

What is SIS ?

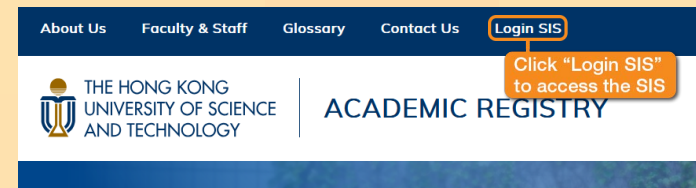
SIS is a package that provides a range of functions which you will need to use throughout your study at HKUST. For example, it facilitates you to enroll classes, review academic information, view financial transactions, and update personal information.

It contains three major components, namely:

- 1. Academics** - This enables you to view your academic related information and to add/ drop/ swap classes online. For class enrollment, please refer to the “Class Enrollment” information sheet from ARO.
- 2. Finances** - This helps you manage your financial transactions with HKUST.
- 3. Personal Information** - You can view and edit your personal information including emergency contacts, addresses, contact numbers, etc.

Where can I log in SIS ?

You can log in SIS from the ARO website (<https://registry.ust.hk/>). Click on the link “Login SIS”, key in your HKUST account and password for accessing the SIS.



What appears after I have logged in?

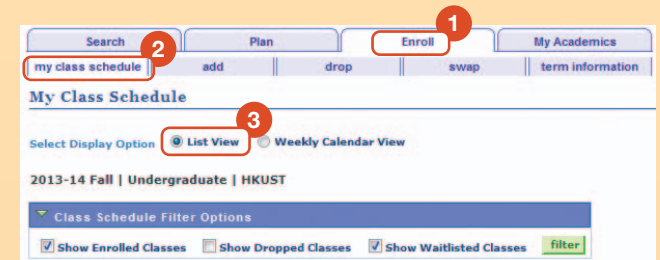
How to... ?

1. View my class timetable

In Academics, click “Enroll > my class schedule”. Select the Display Option:

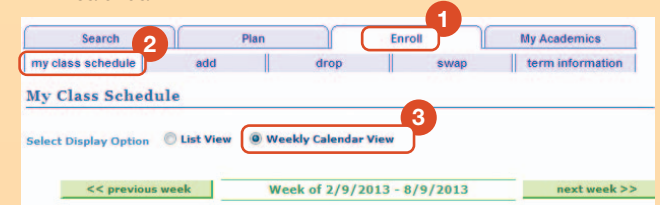
▪ List View

All enrolled classes are listed out. Dropped/ Waitlisted classes can also be checked with the Filter Options.



▪ Weekly Calendar View

All enrolled/ waitlisted classes are shown on a weekly calendar.



Remarks:

- I. HKUST time table Planner (<https://registry.ust.hk/ttplanner>) is another handy tool for previewing your schedule of classes.*
- II. For further information on class enrollment, please refer to the “Class Enrollment” information sheet from ARO.*

The screenshot shows the SISPROD Student Center interface for CHAN Tai Man. The interface is divided into three main sections: Academics, Finances, and Personal Information. Callouts provide additional information:

- Academics:** A callout points to the 'Student Center' menu item, stating 'Click "Student Center" to see the whole web page.' Another callout points to the '2013-14 Fall Schedule' table, stating 'This is the coming term's schedule of classes that you have enrolled.' A third callout points to the 'Enrollment Dates' section, stating 'This is your class enrollment period.'
- Finances:** A callout points to the 'Account Summary' section, stating 'This is the summary and charge due date of your account. You can print the charges details here.'
- Personal Information:** A callout points to the 'Contact Information' section, stating 'This is your basic contact information.'

Class	Schedule
ACCT 2010-L1 LEC (1001)	TuTh 09:00 - 10:20 Rm 2302, Lift 17-18 (74)

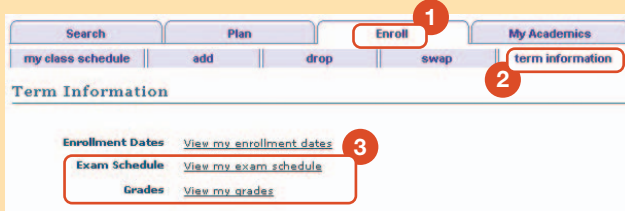
Home Address	Mailing Address
Room 1234, Hong Kong Valley, Hong Kong	Room 1234, Hong Kong Valley, Hong Kong

Contact Phone No.	UST Email
9123 4567	test@ust.hk

How to... ?

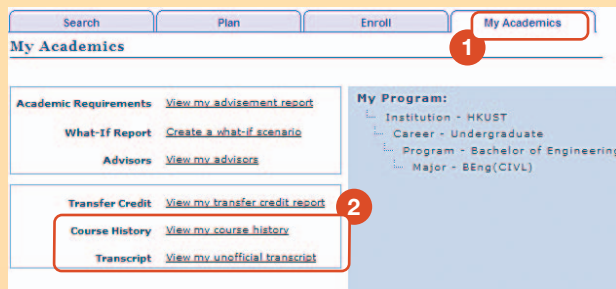
2. View my exam schedule/ grades

In Academics, click “Enroll > term information > View my exam schedule/ View my grades”.



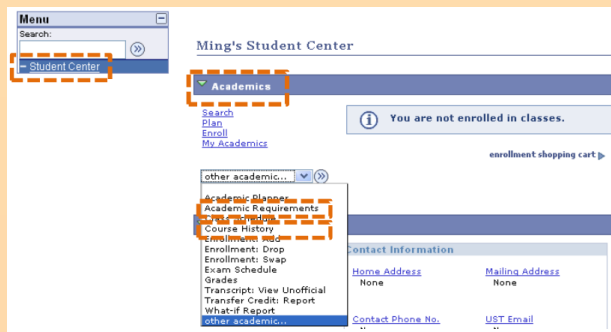
3. View my course history/ unofficial transcript

In Academics, click “My Academics > View my course history/ View my unofficial transcript”.



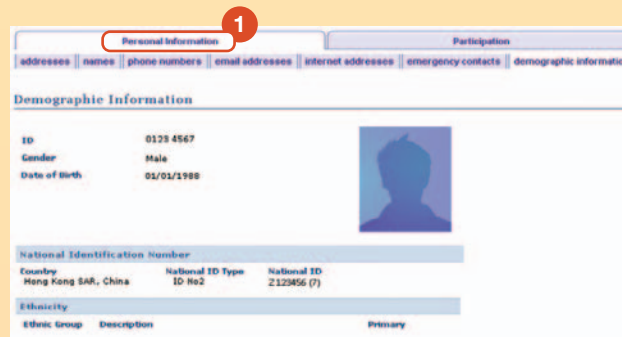
4. View my Academic Requirement

The Report is available at the “Academic Requirement” under the “Academics” Section. The course history is also available at the “Course History” tab below the “Academic Requirements” function.



5. View/ update my personal information

In Personal Information, select the item that you want to view or edit. For non-editable data (e.g. name, and ID number), please contact ARO if there are changes.



Where can I get Help ?

For enquiry, please find assistance through these channels.



SIS web page

<https://registry.ust.hk/sis>

Help Account

sishelp@ust.hk

Getting started on
**Student
Information
System (SIS)**

