



## Guidelines for Subject Selection for the First Semester of 2020/2021 Academic Year

(Applicable to 2020 new students of some undergraduate programmes, except those from evening classes)

Dear new students:

The subject selection system will be open at 18:30, on 7<sup>th</sup> October 2020. Students with selection needs can login to the University homepage, click “Current Students” on top left of the page to access the subject selection system. The login account is your student number and password for 2020 freshmen is the complete identity card number for the online “New Student Enrolment” system.

### I. Subject Selection Period

Subject Selection Stage	Start Date	Time	End Date	Time
Primary Selection Stage	2020/10/07	18:30	2020/10/09	18:00
Add/Drop Stage	2020/10/16	10:00	2020/10/19	10:00

(Please refer to the subject selection system for specific time)

### II. Target Students

- General Education Electives (Please pay attention to the teaching language. Classes will not be held for less than 20 students):

Programme	Year	Description
Bachelor of Business Administration (Day Class)	Year 1, Class of 2020	Students need to take 1 subject (2 credits) each academic year, in total 8 credits in 4 years.
Bachelor of Intelligence Technology and Services (Day Class)	Year 1, Class of 2020	Students need to complete a total of 9 credits from 3 subjects in 3 domains (1 from each domain) in 4 years
Bachelor of Applied Economics (Day Class)	Year 1, Class of 2020	Students need to complete a total of 9 credits from 3 subjects of 3 domains (1 from each domain) in 4 years
Bachelor of Arts in Design (Day Class)	Year 1, Class of 2020	Students need to complete a total of 9 credits from 3 subjects of 3 domains (1 from each domain) in 4 years
Bachelor of Social Work (Day Class)	Year 1, Class of 2020	Students need to complete a total of 9 credits from 3 subjects of 3 domains (1 from each domain) in 4 years
Bachelor of International Tourism and Hotel Management (Chinese and English) (Day Class)	Year 1, Class of 2020	Students need to complete a total of 9 credits from 3 subjects of 3 domains (1 from each domain) in 4 years
Bachelor of Arts in English (Day Class)	Year 1, Class of 2020	In the first and second year, students are suggested to take 2 subjects (6 credits) each, and in total, they are required to complete 4 subjects of at least 3 domains for a total of 12 credits in 2 years.



Remarks:

1. Students who want to take additional credits, can submit a completed “Application Form for Course Retake/Additional Credits” to the General Education Department for approval by 18:00, 9<sup>th</sup> October 2020. If students do not file an application or do not settle the fees within the prescribed period, the grade of the additional subject will be marked as DX.
2. The first class is counted towards attendance.
3. For more details, please visit the webpage of Faculty of Humanities and Social Sciences-GED-GE subject selection: <https://faculty.cityu.edu.mo/fhss/page-28>.

### III. Operating Rules

1. Each login session expires after 30 minutes. Please login in again after the time limit.
2. After entering the subject selection main page, click “Subject Overview” for subject information of the related programmes.
3. After entering the subject page, click “Add Subject” for subject selection. To make changes to subjects selected, click “Drop Subject”.
4. Only applications submitted within the prescribed period will be accepted for each subject selection stage. Applications for electives are on a first-come-first-served basis.

### IV. Important Notes:

1. After the final stage has ended, students should note whether a subject is cancelled because the minimum requirement of the student number does not meet. If so, affected students should submit the “Application Form for Course Add/Drop” to change the subject.
2. If students have not submitted the completed “Application Form for Course Add/Drop” by 12:00 noon, on 19<sup>th</sup> October 2020 to General Education Department to make changes to subjects enrolled on, they will be considered as confirming the enrollment records. If students fail a course because of absence from classes or examinations, please refer to related University regulations. Students who are unable to continue with normal studies because of special reasons should contact the General Education Department.
3. Students should note the total credits of courses taken and settle the fees in accordance with related University regulations if the total credits obtained exceeds the minimum requirement listed in the study plan.
4. Upon the completion of subject selection, students should check the final enrollment records via the TronClass system (The login account is your student number and password is the complete identity card number for the online “New Student Enrolment” system). Please attend classes in accordance with the timetable and refer to Academic Calendar 2020/2021 on the University website for public holidays (University home page-Current Students-Academic Calendar).



## V. Contacts

Faculty/Department	Programme	Contact Person	Email	Contact No.
General Education Department (Room 232, Tai Fung Building)	All GE electives	Ms. Liang	elaineliang@cityu.mo	85902780
	All GE electives	Ms. Ho	dianaho@cityu.mo	85902752
	Bachelor of Arts in English Programme	Ms. Ho	vanessaho@cityu.mo	85902945
Faculty of Business (4 <sup>th</sup> Floor, Luso-Chinese Building)	Bachelor of Business Administration (BBA) Programme	Ms. Che	queenieche@cityu.mo	85902932
Faculty of International Tourism and Management (5 <sup>th</sup> Floor, Choi Kai Yau Building)	Bachelor of International Tourism and Hotel Management Bachelor of Intelligence Technology and Services	Ms. Mak	twmak@cityu.mo	85902510
Faculty of Finance (Room 221, Tai Fung Building)	Bachelor of Applied Economics	Ms. Liang	ibettyliang@cityu.mo	85902849
Faculty of Innovation and Design (G Floor, K.C Wong Building)	Bachelor of Arts in Design	Ms. Chen	ycchen@cityu.mo	85902690
Department of Innovative Social Work (Room 232, Tai Fung Building)	Bachelor of Social Work	Ms. Ma	maryma@cityu.mo	85902757
Academic Affairs Office (1 <sup>st</sup> Floor, Administrative Building)	---	Ms. Zhang	joyzhang@cityu.mo	85902720

Academic Affairs Office  
September 2020