Student Information System (SIS)

Training Video

SIS Helpdesk

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY | ACADEMIC REGISTRY

Agenda

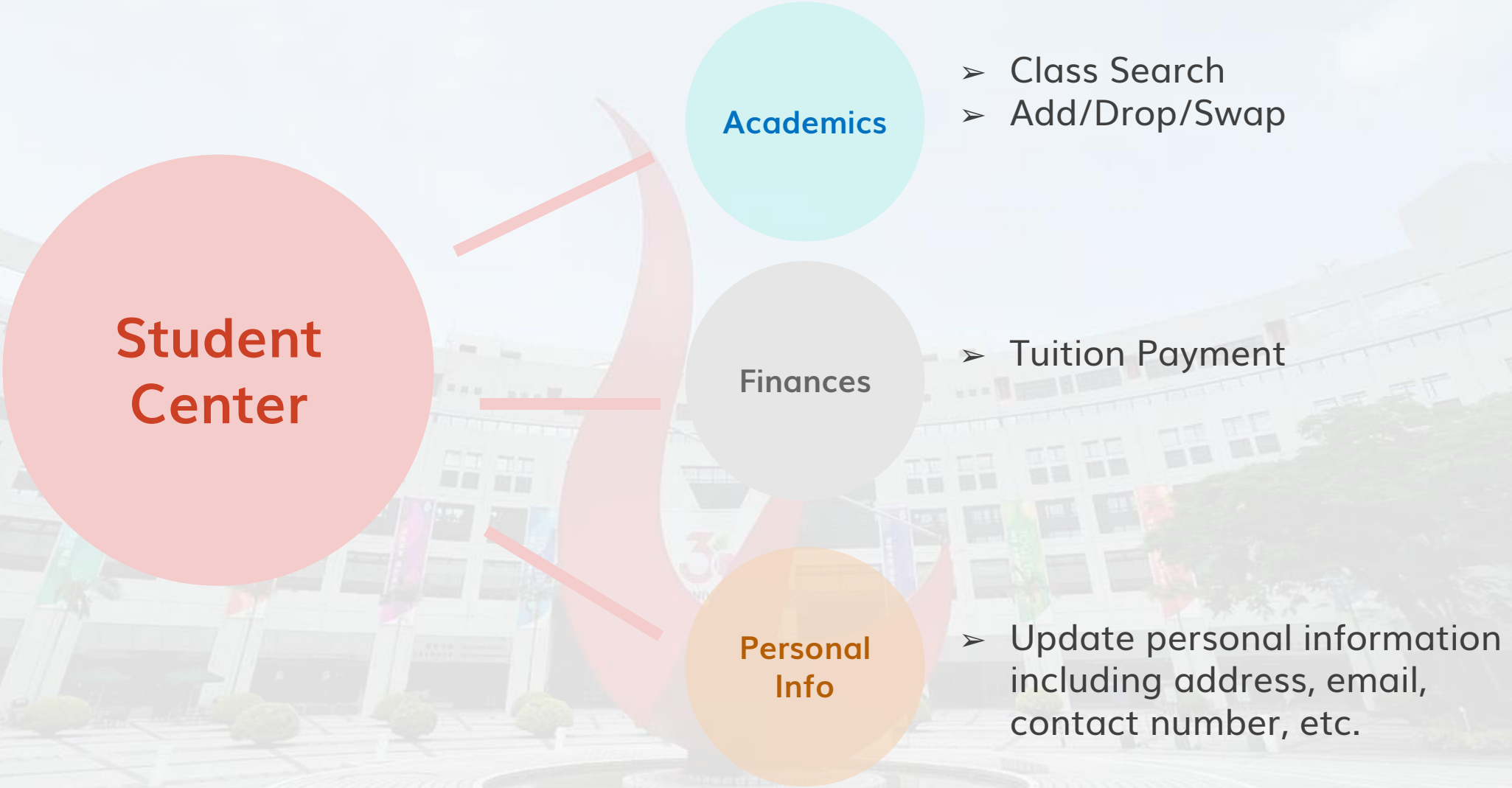
Introduction to SIS

Flow for class enrollment

Special cases of class enrollement

Points to remember

What is SIS (Student Center)?



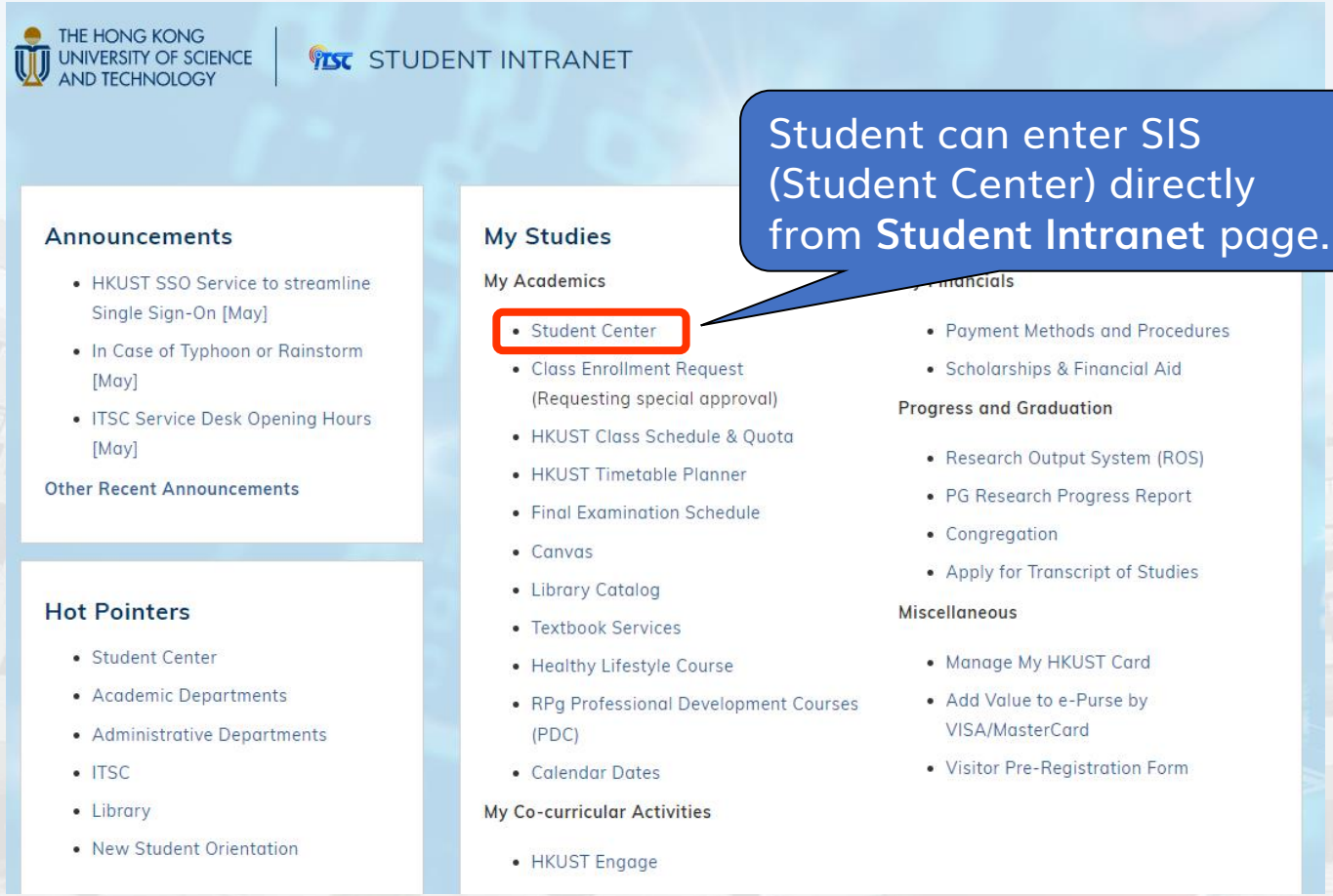
- Class Search
- Add/Drop/Swap

- Tuition Payment

- Update personal information including address, email, contact number, etc.

Enter to Student Center...

- go to Student Intranet (https://hkust.edu.hk/stu_intranet)

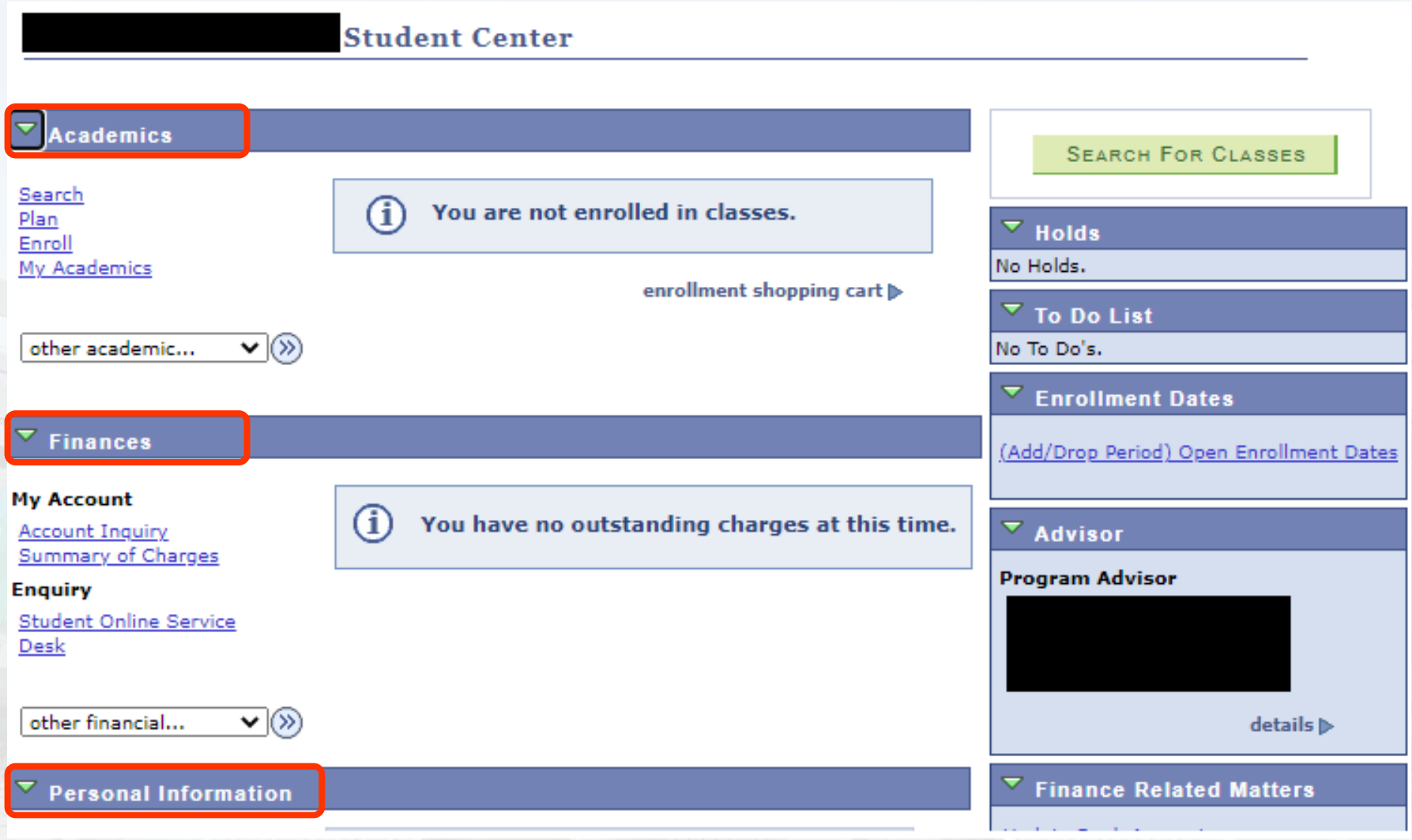


Student can enter SIS (Student Center) directly from **Student Intranet** page.

Student Intranet
https://hkust.edu.hk/stu_intranet

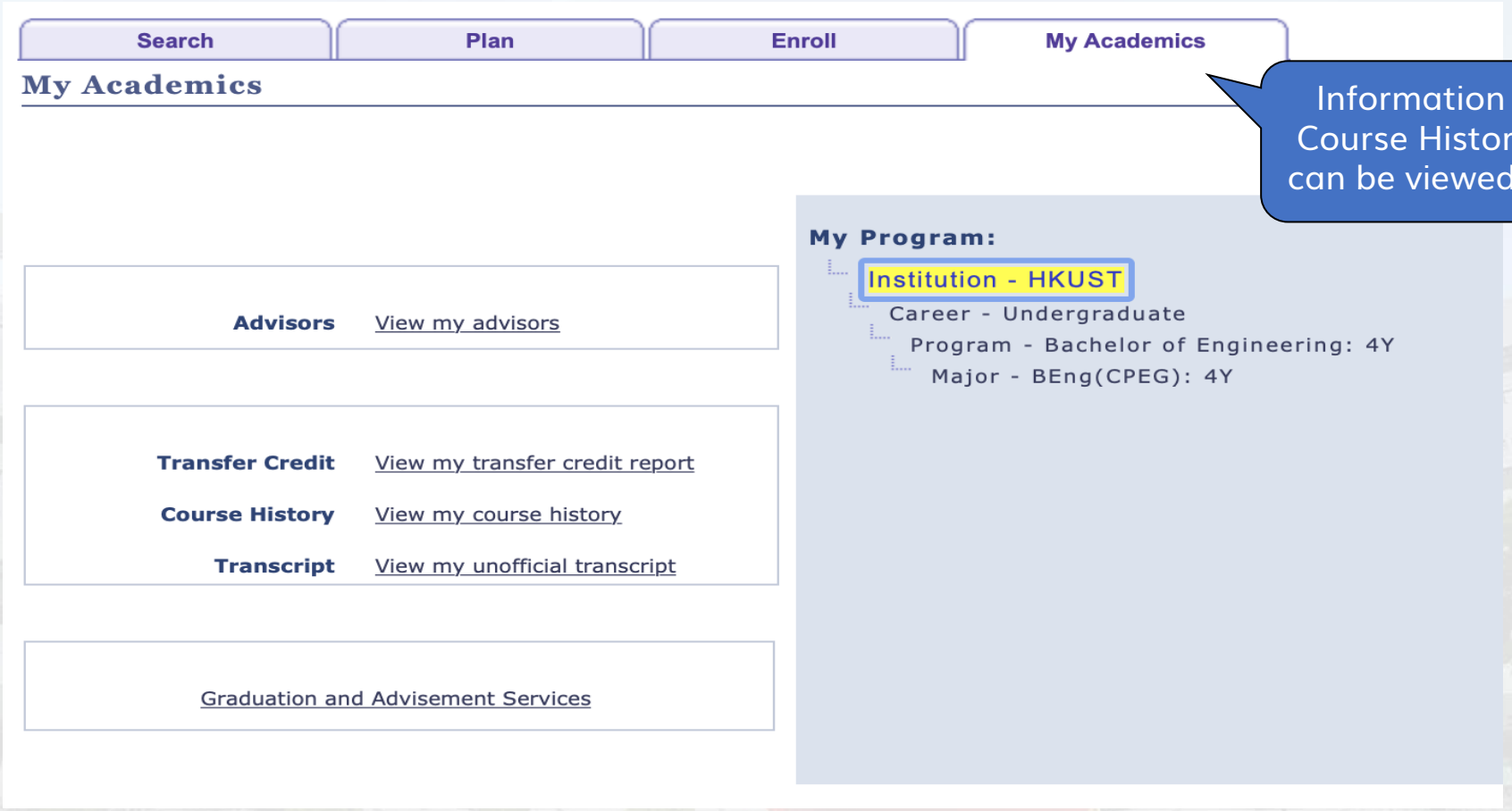
Student Center direct link
Click Here

What does it look like?



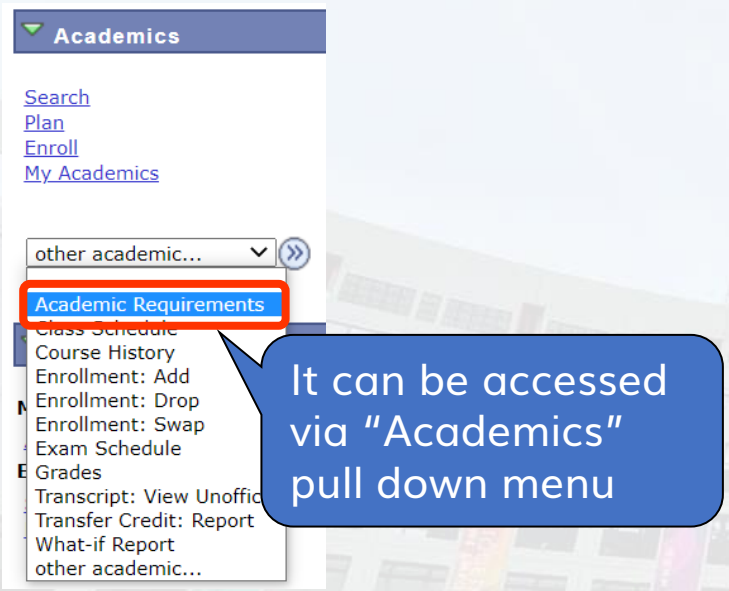
Student Center: ACADEMICS

Student's My Academics

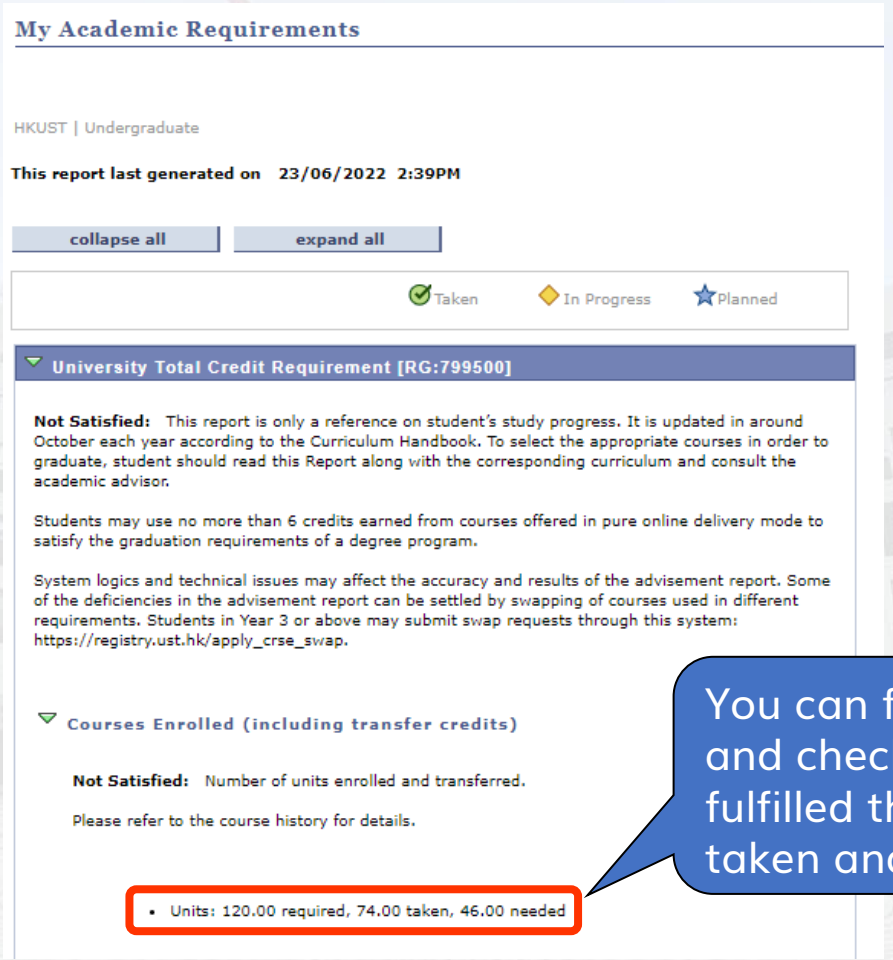


My Academics - Academic Requirements

- Academic Requirements function provides real-time information on students' study progress against the academic requirements of the programs.



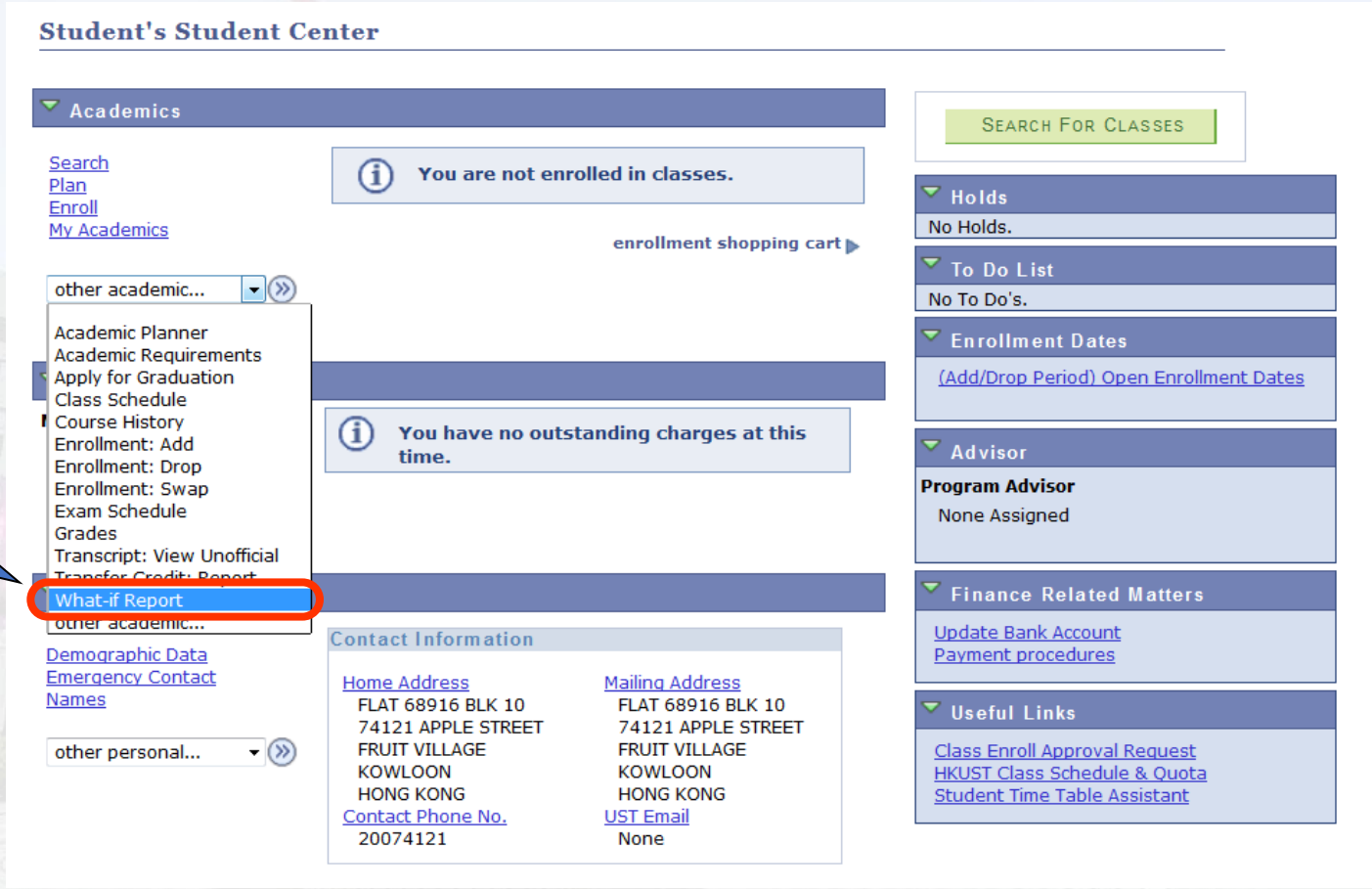
It can be accessed via "Academics" pull down menu



You can find the curriculum requirements and check whether you have already fulfilled them or not (the credits required, taken and needed).

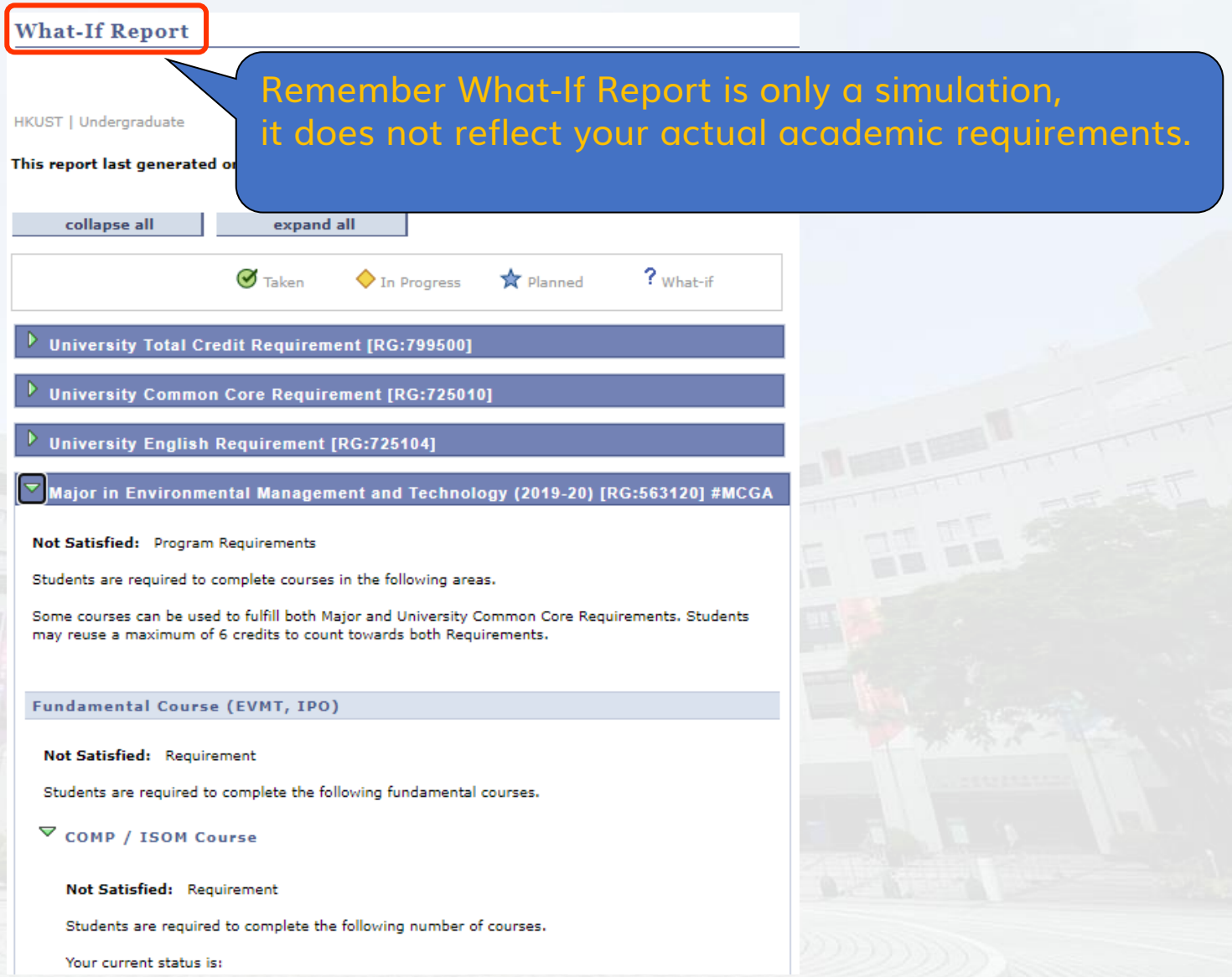
My Academics – What if Function

- The What-If Report is a tool that students can use to determine how changes to their major, minor, or program would affect the courses required for their study.

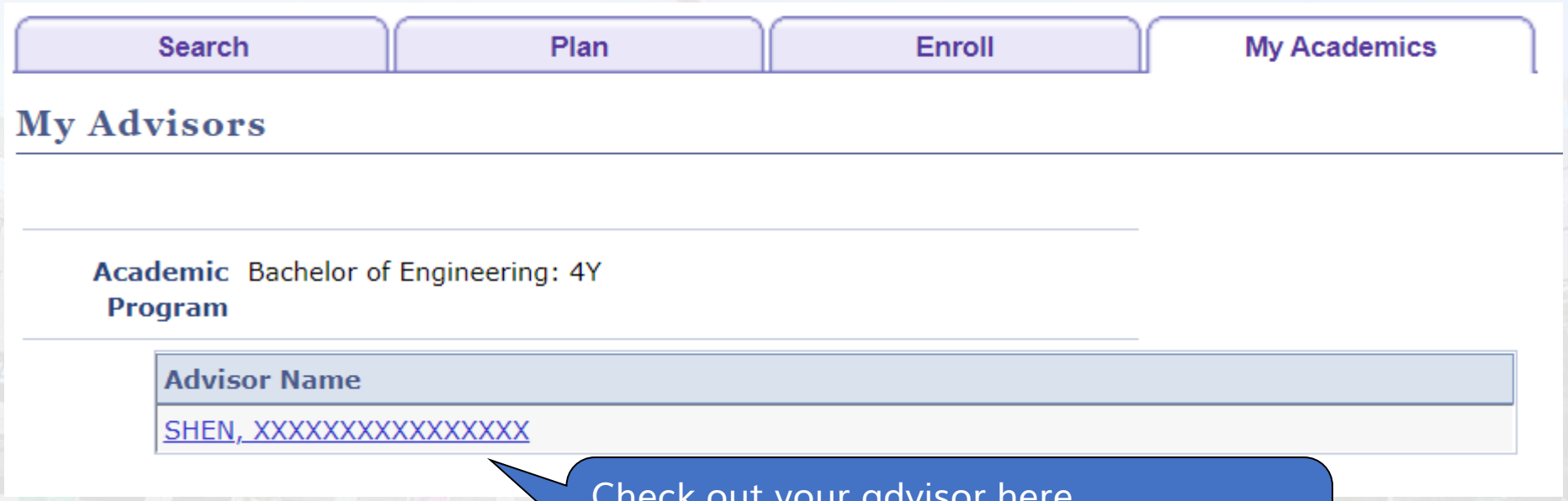


It can be accessed via "Academics" pull down menu

My Academics – What if Report



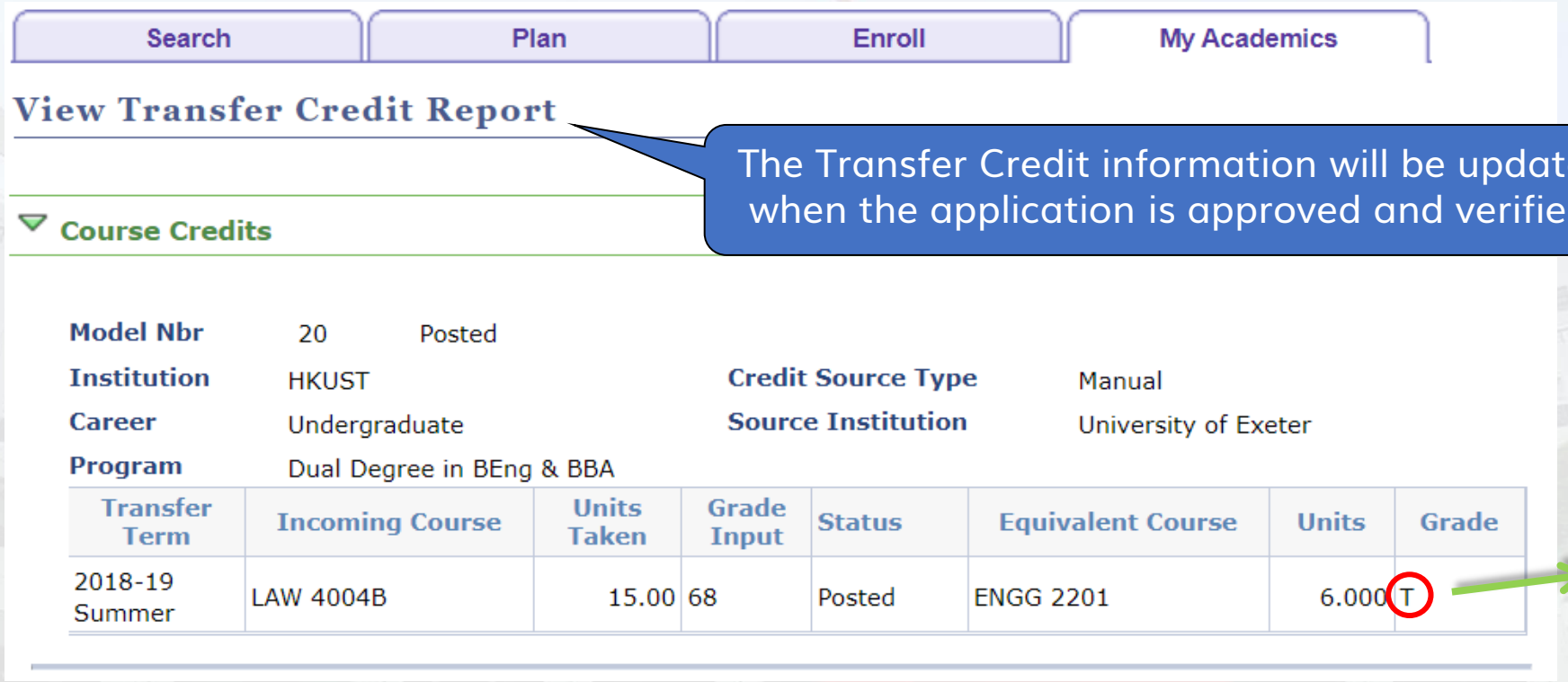
My Academics – Advisors



Check out your advisor here.
Click the advisor's name for sending an email to your advisor.

My Academics – Transfer Credit

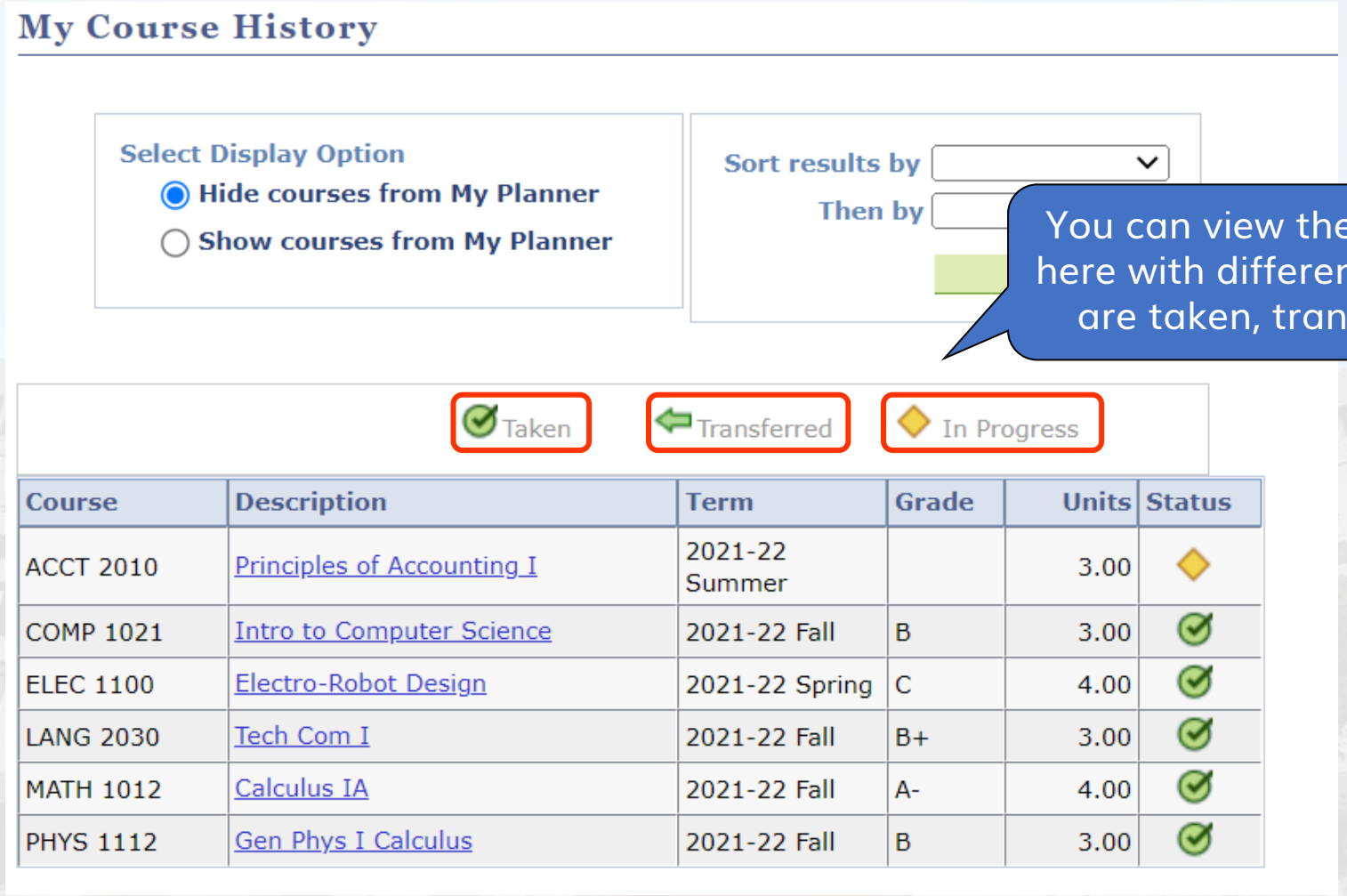
- Transfer Credit is applicable for exchange students, non-JUPAS entry or students with valid IELTS or other public examination results



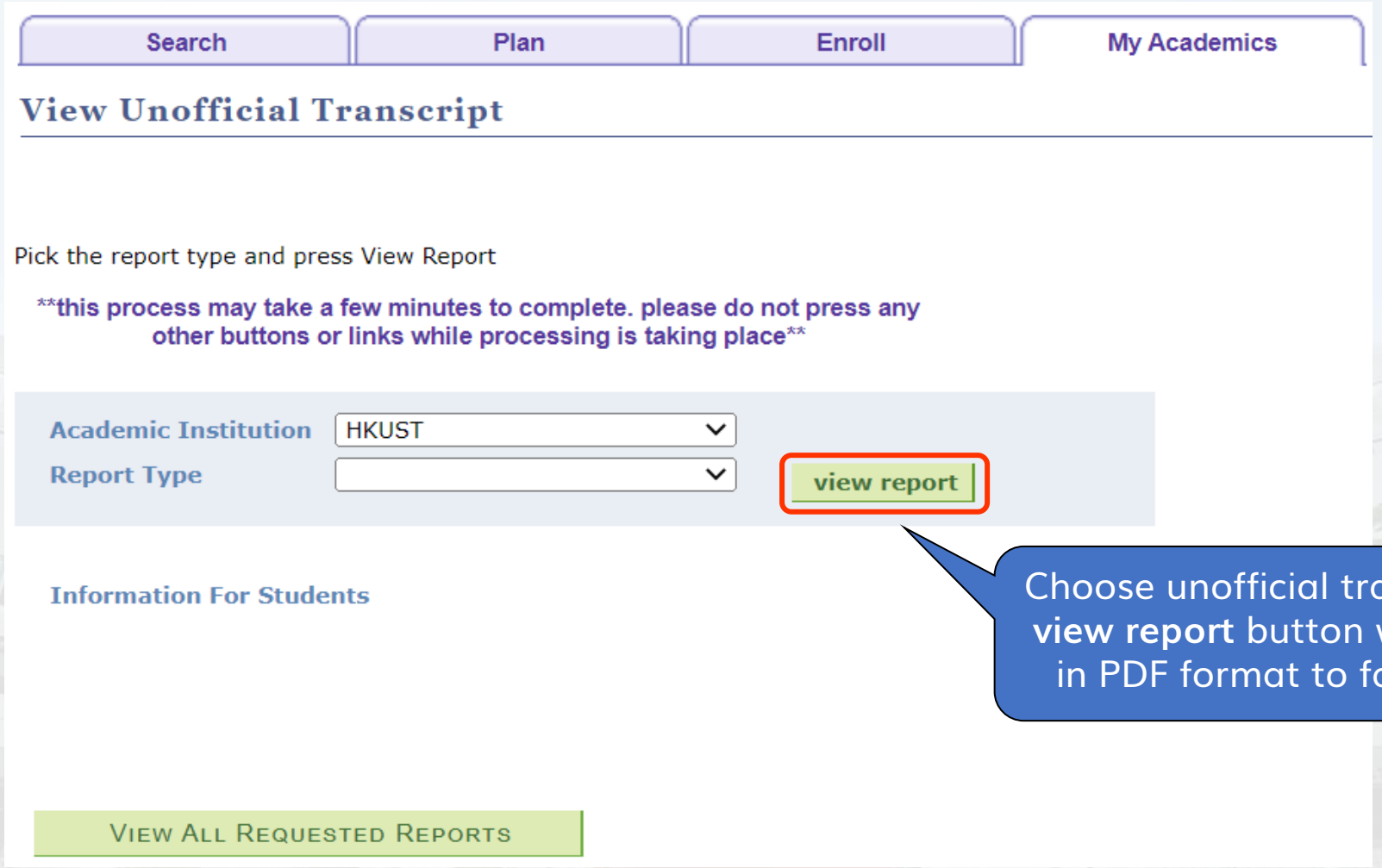
T grade means transfer credit

More information for Credit Transfer: **https://crtran.hkust.edu.hk**
Enquiry: crtran@ust.hk / 3469 2213

My Academics – Course History



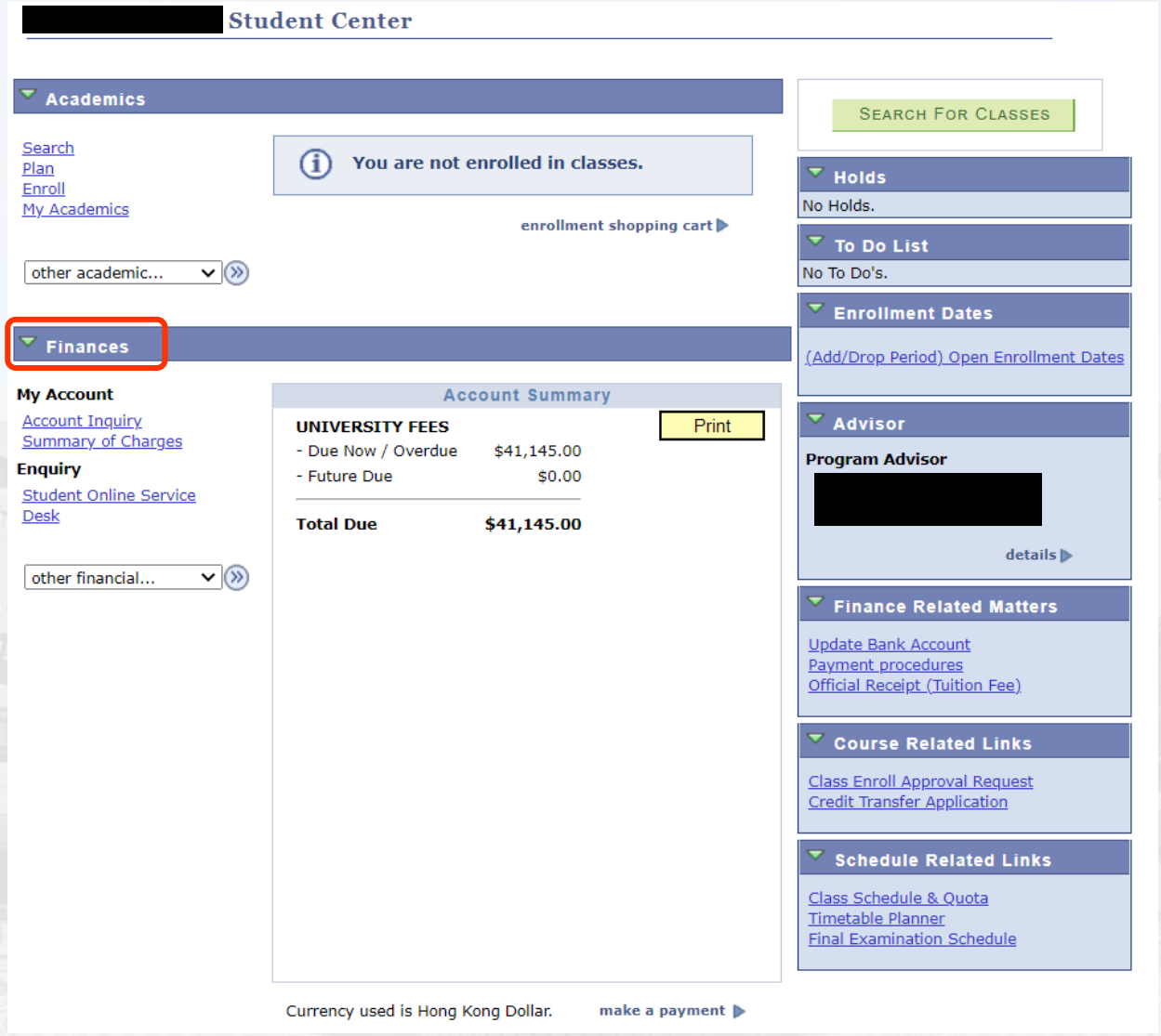
My Academics – Transcript



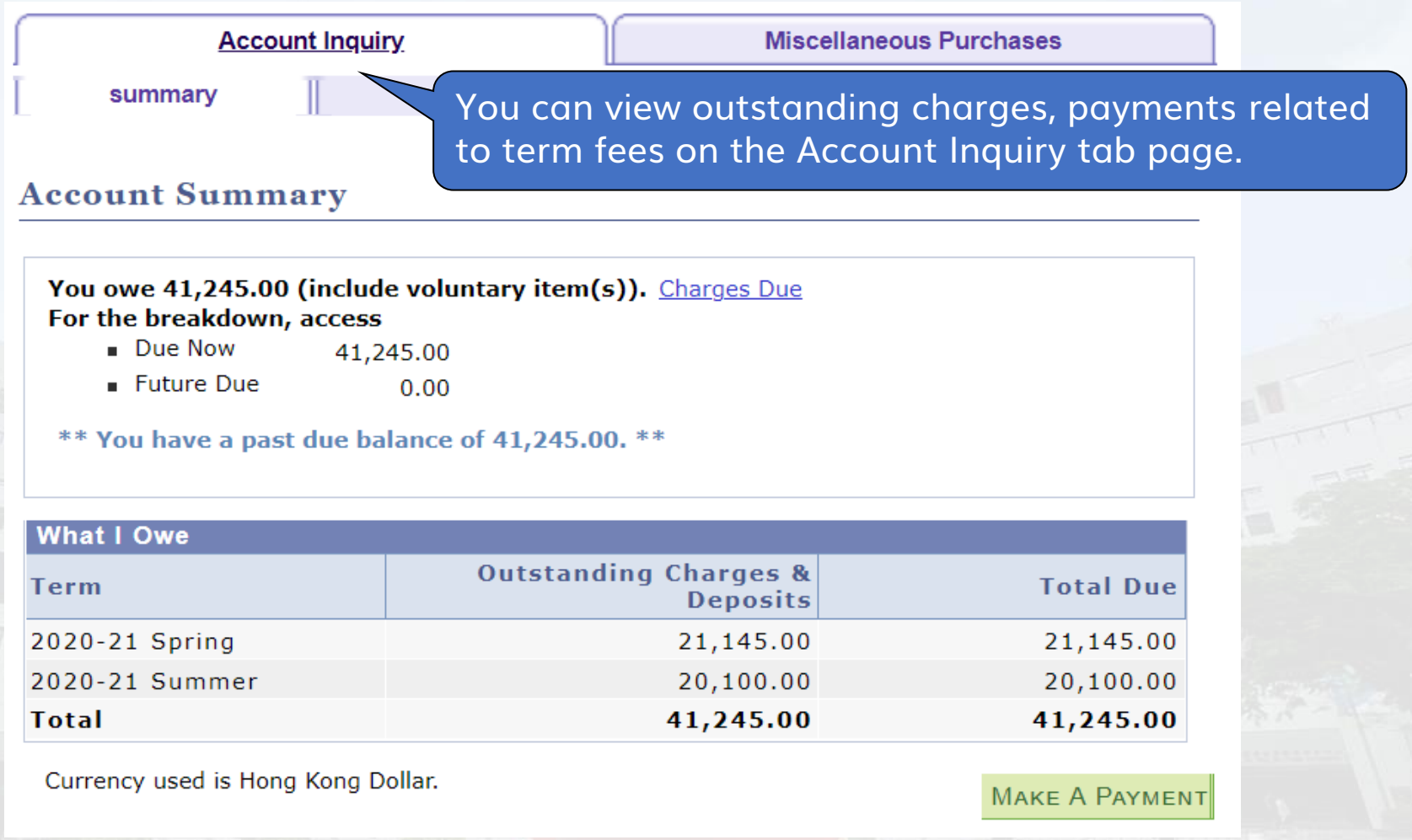
Choose unofficial transcript and press **view report** button would generate it in PDF format to facilitate printing

Student Center: FINANCES

What does it look like ?

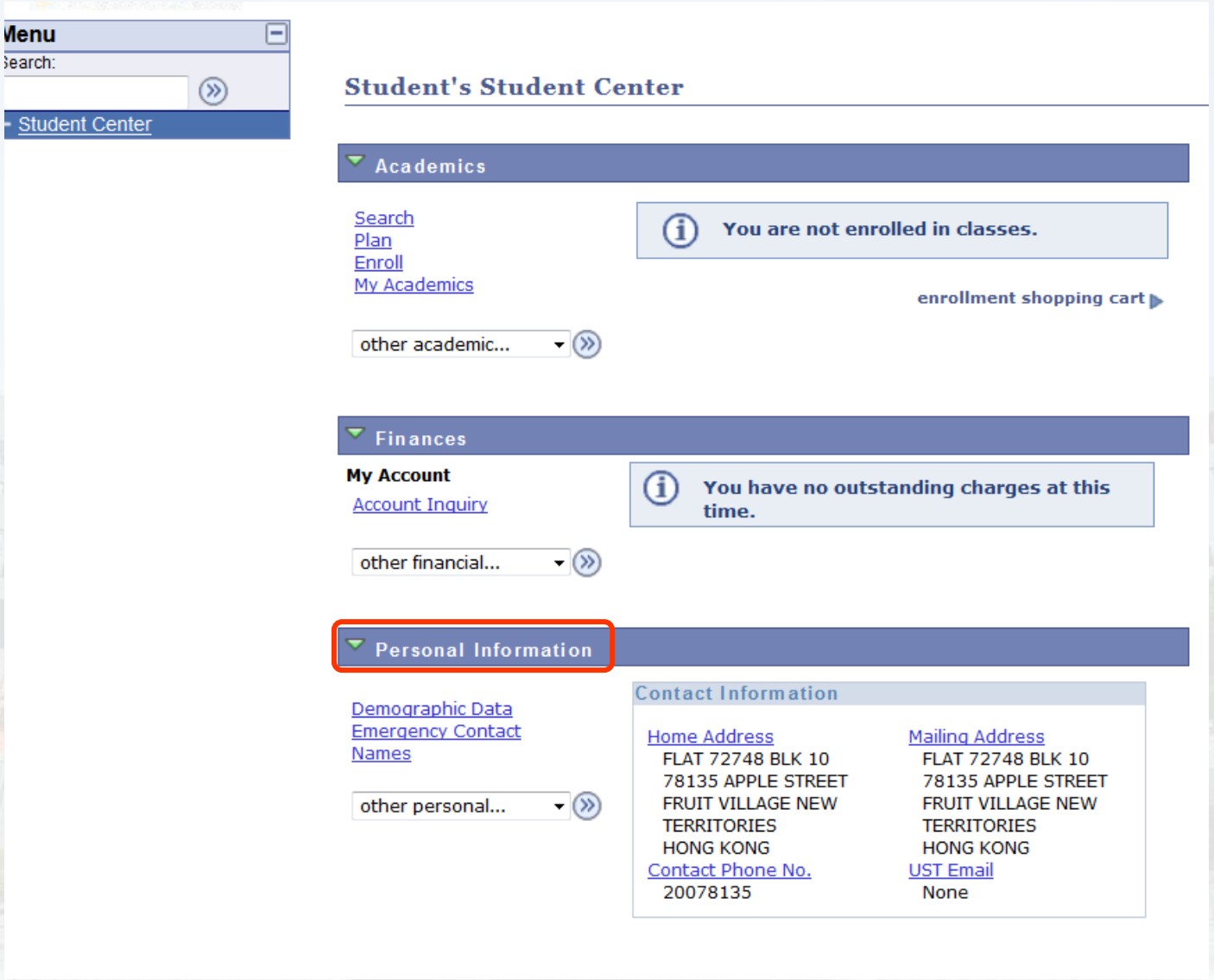


Account Inquiry

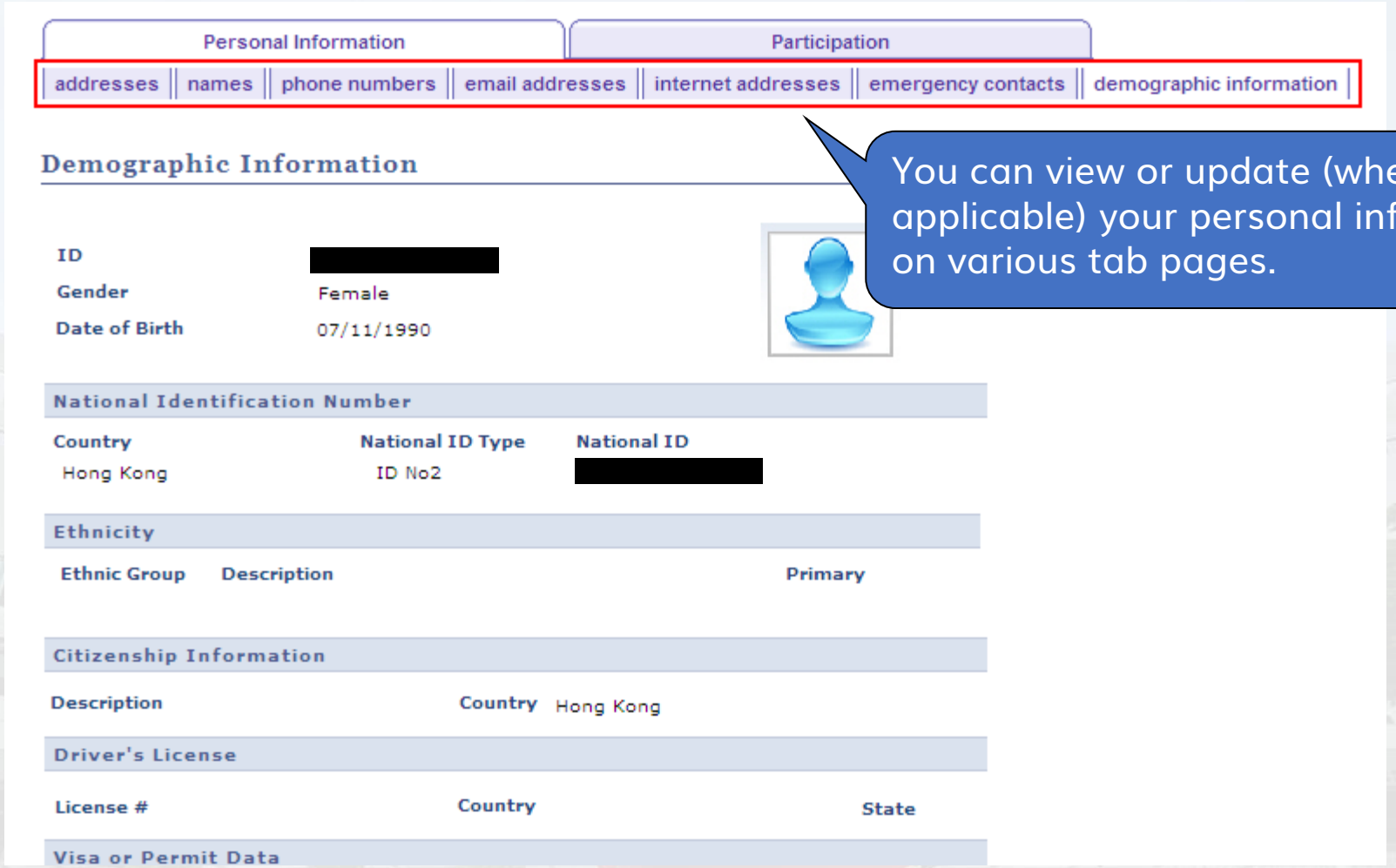


Student Center: PERSONAL INFORMATION

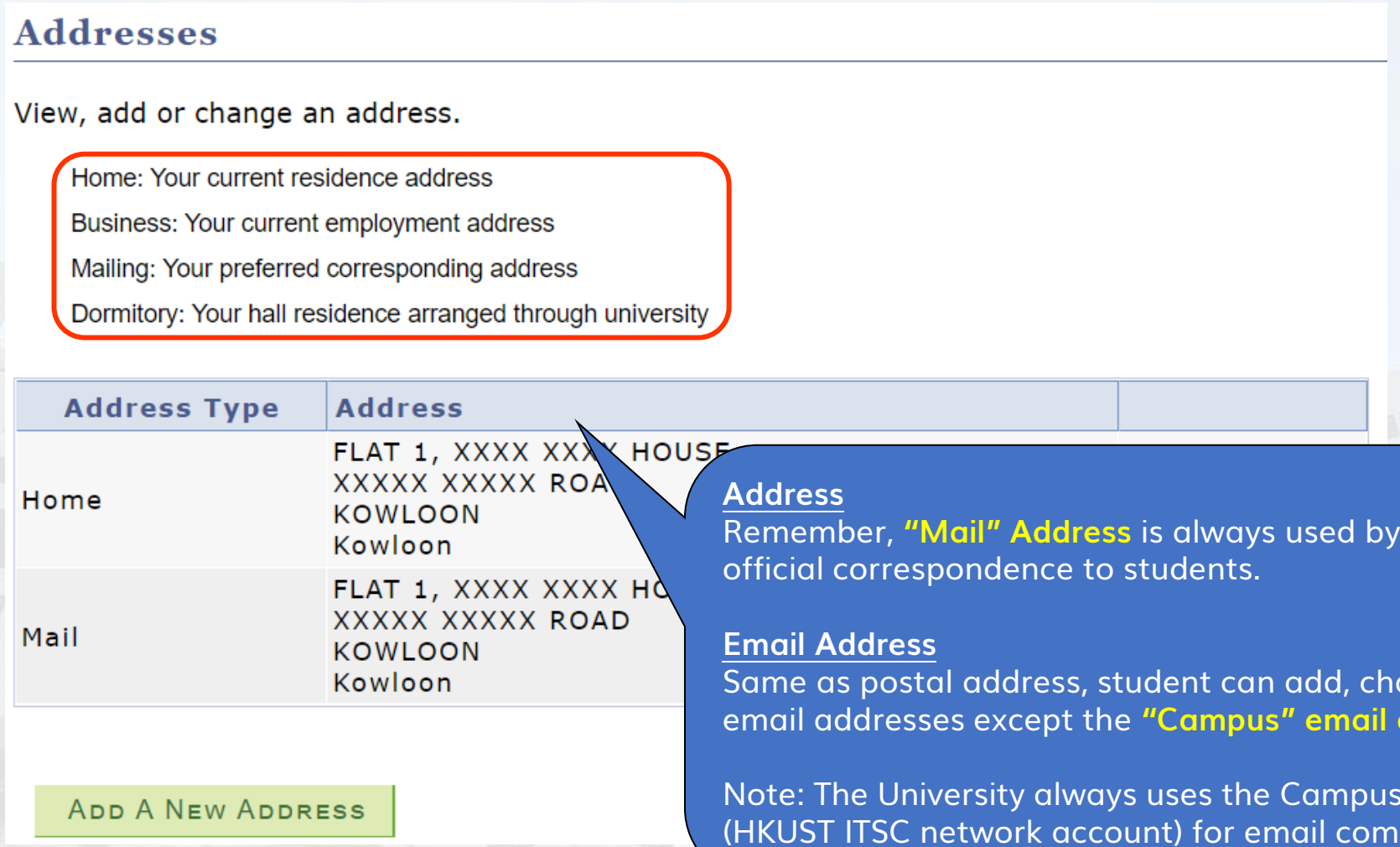
What does it look like ?



Personal Information



Personal Information – Addresses / Email Addresses



Address
Remember, **"Mail" Address** is always used by the University to send official correspondence to students.

Email Address
Same as postal address, student can add, change or delete any type of email addresses except the **"Campus" email address**. (@connet.ust.hk)

Note: The University always uses the Campus account (HKUST ITSC network account) for email communication with students.

Participation – Student activities

Personal Information | Participation

student activities | academic honors and awards

Extracurricular Activities

The Extracurricular Activities are updated by you and the information is for reference only.

Below are your extracurricular activities.

Activity	Participation Year	Coordinating Office	Term	Start Date	End Date	Description		
Swimming Team	1st Year		2021-22 Fall			Member	edit	delete

ADD AN ACTIVITY

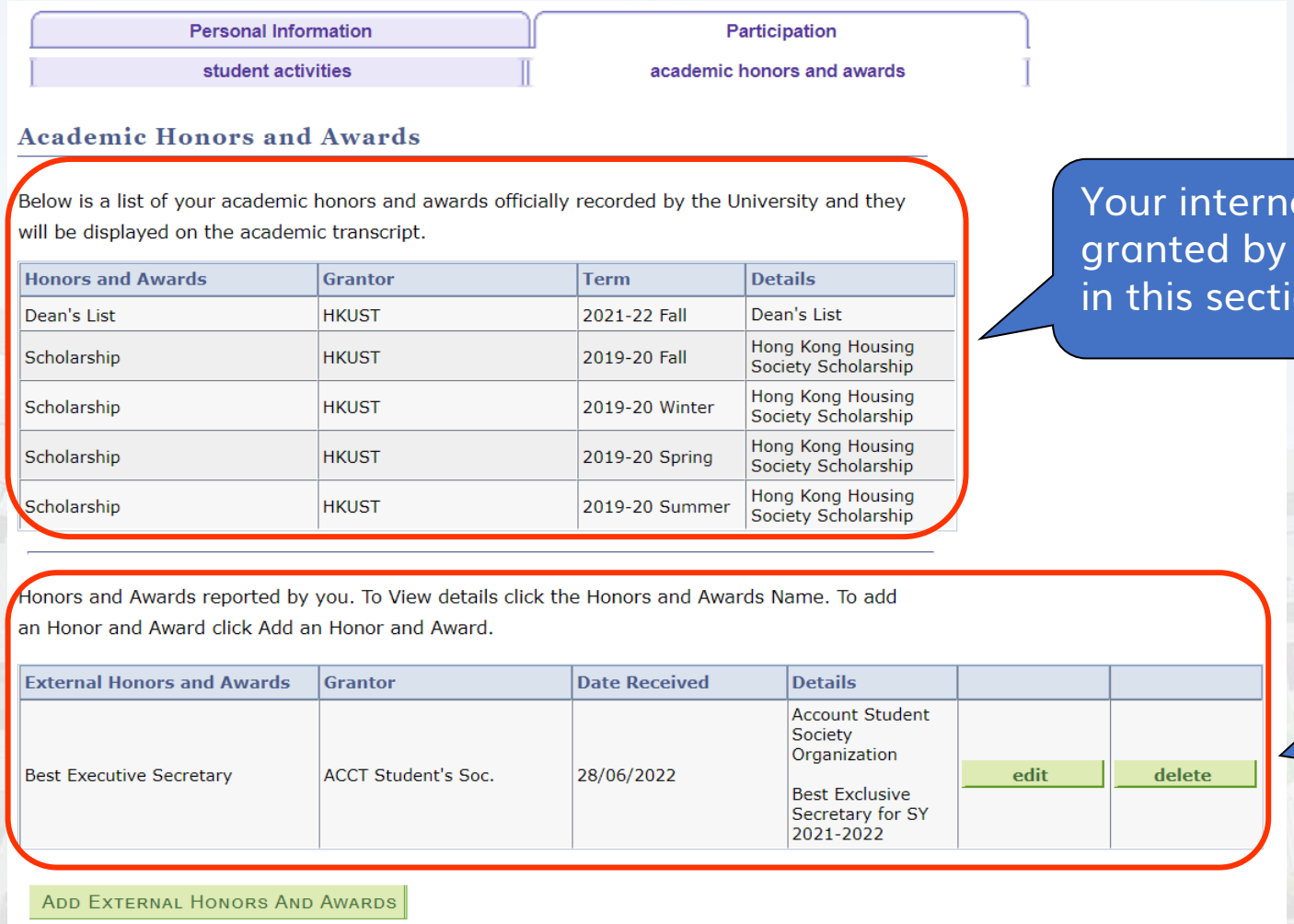
Co-Curricular Activities

The Co-curricular Activities are maintained by the University.

Below are your Co-Curricular Activities rec

Co-Curricular Activity	Participation Year	Coordinating Office	Term	Description
Exchange Program	3rd Year		2021-22 Winter	China Europe International Business School

Participation – Academic honors & awards

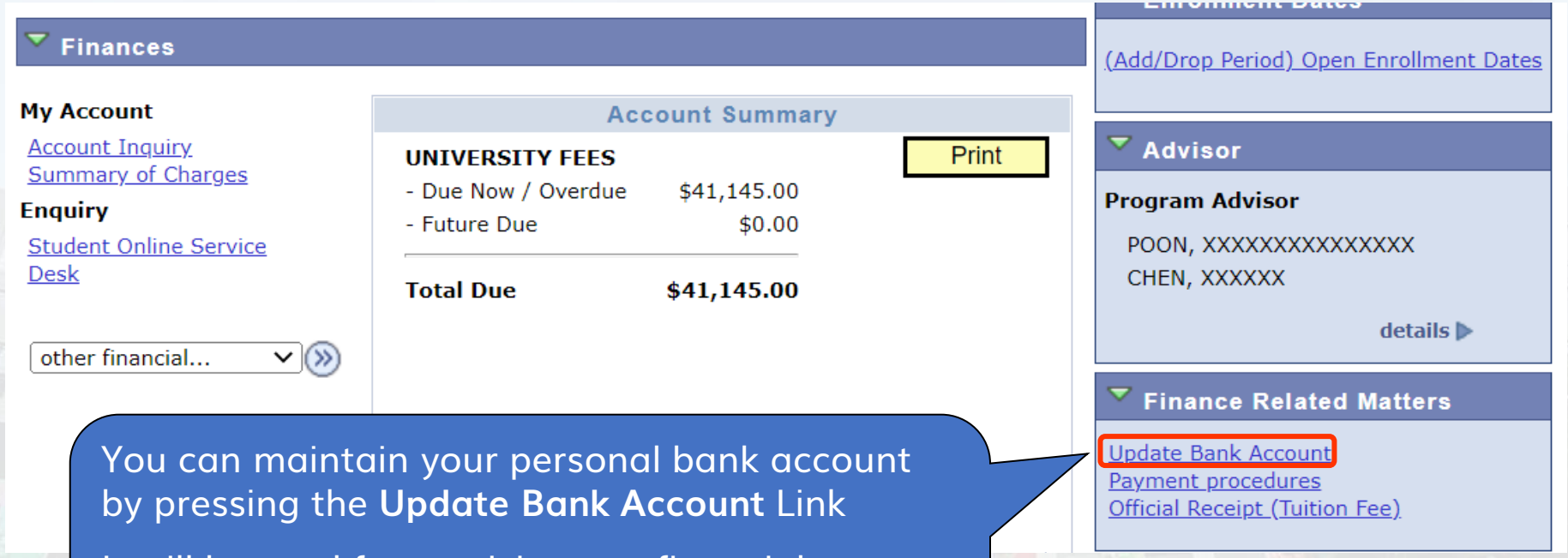


Your internal Honors and Awards granted by or via HKUST are displayed in this section.

You can maintain the External Honors and Awards in this section. The records are for information only.

Student Center: OTHER USEFUL LINK

Update Personal Bank Account



You can maintain your personal bank account by pressing the **Update Bank Account** Link

It will be used for receiving any financial assistance payments or any other type of reimbursement.

Agenda

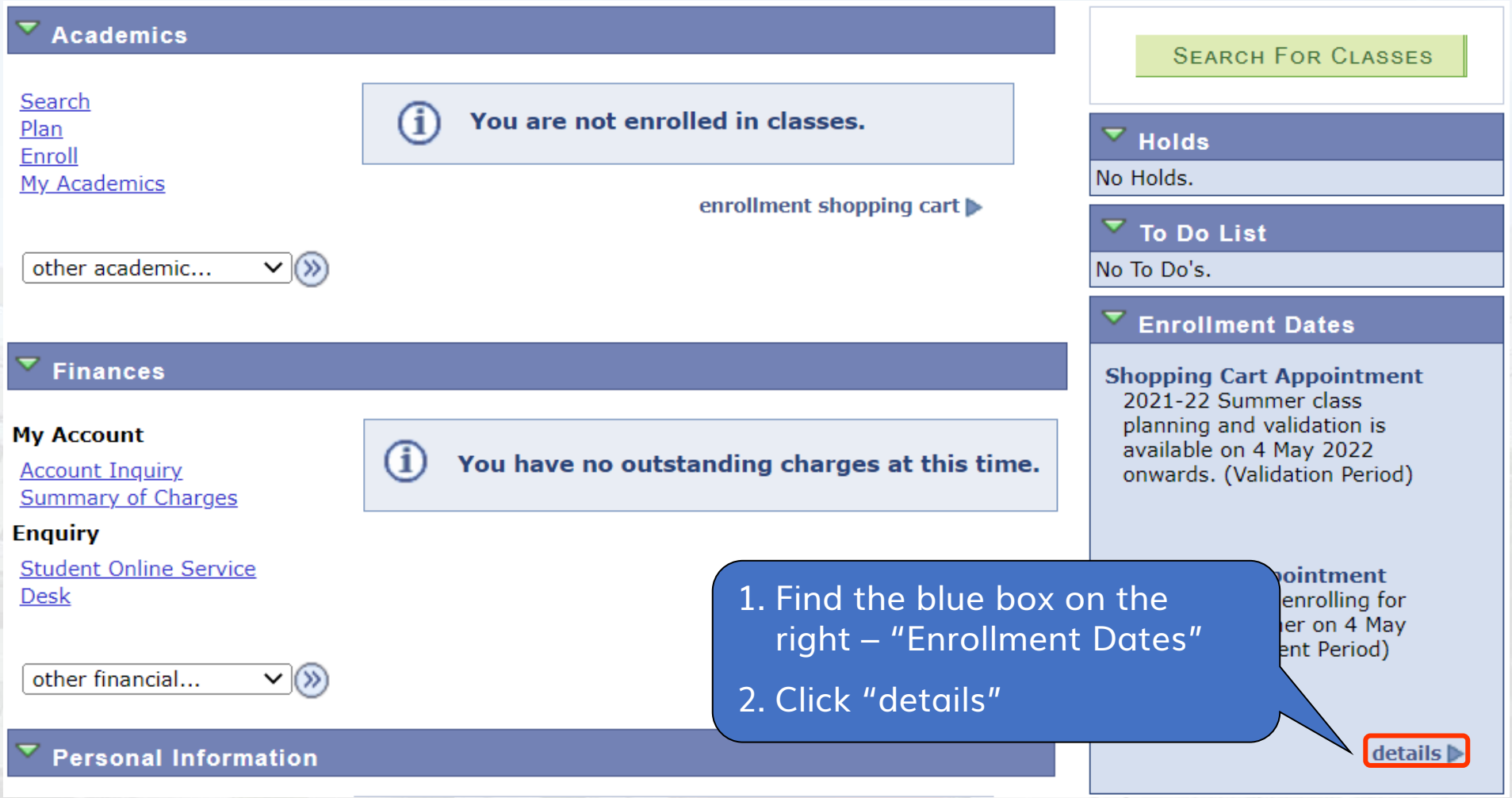
Introduction to SIS

Flow for class enrollment

Special cases of class enrollement

Points to remember

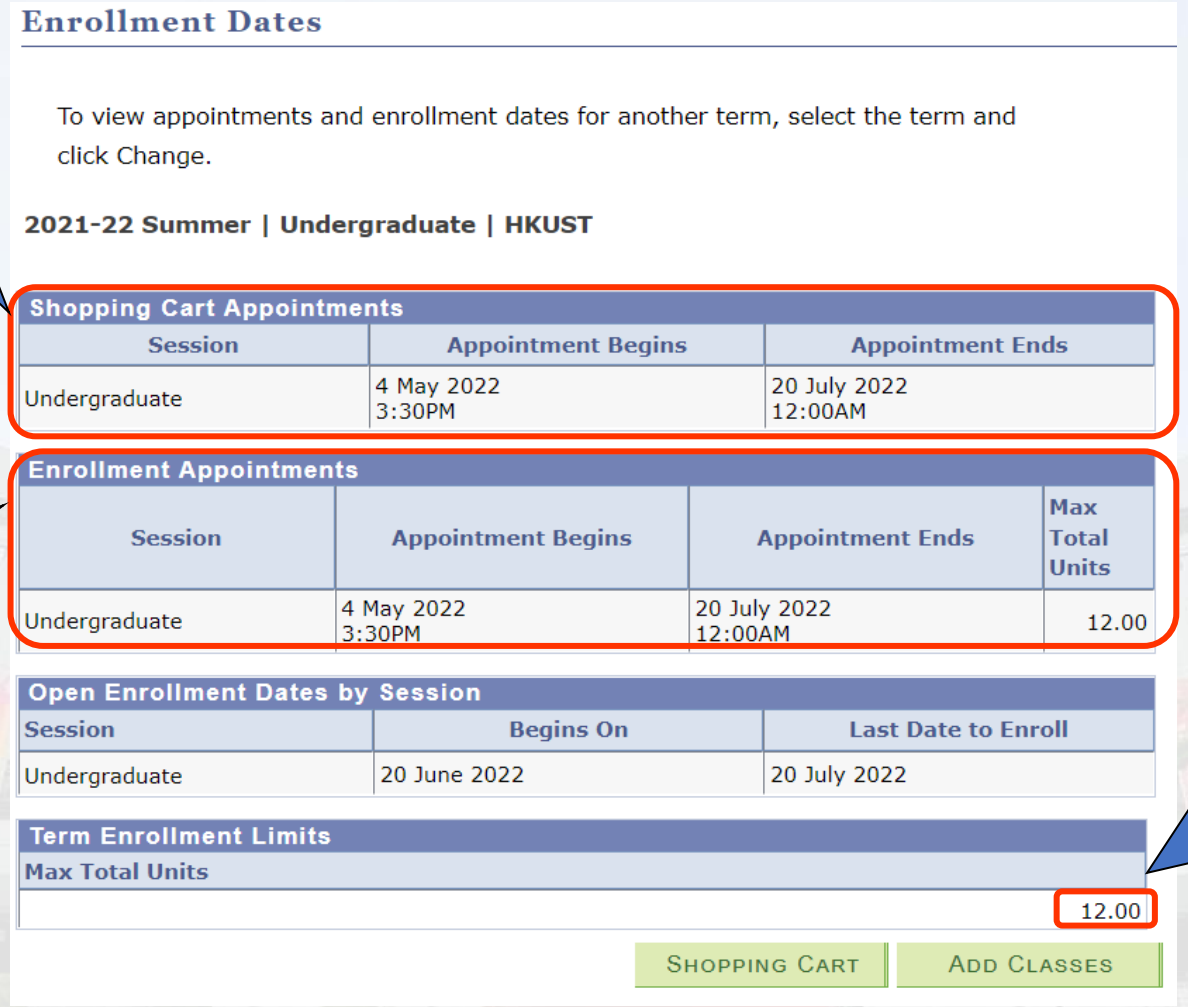
Check Your Credit Load



Check Your Credit Load (con't)

The first period is the validation period, which is also called the shopping cart appointment.

It's your enrollment appointment. Please remember this is your enrollment date and time.



Enrollment Dates

To view appointments and enrollment dates for another term, select the term and click Change.

2021-22 Summer | Undergraduate | HKUST

Shopping Cart Appointments

Session	Appointment Begins	Appointment Ends
Undergraduate	4 May 2022 3:30PM	20 July 2022 12:00AM

Enrollment Appointments

Session	Appointment Begins	Appointment Ends	Max Total Units
Undergraduate	4 May 2022 3:30PM	20 July 2022 12:00AM	12.00

Open Enrollment Dates by Session

Session	Begins On	Last Date to Enroll
Undergraduate	20 June 2022	20 July 2022

Term Enrollment Limits

Max Total Units
12.00

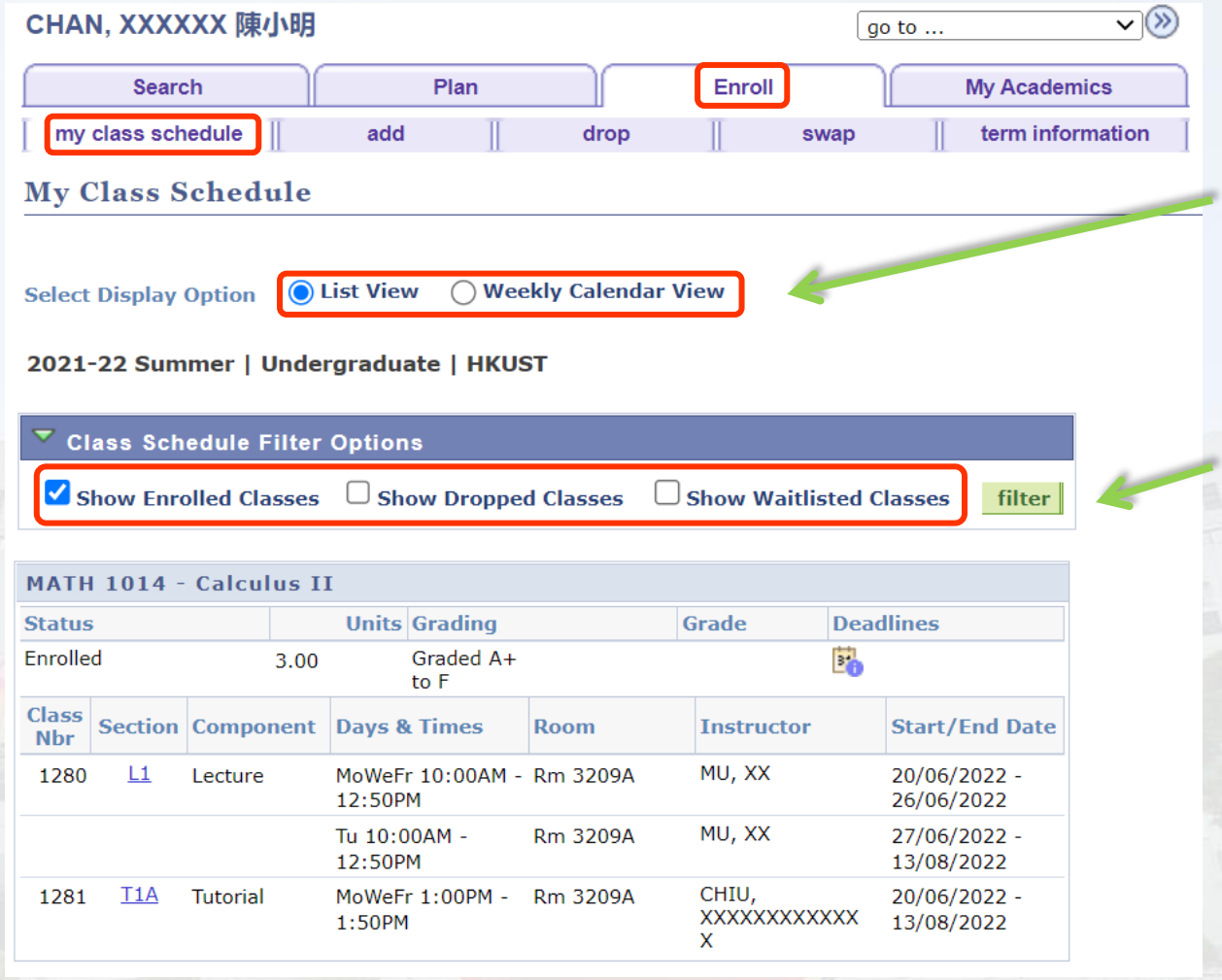
SHOPPING CART | ADD CLASSES

3. See your credit limit under "Max Total Units" of the Term Enrollment Limits table

Step 1a: Check pre-enrolled classes

Enroll

My Class Schedule



View your class schedule in list/calendar view

Filter the classes you would like to view (enrolled, dropped, waitlisted)

Step 1b: My class schedule –Calendar View

Enroll

↓

My Class Schedule

↓

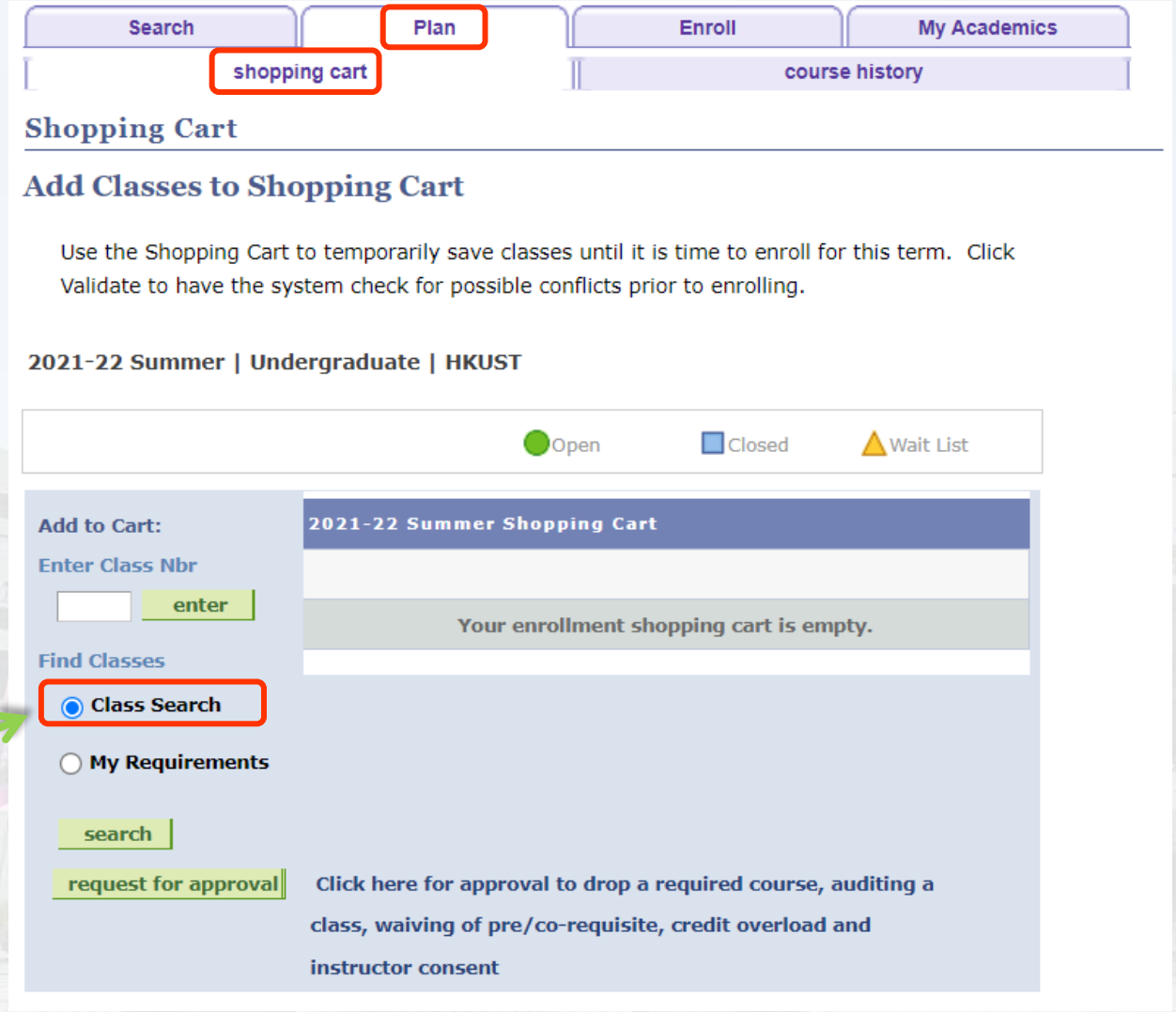
Weekly Calendar View

Shopping Cart – Class Search

Plan

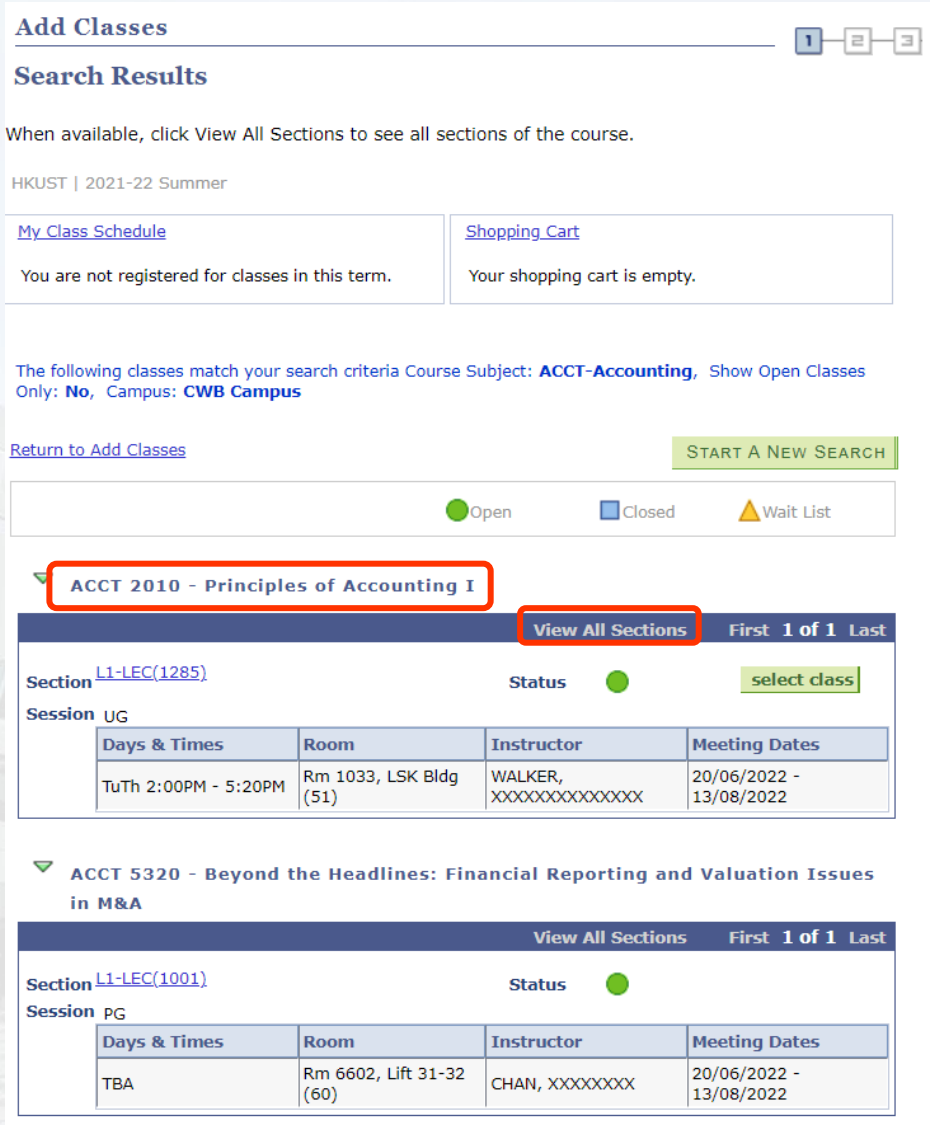
Shopping Cart

Plan



The main method to find classes:
Class Search

Shopping Cart – Search Results



Add Classes

Search Results

When available, click View All Sections to see all sections of the course.

HKUST | 2021-22 Summer

My Class Schedule

You are not registered for classes in this term.

Shopping Cart

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **ACCT-Accounting**, Show Open Classes Only: **No**, Campus: **CWB Campus**

Return to Add Classes

START A NEW SEARCH

Open Closed Wait List

ACCT 2010 - Principles of Accounting I

View All Sections First 1 of 1 Last

Section L1-LEC(1285) Status select class

Session UG

Days & Times	Room	Instructor	Meeting Dates
TuTh 2:00PM - 5:20PM	Rm 1033, LSK Bldg (51)	WALKER, XXXXXXXXXXXXX	20/06/2022 - 13/08/2022

ACCT 5320 - Beyond the Headlines: Financial Reporting and Valuation Issues in M&A

View All Sections First 1 of 1 Last

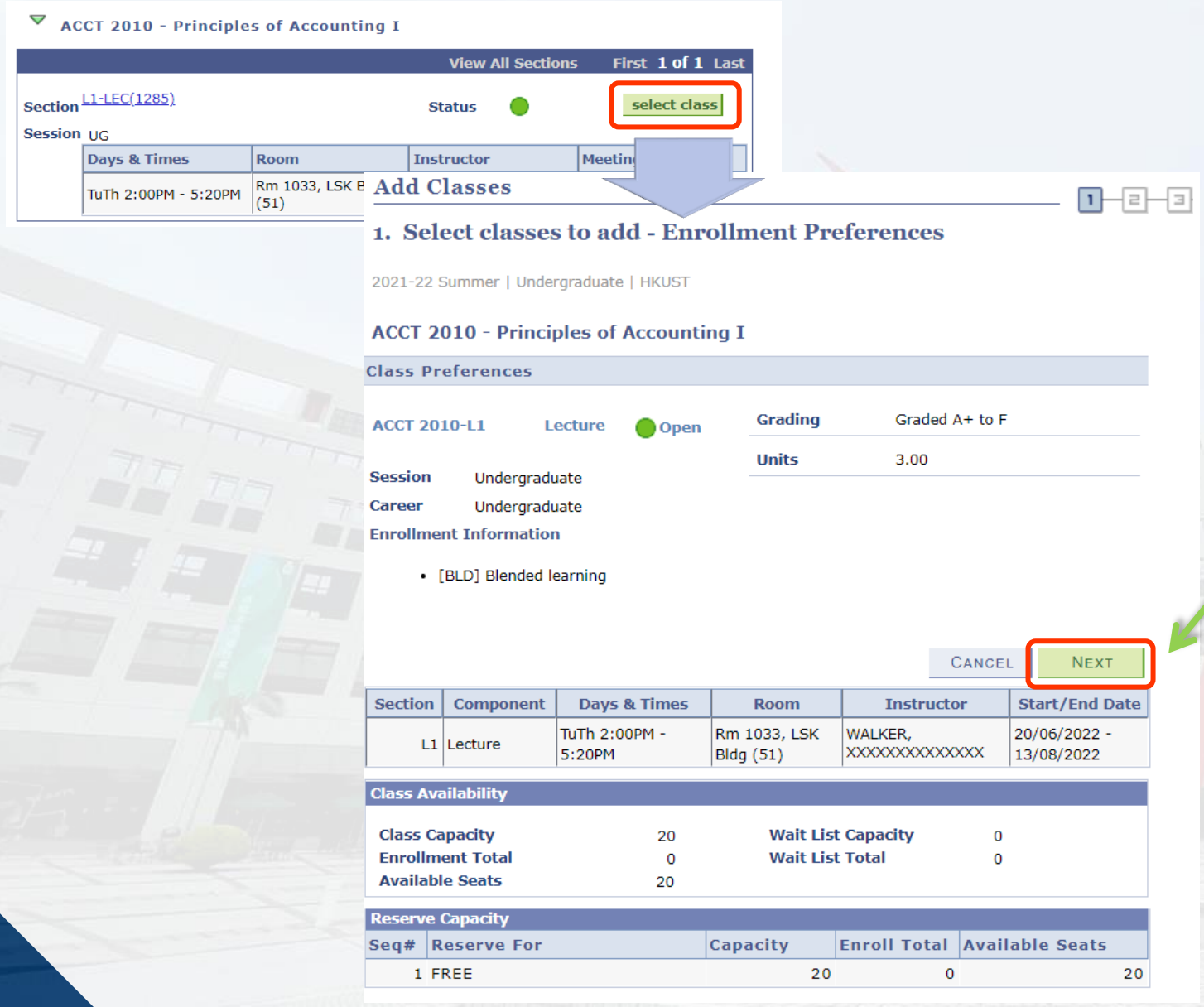
Section L1-LEC(1001) Status

Session PG

Days & Times	Room	Instructor	Meeting Dates
TBA	Rm 6602, Lift 31-32 (60)	CHAN, XXXXXXXX	20/06/2022 - 13/08/2022

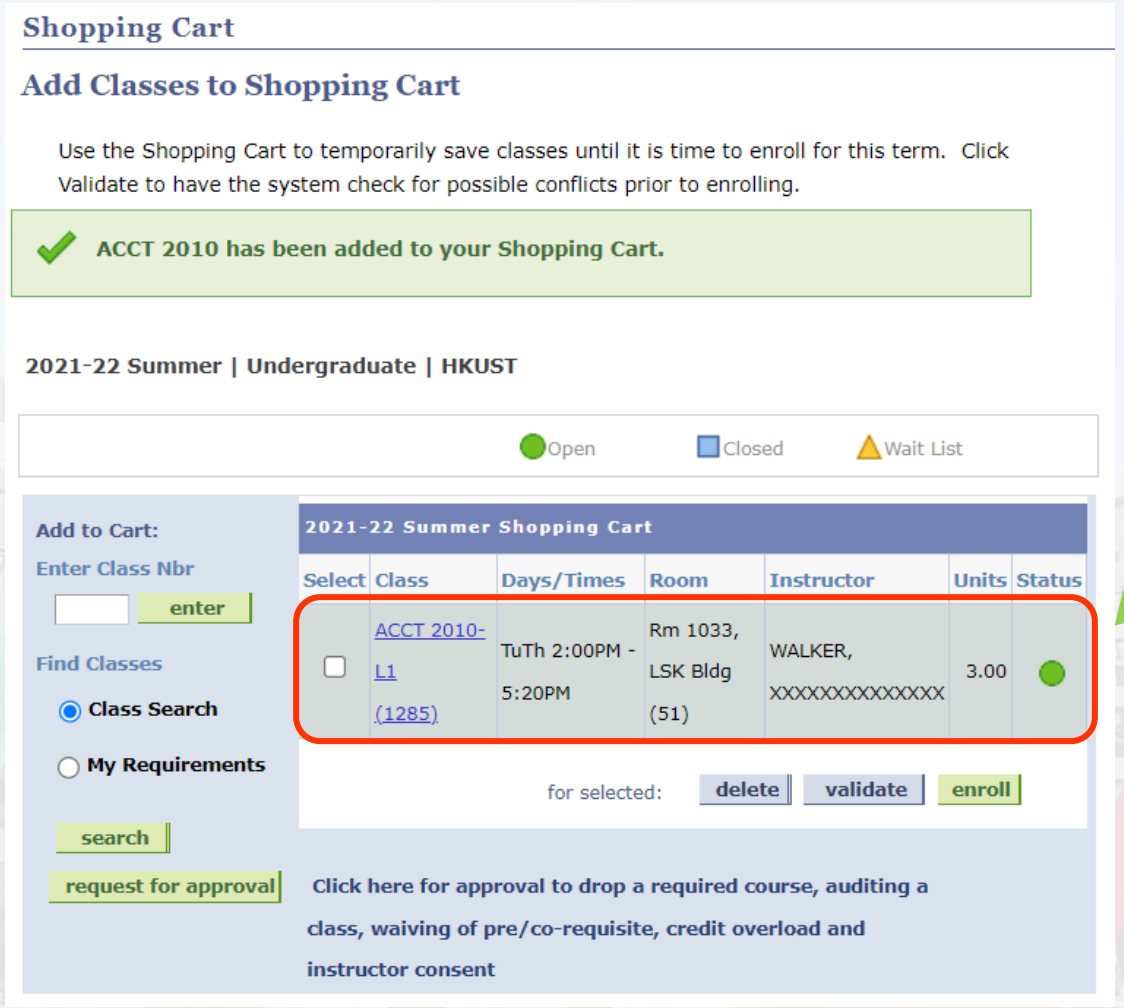
- ✔ View all the sections of a course
- ✔ Click to see more details about this section

Shopping Cart – Add Class



Now, you put the class into your **shopping cart**

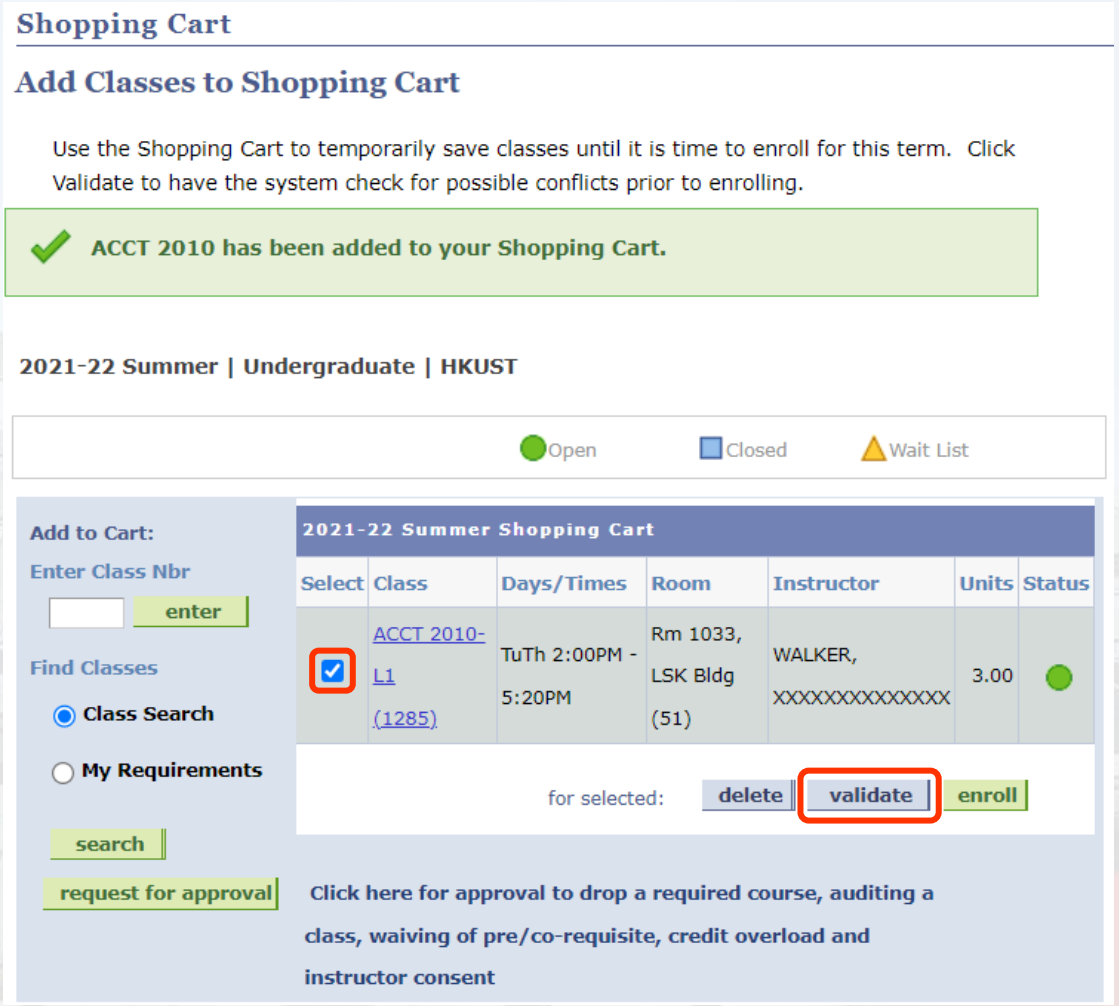
Step 2: Plan your schedule –Shopping Cart



✔ Class successfully put into your shopping cart

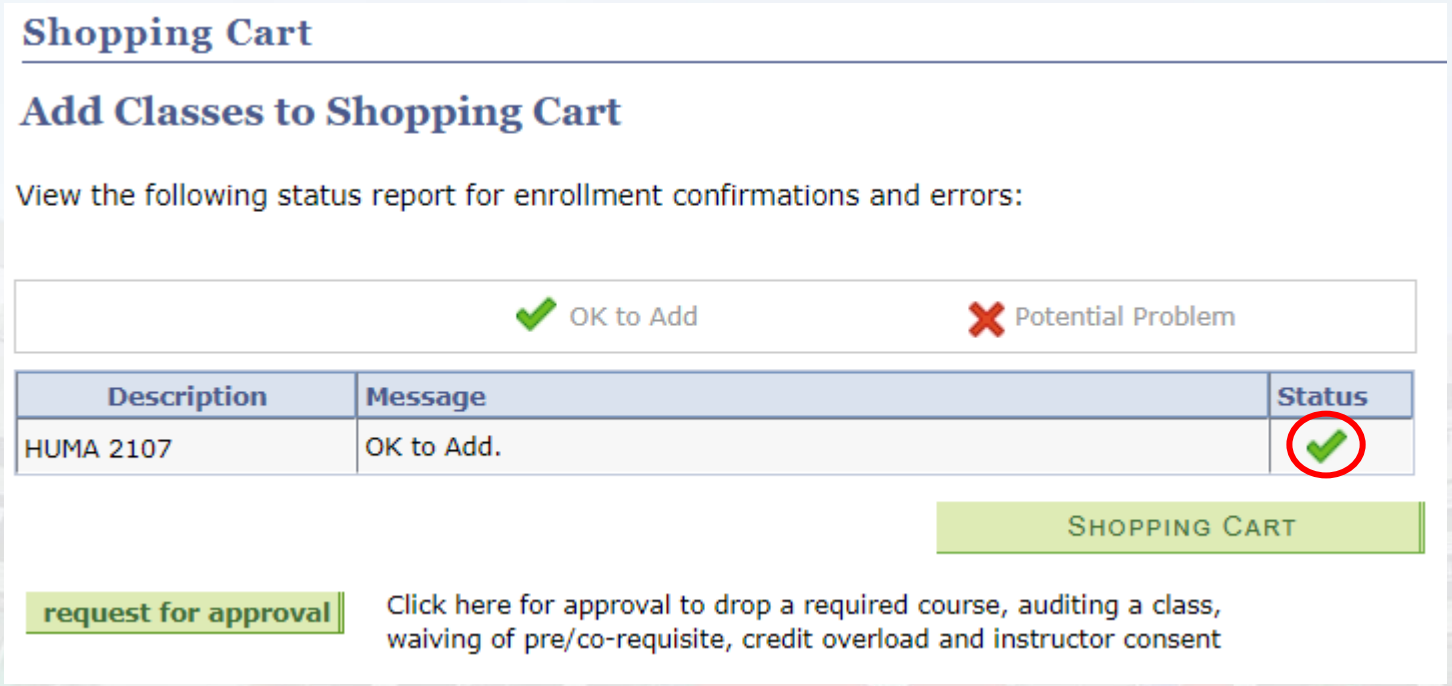
NOTE:
Classes in shopping cart are NOT yet enrolled, make sure you have completed the whole enrollment steps!

Step 3: Plan your schedule - Validate



Select the classes in your shopping cart and **validate** to see if you are allowed to add them

Step 3: Plan your schedule - Validate



Validation result:
The classes are **OK to Add**

Common error message

Add Classes to Shopping Cart

View the following status report for enrollment confirmations and errors:

OK to Add Potential Problem

Description	Message		Status
ACCT 3610	OK to Add.	Note 1	✓
ENEG 6010	Special approval to enroll in this class is required. The class falls outside of the career of study.	Note 2	✗
	Term unit maximum would be exceeded. The system checks your selected shopping cart entries and your enrolled classes against your term unit limit. This class would exceed this limit.	Note 3	✗
	Enrollment Requisites are not met.	Note 4	✗
SOSC 1460	re is a time conflict for class number 2168 and class number 3162. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.	Note 5	✗
HUMA 3000G	Instructor Consent Required. You will need to obtain permission to add this class.	Note 6	✗

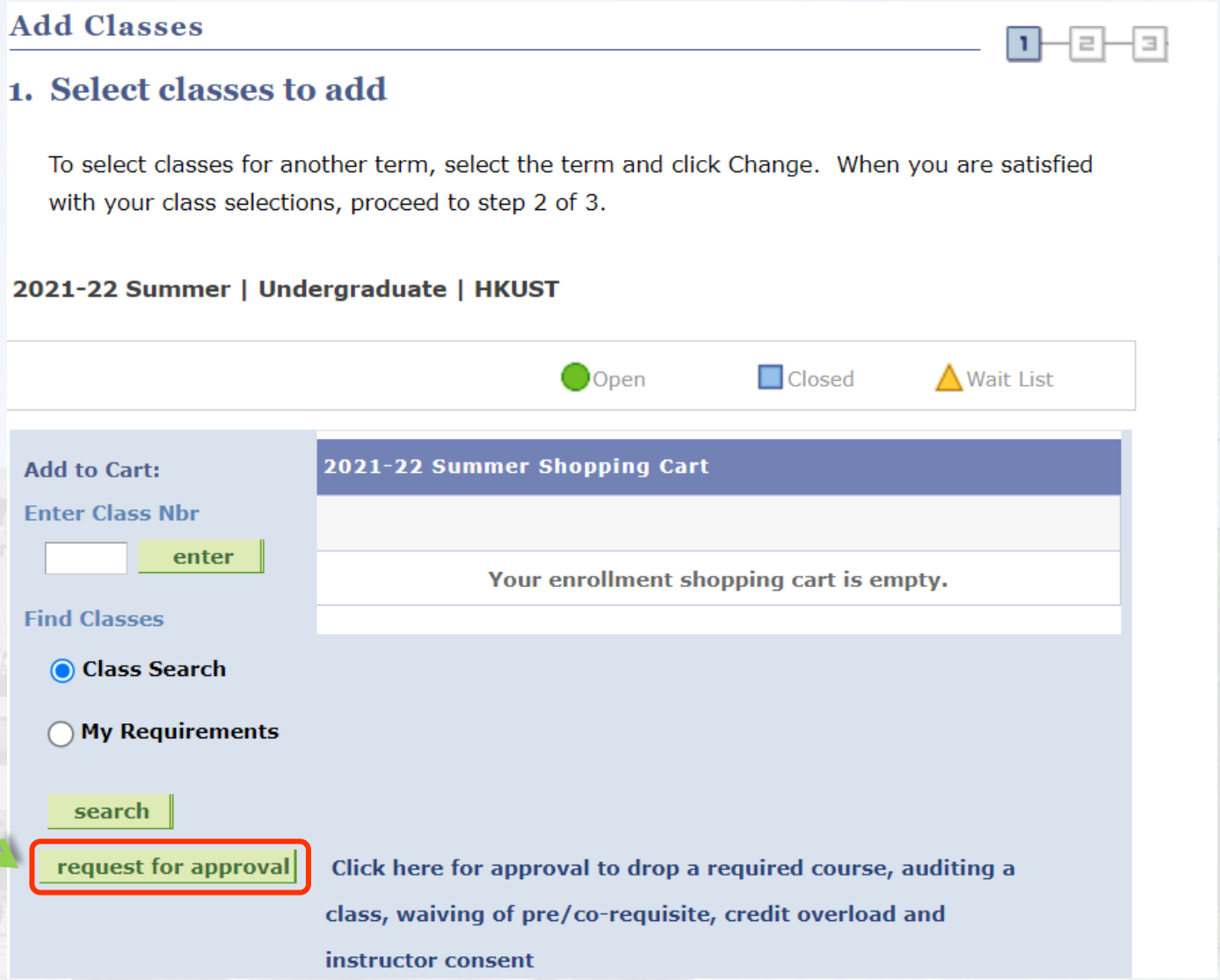
Time conflict checking will only be performed at the point of actual enrollment process.

Possible outcomes of the validation report

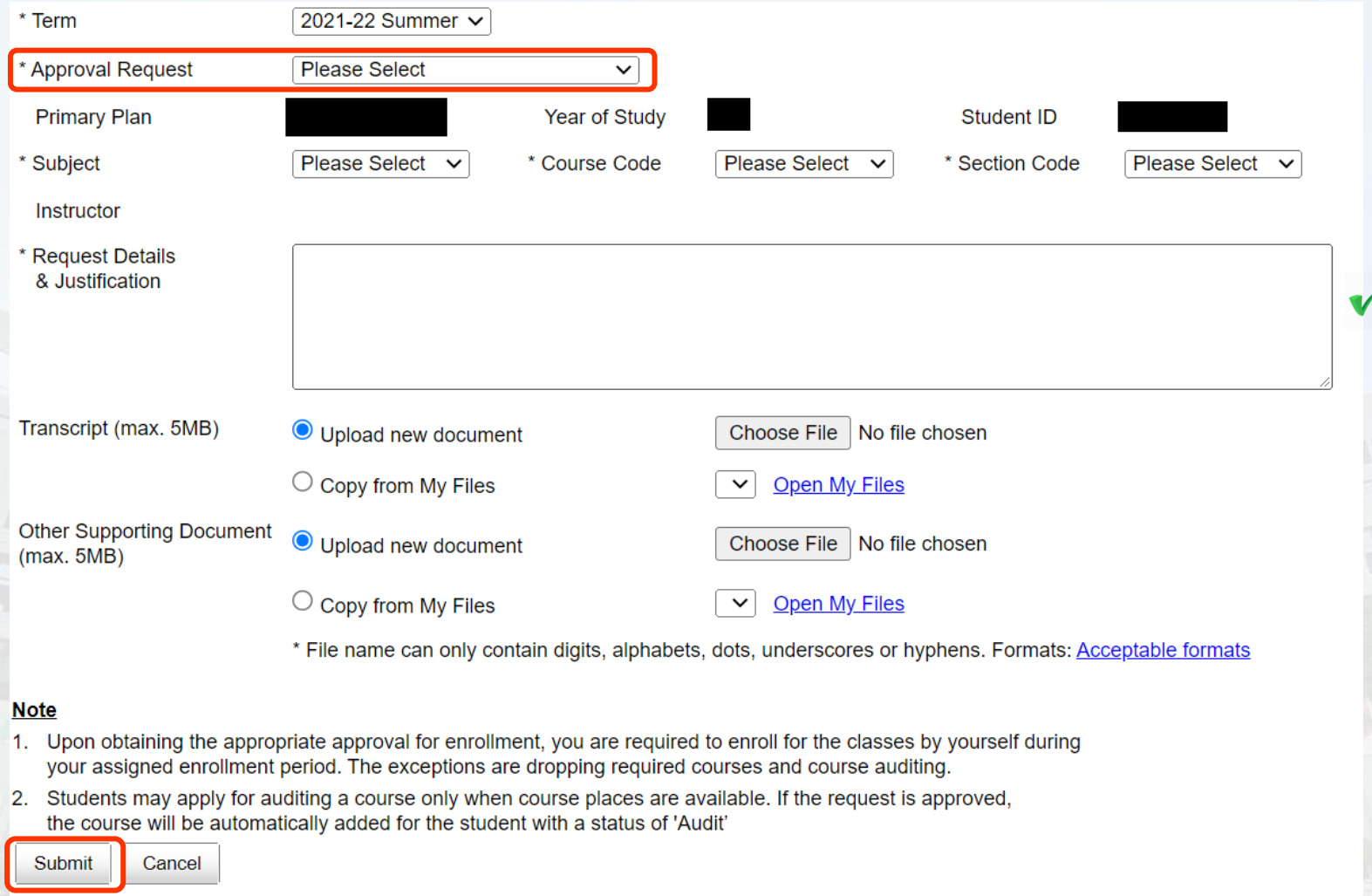
Note	What is the meaning?	How do I solve the problem?
1	You may add this course during the enrollment period.	Note that validation does not mean the seat is "reserved" for you. Remember to enroll the course(s) during enrollment period.
2	It is a warning message if a UG student tries to validate a PG course, or vice versa.	Seek "cross career" approval.
3	You do not have enough credits to take this course.	Seek "credit overload" approval or drop some electives to make enough credits.
4	Student does not meet the enrollment requisite, which may include pre-/co-requisites or other conditions (e.g. only for a particular Major).	Seek "requisite waiver" approval. Note: This error message can also be triggered by course exclusion which cannot be waived according to university regulations
5	There is a time conflict with another course enrolled or in the shopping cart.	Students are not allowed to enroll two classes with time conflict. Please select another class.
6	Permission from the instructor is required to enroll in this class.	Seek "instructor's consent" approval.

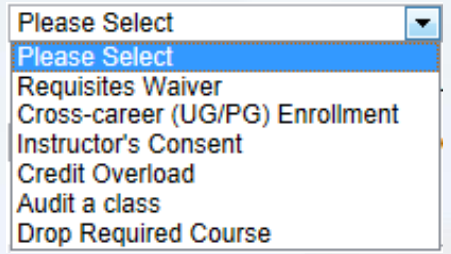
Request for Class Approval

- ✔ Request for class approval



Seek for class approval

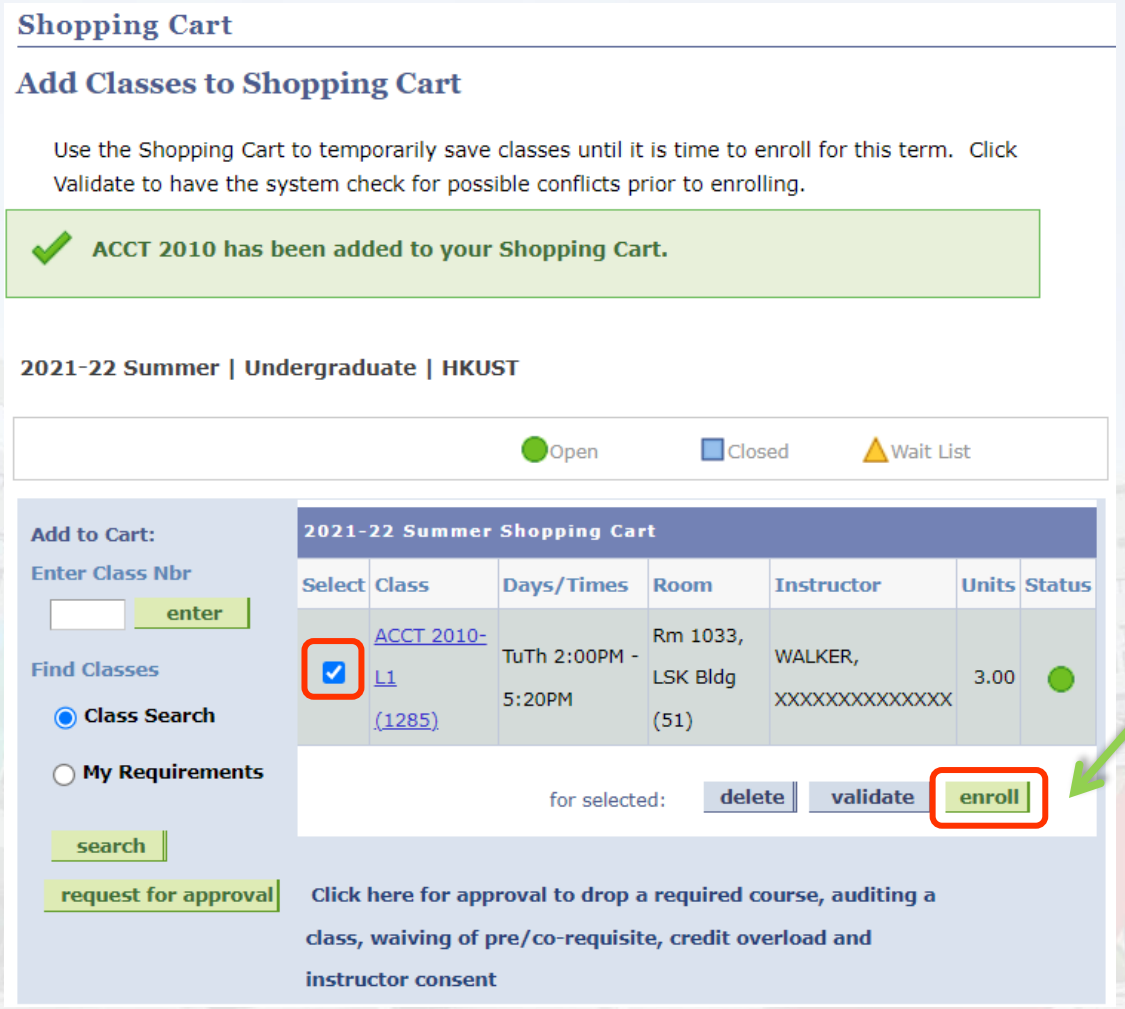




✔ Select the appropriate type of approval request according to the validation result

✔ Email will be sent to you regarding the status for your requests

Enroll Classes - Add

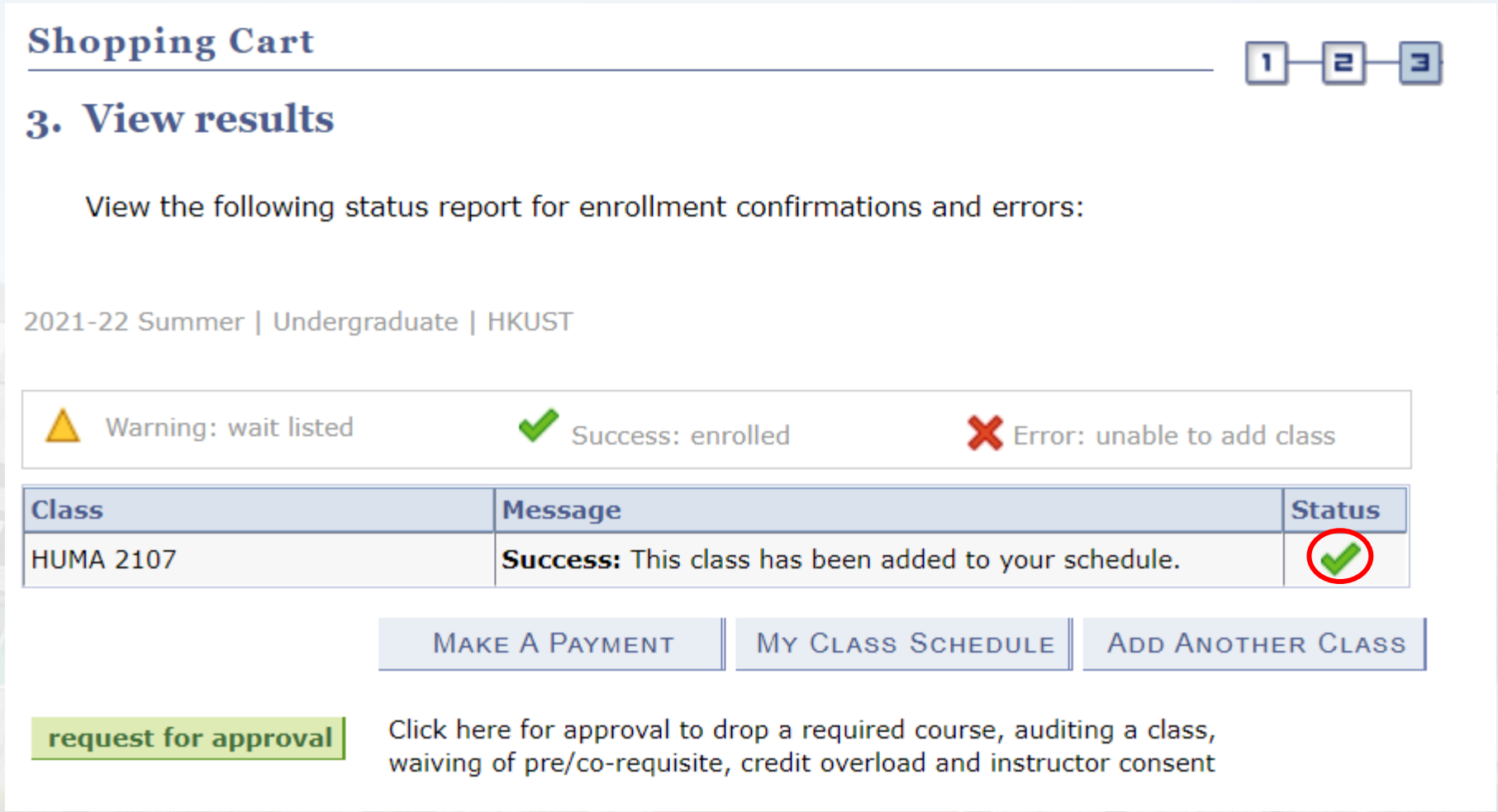


Enroll

Add

✔ Click to enroll into the classes in shopping cart

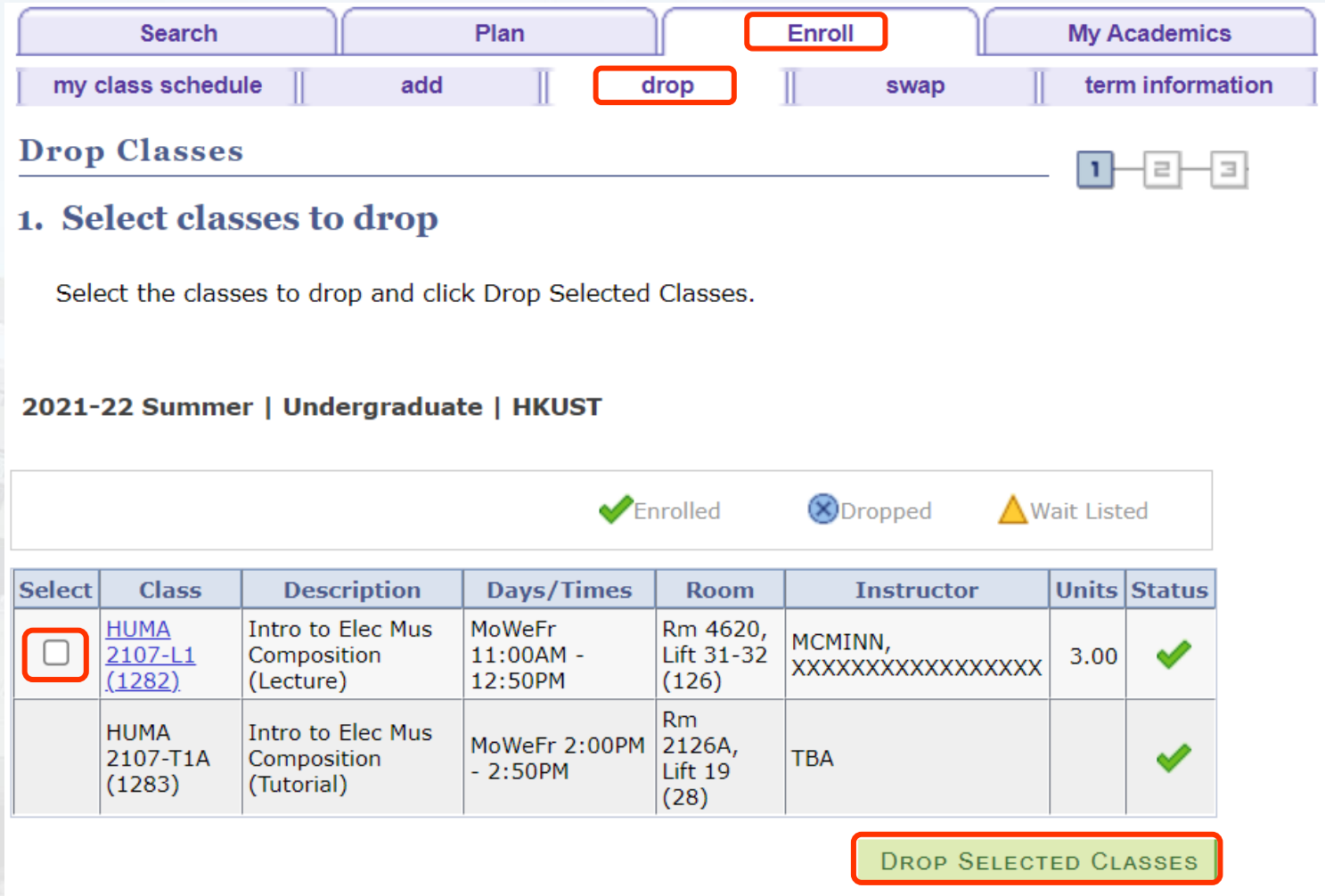
Enroll Classes – Add Result



All successful enrolled courses will take 2 working days to get into Canvas

Class Drop

Enroll Classes - Drop



✔ Select the class you wish to drop and proceed

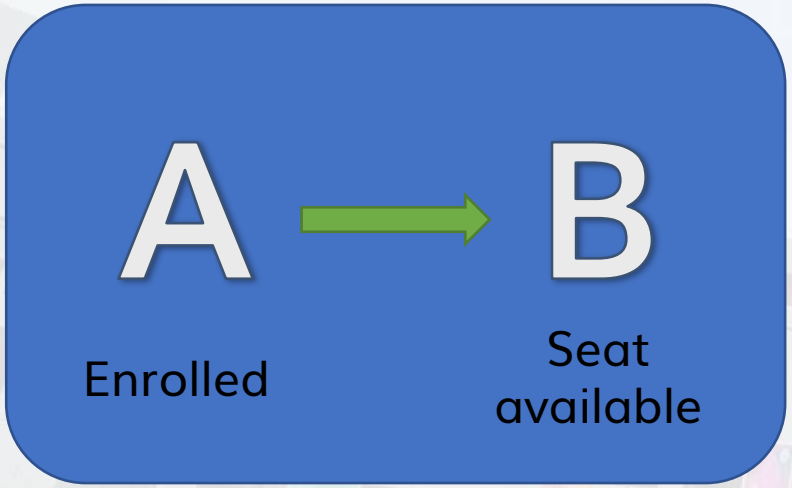
Class Swap

Class Swap

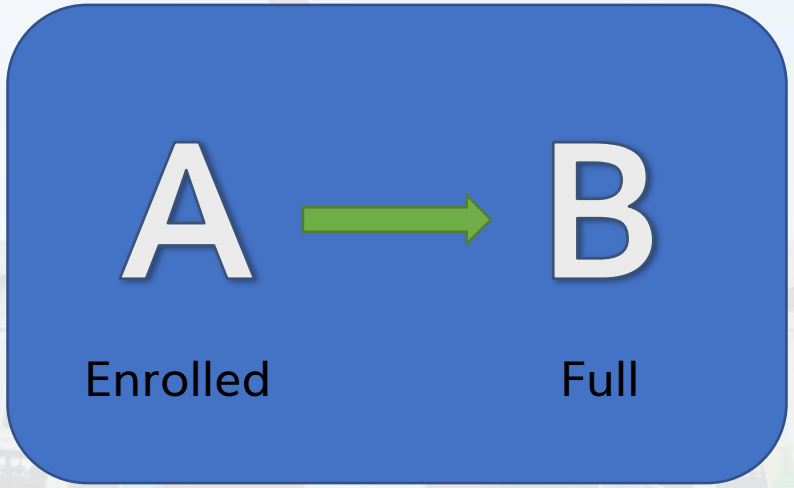
It will happen when :

Swap with DIFFERENT course

If you do not have additional credit for your intended course

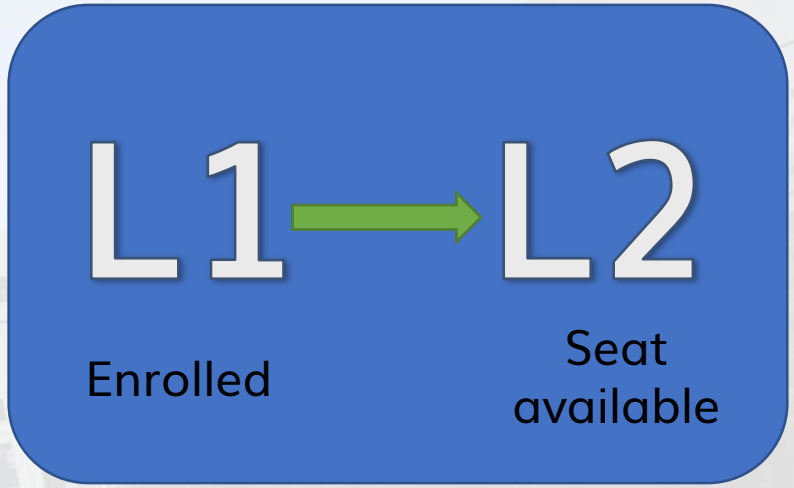


Situation 1:
Retain your enrolled course for your intended course which is available, so you can use swap them concurrently.



Situation 2:
Retain your enrolled course for your intended course which is full, so you can wait until Course B is available.

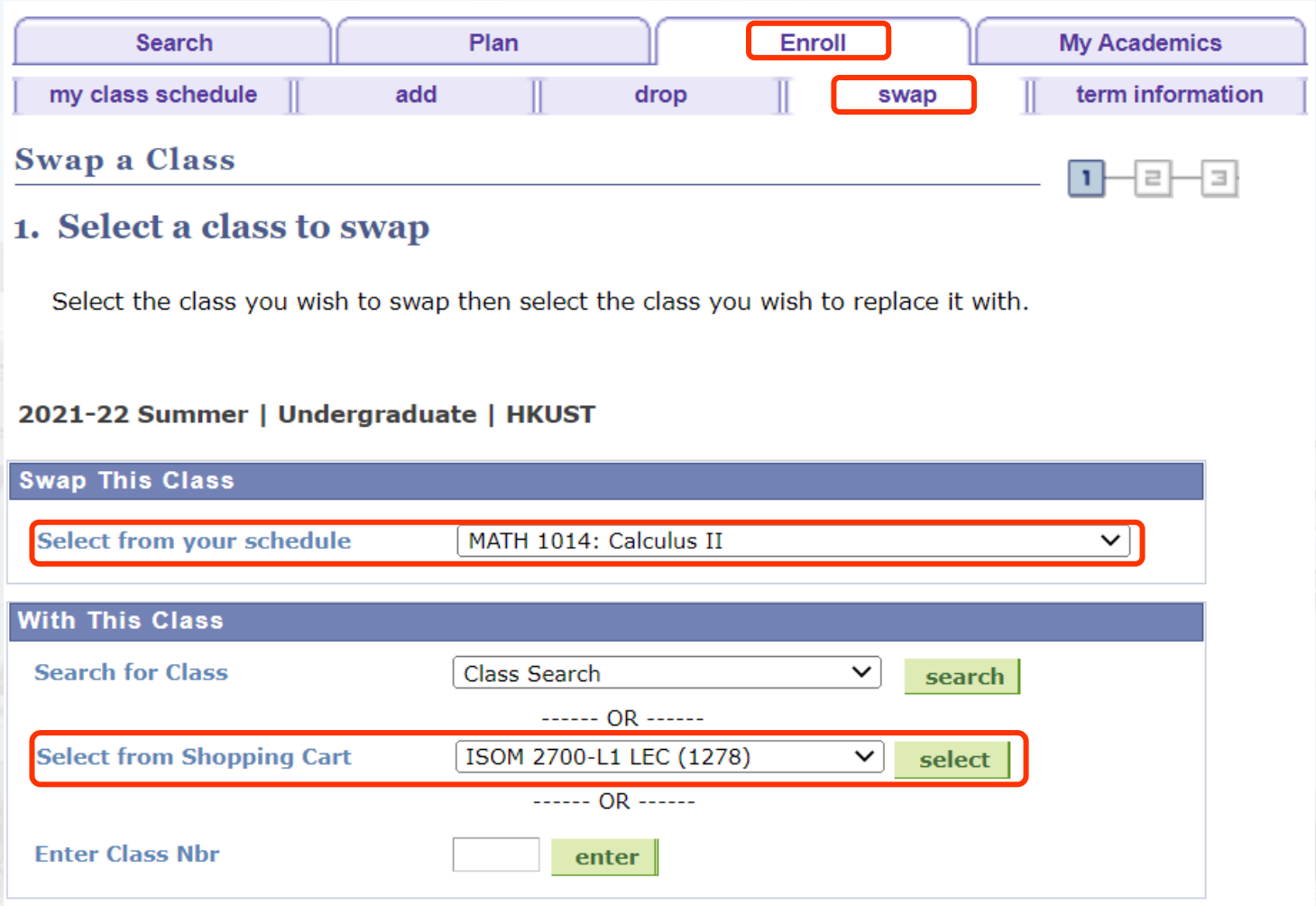
Swap with SAME course



Situation 3:
L1 is NOT fit your schedule and you prefer L2, swap them within the same course.

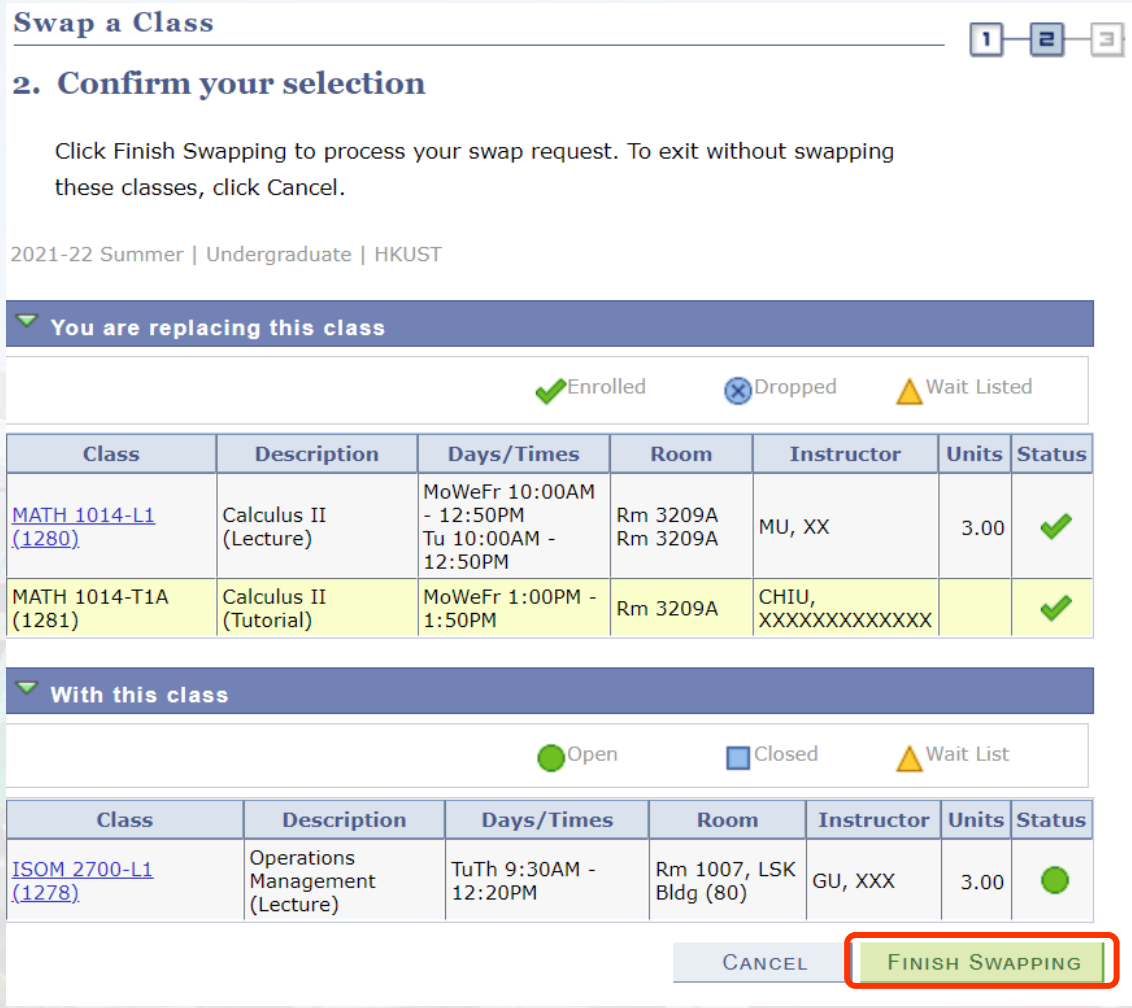
Enroll Classes – Swap (Different Course)

In this example, the student swaps from MATH 1014 to ISOM 2700



1. Put the intended swap-in class in the shopping cart
2. Click “Enroll” > “Swap”
3. Select the class to be swapped-out in “Swap This Class”
4. Select the class to be swapped-in from the shopping cart
5. Click “select” and follow the on-screen instructions

Enroll Classes – Swap (Different Course)



Swap a Class

1 2 3

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

2021-22 Summer | Undergraduate | HKUST

You are replacing this class

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
MATH 1014-L1 (1280)	Calculus II (Lecture)	MoWeFr 10:00AM - 12:50PM Tu 10:00AM - 12:50PM	Rm 3209A Rm 3209A	MU, XX	3.00	✓
MATH 1014-T1A (1281)	Calculus II (Tutorial)	MoWeFr 1:00PM - 1:50PM	Rm 3209A	CHIU, XXXXXXXXXXXX		✓

With this class

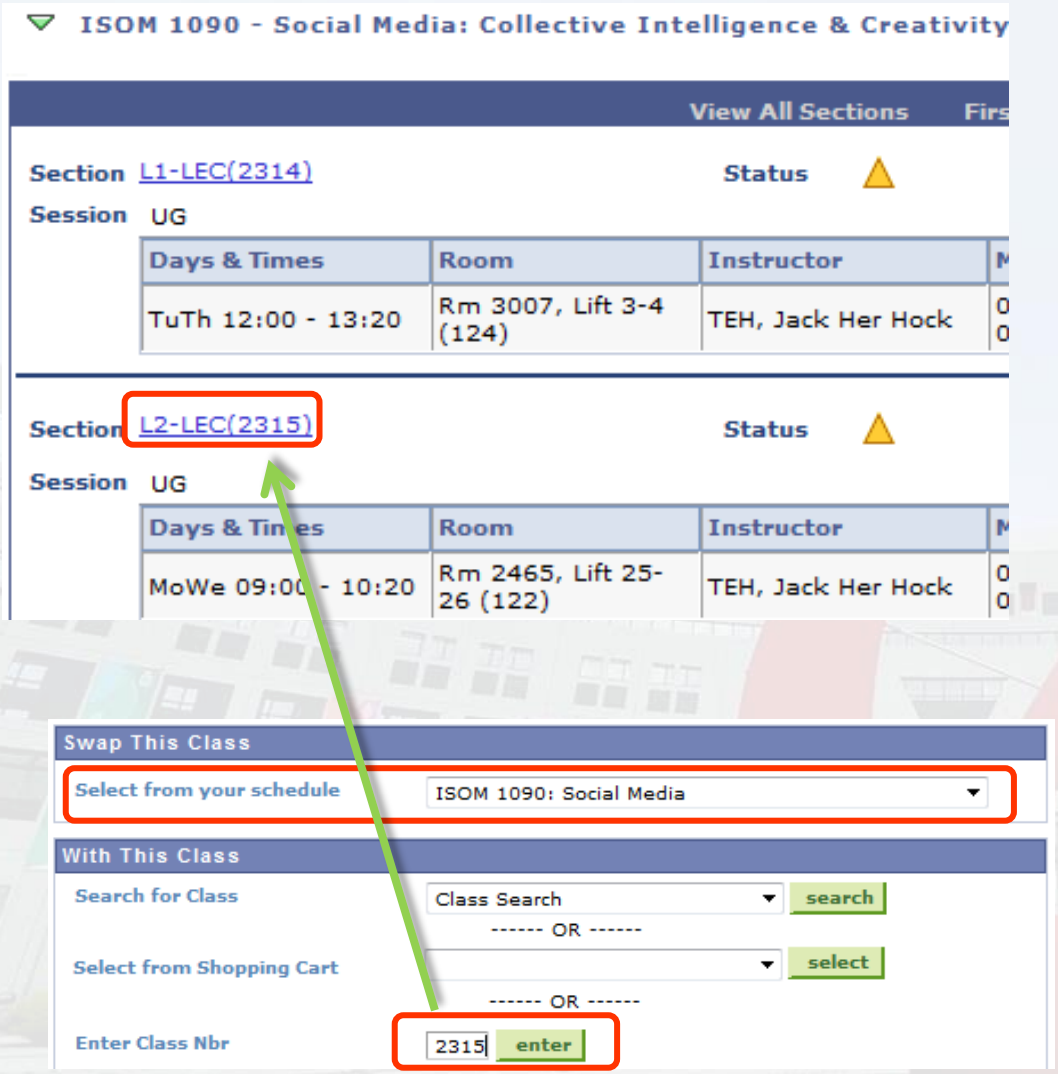
Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ISOM 2700-L1 (1278)	Operations Management (Lecture)	TuTh 9:30AM - 12:20PM	Rm 1007, LSK Bldg (80)	GU, XXX	3.00	●

CANCEL FINISH SWAPPING

✓ 6. Click “Finish Swapping”

Enroll Classes – Swap (Within the same course)



1. Find the 4-digit class number for the intended swap-in class
2. Click “Enroll” > “Swap”
3. Select the class to be swapped-out in “Swap This Class”
4. Enter the class number found in step 1 and click “enter” to proceed

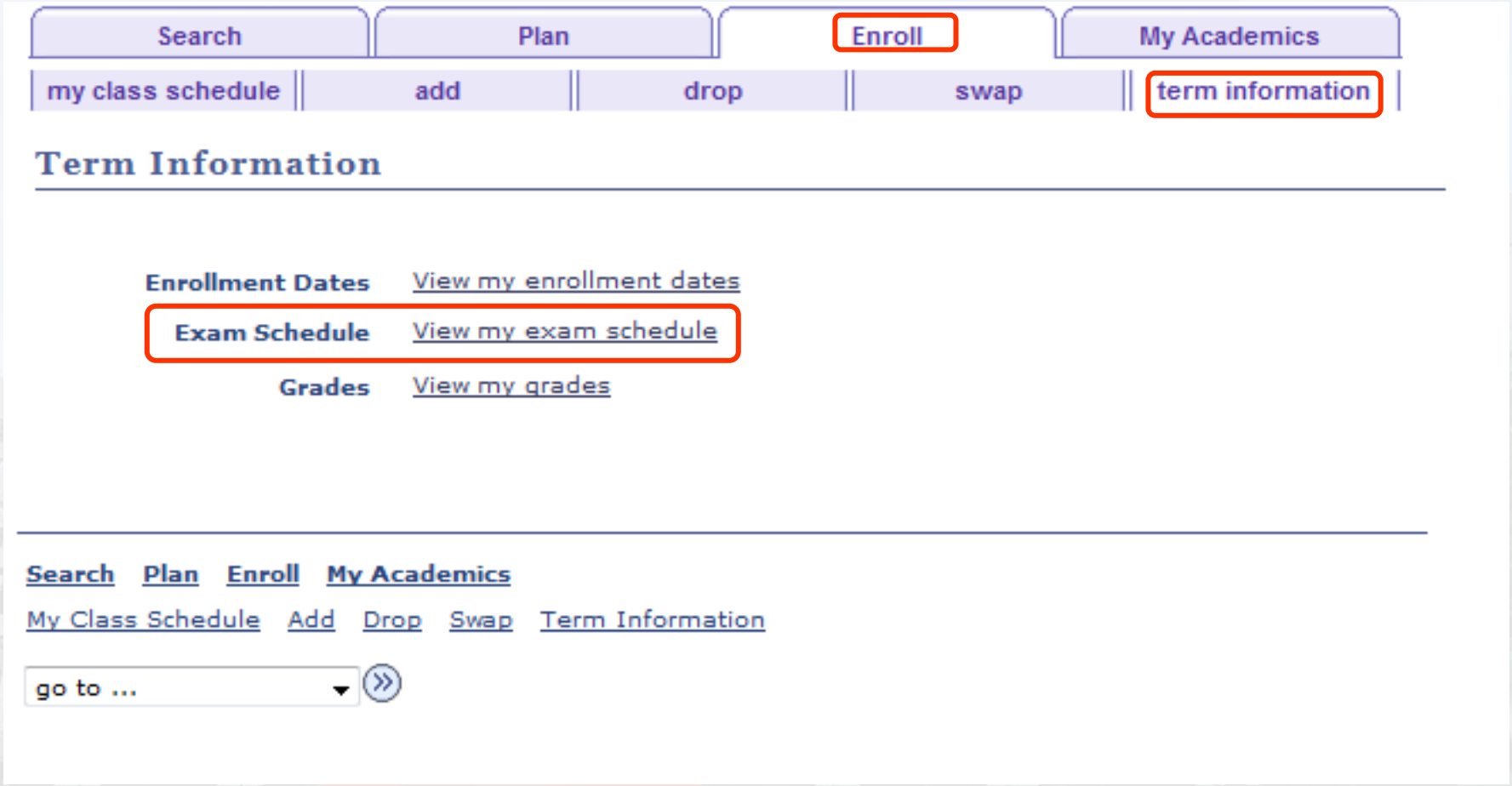
The student tries to swap ISOM 1090 from L1 to L2, so he selects ISOM 1090 above, and enter the class number of L2 (2315) below

Check examination timetable

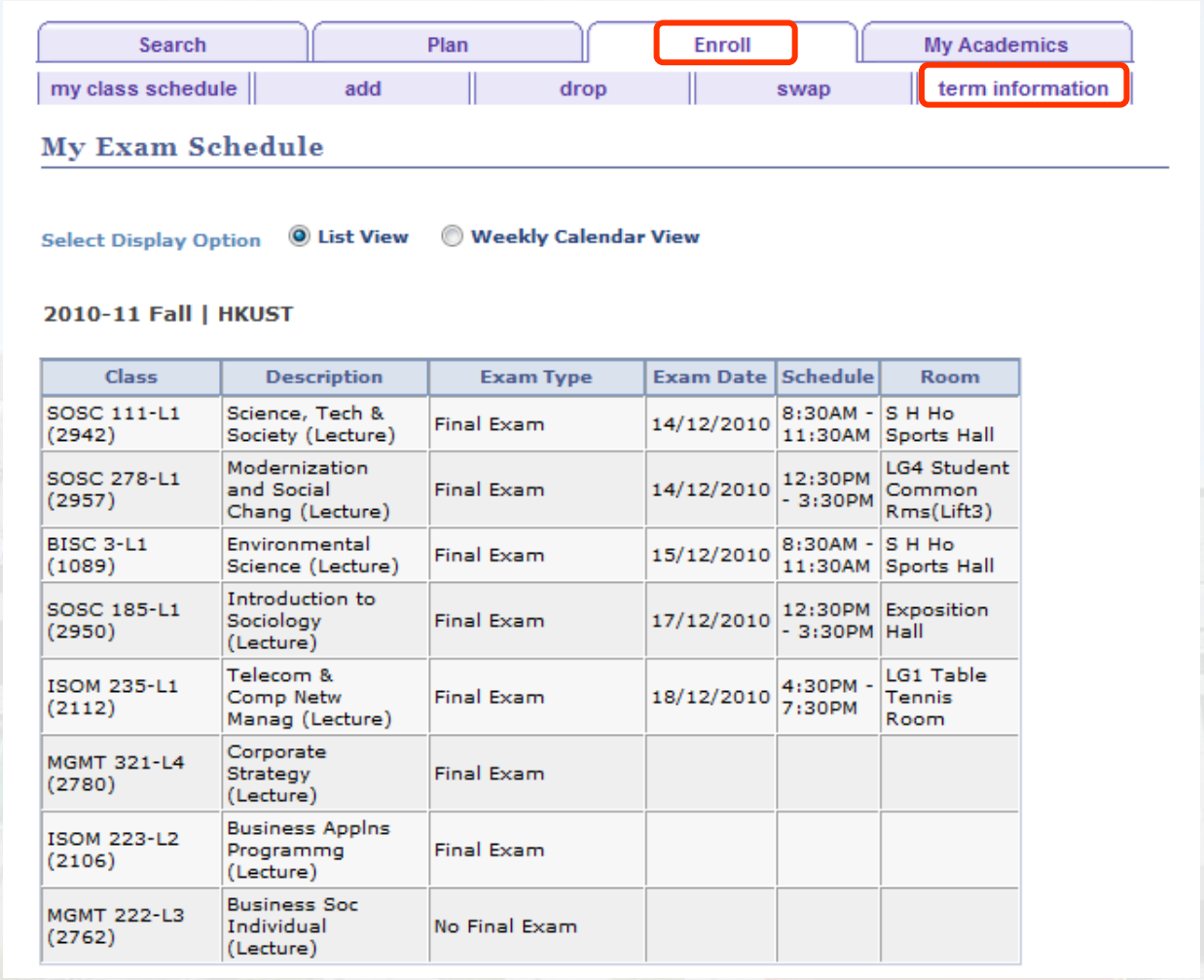
Enroll

↓

Term Information



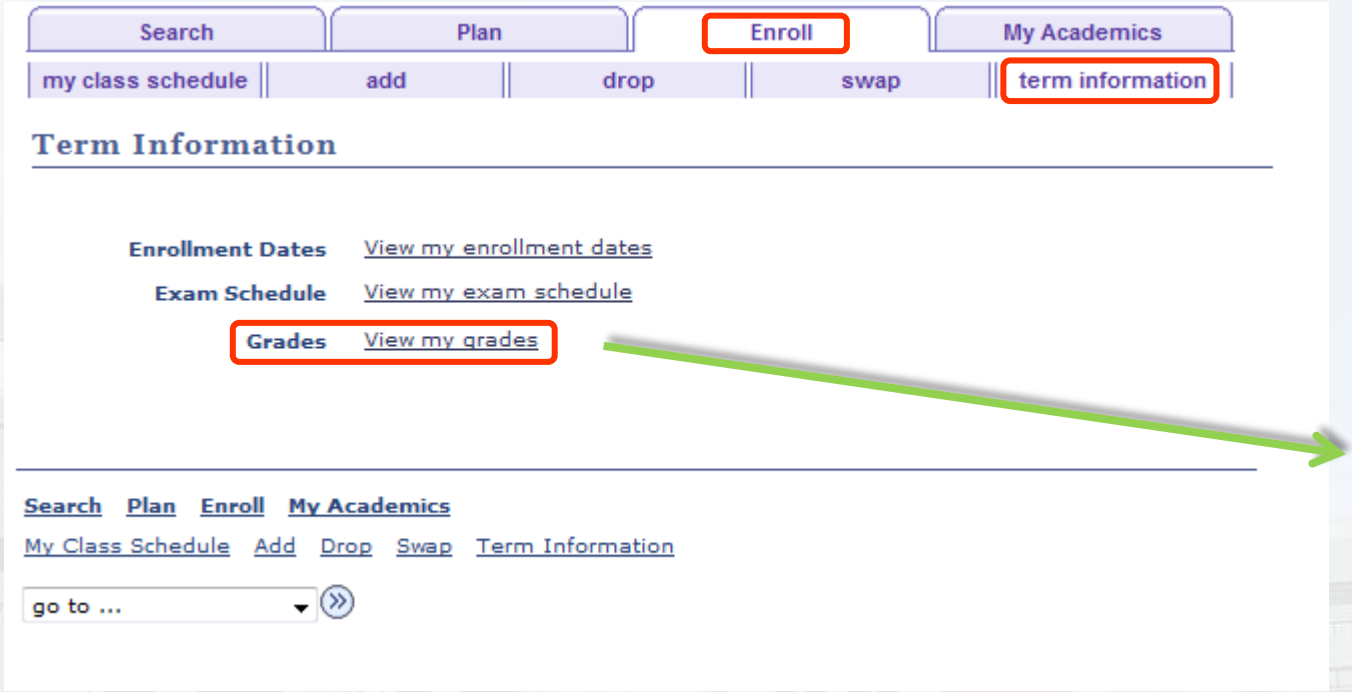
Check examination timetable

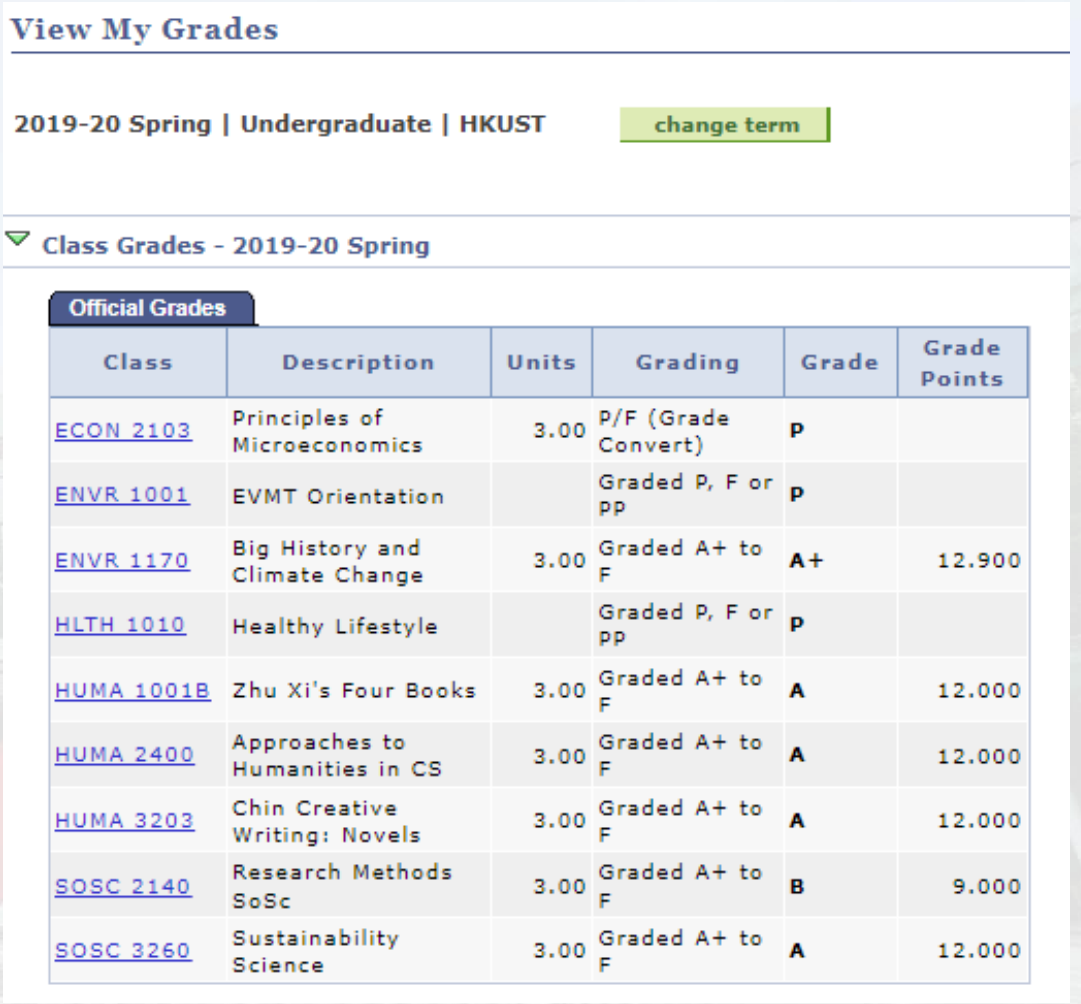


Class	Description	Exam Type	Exam Date	Schedule	Room
SOSC 111-L1 (2942)	Science, Tech & Society (Lecture)	Final Exam	14/12/2010	8:30AM - 11:30AM	S H Ho Sports Hall
SOSC 278-L1 (2957)	Modernization and Social Chang (Lecture)	Final Exam	14/12/2010	12:30PM - 3:30PM	LG4 Student Common Rms(Lift3)
BISC 3-L1 (1089)	Environmental Science (Lecture)	Final Exam	15/12/2010	8:30AM - 11:30AM	S H Ho Sports Hall
SOSC 185-L1 (2950)	Introduction to Sociology (Lecture)	Final Exam	17/12/2010	12:30PM - 3:30PM	Exposition Hall
ISOM 235-L1 (2112)	Telecom & Comp Netw Manag (Lecture)	Final Exam	18/12/2010	4:30PM - 7:30PM	LG1 Table Tennis Room
MGMT 321-L4 (2780)	Corporate Strategy (Lecture)	Final Exam			
ISOM 223-L2 (2106)	Business Applns Programmg (Lecture)	Final Exam			
MGMT 222-L3 (2762)	Business Soc Individual (Lecture)	No Final Exam			

- View your exam schedule in List or Calendar View

View my grades





View My Grades

2019-20 Spring | Undergraduate | HKUST change term

Class Grades - 2019-20 Spring

Official Grades

Class	Description	Units	Grading	Grade	Grade Points
ECON 2103	Principles of Microeconomics	3.00	P/F (Grade Convert)	P	
ENVR 1001	EVMT Orientation		Graded P, F or pp	P	
ENVR 1170	Big History and Climate Change	3.00	Graded A+ to F	A+	12.900
HLTH 1010	Healthy Lifestyle		Graded P, F or pp	P	
HUMA 1001B	Zhu Xi's Four Books	3.00	Graded A+ to F	A	12.000
HUMA 2400	Approaches to Humanities in CS	3.00	Graded A+ to F	A	12.000
HUMA 3203	Chin Creative Writing: Novels	3.00	Graded A+ to F	A	12.000
SOSC 2140	Research Methods SoSc	3.00	Graded A+ to F	B	9.000
SOSC 3260	Sustainability Science	3.00	Graded A+ to F	A	12.000

Introduction to SIS

Flow for class enrollment

Special cases of class enrollement

Points to remember

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY | ACADEMIC REGISTRY

What if...

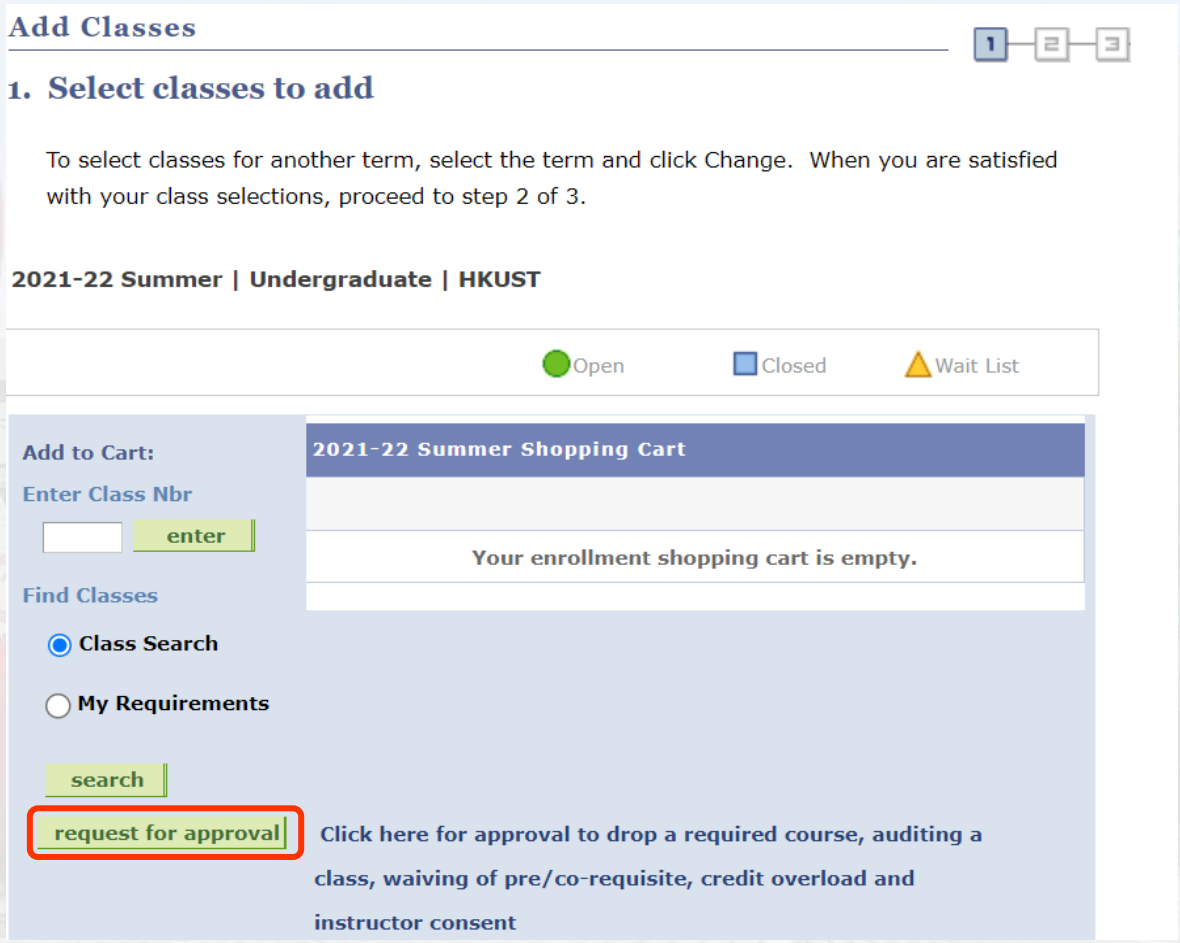
I do not meet the class prerequisite?

I need to enroll a class that needs instructor's consent?

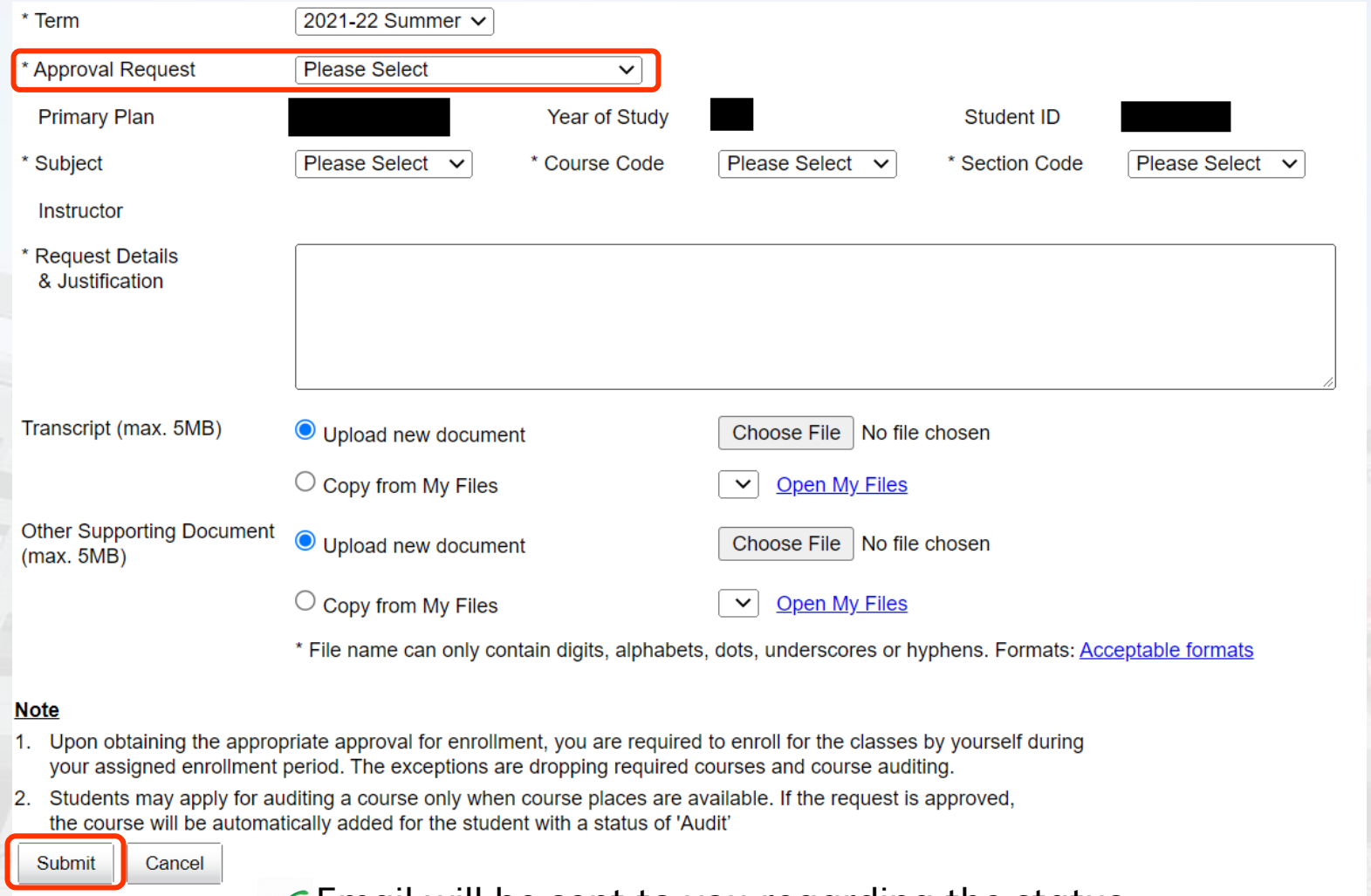
I need to apply for credit overload?

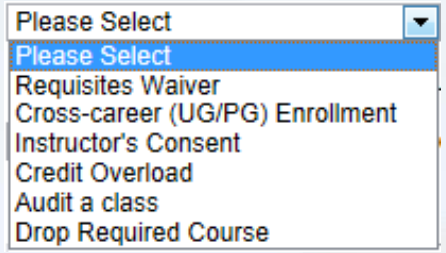
Use **"Class Enroll Approval Request"**

✔ Allows you to make special requests regarding class enrollment



Seek for class approval





✔ Select the appropriate type of approval request according to the validation result

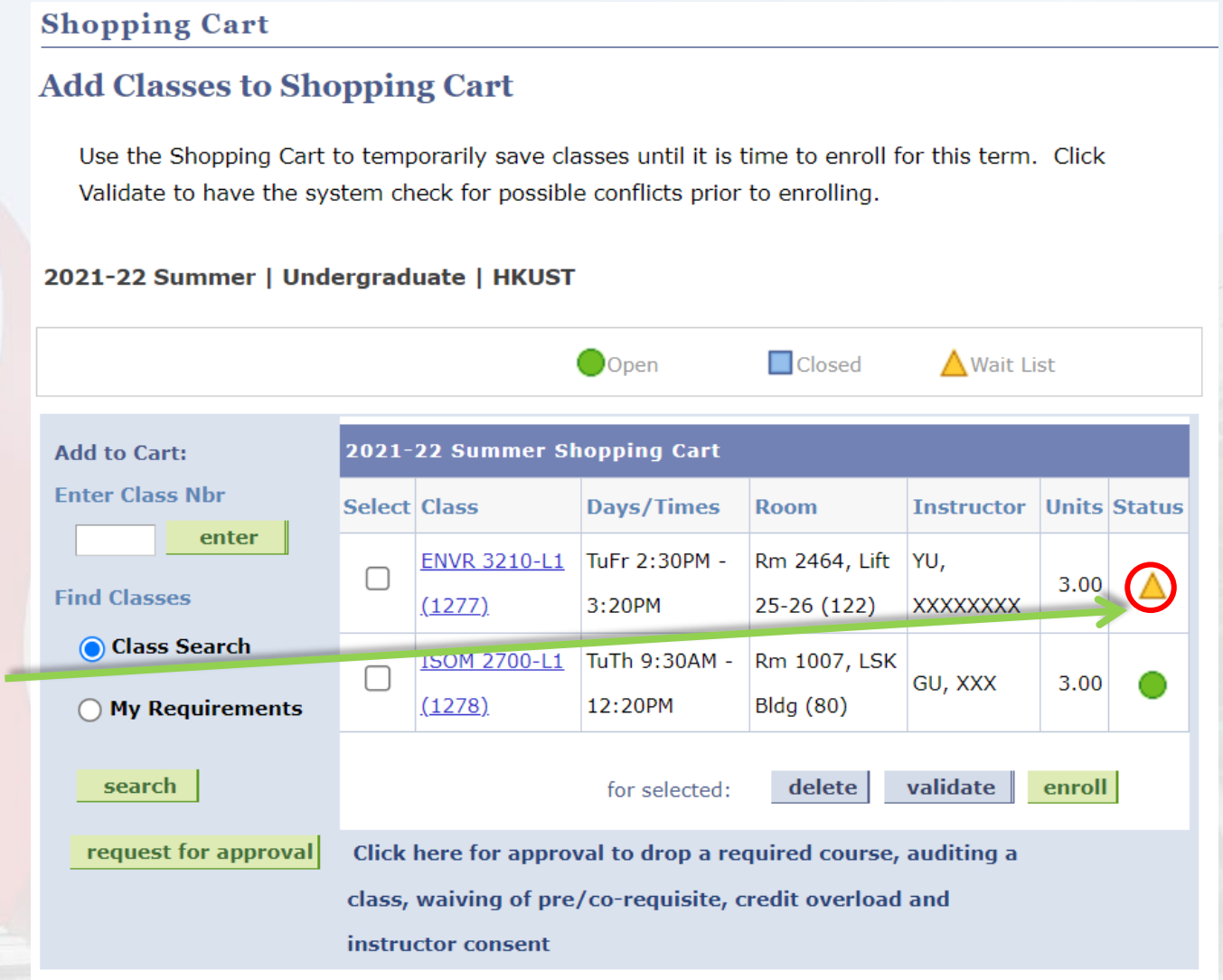
✔ Email will be sent to you regarding the status for your requests

What if...

The class I wish to enroll is full?

Let's look at the following example!

Class full, but there is still wait list capacity



Class Full Scenario

Shopping Cart

1 — 2 — 3

3. View results

View the following status report for enrollment confirmations and errors:

2021-22 Summer | Undergraduate | HKUST

Warning: wait listed Success: enrolled Error: unable to add class

Class	Message	Status
COMP 2011	**Message:** Class 1287 is full. You have been been placed on the wait list in position number 1.	⚠

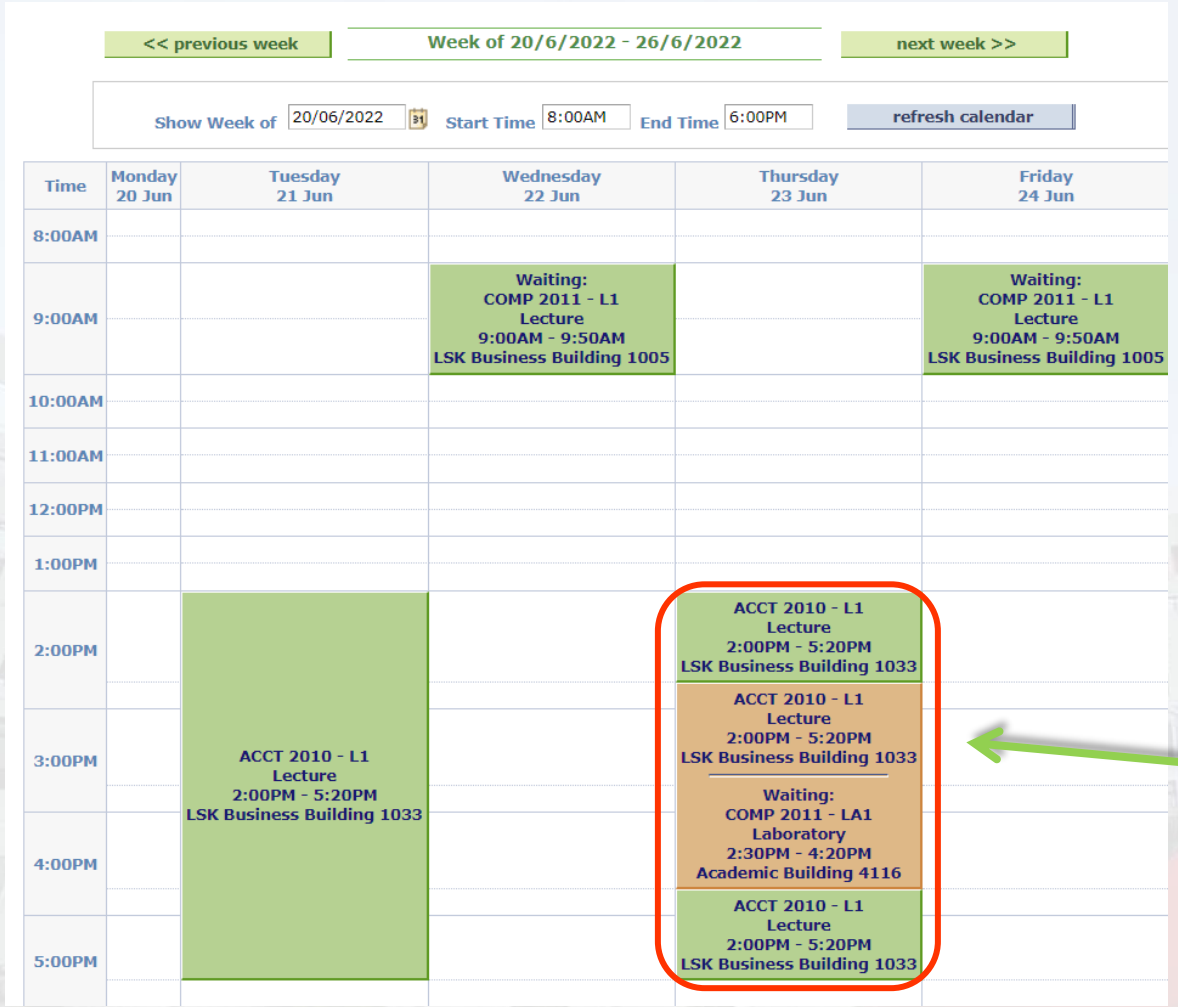
MAKE A PAYMENT | MY CLASS SCHEDULE | ADD ANOTHER CLASS

request for approval

Click here for approval to drop a required course, auditing a class, waiving of pre/co-requisite, credit overload and instructor consent

You are now in queue position No. 1

But……REMEMBER!



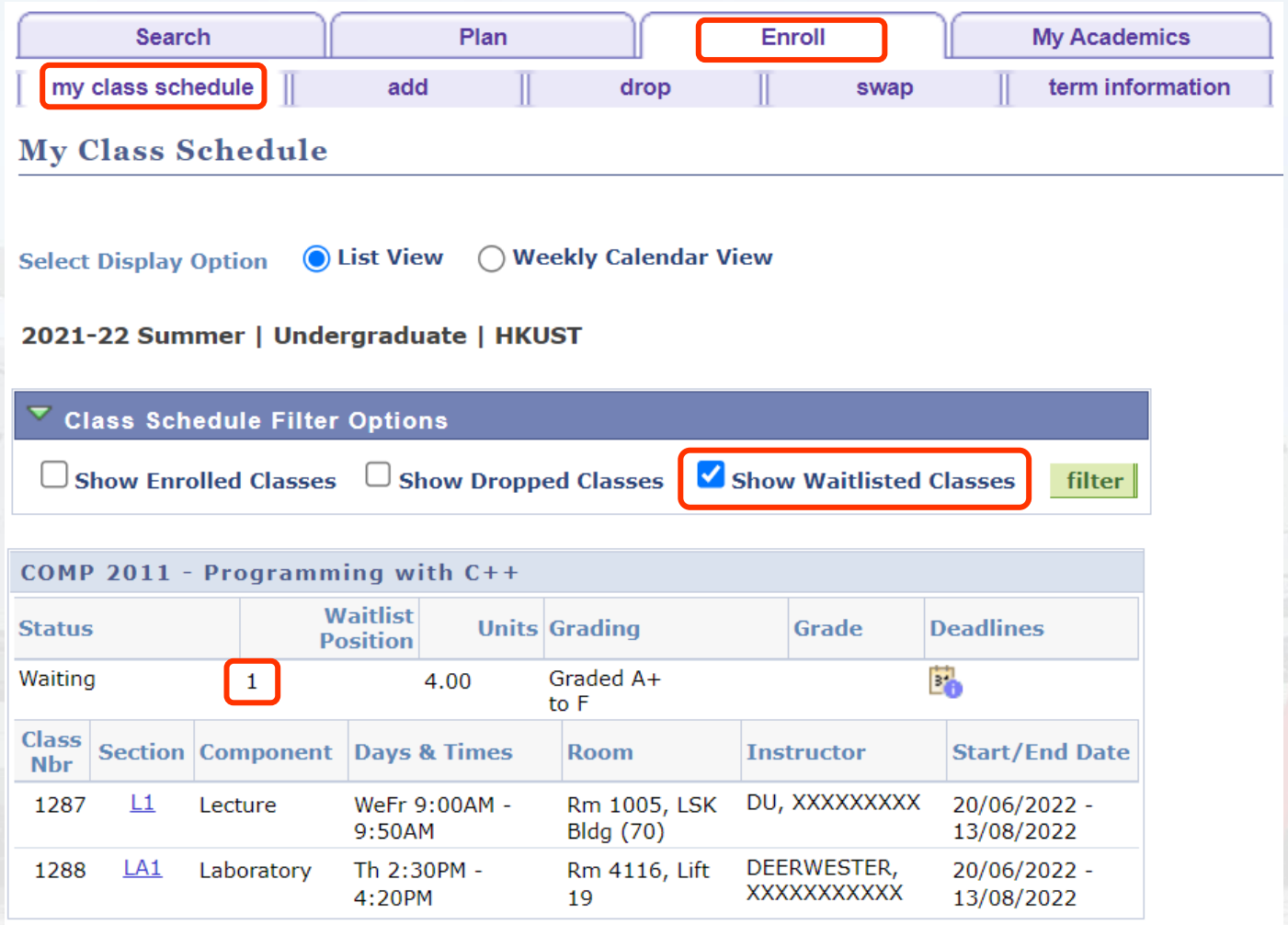
Enroll

My Class Schedule

Weekly Calendar View

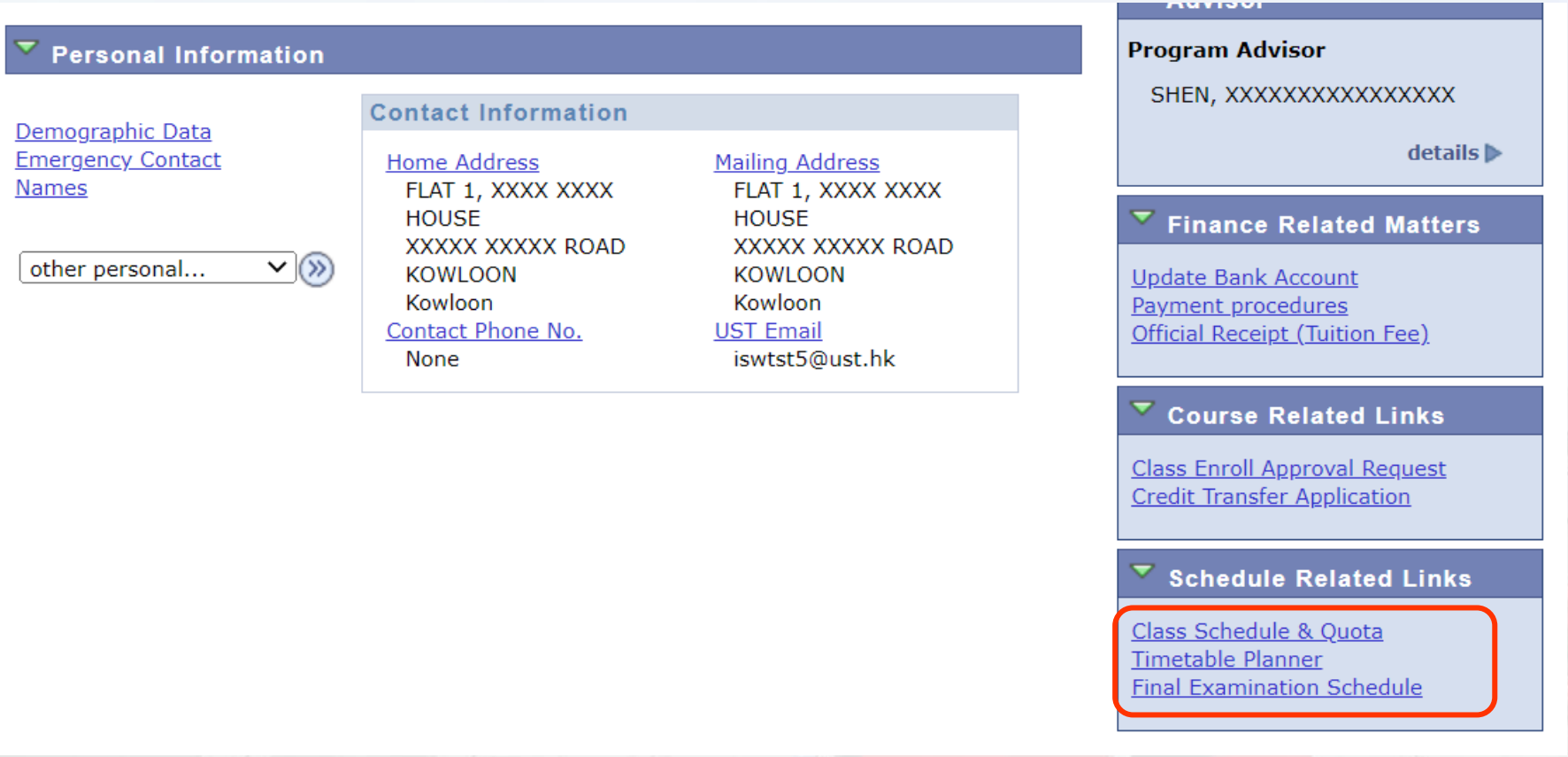
Wait List classes will be shown and ORANGE highlight indicates class clash!

Check your waitlist position!



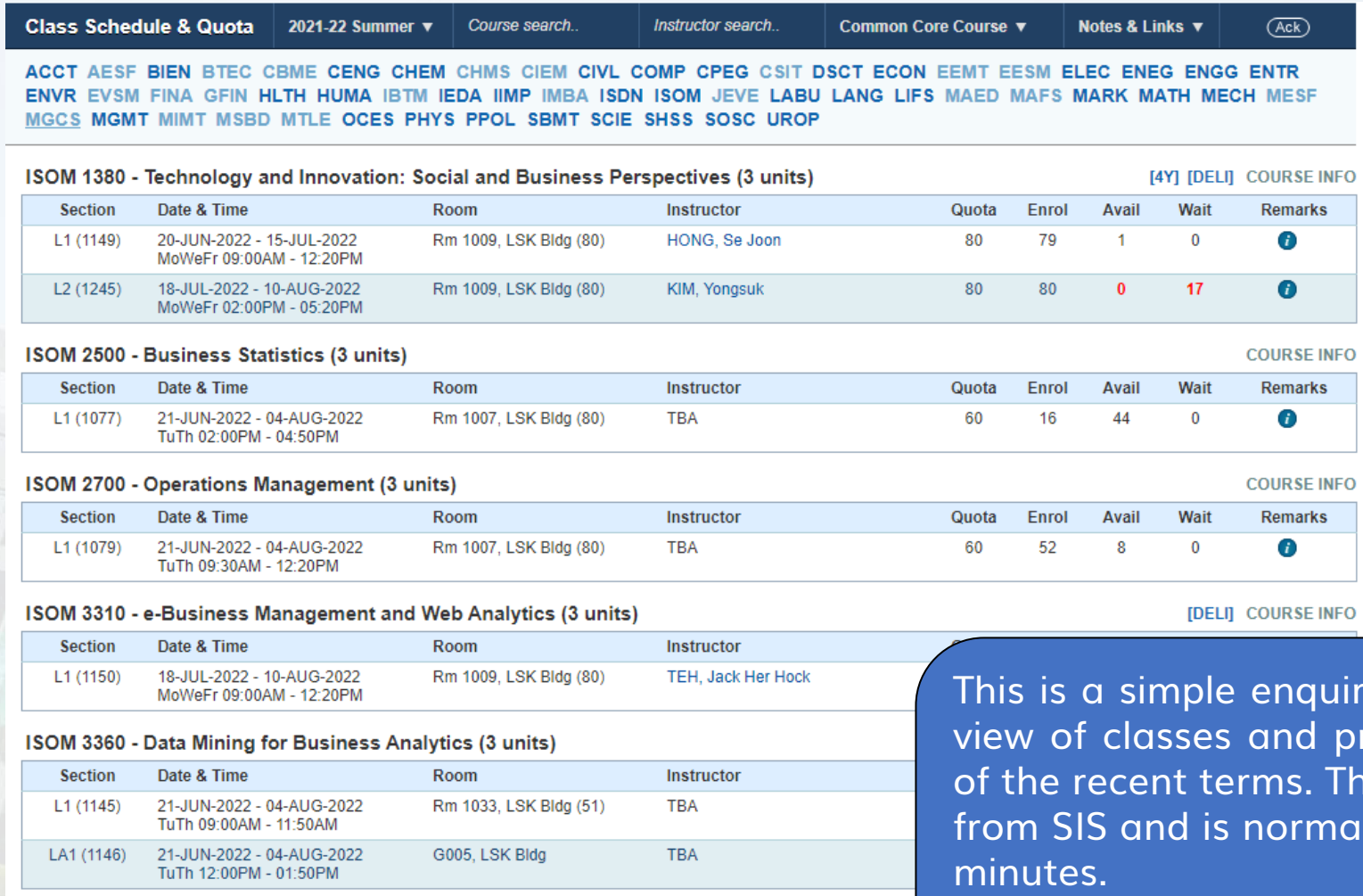
1. Click “Enroll” > “My Class Schedule”
2. Select (tick) “Show Waitlisted Classes” and click filter
3. See “Waitlist Position”

Other useful links in Student Center



You will find useful links to **Timetable Planner**, and a user-friendly view for **HKUST Class Schedule and Quota** here.

Class Schedule & Quota



Class Schedule & Quota | 2021-22 Summer ▼ | Course search.. | Instructor search.. | Common Core Course ▼ | Notes & Links ▼ | Ack

ACCT AESF BIEN BTEC CBME CENG CHEM CHMS CIEM CIVL COMP CPEG CSIT DSCT ECON EEMT EESM ELEC ENEG ENGG ENTR ENVR EVSM FINA GFIN HLTH HUMA IBTM IEDA IIMP IMBA ISDN ISOM JEVE LABU LANG LIFS MAED MAFS MARK MATH MECH MESF MGCS MGMT MIMT MSBD MTLE OCES PHYS PPOL SBMT SCIE SHSS SOSC UROP

ISOM 1380 - Technology and Innovation: Social and Business Perspectives (3 units) [4Y] [DELI] COURSE INFO

Section	Date & Time	Room	Instructor	Quota	Enrol	Avail	Wait	Remarks
L1 (1149)	20-JUN-2022 - 15-JUL-2022 MoWeFr 09:00AM - 12:20PM	Rm 1009, LSK Bldg (80)	HONG, Se Joon	80	79	1	0	
L2 (1245)	18-JUL-2022 - 10-AUG-2022 MoWeFr 02:00PM - 05:20PM	Rm 1009, LSK Bldg (80)	KIM, Yongsuk	80	80	0	17	

ISOM 2500 - Business Statistics (3 units) COURSE INFO

Section	Date & Time	Room	Instructor	Quota	Enrol	Avail	Wait	Remarks
L1 (1077)	21-JUN-2022 - 04-AUG-2022 TuTh 02:00PM - 04:50PM	Rm 1007, LSK Bldg (80)	TBA	60	16	44	0	

ISOM 2700 - Operations Management (3 units) COURSE INFO

Section	Date & Time	Room	Instructor	Quota	Enrol	Avail	Wait	Remarks
L1 (1079)	21-JUN-2022 - 04-AUG-2022 TuTh 09:30AM - 12:20PM	Rm 1007, LSK Bldg (80)	TBA	60	52	8	0	

ISOM 3310 - e-Business Management and Web Analytics (3 units) [DELI] COURSE INFO

Section	Date & Time	Room	Instructor
L1 (1150)	18-JUL-2022 - 10-AUG-2022 MoWeFr 09:00AM - 12:20PM	Rm 1009, LSK Bldg (80)	TEH, Jack Her Hock

ISOM 3360 - Data Mining for Business Analytics (3 units)

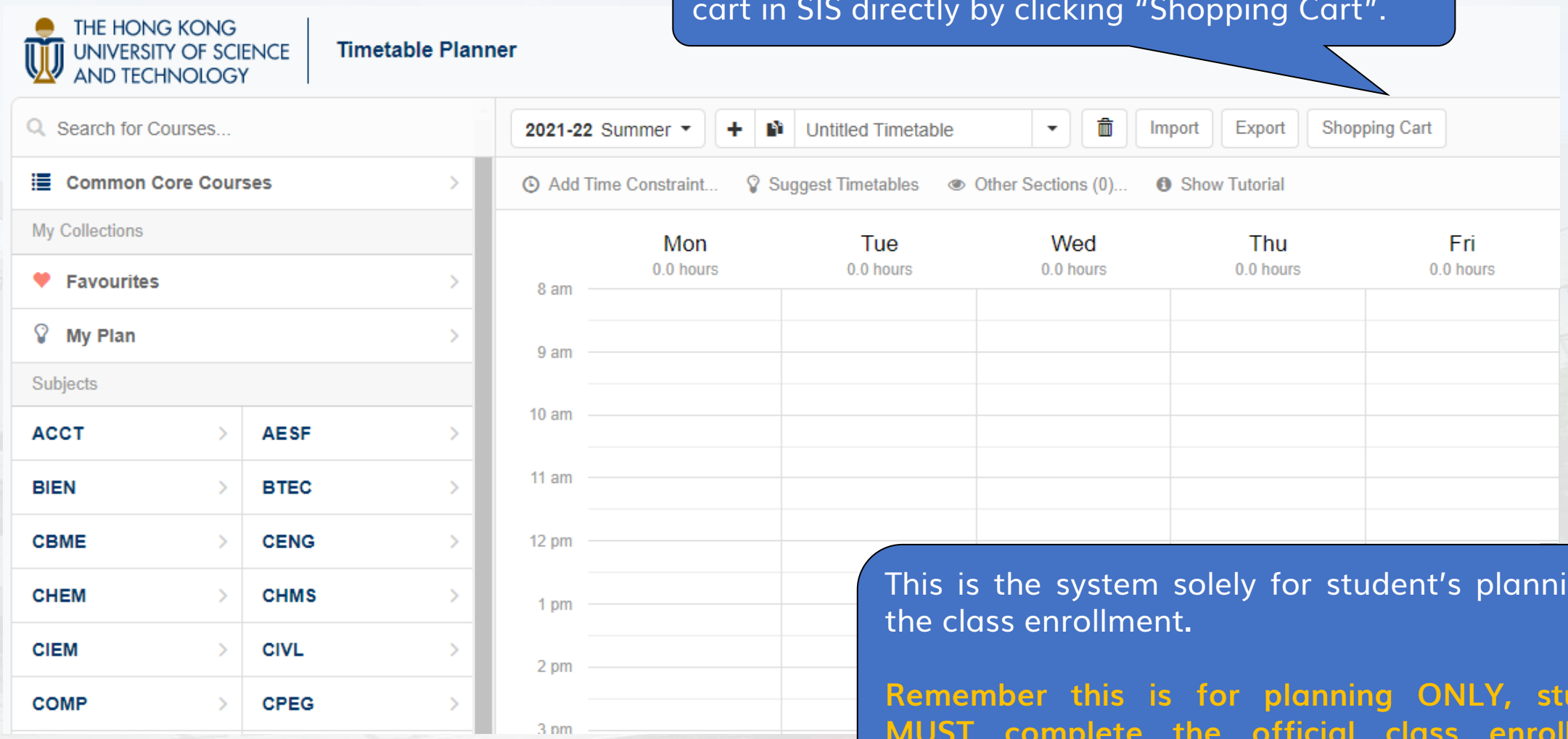
Section	Date & Time	Room	Instructor
L1 (1145)	21-JUN-2022 - 04-AUG-2022 TuTh 09:00AM - 11:50AM	Rm 1033, LSK Bldg (51)	TBA
LA1 (1146)	21-JUN-2022 - 04-AUG-2022 TuTh 12:00PM - 01:50PM	G005, LSK Bldg	TBA

This is a simple enquiry application with a table view of classes and primary course information of the recent terms. The information is extracted from SIS and is normally updated every 15 to 20 minutes.

https://w5.ab.ust.hk/wcq/cgi-bin/

Student Timetable Planner

You could add the planned courses into shopping cart in SIS directly by clicking “Shopping Cart”.



This is the system solely for student’s planning of the class enrollment.

Remember this is for planning ONLY, student MUST complete the official class enrollment procedure in the SIS and the result in SIS is final.

Final Examination Schedule

HKUST香港科技大學

Final Examination Schedule | 2021-22 Fall ▼ | *Course search..* | *Instructor search..* | Summary of Changes | Notes & Links ▼ | Last Updated: 21-Dec-2021 08:56AM

ACCT AESF AIAA AMAT BIBU BIEN BSBE BTEC CBME CENG CHEM CHMS CIEM CIVL CMAA COMP CPEG CSIT DASC DBAP DSAA DSCT ECON EEMT EESM ELEC EMBA ENEG ENGG ENTR ENVR ENVS EOAS EVNG EVSM FINA FTEC FUNH GBUS GFIN GNED HART HHMS HLTH HMMA HUMA IBTM IDPO IEDA IIMP IMBA INFH INTR IOTA IPEN ISDN ISOM JEVE LABU LANG LIFS MAED MAFS MARK MASS MATH MECH MESF MFIT MGCS MGMT MICS MILE MIMT MSBD MSDM MTLE NANO OCES PDEV PHYS PPOL RMBI ROAS SBMT SCIE SEEN SHSS SMMG SOCH SOSC SUST SYSH TEMG UGOD UROP WBBA

PHYS 1001 - Physics and the Modern Society

Section	Instructor	No. of Students	Date	Time	Venue	Remarks
L1	FOREMAN, Bradley Alan	165	15-Dec-2021	04:30PM - 07:30PM	S H Ho Sports Hall	
L2	NG, Yee Fai	164	15-Dec-2021	04:30PM - 07:30PM	S H Ho Sports Hall	

PHYS 1002 - Introduction to Astrophysics and Astronomy

Section	Instructor	No. of Students	Date	Time	Venue	Remarks
L1	SOU, Iam Keong	193	17-Dec-2021	12:30PM - 03:30PM	S H Ho Sports Hall	

PHYS 1003 - Energy and Related Environmental Issues

Section	Instructor	No. of Students	Date	Time	Venue	Remarks
L1	CHEUNG, Man Fung	119	-	-	-	No Final Exam
L2	JAECK, Berthold	120	-	-	-	No Final Exam

PHYS 1111 - General Physics I

Section	Instructor	No. of Students	Date	Time	Venue	Remarks
L1	CHEUNG, Sai Kit	89	10-Dec-2021	12:30PM - 03:30PM	LG1 Table Tennis Room	

PHYS 1112 - General Physics I with Calculus

Section	Instructor	No. of Students	Date	Time	Venue	Remarks
L1	PO, Hoi Chun	121	10-Dec-2021	04:30PM - 07:30PM		
L2	HAN, Yilong	116	10-Dec-2021	04:30PM - 07:30PM		
L3	ALTMAN, Michael Scott	121	10-Dec-2021	04:30PM - 07:30PM		
L4	CHEN, Tian Wen	116	10-Dec-2021	04:30PM - 07:30PM		
L5	CHEUNG, Man Fung	122	10-Dec-2021	04:30PM - 07:30PM		
L6	WONG, Kam Sing	102	10-Dec-2021	04:30PM - 07:30PM		

This is the system for students to check their exams' dates and venues.

https://w5.ab.ust.hk/wex/cgi-bin/

Agenda

Introduction to SIS

Flow for class enrollment

Special cases of class enrollement

Points to remember

Caution!

Avoid clicking the **back button** on the browser as it will generate an error

Adding classes to Shopping Cart does not mean that you have been enrolled into that class; click "**Finish Enrolling**" icon and wait for confirmation!

You are strongly advised to resolve all possible conflicts (credit load/prerequisites) during the validation period

You will need to self-enroll into the classes that you have obtained the instructor/department's approval

ARO Hotlines

Contact Points	Tel No	Email
General Enquiry	2623-1111	
Registration		
Program Registration	2358-6618	arprog@ust.hk
UG Course Registration	2623-1112 / 2623-1113	arcourse@ust.hk
PG Course Registration	2623-1114	arcourse@ust.hk
Student Fees	2358-6633	artuition@ust.hk
Classroom & Lecture Theater Booking	2358-6621 / 2358-6645	arroombk@ust.hk
Examinations & Graduation		
Examinations & Grades	2623-1115	arexamgrade@ust.hk
Academic Progress & Graduation Check		argraduation@ust.hk
- SSCI, SHSS, JS	2623-1116	
- SENG, IPO	2358-8699	
- SBM	2623-1117	
Credit Transfer	3469-2213	arcreditran@ust.hk

You could contact ARO directly for advices.
Here is more information on contacts.

https://registry.hkust.edu.hk/contact-us

Need to seek help?

You can always refer to SIS Webpage https://sis.hkust.edu.hk/ or contact arsis@ust.hk

Thank you!