

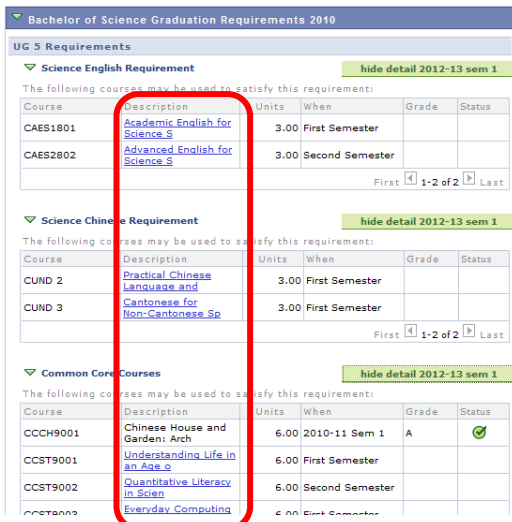
### How to select a course in SIS

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”.



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

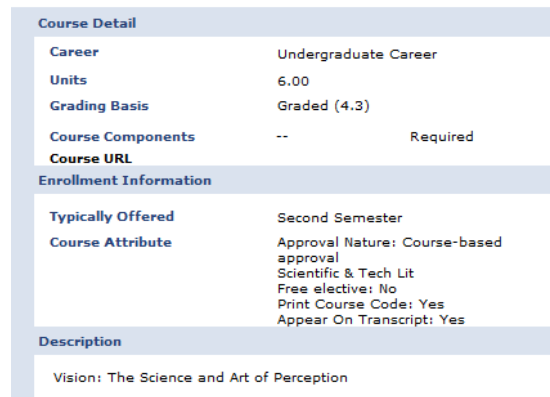


4. You can also view the detail requirement of your programme/major/minor(s) by choosing “Show Requirement Details” at the top of your program guide.

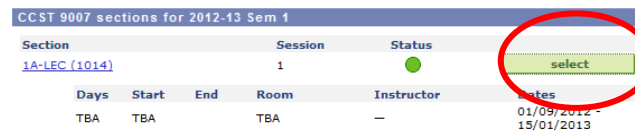
Display Option:  Hide Requirement Details  Show Requirement Details

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

#### CCST 9007 - Vision: The Science and Art of Perception



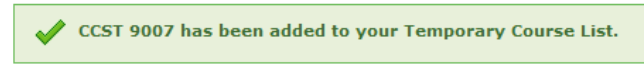
To add this course, click the **select** button of the appropriate subclass.



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

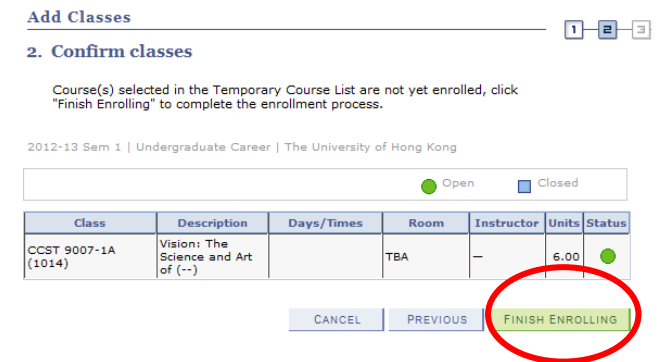
7. A message will be displayed to confirm that you have added the class to your “Temporary Course List”. At this point, you can choose to add other classes by

repeating steps 2 to 7 of this leaflet or click **PROCEED TO STEP 2 OF 3** button to confirm the enrollment.

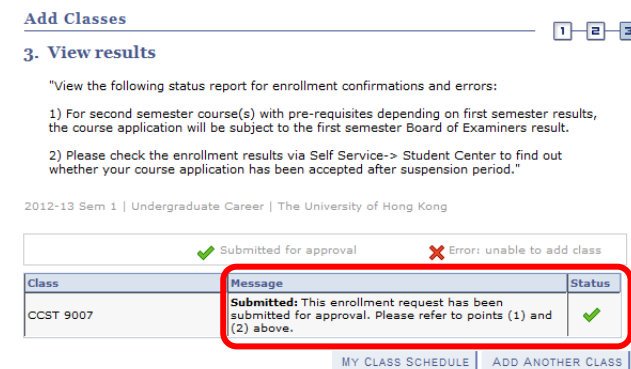


**PROCEED TO STEP 2 OF 3**

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 add/drop period).



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.



10. The latest result of all your enrollments can be viewed in the [Self Service > Enrollment > Enrollment Status](#) page.

Student Enrollment			
Enrollment Records for this Year 2010			
Term	Class	Schedule	Action
8 2010 Semester 2	IMSE 3020-2A LEC (1616)	Tu 2:00PM - 3:55PM KKL102 Tu 2:00PM - 3:55PM KKL102 Tu 2:00PM - 3:55PM KKL102 Tu 2:00PM - 3:55PM KKL102	Approved
9 2010 Semester 2	IMSE 3021-2A LEC (1617)	Sa 2:00PM - 3:55PM CBA Sa 2:00PM - 3:55PM CBA Sa 2:00PM - 3:55PM CBA	Approved
10 2010 Semester 2	IMSE 2005-2A LEC (1326)	Th 1:00PM - 2:55PM CBB Th 1:00PM - 2:55PM CBB Th 1:00PM - 2:55PM CBB Fr 1:00PM - 1:55PM LE7 Fr 1:00PM - 1:55PM LE7 Fr 1:00PM - 1:55PM LE7	Dropped
11 2010 Semester 2	YECC 4-2A LEC (2361)	We 1:00PM - 2:55PM KKL103 We 1:00PM - 2:55PM KKL103 We 1:00PM - 2:55PM KKL103	Dropped
12 2010 Semester 2	YEDU 7-2A LEC (2463)	We 2:00PM - 3:55PM MWT3 Sa 12:00AM - 12:00AM Room: TBA We 2:00PM - 3:55PM MWT3	Dropped
13 2010 Summer	AFRI 2004-SA LEC (1046)	TBA	Pending
14 2010 Summer	AFRI 2006-SA LEC (1047)	Mo 4:00PM - 5:00PM MB123	Pending

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 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) Students may view their program guide and add courses to the **Temporary Course List** outside the add/drop period. However, courses in Temporary Course List will **NOT** be counted as enrollment.
- 2) 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.

- 3) 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.
- 4) Course code with leading zero are not displayed in SIS. For example, SIS will display the course BUSI0027 as “BUSI 27” in the system.
- 5) Students could not add back a class dropped by them immediately. Instead you may enroll to another subclass of the same course. Please logout and login again if you want to add back the class you dropped.
- 6) Enrollment for classes with timetable conflict will be rejected by the system. Students can check for timetable clash before submission by choosing validate in Temporary Course List “Plan” page.  
**Path:** [Enrollment > Enrollment Add Classes](#), select the “Plan” tab.
- 7) 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).
- 8) 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.

- 9) 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.
- 10) To apply for overloading or underloading, students should contact their home faculty offices.
- 11) 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. For details, please refer to p.5 of the document “*Student’s Guide to the SIS*” under Reference Materials of the SIS website. If you encounter any problems on viewing SIS, please contact our helpdesk.
- 12) 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](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 in 2015-16**

The course approval method of Common Core courses will be changed from auto-ballot to first-come-first-served during the course selection period in August 2015 (course approval method during the add/drop period will remain to be auto-ballot, as in previous years).

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 SIS Project Office**

SIS Helpdesk: 2819 0777  
Monday - Friday 9:00am - 1:00pm  
2:00pm – 5:30pm

(except University and public holidays)

During course enrollment and add/drop periods, office hours will be extended to 9:00am to 6:00pm.

Email: [AskSIS@hku.hk](mailto:AskSIS@hku.hk)