and Select Subject(s)

Subject Code : ABCT1D01 Subject Title : CHEMISTRY AND MODERN LIVING Subject Group (Vacancies) : 1001(4) ▼

Component Code	For Every (Week)	Start Week	End Week	Day of Week	Start Time	End Time	Teaching Staff	Vacancies	
LTL001	1	1	13	Mon	15:30	18:30	ME - Chan Tai Man	1	<input checked="" type="checkbox"/>
LTL002	1	1	13	Tue	09:30	12:30	ME - Chan Tai Man	2	<input type="checkbox"/>
LTL003	1	1	13	Wed	10:30	13:30	ME - Chan Tai Man	1	<input type="checkbox"/>

#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.

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.

3) Select the component(s)

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

	Subject Code	Credits	Subject Group	Component	Subject Registration Type	Waitlist available if no vacancy
	LGT2106	3.0	1009		Registered	
	MM2422	3.0	1014		Registered	
	MM3721	3.0	1011			

Study Load: 9.00

4) Press "Add to Cart"

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

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 Search		Advanced Search		Retake Fail	
Subject Code	Subject Title	Credits	Subject Group (Vacancies*)	Select Component	Waitlist available if no vacancy
ABCT1D01	CHEMISTRY AND MODERN LIVING	3.0	1001(4)	<input type="checkbox"/>	Yes

The selected subject will be displayed

up process is also shown for your reference.

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
	LGT2106	3.0	1009		Registered	
	MM2422	3.0	1014		Registered	
	MM3721	3.0	1011		Registered	
	ABCT1D01	3.0	1001	LTL001		Yes

Study Load: 12.00

Existing Subject(s) on My Waitlist

Subject(s) without vacancy will be put onto a waitlist for confirmation.

Notes: Students can only select one combination of subject. If you wish to change the components of a subject first by pressing **'publish bin' button** and confirm your request.

Subject Code	Credit	Subject Group	Component	Waitlist Position
<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <p>Proceed to Preview</p> </div>				

Home > My Subject Registration > Subject Registration

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

Academic Year: 2021-22 Semester 1

Student Information

Student Number	Student Name	Student Status	Active
Programme 02402-MKT	Programme Title BBA (HONS) MARKETING	Pattern	02N99

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**

6) Check the change(s) and 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	ABCT1D01	CHEMISTRY AND MODERN LIVING	1001	LTL001

View Results on the confirmation page

Home > My Subject Registration > Subject Registration

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

Academic Year: 2021-22 Semester 1

Student Information

Student Number	Student Name	Student Status	Active
Programme 02402-MKT	Programme Title BBA (HONS) MARKETING	Pattern	02N99

The following subject(s) have been registered successfully. Please double check class timetable and venue via HOME > My Timetable > Class Timetable.
Reference No. 000003166590
Study Load: 12.00

Print Friendly

Registered Subject(s)

Subject Code	Subject Title	Credit	Subject Group	Component	Subject Registration Type
ABCT1D01	CHEMISTRY AND MODERN LIVING	3.0	1001	LTL001	Retaking Failed
LGT2106	PRINCIPLES OF OPERATIONS MANAGEMENT	3.0	1009		Registered
MM2422	MANAGING BUSINESS INFORMATION SYSTEMS & APPLICATIONS	3.0	1014		Registered
MM3721	CONSUMER BEHAVIOUR	3.0	1011		Registered

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
--------------	---------------	--------	---------------	-----------	-------------------

- You will see a confirmation page with the registered subject(s) & a reference number.
- You can check your personalized timetable via My Timetable > Class Timetable.
- Your subject records will also be listed at Study Information (see [Section B\(i\)](#) on P.2).
- If you do not see this confirmation page, it may be because you encounter errors (see [Section G](#) on P.31 for the common errors in subject registration).

If a subject has no vacancy and it is open for waitlisting, you will be placed on a waitlist automatically when you confirm to proceed with your subject selection (see [Section E](#) for Waitlisting on P.21).

D. Adjustment before Semester Commencement

Period and Add/Drop Period

1. The procedures for adding or dropping subjects during the Adjustment before Semester Commencement Period and the Add/Drop Period are the same as the Subject Registration Period (see Section C on P.7).
2. 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 described in Section C(i) on P.9 to register subjects outside your curriculum.

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
CBS2501	INTRODUCTORY JAPANESE I	3.0	101(40)	<input type="checkbox"/>	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
	LGT2106	3.0	1009		Registered	
	MM2422	3.0	1014		Registered	
	MM3721	3.0	1011		Registered	

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
--------------	--------	---------------	-----------	-------------------

Proceed to Preview

E. Waitlisting

1. If there are no vacancy for subject(s) you would like to take, you can indicate your wish to take the subject(s) via **waitlisting function**. If waitlist option is enabled by the Subject Offering Departments, subject(s) without vacancy will be put onto waitlist(s) automatically when you confirm to proceed with your subject selection(s).
2. The waitlisting function will be available throughout the Subject Registration Period, the Adjustment before Semester Commencement Period and the Add/Drop Period.
3. The maximum number of waitlist credits is 9 credits, and you are only allowed to select one combination of teaching components per subject.
4. Please note that waitlisting is not a guarantee of enrolment into a class. When a vacancy becomes available, the system will automatically register the subject for you if you have passed the validation checks (including study load, pre-requisite/co-requisite/exclusion requirements, time clashes etc.). You will receive an email notification upon successful enrolment.
5. You are only allowed to select one combination of teaching components per subject. If you wish to change the combination of teaching components of your waitlisted subject, you should first drop your existing waitlist request and submit a new request accordingly (i.e., to line up in a new queue).
6. 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.
7. The waitlist queue size will be limited to 200 places per subject group.
8. You may refer to [FAQ](#) > waitlisting function section for more details.

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:

Subject Code	Subject Title	Credits	Subject Group (Vacancies*)	Select Component	Waitlist available if no vacancy
ABCT1D01	CHEMISTRY AND MODERN LIVING	3.0	1000(0)	<input type="button" value="+"/>	<input checked="" type="checkbox"/> 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
AF2110	3.0	1003		Registered - Pre-assigned Need approval before dropping	
AF2602	3.0	1003		Registered - Pre-assigned Need approval before dropping	
AF3110	3.0	1003		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
--------------	--------	---------------	-----------	-------------------

Column "Waitlist available if no vacancy" indicates whether the subject group concerned is available for waitlisting when no vacancy

Follow the same steps as adding a subject (see [Section C\(i\)](#) on P.9):

- 1) Select subject group and component(s)
- 2) Add subject into “My Subject Shopping Cart”
- 3) Press “Proceed to Preview” and “Confirm” your subject selection
- 4) View results on the confirmation page

➤ 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:

Subject Code	Subject Title	Credits	Subject Group (Vacancies*)	Select Component	Waitlist available if no vacancy
ABCT1D01	CHEMISTRY AND MODERN LIVING	3.0	1000(0)	<input type="button" value="+"/>	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
AF2110	3.0	1003		Registered - Pre-assigned Need approval before dropping	
AF2602	3.0	1003		Registered - Pre-assigned Need approval before dropping	
AF3110	3.0	1003		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
--------------	--------	---------------	-----------	-------------------

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

Search and Select Subject(s)

Subject Code: Subject Title: Subject Group (Vacancies):

Component Code	For Every (Week)	Start Week	End Week	Day of Week	Start Time	End Time	Teaching Staff	Vacancies
LTL001	1	1	13	Mon	15:30	18:30	ME - Chan Tai Man	0
LTL002	1	1	13	Tue	09:30	12:30	ME - Chan Tai Man	0
LTL003	1	1	13	Wed	10:30	13:30	ME - Chan Tai Man	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 groups. It may be due to the reason that the component vacancies are reserved for other group(s) of

My Subject Shopping Cart

Steps for confirming your subjects:
Please check your records carefully and press 'Proceed to Preview' and confirm your request.

Maximum number of extra credit(s) that you can select: 18.0

History

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

Subject Code	Credits	Subject Group	Component	Subject Registration Type	Waitlist available if no vacancy
AF2110	3.0	1003		Registered - Pre-assigned Need approval before dropping	
AF2602	3.0	1003		Registered - Pre-assigned Need approval before dropping	
AF3110	3.0	1003		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
--------------	--------	---------------	-----------	-------------------

Select the component(s)

**If the subject involves several types of components (e.g., LEC/TUT/LTL/POJ), remember to select one from each type of components*

Press "Add to Cart"

➤ Add subject into “My Subject Shopping Cart”

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
ABCT1D01	CHEMISTRY AND MODERN LIVING	3.0	1000(0)	<input checked="" type="checkbox"/>	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
AF2110	3.0	1003		Registered - Pre-assigned Need approval before dropping	
AF2602	3.0	1003		Registered - Pre-assigned Need approval before dropping	
AF3110	3.0	1003		Registered - Pre-assigned Need approval before dropping	
ABCT1D01	3.0	1000	LTL001		Yes

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

Selected subject will appear on “My Subject Shopping Cart”

➤ Press “Proceed to Preview” and “Confirm” your subject selection

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
ABCT1D01	CHEMISTRY AND MODERN LIVING	3.0	1000(0)	<input checked="" type="checkbox"/>	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
AF2110	3.0	1003		Registered - Pre-assigned Need approval before dropping	
AF2602	3.0	1003		Registered - Pre-assigned Need approval before dropping	
AF3110	3.0	1003		Registered - Pre-assigned Need approval before dropping	
ABCT1D01	3.0	1000	LTL001		Yes

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

Home > My Subject Registration > Subject Registration

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

Academic Year: 2021-22 Semester 1

Student Information

Student Number	Student Name	Student Status	Active
Programme 02402-BAC	Programme Title BBA (HONS) ACCOUNTANCY	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 ADD	Yes	ABCT1D01	CHEMISTRY AND MODERN LIVING	1000	LTL001

➤ View Results on the confirmation page

Home > My Subject Registration > Subject Registration

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

Academic Year: 2021-22 Semester 1

Student Information

Student Number	Student Name	Student Status	Active
Programme 02402-BAC	Programme Title BBA (HONS) ACCOUNTANCY	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. 00000316652
Study Load: 9.00

Registered Subject(s)

Subject Code	Subject Title	Credit	Subject Group	Component	Subject Registration Type
AF2110	MANAGEMENT ACCOUNTING 1	3.0	1003		Registered - Pre-assigned Need approval before dropping
AF2602	GLOBAL ECONOMIC ENVIRONMENT	3.0	1003		Registered - Pre-assigned Need approval before dropping
AF3110	INTERMEDIATE ACCOUNTING 1	3.0	1003		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
ABCT1D01	CHEMISTRY AND MODERN LIVING	3.0	1000	LTL001	1

Subject with no vacancy will be put on your waitlist with a real-time waitlist position shown here. When a vacancy becomes available, students on the subject waitlist will be registered automatically corresponding to your position on the waitlist. An email notification will be sent to you upon **successful** registration of a waitlisted subject.

Points to note:

1. You can visit your subject registration page again and check your waitlist position in the “Existing Subject(s) in My Waitlist” block during the Subject Registration Period, the Adjustment before Semester Commencement Period and the Add/Drop Period.

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 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.

Maximum number of extra credit(s) that you can select: 18.0

History

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

Subject Code	Credits	Subject Group	Component	Subject Registration Type	Waitlist available if no vacancy
AF2110	3.0	1003		Registered - Pre-assigned Need approval before dropping	
AF2602	3.0	1003		Registered - Pre-assigned Need approval before dropping	
AF3110	3.0	1003		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
ABCT1D01	3.0	1000	LTL001	1

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

Home > My Subject Registration > Subject Registration History

Academic Year / Semester **2022-23 Semester 1**

Student Information

Student Number	Student Name	Student Status
Programme 02402-BAC	Programme Title BBA (HONS) ACCOUNTANCY	Active
	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
ABCT1D01	CHEMISTRY AND MODERN LIVING	3.0	1000	LTL001	1

3. 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
ABCT1D05	CHINESE MEDICINE: MYTH OR TREASURE?	3.0	<div> <div>1001(W=1)/(1▼)</div> <div>1001(W=1)/(Top-up vac=0)</div> <div>109(10)</div> </div>	<input data-bbox="826 929 858 952" type="button" value="+"/>	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.

4. 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 : APSS1A08 Subject Title : INTRODUCTION TO SOCIOLOGY Subject Group (Vacancies) :

Component Code	For Every (Week)	Start Week	End Week	Day of Week	Start Time	End Time	Teaching Staff	Vacancies#	
LEC001	1	1	13				APSS - Not Applicable	0(W=2)	<input type="checkbox"/>

#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

You can drop your waitlisted subject following the steps below.

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 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.

Maximum number of extra credit(s) that you can select: 18.0

History

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

Subject Code	Credits	Subject Group	Component	Subject Registration Type	Waitlist available if no vacancy
AF2110	3.0	1003		Registered - Pre-assigned Need approval before dropping	
AF2602	3.0	1003		Registered - Pre-assigned Need approval before dropping	
AF3110	3.0	1003		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
ABCT1D01	3.0	1000	LTL001	1

1) Press "rubbish bin" button to drop the subject

2) Press "Proceed to Preview"

Home > My Subject Registration > Subject Registration

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

Academic Year: 2021-22 Semester 1

Student Information

Student Number	Student Name	Student Status	Active
Programme 02402-BAC	Programme Title BBA (HONS) ACCOUNTANCY	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**.

3) Check the change(s) and click "Confirm" to proceed with your request

Changes Request Pending	Waitlist available if no vacancy	Subject Code	Subject Title	Subject Group	Component
TO DROP	Remove from Waitlist	ABCT1D01	CHEMISTRY AND MODERN LIVING	1000	LTL001

View Results on the confirmation page

Subject will be removed from your waitlist.

Home > My Subject Registration > Subject Registration

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

Academic Year: 2021-22 Semester 1

Student Information

Student Number	Student Name	Student Status	Active
Programme 02402-BAC	Programme Title BBA (HONS) ACCOUNTANCY	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. 000003166653
Study Load: 9.00

Registered Subject(s)

Subject Code	Subject Title	Credit	Subject Group	Component	Subject Registration Type
AF2110	MANAGEMENT ACCOUNTING 1	3.0	1003		Registered - Pre-assigned Need approval before dropping
AF2602	GLOBAL ECONOMIC ENVIRONMENT	3.0	1003		Registered - Pre-assigned Need approval before dropping
AF3110	INTERMEDIATE ACCOUNTING 1	3.0	1003		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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F. Indicate Service-Learning Subject Which Requiring Pre-selection

1. Some Service-Learning (SL) subjects are not open for direct subject registration during the Subject Registration Period, the Adjustment before Semester Commencement Period and the Add/Drop period. If you are interested in these SL subjects, you can indicate your preference via “Service-Learning Indication”.
2. Since you may be required to submit a short essay in English with no more than 200 words (maximum characters of 4,000 and <Enter> is counted as a character), you should have the essay ready before assessing eStudent. The system will be automatically logged out if it has been idle for 15 minutes.
3. After the close of the indication period, the Subject Offering Departments will start the selection process and register the subjects concerned for those shortlisted students. During this period, you will be able to view your selected subjects, but you will not be able to add, edit, or delete any of them.
4. Selection for enrolment into these SL subjects is not on a first-come-first-served basis.

(For SL subjects without selection process, you can register them directly during the Subject Registration Period, the Adjustment before Semester Commencement Period and the Add/Drop Period)

Path: eStudent > My Subject Registration > Service-Learning Indication

The screenshot displays the eStudent web portal. On the left, a sidebar menu contains several categories: Information, My Profile, My Subject Registration, My Timetable, My Results, and Graduation. Under 'My Subject Registration', the 'Service-Learning Indication' option is highlighted with a blue box and a hand icon. The main content area is titled 'Notice' and features a background image of a university building. It lists several announcements with dates, including 'Application for MTR Student Travel Scheme 2019-20', '2019-20 Semester 1 Subject Registration', 'Class Timetable for Semester 1 of 2019-20', '2019-20 Semester 1 Subject Registration for 2019 Cohort New Students', 'Release of Assessment Results for 2018-19 Summer Term', and 'New Subject Registration and Class Timetabling Arrangement for 2019-20 Semester One'. On the right, a 'Hot Links' section provides quick access to various services like Academic Advising, ePortfolio, and the Timetable Download button.

Home > My Subject Registration > Service-Learning Indication

Select Academic year / Semester

Please select Academic year / Semester 2014-15 Semester 1 Go

Importance Notice

Service-Learning Subject Indication

1) Select the relevant Academic Year / Semester

Home > My Subject Registration > Service-Learning Indication

Academic Year : 2014-15 Semester 1

Student Information

Student Number	Student Name	Student Status
Programme 02402-BAC	Programme Title BBA (HONS) ACCOUNTANCY	Pattern

Subject(s) Requiring Selection

Subject Code	Subject Title	Credits
ABCT2S01	EDUCATING RURAL FARMERS ON HEALTHIER FOOD PRODUCTION	3.0
CBS2S02	SERVICE-LEARNING - PRESERVING CULTURAL HERITAGE FOR ETHNIC MINORITIES IN CONTR	
COMP2S01	TECHNOLOGY BEYOND BORDERS: SERVICE LEARNING ACROSS CULTURAL, ETHNIC AND COI	
ENGL2S01	LANGUAGE ARTS FOR CREATIVE COMMUNITY PROJECTS	
LSGI2S02	NAVIGATING ETHNIC MINORITIES	
ME3S01	ENGINEERING DESIGN FOR THE COMMUNITY	

Selected Subject(s)

Click '+' above to add the subject of your choice and indicate your priority preference. You can indicate passage in English with no more than 200 words (maximum characters of 4000 and <Enter> is counted as a character), if required

Please press "Confirm" button to confirm your selection:

Subject Code	Credits	Subject Group	Priority	Passage (no more than 200 words with a maximum 4000 characters in English), if required
ABCT2S01	3.0	1002	1	

Confirm Cancel

2) Press "+" to add the subject of your choice

3) Indicate your priority preference. You can indicate up to 3 choices

4) You can submit a passage in English ASCII characters* with no more than 200 words (maximum characters of 4,000 and <Enter> is counted as a character), if required

5.) Press "Confirm" to proceed further

A confirmation page will be shown as below.

Home > My Subject Registration > Service-Learning Indication

Academic Year : 2014-15 Semester 1

Student Information

Student Number	Student Name	Student Status
Programme 02402-BAC	Programme Title BBA (HONS) ACCOUNTANCY	Pattern

You have successfully indicated your preference in the following subject(s). These will be submitted to the Subject Offering Department(s) for consideration. They will inform you of the results.

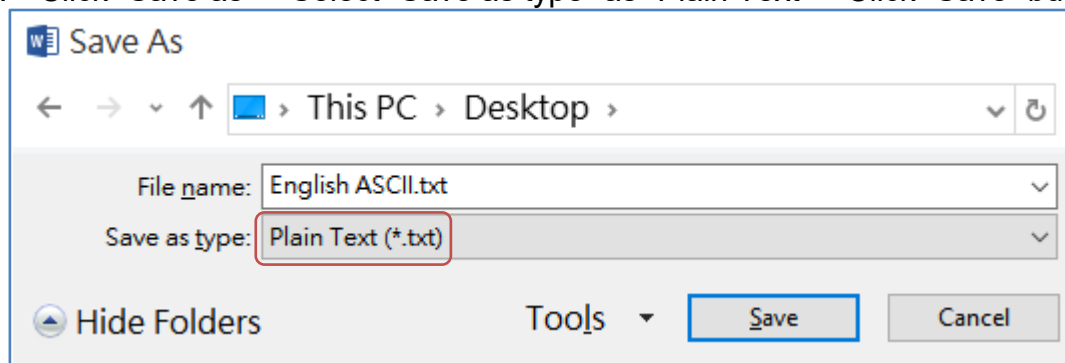
Subject Code	Credits	Subject Group	Priority	Passage (no more than 200 words with a maximum 4000 characters in English), if required
ABCT2S01	3.0	1002	1	
CBS2S02	3.0	1001	2	
ENGL2S01	3.0	101	3	

After the end of the selection period, you can still view the subjects you have chosen, but you will not be able to add/edit/delete your selected subject.

For converting passage into English ASCII characters

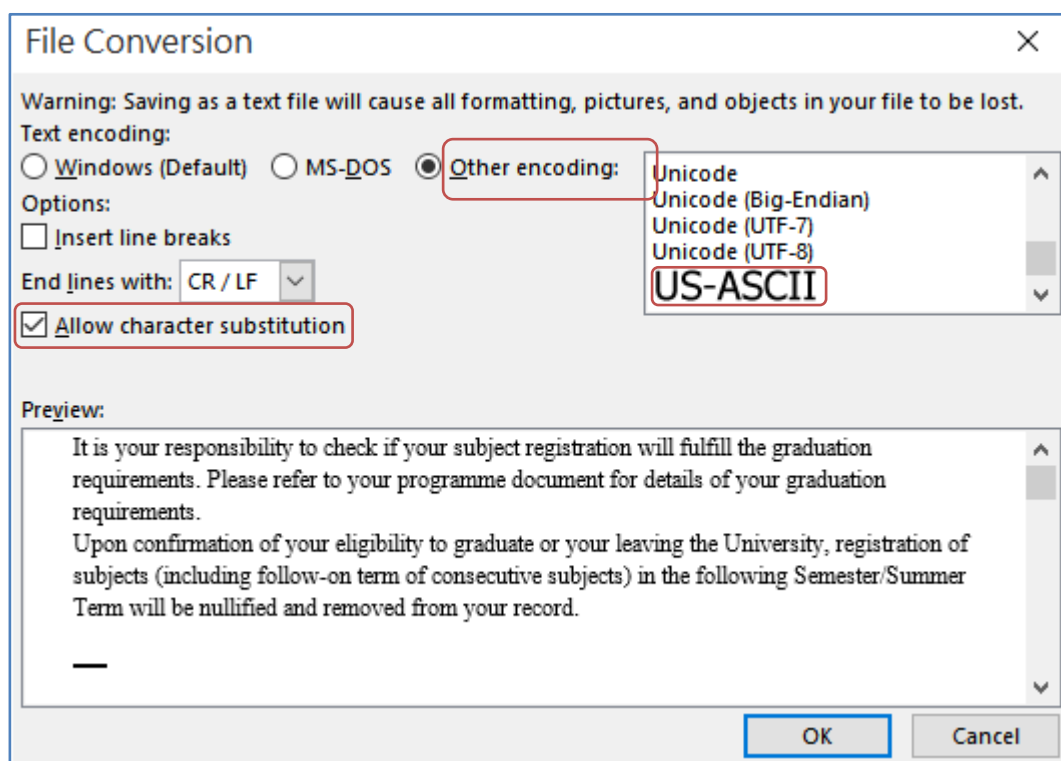
In order to ensure your passage (including punctuations) is in the English ASCII characters, please convert your passage into ASCII characters using Microsoft Word:

1. Click “Save as” > Select “Save as type” as “Plain Text” > Click “Save” button.



2. A box will be prompted as below. Select the following options:
 - a. Select “Text encoding” as “Other encoding: US-ASCII”
 - b. Select “Allow character substitution”

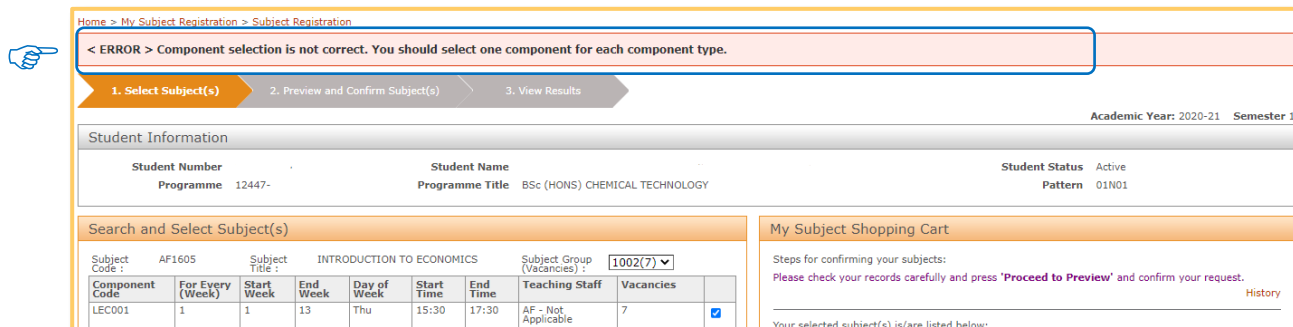
Then click “OK” button. Microsoft Word will convert the passage into English ASCII characters.



3. Open the newly saved text file and copy and paste the passage to the system.

G. Common Errors in Subject Registration

1. During the subject registration exercise, you may encounter error(s).
2. Check the error message(s), if any, and adjust your subject registration records before confirming your subject selection(s) again.
3. Error message(s) will be shown at the top of the subject registration page.



The screenshot shows the 'Subject Registration' page. At the top, a red error message box states: '< ERROR > Component selection is not correct. You should select one component for each component type.' Below this is a progress bar with three steps: '1. Select Subject(s)', '2. Preview and Confirm Subject(s)', and '3. View Results'. The '1. Select Subject(s)' step is currently active. The page displays student information: Student Number 12447-, Student Name BSc (HONS) CHEMICAL TECHNOLOGY, Student Status Active, and Pattern 01N01. The 'Search and Select Subject(s)' section shows a search for 'AF1605' (INTRODUCTION TO ECONOMICS) with a subject group of '1002(7)'. A table lists the subject components, with the first component (LEC001) selected. The 'My Subject Shopping Cart' section provides instructions for confirming subjects and a 'History' link.

Component Code	For Every (Week)	Start Week	End Week	Day of Week	Start Time	End Time	Teaching Staff	Vacancies
LEC001	1	1	13	Thu	15:30	17:30	AF - Not Applicable	7

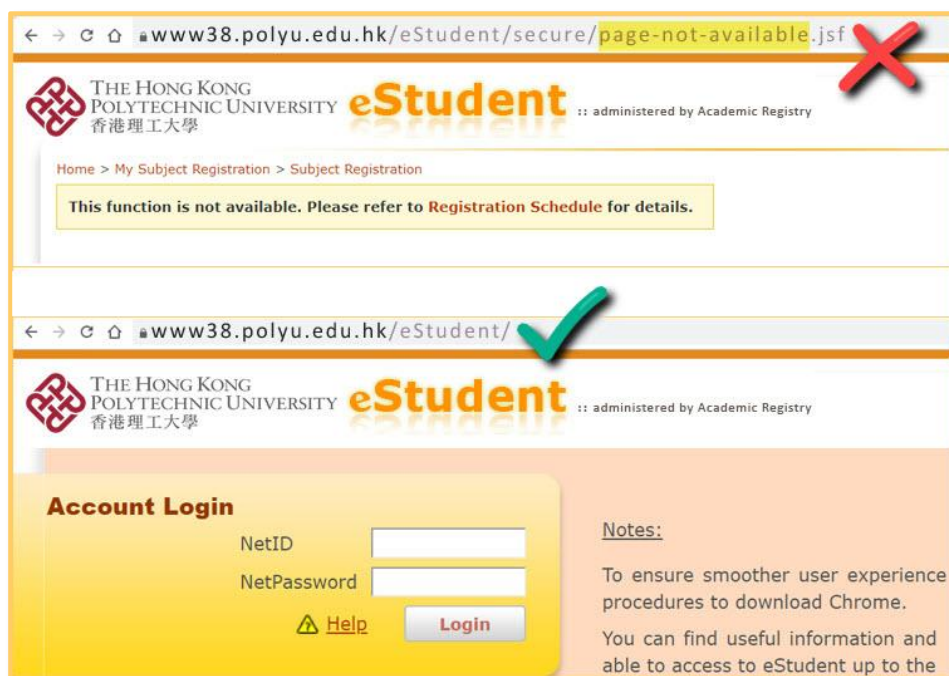
Common Error 1:

- ➡ Not yet reach your earliest commencing time assigned.
 - You can only enter the subject registration page at the earliest commencing time assigned to you.

**< ERROR > Not yet reached your earliest commencing time for subject registration.
The earliest time for you to select subjects is Thu Jul 12 09:45:00 HKT 2012**

Common Error 2:

- ➡ Cannot login the Subject Registration function, the webpage keeps showing "The function is not available..." even after your earliest commencing time.
 - Close your existing browser. Open the browser (i.e., Chrome) with eStudent website (www.polyu.edu.hk/student), login with your NetID and NetPassword.
 - **DO NOT** bookmark any individual webpage under eStudent. Please login eStudent properly via www.polyu.edu.hk/student or direct URL <https://www38.polyu.edu.hk/eStudent>.



Common Error 3:

- Failed to fulfill the subject requirement for registration.
 - You are not allowed to register a subject if you have not fulfilled its pre-requisite/co-requisite/exclusion requirements. Check the subject requirements listed in Subject Details or Subject Synopsis.

Subject HTM4206 - < ERROR > You have not fulfilled the pre-requisite requirement of the subject.

Subject HTM4206 - < ERROR > You have not fulfilled the co-requisite requirement of the subject.

Subject HTM4206 - < ERROR > You have not fulfilled the exclusion requirement of the subject.

Common Error 4:

- No vacancy for the subject group/component
 - You are not allowed to register a subject if the class is full. Please select other subject group/component with vacancies, if any.
 - You can indicate your wish to take the subject via waitlisting if the waitlist option is enabled by the Subject Offering Departments. (see [Section E](#) for Waitlisting on P.21)

Subject ELC4701 Group 101 - < ERROR > No vacancy for this subject group.

Subject HTM2120 Component SEM006 - < ERROR > No vacancy for this component group.

Subject HTM4118 Group 201 - < ERROR > No vacancy for this subject group.
Subject HTM4118 Component SEM001 - < ERROR > No vacancy for this component group.

Common Error 5:

- ▶ Class timetable clashes between 2 subjects
 - You are not allowed to register subject(s) with time clashes to each other or to any of the registered subject(s). Please select other subject group/component for registration.

< ERROR > Time-clash for Subject 1 (HTM4106 Component LEC001) and Subject 2 (HTM2120 Component LEC001)

Common Error 6:

- ▶ Maximum credits to be taken in a semester (For Taught Postgraduate & Research Postgraduate Programmes)
 - In the first round of subject registration in a semester, your Programme Offering Department may set a credit limit for you. Please refer to the “maximum number of extra credits” at the “My Subject Shopping Cart” when you perform subject registration.
 - During the Adjustment before Semester Commencement Period and the Add/Drop Period, such limit will be removed and your maximum credits to be taken in a semester is 21 credits.

< ERROR > You are not allowed to take credits more than the maximum number of extra credits assigned by your department. You can refer to the value as stated in the 'Selected Subject(s)' block below.

Common Error 7:

- ▶ Study load in a semester
 - You are not allowed to register more than 21 credits in a semester. If you need to register more than 21 credits, please seek approval from your Programme Offering Department.

< ERROR > You are not allowed to take more than 21 credits in this semester.

Common Error 8:

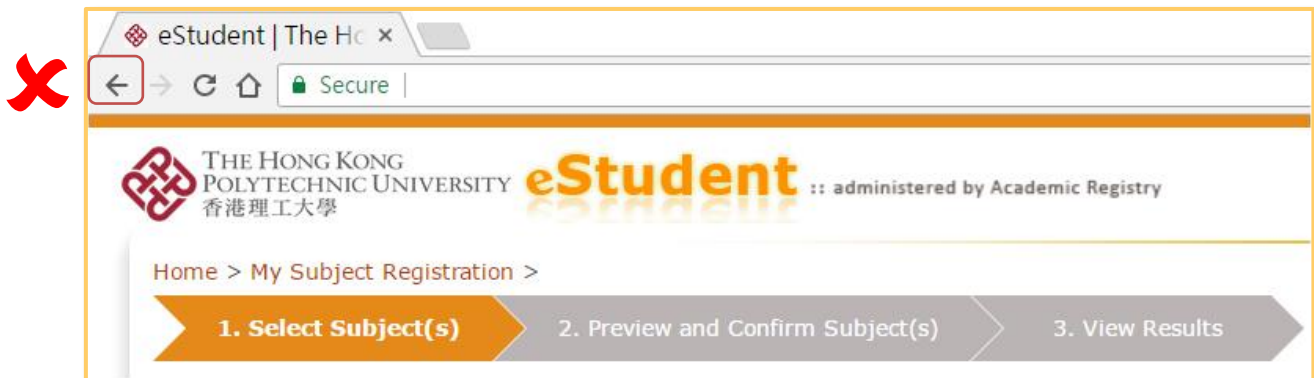
- ▶ Exceed retake limit of a subject
 - You are not allowed to add a subject if you have reached the number of retake limit of the subject. You may contact your Programme Offering Department for assistance if needed.

Subject APSS1A08 - < ERROR > You are not allowed to add this subject as you have reached the number of retake limit of this subject. Please contact your Programme Host Department for assistance if needed

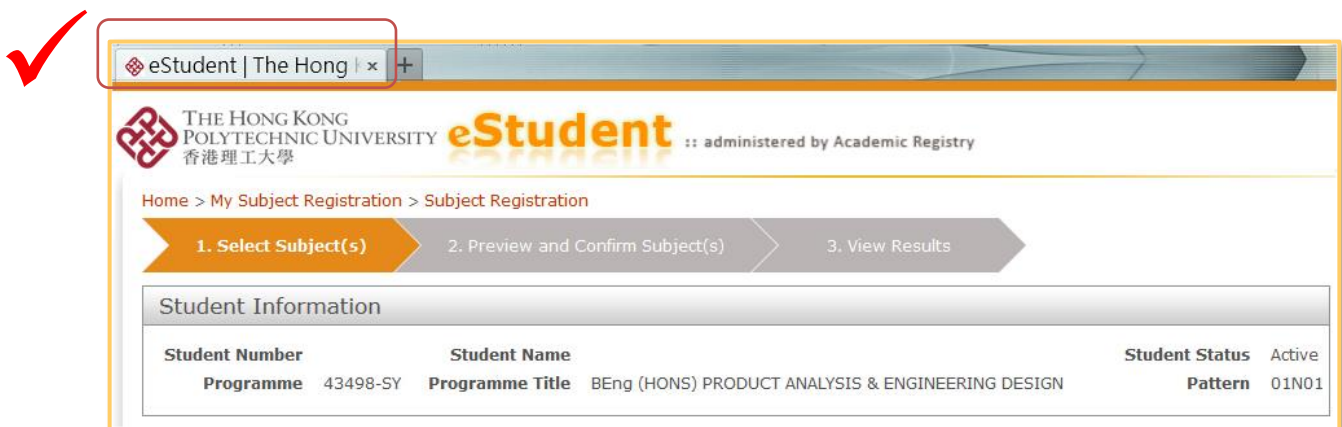
Common Error 9:

❖ Cannot register subject properly

- **DO NOT** press “**BACK**” button on browser.



- **DO NOT** open multiple tab pages at eStudent as it will cause error when you confirm subject selections.



Common Error 10:

- ➡ Not allowed to take level 5 or above subjects that are outside curriculum (For Undergraduate Degree Programmes)
 - Students of Undergraduate Degree Programmes are not allowed to take level 5 or above subjects that are outside your curriculum. You may contact your Programme Offering Department for assistance if needed.

Subject AF5102 - < ERROR > You are not allowed to register for subjects outside the curriculum at level 5 or above.

Common Error 11:

- ➡ Service-Learning Subject registration (For Undergraduate Degree Programmes)
 - Students who have completed or registered for a Service-Learning Subject in previous semesters are not allowed to register for another Service-Learning Subjects via eStudent until the last two days of add/drop period.

You have completed or registered for an SL subject in previous semesters. Therefore, you are not allowed to register for another SL subject until the last two days of the Add/Drop Period. It is important to note that certain subjects may be unavailable for registration during this time due to the study arrangement.

Common Error 12:

- ➡ Non-local CAR/SL subject registration (For Undergraduate Degree Programmes)
 - Students who have completed or registered for a non-local CAR/SL subject in previous semesters are not allowed to register for another non-local CAR/SL subject via eStudent until the last two days of add/drop period.

You have completed or registered for a non-local CAR/SL subject(s) in previous semesters. Therefore, you are not allowed to register for another non-local CAR/SL subject until the last two days of the Add/Drop Period. It is important to note that certain subjects may be unavailable for registration during this time due to the study arrangement.

H. Enquiry on Subject Registration

For more details of the subject registration arrangements, please refer to the [AR website](#) [(Students in Taught Programmes > Registration Information > [Subject Registration](#)) / (Research Students > [Subject Registration & Examination](#))].

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.

Students are advised to refer to the [Student Handbook](#) (For Students in Taught Programmes) / [Research Postgraduate Student Handbook](#) (For Research Students) for regulations related to the subject registration.