

Faculty of Law The University of Hong Kong

Course selection demonstration

Further to our induction talk on course selection, we have captured a few screenshots to provide you with some basic ideas of how you should select courses via the Student Information System (SIS).

Step 1. After logging into Portal, click “Enrollment Add Classes” on the left-hand column under “Enrollment”

The screenshot shows the SIS portal interface. The left-hand menu is expanded, showing the 'Enrollment' section. The 'Enrollment Add Classes' link is highlighted. The main content area displays 'Notices for Students' with various announcements and seminars.

**Step 2. Click on the button next to the desired semester
(You should only be able to see “Sem 1” and “Sem 2”)**

The screenshot shows the 'Enrollment Add Classes' page. The 'Add Classes' button is highlighted. The 'Select Term' dropdown menu is open, showing the following options:

Term	Career	Institution
☐ 2021-22 Sum Sem	Undergraduate Career	The University of Hong Kong
☐ 2022-23 Sem 1	Undergraduate Career	The University of Hong Kong
☐ 2022-23 Sem 2	Undergraduate Career	The University of Hong Kong

The 'Continue' button is visible below the table.

Step 3. Click “Search”

Enrollment: Add Classes

My Page | MyEmail | My eLearning | MyLibrary | Events | MyFaculty

Enrollment

Declare

Major/Minor/Special

Course Information

Course Effectiveness Profile

Enrollment Add Classes

Enrollment Drop Classes

Enrollment Status

Common Core Queue Position

My Course History

Timetables

Class Timetable

My Weekly Schedule

Examinations Timetable

Academic Records

View My Grades

Transcript (Student Copy)

My Degree Audit

My Degree Classification

Financial Services

Account Summary & Transactions

My Invoice

My Receipt

View / Amend Bank Account Info

CEDARS Student Award Info

FEO Info and Hotlines

Online Applications

Application for Awards

Application for Outgoing Exchg

Application for Resident Hall

Want to know more? [Click here.](#)

For respective enquiries, please contact the corresponding units as listed in the [“SIS Contact Webpage”](#).

2022-23 Sem 1 | Undergraduate Career | The University of Hong Kong

Change Term

Open

Closed

Wait List

Add to Temporary Course List:

2022-23 Sem 1 Temporary Course List

Find Classes

Your Temporary Course List is empty.

My Requirements

Search

My 2022-23 Sem 1 Class Schedule

You are not registered for classes in this term.

Go to top

Step 4. Click “Show detail.....” for the desired category of courses

Enrollment: Add Classes

My Page | MyEmail | My eLearning | MyLibrary | Events | MyFaculty

Enrollment

Declare

Major/Minor/Special

Course Information

Course Effectiveness Profile

Enrollment Add Classes

Enrollment Drop Classes

Enrollment Status

Common Core Queue Position

My Course History

Timetables

Class Timetable

My Weekly Schedule

Examinations Timetable

Academic Records

View My Grades

Transcript (Student Copy)

My Degree Audit

My Degree Classification

Financial Services

Account Summary & Transactions

My Invoice

My Receipt

View / Amend Bank Account Info

CEDARS Student Award Info

FEO Info and Hotlines

Online Applications

Application for Awards

Bachelor of Business Administration (Law) and Bachelor of Laws

UG 5 Requirements for Graduation

English Language Enhancement (to be taken in Years 1 and 2)

Show detail 2021-22 Sem 1

Chinese Language Enhancement

Show detail 2021-22 Sem 1

Common Core Curriculum Requirement

Show detail 2021-22 Sem 1

Professional Core in Law

BBA(Law) - Prof Core LLB - Year 1 Law Core Requirements

Show detail 2021-22 Sem 1

BBA(Law) - Prof Core LLB - Year 2 Law Core Requirements

Show detail 2021-22 Sem 1

BBA(Law) - Prof Core LLB - Year 3 Law Core Requirements

Show detail 2021-22 Sem 1

BBA(Law) - Prof Core LLB - Years 4 and 5 Law Core Requirements

Show detail 2021-22 Sem 1

BBA(LAW) - Prof Core LLB - Disciplinary Electives (Years 4 and 5)

Show detail 2021-22 Sem 1

Free Electives for Business Major ONLY

Free Electives - FBE

Show detail 2021-22 Sem 1

Free Electives - Law

Show detail 2021-22 Sem 1

Free Electives - Architecture

Show detail 2021-22 Sem 1

Step 5. Click on the name of the desired course's name coloured in blue

Enrollment: Add Classes

[My Page](#) [MyEmail](#) [My eLearning](#) [MyLibrary](#) [Events](#) [MyFaculty](#)

Enrollment

Declare

Major/Minor/Special

Course Information

Course Effectiveness

Profile

Enrollment Add Classes

Enrollment Drop Classes

Enrollment Status

Common Core Queue

Position

My Course History

Timetables

Class Timetable

My Weekly Schedule

Examinations Timetable

Academic Records

View My Grades

Transcript (Student Copy)

My Degree Audit

My Degree Classification

Financial Services

Account Summary & Transactions

My Invoice

Return to 1. Select classes to add

Select Display Option ☒ Hide Requirement Details ☐ Show Requirement Details

** To be released

Taken

In Progress

Planned

Bachelor of Business Administration (Law) and Bachelor of Laws

UG 5 Requirements for Graduation

English Language Enhancement (to be taken in Years 1 and 2)

Show detail 2021-22 Sem 1

Chinese Language Enhancement

Show detail 2021-22 Sem 1

Common Core Curriculum Requirement

Hide detail 2021-22 Sem 1

The following courses may be used to satisfy this requirement:

Course	Description	When	Grade	Status
CCCH9005	The Chinese Cultural Revolutio	Both Semester (1 or 2)		
CCCH9007	China in the Global Economy	Both Semester (1 or 2)		
CCCH9013	Love, Marriage and Sex in Mode	First Semester		
CCCH9014	Social Development: China, Asi	Second Semester		
CCCH9015	Population, Society and Sustai	First Semester		
CCCH9018	Buddhism and Chinese Culture	Both Semester (1 or 2)		

Step 6. Click "Select" for the desired class

Enrollment: Add Classes

[My Page](#) [MyEmail](#) [My eLearning](#) [MyLibrary](#) [Events](#) [MyFaculty](#)

Enrollment

Declare

Major/Minor/Special

Course Information

Course Effectiveness

Profile

Enrollment Add Classes

Enrollment Drop Classes

Enrollment Status

Common Core Queue

Position

My Course History

Timetables

Class Timetable

My Weekly Schedule

Examinations Timetable

Academic Records

View My Grades

Transcript (Student Copy)

My Degree Audit

My Degree Classification

Financial Services

Account Summary & Transactions

My Invoice

My Receipt

View / Amend Bank Account Info

CEDARS Student Award Info

FEO Info and Hotlines

Online Applications

Application for Awards

Application for Outgoing Exchg

Application for Resident Hall

My Class Schedule

You are not registered for classes in this term.

Temporary Course List

Your Temporary Course List is empty.

Open

Closed

Wait List

sections for 2022-23 Sem 1

1 of 1

Section

Personalize

Find

View All

First

1 of 1

Last

Section	Session	Status	
1A-LEC (3658)	1		Select

Section Details

Personalize

Find

First

1-2 of 2

Last

Days	Start	End	Room	Instructor	Dates
We	14:30	16:20	WLGH	Staff	07/09/2022 - 05/10/2022
We	14:30	16:20	WLGH	Staff	19/10/2022 - 30/11/2022

Return to Search by My Requirements

Step 7. Click “Next” to return to the interface in step 3

Step 8. Repeat step 3 to step 7 as needed to select different courses

Last Login: AUG 02 2022 00:26:59 (HKT)

Enrollment: Add Classes

My Page MyEmail My eLearning MyLibrary Events MyFaculty

Enrollment

- Declare
- Major/Minor/Special
- Course Information
- Course Effectiveness Profile
- Enrollment Add Classes**
- Enrollment Drop Classes
- Enrollment Status
- Common Core Queue Position
- My Course History

Timetables

- Class Timetable
- My Weekly Schedule
- Examinations Timetable

Academic Records

- View My Grades
- Transcript (Student Copy)
- My Degree Audit
- My Degree Classification

Financial Services

- Account Summary & Transactions
- My Invoice
- My Receipt
- View / Amend Bank Account Info
- CEDARS Student Award Info
- FEO Info and Hotlines

Online Applications

- Application for Awards
- Application for Outgoing Exchg
- Application for Resident Hall

CCHU 9082-1A -- ● Open

Wait List ☐ Wait list if class is full

Permission Nbr

Grading Grading Basis 4.3

Units 6.00

Program BSocSc(Govt&Laws)&LLB (4)

Enrollment Information

- Students under 3-yr curriculum should complete 2 CC courses from different Aols. Students under 4-yr curriculum should complete 6 CC courses, with at least one and not more than two courses from each Aol with not more than 24 credits in one year.
- Approval Nature: Course-based approval
- Creative Arts
- Communication-intensive Course: Yes
- Examination: No Exam
- Arts and Humanities (CC)
- Free electives: No
- 4-year cohort: All levels
- Print Course Code: Yes
- Appear On Transcript: Yes

Section	Component	Topic	Days & Times	Room	Instructor	Start/End Date
1A --		037984_1B1A0 001	We 14:30 - 16:20	WLGH	Staff	07/09/2022 - 05/10/2022
		037984_1B1A0 002	We 14:30 - 16:20	WLGH	Staff	19/10/2022 - 30/11/2022

Step 9. Click “Proceed to step 2 of 3”

Last Login: AUG 02 2022 00:26:59 (HKT)

Enrollment: Add Classes

My Page MyEmail My eLearning MyLibrary Events MyFaculty

Enrollment

- Declare
- Major/Minor/Special
- Course Information
- Course Effectiveness Profile
- Enrollment Add Classes**
- Enrollment Drop Classes
- Enrollment Status
- Common Core Queue Position
- My Course History

Timetables

- Class Timetable
- My Weekly Schedule
- Examinations Timetable

Academic Records

- View My Grades
- Transcript (Student Copy)
- My Degree Audit
- My Degree Classification

Financial Services

- Account Summary & Transactions
- My Invoice
- My Receipt
- View / Amend Bank Account Info
- CEDARS Student Award Info
- FEO Info and Hotlines

Online Applications

- Application for Awards
- Application for Outgoing Exchg
- Application for Resident Hall

Want to know more? [Click here](#), ...

For respective enquiries, please contact the corresponding units as listed in the "SIS [Contact Webpage](#)".

2022-23 Sem 1 | Undergraduate Career | The University of Hong Kong

● Open ■ Closed ▲ Wait List

Add to Temporary Course List:

2022-23 Sem 1 Temporary Course List

Delete	Class	Days/Times	Room	Instructor	Units	Status
☐	CCHU 9082-1A (3658)	We 14:30 - 16:20 We 14:30 - 16:20	WLGH WLGH	Staff	6.00	●
☐	SOWK 2107-1A (2648)	Sa 09:30 - 17:20 Mo 14:30 - 17:20 Mo 14:30 - 17:20	LE2 MB122 MB122	Staff	6.00	●

My 2022-23 Sem 1 Class Schedule

You are not registered for classes in this term.

Step 10. Check your temporary course list to see whether the correct courses and classes have been selected, then click "Finish Enrolling"

Step 11. View your selection results. A Tick means you have successfully submitted your enrollment request, while a cross means you have failed to do so due to the reason shown under "Message"

My Page

MyEmail

My eLearning

MyLibrary

Events

MyFaculty

Enrollment

Declare

Major/Minor/Special

Course Information

Course Effectiveness Profile

Enrollment Add Classes

Enrollment Drop Classes

Enrollment Status

Common Core Queue Position

My Course History

Timetables

Class Timetable

My Weekly Schedule

Examinations Timetable

Academic Records

View My Grades

Transcript (Student Copy)

My Degree Audit

My Degree Classification

Financial Services

Account Summary & Transactions

My Invoice

My Receipt

View / Amend Bank Account Info

CEDARS Student Award Info

FEO Info and Hotlines

go to ...

»

Search

Plan

Enroll

My Academics

My Class Schedule

Add

Drop

Term Information

Add Classes

123

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."

2021-22 Sem 1 | Undergraduate Career | The University of Hong Kong

Submitted for approval

Error: unable to add class

Class	Message	Status
CCHU 9082	Error: Unable to add this class - requisites have not been met. For enquiries, please contact the course offering department . If you are exempted from the course listed in the requisites, please contact your Home Faculty.	✗
SOWK 2107	The special subclasses for Common Core Courses are offered to exchange students only. Submitted: This enrollment request has been submitted for approval. Please refer to points (1) and (2) above.	✓

My Class Schedule

Add Another Class

5

