



THE UNIVERSITY OF HONG KONG
RPG On-line Course Registration System

User Guide

on

**On-line Course Selection &
On-line Add-drop**

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1 Introduction

This user guide is used to help the research postgraduate students to select the course modules in the RPG On-line Course Registration System. Students should access the system via HKU Portal-. Please visit the HKU Portal (hkuportal.hku.hk) and click “Self Service” → “Other Self Service” → “RPG Course Selection” to enter the course selection screen.

2 On-line Course Selection

Students can access the on-line course selection screen anytime during the Course Enrolment Period except the system backup time from 12am to 6am everyday until they have finalized their course selection. The system will finalize the course selection for students automatically at the end of the Course Enrolment Period, if they have not done so.

2.1 Anatomy of the On-line Course Selection Screen

The On-line Course selection Screen is divided into 3 parts:

(a) Left-hand side

It shows a list of courses you have temporarily selected, remark code of each course, if any, and the approval status of each course. There are few buttons at the bottom:

- TimeTable: to display timetables of the selected course(s) shown above
- Report: to show the selected course(s) in a report format
- Save: to save your course selection] only appear when you have made/
- Undo All: to undo all changes made to the course selection] revised your course selection.
- Finalize: to finalize your course selection
- Exit: to exit the course selection screen

(b) Top right-hand side

It shows details of a particular course including available sub-classes and the timetables of all sub-classes.

(c) Bottom right-hand side

It shows the list of available courses that the student can select. (E-Elective; C-Compulsory)

GRADUATE SCHOOL On-line Course Selection

Please Click the 'Finalize' button only when you have finished your course selection. You are NOT allowed to amend your course selection after you have finalized it.

Student Name : Chan Tai Man
University Number : 2002123456

Course	Title	Sem	Sub	Status	Remark
BOTA6002	Special topics in botany Details	1	C	TW	

TimeTable Report Finalize Exit

Status codes for adding a course: TW - Waiting for approval
SA - Supervisor's approval granted
SN - Supervisor's approval not granted
TA - DRPC's approval granted
TN - DRPC's approval not granted

Status codes for dropping a course (for on-line add-drop): DW - Waiting for approval (drop)
DS - Supervisor's approval granted (drop)
DN - Supervisor's approval not granted (drop)
AD - DRPC's approval granted (drop)
DD - DRPC's approval not granted (drop), i.e. you still have to take the course

Remarks: 50 - Possible timetable clashes
60 - Pre-requisite not met
62 - Retake the passed subject

BOTA6002
Special topics in botany [Details](#)

Click to Add Course
[1A](#) [1C](#) Full:1B

Sem-Sub	Venue (Time) - Date
1A	RR202(09:00am - 11:00am (Fri))-01/08, 08/08, 15/08, 22/08, 29/08, 05/09, 19/09, 26/09, 03/10, 10/10, 17/10
1B	RR333(02:00pm - 03:00pm (Mon))-18/08, 25/08, 01/09, 08/09, 15/09, 22/09, 29/09, 06/10, 13/10, 20/10, 27/10, 03/11
1C	RR333(06:00pm - 08:00pm (Thu))-28/08, 04/09, 11/09, 18/09, 25/09, 02/10, 09/10, 16/10, 23/10, 30/10, 06/11, 13/11

Available Courses. Click to see details.

Course	Title	Type
ARCH6034	Urban development and the real estate industry	E
BOTA6001	Research seminar in botany Details	E
BOTA6002	Special topics in botany Details	C
BOTA6003	Special topics in biotechnology Details	E
BOTA6004	Special topics in food science Details	E
CLIT6011	Special topics in literary and cultural studies I Details	E
CLIT6015	Guided reading I Details	E
CSIS6922	Fundamentals of parallel computing Details	E
ECON6015	Public economics	E
GRSC6001	Core course I - Introduction to thesis writing Details	C
GRSC6002	Core course II - Basic research skills & methods - writing workshops I Details	E
GRSC6003	Core course II - Basic research skills & methods - writing workshops II Details	E

2.2 Adding a Course

The list of available courses that the student can select is shown at the bottom right hand corner of the screen in alphabetical order of the course code (C-Compulsory; E-Elective). Click the course code (which is blue in colour and underlined) to view the sub-classes available and the timetable of each sub-class at the top right-hand corner of the screen (e.g. 1A means Semester 1, subclass A). Click the word “Details” in red, if available, allows you to view the course syllabus.

Choose the semester-subclass option (e.g. 1C) by clicking on the link. After that, the subclass will be transferred to your course selection list on the left. A blue plus sign (+) will appear besides the newly added course. You are NOT allowed to choose more than one subclass for each course. Repeat this step for other courses which you would like to take. Students can only add subclasses which have available places. The system will temporarily reserve a quota of the newly added course(s) for you when you click “Save”. There are situations that the system is not able to refresh instantly and reflect subclasses which have just been full. The system will refuse to save the subclass which has been full and advise you to choose another subclass or course.

Please pay special attention to the “Remarks” column which shows possible timetable clash with another chosen course (remark code: 50), failing to meet the pre-requisite (remark code: 60) or retaking the passed subject (remark code: 62) (you may have erroneously chosen a subject which you have taken before and have passed).

GRADUATE SCHOOL On-line Course Selection

Please Click the 'Finalize' button only when you have finished your course selection. You are NOT allowed to amend your course selection after you have finalized it.

Student Name : Chan Tai Man
University Number : 2002123456

Course	Title	Sem	Sub	Status	Remark
+ GRSC6002	Core course II - Basic research skills & methods - writing workshops I Details	1	C	TW	

Courses Taken : 1
Remember to save your selection

TimeTable Save Undo All

Status:
TW - Waiting for approval
SA - Supervisor's approval granted
SN - Supervisor's approval not granted
TA - DRPC's approval granted
TN - DRPC's approval not granted

Course Remarks:
50 - Possible timetable clashes
60 - Pre-requisite not met
62 - Retake the passed subject

Available Courses. Click to see details.

Course	Title	Type
ARCH6034	Urban development and the real estate industry	E
CIVS6010	Design of earthquake resistant structures	E
CLIT6011	Special topics in literary and cultural studies I Details	E
CLIT6015	Guided reading I Details	E
CLIT6016	Guided reading II Details	E
CSIS6922	Fundamentals of parallel computing Details	E
ECON6015	Public economics	E
ELEC6045	Spread spectrum systems	E
GRSC6001	Core course I - Introduction to thesis writing Details	C
GRSC6002	Core course II - Basic research skills & methods - writing workshops I Details	E
GRSC6003	Core course II - Basic research skills & methods - writing workshops II Details	E
GRSC6004	Core course II - Basic research skills & methods - oral English for academic purposes Details	E

Step 1 – Click the course code from the list of available courses.

Step 2 – Click the semester-subclass.

Step 3 – The newly added course will be shown here with a “+” sign in blue.

Step 4 – Click “Save” & a quota will be temporarily reserved for you.

2.3 Dropping a course

Click the course code from the selected course list (frame on the left-hand side) and the details of the course will be shown at the top right hand corner of the screen. Click the “Drop” button and a red minus sign (-) will appear next to the course code and the “Status” column will be changed from “TW” to “DR”. The course will be removed from your selected course list when you click the “Save” button. If the course you want to remove is just added by you and has not been saved yet, the course will disappear from the selected course list immediately.

The screenshot shows the 'GRADUATE SCHOOL On-line Course Selection' page. The student's name is Chan Tai Man and the university number is 2002123456. The selected course list shows two entries for GRSC6003, with the second one marked with a red minus sign and a status of 'DR'. A 'Drop' button is visible next to the course details for GRSC6003. The 'Available Courses' list includes various options like ARCH6034, CIVS6010, CLIT6011, etc.

Step 1 – Click the course code that you would like to drop.

Step 2 – Click the “Drop” button.

Step 3 – You will see a “-” sign in red in front of the course code and the status will be changed to “DR”.

Step 4 – Click “Save” and the course code will disappear from the selected course list.

Remember to save your selection

GRSC6003
Core course II - Basic research skills & methods - writing workshops II [Details](#)

Click to Change Course
[1B](#) [1C](#)

Sem	Sub	Venue (Time) - Date
1A	P601, Graduate House(03:00pm - 04:50pm (Thu))	19/09, 26/09, 03/10, 10/10
1B	P601, Graduate House(02:00pm - 03:50pm (Fri))	11/10, 18/10, 01/11, 08/11
1C	P601, Graduate House(03:00pm - 04:50pm (Thu))	24/10, 31/10, 07/11, 14/11

Available Courses. Click to see details.

Course	Title	Type
ARCH6034	Urban development and the real estate industry	E
CIVS6010	Design of earthquake resistant structures	E
CLIT6011	Special topics in literary and cultural studies I Details	E
CLIT6015	Guided reading I Details	E
CLIT6016	Guided reading II Details	E
CSIS6922	Fundamentals of parallel computing Details	E
ECON6015	Public economics	E
ELEC6045	Spread spectrum systems	E
GRSC6001	Core course I - Introduction to thesis writing Details	C
GRSC6002	Core course II - Basic research skills & methods - writing workshops I Details	E
GRSC6003	Core course II - Basic research skills & methods - writing workshops II Details	E
GRSC6004	Core course II - Basic research skills & methods - oral English for academic purposes Details	E

2.4 Changing the sub-class

To change the sub-class of a course from the course selection list on the left, click the course code in the selected course list and then click the appropriate sub-class option in the course detail box (top right-hand side). The subclass number will be changed instantly and a “#” in green colour will be added in front of the course code. Remember to click the “Save” button. If the course you want to change is just added by you (with '+' sign) and has not been saved yet, it will be updated instantly without changing the sign to “#”.

Please Click the 'Finalize' button only when you have finished your course selection. You are NOT allowed to amend your course selection after you have finalized it.

Student Name : Chan Tai Man
University Number : 2002123456

Course Title	Sem	Sub	Status	Remark
GRSC6002 Core course II - Basic research skills & methods - writing workshops I Details	1	B	TW	

Remember to save your selection

Status codes for adding a course:

- TW - Waiting for approval
- SA - Supervisor's approval granted
- SN - Supervisor's approval not granted
- TA - DRPC's approval granted
- TN - DRPC's approval not granted

Status codes for dropping a course (for on-line add-drop):

- DW - Waiting for approval (drop)
- DS - Supervisor's approval granted (drop)
- DN - Supervisor's approval not granted (drop)
- AD - DRPC's approval granted (drop)
- DD - DRPC's approval not granted (drop), i.e. you still have to take the course

Remarks:

- 50 - Possible timetable clashes
- 60 - Pre-requisite not met
- 62 - Retake the passed subject

GRSC6002
Core course II - Basic research skills & methods - writing workshops I [Details](#)

Click to Change Course
[1A](#) [1B](#) [Full](#):[1C](#)[D](#)

Sem-Sub	Venue (Time) - Date
1A	(10:30am - 12:30pm (Mon))-28/07, 04/08, 11/08, 18/08
1B	(12:30pm - 02:00pm (Wed))-06/08, 13/08, 20/08, 27/08
1C	(04:00pm - 06:00pm (Mon))-18/08, 25/08, 01/09, 08/09

- [ARCH6034](#) Urban development and the real estate industry E
- [BOTA6001](#) Research seminar in botany [Details](#) E
- [BOTA6002](#) Special topics in botany [Details](#) C
- [BOTA6003](#) Special topics in biotechnology [Details](#) E
- [BOTA6004](#) Special topics in food science [Details](#) E
- [CLIT6011](#) Special topics in literary and cultural studies I [Details](#) E
- [CLIT6015](#) Guided reading I [Details](#) E
- [CSIS6922](#) Fundamentals of parallel computing [Details](#) E
- [ECON6015](#) Public economics E
- [GRSC6001](#) Core course I - Introduction to thesis writing [Details](#) C
- [GRSC6002](#) Core course II - Basic research skills & methods - writing workshops I [Details](#) E
- [GRSC6003](#) Core course II - Basic research skills & methods - writing workshops II [Details](#) E
- [GRSC6004](#) Core course II - Basic research skills & methods - oral English for academic purposes [Details](#) E
- [GRSC6007](#) Core course II - Basic research skills & methods - data E

2.5 Saving Your Course Selection

After you have added all the courses you would like to take or done all the changes (change semester-subclass or drop courses), remember to click the “Save” button to save your work. The system will check the availability of quota, pre-requisite/co-requisite requirement and timetable clash for you. If the course you have selected is full, you cannot save the selection of that particular course in the system.

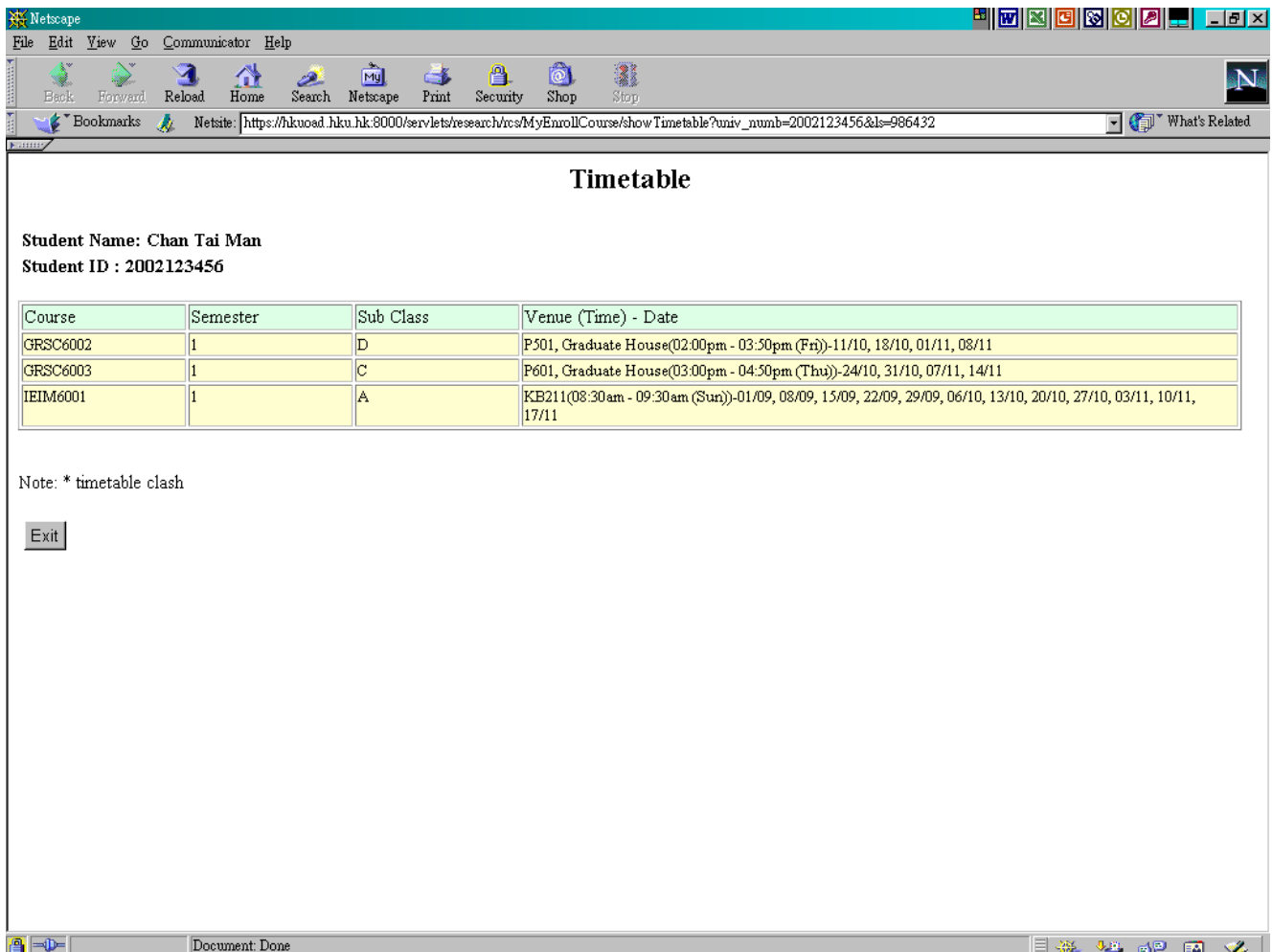
If the system detects that you have failed the pre-requisite/co-requisite requirement or there are timetable clashes in your chosen courses, the system will still allow you to save your course selection. Please pay attention to the “Remarks” column (the last column on the left-hand side) and try to resolve them. Please contact the Graduate School if you have problems.

Click “Exit” after you have saved your course selection if you wish to exit the on-line course selection for the time being. Please remember to logout from your HKU Portal account before you leave.

2.6 Time Table

You can view a summary of your timetable by clicking the “TimeTable” button at the left-hand side of the screen. The system will display your timetable as below. Course(s) with no timetable information given by the Faculty office or those with no fixed timetable will NOT be shown here. If the timetable of the courses you have chosen clashes, the course codes will be marked with an asterisk (*). For example, if there are timetable clashes between GRSC6002D and GRSC6003B, an asterisk(*) will be shown in front of each of the course codes.

Click the “Exit” button to return to the course selection screen.



Timetable

Student Name: Chan Tai Man
Student ID : 2002123456

Course	Semester	Sub Class	Venue (Time) - Date
GRSC6002	1	D	P501, Graduate House(02:00pm - 03:50pm (Fn))-11/10, 18/10, 01/11, 08/11
GRSC6003	1	C	P601, Graduate House(03:00pm - 04:50pm (Thu))-24/10, 31/10, 07/11, 14/11
IEIM6001	1	A	KB211(08:30am - 09:30am (Sun))-01/09, 08/09, 15/09, 22/09, 29/09, 06/10, 13/10, 20/10, 27/10, 03/11, 10/11, 17/11

Note: * timetable clash

2.7 Course Selection Report (Temporary)

Before you finalize your course selection, you can print a temporary Course Selection Report by clicking the “Report” button. The format of the temporary Course Selection Report is as follows.

Click the “Exit” button to return to the course selection screen.

The screenshot shows a web browser window with the following content:

Course Selection Report (Temporary) Report Date : Aug 21, 2003

University Number : 2002123456 Name : Chan Tai Man
Curriculum : PhD PhD Type : 4-year
Reg Date : 1 Sep, 2002

*Please pay special attention to the **Remarks** column.*

Course	Title	Sem	Sub-Class	Status	Remarks
GRSC6001	Core course I - Introduction to thesis writing Details	1	B	TW	
GRSC6002	Core course II - Basic research skills & methods - writing workshops I Details	1	B	TW	

Enrollment history not shown on the course selection screen:

Notes :
Status codes for adding a course:
TW - *Waiting for approval*
SA - *Supervisor's approval granted*
SN - *Supervisor's approval not granted*
TA - *DRPC's approval granted*
TN - *DRPC's approval not granted*

Status codes for dropping a course (for on-line add-drop):
DW - *Waiting for approval (drop)*
DS - *Supervisor's approval granted (drop)*
DN - *Supervisor's approval not granted (drop)*
AD - *DRPC's approval granted (drop)*
DD - *DRPC's approval not granted (drop), i.e. you still have to take the course*

Exit

2.8 Finalized Course Selection

Finalize your course selection ONLY when you have completed your course selection for the semester by clicking the “Finalize” button. Further amendments to your course selection can only be done by add-drop (if it is outside the on-line add-drop period, the completion of a hard-copy form is required). The following reminder message will appear and you will be asked to confirm your action. Click “Continue” to continue finalizing your course selection or click “Cancel” to return to the course selection screen.

An email will be sent to your primary supervisor inviting him/her to endorse your course selection. If you do not finalize your course selection, the system will finalize it for you automatically by the end of the course enrolment period.

Your Course Selection has been finalized, you are not allowed to change your Course Selection during this course Selection period. An email will be sent to you once the DRPC has approved your Course Selection.

Cancel Continue

BOTA6001
Research seminar in botany [Details](#)

Click to Add Course
[1A](#) [1B](#) [1C](#)

Sem-Sub	Venue (Time) - Date
1A	RR201 (10:30am - 12:30pm (Mon))-18/08, 25/08, 01/09, 08/09, 15/09, 22/09, 29/09, 06/10, 13/10, 20/10, 27/10, 03/11
1B	RR202 (02:00pm - 04:00pm (Wed))-20/08, 27/08, 03/09, 10/09, 17/09, 24/09, 01/10, 15/10, 22/10, 29/10, 05/11
1C	RR222 (04:00pm - 06:00pm (Mon))-01/09, 08/09, 15/09, 22/09, 29/09, 06/10, 13/10, 20/10, 27/10, 03/11, 10/11, 17/11

Available Courses. Click to see details.

Course	Title	Type
ARCH6034	Urban development and the real estate industry	E
BOTA6001	Research seminar in botany Details	E
BOTA6002	Special topics in botany Details	C
BOTA6003	Special topics in biotechnology Details	E
BOTA6004	Special topics in food science Details	E
CLIT6011	Special topics in literary and cultural studies I Details	E
CLIT6015	Guided reading I Details	E
CSIS6922	Fundamentals of parallel computing Details	E
ECON6015	Public economics	E
GRSC6001	Core course I - Introduction to thesis writing Details	C
GRSC6002	Core course II - Basic research skills & methods - writing workshops I Details	E
GRSC6003	Core course II - Basic research skills & methods - writing workshops II Details	E

2.9 Finalized Course Selection Report

After clicking the “Continue” button, a finalized course selection report will be shown. There is no way that you can now return to the course selection screen to update or revise your course selection. Click “Exit” and you will exit the On-line Course Selection. This finalized report will be shown every time when you log-in afterwards and you can check the approval status from this screen.

Course Selection Report (Finalized) Report Date : Aug 21, 2003

University Number : 2002123456 Name : Chan Tai Man
Curriculum : PhD PhD Type : 4-year
Reg Date : 1 Sep, 2002

Please pay special attention to the **Remarks** column.

Course	Title	Sem	Sub-Class	Status	Remarks
BOTA6001	Research seminar in botany Details	1	A	TW	50
BOTA6002	Special topics in botany Details	1	C	TW	
GRSC6001	Core course I - Introduction to thesis writing Details	1	A	TW	50
GRSC6002	Core course II - Basic research skills & methods - writing workshops I Details	1	B	TW	

Enrollment history not shown on the course selection screen:

Notes :
Status codes for adding a course:
TW - Waiting for approval
SA - Supervisor's approval granted
SN - Supervisor's approval not granted
TA - DRPC's approval granted
TN - DRPC's approval not granted

Status codes for dropping a course (for on-line add-drop):
DW - Waiting for approval (drop)
DS - Supervisor's approval granted (drop)
DN - Supervisor's approval not granted (drop)
AD - DRPC's approval granted (drop)
DD - DRPC's approval not granted (drop), i.e. you still have to take the course

Remarks :
50 - Possible timetable clashes

Exit

3 On-line Add-drop

Immediately after the Course Enrollment Period, students are allowed to change their course selection and obtain approval on-line. You don't have to enter the system if you do not wish to make any changes to your course selection.

The interface of the on-line add-drop will be the same as the one used in the on-line course selection. Please pay attention to the followings:

Add-drop Rule:

You are not allowed to add or drop a course which has commenced more than two weeks or has already ended.

Rounds of Add-drop:

You can do more than one round of add-drop during the on-line add-drop period after the supervisor and the DRPC have approved the course selection of the previous round. For example, if the on-line add-drop period is January 10 – 21, 2011, a student adds a course on January 10 and finalizes the course selection on the same day, the student's supervisor will be invited to indicate his/her endorsement to the student's course selection within 2 working days, i.e. by January 12. The DRPC will then be invited to indicate its approval to the student's course selection within 2 working days, i.e. by January 14. After the DRPC has approved/disapproved the course selection, an email will be sent to the student and one round of add-drop will then be completed. This student can make further changes to the course selection anytime after January 14 until January 21, 2011.

3.1 Adding a Course

The procedure is the same as 2.2 above.

However, if you would like to choose the rejected course again, you need to delete the record from the selected course list first. For example, the DRPC of the following student has disapproved him of taking BOTA6002C during the Course Enrollment Period. If the student would like to add the same course again in the add-drop period, he has to delete the record first. Click the “Delete” button in the top right hand box and a blue minus sign (-) will be shown beside the course code. The record will disappear from the selected course list after you have saved the course selection and the course can be chosen again. You can ignore the rejected records if you are not going to choose those rejected subjects again.

GRADUATE SCHOOL On-line Course Selection

Please Click the 'Finalize' button only when you have finished your course selection. You are NOT allowed to amend your course selection after you have finalized it.

Student Name : Chan Tai Man
University Number : 2002123456

Course	Title	Sem	Sub	Status	Remark
BOTA6001	Research seminar in botany Details	1	A	TA	50-----
GRSC6001	Core course I - Introduction to thesis writing Details	1	A	TA	50-----
GRSC6002	Core course II - Basic research skills & methods - writing workshops I Details	1	B	TA	
BOTA6002	Special topics in botany Details	1	C	TN	

[TimeTable](#) [Report](#) [Finalize](#) [Exit](#)

Status codes for adding a course:
 TW - Waiting for approval
 SA - Supervisor's approval granted
 SN - Supervisor's approval not granted
 TA - DRPC's approval granted
 TN - DRPC's approval not granted

Status codes for dropping a course (for on-line add-drop):
 DW - Waiting for approval (drop)
 DS - Supervisor's approval granted (drop)
 DN - Supervisor's approval not granted (drop)
 AD - DRPC's approval granted (drop)
 DD - DRPC's approval not granted (drop), i.e. you still have to take the course

Remarks:
 50 - Possible timetable clashes
 60 - Pre-requisite not met
 62 - Retake the passed subject

BOTA6002
Special topics in botany [Details](#)

Click to Change Course
[1A](#) [1B](#) [1C](#)

Sem-Sub	Venue (Time) - Date
1A	RR202(09:00am - 11:00am (Fri))-01/08, 08/08, 15/08, 22/08, 29/08, 05/09, 19/09, 26/09, 03/10, 10/10, 17/10
1B	RR333(02:00pm - 03:00pm (Mon))-18/08, 25/08, 01/09, 08/09, 15/09, 22/09, 29/09, 06/10, 13/10, 20/10, 27/10, 03/11
1C	RR333(06:00am - 08:00am (Thu))-28/08, 04/09

[CLIT6011](#) Special topics in literary and cultural studies I [Details](#) E
[CLIT6015](#) Guided reading I [Details](#) E
[CSIS6922](#) Fundamentals of parallel computing [Details](#) E
[ECON6015](#) Public economics E
[GRSC6001](#) Core course I - Introduction to thesis writing [Details](#) C
[GRSC6002](#) Core course II - Basic research skills & methods - writing workshops I [Details](#) E
[GRSC6003](#) Core course II - Basic research skills & methods - writing workshops II [Details](#) E
[GRSC6004](#) Core course II - Basic research skills & methods - oral English for academic purposes [Details](#) E
[GRSC6007](#) Core course II - Basic research skills & methods - data analysis [Details](#) E
[GRSC6008](#) Core course II - Basic research skills & methods - transferable skills [Details](#) E
[GRSC6009](#) Core course II - Basic research skills & methods - ethics & research [Details](#) E
[GRSC6010](#) Core course II - Basic research skills & methods - logic

Since you are not allowed to add a course which has commenced more than two weeks or has already ended, the following message will appear if you choose such a course.

The screenshot shows a Microsoft Internet Explorer window titled "Student Connect: Course Selection". The address bar shows the URL: <https://hkucod.hku.hk:8000/servlets/research/vcs/MyEnrollCourse/showFrame>. The page header is "GRADUATE SCHOOL On-line Course Selection".

A red oval highlights the following error message:

You are only allowed to add/drop a course within 2 weeks of its commencement and before the course ends.

Below the message is a "Back" link.

The main content area displays a list of courses. The first course, GRSC6002, is highlighted in yellow. Below it is a table of sections:

Sem-Sub	Venue (Time) - Date
1A	(10:30am - 12:30pm (Mon))-28/07, 04/08, 11/08, 18/08
1B	(12:30pm - 02:00pm (Wed))-06/08, 13/08, 20/08, 27/08
1C	(04:00pm - 06:00pm (Mon))-18/08, 25/08, 01/09, 08/09
1D	(08:00pm - 10:00pm (Wed))-20/08, 27/08, 03/09, 10/09

Below the table is a list of other courses with their descriptions and status letters:

- [CLIT6011](#) Special topics in literary and cultural studies I [Details](#) E
- [CLIT6015](#) Guided reading I [Details](#) E
- [CSIS6922](#) Fundamentals of parallel computing [Details](#) E
- [ECON6015](#) Public economics E
- [GRSC6001](#) Core course I - Introduction to thesis writing [Details](#) C
- [GRSC6002](#) Core course II - Basic research skills & methods - writing workshops I [Details](#) E
- [GRSC6003](#) Core course II - Basic research skills & methods - writing workshops II [Details](#) E
- [GRSC6004](#) Core course II - Basic research skills & methods - oral English for academic purposes [Details](#) E
- [GRSC6007](#) Core course II - Basic research skills & methods - data analysis [Details](#) E
- [GRSC6008](#) Core course II - Basic research skills & methods - transferable skills [Details](#) E
- [GRSC6009](#) Core course II - Basic research skills & methods - ethics & research [Details](#) E
- [GRSC6010](#) Core course II - Basic research skills & methods - logic

3.2 Dropping a course

The procedure to drop a course will be similar to 2.3 above. However, since approval is required to drop a course, the course will not be removed from your selected course list after you have saved the course selection as in the Course Enrollment Period. Instead, the status code will be changed from “TA” to “DW”. The proposed drop will then be forwarded to the supervisor and DRPC for approval once the course selection has been finalized. You can also click the “Undo” button to revert the action.

Please Click the 'Finalize' button only when you have finished your course selection. You are NOT allowed to amend your course selection after you have finalized it.

Student Name : Chan Tai Man
University Number : 2002123456

Course Title	Sem	Sub	Status	Remark
- BOTA6001 Research seminar in botany Details	1	A	DW	50-----
GRSC6001 Core course I - Introduction to thesis writing Details	1	A	TA	50-----
GRSC6002 Core course II - Basic research skills & methods - writing workshops I Details	1	B	TA	

Remember to save your selection

Status codes for adding a course:

- TW - Waiting for approval
- SA - Supervisor's approval granted
- SN - Supervisor's approval not granted
- TA - DRPC's approval granted
- TN - DRPC's approval not granted

Status codes for dropping a course (for on-line add-drop):

- DW - Waiting for approval (drop)
- DS - Supervisor's approval granted (drop)
- DN - Supervisor's approval not granted (drop)
- AD - DRPC's approval granted (drop)
- DD - DRPC's approval not granted (drop), i.e. you still have to take the course

Remarks:

- 50 - Possible timetable clashes
- 60 - Pre-requisite not met
- 62 - Retake the passed subject

BOTA6001
Research seminar in botany [Details](#)

Click to Change Course

[IA](#) [IB](#) [IC](#)

Sem-Sub	Venue (Time) - Date
1A	RR201(10:30am - 12:30pm (Mon))-18/08, 25/08, 01/09, 08/09, 15/09, 22/09, 29/09, 06/10, 13/10, 20/10, 27/10, 03/11
1B	RR202(02:00pm - 04:00pm (Wed))-20/08, 27/08, 03/09, 10/09, 17/09, 24/09, 08/10, 15/10, 22/10, 29/10, 05/11
1C	RR222(04:00pm - 06:00pm (Mon))-01/09, 08/09

- [CLIT6011](#) Special topics in literary and cultural studies I [Details](#) E
- [CLIT6015](#) Guided reading I [Details](#) E
- [CSIS6922](#) Fundamentals of parallel computing [Details](#) E
- [ECON6015](#) Public economics E
- [GRSC6001](#) Core course I - Introduction to thesis writing [Details](#) C
- [GRSC6002](#) Core course II - Basic research skills & methods - writing workshops I [Details](#) E
- [GRSC6003](#) Core course II - Basic research skills & methods - writing workshops II [Details](#) E
- [GRSC6004](#) Core course II - Basic research skills & methods - oral English for academic purposes [Details](#) E
- [GRSC6007](#) Core course II - Basic research skills & methods - data analysis [Details](#) E
- [GRSC6008](#) Core course II - Basic research skills & methods - transferable skills [Details](#) E
- [GRSC6009](#) Core course II - Basic research skills & methods - ethics & research [Details](#) E
- [GRSC6010](#) Core course II - Basic research skills & methods - logic

3.3 Changing the sub-class

Follow 2.4 above to change the sub-class. Please note that the change of sub-class does NOT require approval. A “#” in green will be shown beside the course code if you change the sub-class. Remember to click “Save” before exit. Otherwise, the requested change will not be recorded.

3.4 Finalizing Your Course Selection

Click the “Finalize” button and your supervisor and DRPC will be invited to approve your add-drop on-line. The system will finalize the course selection for you automatically if you have not done so by the deadline of the on-line add-drop period.

END