



Course Enrollment for RPg Students in SIS

1. Login to HKU Portal, go to [SIS Menu > Enrollment > Enrollment Add Classes](#). Select the appropriate item and click **CONTINUE**.

2. To view your program guide, click the **search** button under “My Requirements”.

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Open Closed Wait List

Add to Temporary Course List: 2014-15 Sem 2 Temporary Course List

Your Temporary Course List is empty.

Find Classes

My Requirements

search

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

PhD (Arts)						
Graduate School Courses						
Introduction to Thesis Writing hide detail 2014-15 sem 2						
The following courses may be used to satisfy this requirement:						
Course	Description	Units	When	Grade	Status	
GRSC6020	Core Course I - Introduction t		Both Semester (1 or 2)			
GRSC6021	Core Course I - Introduction t		Both Semester (1 or 2)			
First 1-2 of 2 Last						
Research Ethics for Graduate Students hide detail 2014-15 sem 2						
The following courses may be used to satisfy this requirement:						
Course	Description	Units	When	Grade	Status	
GRSC6029	Research Ethics for Graduate S		Both Semester (1 or 2)			
GRSC6030	Research Ethics for Graduate S		2013-14 Sem 1	P	✓	
GRSC6031	Research Ethics for Graduate S		Both Semester (1 or 2)			
GRSC6032	Research Ethics for Graduate S		Both Semester (1 or 2)			
GRSC6033	Research Ethics for Graduate S		Both Semester (1 or 2)			

4. You can also view the detailed requirements of your program by choosing “Show Requirement Details” at the top of your program guide.

Display Option: ☐ Hide Requirement Details ☒ Show Requirement Details

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

GRSC 6038 - HKU Transferable Research Skills Course

Course Detail

Career: Research Post Graduate Career

Units: 0.00

Grading Basis: Graded (No Grade Point)

Course Components: -- Required

Course URL: --

Enrollment Information

Typically Offered: Both Semester (1 or 2)

Course Attribute: Approval Nature: Approval not required
Examination: No Exam
Free electives: No
Print Course Code: Yes
Appear On Transcript: Yes

Description

HKU Transferable Research Skills Course

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

GRSC 6038 sections for 2014-15 Sem 2						
Section	Session		Status			
2A-LEC (3979)	1		●		select	
Days	Start	End	Room	Instructor	Dates	
TBA	TBA	TBA	TBA	Staff	01/01/2015 - 29/06/2015	
TBA	TBA	TBA	TBA	Staff	08/03/2015 - 14/03/2015	

6. You will then go to the information page of this class. Click **NEXT** to continue.

CANCEL **NEXT**

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.

✓ GRSC 6038 has been added to your Temporary Course List.

PROCEED TO STEP 2 OF 3

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 enrollment or add/drop period.)

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Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
GRSC 6038-2A (3979)	HKU Transferable Research Skill (--)		TBA	Staff		●

CANCEL PREVIOUS **FINISH ENROLLING**

9. Now you are at STEP 3 and you can see the “View results” page. Here you can check the results of your enrollment in the “Status” column. Please read all the messages carefully.

Add Classes

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.”

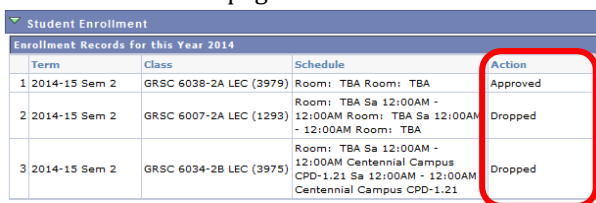
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Submitted for approval Error: unable to add class

Class	Message	Status
GRSC 6038	Submitted: This enrollment request has been submitted for approval. Please refer to points (1) and (2) above.	✓

MY CLASS SCHEDULE ADD ANOTHER CLASS

10. The latest results of all your enrollment can be viewed in the **SIS Menu > Enrollment > Enrollment Status** page.



Student Enrollment			
Enrollment Records for this Year 2014			
Term	Class	Schedule	Action
1 2014-15 Sem 2	GRSC 6038-2A LEC (3979)	Room: TBA Room: TBA Room: TBA Sa 12:00AM - 12:00AM Room: TBA Sa 12:00AM - 12:00AM Room: TBA	Approved
2 2014-15 Sem 2	GRSC 6007-2A LEC (1293)	Room: TBA Sa 12:00AM - 12:00AM Centennial Campus CPD-1.21 Sa 12:00AM - 12:00AM Centennial Campus CPD-1.21	Dropped
3 2014-15 Sem 2	GRSC 6034-2B LEC (3975)	Room: TBA Sa 12:00AM - 12:00AM Centennial Campus CPD-1.21 Sa 12:00AM - 12:00AM Centennial Campus CPD-1.21	Dropped

11. After you have submitted the course enrollment (completion of steps 2 to 9), you will receive an acknowledgement email from SIS within one day.
12. For courses requiring approval by teachers or departments, another email will be sent to you when the course status has been changed from “Pending” to “Approved”/“Not Approved”. All emails will only be sent once.

Important notes

- 1) You may view your program guide and add courses to the “Temporary Course List” outside the enrollment or add/drop period but course enrollment will not take place.
- 2) To add/drop a course, you must take and complete all the 3 STEPS in SIS (steps 2 to 9 in this leaflet) until the “View results” page is shown. Without these steps, you will not be able to enroll in any course you have put in the “Temporary Course List”.
- 3) A course code comprises two parts: Subject Area and Catalog Number. The first 4 letters of a course code refers to the Subject Area and the last 4 digits the Catalog Number. SWOK7006FY, for example, the Subject Area is SOWK and the Catalog Number is 7006FY.

- 4) You cannot add a class back immediately after you have dropped it. Instead, you may enroll in another subclass of the same course. You may try to logout and login again to see if you can add back the class you have dropped.
- 5) Enrollment for classes with timetable conflict will be rejected by the system. Please plan your timetable ahead.
- 6) In SIS, a full-year course, e.g. SOWK7006 will appear as 2 separate courses in Sem 1 and Sem 2, namely “SOWK7006FY” (first part) and “SOWK7006” (second part) respectively. If you have enrolled to a full-year course in Sem 1 (i.e. SOWK7006FY), you will notice that you are also enrolled by the system to the second part of the course in your timetable (i.e. SOWK7006).
- 7) 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.
- 8) SIS will perform checking on the total units students are taking in the semester. Students can add classes to their “Temporary Course List” even if the total units exceeds the upper limit but SIS will stop them from actually enrolling in the courses with an error message when students try to check out in the “View results” page.
- 9) To apply for overloading or underloading, students should contact their home faculty offices.
- 10) To successfully access SIS, you need certified browsers by Oracle: IE6, IE7, IE8; Firefox 1.5, 2.0, 3.0, 3.5, 3.6; Safari 2.0.4, 3.0, 4.0, 5.0.

- 11) If you encounter any problem in using SIS, please contact the SIS Helpdesk.

Contact ITS Service Desk

In peron: 1/F, Library Building (Old Wing)
Phone: 3917 0123
Email: ithelp@hku.hk
Live chat: Click the live chat button at <http://www.its.hku.hk/service-desk>