Guide for Subject Registration
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A. **How to access eStudent**

1. Access eStudent from
   - [http://www.polyu.edu.hk/student/](http://www.polyu.edu.hk/student/); or
   - [https://www38.polyu.edu.hk/eStudent/](https://www38.polyu.edu.hk/eStudent/) (Direct link)

2. Use Chrome browser.

3. Need your **NetID & NetPassword** to log in the system.
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

Check your registered subjects; and subject withdrawal, credit transfer and subject exemption records, if any.
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*

Your registration period will be shown. In the example, the student can start to select subjects at 13:30 on 01 August 2016.

Please note that there is one hour gap between subject registration period & system re-opening period (i.e. no system service from 08:00-08:59 on last day of subject registration)
iii) Search Subject Information (and Class Timetable)

You can check information on subjects on offer in the semester, eligibility for taking the subject e.g. whether meeting pre-requisite / co-requisite requirements, subject and programme exclusion, vacancy and timetable information.

Path: eStudent > Information > Subject Search

There are 2 options for searching subjects:

a. By Programme search

b. By Subject search
### Subject Search

Please select the Academic Year / Semester:
- **2016-17 Semester 1**

Offering Department: Please Select

Subject Level: Please Select

Category: HD-CAR Community, Organization & Globalisation

Subject Title

Subject Code

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Number of records: 22

Subjects on offer in the semester will be shown.

Press subject code to view subject details.

20 records will be shown on one page. Press next page to view other records.
Show the Subject basic information, e.g. category, credits, duration, etc.

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

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

Pay attention to:
- Start Week, End Week, For Every Week
- Start Time, End Time
- Venue
C. **Perform Subject Registration**

- Subject Registration will go on as usual even during rainstorm warning / typhoons / public holidays.
- DO cooperate and DO NOT login the “Subject Registration” function before the time assigned to you. *(Your time could be checked via Personal Checklist.)*
- To ensure a fair chance to all students in registration of subjects, all students can **confirm their selection ONCE**. Changes can be done during system re-opening period for each round, or during adjustment before semester commencement or the add/drop period.

*Path: eStudent > My Subject Registration > Subject Registration*

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“Mock Subject Registration” provides you a chance to familiarize yourself with the subject registration process. Do make use of it before you perform subject registration. The Mock function will be closed during the subject registration and add/drop period.

All subjects selected during Mock Subject Registration will NOT be kept in your record.
Select the relevant Academic Year / Semester.

Search and Select Subject(s):
Search and select subject(s) to view timetable information, if any. Put the subjects you wish to register by pressing “+” button to add to “Cart”. Check if they properly appear on the right hand shopping cart.

My Subject Shopping Cart:
The shopping cart shows your registered subjects (if any) & subjects you have just shopped. Only press “Proceed to Preview” if you have finished selections of all subjects.
i) Add Subject

**Step 1: Select Subject(s)**
- You can search subject via “Basic Search” OR “Advanced Search”

**Press “Basic Search” and**
- Input the subject code and press “Search”.

**Press “Advanced Search” and**
- Choose the designated Programme & Subject Category and press “Search”.
- Add subject group/components

1.) Select the subject group with vacancy and press "+" button.

2.) Select the component(s) with vacancy (i.e. select one component from each type by ticking the check box. E.g. LAB and LTL, Select one LAB and one LTL).

3.) Press "Add to Cart".

Selected subject will appear on "My Subject Shopping Cart".

Repeat “Search” and “Select” if you would like to register more subjects. Only when you have finished all your subject selections, press “Proceed to Preview” in “My Subject Shopping Cart”.

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Step 2: Preview and Confirm Subject(s)

Check the changes and click “Confirm” to proceed your request.

Step 3: View Results

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 record will also be listed at Study Information (refer to Section B(i) on P.2 for details).
If you do not see this confirmation page, it may because you encounter errors. Please check Section G on P.23 for details of the common errors in subject registration.

Step 4: Check if your selected subjects exceed the maximum number of extra credits(s) set by your department.

Step 5: After finishing ALL subjects to the “My Subject Shopping Cart”, press “Proceed to Preview”.

ii) Drop Subject

1.) Press “rubbish bin” to drop subject.

2.) Press “Proceed to Preview” after finishing all subjects.

3.) Check the changes and click “Confirm” to proceed your request.

- 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 record will also be listed at Study Information (refer to Section B(i) on P.2 for details).
- If you do not see this confirmation page, it may because you encounter errors. Please check Section G on P.23 for details of the common errors in subject registration.
iii) Change Class (Group/Subject Component)

1.) Input the subject code and press “Search”.

2.) Select the subject group you wish to change and press “+” (e.g. you would like to change to Group 202 for CBS2C10P.)

3.) Select the component(s) you wish to change with vacancy.

4.) Press “Add to Cart”.
5.) After finishing **ALL** subjects, press “Proceed to Preview” to proceed further.

6.) Check the changes and click “Confirm” to proceed your request.

- 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 record will also be listed at Study Information (refer to Section B(i) on P.2 for details).
- If you do not see this confirmation page, it may because you encounter errors. Please check Section G on P.23 for details of the common errors in subject registration.
iv) Retake Failed Subject

1.) Press "Retake Fail". All subjects you have previously failed will be displayed.

2.) Select the subject group with vacancy and press "+" button.

3.) Select the component(s) with vacancy.

4.) Press "Add to Cart".

5.) After finishing ALL subjects to the "My Subject Shopping Cart", press "Proceed to Preview".

The selected subject will be displayed.
6.) Check the changes and click “Confirm” to proceed your request.

- 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 record will also be listed at Study Information (refer to Section B(i) on P.2 for details).
- If you do not see this confirmation page, it may be because you encounter errors. Please check Section G on P.23 for details of the common errors in subject registration.
D. Adjustment before Semester Commencement and Add/Drop Period

1. The screen layout & procedures for add/drop subjects during adjustment before semester commencement and the Add/Drop period are the same as Subject Registration. Please refer to section C on P.7 for details.

2. During the last 2 days of the add/drop period, you can also
   - retake a passed subject (except for GUR subjects) for improving grades
   - register for subjects outside curriculum (for students of Full-time programmes and students studying Part-time/Mixed-mode Undergraduate Degree programmes with General University Requirement (GUR))

i) Add Drop Count

Add/drop count will be accumulated during the Add/Drop period. If you add/drop subjects more than 4 times (i.e. add/drop count $\geq 5$), your earliest commencing time in the next semester will be postponed. Changes made to the component groups of the registered subjects will not affect the add/drop counts.

(This arrangement is not applicable to the Summer Term Add/Drop Period and new students in their 1st semester.)
ii) Retake a Passed Subject

- For retaking a passed subject (except for GUR subjects) during the last 2 days of add/drop period, you can choose the subject via the Retake Pass tab page.

iii) Register for Subjects Outside Curriculum

- To register for subjects outside curriculum during the last 2 days of the add/drop period (for students of Full-time programmes and students studying Part-time/Mixed-mode Undergraduate Degree programmes with General University Requirement (GUR)).
  
  • Search a subject via Subject Search (for details, please refer to section B(iii) on P.4); and
  
  • Input the subject code in Basic Search
E. Indicate Your Wish to Take Subjects with No Vacancy

1. If there is no vacancy for the subject(s) you would like to take, you can 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.

2. You have unlimited access to this function during subject registration & add/drop period.

Select the subject and put to “My Preferred Subject Shopping Cart”

A confirmation page with be shown as below. Department will inform you for registration if subject quota will be increased after reviewing the position.
F. **Indicate Service Learning Subject which Require Selection**

1. Some Service Learning (SL) subjects involve a selection process and they will not be available for subject registration online. If you are interested in these SL subjects, you can indicate your preference via “Service Learning Indication”. This indication will usually take place together with the first round of subject registration in a semester (i.e. April for Semester 1 and October for Semester 2).

2. Selection for enrolment on these SL subjects is not on a first-come-first-served basis.

3. The system will automatically be logged out if it is idle for 15 minutes. Since some Subjects Offering Departments may require you to submit a passage in English with no more than 200 words (maximum characters of 4,000 and <Enter> is counted as a character), it is best that you prepare the passage before doing your indication and then copy and paste the passage to the system.

4. After the close of the indication period, the Subject Offering Department will start the selection process and register the subject concerned for those successful students.

(For **SL subjects without selection process**, you can register them direct during subject registration after the release of class timetable in a Semester according to your earliest commencing time assigned.)

*Path: eStudent > My Subject Registration > Service-Learning Indication*
1.) Select the relevant Academic Year / Semester.

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 by the subject.

5.) Press “Confirm” to proceed further.

A confirmation page with be shown as below.
* 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.

   ![Save As Window]

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.

   ![File Conversion Window]

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 exercises, you may encounter errors and will be alerted by error messages.

2. Check the error messages, if any, and fix it before you can successfully confirm your subject selection.

3. Error messages will be shown as follow.

   - **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, so do not attempt to enter before that time.

   <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](http://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](http://www.polyu.edu.hk/student) or direct URL [https://www38.polyu.edu.hk/eStudent](https://www38.polyu.edu.hk/eStudent).

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**Common Error 3:**

- Fail to fulfill the subject requirement for registration.

  - You are not allowed to register on the subject if you have not fulfilled its pre-requisite/co-requisite/exclusion requirements. Check the subject requirement listed in Subject Details or Subject Synopsis.
Common Error 4:

- No vacancy for the subject group/component groups
  - You are not allowed to register on the subject if there is NO VACANCY. Select other subject groups/subject components with vacancy, if any.
  - You can indicate your wish to take the subject via Preferred Subject Indication function. (Please refer to section E on P.19 for details.)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Group</th>
<th>Credit</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELC4701</td>
<td>101</td>
<td></td>
<td>&lt;ERROR&gt; No vacancy for this subject group.</td>
</tr>
<tr>
<td>HTM2120</td>
<td>Component SEM006</td>
<td></td>
<td>&lt;ERROR&gt; No vacancy for this component group.</td>
</tr>
<tr>
<td>HTM4118</td>
<td>Group 201</td>
<td></td>
<td>&lt;ERROR&gt; No vacancy for this subject group.</td>
</tr>
<tr>
<td>HTM4118</td>
<td>Component SEM001</td>
<td></td>
<td>&lt;ERROR&gt; No vacancy for this component group.</td>
</tr>
</tbody>
</table>

Common Error 5:

- Class timetable clashes between 2 Subjects
  - You are not allowed to register on the subject(s) if there is time-clash found. Please select other subject group / components for registration.

<ERROR> Time-clash for Subject 1 (HTM4118 Component LECD01) and Subject 2 (HTM2120 Component LECD01)

Common Error 6:

- Maximum credits to be taken in a semester
  - 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 when you perform subject registration.
  - During adjustment before semester commencement and Add/Drop period, such limit will be removed and your maximum credits to be taken in a semester is 21 credits according to the University requirement.

<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 subjects more than 21 credits, seek approval from your programme offering departments.

<ERROR> You are not allowed to take more than 21 credits in a semester.
Common Error 8:

- Cannot register subject properly
  - **DO NOT** press “BACK” button on browser.
  - **DO NOT** open multiple tab pages in eStudent to select subjects as it will cause error when confirming your subject selections.
H. Enquiry

In case you encounter any problems/difficulties during subject registration, please seek help at 23330600 during office hours or via email at aswebreg@polyu.edu.hk (and at the special hotlines of 27665599 / 27665191 / 27665172 operating during office hours of the subject registration and add/drop periods).

Students are advised to refer to the Student Handbook (http://www.polyu.edu.hk/as/webpage/for-student/student-handbook) for regulations related to the registration.

I. Related Documents

1. Subject Registration – Information you will wish to get to know
   ➤ http://www.polyu.edu.hk/as/subj_reg/Subject_Registration.pdf

2. Subject Registration Schedule

3. Summary of subjects which you can register during subject registration exercise

4. Slideshow for Subject Registration
   ➤ http://www.polyu.edu.hk/as/subj_reg/subjregistration_slideshow.ppsx

5. Frequently Asked Question
   ➤ http://www.polyu.edu.hk/as/subj_reg/FAQ.pdf

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