

**Department 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. At the top, there is a navigation bar with 'My Page', 'MyEmail', 'My eLearning', 'MyLibrary', 'Events', and 'MyFaculty'. Below this is a 'Menu' section on the left, where 'Enrollment Add Classes' is highlighted under the 'Enrollment' category. The main content area displays 'Notices for Students' with sections for 'Administrative and Services Notices' and 'General Notices'. The 'Administrative and Services Notices' section includes items like 'Suspension of New Applications in Research and Conference Grants Administration System (RCGAS) from August 12, 2022', 'Rural Representative Election: Proposed Guidelines', and several 'NEW BOOK' announcements.

**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 left-hand menu has 'Enrollment Add Classes' highlighted. The main content area features a search bar and a 'go to ...' dropdown. Below the search bar, there are tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. The 'Add' tab is selected, and the 'Add Classes' section is active. A 'Select Term' section is visible, with a table of terms and a 'Continue' button.

Term	Career	Institution
<input type="radio"/> 2021-22 Sum Sem	Undergraduate Career	The University of Hong Kong
<input type="radio"/> 2022-23 Sem 1	Undergraduate Career	The University of Hong Kong
<input type="radio"/> 2022-23 Sem 2	Undergraduate Career	The University of Hong Kong

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

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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

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 🏠 🔍 ⋮ 🔄

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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 🏠 🔍 ⋮ 🔄

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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	Status	First	1 of 1	Last
1A-LEC (3658)				●			Select

Section Details		Personalize	Find	View All	Status	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

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CCHU 9082-1A -- ● Open Wait List Wait list if class is full

Session Regular Academic Session Permission Nbr

Career Undergraduate Career Grading Grading Basis 4.3

Enrollment Information Units 6.00

- 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"

HKU PORTAL
THE UNIVERSITY OF HONG KONG

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

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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
<input type="checkbox"/>	CCHU 9082-1A (3658)	We 14:30 - 16:20	WLGH	Staff	6.00	●
<input checked="" type="checkbox"/>	SOWK 2107-1A (2648)	Sa 09:30 - 17:20	LE2	Staff	6.00	●
<input type="checkbox"/>		Mo 14:30 - 17:20	MB122			
<input type="checkbox"/>		Mo 14:30 - 17:20	MB122			

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

go to ...

Search Plan Enroll My Academics

My Class Schedule | Add | Drop | Term Information

Add Classes 1 2 3

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
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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

