



## Guidelines on Subject Selection of the First Semester of 2021/2022 Academic Year

(Applicable to some programs) (Updated on 26 August 2021)

Dear students:

The subject selection system will be open at 10:00 AM, on 26 August 2021 and at 11:00 AM, on 27 August 2021 as well. Students can refer to the Part II of this Guideline to know about whether you have the selection needs. Student with selection needs can login to selection system, based on the schedule listed below, through the University homepage, click “Current Students” on top left of the page to access the subject selection system. The login account and password for 2021 freshmen is your student number and the complete identity card number for the online “New Student Enrollment” system.

### I. Subject Selection Period

Subject Selection Stage		Start Date	Time	End Date	Time
Primary Selection Stage	Year Four students of Undergraduate Programs	2021/08/26	10:00	2021/08/26	23:30
	Undergraduates of Evening Classes (Evening Subjects Only)				
	All Students with selection needs (refer to Part II)	2021/08/27	11:00	2021/08/28	23:00
Add/Drop Stage		2021/09/03	10:00	2021/09/06	10:00

### II. Target Students

- General Education Electives** (Please pay attention to the teaching language and start/end date of the subject. Classes will not be held for less than 20 students):

Program	Target	Description
Bachelor of Business Administration (Day and Evening Class)	ALL	Students need to take 1 subject (2 credits) each academic year, in total 8 credits in 4 years.
Bachelor of Social Work (Day and Evening Class)	Year 1 Year 2	Students need to complete a total of 9 credits from 3 subjects of 3 modules (1 from each module) in 4 years
	Year 3 Year 4	Students need to complete a total of 12 credits from 4 subjects of 3 module in 4 years
Bachelor of Arts in English (Day Class and Evening Class)	ALL	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 modules for a total of 12 credits in 2 years.
Bachelor of International Tourism and Hotel Management (Chinese and English) (Day and Evening Class)	Year 1 Year 2	Students need to complete a total of 9 credits from 3 subjects of 3 modules (1 from each module) in 4 years
Bachelor of Arts in Design (Day and Evening Class)	Year 1 Year 2	Students need to complete a total of 9 credits from 3 subjects of 3 modules (1 from each module) in 4 years
	Year 3 Year 4	Students need to complete a total of 12 credits from 4 subjects of 3 module in 4 years
Bachelor of Applied Economics	Year 1-3	Students need to complete a total of 9 credits from 3 subjects of 3 modules (1 from each module) in 4 years
	Year 4	Students need to complete 4 subjects for a total 8 credits in 4 years.
Bachelor of Intelligence Technology and Service	ALL	Students need to complete a total of 9 credits from 3 subjects of 3 modules (1 from each module) in 4 years



Remarks:

- (1) Students cannot choose more than 3/4 GE electives via the selection system. Students who want to retake or take additional credits can submit the *Application Form for Course Retake/Additional Credits* through the online application system of TronClass and wait for approval by 18:00, 20<sup>th</sup> August 2021. If students do not file an application or do not settle the fees within the prescribed period, the selected subject will be dropped.
- (2) **Attendance is taken on the very first class.**
- (3) For more details, please visit the webpage of “Faculty of Humanities and Social Sciences-GED-GE subject selection”: <https://fhss.cityu.edu.mo/en/page-28>.

## 2. Specialized Electives

Program	Target	Description
Bachelor of Arts in Design (Day and Evening Class)	Year 2	Students need to take one specialized elective (3 credits) this semester
	Year 3	
Bachelor of Intelligence Technology and Service	Year 2	Students need to take one specialized elective (3 credits) this semester
	Year 3	Student should take at least two and up to three specialized electives (3 credits per subject) this semester
Master of International Hotel Management (Chinese & English Program)	Year 1	Students need to take two specialized electives (6 credits) this semester
	Year 2	Students need to take one specialized elective (3 credits) this semester

Remarks:

- (1) **Attendance is taken on the very first class.**
- (2) The add/drop stage does not open to specialized electives. Classes will not be held with less than 20 students in the bachelor's program, while the master electives with less than 10 students will not be held.

## 3. Cross-program Electives

Program	Target	Description
Bachelor of Applied Economics	Year 3, Class of 2019	Students are required to complete 9 credits of cross-program electives by taking specialized subjects from other programs as designated by the University for graduation. <b>Students need to take one cross-program elective (3 credits) this semester.</b>
Bachelor of Intelligence Technology and Service	Year 3, Class of 2019	

Remarks:

- (1) **Attendance is taken on the very first class.**
- (2) For the list of cross-program electives, please refer to “University Official Website-Academic Affairs Office-Announcement”: <https://aao.cityu.edu.mo/en/category/announcement/>

### III. Operating Rules

1. Each login session will expire 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 programs.
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-serve basis.**



#### IV. Important Notes

1. After the final stage has ended, students should be aware of the selection result. If a subject is cancelled due to an inadequate number of enrollment, affected students should file the *Application Form for Course Add/Drop* through TronClass system to change the subject.
2. If students have not completed *Application Form for Course Add/Drop* online by 23:59, on 6<sup>th</sup> September 2021 to make changes, they are assumed to be confirmed and satisfied with the enrollment result. If students fail a course because of absence from classes or examinations, please refer to related University regulations for more details. Students who are unable to continue with their studies because of special reasons should contact the GED or the Faculty Office.
3. For subjects that have been taken and passed, students are not allowed to retake them in the system and should select other electives.
4. 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.
5. Upon the completion of subject selection, students should check the final enrollment records via the TronClass system (For class of 2021, the login account and password is your student number and 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 2021/2022 released on the University website for public holidays.

#### V. Contacts

Faculty/Department	Programme	Contact Person	Email	Contact No.
General Education Department (T232, Tai Fung Building)	All GE electives	Ms. Liang	elaineliang@cityu.mo	85902780
		Ms. Ho	dianaho@cityu.mo	85902752
Faculty of Humanities and Social Sciences (T232, Tai Fung Building)	Bachelor of Social Work	Mr. Chan	bennybong@cityu.mo	85902939
	Bachelor of Arts in English	Ms. Ho	vanessaho@cityu.mo	85902945
Faculty of International Tourism and Management (5 <sup>th</sup> Floor, Choi Kai Yau Building)	Bachelor of International Tourism and Hotel Management Master of International Hotel Management	Ms. Mak	twmak@cityu.mo	85902510
Faculty of Business (4 <sup>th</sup> Floor, Luso-Chinese Building)	Bachelor of Business Administration (BBA)	Ms. Che	queenieche@cityu.mo	85902932
Faculty of Finance (T221, Tai Fung Building)	Bachelor of Applied Economics	Ms. Sou	cherrysou@cityu.mo	85902609
Faculty of Innovation and Design (G Floor, K.C Wong Building)	Bachelor of Arts in Design	Ms. Chen	tinachen@cityu.mo	85902743
Faculty of Data Science (T219, Tai Fung Building)	Bachelor of Intelligence Technology and Services	Ms. Wan	abbiewan@cityu.mo	85902843
Academic Affairs Office (A101, Administrative Building)	---	Ms. Zhang	joyzhang@cityu.mo	85902720

