Common Enquiries
on Using SIS for General Course Enrolment
(For Students)

1. **Should I select courses for the first semester or both semesters in August each year?**

- During semester 1, students should enroll on courses offered in both semester 1 and 2. However, students are advised to enroll on courses offered in semester 1 first, and then semester 2.
- During semester 2, students should enroll on courses offered in both semester 2 and summer semester. However, students are advised to enroll on courses offered in semester 2 first, then summer semester.
- During summer semester, students can only enroll on courses offered in the summer semester. In general, final year students cannot enroll on summer courses in the summer semester.

2. **Who will consider my course enrolment and when will I know if my course selection is approved/disapproved?**

It depends on the course approval nature which will be shown when students are adding a class. And students will receive an email generated by the System notifying the status of their course enrollment. Students can also check their enrollment status under their SIS menu → Enrollment → Enrollment Status.

3. **When the course selection status reads "pending", what does it mean? When will I know the results?**

It means it is still pending for approval or pending for consideration by offering Faculty/Department. The results will vary from course to course and it depends very much on the course approval nature defined for each course.

4. **Where can I check the approval status of the courses I have selected?**

Under their SIS menu → Enrollment → Enrollment Status

5. **I cannot enroll on a course successfully because of an error "Class has been closed". Will the class be opened again?**

It depends on whether there is any student who drops the class. Class will be opened again when there are students dropping the class.

6. **I have enrolled on a course, but it has been dropped by the System automatically. What happened? What should I do?**

It depends on the course approval nature and especially when the student is not approved or has violated the regulations/requirements. The System may drop the class for the student and notify them via email so that they can enroll on other courses/classes as soon as possible.

7. **I dropped my course by mistake. What should I do…?**

Students can re-enroll on the same class if it is still open (class will be closed if it is already full). If students cannot re-enroll on the same class when the class is still open, they can try login with another browser and enroll again.

8. **Can I change my course selection after the Add/Drop period?**

Students are not allowed to change their course selection after the Add/Drop period. They can apply to their home Faculty for special approval and if it is approved, the Faculty will change their course selection manually in SIS.

Requirement for Core University English

Do I need to take CAES 1000?

There is a new arrangement for CAES1000 course for the 2018 cohort of students and thereafter. Students with level 5 or above in HKDSE English, or non-JUPAS students with equivalent qualification, can choose whether or not to take CAES1000. If they wish to take it, just enroll on it in SIS, no prior application is needed; if they do not wish to take it, a free elective course in lieu is needed. The system will, by around Aug 30, automatically assign a CAES1000 class to those who need to take it but have not been successful yet.

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*Please contact IT Service Desk at 3917-0123 if you have enquiries on the above.

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