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'.

2. Fill in all mandatory fields.

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

   - 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.

- '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.

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.

    - **<u>Retake Application can only be submitted ONCE in each term!</u>**

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

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!**

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!**

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).

8. Status will be changed to '**Cancelled**' if you successfully cancelled the form.

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

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.