Subject Selection Process of Chinese Language and

Communication Requirements (CLCR) Subjects

All Undergraduate students are required to take one 3-credit Chinese Language and Communication Requirements (CLCR) subject. Starting from the 2018/19 intake, students are allowed to choose Putonghua version or Cantonese version of CLCR subjects.

Students are **pre-assigned** with **Putonghua** version of CLCR subjects. If you are interested in taking the Cantonese version of CLCR subjects, you are allowed to select the subject <u>during the Adjustment before</u> <u>Semester Commencement Period and the Add/Drop Period</u> on a <u>first-come-first-serve basis</u>. The subject selection process is provided in the Appendix I.

Important notes

- Vacancies of the Cantonese version of CLCR subjects are limited and students can select the Cantonese version on a first-come-first-serve basis. There is NO guarantee of enrolment in the Cantonese version.
- 2. Students can select the Cantonese version of CLCR subjects scheduled in a parallel session of the Putonghua version or in other timeslots.
- 3. If the Cantonese class is full and it is available for waitlisting, you will be placed on a waitlist automatically when you confirm to proceed with your subject selection (see Appendix II). A real-time waitlist position will be shown for your easy reference. 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.
- 4. Please stay in the classes of Putonghua version of CLCR subjects unless you successfully register the Cantonese version of CLCR subjects. After the Add/Drop period, you will be notified of subject registration of your waitlisted Cantonese version of CLCR subjects when quota is increased. We will assign back the Putonghua version of CLCR subjects if you have not registered any CLCR subjects. You are required to complete the CLCR requirement according to your assigned study progression pattern.
- Students taking Cantonese version of CLCR subjects will be offered an OPTIONAL non-credit bearing e-learning course in Putonghua in order to strengthen their Putonghua proficiency. The completion status of the course will be stated on the transcript of studies.

Subject selection process (when the Cantonese class of CLCR subjects has vacancies)

Step 1) Login eStudent at <u>www.polyu.edu.hk/student/</u>

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Step 2) Perform Subject Registration

Information	► Notice	Hot Links
 General Information 		Star Start HE SAL
 Subject Search 		EMAL 4-1KD
Programme Search		
My Profile		
 Personal Details 	■ Release of Assessment Results for 2018-19 Semester Two 25-Apr-2019	Academic Advising by OGU
 Study Information 	Detailed arrangements on release of assessment results for Semester Two of 2018-19 academic year are available here.	 Academic Calendar ePortfolio
My Subject Registration	New Subject Registration and Class Timetabling Arrangement for 2019-20	ITS Help Centre - HOTS
Personal Checklist	Semester One 08-Apr-2019	PolyU Connect
 Mock Subject Registration 	Please click here for details of the New Subject Registration and Class Timetabling Arrangement for 2019- 20 Semester One.	myPolyU
 Subject Registration 	20 Semester One.	Work-integrated Education
Subject Registration History		■ LEARN@PolyU (理學網)
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My Timetable		Student Account Enquiry (Debit Note Info)
 Class Timetable 		Privacy Policy Statement
Exam Timetable		EasyReg
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 Assessment Results 		Timetable Download
Graduation		
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Application Forms		
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My Advisor		
Academic Advising		

<u>Appendix I</u>

Step 3) Search and add subject CLC1104C

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Appendix I

Step 4) Drop subject CLC1104P

Search and Select Subject(s)	My Subject Shopping Cart
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 a the moment and it is open for waltlisting, you will be placed on a waltist for the subject concerned automatically when you confirm to proceed with your subject to the subject solution will be sent to you upon successful registration of a waltlisted	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: 0.0 History
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"If Subject Group (Vacancies") shows as "(W) / (Top-up vac =)", 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 buttom on the confirmation page. Studes: The waitlist waitling and the subject confirmation page studes. The bubby waitling vacancies available for the next round of auto top-up process is also shown for your reference.	CLC1104C 3.0 1001 SEM001 Yes Study Load: 9.00
Preview Timetable 🗢	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 subject. If you wish to change the components, you should drop your "Proceed to Preview" and confirm your request.
	Subject Credit Subject Component Waitlist Position
	Proceed to Preview

Step 5) Preview and confirm subject

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Basic Sear	ch Advanced S	earch R	etake Fail				Subject Code	Credits	Subject Group	Component	Subject Registration Type	Waitlist available if no vacancy		
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Subject Code	Subject Title	Credits	Subject Group (Vacancies*)	Select Component	Waitlist available if no vacancy						Need approval before dropping			
CLC1104C	UNIVERSITY CHINESE	3.0	1001(24) 🗸	+	Yes	1	CLC1104C	3.0	1001	SEM001		Yes		
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<u>Appendix I</u>

Step 6) View results on the confirmation page - The subject will be shown under "Registered Subject(s)" section if it is successfully registered.

Home > My Subj	ect Registration > Subject Registration				
1. Select		3. View Result	s		
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Student In	formation				
				a. 1 a	
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	Subject Title	Credit	Subject Group	Component	Subject Registration Type
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waitlist positio Please be remi of a waitlisted Subject(s)	nded that whether your waitlist request could be fulfilled subject.	is NOT guarai	iteed ,you will receiv	re an email notification	upon successful registration
Subject Code	Subject Title	Credit	Subject Group	Component	Waitlist Position

CAT.

How to waitlist a subject with no vacancy?

Waitlist option: If a subject is enabled for waitlisting, the 'Waitlist available if no vacancy' column will show 'Yes'.

You can follow the steps below to add the subject onto your 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 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: CLC1104C Search
Subject Subject Title Credits Subject Group (Vacancies*) Select Componen available if no vacancy
CLC1104C UNIVERSITY CHINESE 3.0 1001(0) + Yes

***Subject Group (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=...). 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 (see the steps below). When a seat is available in the next top up round, the system will automatically register for you and send you an email notification.

Steps to add subject on waitlist:

Step 1) Follow Step 3 of Appendix I to add a subject into your shopping cart.

Step 2) Follow Step 5 of Appendix I to preview and confirm your selection.

On the confirmation page, the subject with no vacancy will be put on your waitlist with a real-time waitlist position being shown. 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.

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