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Dear Students,

The 2025 Spring Term will start on 13 January 2025. You are required to complete the course enrolment process for this term via [MyHKMU](#) (*Programme > Classes & Enrolment > Enrolment - UG*) according to the guidelines below, if applicable.

Course enrolment shall be performed according to the Advice Sheet on Course Selection [HERE](#).

The process

The course enrolment process is based on the category of courses listed below. Students can refer to the Table below for individual procedures for enrolling the category of courses.

Category of courses:

- A. **Pre-assigned courses** – The courses to be enrolled by the University for students, which include: (1) courses pre-assigned by Schools for a student, and (2) approved re-take of courses (applied in November 2024), in this term.
- B. **General Education (GE) courses and/or other Elective course(s)** – The courses to be enrolled by students directly on MyHKMU. The number of credits that a student should take GE and/or other Elective course(s) can be found in the Advice Sheet on Course Selection. Only students who have to take GE and/or other Elective course(s) in the Term according to the Advice Sheet will be allowed to perform self-enrolment and add/swap on MyHKMU during self-enrolment period and add/drop period.
- C. **Other courses*** – The courses to be enrolled through submission of ‘*Application for Add/Drop*’ on MyHKMU during add/drop period to the Registry for approval. Courses include those not stated in the Advice Sheet, such as extra courses and retake of failed courses (not applied/approved yet). Success enrolment of these courses subject to class schedule, class quota, pre-requisite and Schools’ endorsement.
- D. **Mental Health First Aid (MHFA) course** – The mandatory 12-hour course accredited by the Mental Health Association of Hong Kong for all Year 1 face-to-face undergraduate students. All year 1 students who have not taken the course should enrol it directly on MyHKMU during self-enrolment period and add/drop period.

** Students who are interested to enroll the course **CHIN A206CF / CHIN 2007ACF Practical Cantonese in Daily Life** should submit application via [Qualtrics](#) (Single Sign-on required) between 6 January 2025 (10:00 a.m.) to 24 January 2025 (5:00 p.m.), the course enrolment will be processing on a rolling-basis after closed of application. **Please note that extra tuition fees of two credits would be charged for students enrolled this course. For more details on the course, please refer to the [A&SS webpage](#).***

Item 1 and 2 below are not applicable to students who have been de-registered due to overdue tuition fee for 2024 Autumn Term. For students successfully get reinstated, please refer to the schedule stated on the notice sent together with the de-registration letter by email.

	Date	Category (Listed Above)	Action by students	Details
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Enrolment of pre-assigned courses				
1 [#]	16 December 2024 – 3 January 2025	(A) Pre-assigned courses	Check the pre-assigned and retake course enrolment records	<ul style="list-style-type: none"> The checking of enrolment records on MyHKMU should be based on the Advice Sheet on Course Selection HERE. Any discrepancies should be reported to the Registry by email.
Student self-enrolment period				
2 [#]	6 – 8 January 2025	(B) General Education (GE) courses and/or other Elective course(s) & (D) Mental Health First Aid course	Self-enrol General Education (GE) courses, other Elective courses and Mandatory Mental Health First Aid course as necessary on MyHKMU	Year 4 & Year 3: 6 January 10:00 a.m. to 8 January 5:00 p.m. Year 2: 7 January 10:00 a.m. to 8 January 5:00 p.m. Year 1: 8 January 10:00 a.m. to 8 January 5:00 p.m. Functions to be used on MyHKMU : <ul style="list-style-type: none"> ‘Add Course Enrolment’: To self-enrol a course ‘Swap Class / Course’: To swap from enrolled courses to another ones
Course Add/Drop Period (Week 1 and 2 of the Term)				
3	13 – 24 January 2025	(B) General Education (GE) courses and/or other Elective course(s) & (D) Mental Health First Aid course	<ul style="list-style-type: none"> Self-add of GE courses, Other Elective courses and Mandatory Mental Health First Aid course as necessary on MyHKMU Swap from one course to another in the same category of GE and/or Other Elective course(s) Drop enrolled courses <p>IMPORTANT 🚨: Please make sure you have add/swap/drop the CORRECT COURSE AND SECTION. Incorrect actions might result in</p>	Year 4 & Year 3: 13 January 10:00 a.m. to 24 January 5:00 p.m. Year 2 & Year 1: 13 January 14:30 a.m. to 24 January 5:00 p.m. <ul style="list-style-type: none"> Functions to be used on MyHKMU: <ul style="list-style-type: none"> ➤ ‘Add Course Enrolment’: To self-enrol course(s) ➤ ‘Swap Class / Course’ If you have enrolled GE / and other Elective courses and want to swap to another courses

			losing your quota in a MUST TAKE course.	
		(C) Other courses	<ul style="list-style-type: none"> • Add courses not listed on the Advice Sheet, including <ul style="list-style-type: none"> ➤ extra courses ➤ retake course(s) with result 'Fail' grade (not applied/approved yet) ➤ course(s) not pre-assigned in this term 	<p>Year 4 & Year 3: 13 January 10:00 a.m. to 24 January 5:00 p.m.</p> <p>Year 2 & Year 1: 13 January 14:30 a.m. to 24 January 5:00 p.m.</p> <ul style="list-style-type: none"> • Function to be used on MyHKMU, <ul style="list-style-type: none"> ➤ 'Application for Add/Drop' ➤ Students should check the application results by checking 'Academic Record' and 'Class Schedule' on MyHKMU within the add/drop period. • Any discrepancies should be reported to the UG Enrolment Team by email.
		All Courses	<ul style="list-style-type: none"> • Drop any enrolled courses 	<p>Year 4 & Year 3: 13 January 10:00 a.m. to 24 January 5:00 p.m.</p> <p>Year 2 & Year 1: 13 January 14:30 a.m. to 24 January 5:00 p.m.</p> <ul style="list-style-type: none"> • Function to be used on MyHKMU, <ul style="list-style-type: none"> ➤ 'Application for Add/Drop' ➤ Students should check the application results by checking 'Academic Record' and 'Class Schedule' on MyHKMU within the add/drop period. • Any discrepancies should be reported to the UG Enrolment Team by email.
After Course Add/Drop Period				
4	17 February 2025	All Courses	Check the final enrolment records after add/drop Period	<ul style="list-style-type: none"> • Students should check the enrolment record by checking 'Academic Record' and 'Class Schedule' on MyHKMU, and make sure the records are accurate.

				<ul style="list-style-type: none"> Any discrepancies should be reported to the UG Enrolment Team by email.
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Information for facilitating your course/class selection

Notes on Enrolment

- [Class Schedule for all courses](#) – The *class schedule* of courses will be announced in due course. **Please note that classes are conducted from Monday to Saturday.**
- General Requirements of Undergraduate and Sub-degree Programmes ([5-credit system](#)) / ([3-credit-unit system](#)) – Please take note of the maximum credit limit at Foundation level (5-credit system) / 1000-level (3-credit-unit system) and the maximum credit loading for each academic term/year.
- [Announcement on Update of Teaching and Learning Arrangements](#) – You can check the latest announcement for the teaching and learning arrangement.
- [Online Learning Environment \(OLE\)](#) – You should regularly login for the updated course information and announcement.
- [Tutorial and Associated Lecture](#) – You can check the tutorial with its associated lecture for all courses.
- [Instruction Kit for Accessing Course Enrolment Functions](#) – The kit shows you how to access course enrolment functions via MyHKMU.
- [FAQ on Course Enrolment](#) – A list of common questions from students about course enrolment.

Should you have any questions, please contact us by phone (2768 6704) during office hours or email (regftae@hkmu.edu.hk).

Yours sincerely,
Enrolment Team (Undergraduate)
Registry

本科生課程同學：

2025 年秋季學期將於 2025 年 1 月 13 日開學。同學需要經 [MyHKMU](#) (課程 > 課堂及註冊 > 註冊-本科生) 完成本學期的相關科目註冊 (如適用)。

科目註冊應根據選科指引進行 ([請按此](#))。

程序

選科程序是基於下面的科目類別。同學可參考下表以瞭解各科目類別的選科程序。

科目類別:

- A. **指定科目**：此類別的科目包括：(1) 學院指定註冊的科目 和 (2) 大學批准於這學期重讀的科目（已於 2024 年 11 月完成申請）。
- B. **通識教育 及/或 其他選修科目**：此類別的科目由同學直接經 [MyHKMU](#) 自行網上選修及註冊。學生在本學期修讀的通識教育及 / 或其他選修科目的學分資訊可從選科指引查詢。只有在選科指引中列明需修讀通識教育 / 選修科目的課程同學才能於自行網上註冊期間和增修/減修科目期間自行網上註冊 / 調換已註冊科目的課堂組別。
- C. **其他科目***：此類別的科目需經 [MyHKMU](#) 於增修/減修科目期間遞交「增修/減修申請」予教務處批核。科目包括未列入選科指引中的科目，例如額外科目和重讀科目(之前未經申請/批核)。成功批核與否視乎學生的課堂時間表、有關科目的學額、符合有關科冊的先修條件及學院審批。
- D. **精神健康急救課程**：香港心理健康協會認可的必修 12 小時課程，適用於所有一年級面授本科生。所有未修讀此科目的一年級生需經 [MyHKMU](#) 於自行網上註冊期間和增修/減修科目期間直接網上註冊。

**同學如有興趣修讀 CHIN A206CF / CHIN 2007ACF 實用生活粵語，請於 2025 年 1 月 6 日上午 10:00 至 2025 年 1 月 24 日下午 5:00 期間透過 [Qualtrics](#) (需以學生身分登錄) 提交申請。科目註冊將於申請期結束後按序處理。請注意，修讀此科目的同學將會被收取額外 2 個學分的學費。有關科目的更多詳細資訊，請參閱人文社會科學院的網頁。*

以下第 1 和第 2 項不適用於因 2024 年秋季學期學費逾期而被取消註冊的同學。對於成功恢復學藉的同學，請參考隨撤消學藉的電郵通知上所列的時間表。

	日期	類別 (上述)	學生事項	詳情
註冊指定科目				
1 [#]	2024 年 12 月 16 日至 2025 年 1 月 3 日	(A) 指定科目	查核指定註冊及重讀科目的註冊紀錄	<ul style="list-style-type: none">同學應根據選科指引進行查核 (請按此) MyHKMU 上已註冊的科目如有任何差異，請同學透過電郵通知註冊組
學生自行網上註冊期間				
2 [#]	2025 年 1 月 6 日至 8 日	(B) 通識教育及/或其他科目選科 及 (D) 精神健康急救課程	經 MyHKMU 於網上自行選修所需的通識教育，其他選修科目及/或精神健康急救標準課程	四年級 及 三年級：1 月 6 日 上午 10 時至 1 月 8 日 下午 5 時正 二年級：1 月 7 日上午 10 時至 1 月 8 日 下午 5 時正 一年級：1 月 8 日上午 10 時至 1 月 8 日 下

				午 5 時正
				經由 MyHKMU 的以下功能自行選修： <ul style="list-style-type: none"> • 「新增科目及班別」功能以自行註冊科目 • 「轉換科目及班別」功能以調換已註冊科目的課堂組別
增修/減修科目期間 (該學期的第一至第二週)				
3	2025 年 1 月 13 日至 24 日	<p>(B) 通識教育及/或其他科目選科</p> <p>及</p> <p>(D) 精神健康急救課程</p>	<ul style="list-style-type: none"> • 經 MyHKMU 於網上自行選修所需的通識教育，其他選修科目及/或精神健康急救標準課程 • 自行調換已註冊的通識教育或其他選修科目 • 減修已註冊的科目 <p>重要 📌：請確保你已增修/調換/減修正確的科目和課堂。不正確的操作可能會令自己失去一定需要修讀的科目配額。</p>	<p>四年級 及 三年級：1 月 13 日 上午 10 時至 1 月 24 日 下午 5 時正</p> <p>二年級 及 一年級：1 月 13 日 下午 2 時 30 分至 1 月 24 日 下午 5 時正</p> <ul style="list-style-type: none"> • 經由 MyHKMU 的以下功能自行選修： <ul style="list-style-type: none"> ➢ 「新增科目及班別」功能以自行註冊科目 ➢ 「轉換科目及班別」功能以調換已註冊之通識教育及 /或 其他選修科目的課堂組別至其他同類型的不同科目
		<p>(C) 其他科目</p>	<ul style="list-style-type: none"> • 增修選修指引上沒有列明的科目，包括： <ul style="list-style-type: none"> ➢ 額外科目 ➢ 重讀科目 ➢ 非該學期的指定註冊科目 	<p>四年級 及 三年級：1 月 13 日 上午 10 時至 1 月 24 日 下午 5 時正</p> <p>二年級 及 一年級：1 月 13 日 下午 2 時 30 分至 1 月 24 日 下午 5 時正</p> <ul style="list-style-type: none"> • 經由 MyHKMU 的以下功能遞交申請 <ul style="list-style-type: none"> ➢ 「增修/減修申請」功能 ➢ 同學應在增修/減修科目期間經由 MyHKMU 的「學生紀錄」及「課堂時間」確認申請結果

				<ul style="list-style-type: none"> 如有任何差異，請同學透過電郵通知註冊組
		所有科目	<ul style="list-style-type: none"> 減修任何已註冊的科目 	<p>四年級 及 三年級：1月13日 上午10時至1月24日 下午5時正</p> <p>二年級 及 一年級：1月13日 下午2時30分至1月24日 下午5時正</p> <ul style="list-style-type: none"> 經由 MyHKMU 的以下功能遞交申請 <ul style="list-style-type: none"> ➢ 「增修減修申請」功能 ➢ 同學應在增修/減修科目期間經由 MyHKMU 的「學生紀錄」及「課堂時間」確認申請結果 <p>如有任何差異，請同學透過電郵通知註冊組</p>
增修/減修科目期間結束後				
4	2025年2月17日	所有科目	查核在增修/減修科目期間結束後的最終註冊紀錄	<ul style="list-style-type: none"> 同學應於 MyHKMU 的「學生紀錄」及「課堂時間」確認該學期的科目註冊紀錄準確無誤 如有任何差異，請同學透過電郵通知註冊組

有關選科的參考資料

選科須知

- [各科目課堂時間表](#) – 所有課堂組別的時間表將於日內公佈。請注意，課堂安排於星期一至星期六進行。
- 一般修業要求 ([五學分學制](#)) / ([三學分學制](#)) – 請注意基礎程度科目（五學分制）/ 1000 程度科目（三學分制）的最高學分限制，以及每個學期/學年的可修讀學分上限。
- [最新教學安排\(只提供英文\)](#) – 你可於此頁查閱最新的教學安排。
- [網上學習系統 \(OLE\)](#) – 你應定期登入大學的網上學習系統查閱最近的科目資訊及相關通告。
- [導修課及相關大課](#) – 你可於此檔查看所有科目大課及其相關導修課。

- [選科功能指南](#) – 你可於此檔查看如何經 MyHKMU 使用選科功能。
- [科目註冊常見問題](#) – 你可於此頁參考學生就選科安排的常見問題。

如有查詢，請致電熱線 (2768 6704) 或電郵 (regftae@hkmu.edu.hk) 與我們聯絡。

祝 學安!

教務處註冊組 (本科生課程)