Dear Students

Summer Term 2015/16 will commence on Monday, 13 June 2016. Classes will begin on the same day. Below please find the details regarding add/drop arrangement, tuition fee payment and timetable for Summer Term 2015/16 for your information.

**Add/Drop Arrangement**

If you are eligible to graduate upon completion of all graduation requirements of your programme of study, you are not allowed to participate in the add/drop exercise for Summer Term 2015/16.

The online add/drop for Summer Term 2015/16 is scheduled for **8 – 15 June 2016**. This allows you to make adjustment to the subject selections for the term within two phases. The opening hours of the add/drop facility are shown below.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Date and Time</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before Add/Drop Period</strong></td>
<td>6 – 7 June 2016</td>
<td>You should check the timeslot assigned to you for access to the online add/drop facility on 8 or 10 June 2016 through the time-ticket facility on my.HKCC.</td>
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<tr>
<td><strong>Phase One</strong></td>
<td><strong>8 and 10 June 2016</strong></td>
<td>Eligible students are assigned a 45-minute timeslot for access to the indicate subject preference and add/drop facilities on 8 or 10 June 2016 separately. You may add, drop or change subject groups on a real-time basis through the add/drop facility during the timeslot assigned to you ONLY. If there is not any vacancy available online, you may still submit your subject preferences through the indicate subject preference facility. You can submit a maximum of 5 requests for adding and/or changing subject groups during the timeslot assigned to you ONLY. The system will run the daily preference matching process after 5:30 pm for pending requests*.</td>
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<tr>
<td></td>
<td>10:00 am – 5:00 pm</td>
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<tr>
<td><strong>Phase Two</strong></td>
<td><strong>8 and 10 June 2016</strong></td>
<td>You should check the timeslot assigned to you for access to the online add/drop facility on 10 / 13 / 14 /15 June 2016 through the time-ticket facility.</td>
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<tr>
<td></td>
<td>After 6:00 pm</td>
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<tr>
<td></td>
<td>13 – 15 June 2016</td>
<td>Eligible students are allowed to access the add/drop facility during the opening hours, while the indicate subject preference facility is closed. You may add, drop or change subject groups on a real-time basis through the add/drop facility, but are not allowed to submit any subject preference through the indicate subject preference facility. The system will no longer run the daily preference matching process at this phase.</td>
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<tr>
<td></td>
<td>10:00 am – 5:00 pm</td>
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Please read the Guide to Add/drop (download here) and pay attention to the section on “Important Points to Note”.

Subject Offering List

The following subjects are designed primarily for retaking purpose (regardless of the assessment result). Only students who have enrolled on the following subjects in previous semesters are allowed to apply for retaking these subjects:

- CCN1003 Chinese Communication for College Students
- CCN1004 Creative and Critical Thinking
- CCN1007 Information Technology for Business
- CCN1008 Mathematics and Statistics for College Students
- CCN1028 Elementary Statistics
- CCN1045 Calculus
- CCN2042 Computer Programming
- CCN2101 Financial Accounting
- **CCN2108 Business Law (additional subject)**
- CCN2160 Negotiation Skills
- CCN2237 Applied Statistical Methods

The following GE Elective subjects are open to all students:

- CCN1017 Introduction to Psychology
- CCN1018 Introduction to Sociology
- CCN1024 Putonghua for College Students
- CCN1050 Introduction to Probability and Statistics
- CCN2002 Introduction to Economics
- CCN2003 Introduction to Marketing
- CCN2004 Managing Organisations
- CCN2014 Food Hygiene and Nutritional Health
- CCN2015 Gender Issues
- CCN2017 Introduction to Chinese Culture
- CCN2027 Oral Communication in English
- CCN2035 Values and Ethics in Daily Life
- CCN2049 Chinese and Western Cultures

HKCC reserves the right to change the above Subject Offering List. If the number of students selected the particular subject is below the minimum viable number of students, the subject may be cancelled. You are reminded to pay attention to the subsequent updates, if any, sent to your official student email account.

Retake of Passed Subjects

If you are eligible to graduate upon completion of all graduation requirements of your programme of study, you are not allowed to retake any subject for the purpose of improving the subject grade or GPA.

If you wish to retake passed subjects for the purpose of improving your grades, please complete “Form 31 – Application for Retaking Subjects / Taking Unqualified Subjects” (download here) and submit it via the Information Kiosk on either PolyU Hung Hom Bay Campus or PolyU West Kowloon Campus within the add/drop period **(8-15 June 2016)**. In case the numbers of students
applying for retaking a passed subject exceed the available vacant seats, the final list of the students who can retake the passed subject will be determined by lot drawing after 15 June 2016. The College will inform the students concerned of the application results before 18 June 2015. You are strongly recommended to refer to the section on “Retaking of Subjects” in your Student Handbook for details.

**Taking Subjects as Electives**

Students who want to study any of the above subjects which are open to all students as an elective, according to their respective programme curricula, can add the eligible subjects via the online add/drop facility within the add/drop period (8-15 June 2016).

**Tuition Fee Payment**

Please note that the tuition fees payable for Summer Term 2015/16 will depend on the number of credits you register for the term. You are either required to settle the outstanding tuition fee amount **on or before 6 July 2016**, or will receive a refund of the fee balance in accordance with the adjustment made during the add/drop period. The College will notify you of the payment/refund details by 27 June 2016 via email.

Applications for deferral of tuition fee payment will **not** be considered.

If you fail to settle your outstanding fees by the aforementioned payment due date, or the fee payment made by PPS, Internet Banking Bill Payment Services, ATM is void or cheque is rejected, your registration on the programme, including subject enrolment, credit transfer and exemption approved, will be declared null and void. It is only under exceptional circumstances will you be allowed to have your registration status reinstated. Applications for “Reinstatement of Registration” (Form 23) should be submitted within 2 weeks from the date of nullification of subject/programme registration. For approved cases, a reinstatement fee of HK$400 will be charged. In addition to the reinstatement fee, a handling fee of HK$105 will be charged for each rejected payment. For details, please refer to the section on “Fees” in your Student Handbook.

**Tuition Fees Subject to Review**

Kindly be reminded that the College reserves the right to adjust the tuition fees. The current level of the tuition fees is applicable for the normal duration of your programme, i.e. 2 years from the time you first registered with the College. If you may extend your study beyond the normal duration, adjusted fees, if any, will apply.

**Timetable**

You are now able to check your personal timetable by the following steps. Please pay attention to the start weeks, dates, times, frequencies of the lecture and tutorial sessions in your personal timetable.

2. Input your Student ID Number (username) and password (same as your HKCC email account)
3. Click on the button "my personal timetable" on the left hand side
4. Your personal timetable will be shown in a pop-up window (please make sure your internet browser do not block pop-ups)

For details of the above steps, please read the document “How to view your personal timetable via my.HKCC” ([download here](http://www.hkcc-polyu.edu.hk/myHKCC/)).

You may click [here](http://www.hkcc-polyu.edu.hk/myHKCC/) to download the complete timetable for Summer Term 2015/16.
You must only attend the subject groups in which you are registered. Attendance at non-registered classes is not allowed. Your punctuality in attending classes is essential. Please attend the classes you registered as scheduled. For penalties applied to lateness, you may refer to the Student Handbook.

The Teaching Week numbering table is shown below for your reference. You may click here to download the CPCE Academic Calendar.

<table>
<thead>
<tr>
<th>Teaching Week</th>
<th>Period</th>
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<tbody>
<tr>
<td>1</td>
<td>13 June 2016 (Monday) - 18 June 2016 (Saturday)</td>
</tr>
<tr>
<td>2</td>
<td>20 June 2016 (Monday) - 25 June 2016 (Saturday)</td>
</tr>
<tr>
<td>3</td>
<td>27 June 2016 (Monday) - 2 July 2016 (Saturday)</td>
</tr>
<tr>
<td>4</td>
<td>4 July 2016 (Monday) - 9 July 2016 (Saturday)</td>
</tr>
<tr>
<td>5</td>
<td>11 July 2016 (Monday) - 16 July 2016 (Saturday)</td>
</tr>
<tr>
<td>6</td>
<td>18 July 2016 (Monday) - 23 July 2016 (Saturday)</td>
</tr>
<tr>
<td>7</td>
<td>25 July 2016 (Monday) - 30 July 2016 (Saturday)</td>
</tr>
</tbody>
</table>

HKCC reserves the right to make any changes to the timetable. You will be notified of the changes, if any.

In case of enquiries, you are welcome to contact us at 3746-0123 (tel.), ecoffice@hkcc-polyu.edu.hk (email), 2994-8721 (fax-PolyU Hung Hom Bay Campus), 2625-4159 (fax-PolyU West Kowloon Campus), or visit our Information Kiosk on UG/F, PolyU Hung Hom Bay Campus or 2/F, North Tower, PolyU West Kowloon Campus.

Regards
Hong Kong Community College

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