User Guide for Students

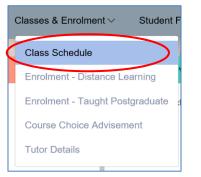
<u>Class Schedule</u> (this guide is applicable to taught postgraduate courses)

Class schedules for taught postgraduate programmes/courses in **2024 Summer term** will be available in MyHKMU from **8 May 2024**. Moreover, you can access the information in Student Mobile App. Simple user guide for **MyHKMU** is provided below. The timetable displayed on the HKMU website during the registration period is provisional and is subject to change without notification. You are advised to check the confirmed class schedule before the term starts.

Login to MyHKMU of the HKMU website (Current Students) and click your programme under the section on 'My Programme'.

My Programme	0-
Please select programme to proceed.	
Hong Kong Metropolitan University MACWF - MA in Creative Writing	

Click 'Class Schedule' under the section on 'Classes & Enrolment' to view your timetable.



Make sure you select the right term, then click 'Continue'.

	My Class Schedule							
	elect a term then click Continue.							
/		Term	erm Description	Career	Institution			
	0	2104	2021 Autumn Term	Taught Postgraduate	HK Metropolitan University			
	0	2202	2022 Summer Term	Taught Postgraduate	HK Metropolitan University			
N	0	2204	2022 Autumn Term	Taught Postgraduate	HK Metropolitan University			
					CONTINUE			

Timetable is shown in **'List View'** (table form) by default. You may change the display option to 'Weekly Calendar View' to view the timetable. You can find the lecture and tutorial schedules from the 'Component' column. Make sure you view the timetable of all components and attend the classes. Class section(s) you have enrolled will be displayed.

Click 'View Location' to find the full address and location map of the venues. If you want to download the class schedule, click the icon

My	Class	Schedule	e				_
Select	t Display	Option	List View	y Calendar View	>		
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Status	5		Units I	lotes		Duration	
Status Enrolle	_		Units 1 5.00	lotes		Duration 1 Term	\sim
	_			lotes			
Enrolle Class	ed	Component		Location	Dates		Topic
Enrolle	ed	Component FT Lecture	5.00		Dates 09/09/2022 - 12/09/2022	1 Term	
Enrolle Class Nbr	ed Section		5.00 Days & Times	Location		1 Term	

• Course timetable is displayed in chronological order. If classes are scheduled on the same day & time and the same location on a **weekly basis**, the period will be shown.

Class Nbr	Section	Component	Days & Times	Location	Dates	Торіс
1010	<u>L01</u>	FT Lecture	Fri 2:00PM - 2:50PM	JCC / D0709	09/09/2022 - 12/09/2022	
1094	<u>T01</u>	FTTutorial	Fri 3:00PM - 3:50PM	JCC / D0709	09/09/2022 - 12/09/2022	
			Mon 12:00PM - 12:50PM	JCC / E0311	11/28/2022	

Application for re-allocation of class section

If you have timetable clash problem or special circumstances, you may apply for reallocation of class section through the HKMU website (Current Student) \rightarrow MyHKMU \rightarrow Resources \rightarrow Useful Form (click direct link <u>here</u>).

Application period: 29 Apr to 26 May 2024

For enquiries, please call the Class Scheduling & Tutors Team at 2768 6677 during our office hours.

Last update: Mar 2024