

## User Guide for 'Retake Application'

1. Please read the Important Notes carefully.

- **Please note that the Retake Application can only be submitted ONCE each term.**
- Check the box  after you have read the Important Notes for the application form to confirm your agreement to the terms and related regulations.
- Click 'Go to Application Form'.

8. If your application for adding retake courses is approved, **you will be required to settle the tuition fee for your retake course(s) after the add/drop period of the 2021 Autumn Term. The University will notify you on the payment details for the outstanding balance in November 2021.** You should pay the tuition fee by the stipulated payment deadline. Otherwise, you will be de-registered from the University.

9. If your application for adding distance learning course(s) for retake is approved, the University will notify you of the registration procedure and tuition fee payment via email. If you fail to complete the registration procedure within the stipulated period, your application will be deemed to be cancelled.

I have read the Important Notes of this form. I agree to conform to the related Regulations.

[Go to Application Form](#)

2. Fill in all mandatory fields.

- Select the number of course(s) you need to add in the term.

**Retake Application Form**

Student No. \_\_\_\_\_

Term 2021 Autumn Term

ONAD Type Retake

**All fields are mandatory.**

Status New

Save Submit Cancel

Retake Application Form can be submitted ONCE only in each term!

Once you submitted the form, you are NOT allowed to make further changes.

If you cancel this application form, you CANNOT submit another one!

(1) Select the number of course(s) you need to add in this term:

1  2  3  4  5  6

- If you are applying to add more than one course, you may add more course rows by the '+' button at top-right corner. You may also delete course rows by the '-' button there.

(2) Preference of course(s)

First **1** of 1 Last

No. 1 + -

Add/Drop Add Course(s) and Class Section(s) to add (in descending order of preference)

\*Course Subject  \*Course Number

Course Title

Any Class Available

Any Class Available for Undeclared Classes

*Class Section	Class No.	Associated Lecture (if any)		
1 <input type="text"/>				+ -

- 'Course(s) to add' **MUST** be listed in the order of your preferences (first row being the highest priority)!
- Indicate the number of course(s) you need to add. For example if you are applying to add two courses being the first and second options of one failed course, you should select "1". Or if you are applying to add two courses for two different failed courses, you should select "2".
- As class sections are not yet available, if your application is approved, you would normally be assigned to any class available for the course. Please keep the "Any Class Available" option checked.
- Indicate the course type and reason to add. For reason to add which would be retake failed course(s), please indicate the failed course to be replaced.

### Retake Application Form

Student No.

Term 2021 Autumn Term

ONAD Type Retake

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(1) Select the number of course(s) you need to add in this term:

1  2  3  4  5  6

(2) Preference of course(s)

First **1** of 1 Last

No. 1 + -

Add/Drop Add Course(s) and Class Section(s) to add (in descending order of preference)

\*Course Subject  \*Course Number

Course Title

Any Class Available

Any Class Available for Undeclared Classes

*Class Section	Class No.	Associated Lecture (if any)		
1 <input type="text"/>				+ -

\*Course Type

\*Reason for adding course

3. Check the class/ course information before you submit the form.

- Click 'Save' if you want to submit the form later; otherwise,
- Click 'Submit' if you want to submit the form NOW.
- **Retake Application can only be submitted ONCE in each term!**

**Retake Application Form**

Student No. \_\_\_\_\_

Term 2021 Autumn Term

ONAD Type Retake

**All fields are mandatory.**

Status New

Save Submit Cancel

Retake Application Form can be submitted ONCE only in each term!

Once you submitted the form, you are NOT allowed to make further changes.

If you cancel this application form, you CANNOT submit another one!

(1) Select the number of course(s) you need to add in this term:  
 1  2  3  4  5  6

(2) Preference of course(s)

No. 1

Add/Drop Add Course(s) and Class Section(s) to add (in descending order of preference)

\*Course Subject ENGL \*Course Number A203F

Course Title HITCHCOCK FILMS

Any Class Available  
 Any Class Available for Undeclared Classes

*Class Section	Class No.	Associated Lecture (if any)		
1			+	-

\*Course Type ENG

\*Reason for adding course 1. Retake ENG course with [Fail] grade

Retake course for the following failed course:  
\*Course Subject ENGL \*Course Number A203F

Pre-requisites NIL

4. Click 'OK' to submit, or 'Cancel' to return to the application form to **amend** your application.

**Message**

Please note:

You can submit the retake application form ONCE only in each term. You are NOT allowed to amend the form after submission. Please make sure all the information is correct!

Click 'OK' to return to submit  
Click 'Cancel' to return to the application form

OK Cancel

5. After submitting the form, the status will be changed from 'New/Saved' to '**Submitted**'.
  - You **MUST** click "**Submit**" to confirm and send out your application.
  - Your application will **NOT** be processed if you fail to click "**Submit**" before the end of the retake application period.
  - If you want to cancel the form, click 'Cancel'
    - o You can click 'Cancel' button only when the Status is 'Submitted / Received'.
    - o **Once you cancel the form, you CANNOT submit another one!**

**Retake Application Form**

Student No. \_\_\_\_\_

Term 2021 Autumn Term

ONAD Type Retake

**All fields are mandatory.**

(1) Select the number of course(s) you need to add in this term:  
 1  2  3  4  5  6

Status Submitted

Retake Application Form can be submitted ONCE only in each term!

Once you submitted the form, you are NOT allowed to make further changes.

Save Submit **Cancel**

If you cancel this application form, you CANNOT submit another one!

6. Status will be changed to '**Received**' once we start to review your form.
  - If you want to cancel the form, click 'Cancel'.
    - o You can click 'Cancel' button only when the Status is 'Submitted / Received'.
    - o **Once you cancel the form, you CANNOT submit another one!**

**Retake Application Form**

Student No. \_\_\_\_\_

Term 2021 Autumn Term

ONAD Type Retake

**All fields are mandatory.**

(1) Select the number of course(s) you need to add in this term:  
 1  2  3  4  5  6

Status Received

Retake Application Form can be submitted ONCE only in each term!

Once you submitted the form, you are NOT allowed to make further changes.

Save Submit **Cancel**

If you cancel this application form, you CANNOT submit another one!

7. If you decide to cancel your application:
  - Click '**Yes**' to cancel the form; otherwise,
  - Click '**No**' to return to the form (i.e. the form is still being submitted and will be processed).

**Message**

Please note:

Retake application form can be submitted ONCE only in each term. If you cancel this application form, you CANNOT submit another one!

Click 'Yes' to cancel the application form  
 Click 'No' to return to the application form

**Yes No**

8. Status will be changed to ‘Cancelled’ if you successfully cancelled the form.

- **Once you cancel the form, you CANNOT submit another one!**

The screenshot shows the 'Retake Application Form' interface. On the left, there are fields for 'Student No.', 'Term' (2021 Autumn Term), and 'ONAD Type' (Retake). A red note states 'All fields are mandatory.' Below these fields are radio buttons to select the number of courses to add (1 to 6), with '1' selected. In the center, the 'Status' is 'Cancelled', which is circled in red. To the right, a red-bordered box contains the following text: 'Retake Application Form can be submitted ONCE only in each term!', 'Once you submitted the form, you are NOT allowed to make further changes.', and 'If you cancel this application form, you CANNOT submit another one!'. At the bottom of the form are 'Save', 'Submit', and 'Cancel' buttons.

9. You **cannot cancel** the form if:

- Status = Processing **or** Completed (All Success/ Partially Success/ All Failed)

### **Explanatory notes for ‘Status’**

- **Processing:** Awaiting School’s approval.
- **Completed (All Success):** All of your adding/dropping request(s) has/have been successfully done.
- **Completed (Partially Success):** Only part of your adding/dropping request(s) has been successfully done; failure of other request(s) might be due to class full / time clash with other course(s) / disapproval by your School. You could check the unsuccessful reason in the ‘Remarks’ field in the course row of the form.
- **Completed (All Failed):** All of your adding/dropping request(s) has NOT been successfully done; failure of request(s) might be due to class full / time-clash with other course(s) / disapproval by your School. You could check the unsuccessful reason in the ‘Remarks’ field in the course row of the form.

10. You should also check the result via ‘Class Schedule’ in MyHKMU.

- ☑ **Before the University announces all cases are processed, for ‘Completed (Partially Success)’ and ‘Completed (All Failed)’**, it is possible that your case is still being arranged and the status is subject to change. Therefore you should also check the actual enrolment via ‘Class Schedule’. The status would be finalized after the University announced all cases are processed.