

Procedures for Handling Special Requests Regarding GUR Subject Registration

If a student has a special request for subject enrolment, such as enrolling in a subject with no vacancies or bypassing the waitlist, please follow the below procedures:

1. Students should seek advice from their programme host department and their Academic Advisors regarding their study plan, and check whether there are any alternatives, such as enrolling in other subjects with vacancies.
2. If there is a legitimate reason (e.g., request from a graduating student), the programme host department should seek agreement from the subject offering department.
3. The programme host department should then submit the request and supporting documents (e.g., the student's reasons, agreement from the subject offering department, etc.) to CUS for CAR, or to SLLO for SL subjects, for submission to CoGUR for consideration.

Remark: The student should use the PolyU's connect email to make the related request, so that colleagues can verify his/her student identify.