

Common Enquiries on Using SIS for Declaring Major / Minor (For Students)

(Excluding declaration of Common Core Transdisciplinary Minors)

1. How should I declare major / minor in SIS?

- Students can follow the steps stated in “Student’s Quick Reference Guide on Major/Minor Declaration” under the SIS website for Students. (Link of SIS Website is located near the bottom of students’ SIS menu).
- Declaration can only be done online by students at specified periods, i.e. during pre-enrollment period (starting from August 1 in general), course enrollment period and add/drop period *.

*Due to technical constraints, MBBS students may not be able to declare majors/minors offered by other Faculties. They need to contact their Faculty staff who will then inform Registry (IT Project) to perform certain steps for declaring major/minor for them.

2. How can I change my major / minor in SIS?

The steps are similar to those for declaring major/ minor. Please refer to the same reference guide mentioned in (1) above.

3. Can I change my major / minor in my final year?

It depends on the setup which may vary from programme to programme and students are advised to confirm with their Faculty whether they can change their major/minor in their final year. According to the settings by faculties, most of the programmes allow students to make final changes online to their majors/minors in the first semester of their final year. They are not allowed to make changes in semester 2 of their final year. Students are required to contact their home Faculties for assistance after the allowed period.

4. After I declare a particular major/minor, will I be given priority to enroll on their required courses (such as the pre-requisite / introductory courses)?

- There are different course approval natures which vary from course to course. Some of the courses adopt first-come-first-served, some of them adopt random balloting by system and some of them adopt manual balloting. So it is very much depended on the course approval nature defined for each individual course.
- Some of the courses have set up pre-requisite requirements which has nothing to do with priority. Once pre-requisite is set up in a course, it checks to see if students have met the pre-requisite requirements before allowing them to enroll to that course. If students cannot meet the pre-requisite requirements, they cannot enroll to the course and an error message will pop up informing them that they cannot enroll to the course due to pre-requisite not met.

5. If I cannot complete the requirements of my declared second major/minor at the end, will SIS automatically count those courses as my free electives?

If students have declared a second major or minor and they cannot fulfill those requirements, the degree audit report will not treat the courses as free electives automatically. Students are required to drop their second major or minor so that those courses can fall into the free electives section of the degree audit report.

6. If I have fulfilled the requirements (i.e., successfully completed all required courses) of a particular major/minor, but have not declared it at SIS, will SIS automatically “declare” it for me?

- In general, for programmes requiring a major for graduation, Faculties will define 3 periods for major/minor declaration and they are (i) allow to declare from; (ii) must declare by: and (iii) last term to access;
- The 3 periods mentioned above vary from programme to programme but in general, students are allowed to declare a major starting from semester 1 of their second year of study. And they must declare their major by the first semester of their third year of study if they have not declared any major in their second year of study.
- SIS will NOT declare the major/minor for students automatically.

7. Is there a limit on the number of major/minor that I can declare? For example, can I declare 3 minors?

- Please refer to the University Regulations for details.
- However SIS is currently designed to allow students to declare a maximum of 2 majors and 2 minors online and checking of overloading is also in place during course selection. Students are advised to observe the University regulations for not exceeding the maximum curriculum study load. Students may seek their home Faculties' advice and assistance for special needs.

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Please contact IT Service Desk at 3917-0123 for enquiry