Subject Registration: Frequently Asked Questions

Hot Questions

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Q1: I have encountered problem during logging on eStudent. What should I do?
A: Please use Chrome browser for logging in eStudent for smoother user experience as fair test has been conducted in this designated browser.

Q2: Will my connection be automatically logged out if it is idle?
A: The System will automatically be logged out if it is idle for 15 minutes and will be forced to log out after 4 hours.

Q3: What are the operating hours of the online Subject Registration Function?
A: Operating Hours of the Server for subject registration system:

   Subject Registration Period
   *09:00 of first day – 08:00 of last day

   System Re-opening Period
   09:00 – 23:59 of last day (with a clearance buffer of 2.5 hours, i.e. till 02:30 of the following day)

   Adjustment Before Semester Commencement
   *09:00 of the first day – 12:00 noon of second day

   Add/Drop Period
   *09:00 of first day – 08:00 of second last day

   Add/Drop Period (last 2 days)
   09:00 of the second last day – 23:59 of the last day (with a clearance buffer of 2.5 hours, i.e. till 02:30 of the following day)

   * depending on the earliest commencing time assigned.

   (24 hours a day, except from 03:00 to 03:30 on Sundays for system maintenance.)

Q4: When is the period for subject registration?
A: The Subject Registration Periods can be found at eStudent (http://www.polyu.edu.hk/student) > Information > General Information > Important Dates.

   Individual students will be assigned an earliest commencement time. Please check your start time via Personal Checklist of eStudent.
Q5: I cannot login the Subject Registration function, the webpage keeps showing 'The function is not available...' What should I do?

A: Close your existing browser. Open the browser (i.e. Chrome) with eStudent website (www.polyu.edu.hk/student), input 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.

Q6: How can I get my earliest commencing time for subject registration?

A: You can view your earliest commencing time when the information of subject registration is released at the following path:
    eStudent (www.polyu.edu.hk/student) > My Subject Registration > Personal Checklist
Q7: What is the earliest commencing time for subject registration and its scheduling rules?

A: Web performance is always a concern in web-based system and in view of the large number of students at the University, allocation of earliest commencing time is one of the measures to regulate the web traffic to make the process smooth for all students. The earliest commencing time governs the start date and time which students can register subjects online (via eStudent). Do give us your co-operation and DO NOT login the ‘Subject Registration’ function before your assigned time.

Your commencing time to perform subject registration is assigned by the computer based on the following principles:

(i) firstly by stage of study generally with reference to the normal duration of the programme enrolled (students on higher stage of a programme will be assigned an earlier start time as far as possible) for each academic year.
   - o The normal duration of Full-time 3-year undergraduate degree programmes is capped at 3 years.
   - o The normal duration of Full-time 4-year undergraduate degree programmes, with General University Requirement (GUR), is capped at 4 years.
   - o Senior Year intakes to the third stage of 4-year undergraduate degree programmes will be regarded as Year 3 students.
   - o All new students enrolled on Higher Diploma (HD), Bachelor’s Degree (degree) and Articulation Degree programmes will be handled as first stage students regardless of their programme durations.
   - o However new students on articulation degree programmes will be handled as SY intakes starting in Semester 2 of their first year of study.

(ii) random allocation for students of the same stage and same mode of study, if necessary.
   - o Some groups may have to be further broken down into sub-groups due to the large number involved.
   - o In order to be fair, the principle for assigning commencing time for Semester 2 will be to give an earlier start time to students who were given a relatively late start time in Semester 1 as far as possible. Likewise, students who have been given an earlier start time in Semester 1 will be given a relatively late start time in Semester 2.

In view that the Add/Drop Period is intended for inevitable adjustment that is necessary, the add/drop count mechanism has been in place for Semesters 1 and 2. Students whose add/drop counts have exceeded 4, will be given a relatively late start time in the next semester (excluding Summer Term). The changes made to the teaching component groups of the registered subjects, however, will NOT be included in this total count. This is not applicable to new students in their first semester of study.

Q8: I enroll on a Mixed-mode Full-time programme, there is no earliest commencing time assigned to me for the subject registration round before the class timetable release (Apr in Semester 1, Sept in Semester 2). Why?

A: Students enroll on Mixed-mode Full-time programmes will follow the registration schedule designed for Part-time and Mixed-mode (Full-time and Part-time) programmes to register subjects when class timetable is available, normally around July/Aug for Semester 1, Dec for Semester 2 and Mar for Summer Term.
Q9: I’m a student of Bachelor’s Degree programme enrolled on or before 2012 and my programme requires me to take General Education (GE) subjects. How can I select GE subjects?

A: Since the 2-credit General Education (GE) subjects were offered up to 2014-15, students who have not yet fulfilled the GE requirement will be required to take Level 2 Cluster Area Requirement (CAR) subjects which are of 3-credit.

Please check out the class details after the release of class timetable in each semester via the following link: eStudent (www.polyu.edu.hk/student) > Information > Subject Search > By Subject > Category (GE – Broadening / GE – China Studies)

Q10: I have failed some required subjects and would like to retake them in the coming semester. What should I do?

A: You can retake the failed subject of the same subject code under the ‘Retake Fail’ tab page during the subject registration, Adjustment Before Semester Commencement and the Add/Drop Periods (subject to the availability of subject vacancy).

Q11: I am interested in a subject, but it is already full. What should I do?

A: If there is no vacancy for the subject(s) you would like to take, you should indicate your wish to take the subject(s) via Preferred Subject Indication. Department will inform you for registration if subject quota will be increased after reviewing the position.

Departments would make reference to the Preferred Subject Indication List and consider offering extra places to cater for students in the list who have legitimate reasons to take that subject within the semester (e.g. the subject is required for graduation by final year student). The concerned students will be informed for registration if there will be an increase to the quota. Just to sit in the class do not guarantee any place for later registration of the subject.

Q12: I have passed a subject but I am not satisfied with the grade I obtained. Can I retake the subject for improving my grade?

A: If you would like to retake a previously passed subject, you can do so during the last two days of the Add/Drop Period. Students will, however, not be allowed to retake the same General University Requirements (GUR) subjects which they have passed already.

Q13: Can I register a subject which is not in my programme curriculum for broadening purpose?

A: Students of Full-time programmes and students studying Part-time/Mixed-mode Undergraduate Degree programmes with General University Requirements (GUR), if so wish, can take additional subjects outside curriculum during the last 2 days of the Add/Drop Period to broaden their knowledge so long as the maximum study load (normally 21 credits per semester) is not exceeded.

Grades obtained from the additional subjects will only be counted towards your GPA (Grade Point Average) but not towards your GPA for award classification. Additional tuition fee will be charged for credit fee paying students.

For searching subjects outside programme curriculum, please refer to Q38.
Q14: Can I check my registered subjects after I have completed the subject registration or add/drop?
A: Yes, you can check the registered subjects at eStudent (www.polyu.edu.hk/student) > My Profile > Study Information.

Q15: Can I drop the subjects through Blackboard?
A: All amendments made to the subject registration record should only be done through eStudent. Dropping of subjects through Blackboard means to discontinue receiving reading materials of the subjects on web. It does not mean the dropping of subjects.

For enquiry on Blackboard, please contact ITS hotline at 2766 5900.

Q16: Is there any limit on the maximum credits that I can take in a semester?
A: The maximum study load in a semester is 21 credits.

Q17: I cannot add a subject from the Basic and Advanced Search which is offered and inside award requirement. Why?
A: It is due to one of the following reasons:
   i. The subject group is not assigned to your programme in the semester.
   ii. Service Learning subjects which require selection by department concerned are not available for online registration.

Q18: I cannot confirm my subject selection because of failure to meet the pre-requisite, co-requisite or exclusion requirements. What should I do?
A: You are not allowed to register the subject because you have not fulfilled the pre-requisite / co-requisite / exclusion requirements of the subject concerned. If you have special need of taking the subject, please seek advice from the subject offering department and your programme offering department.

Q19: Can I enroll a subject that has conflict with my class timetable?
A: You are not allowed to enroll any subject that has conflict with your class timetable.

Q20: I have registered subjects for the next semester and my eligibility to graduate has just been confirmed recently. Can I still register subject(s) in next semester?
A: Students are required to graduate as soon as they satisfy the graduation requirements. Thus, upon confirmation of eligibility to graduate from your study, those subjects (including continuous consecutive subjects) you have previously registered in the following semester/Summer Term, will be removed from your record.

Q21: I am a student of Higher Diploma (HD) programmes, and would like to register CAR subjects with Chinese Reading/Writing (CR/CW) requirement. Can I register these subjects?
A: In view that CAR subjects with Chinese Reading/Writing (CR/CW) requirement are designed for Degree students to fulfill their graduation requirement. Students of HD programmes, who wish to enroll on these subjects, are welcome to register on them during the last 2 days of the Add/Drop Period, if study places are available.
Q22: Is there any method for checking if the CAR/SL subjects I am interested would not clash with my personal class timetable?

A: There is an application – ‘EasyReg’ developed by PolyU graduate/student which may help. You can check it out before the subject registration exercise. To access to the EasyReg website please click here.

Q23: What can I take to fulfill my free elective graduation requirement?

A: If you are required to take free electives for fulfilling the graduation requirement, you can register subjects from the subject pool ‘Ug-Free Elective Pool (2012 Curriculum)’. In addition, you can take subjects from the CAR pool or other subjects (excluding Level-0 subjects and training subjects) for fulfilling the free elective requirement for graduation purpose.

Q24: Rules on the eStudent for subject registration

A: The current subject registration system is designed to facilitate students to choose subjects according to their needs and aspirations, and the provision of Add/Drop period is to facilitate students to further ensure they have chosen the right choices. We expect students to respect the system and act in good faith. Students should not use any method to gain an unfair advantage over other students during registration of subjects, such as:

- use of add-on applications which disrupt the web performance
- enrolling on subjects not intended to study and then ‘trading’ them to other students

The University would closely monitor the situation to ensure that the implemented system is helpful and fair to all students. Stricter measures to prevent the abuse of the system will be implemented if the situation worsens. Misusing the system might lead to disciplinary consequences.

Q25: I am on academic probation (i.e. Cumulative GPA <2.0), will that affect my subjects registered?

A: Students on academic probation are required to take a reduced study load as determined by the department during the probation period to help improve their academic performance. Upon the release of overall assessment result in each Semester/Term, students on academic probation are required to discuss with their academic advisor and get approval on their study load and subjects to be taken for the following semester instead of accessing to the eStudent Subject Registration function to perform subject registration (normally during the Adjustment Before Semester Commencement and Add/Drop periods).

Student on academic probation should complete the form ‘Study Load for Students on Academic Probation’ (Form AS150), indicating his/her proposed study plan and take initiative to make appointment with the Academic Advisor within one week upon announcement of assessment result to finalise the subject registration in the ensuing semester/term. Department will update the student’s subject registration records according to the study plan agreed. The student should attend classes accordingly and will be notified by email of the updated subject registration records.

Students can access information on your Academic Advisor and submit the completed Form AS150 via eStudent My Advisor function. In case discussion would not be arranged within one week, Academic Advisor has the full discretion to decide the credits/subjects to be taken by the student.
Q26: Department has pre-assigned ‘APSS1L01 Tomorrow’s Leaders’ to me, can I change to another LIPD subject?

Starting from Semester 2 of 2017-18, a LIPD subject “MM1L01 Tango! Managing Self & Leading Others” will be open up to non-Faculty of Business students. If you have been pre-assigned with “APSS1L01 Tomorrow’s Leaders”, you can change to take MM1L01 instead of APSS1L01 at eStudent.

Q27 I would like to take the Cantonese version of Chinese LCR subjects, what can I do?

From 2018/19 intake cohort, Undergraduate Degree and Higher Diploma students can choose Putonghua or Cantonese version of the Chinese Language and Communication Requirements (CLCR) subject.

Students will be pre-assigned with Putonghua version of CLCR subject. If you are interested in taking the Cantonese version of CLCR, you can change it at eStudent during the Adjustment before Semester Commencement & Add/Drop Period on a first-come-first-serve basis. Please click here for details.

Q28: How should I prepare for subject registration?

A: It is important for you to check and ensure if your subject registration will fulfil the graduation requirements. You should refer to the relevant definitive programme document and the advice of your Programme Leader/Academic Advisor.

<table>
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<th>Information to be checked</th>
<th>Location at eStudent (<a href="http://www.polyu.edu.hk/student">www.polyu.edu.hk/student</a>)</th>
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<tbody>
<tr>
<td>- Your earliest commencing time for subject registration on web and the System Re-opening Period</td>
<td>&gt; My Subject Registration &gt; Personal Checklist</td>
</tr>
<tr>
<td>- Subjects pre-assigned to you or registered by you</td>
<td>&gt; My Profile &gt; Study Information</td>
</tr>
<tr>
<td>- Subject details and vacancy</td>
<td>&gt; Information &gt; Subject Search</td>
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Q29: I have selected not more than the limit of 21 credits, but why there is an error message stating that I have exceeded the maximum number of credits when I confirm my selection?

A: You cannot confirm your subject selection if the number of credits you have selected exceed the maximum number of credits assigned by your programme offering department. You can refer to the value as stated in the ‘My Subject Shopping Cart’ of Subject Registration function. If you have special need of taking extra credits, please seek advice from your programme offering department.

Q30: I have selected subjects and pressed the ‘confirm’ button. How can I amend my subject registration record (e.g. add another subject)?

A: You should select ALL subjects before pressing ‘Confirm’ to submit your selection for processing and recording to your record. This is to ensure that all students will have a fair chance to select their subjects as smoothly as possible without traffic jams.

If you have confirmed your selection of subjects successfully, you can only amend your subject registration record during the Re-opening Period, Adjustment Before Semester Commencement Period or Add/Drop Period.
Q31: What can I do if I have forgotten to do anything in the subject registration exercise?

A: For the current students of Full-time programmes (except Research Postgraduate programmes)
Students who have missed their subject registration exercise before the release of class timetable can register subjects in the subsequent round of subject registration after the release of class timetable or during the Adjustment Before Semester Commencement or Add/Drop Period (subject to the availability of subject vacancy).

For new students of Full-time programmes (except Research Postgraduate programmes)
Students who have missed their subject registration exercise after the programme registration can register subjects during the Adjustment Before Semester Commencement or Add/Drop Period (subject to the availability of subject vacancy).

For students of Part-time/Mixed-mode and Research Postgraduate programmes
Students who have missed their subject registration exercise can register subjects during the Adjustment Before Semester Commencement or Add/Drop Period (subject to the availability of subject vacancy).

Q32: What is Adjustment Before Semester Commencement? And what can I do during the Adjustment Before Semester Commencement?

A: Adjustment Before Semester Commencement exercise is introduced since Semester 2 of 2015-16 arising from comments received relating to the fact that some students wishing to drop their subjects before the commencement of a semester could not do so currently.

Similar to the Add/drop period, you can make changes to your subject registration records, including adding & dropping of subjects and change of subject components during the Adjustment Before Semester Commencement round. For the time being, no add/drop count will be recorded and accumulated during the Adjustment Before Semester Commencement round.

Q33: Who are involved in adding or dropping subjects?

A: All active students (except exchange-in students, subject-based students, outpost students and students enrolled on franchised programmes) who would like to make changes to their subject registration records can do so during the Add/Drop Period.

Q34: What can I do during the last 2 days of the Add/Drop Period?

A: The following additional subject registration can only be done during the last 2 days of the Add/Drop Period:

For all students:
- Retake passed subjects (except General University Requirements (GUR) subjects)

For students of Full-time programmes and students studying Part-time/Mixed-mode Undergraduate Degree programmes with General University Requirement (GUR):
- Register on subjects outside your programme curriculum
  (For searching subjects outside your programme curriculum, please refer to Q38.)
Q35: How should I prepare for Add/Drop of subjects?

A: | Information to be checked | Location at eStudent (www.polyu.edu.hk/student) |
---|---|---|
| Your earliest commencing time for add/drop activities on web | > My Subject Registration > Personal Checklist |
| Subjects pre-assigned to you or registered by you | > My Profile > Study Information |
| Your class timetable | > My Timetable > Class Timetable |
| Subject details and vacancy | > Information > Subject Search |

It is important for you to check and ensure if your subject registration will fulfill the graduation requirements. You should refer to the relevant definitive programme document and the advice of your Programme Leader/Academic Advisor.

Q36: Is there any limit on accessing for Subject Add/Drop?

A: You can have more than once access to this function during the Add/Drop Period.

In view that the Add/Drop period is intended for inevitable adjustment that is necessary, the add/drop count mechanism has been in place for Semesters 1 and 2. Students whose add/drop counts have exceeded 4, will be given a relatively late start time in the next semester (excluding Summer Term). The changes made to the teaching component groups of the registered subjects, however, will NOT be included in this total count. This is not applicable to new students in their first semester of study.

Q37: Can I register more credits than the maximum number of credits assigned by the programme offering department during the Add/Drop Period?

A: You can register more elective subjects than required if you wish to broaden your academic profiles so long as the maximum study load (i.e. normally 21 credits per semester) is not exceeded.

Q38: How can I search the additional subjects outside curriculum?

A: Only those subjects with the subject group type as ‘PS’, ‘University Wide’ or ‘University Wide-Ug’ can be registered as additional subjects. You can check the subject details via eStudent (http://www.polyu.edu.hk/student) > Information > Subject Search. The subject group type can be found in the Subject Group Details block. You are advised to read the Important Notice on the same page to know more about the subject group type.

Students of Full-time programmes and students studying Part-time/Mixed-mode undergraduate degree programmes with General University Requirements (GUR) can register on the additional subjects outside curriculum to broaden their perspective during the last 2 days of the Add/Drop Period via eStudent direct, subject to not exceeding the maximum credits allowed and the availability of vacancy.
Q39: How can I register additional service learning subject(s) other than the one(s) specified by my department?
A: Undergraduate degree students can register additional Service Learning subjects other than the one specified by their departments during the last 2 days of the Add/Drop Period via eStudent direct, subject to not exceeding the maximum credits allowed and the availability of vacancy.

You can check the subject details via eStudent (http://www.polyu.edu.hk/student) > Information > Subject Search > By Subject > Category > Ug Service-Learning first. Only those subjects with the subject group type ‘PS’, ‘University Wide’ or ‘University Wide-Ug’ can be registered as additional service learning subjects. The subject group type can be found in the Subject Group Details block.

Q40: Why can’t I retake passed subjects (except GUR subjects) or take additional subjects outside curriculum, which are offered in the semester?
A: You can only register on the above subjects during the last 2 days of the Add/Drop Period via eStudent direct.

If you cannot retake passed subjects (except General University Requirements (GUR) subjects), it should be due to no vacancy available or the subject is not offered to your programme in that semester.

If you cannot take subjects outside curriculum, the concerned subjects are not offered as additional subjects by the subject offering departments or no vacancy is available.

Q41: Can I drop a subject after the Add/Drop Period?
A: You are not allowed to drop any subjects AFTER the Add/Drop Period. If you have genuine reasons to do so, you have to apply for withdrawal of subject(s) in writing to your programme offering department, which still requires your full settlement of the tuition fee and department’s exceptional approval. An administration fee of $105 per subject will be charged. The tuition fee paid will be forfeited and the withdrawal subjects will be reported in the student’s Assessment Result Sheet and Transcript of Studies.