



Briefing on Online Course Registration



On-line Course Registration (CR)

- ❖ Student's responsibility
- ❖ Web-based
 - ☞ anytime, anywhere during CR time-ticket period
- ❖ Pre-assignment of core / mandatory courses
- ❖ First Come First Served

Network Account & Password

- ❖ **Username:** s + first 7 digits of student number
- ❖ **Password:** first 6 digits of student number
+
last 4 characters of
HKID/內地身分證號碼/passport number

e.g.

Student Number
12123456

Login Name
s1212345

HKID holders
K-456789(A)

Password
121234789a (small letter)

Mainland students
220890199008075678

Password
1212345678

Overseas students
ABC12345678

Password
1212345678

***** DO NOT change network account password before Online Course Registration**



The Portal (<https://portal.eduhk.hk>)

Single Sign-On Login Page

The Hong Kong Institute of Education
香港教育大學

The Single Sign-On (SSO) system allows users to access the majority of HKIEd web services with one login.

Users are advised to sign out from the SSO and preferably close the browser after using these web services. The time out for idle sessions is 2 hours.

Username:

Password:

Login

Input your network account and password here to login

[Having Problem Login?](#) | [Change Your Network Password](#) | [Forgot Your Password?](#)

The Portal > e-SIS

(<https://portal.eduhk.hk>)

The screenshot displays the 'The PORTAL' website interface. The top navigation bar includes 'My Info', 'e-SIS', 'Stu Affairs', 'Teaching & Learning', 'HR', 'Finance', and 'Mgt Reports'. A dropdown menu is open under 'e-SIS', listing various services. The 'e-SIS' option in this menu is circled in red, with a red arrow pointing to a purple callout box that says 'Click here to access e-SIS'. The background shows a sidebar with categories like 'Council Corner', 'Academic Board', and 'Learning & Teaching', and a main content area with a green banner and a table of announcements.

Announcement	Date
FO	2024-05-21 09:48
HRO	2024-05-21 09:47



The Portal > e-SIS (2)

The PORTAL My Info e-SIS Stu Affairs Teaching & Learning HR Finance Mgt Reports Research

Steps to view Staff Timetable
Supplementary Timetabling Information System (STIS)

Course Reg Links
Time ticket & CR
More information

Credit Transfer
Credit Transfer

Second Major/Minors
Second Major, Minor
Administration

Leave of Absence
Leave of Absence by Students
Absence of Course Lecturers

Important Academic Policies, Guidelines and Procedures

Subscribe / Unsubscribe Daily Alert
:New announcements not included in today's Daily Alert of EdUHK Portal Messages

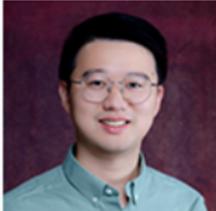
Or click here to access e-SIS

People 人傑



Dr Lee Ju Seong
Dr Lee Ju Seong has been named a finalist in the Language and Linguistics category at the 2024 Profe

2948 7391
jslee@eduhk.hk



Dr Tao Lei
has been honoured with the prestigious William E. Mosher and Frederick C. Mosher Award

2948 6877
taol@eduhk.hk



Dr Deng Wenjing
named as an Outstanding Member of the Youth Working Committee of the Soil Science Society of China

2948 8288
wdeng@eduhk.hk



Dr Maxwell Chun-sing
wins Emergi in Professio and Commu

2948 893
hocs@eduhk.hk

e-SIS Check Time Ticket

The screenshot shows the e-SIS website interface. At the top, there is a blue header with the text 'e-SIS'. Below the header, there are two tabs: 'Personal Information' and 'Student Services'. A search bar is located on the left, and navigation links for 'ACCESSIBILITY', 'SITE MAP', 'HELP', and 'EXIT' are on the right. The main content area is titled 'Main Menu' and contains a welcome message. Below the welcome message, there are several menu items: 'Personal Information', 'Course Registration Time Ticket', 'Student Services', 'Student Records', and 'Course Catalog'. The 'Course Registration Time Ticket' link is circled in red, and a red arrow points to it from a callout box. The callout box contains the text: 'Click Course Registration Time Ticket to check your assigned time-ticket'. At the bottom of the page, there is a footer with the text 'RELEASE: 8.1.1' and a 'Glossary' link.

e-SIS

Personal Information **Student Services**

Search [ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Welcome, [REDACTED], to the e-SIS! Last web access on [REDACTED] at [REDACTED]

Personal Information

- Answer a Survey; View and Update Addresses & Phones
- Course Registration Time Ticket**
- Check CR Status & Time Ticket

Student Services

- Perform Course Registration; View personal timetable and account

Student Records

- View Degree Evaluations

Course Catalog

- Display Course Information

RELEASE: 8.1.1 [Glossary](#)

Click Course Registration Time Ticket to check your assigned time-ticket

e-SIS Check Time Ticket

 **Time ticket**

e-SIS

Personal Information **Student Services**

Search

Your Registration Status & Time Ticket:

 Pls note that the system clock is synchronised with the clock of Hong Kong Observatory

Displayed below are various items which may affect your registration or restrict the courses you will be permitted to select.

You may register during the following times

From	Begin Time To	End Time
Sep 02, 2013	09:30 am	Sep 03, 2013 09:29 am

- You have no Holds which prevent registration.
- Your Academic Standing permits registration.
- Your Student Status permits registration.

Your Class for registration purposes is Y1 Class.

 **Time ticket**

e-SIS

Personal Information **Student Services**

Search

Your Registration Status & Time Ticket:

 Pls note that the system clock is synchronised with the clock of Hong Kong Observatory

Displayed below are various items which may affect your registration. Your Time Ticket registration or restrict the courses you will be permitted to select.

-  You have no Registration Time Ticket. Please contact the registration administrator.
- You have no Holds which prevent registration.
- Your Academic Standing permits registration.
- Your Student Status permits registration.

Your Class for registration purposes is Y1 Class.

Refer to the CR schedule to check your priority



e-SIS Course Registration (1)

☞ [e-SIS](#) > [Student Services](#) > [Course Registration](#) > [Select Term](#) > [Add / Drop Course Groups](#)

The screenshot shows the e-SIS main menu. At the top, there are tabs for 'Personal Information' and 'Student Services'. Below the tabs is a search bar with a 'Go' button. The main menu lists several options: 'Personal Information', 'Course Registration Time Ticket', 'Student Services', 'Student Records', and 'Course Catalog'. The 'Student Services' option is circled in red. Below the menu, there is a 'RELEASE: 8.1.1' label.

The screenshot shows the e-SIS Student Services page. At the top, there are tabs for 'Personal Information' and 'Student Services'. Below the tabs is a search bar with a 'Go' button. To the right of the search bar are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Student Services' with a small icon of a stack of books. Below this, there is a list of services: 'Course Registration', 'Student Account', 'Personal Timetable', and 'DegreeWorks'. The 'Course Registration' option is circled in red. Below the list, there is a 'RELEASE: 8.1.1' label and a 'Glossary' link in the bottom right corner.

e-SIS Course Registration (2)

[e-SIS](#) > [Student Services](#) > [Course Registration](#) > [Select Term](#) > [Add / Drop Course Groups](#)

e-SIS

Personal Information **Student Services**

Search

[RETURN TO MENU](#) [SITE M](#)

Course Registration

First Time User

Must Know

- [Your Registration Status & Time Ticket](#)
- [Prepare for On-line Course Registration](#)
- [Programme Timetables & Course Lists](#)
- [CRWS \(Course Registration Work Sheet\) & Guideline](#)
- [Explanation for Course Registration Error Messages](#)
- [Course Code Conversion Table](#)

[Select Term \(Semester\)](#)

[Look-up Course Groups to Add](#)

[Add/Drop Course Groups](#)

[Contact](#)

[Glossary](#)

[FAQ](#)

RELEASE: 8.1.1

e-SIS

Personal Information **Student Services**

Search

Select Semester

Select a Term:

RELEASE: 8.1

**Select the Semester for
Course Registration**



e-SIS Course

e-SIS > Student Services > Add / Drop Course Groups

e-SIS

Personal Information Student Services

Search Go RETURN TO MENU SITE MAP HELP EXIT

Add/Drop Course Groups

SEMESTER 1, 2009-10
Jun 07, 2010 11:14 am

Use this interface to add or delete course groups for the selected term (semester). If you have already registered for the term (semester), those course groups will appear in the Current Schedule section. Additional course groups may be added in the Add Class table. To add a course group enter the Course Reference Number (CRN) in the Add Class table, course group may be deleted by using the options available in the Action field. If no options are listed in the Action field then the course group may not be deleted. When add/deletes are complete click Submit Changes.

If you are unsure of which course groups to add, click Class Search to review the course group schedule.

If you see a "deadlock detected" message when you try to add or delete course groups, please click the < Back > button to return to this page, < Refresh > the screen and try again.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
WEB REGISTERED on Jul 21, 2009		95194	EPC	6122	01C	Postgraduate	3.000	FINE GRADES FOR 02/03 & AFTER	CRITICAL USE OF RESEARCH
REGISTERED on Jan 07, 2010		95043	GED	1002	02C	Postgraduate	3.000	FINE GRADES FOR 02/03 & AFTER	MATHEMATICS IN SOCIETY

Total Credit Hours: 30.000
Billing Hours: 30.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: Jun 07, 2010 11:14 am

Add Classes Worksheet

CRNs

<input type="text"/>									
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Submit Changes Class Search Reset

RELEASE: 8.1

Course Registration here

e-SIS

Personal Information Student Services

Search Go RETURN TO MENU SIT

Course Registration

First Time User Must Know

- Your Registration Status & Time Ticket
- Prepare for On-line Course Registration
- Programme Timetables & Course Lists
- CRWS (Course Registration Work Sheet) & Guideline
- Explanation for Course Registration Error Messages
- Course Code Conversion Table

Select Term (Semester)

Look-up Course Groups to Add

Add/Drop Course Groups

Contact

Glossary

FAQ

RELEASE: 8.1.1



Something you should know before Course Registration:

Course Code, Course Group & CRN

❖ Course Code

e.g. ART1064, ENG1033

❖ Course Group (section)

e.g. ART1064-01C, ENG1033-02E

❖ CRN (Course Reference Number)

e.g. ART1064-01C 80748
 ENG1033-02E 80313



Use CRN for Online Course Registration



Something you should know before Course Registration:

Pre-assignment

- Performed by Faculty or Department
- Shown in [e-SIS](#) > [Student Services](#) > [Personal Timetable](#) > [Student Detail Schedule](#)

e-SIS

Personal Information Student Services

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Student Detail Schedule:

SEMESTER 1, 2009-10
Jun 07, 2010 11:44 am

Preparation of timetables for the coming semester is now underway. The information you now access is not finalized and will be subject to revision. Please check out again when you receive the formal announcement on release of timetable.

Total Credit Hours: 30.000

WORKING W/ DIV FAM:THRY & PRAC - ECE 4024 - 07C

Associated Term: SEMESTER 1, 2009-10
CRN: 96145
Status: **REGISTERED** on Dec 04, 2009
Assigned Instructor: DN_ZT HKK QOST
Grade Mode: FINE GRADES FOR 02/03 & AFTER
Credits: 3.000
Level: Undergraduate
Campus: TOWN CENTRE (IED)
Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructor
Class	6:30 pm - 9:20 pm	M	TOWN CENTRE(IED) BUILDING 1 225	Sep 07, 2009 - Nov 21, 2009	DELIVERY 1	DN_ZT (P)
Class	6:30 pm - 9:20 pm	M	TOWN CENTRE(CPE) BUILDING 1 242	Nov 23, 2009 - Dec 05, 2009	DELIVERY 2	DN_ZT (P)

SCH GUID & COUNSELLING - EPC 4109 - 01C

Associated Term: SEMESTER 1, 2009-10
CRN: 95033
Status: **REGISTERED** on Jan 07, 2010
Assigned Instructor: BdT HW[T ODQL
Grade Mode: FINE GRADES FOR 02/03 & AFTER
Credits: 3.000
Level: Postgraduate
Campus: TOWN CENTRE (IED)

The course(s) pre-assigned to you will be shown in your Student Detail Schedule **before** your online Course Registration

Something you should know before Course Registration:

Look-up Classes

Look-up Classes:

To find out the detail of CRNs which are offered in selected semester

Navigation:

[e-SIS](#) >

[Student Services](#) >

[Course Registration](#) >

[Look-up Course Groups to Add](#)

The screenshot shows the e-SIS website interface. At the top, there is a blue header with the text 'e-SIS'. Below this, there are two tabs: 'Personal Information' and 'Student Services', with 'Student Services' being the active tab. A search bar is located below the tabs, with a 'Go' button. To the right of the search bar, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Course Registration' and contains a list of links. The link 'Look-up Course Groups to Add' is circled in red. Other links in the list include 'First Time User', 'Must Know', 'Your Registration Status & Time Ticket', 'Prepare for On-line Course Registration', 'Programme Timetables & Course Lists', 'CRWS (Course Registration Work Sheet) & Guideline', 'Explanation for Course Registration Error Messages', 'Course Code Conversion Table', 'Select Term (Semester)', 'Add/Drop Course Groups', 'Contact', 'Glossary', and 'FAQ'. At the bottom of the page, there is a footer with the text 'RELEASE: 8.1.1' and 'Glossary'.



Something you should know before Course Registration:

Look-up Classes

e-SIS

Personal Information **Student Services**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Look-Up Classes to Add: SEMESTER 1, 2009-10
Jun 18, 2012 10:47 am

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register.

Sections Found

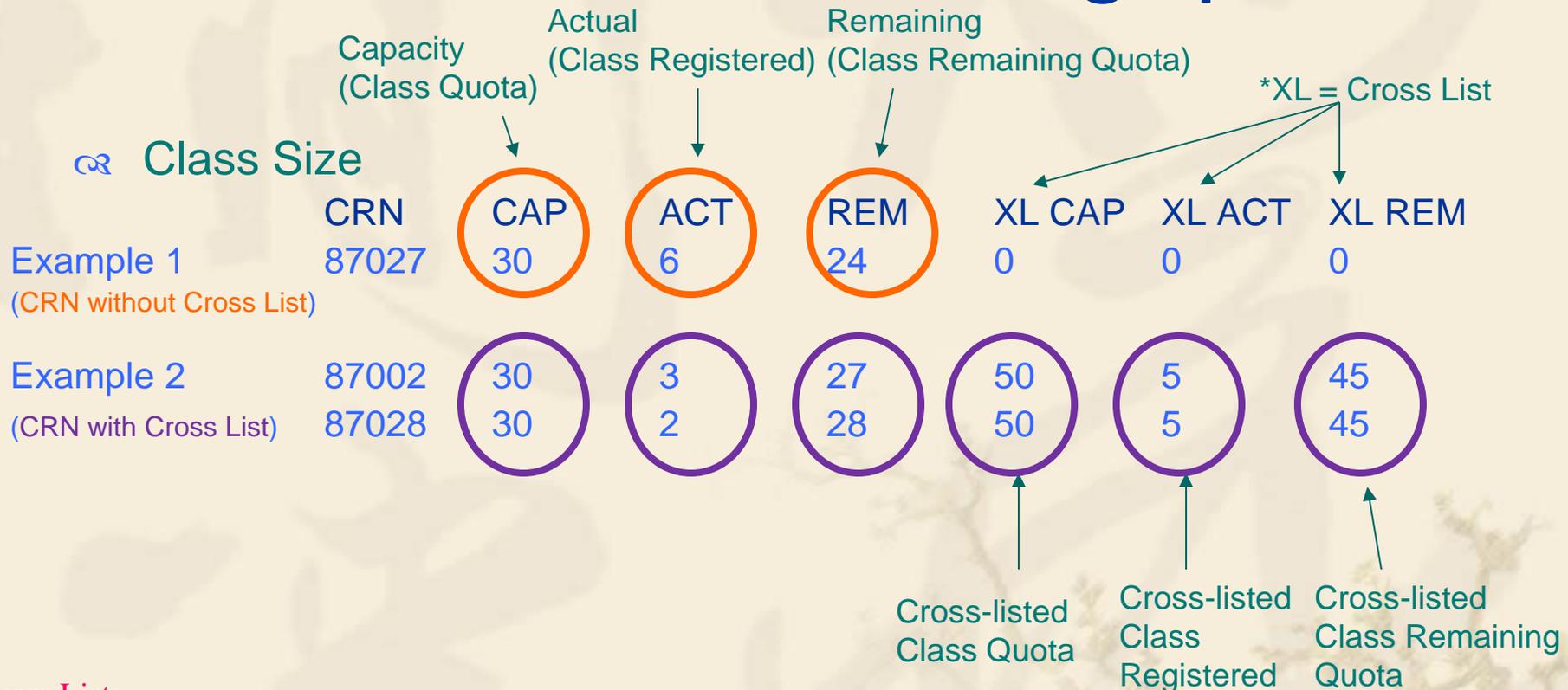
CLE

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	ion	Attribute
<input type="checkbox"/>	96384	CLE	2124	02E	TP	0.000	ACCESS ENG ADV	W	11:30 am- 01:20 pm	20	17	3	0	0	0	QS[SZ MGXMGXKZ UIEMTDER (P)	09/07- 12/19	D2 D: 2- 15	LP-	ENGLISH
<input checked="" type="checkbox"/>	96385	CLE	2124	03E	TP	0.000	ACCESS ENG ADV	F	11:30 am- 01:20 pm	15	14	1	19	19	0	FDO KQING J. CLTO (P)	09/07- 12/19	B2 B: 2- 21	LP-	GRADE RELEASE ENABLED and ENGLISH

“C” indicates a closed (full) class

Something you should know before Course Registration:

Class size and remaining quota



*Cross List:

1. Combine class with other class/classes
2. Sum of Actual Registered (ACT) students in all CRNs of a Cross List is limited by the Cross List quota (XL CAP)
3. Available remaining quota is limited by both CRN Remaining Quota (REM) and Cross-List Remaining Quota (XL REM)

Something you should know before Course Registration:

Class size and remaining quota

e-SIS

Personal Information Student Services

Search Go RETURN TO MENU SITE MAP HELP EXIT

Look-Up Classes to Add: SEMESTER 1, 2007-08
Jul 31, 2007 10:30 am

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register.

Sections Found

CHI

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
										Cap	Act	Rem	Cap	Act	Rem				
<input type="checkbox"/>	87026	CHI	5183	0	TP	2.000	兒童文學與語文教學	TBA		30	0	30	0	0	0	TBA	09/01-12/31	TBA	CANTONESE and CHINESE LANGUAGE & LITERATURE
<input type="checkbox"/>	87027	CHI	5183	0	TP	2.000	兒童文學與語文教學	TBA		30	0	30	0	0	0	TBA	09/01-12/31	TBA	CANTONESE and CHINESE LANGUAGE & LITERATURE
<input type="checkbox"/>	87002	CHI	5183	01C	TP	2.000	兒童文學與語文教學	TBA		30	3	27	50	5	45	TP	08/28-12/23	TBA	CANTONESE and CHINESE LANGUAGE & LITERATURE
<input type="checkbox"/>	87029	CHI	5183	01P	TP	2.000	兒童文學與語文教學	TBA		30	0	30	0	0	0	TBA	09/01-12/31	TBA	CANTONESE and CHINESE LANGUAGE & LITERATURE
<input type="checkbox"/>	87028	CHI	5183	02C	TP	2.000	兒童文學與語文教學	TBA		30	2	28	50	5	45	TP	09/01-12/31	TBA	CANTONESE and CHINESE LANGUAGE & LITERATURE

Register Add to WorkSheet Class Search

No Cross List

Cross-listed CRNs

Go to "Class Schedule Listing"

Schedule by Day & Time | Student Detail Schedule]



Something you should know before Course Registration:

Restrictions & Prerequisites

e-SIS

Search

SITE MAP HELP EXIT

Class Schedule Listing

SEMESTER 1, 2009-10
Jun 18, 2012

Sections Found

ACCESS ENG ADV - 96384 - CLE 2124 - 02E

Associated Term: SEMESTER 1, 2009-10
Registration Dates: Jan 01, 2009 to Dec 31, 2019
Levels: Postgraduate, Sub-degree, Undergraduate
Attributes: ENGLISH
Instructors: QS[SZ MGXMGXKZ UIEMTDER (P)]

NON-INSTITUTE CAMPUS (KLT SSC) Campus
LECTURE Schedule Type
0.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	11:30 am - 1:20 pm	W	TAI PO CAMPUS BLOCK D2	D2-LP-15 Sep 07, 2009 - Dec 19, 2009	DELIVERY 1	QS[SZ MGXMGXKZ UIEMTDER (P)]

[Return to Previous](#) [New Search](#)

Go to "Detail Class Information"



Something you should know before Course Registration:

Restrictions & Prerequisites

e-SIS

Search SITE MAP HELP EXIT

Detailed Class Information SEMESTER 1, 2009-10
Jun 18, 2012

Detailed Class Information

ACCESS ENG ADV - 96384 - CLE 2124 - 02E

Associated Term: SEMESTER 1, 2009-10
Levels: Postgraduate, Sub-degree, Undergraduate

NON-INSTITUTE CAMPUS (KLT SSC) Campus
LECTURE Schedule Type
0.000 Credits
[View Catalog Entry](#)

Programme Restrictions - limited to students in specific programme(s) only

You cannot register this class if you cannot meet these requirements

Registration Availability

Seats	20	17	3
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Restrictions:
Must be enrolled in one of the following Programs:
4-YR BED(EL)

Prerequisites – limited to students who have already fulfilled the prerequisite(s) only

Prerequisites:
(Undergraduate level [CLE 1088](#) Minimum Grade of D or Undergraduate level [CLE 1087](#) Minimum Grade of D) and (Undergraduate level [CLE 1110](#) Minimum Grade of D or Undergraduate level [CLE 1109](#) Minimum Grade of D)



Something you should know before Course Registration:

Maximum Number of Attempts

- ❖ “Attempt”: Add/Drop a CRN regardless of success or not
- ❖ Maximum Number of Attempts for each student is 100 per semester including regular CR period and add/drop period
- ❖ Cannot perform Course Registration anymore if the Maximum Number of Attempts is reached



Course Registration (Add Course)

e-SIS

Personal Information Student Services

Search RETURN TO MENU SITE MAP HELP EXIT

Add/Drop Course Groups SEMESTER 1, 2009-10
Jun 07, 2010 03:24 pm

Use this interface to add or delete course groups for the selected term (semester). If you have already registered for the term (semester), those course groups will appear in the Current Schedule section. Additional course groups may be added in the Add Class table. To add a course group enter the Course Reference Number (CRN) in the Add Class table. course group may be deleted by using the options available in the Action field. If no options are listed in the Action field then the course group may not be deleted. When add/deletes are complete click Submit Changes.

If you are unsure of which course groups to add, click Class Search

If you see a "deadlock detected" message when you try to add or delete a course group, click < Refresh > the screen and try again.

Registered CRNs will be shown here, double check before leaving

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
WEB REGISTERED on Jun 21, 2009		95194	EPC	6122	01C	Postgraduate	3.000	FINE GRADES FOR 02/03 & AFTER		CRITICAL USE OF RESEARCH
REGISTERED on Dec 04, 2009		96145	ECE	4024	07C	Undergraduate	3.000	FINE GRADES FOR 02/03 & AFTER		WORKING W/ DIV FAM:THRY & PRAC
REGISTERED on Jan 07, 2010		96105	MTH	5020	82C	Postgraduate	3.000	FINE GRADES FOR 02/03 & AFTER		ESSENTIAL MTH CNCPT
REGISTERED on Jan 07, 2010		95033	EPC	4109	01C	Postgraduate	3.000	FINE GRADES FOR 02/03 & AFTER		SCH GUID & COUNSELLING
REGISTERED on Jan 07, 2010		95041	MTH	1025	01C	Postgraduate	3.000	FINE GRADES FOR 02/03 & AFTER		GEOMETRY AND TRIGONOMETRY
REGISTERED on Jan 07, 2010										NT IN

Total Credit Hours: 30.000
Billing Hours: 30.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: Jun 07, 2010 03:24 pm

Note: Number of Attempts = 3

Add Classes Worksheet

CRNs

Input the CRNs to add Course, click "Submit Changes" to confirm and proceed

RELEASE: 8.1 Glossary



Course Registration (Drop Course)

e-SIS

Personal Information Student Services

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Add/Drop Course Groups

03058876 TKRP IING JW
SEMESTER 1, 2009-10
Aug 01, 2011 04:22 pm

 Use this interface to add or delete course groups for the selected term (semester). If you have already registered for the term (semester), those course groups will appear in the Current Schedule section. Additional course groups may be added in the Add Class table. To add a course group enter the Course Reference Number (CRN) in the Add Class table. course group may be deleted by using the options available in the Action field. If no options are listed in the Action field then the course group may not be deleted. When add/deletes are complete click Submit Changes.

If you are unsure of which course groups to add, click Class Search to review the course group schedule.

If you see a "deadlock detected" message when you try to add or delete course groups, please click the < Back > button to return to this page, < Refresh > the screen and try again.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
REGISTERED on Jul 26, 2011	None	95304	GEC	1019	01E	Undergraduate	3.000	FINE GRADES FOR 02/03 & AFTER	HUMAN INTIMACY:FRIENDSHIP, D&M
WEB REGISTERED on Aug 01, 2011	WEB DELETE	96360	MTH	1110	08C	Undergraduate	3.000	FINE GRADES FOR 02/03 & AFTER	ESSENTIAL MTH CNCPT
WEB REGISTERED on Aug 01, 2011	None	95377	GEA	1001	01C	Undergraduate	3.000	FINE GRADES FOR 02/03 & AFTER	EXPL PHIL ASP OF LIFE THR STOP

Total Credit Hours: 9.000
Billing Hours: 9.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: Aug 01, 2011 04:22 pm

Add Classes Worksheet

CRNs

Note: Number of Attempts = 1

Change the Action to "WEB DELETE" to Drop Course, click "Submit Changes" to confirm and proceed



Personal Timetable

Navigation: [e-SIS](#) > [Student Services](#) > [Personal Timetable](#)

e-SIS

Personal Information **Student Services**

Search

Personal Timetable

- First Time User
- Select Term (Semester)
- Student Schedule by Day & Time**
- Student Detail Schedule
- How to Read Timetable
- Campus Map
- Bad Weather Arrangements
- Contact
- Glossary
- FAQ

e-SIS

Personal Information **Student Services**

Search

RETURN TO MENU SITE MAP HELP EXIT

Student Schedule by Day and Time: Jun 07, 2010 12:25 pm

Following is your schedule by day and time. Please take special note that the schedule may not be the same for all the weeks within the semester. Make sure you check your schedule of the whole semester by clicking on "Previous Week" or "Next Week". You can also check your schedule of a special day by entering a date next to "Go To (MM/DD/YYYY)" and click "Submit".

Preparation of timetables for the coming semester is now underway. The information you now access is not finalized and will be subject to revision. Please check out again when you receive the formal announcement on release of timetable.

Students of 4-yr FT BA(ESE) (Programme code: A4B038) may view your registered courses at CUHK via [personal course registers](#) and timetables.

Go to (MM/DD/YYYY):

[Previous Week](#) **Week of Jun 07, 2010** (114 of 126) [Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10am							
11am	MTH 2030-01E 62004 Class 10:30 am-12:20 pm B1 B1-LP-03						
12pm							

Change the time by entering specific date or clicking "Previous Week" or "Next Week"



Personal Timetable

The screenshot shows the e-SIS interface. On the left is a navigation menu with 'Personal Information' and 'Student Services' tabs. The 'Student Services' tab is active, and 'Student Detail Schedule' is highlighted with a red box. The main content area shows 'Student Detail Schedule' for 'SEMESTER 1, 2009-10'. A red speech bubble points to the 'Date of week: M T W R F S' text, with 'R' circled in red. Another red speech bubble points to the 'TOWN CENTRE(IE D) BUILDING' location in the class schedule table, with the text 'Location may be changed anytime, it is advisable to check the location frequently'. A third red speech bubble points to the 'R' in the week string, with the text 'R means Thursday'. The page also includes a search bar, a 'Go' button, and a 'RELEASE: 8.1.1' footer.

Personal Information **Student Services**

Search

Personal Timetable

- First Time User
- Select Term (Semester)
- Student Schedule by Day & Time
- Student Detail Schedule**
- How to Read Timetable
- Campus Map
- Bad Weather Arrangements
- Contact
- Glossary
- FAQ

RELEASE: 8.1.1

e-SIS

Personal Information Student Services

Search

RETURN TO MENU SITE MAP HELP EXIT

Student Detail Schedule:

Preparation of timetables for the coming semester is now underway. The information you now access is not finalized and will be subject to revision. Please check out again when you receive the formal announcement on release of timetable.

Total Credit Hours: 30.000

WORKING W/ DIV FAM:THRY & PRAC - ECE 4024 - 07C

Associated Term: SEMESTER 1, 2009-10
CRN: 95033
Status: **REGISTERED** on Jan 07,
Assigned Instructor: BdT HW[T ODQL
Grade Mode: FINE GRADES FOR 02/03 & A
Credits: 3.000
Level: Postgraduate
Campus: TOWN CENTRE (IED)

Date of week: M T W R F S

“R” means Thursday

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	6:30 pm - 9:20 pm	M	TOWN CENTRE(IE D) BUILDING 1 225	Sep 07, 2009 - Nov 21, 2009	DELIVERY 1	DN_ZT HKK QOST (P)
Class	6:30 pm - 9:20 pm	M	TOWN CENTRE(CPE) BUILDING 1 242	Nov 23, 2009 - Dec 05, 2009	DELIVERY 2	DN_ZT HKK QOST (P)

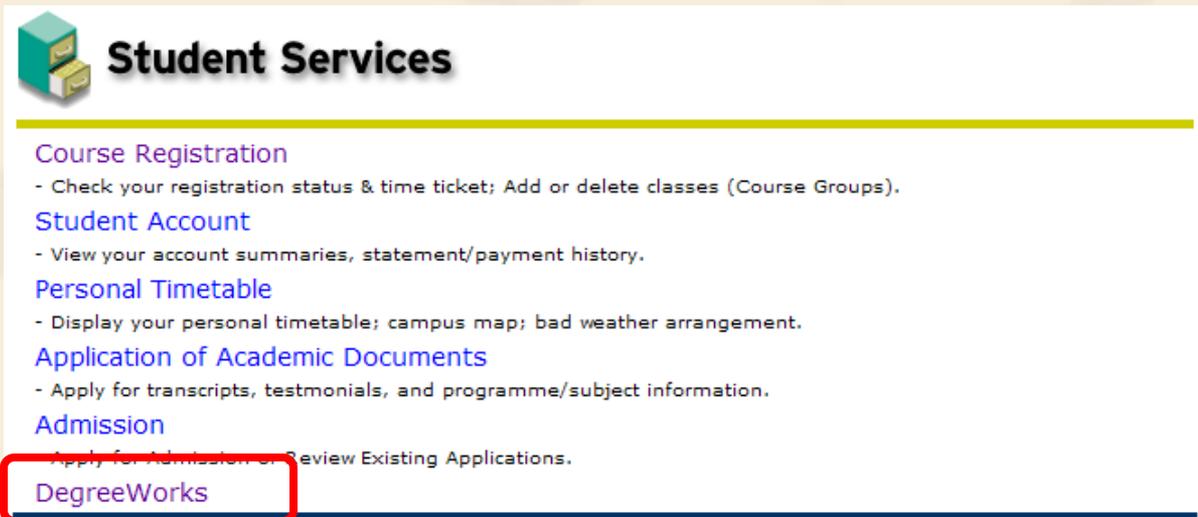
SCH GUID & COUNSELLING - EPC 4103 - 01C

Associated Term: SEMESTER 1, 2009-10
CRN: 95033
Status: **REGISTERED** on Jan 07,
Assigned Instructor: BdT HW[T ODQL
Grade Mode: FINE GRADES FOR 02/03 & A
Credits: 3.000
Level: Postgraduate
Campus: TOWN CENTRE (IED)

Location may be changed anytime, it is advisable to check the location frequently

DegreeWorks – Check registered courses

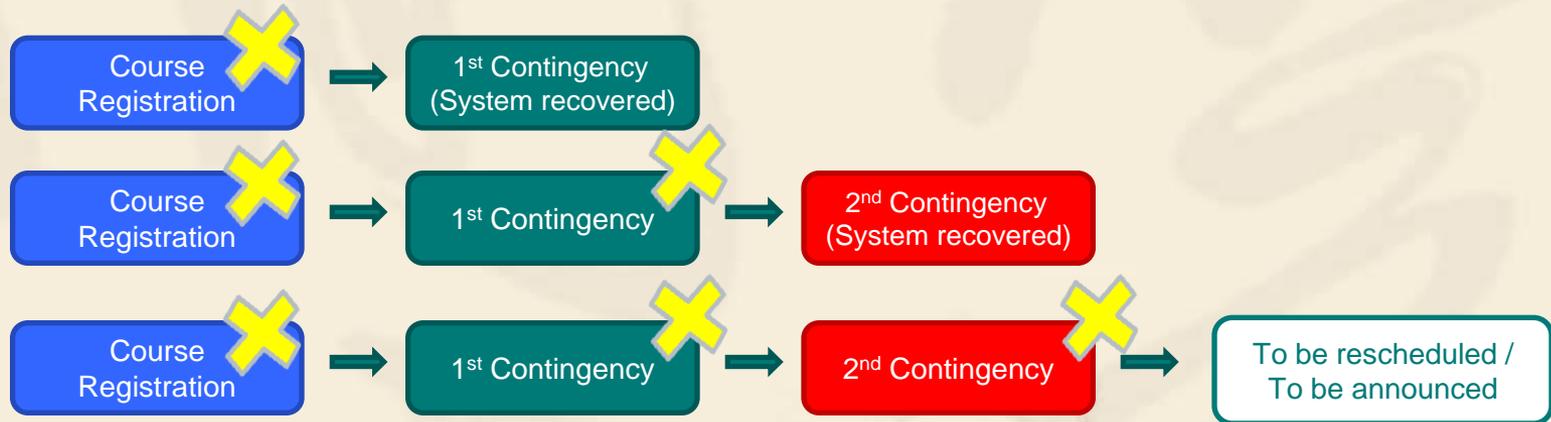
- ❖ DegreeWorks: degree auditing tools
 - ☞ Shows the degree progress of individual student
 - ☞ [For specific programmes only](#)
- ❖ Navigation: [e-SIS](#) > [Student Services](#) > [DegreeWorks](#)
- ❖ Check DegreeWorks **1 day after your course registration**



The screenshot shows a web interface for 'Student Services'. At the top left is a small icon of a green and yellow storage unit. To its right is the text 'Student Services' in bold black font. Below this is a horizontal yellow line. A list of menu items follows, each with a brief description: 'Course Registration' (Check your registration status & time ticket; Add or delete classes (Course Groups)), 'Student Account' (View your account summaries, statement/payment history), 'Personal Timetable' (Display your personal timetable; campus map; bad weather arrangement), 'Application of Academic Documents' (Apply for transcripts, testimonials, and programme/subject information), and 'Admission' (Apply for Admission or Review Existing Applications). The 'DegreeWorks' link is highlighted with a red rectangular box.

Contingent Arrangement

- ❖ Trigger point: system unavailable during the whole final hour of the time assigned for your online CR



*** Refer to “Info for Contingent Arrangement” under The Portal > Course Reg Links for details*



Contingent Arrangement - Notifications

❖ 3 Channels

- ☞ Scrolling message in the Portal
- ☞ Announcement in Intranet
- ☞ Email

*** It is advisable to check your student email frequently during the CR period*



Useful information:

e-SIS error message (2): “Closed Section”

The screenshot shows the e-SIS web application interface. At the top, there is a navigation bar with 'Personal Information' and 'Student Services' tabs. Below this is a search bar and a 'Go' button. The main heading is 'Add/Drop Course Groups'. On the right side, there is a date and time stamp: 'SEMESTER 1, 2007-08 Jul 30, 2007 05:16 pm'. A large text box in the center contains the message: 'Closed Section → “No more quota left”'. Below this, there is a table with columns: Status, Action, CRN, Subj Crse Sec Level, Cred Grade Mode, and Title. The table contains two rows of course information. A red circle highlights the first row of the 'Add Classes Worksheet' table, which shows a 'CLOSED SECTION' error for CRN 87008. At the bottom, there are buttons for 'Submit Changes', 'Class Search', and 'Reset'.

Personal Information Student Services

Search

RETURN TO MENU SITE MAP HELP EXIT

Add/Drop Course Groups

08/30/2007 05:16 PM
SEMESTER 1, 2007-08
Jul 30, 2007 05:16 pm

Use this interface to add or delete module groups for the selected term (semester). If you have already registered for the term (semester), those module groups will appear in the Current Schedule section. Additional module groups may be added in the Add Class table. To add a module group enter the Course Reference Number (CRN) in the Add Class table. Module group may be deleted by using the options available in the Action field. If no options are listed in the Action field then the module group may not be deleted. When add/deletes are complete click Submit Changes.

If you are unsure of which module groups to add, click Class Search to review the module group schedule.

If you see a "deadlock detected" message when you try to add or delete module groups, please click the < Back > button to return to this page, < Refresh > the screen and try again.

Current Schedule

Status	Action	CRN	Subj Crse Sec Level	Cred Grade Mode	Title
REGISTERED on Jul 30, 2007	None	87005	EPA 3020 01C UNDERGRADUATE	2.000 FINE GRADES FOR 02/03 & AFTER HOME-SCHOOL COOPERATION	
REGISTERED on Jul 30, 2007	None	87006	MUS 3081 01C UNDERGRADUATE	2.000 FINE GRADES FOR 02/03 & AFTER APP OF MUS TECH IN PRI SCHL	

Total Credit Hours: 4.000
Billing Hours: 4.000
Maximum Hours: 99.990
Date: Jul 30, 2007 05:16 pm

Closed Section → “No more quota left”

Registration Add Errors

Status	CRN	Subj Crse Sec Level	Cred Grade Mode	Title
CLOSED SECTION	87008	CHI 4036 01C UNDERGRADUATE	2.000 FINE GRADES FOR 02/03 & AFTER	語言學

Add Classes Worksheet

CRNs

<input type="text"/>									
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Useful information:

e-SIS error message (3): "Time Conflict"

Add/Drop Course Groups

SEMESTER 1, 2010-11
Jun 15, 2010 03:36 pm

 Use this interface to add or delete course groups for the selected term (semester). If you have already registered for the term (semester), those course groups will appear in the Current Schedule section. Additional course groups may be added in the Add Class table. To add a course group enter the Course Reference Number (CRN) in the Add Class table. course group may be deleted by using the options available in the Action field. If no options are listed in the Action field then the course group may not be deleted. When add/deletes are complete click Submit Changes.

If you are unsure of which course groups to add, click Class Search to review the course group schedule.

If you see a "deadlock detected" message when you try to add or delete course groups, please click the < Back > button to return to this page, < Refresh > the screen and try again.

Current Schedule

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
WEB REGISTERED on Jun 15, 2010	None	80006	MTH 2044 1	Undergraduate	3.000	FINE GRADES FOR 02/03 & AFTER	PROBLEM-SOLVING IN PRI MATHS

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: Jun 15, 2010 03:36 pm

Time Conflict with another CRN

Registration Add Errors

Status	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Time conflict with CRN 80006	80007	GED 1002 1	Undergraduate	3.000	FINE GRADES FOR 02/03 & AFTER	MATHEMATICS IN SOCIETY

Add Classes Worksheet



Useful information:

e-SIS error message (4): “Duplicate Course”

Search RETURN TO MENU SITE MAP HELP EXIT

Add/Drop Course Groups

SEMESTER 1, 2010-11
Jun 15, 2010 04:15 pm

Use this interface to add or delete course groups for the selected term (semester). If you have already registered for the term (semester), those course groups will appear in the Current Schedule section. Additional course groups may be added in the Add Class table. To add a course group enter the Course Reference Number (CRN) in the Add Class table. course group may be deleted by using the options available in the Action field. If no options are listed in the Action field then the course group may not be deleted. When add/deletes are complete click Submit Changes.

If you are unsure of which course groups to add, click Class Search to review the course group schedule.

If you see a "deadlock detected" message when you try to add or delete course groups, please click the < Back > button to return to this page, < Refresh > the screen and try again.

Current Schedule

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
WEB REGISTERED on Jun 15, 2010	None	80008	GED 1002 2	Undergraduate	3.000	FINE GRADES FOR 02/03 & AFTER	MATHEMATICS IN SOCIETY

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: Jun 15, 2010 04:15 pm

Add more than one CRN of the same course

Registration Add Errors

Status	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Duplicate Course with Section	80008 80007	GED 1002 1	Undergraduate	3.000	FINE GRADES FOR 02/03 & AFTER	MATHEMATICS IN SOCIETY

Add Classes Worksheet



Useful information:

e-SIS error message (5): “Program Restriction”

 Use this interface to add or delete course groups for the selected term (semester). If you have already registered for the term (semester), those course groups will appear in the Current Schedule section. Additional course groups may be added in the Add Class table. To add a course group enter the Course Reference Number (CRN) in the Add Class table. course group may be deleted by using the options available in the Action field. If no options are listed in the Action field then the course group may not be deleted. When add/deletes are complete click Submit Changes.

If you are unsure of which course groups to add, click Class Search to review the course group schedule.

If you see a "deadlock detected" message when you try to add or delete course groups, please click the < Back > button to return to this page, < Refresh > the screen and try again.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
WEB REGISTERED on Jun 15, 2010	None	80007	GED	1002	1	Undergraduate	3.000	FINE GRADES FOR 02/03 & AFTER	MATHEMATICS IN SOCIETY

Total Credit Hours: 3.000

Billing Hours: 3.000

Minimum Hours: 0.000

Maximum Hours: 999999.999

Date: Jun 15, 2010 03:43 pm

The CRN is reserved for certain programme(s) only

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Program Restriction	80006	MTH	2044	1	Undergraduate	3.000	FINE GRADES FOR 02/03 & AFTER	PROBLEM-SOLVING IN PRI MATHS

Add Classes Worksheet

CRNs

<input type="text"/>									
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Useful information:

e-SIS error message (6): “Prerequisite not met”

The screenshot shows the e-SIS interface for adding or dropping course groups. At the top, there are navigation links for 'Personal Information' and 'Student Services'. A search bar is present with a 'Go' button. The page title is 'Add/Drop Course Groups' and it indicates 'SEMESTER 1, 2010-11' and the date 'Jun 15, 2010 04:02 pm'. A help icon and a paragraph of instructions are provided. A red 'X' icon indicates a 'Registration Add Errors' section. A callout box highlights the error message: 'Not fulfill the prerequisite requirement'. Below this, a table lists the error details. The first row of the table is circled in red. At the bottom, there is an 'Add Classes Worksheet' section with input fields for CRNs and buttons for 'Submit Changes', 'Class Search', and 'Reset'.

e-SIS

Personal Information Student Services

Search

RETURN TO MENU SITE MAP HELP EXIT

Add/Drop Course Groups

SEMESTER 1, 2010-11
Jun 15, 2010 04:02 pm

Use this interface to add or delete course groups for the selected term (semester). If you have already registered for the term (semester), those course groups will appear in the Current Schedule section. Additional course groups may be added in the Add Class table. To add a course group enter the Course Reference Number (CRN) in the Add Class table. A course group may be deleted by using the options available in the Action field. If no options are listed in the Action field then the course group may not be deleted. When add/deletes are complete click Submit Changes.

If you are unsure of which course groups to add, click Class Search to review the course group schedule.

If you see a "deadlock detected" message when you try to add or delete course groups, please click the < Back > button to return to this page, < Refresh > the screen and try again.

Registration Add Errors

Not fulfill the prerequisite requirement

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Prerequisite and Test Score error 8	006	MTH	2044	1	Undergraduate	3.000	FINE	GRADES FOR 02/03 & AFTER	PROBLEM-SOLVING IN PRI MATHS

Add Classes Worksheet

CRNs



Useful information:

e-SIS error message (7): "Max. hours exceeded"

If you are unsure of which course groups to add, click Class Search to review the course group schedule.

If you see a "deadlock detected" message when you try to add or delete course groups, please click the < Back > button to return to this page, < Refresh > the screen again.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
WEB REGISTERED on Mar 25, 2013	None	90004	GEA	1004	01E	Undergraduate	3.000	FINE GRADES FOR 02/03 & AFTER	EXPLORING CREATIVITY
WEB REGISTERED on Mar 25, 2013	None	90008	CHI	2148	01C	Undergraduate	3.000	FINE GRADES FOR 02/03 & AFTER	MOD CHI 3: CHI ETY & CAN
WEB REGISTERED on Mar 25, 2013	None	90009	GEB	1002	01C	Undergraduate	3.000	FINE GRADES FOR 02/03 & AFTER	TRAVLRS & OTHER CULT:LI HIS
REGISTERED on Jul 08, 2013	None	90010	CHI	1558	01P	Undergraduate	3.000	FINE GRADES FOR 02/03 & AFTER	INTRODUCTION TO LITERAT
REGISTERED on Jul 08, 2013	None	90005	ENG	6286	01E	Undergraduate	6.000	FINE GRADES FOR 02/03 & AFTER	EIL RESEARCH THESIS PRO

Total Credit Hours: 18.000
Billing Hours: 18.000
Minimum Hours: 1.000
Maximum Hours: 18.000
Date: Jul 08, 2013 11:22 am

Not allowed to register credit points more than the Maximum Credit Points (Maximum Hours)

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Maximum hours exceeded	90006	ENG	326	01E	Undergraduate	3.000	FINE GRADES FOR 02/03 & AFTER	INTR TO ENG PHON & PHONOLOGY

Add Classes Worksheet

CRNs

Submit Changes

Class Search

Reset

Useful information:

Other e-SIS error message

❖ Registration Hold

- ❖ Faculty office / other academic office put a HOLD on your student record, which prevents you from adding/dropping courses

❖ Deadlock

- ❖ e-SIS is very busy by that time



Support / Help

❖ Technical Support

- ☞ IT Help Desk (Tai Po Campus): C-LP-20
- ☞ IT Help Desk Hotline (Tai Po Campus): 2948-6601
- ☞ IT Help Desk Support Email: helpdesk@ocio.ied.edu.hk

❖ Programme Matters Support

- ☞ Contact List for specific programme
- ☞ Located in the Portal > Course Reg Links > Contact Info



Suggestions: DOs

- ❖ Login your network and email account *ahead of time*
before your assigned CR time slot
 - ∞ Avoid system busy
 - ∞ Ensure you can start to Add/Drop CRNs at your CR timeslot
- ❖ Always click “**EXIT**” to leave Web-based Course Registration session



Suggestions: DON'Ts

- ❖ Press the “Submit Change” repeatedly
→ *Error Message: “Too Many Attempts”*
- ❖ Do not open more than one session to perform CR



Suggestions: Tips

❖ Beware of the **risk** to change CRN

- ⌘ You may not be able to Add back your preferred CRN after Dropped your previously registered CRN
- ⌘ Check the quota of your preferred CRN first

❖ Turn Off any “**Pop-up Blocker**”

- ⌘ Make sure your IE setup allows you to access e-SIS functions
- ⌘ Experienced problem with Google & Yahoo! Toolbar

❖ Beware of **various browser versions**

- ⌘ IE up to version 8 is supported, but some browsers may not be supported, especially those browsers in mobile devices / smartphones



The image features a traditional Chinese ink wash painting of a plum blossom branch. The branch is dark and gnarled, with small, delicate blossoms and buds. The background is a light, textured paper. A large, faint watermark of the Chinese characters '感谢' (Thank you) is visible in the background. The painting is framed by a decorative border at the top and bottom, consisting of a repeating geometric pattern of triangles and circles.

Thank you