香 港 科 技 大 學
THE HONG KONG UNIVERSITY OF
SCIENCE AND TECHNOLOGY

> This notice is for new postgraduate students **except** those in the following programs :
> Business & Management: MBA, KH EMBA, HKUST EMBA, MSc(GFIN), MSc(IMT), DBA
> Science: MSc(BIOT), MSc(DRAP)

Dear Students,

Online Class Enrollment – Fall Term 2024-25

Class enrollment of postgraduate students will begin on 27 August 2024 at 6:00pm. Through the Student Information System (SIS), students can submit their class choices and confirm class places online with the University's network account. Before class enrollment starts, students may validate their eligibility to enroll a class via the same system on 23 August 2024 onwards.

Students should activate their ITSC (Information Technology Services Center) network account for access to the University network services. Please refer to the ITSC website at https://itsc.hkust.edu.hk/services/student for information.

After completing program registration with the University, a student with valid ITSC network account may access the class enrollment functions of SIS the **next day**.

The following are the class enrollment related information available on web :
1. **General information of class enrollment exercise**
   Postgraduate class enrollment details will be available at the ARO class enrollment website on 1 August 2024 onwards.
2. **Course and Class information in SIS**
   Students may look up the class schedule and course information in SIS via the Student Intranet at https://hkust.edu.hk/stu_intranet/. For Fall 2024-25, the class and course information will be available in the SIS starting from 1 August 2024.
3. **Program/Course Catalog & Academic Regulations 2024-25**
   Program and Course Catalog https://prog-crs.hkust.edu.hk/
   Academic Regulations https://registry.hkust.edu.hk/resource-library/academic-standards/

There are highlights of this enrollment exercise of Fall term 2024-25 below for your quick reference.

Online Class Enrollment of New Postgraduate Students

Fall Term 2024-25

The Student Information System facilitates the administrative processes of class enrollment of postgraduate students. **Students should refer to the Program / Course Catalog & Academic Regulations 2024-25 for information about program requirements. Please approach your program office and / or supervisor, and consult them for academic advice on class enrollment.** You should submit your class requests according to their advice.

New postgraduate students who have formally registered in their program will start class enrollment at 6:00pm on 27 August 2024 (Tuesday). Enrollment is open from 27 August onwards for new students who have completed program registration. The following summarizes the important enrollment dates:

1 Aug 24 onwards	Announcement of class information, class schedule and enrollment details in the Student Information System and ARO webpage [Note 1]
23 Aug 24 (9:30am) onwards	Class Validation [Note 2]
27 Aug 24 (6:00pm) onwards	Class Enrollment [Note 2]
2 Sep 24	Commencement of Fall Term 2024-25
2 - 14 Sep 24	Add/Drop Period [Note 3]
16 - 30 Sep 24	Extended Drop Period [Note 3] – for postgraduate courses only

Important Notes:

1. Registered students can access Student Information System via the Student Intranet at https://hkust.edu.hk/stu_intranet/. The ARO webpage is at https://registry.hkust.edu.hk.

2. The system is open for enrollment every day except during the system maintenance period of 7:30am-9:30am every morning.

3. Some classes do not follow the regular add/drop and extended drop periods as announced above. Please refer to the 'Class Search' functions to look up the class information or ARO webpage for the exceptions.

4. Study load requirements/restrictions
   Taught postgraduate programs - The normal study load for full-time students is 12 credits per term, with 9 credits being the minimum. The maximum study load of part-time students is 8 credits per term, including normal credit load of audit courses. The MBA and the MSc programs offered by the School of Business and Management have a heavier study load than other taught postgraduate programs.
   Research postgraduate programs - The normal study load of full-time students is 10 credits per term whereas the maximum study load for those in part-time mode is 8 credits per term, including normal credit load of audit courses.

5. Students who **start** their thesis research/project courses in Fall term 2024-25 must submit class enrollment requests to add the thesis/project courses formally.

6. Research students who are interested in taking courses under the PG course sharing scheme among local universities or under the HKU-CUHK-HKUST Joint Centre for Advanced Study may look up the information on the ARO webpage.

Registry Services
Academic Registry
~ ~
Class Enrollment Counter for Enquiry/Information:
Tel.   2623 1114
E-mail   courserg@ust.hk   (Please quote your student number and program in your message)
Website   https://registry.hkust.edu.hk
~ ~