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

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Subject Search		
Programme Search		
My Profile		
Personal Details	■ Release of Assessment Results for 2018-19 Semester Two 25-Apr-2019	Academic Advising by OG
 Study Information 	Detailed arrangements on release of assessment results for Semester Two of 2018-19 academic year are	Academic Calendar
	available here.	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		Work-integrated Educatio
Subject Registration History		■ LEARN@PolyU (理學網)
 Service-Learning Indication 		 Post-entry Scholarships for Full-time Undergraduates
My Timetable		 Student Account Enquiry (Debit Note Info)
 Class Timetable 		Privacy Policy Statement
Exam Timetable		EasyReg
		Service Provision@Gradua
My Results		
 Assessment Results 		Timetable Download
Graduation		
Award Parchment		
Application Forms		
 Application Forms 		
My Advisor		
Academic Advising		

<u>Appendix I</u>

Step 3) Search and add subject CLC1104C

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	Search and Select Subject(s)	My Subject Shopping Cart Steps for confirming your subjects:	b) Select the component(s)
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Appendix I

Step 4) Drop subject CLC1104P

Search and Select Subject(s)	My Subject Shopping Cart
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Step 5) Preview and confirm subject

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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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					Need approval before dropping
The following s waitlist positio Please be remi of a waitlisted	ubject(s) have been put on your waitlist. When a seat is n ded that whether your waitlist request could be fulfilled subject.	available , syst is NOT guarar	em will automaticall nteed, you will receiv	y enroll student from w	aitlist according to the upon successful registration
Subject Code	Subject Title	Credit	Subject Group	Component	Waitlist Position

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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.
Subject Code: CLC1104C Search
Subject Subject Title Credits Subject Group 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.

Home > My Subje	ect Registration > Subject Registration					
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