Common Enquiries
on Using SIS for General Course Enrolment
(For Students)

1. **Should I select courses for the first semester or both semesters in August each year?**
   - During semester 1, students should enroll to courses offered in both semester 1 and 2. However, students **must** enroll to courses offered in semester 1 first, then semester 2.
   - During semester 2, students should enroll to courses offered in both semester 2 and summer semester. However, students **must** enroll to courses offered in semester 2 first, then summer semester.
   - During summer semester, students can only enroll to courses offered in the summer semester. In general, final year students cannot enroll summer courses in the summer semester.

2. **Who will consider my course enrolment and when will I know if my course selection is approved/disapproved?**
   
   It depends on the course approval nature which will be shown when students are adding a class. And students will receive an email generating by the system notifying the status of their course enrollment. Students can also check their enrollment status under their SIS menu -> Enrollment -> Enrollment Status.

3. **When the course selection status reads “pending”, what does it mean? When will I know the results?**
   
   It means it is still pending for approval or pending for consideration by offering Faculty/Department. The results will vary from course to course and it depends very much on the course approval nature defined for each course.

4. **Where can I check the approval status of the courses I have selected?**

   Under their SIS menu -> Enrollment -> Enrollment Status

5. **I cannot enroll on a course successfully because of an error “Class has been closed”. Will the class be open again?**

   It depends on whether there is any student who drops the class. Class will be open again when there are students dropping the class.

6. **I have enrolled on a course, but it has been dropped by the System automatically. What happened? What should I do?**

   It depends on the course approval nature and especially when a class is full or violating the regulations/requirements, system may drop the class for the student and notify them via email so that they can enroll to other courses/classes as soon as possible.
7. **I dropped my course by mistake. What should I do...?**

Students can re-enroll to the same class if it is still open (class will be closed if it is already full). If students cannot re-enroll to the same class when the class is still open, it is most likely caused by system loading especially at the beginning of the course selection period when thousands of students are trying to perform course selection at the same time. Students can try again until the class is full.

8. **Can I change my course selection after the add/drop period?**

Students are not allowed to change their course selection after the add/drop period. They can contact their home Faculty for approval and once it is approved, the Faculty can change their course selection manually in SIS.

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(Prepared by the SIS Project Office, 2018)