Hong Kong Metropolitan University
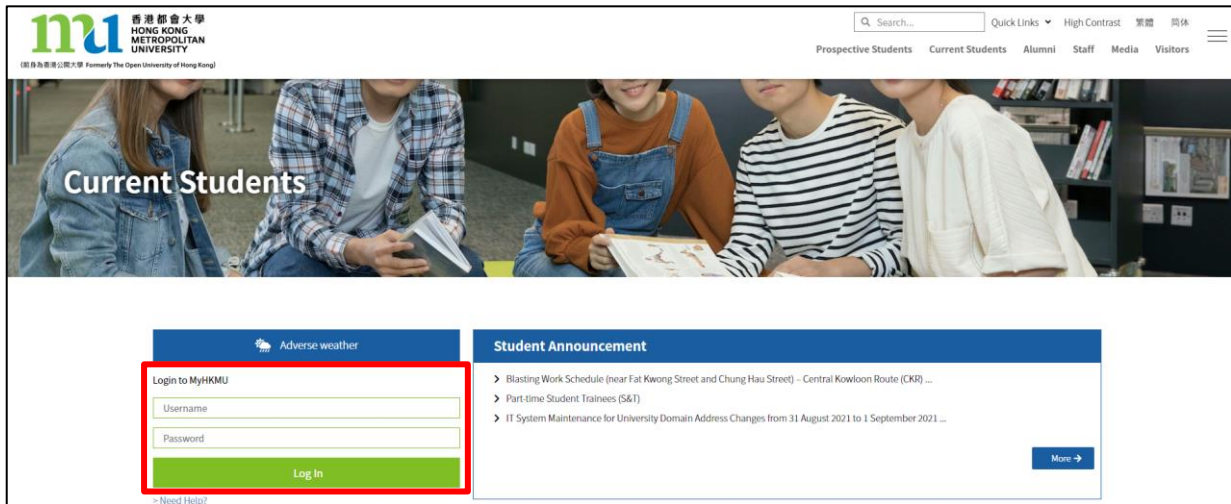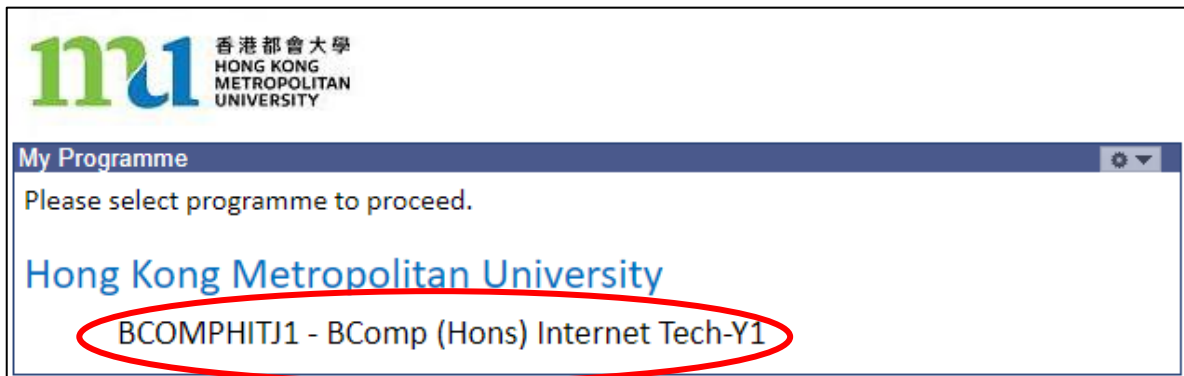
Instruction Kit
for
Accessing Course Enrolment functions
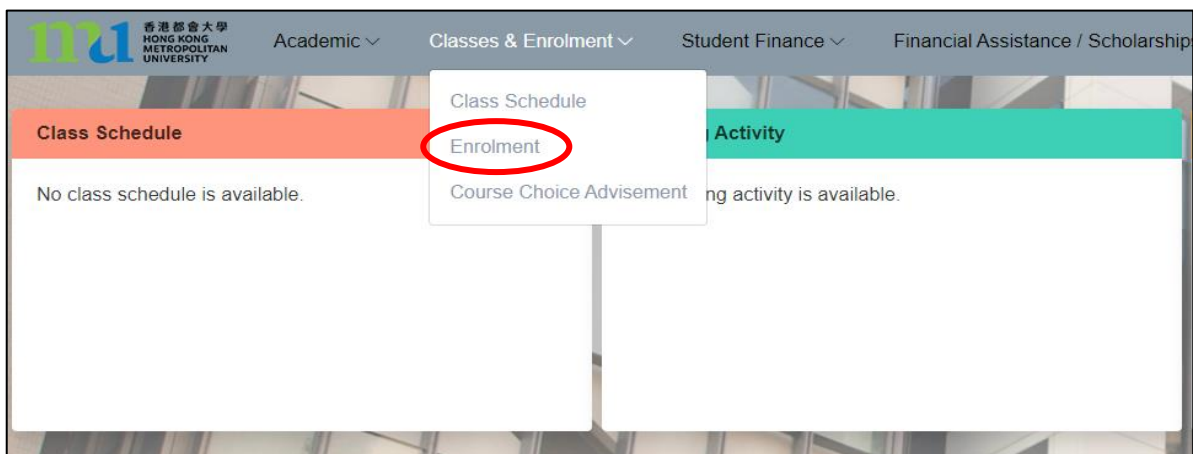
1. Go to the HKMU website (https://www.hkmu.edu.hk/); select the 'Current Students' website. You can then log in to MyHKMU by entering your **Username** and **Password** in the "Login to MyHKMU" boxes on the left-hand side of the website.

2. After logging into MyHKMU, select your programme by clicking the hyperlink of your programme.

3. Click 'Enrolment' under 'Classes & Enrolment'.

4. Under the **Enrolment -UG** page, you can find various enrolment functions (some would be available for access during designated periods):

Enrolment - UG

Notes on Enrolment
Information to facilitate your course selection.

Advice on Course Selection
View your advice sheet for the enrolment term.

Class Search
User guide

Search for a class and view its details.

Add Course Enrolment
User guide

Self-enroll a class section of a selected course assigned for the term during online course selection.
- Online Course Selection period (2021 Autumn Term): 25 August 2021 (10:00) - 26 August 2021 (17:00)
- Online GE Course Selection period (2021 Autumn Term): 27 August 2021 (10:00 – 13:00)

Swap Class / Course
User guide

Swap a class section of your enrolled course with another during online course selection.
- Online Course Selection period (2021 Autumn Term): 25 August 2021 (10:00) - 26 August 2021 (17:00)
- Online GE Course Selection period (2021 Autumn Term): 27 August 2021 (10:00 – 13:00)

Retake Application
(For application to add retake course(s) before term)
- Retake Application period (2021 Autumn Term): 26 July 2021 (10:00) – 30 July 2021 (17:00)

Application for Add/Drop
(For application to add retake/extra course(s) or drop course(s) during add/drop period)
- Add/Drop period (2021 Autumn Term): 20 September 2021 (14:30) – 4 October 2021 (17:00)

Enrolment Confirmation Enquiry
View enrolment records and tuition fee information for current term

5. User guides to the respective functions:
   - Class Search
   - Add Course Enrolment
   - Swap Class / Course
   - Retake Application
   - Application for Add/Drop