



How to select a course in SIS

1. Login to HKU Portal. You will be directed to the SIS Main Menu. Go to **Enrollment > Enrollment Add Classes**. Select the appropriate term and click **CONTINUE**.
2. To view your program guide, click the **search** button under “My Requirements”.

2019-20 Sem 1 | Undergraduate Career | The University of Hong Kong

Change Term

Open Closed Wait List

Add to Temporary Course List: 2019-20 Sem 1 Temporary Course List

Your Temporary Course List is empty.

Find Courses

My Requirements Search

3. You can view the detail requirement of your programme/major/minor(s) by choosing “Show Requirement Details” at the top of your program guide.

Select Display Option

☐ Hide Requirement Details ☒ **Show Requirement Details**

4. Your program guide will list out all the courses you can take in the selected semester.

Bachelor of Social Sciences

BSocSc UG 5 Requirements

English Language Courses Requirement Hide detail 2019-20 Sem 1

The following courses may be used to satisfy this requirement:

Course	Description	When	Status
CAES1000	(4) Core University English	2019-20 Sem 1	First 1 of 1 Last

Chinese Language Courses Requirement Hide detail 2019-20 Sem 1

The following courses may be used to satisfy this requirement:

Course	Description	When	Status
CUND9003	(4) Cantonese for Non-Cantonese	2019-20 Sem 1	First 1 of 1 Last

Common Core Courses Requirement Hide detail 2019-20 Sem 1

The following courses may be used to satisfy this requirement:

Course	Description	When	Status
CCCH9002	Chinese Cities in the 21st Century	2019-20 Sem 2	First Semester
CCCH9020	Science and Technology: Lesson	Both Semester (1 or 2)	Second Semester
CCGL9042	The Evolution of Civilization	Summer	2019-20 Sem 1
CCHU9056	Virtual Worlds, Real Bodies	Second or Summer	
CCHU9058	Nature in the City: Beyond the		
CCST9037	Mathematics: A Cultural Herita		
CCST9054	War, Peace, and the Natural Wo		

5. To add a class, click the blue link in the “Description” column of the course. You can then view the course detail and the number of class sections available.

Course Detail

Career	Undergraduate Career
Units	6.00
Grading Basis	Graded (4.3)
Course Components	Required
Course URL	http://commoncore.hku.hk/ccch9020
Campus	HKU Campus
Academic Group	The University of Hong Kong
Academic Organization	University Central

Enrollment Information

Typically Offered	First Semester
Enrollment Requirement	Students under 3-yr curriculum should complete 2 CC courses from different Aols. Students under 4-yr curriculum should complete 6 CC courses, with at least one and not more than two courses from each Aol with not more than 24 credits in one year.
Course Attribute	Approval Nature: Course-based approval Sustaining Cities, Cultures, and the Earth China: C, S & S Free electives: No 4-year cohort: All levels Print Course Code: Yes Appear On Transcript: Yes

Description

In spite of the vast and superior knowledge possessed by the ancient Chinese

To add this course, click the **select** button of the appropriate subclass.

Section

Section SA-LEC (1214) Session 1 Status 1 of 1 Last

Select

Section Details

Days	Start	End	Room	Instructor	Dates
We	10:30	12:20	MWT2	Staff	04/09/2019 - 27/11/2019

6. You will then go to the information page of this class. Click **NEXT** to continue.
7. A message will be displayed to confirm that you have added the class to your “Temporary Course List”. At this point, you can choose to add other classes by repeating steps 2 to 7 of this leaflet or click **PROCEED TO STEP 2 OF 3** button to confirm the enrollment.

✓ CCCH 9020 has been added to your Temporary Course List.

Proceed to Step 2 of 3

Note: Please follow the enrollment schedule to perform course selection; otherwise, alert message may be received. Please refer to the “Important notes” section for more details.

8. Proceeding to STEP 2, a confirmation page will be shown. To confirm your selection, choose **FINISH ENROLLING** (This step can only be done within the course selection and add/drop period except suspension period).

2. Confirm classes

- A. For All Students
 (i) Course(s) selected in the Temporary Course List are not yet enrolled, CLICK "FINISH ENROLLING" TO COMPLETE THE ENROLLMENT PROCESS.
 (ii) During the course selection period in August and add/drop period in September, you SHOULD finish enrolling the Semester 1/full-year courses before the Semester 2 courses.
- B. For Full-time Undergraduate Students
 (i) On the first day of the course selection period in August, there are two different start times for submitting enrollment requests for (a) Semester 1/full-year courses; and (b) Semester 2 courses respectively. The start time for Semester 2 courses is 10 MINUTES LATER than the start time for Semester 1/full-year courses. For example, on the first day of the course selection period, Year 1 students can start to submit enrollment requests for Semester 1/full-year courses from 10:00 a.m., and Semester 2 courses from 10:10 a.m.
 (ii) During the add/drop period in September, the start time is the same for both the Semester 1/full-year courses and Semester 2 courses. During the add/drop period in January, the start time is the same for both the Semester 2 courses and Summer Semester courses.

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Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
CCCH 9020-SA (1214)	Science and Technology Lesson (-)	We 10:30 - 12:20	MWT2	Staff	6.00	Open

Cancel Previous **Finish Enrolling**

9. You will enter STEP 3 and see the "View results" page. Here you can check the results of your enrollment in the "Status" column. The "Message" column provides additional information.

3. View results

*View the following status report for enrollment confirmations and errors:

- 1) For second semester course(s) with pre-requisites depending on first semester results, the course application will be subject to the first semester Board of Examiners result.
- 2) Please check the enrollment results via Self Service-> Student Center to find out whether your course application has been accepted after suspension period."

For respective enquiries, please contact the corresponding units as listed in the "SIS Contact Webpage".

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Submitted for approval Error: unable to add class

Class	Message	Status
CCCH 9020	Submitted: This enrollment request has been submitted for approval. Please refer to points (1) and (2) above.	✓
CLIT 2025	Error: Unable to add this class - requisites have not been met. For enquiries, please contact the course offering department . If you are exempted from the course listed in the requisites, please contact your Home Faculty. This course is offered to year 2 or above students.	✗

My Class Schedule Add Another Class

10. The latest result of all your enrollments can be viewed in the **Self Service > Enrollment > Enrollment Status** page.

Term	Class	Schedule	Action	Progress Units	Credit Units
1 2019-20 Sem 1	AMER 2052-1A LEC (1210)	Fr 12:30 - 14:00 Centennial Campus CPD 2.47 Fr 12:30 - 14:20 Centennial Campus CPD 2.47 Fr 12:30 - 14:20 Centennial Campus CPD 2.47	Pending	6.00	6.00
2 2019-20 Sem 1	CLIT 2069-1A LEC (1426)	Tu 10:30 - 12:20 Rm 7.58, Run Run Shaw Tower Tu 10:30 - 12:20 Rm 7.58 Run Run Shaw Tower Tu 10:30 - 12:20 Rm 7.58 Run Run Shaw Tower	Approved	6.00	6.00
3 2019-20 Sem 1	PHIL 2380-1A LEC (2153)	Fr 09:30 - 11:00 Centennial Campus CPD 3.01 Fr 09:30 - 11:20 Centennial Campus CPD 3.01 Fr 09:30 - 11:20 Centennial Campus CPD 3.01	Dropped	6.00	6.00

11. After your submission for course enrollment (completion of steps 2 to 9), you will receive an acknowledgement email from SIS within several hours.
12. For courses require approval by teachers or departments, another email will be sent to you later when the course status is changed from "Pending" to "Approved" or "Not Approved" to confirm the final status of your enrollment. All emails will only be sent once.
13. Apart from finding courses in the program guide, you can also use the "Class Search" function to search a particular course directly by entering the subject area and the catalog number. **Remark:** only the courses offered in your cohort and curriculum can be retrieved.

Important notes

- 1) For full-time Undergraduate students, on the first day of the course selection period in August, there are two different start times for submitting enrollment requests for

- (a) Semester 1 and full-year courses; and
 (b) Semester 2 courses respectively.

The start time for Semester 2 courses is **10 MINUTES LATER** than the start time for Semester 1 and full-year courses so as to alleviate system loading.

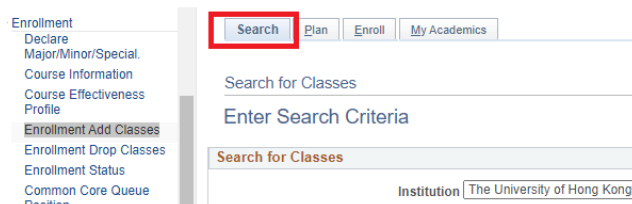
- 2) Normally your enrollment request will be confirmed within 2-3 minutes. However, the system will occasionally fail to respond within 2-3 minutes due to system loading problems. Under such circumstances you should close your browser and log-in to SIS again to check you results so as to proceed to the next step.
- 3) During the add/drop period in September, the start time will be the same for both Semester 1 and full-year courses, and Semester 2 courses. During the add/drop period in January, the start time will also be the same for both Semester 2 and Summer Semester courses.
- 4) Following alert message will be displayed during suspension period or outside course selection period and add/drop period.
- 5) Students may view their program guide and add courses to the **Temporary Course List** outside the course selection period and add/drop period. However, courses in Temporary Course List will **NOT** be counted as enrollment.
- 6) To add/drop a course, you must proceed and complete all 3 STEPS in SIS (steps 2 to 9 in this leaflet) until the "View results" page is shown. Courses left in the "Temporary Course List" will **NOT** be considered.

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

⚠ You CANNOT enroll during suspension period or outside course selection period.

- 7) If courses have been stored in the **Temporary Course List** during previous course selection or add/drop periods, you are recommended to clear them (and add afresh if you wish to keep them for submission, as there may be an update from the course offering department (e.g. unit changed) which may result in a failure to enroll the respective classes during submission) before adding new courses so as to facilitate the course selection process.
- 8) A course code comprises two parts: Subject Area and Catalog Number. The Subject Area refers to the first 4 characters of a course code; Catalog Number refers to the last 4 numerical digits of a course code. e.g. PHYS3034FY, the Subject Area is PHYS and the Catalog Number is 3034FY.
- 9) Course code with leading zero are not displayed in SIS. For example, SIS will display the course BUSI0027 as "BUSI 27" in the system.
- 10) If you want to add back a class you dropped, please re-add the class by using the "Search" function under Enrollment Add Classes.



- 11) The Temporary Course List contains timetable information. Before submitting the enrollment requests, students can review such information to avoid timetable conflict. Upon students' submission of the enrollment requests, SIS will check the timetable conflict of classes automatically. Although students can add the classes with timetable conflict into their Temporary Course List, the system will show an error message on the Add Classes page after

they click the **FINISH ENROLLING** button. Enrollment for classes with timetable conflict will be rejected by the system.

- 12) In SIS, a full-year course, e.g. PHYS3034 will appear as 2 separate courses in semester 1 and semester 2, namely "PHYS3034FY" (first part) and "PHYS3034" (second part) respectively. If you have enrolled to a full-year course in Semester 1 (i.e. PHYS3034FY), you will notice that you are also enrolled by the system to the second part of the course in your timetable (i.e. PHYS3034).
- 13) If you cannot enroll or drop a course due to "Department Consent", this course is normally not open for students to enroll or not allow students to drop. Please check with the course offering department if this is the case and seek their advice.

Similarly, students who have completed the first part of a full-year course are not allowed to drop the second part of the course in SIS. Drop consent must be sought from the course offering department/faculty.

- 14) SIS will perform checking on the upper loading limit (overload) of students per semester. Although students can add classes into their "Temporary Course List" even the total unit selected exceeds the upper limit, SIS will stop you from enrolling the courses with an error message when you check out in the "View results" page.
- 15) To apply for overloading or underloading, students should contact their home faculty offices.
- 16) Final year students cannot enroll summer course. Students should contact their home faculty offices for more information.

- 17) Please always refer to the latest version of reference materials on our website. Latest version of this leaflet is available at the Reference Materials section of the SIS website:

http://intraweb.hku.hk/reserved_1/sis_student/sis/SIS-reference-materials.html

(you can also access the site via HKU Portal >Self Services > SIS Website > Reference Materials)

Common Core Course Approval Method

The course approval method of Common Core courses is first-come-first-served during the course selection period in August (course approval method during the add/drop period will be changed to auto-ballot).

For details, please refer to the "[Student's Guide to Common Core Course Selection in SIS](#)" (available on the HKU Portal > "SIS Reference Materials" link).

Contact Information

For respective enquiries, please click "[SIS Contact Information](#)".

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