Subject Registration – Information you will wish to get to know

PolyU students will select and register subjects online via eStudent (www.polyu.edu.hk/student) according to the subject registration schedule which will be published at eStudent around March for Semester 1 and September for Semester 2 & Summer Term. The latest subject registration schedule is in Appendix 1.

In general, students of Full-time programmes will select subject for their programmes/Major programmes before production of class timetable for each semester. Class timetables will then be produced taking students’ subject selection into consideration as far as possible. After the class timetable release in a semester, students of Full-time programmes will further register on other necessary subjects with reference to their personal class timetable of subjects they have previously selected; while students of Part-time and Mixed-mode programmes and Research Postgraduate programmes will register their subjects fitting their schedule. Students can refer to the summary table in Appendix 2 for the types of subjects to be registered in the different subject registration rounds relevant to them.

There is an add/drop period during the first 2 weeks from the commencement of a semester, and students may make final changes to their subject registration if necessary.

Please use Google Chrome to log in eStudent. Read for more details on:
1. Preparing for subject registration
2. Registration of subjects
   a. During subject registration
   b. After subject registration
   c. Students enrolled on new curricula higher diploma (HD) and Bachelor’s Degree (degree) (i.e. programmes with the 3rd Digit of Programme Code being xx3xx for HD and xx4xx for degree)
   d. Students enrolled on old curricula HD and degree
3. Add/Drop period
4. Enquiry

1. Preparing for subject registration

Check the following PowerPoint Presentation materials, Guide for Subject Registration and Frequently Asked Questions (FAQ):

For students enrolled on Higher Diploma and Undergraduate Degree Programmes
☞ http://www.polyu.edu.hk/as/subj_reg/subjreg4yr_newstudent.pps

For students enrolled on Taught Postgraduate Programmes
☞ http://www.polyu.edu.hk/as/subj_reg/subjreg_newstudent.pps

Guide for Subject Registration
☞ http://www.polyu.edu.hk/as/subj_reg/Guide_for_Subject_Registration.pdf

Frequently Asked Questions (FAQ)
☞ http://www.polyu.edu.hk/as/subj_reg/FAQ.pdf

There are subject registration briefing session organised in Summer. These are mainly for new students. Current students are most welcome to join too. Below is the schedule:
Before you register subject(s), check the following information via eStudent (www.polyu.edu.hk/student):

- **Subjects pre-assigned to and registered for you**  
  Departments will normally pre-assign/register compulsory subjects to students, please check before you register subjects.
  
  eStudent > My Profile > Study Information

- **Your personal timetable**  
  Normally, you can find the timetables for the pre-assigned/registered subjects for you in your personal timetable information which will be available in July/Aug for Semester 1, Nov/Dec for Semester 2 and March for Summer Term (Semester 3)
  
  eStudent > My Timetable > Class Timetable

  Subjects you successfully registered by yourself after release of class timetable will also be added to this.

- **Your earliest commencing time for online subject registration**  
  In view of large population of students in the University, it is necessary to regulate the web traffic to make the process smooth. Check your assigned time via Personal Checklist function. **DO give us your cooperation and DO NOT login the “Subject Registration” function before your assigned time.**
  
  eStudent > My Subject Registration > Personal Checklist

- **Subject details and vacancy**  
  Check the subjects on offer in a semester, your eligibility for taking the subject e.g. whether meeting pre-requisite/co-requisite requirements, subject and programme exclusion, vacancy and timetable information.
  
  eStudent > Information > Subject Search > Search by Programme or by Subject

- **Subject registration record removed from your records**  
  Subject(s) will be removed from your record if you fail to meet the pre-requisite/co-requisite/exclusion requirement subsequent to your subject registration. For examples, you withdraw from or fail the pre-requisite of a subject. Besides, for subjects which could not be scheduled clash-free, they will be removed from your subject registration record when we prepare the class timetables.

  You can make suitable selections or adjustments during subsequent subject registration rounds. The removed subject(s), if any, can be checked from:
  
  eStudent > Subject Registration > Subject Registration History > Unqualified Subject(s)  
  - Academic Year/Semester: select relevant Academic Year/Semester
In addition, to note the following to prepare for your subject registration exercise:

- Check your definitive programme document and register subjects accordingly in order to fulfill the graduation requirements. As a general reference, the credits you should have attained should be proportional to the stage (number of years) you are on the programme. That is to say, if the normal duration of your programme is 4 years and you have already studied for 2 years, you should have completed half of the credits required in order to be eligible for award. In case you fall short of the credits based on this calculation, you may wish to enrol on more subjects to catch up whenever possible.

- Check the type of subjects you can register in each round of subject registration exercise in Appendix 2.

- Prior approval is required for dropping of subjects pre-assigned/registered by Departments for students studying the new curricula HD and degree. Consult your Academic Advisor should you have genuine needs to drop these subjects. Check information on the Academic Advisor assigned and the advice given by the advisor as updated by your department/advisors via eStudent (through My Advisor > Academic Advising).

- 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 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. (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.)

- Some classes are held in the extended campus - currently rooms starting with “Z” in Block Z building which may need longer travelling time. Take this into consideration in planning your subject registration.

- To familiarize yourself with the subject registration system, you can try the process via “Mock Subject Registration” beforehand. All subjects you have selected during Mock Subject Registration will NOT be kept in your record.
2. **Registration of Subjects**

*eStudent > My Subject Registration > Subject Registration*

*The online subject registration function will still be accessible during bad weather or on holidays.*

2a. **During Subject Registration**

- You can do the selection only **ONCE** in each round (except System Re-opening and Add/Drop periods). That is to say you will not be able to do any selection after pressing the "Confirm" button. (Amendment/addition can only be done during the System Re-opening period for that particular Subject Registration round or during the Add/Drop period).
- Make sure you will press **“Confirm”** after selecting ALL subjects you want to take. By doing this, the subject selection will be recorded in your record as confirmed selection. Otherwise, they will not be recorded.
- A **reference number** will be generated if your registration is successful. Please mark it down. Report the case immediately if you are not given any reference number.

2b. **After Subject Registration**

- 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.
- Check the subject registration record after performing subject registration via My Profile > Study Information to ensure that the subjects are properly registered.

2c. **Students enrolled on new curricula HD and degree (i.e. Programme with the 3rd Digit of Programme Code being xx3xx for HD and xx4xx for degree)**

**Registration for General University Requirement (GUR) Subjects**

i. **Language and Communication Requirement (LCR) Subjects**

Chinese and English LCR subjects will normally be assigned to you by your department, check if your department has assigned the appropriate subject to you. If you have query on your registration of LCR subjects, approach your programme offering department.

**English LCR**

Students who are required to take an LCR English proficient elective subject for fulfilling the LCR requirement can register these subjects via eStudent direct.

**Chinese LCR**

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.

**Important Notes:**

- Study places of the Cantonese version 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.
• Students taking Cantonese version of CLCR will be offered an OPTIONAL non-credit bearing e-learning in Putonghua in order to strengthen their Putonghua proficiency. The completion status of the course will be reflected on the transcript of studies.

ii. Leadership & Intra-personal Development (LIPD) Subjects
Your department will assign the appropriate LIPD subject to you. Check your subject registration records and approach your programme offering department if you have query on your registration of 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 during the subject registration and add/drop periods.

iii. Cluster Area Requirements (CAR) Subjects
You will register CAR subjects during the subject registration round after the release of class timetable in a Semester (normally, August for Semester 1, December/January for Semester 2 and March for Summer Term) according to your earliest commencing time assigned.

Refer to the following URL of the Office of General University Requirements (OGUR) for the details of CAR subjects, with its descriptions forms:

http://www.polyu.edu.hk/ogur/GURSubjects/CAR.php

Some CAR subjects will be timetabled in the Evening and Saturday sessions so as to provide better chances for students to take these subjects. Check out the class details after the release of class timetable in each semester via the following URL:

eStudent (www.polyu.edu.hk/student) > Information > Subject Search > By Subject > Category (select relevant category)

Please note 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.

iv. Service-Learning (SL) Subjects
Some 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 eStudent according to the schedule. (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).

Points to note for indication of SL subjects requiring selection:
• You can indicate up to 3 choices with priority preference.
• You can submit a passage with no more than 200 words (maximum characters of 4,000) in English for consideration by the Subject Offering Department, if required. Please check against individual subject requirements.
• 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 the subject registration after the release of class timetable in a Semester according to your earliest commencing time assigned.

Refer to the Office of Service Learning website (http://sl.polyu.edu.hk/index.html) for details.

v. Freshman Seminar (FS)
Your department will assign the appropriate FS subject to you. Check your subject registration records and approach your programme offering department if you have query on your registration of FS subject.

vi. Healthy Lifestyle (HL)
For students who are required to fulfill the Healthy Lifestyle requirement for graduation, please visit the following website for details and registration procedures.
https://www.polyu.edu.hk/ogur/GURSubjects/HLS.php

Registration for Minor Subjects
Students who have been approved to take a Minor programme can register Minor subject(s) for fulfilling the graduation requirement during the subject registration after the release of class timetable in a Semester according to your earliest commencing time assigned.

Registration for Free Electives
Some programmes may require student to take free electives for fulfilling the graduation requirements.

You can register subjects from the subject pool - “Ug-Free Elective Pool (2012 Curriculum)”. In addition, you can also take subjects from the CAR pool and other subjects for fulfilling this requirement.

2d. Students enrolled on old curricula HD and degree

General Education (GE)

In view that 2-credit General Education (GE) subjects were offered up to 2014-15, and starting from 2015-16, students who have not fulfilled the General Education requirement will be required to take Level-2 Cluster Area Requirements (CAR) subjects which are of 3-credit subjects. If you have any queries, please consult your programme offering department.

Check out the class details after the release of class timetable in each semester via the following URL:
 eStudent (www.polyu.edu.hk/student) > Information > Subject Search > By Subject > Category (GE – Broadening / GE – China Studies)
3. **Add/Drop Period**

- You can make changes to the teaching component groups and add/drop of subjects up to the maximum study load of a semester (i.e. 21 credits).
- Prior approval is required for dropping of subjects pre-assigned/registered by Departments for students studying HD and degree.
- During the last 2 days of the add/drop period,
  - Students may **retake passed subject (except for GUR subjects)** for the purpose of improving your grades during the last 2 days of the Add/Drop period.
  - **Students of Full-time programmes and students studying Part-time/Mixed-mode Undergraduate Degree programmes with General University Requirement (GUR), if so wish, can take additional subjects outside curriculum to broaden their knowledge so long as the maximum study load (i.e. normally 21 credits per semester) is not exceeded.** You can register these subjects online during the last 2 days of the Add/Drop period. 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.
- **Add/drop count will be applied during the whole add/drop period.**
  - Changes made to the component groups of the registered subjects will not incur the add/drop counts.
  - The total add/drop count that you will be allowed to adjust your subject choices without penalty is 4.
  - Students who have add/drop counts more than 4 will be given a relatively late earliest commencing time for the next subject registration exercise*. The add/drop count includes all the adding and dropping of subjects done by yourself via eStudent. (*This arrangement is not applicable to new students in their 1st semester.)
- 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 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. (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.)

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**No further amendment on your subject registration record can be made after the add/drop period.**

If you have a genuine need to remove subjects after the add/drop period, you are still required to settle the tuition fee for the subject concerned. A written request must be made to your programme offering department for approval of withdrawing the subject. Such request will be considered only under exceptional circumstances. For details, please refer to the Student Handbook [http://www.polyu.edu.hk/as/webpage/for-student/student-handbook](http://www.polyu.edu.hk/as/webpage/for-student/student-handbook)
4. 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).

Besides, you may find the following materials helpful when you are in doubt.

   Frequently Asked Questions (FAQ)  
   http://www.polyu.edu.hk/as/subj_reg/FAQ.pdf

(Revised on 8 Aug 2018)
Subject Registration Schedule for 2018-19 Semester 1

<table>
<thead>
<tr>
<th>Activity</th>
<th>For Students of Full-time Programmes (except RPg)</th>
<th>For Students of Part time/Mixed-mode Programmes and FT &amp; PT Research Postgraduate Programmes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current Students</td>
<td>Newly Admitted Students</td>
</tr>
<tr>
<td><strong>Subject Registration Activities BEFORE Class Timetable Release</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject Registration – Full-time Programmes (except RPg)</td>
<td>17 – 19 Apr 2018 (Mock: 16 April)</td>
<td></td>
</tr>
<tr>
<td><strong>Subject Registration Activities AFTER Class Timetable Release</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Release of Class Timetable Information</td>
<td>25 Jul 2018</td>
<td></td>
</tr>
<tr>
<td>Subject Registration – Part-time/Mixed-mode Programmes and FT &amp; PT Research Postgraduate Programmes</td>
<td>30 Jul – 1 Aug 2018 (Mock: 26 – 27 Jul)</td>
<td></td>
</tr>
<tr>
<td>Subject Registration – Full-time Programmes (except RPg)</td>
<td>6 – 8 Aug 2018 (Mock: 3 Aug)</td>
<td></td>
</tr>
<tr>
<td>Subject Registration (for newly admitted students) – Part-time/Mixed-mode Programmes and FT &amp; PT Research Postgraduate Programmes</td>
<td>13 – 15 Aug 2018 (Mock: 10 Aug) For new students registered on or before 7 Aug 2018</td>
<td></td>
</tr>
<tr>
<td>Subject Registration (for newly admitted students) – Full-time Programmes (except RPg)</td>
<td>27 – 28 Aug 2018 (Mock: 24 – 25 Aug) For new students registered on or before 25 Aug 2018</td>
<td></td>
</tr>
<tr>
<td>Adjustment before Semester Commencement</td>
<td>31 Aug – 12:00 noon of 1 Sept 2018</td>
<td></td>
</tr>
<tr>
<td>Add/Drop Period</td>
<td>3 – 15 Sept 2018</td>
<td></td>
</tr>
</tbody>
</table>
### Subject Registration Schedule for 2018-19 Semester 2 and Summer Term (tentative)

<table>
<thead>
<tr>
<th>Activity</th>
<th>For Students of Full-time Programmes (except RPg)</th>
<th>For Students of Part time/Mixed-mode Programmes and FT &amp; PT Research Postgraduate Programmes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2018-19 Semester 2</strong></td>
<td></td>
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<tr>
<td><strong>Subject Registration Activities BEFORE Class Timetable Release</strong></td>
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<tr>
<td>Subject Registration – Full-time Programmes (except RPg)</td>
<td>26 – 28 Sept 2018 (Mock: 24 Sept 2018)</td>
<td></td>
</tr>
<tr>
<td><strong>Subject Registration Activities AFTER Class Timetable Release</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Release of Class Timetable Information</td>
<td></td>
<td>29 Nov 2018</td>
</tr>
<tr>
<td>Subject Registration – Full-time Programmes (except RPg)</td>
<td>7 – 9 Jan 2019 (Mock: 4 Jan 2019)</td>
<td></td>
</tr>
<tr>
<td>Adjustment before Semester Commencement</td>
<td></td>
<td>11 Jan – 12:00 noon of 12 Jan 2019</td>
</tr>
<tr>
<td>Add/Drop Period</td>
<td></td>
<td>14 – 26 Jan 2019</td>
</tr>
<tr>
<td><strong>2018-19 Summer Term</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Release of Class Timetable Information</td>
<td></td>
<td>19 Feb 2019</td>
</tr>
<tr>
<td>Subject Registration – Full-time Programmes (except RPg)</td>
<td>11 – 13 Mar 2019 (Mock: 8 Mar 2019)</td>
<td></td>
</tr>
<tr>
<td>Adjustment before Semester Commencement</td>
<td></td>
<td>24 May – 12:00 noon of 25 May 2019</td>
</tr>
<tr>
<td>Add/Drop Period</td>
<td></td>
<td>27 May – 1 Jun 2019</td>
</tr>
</tbody>
</table>
### Summary of subjects which you can register during subject registration exercise

<table>
<thead>
<tr>
<th>Round</th>
<th>For students of Full-time Programmes (except RPg)</th>
<th>For students of Part-time / Mixed-Mode Programmes And FT &amp; PT Research Postgraduate Programmes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(HD and Undergraduate Degree)</td>
<td></td>
</tr>
</tbody>
</table>
| Subject registration **BEFORE** class timetable release | • Curriculum subjects - including compulsory, core & elective subjects  
• English Language & Communication Requirement (LCR) proficient electives  
• Free electives  
• Retaking of failed subjects  
• Indication of Service Learning (SL) subjects requiring selection  
(You can register subjects within the credit limit specified by your department.) | • Curriculum subjects - including compulsory, core & elective subjects  
• Free/Minor electives  
• Retaking of failed subjects  
(You can register subjects within the credit limit specified by your department.) |
|        | Programme Offering Departments will normally pre-assigned compulsory, Freshmen Seminar, LCR and Leadership & Intra-personal Development (LIPD) subject to students before students perform subject registration on web. | Programme Offering Departments may pre-assigned compulsory subject to students before students perform subject registration on web. |
| Subject registration **AFTER** class timetable release | • Curriculum subjects - including compulsory, core & elective subjects  
• English LCR proficient electives  
• Free electives  
• Cluster Area Requirement (CAR) subjects*  
• SL subjects  
• Leadership & Intra-personal Development (LIPD) subject  
• Retaking of failed subjects  
• Minor Subjects (for students approved with Minor)  
(You can register subjects up to the maximum study load of a semester i.e. 21 credits.) | • Curriculum subjects - including compulsory, core & elective subjects  
• Free/Minor electives  
• Level-2 CAR subjects*  
• Retaking of failed subjects  
(You can register subjects up to the maximum study load of a semester i.e. 21 credits.) |
|        | (You can register subjects within the credit limit specified by your department.) | (You can register subjects within the credit limit specified by your department.) |
| Adjustment before Semester Commencement and Add/Drop Period | • Curriculum subjects - including compulsory, core & elective subjects  
• English LCR proficient electives  
• Free electives  
• CAR subjects*  
• SL subjects  
• LIPD subject  
• Retaking of failed subjects  
• Minor Subjects (for students approved with Minor)  
(You can register subjects up to the maximum study load of a semester i.e. 21 credits.) | • Curriculum subjects - including compulsory, core & elective subjects  
• Free/Minor electives  
• Level-2 CAR subjects*  
• Retaking of failed subjects  
(You can register subjects within the credit limit specified by your department.) |
|        | During the last 2 days of add/drop period, students can also  
• take subjects outside curriculum  
• retake passed subjects, except for GUR subjects  
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(You can register subjects up to the maximum study load of a semester i.e. 21 credits.) |

* HD students, who wish to enroll on CAR subjects with Chinese Reading/Writing Requirement, can do so during the last 2 days of the Add/Drop period.

# With the phasing out of the 2-credit General Education (GE) subjects after 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.