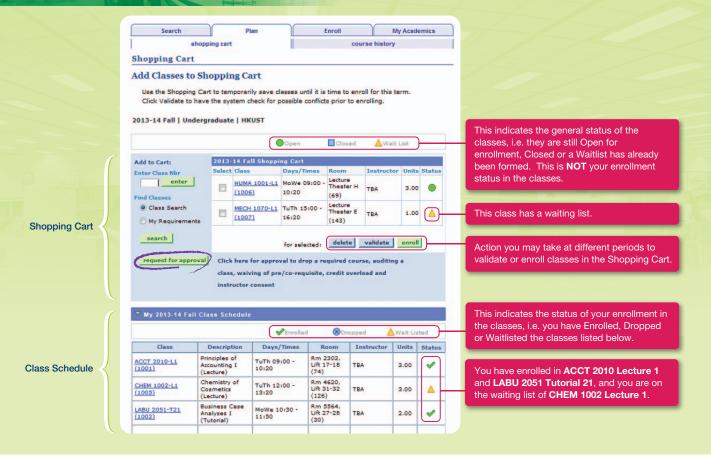
## **My Shopping Cart and Enrolled Classes**



## **Class Schedule & Quota**



http://arr.ust.hk/schedule

For more information, please refer to the website of:

# Academic Records and Registration Office (ARRO)

- **UG Course Registration** http://arr.ust.hk/ug\_class
- **PG Course Registration** http://arr.ust.hk/pg\_class

For enquiry, please call 2623-1112/1113 (UG) or 2623-1114 (PG) or send email to *course.reg@ust.hk*. Please quote your full name and student ID.

### Students are responsible for their own studies at the University.

- You should seek academic advice, understand academic regulations and take appropriate enrollment actions.
- Courses / Classes that are inappropriately enrolled may not be counted towards graduation.
- De-registration of courses violating university regulations may take place after add/drop period.



# Class Enrollment

There are 3 major periods in the class enrollment process supported by the Student Information System (SIS)\*



#### < Pre-enrollment >

You will be pre-enrolled to the required courses according to the curriculum of your program.

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#### **Validation Period**

The Validation Period is for you to PLAN your class schedule using the shopping cart if you wish to enroll classes in addition to the pre-enrolled ones. If necessary, you should also REQUEST FOR APPROVAL through the SIS for special enrollment cases during this period.

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#### **Enrollment Period**

- Enrollment Period is for you to CONFIRM your class schedule. For example, you can ADD elective courses and SWAP your class sections. If the class is full, you can also waitlist for a place.
- Important Note: You should NOT drop your pre-enrolled courses. "SWAP" the class if you wish to change section.

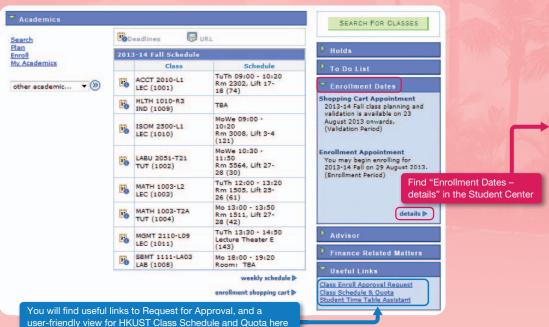
# Add/Drop Period

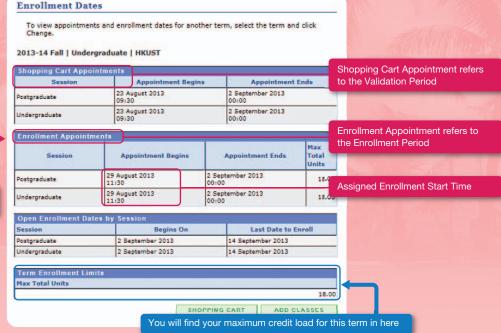
- After term commences, you can still perform class add/drop/swap in the SIS until the add/drop deadline.
- You should observe the add/drop deadline and cancel the waitlist requests if you no longer wish to enroll in the class. Extended drop deadline is applicable to some PG courses.

You may look up the current term's class enrollment dates at the ARRO website and the SIS!

\* Note: Some taught PG programs do not participate in the online class enrollment exercise. Please check with your Program Office.

## **Check My Enrollment Start Time**





# **Check My Class Schedule**

