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”.

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

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

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.

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.

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)

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

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 person: 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

Graduate School

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