



To: All staff and students

From: Undergraduate Studies Section, Academic Registry

Extension of course add/drop deadlines and related arrangements (applicable to students of undergraduate programmes administered by the Academic Registry)

Arising from the decision of the University to suspend all on-campus classes until 17 February as announced by the President & Vice-Chancellor in his email of 25 January, please be informed that the course add/drop period will be extended to facilitate students' course add/drop, with details as follows:

1. The online course add/drop period will be extended to 5 February 2020 (Wednesday).
2. Students who need to make any add/drop related application before adding a course (including excess study load, waiving pre/co-requisite or target student requirements, adding a course which requires instructor's approval*) may submit application via the Online Form system in BUniPort. The Online Form system will be re-opened from 29 January to 3 February 2020 to facilitate course add/drop during the on-campus class suspension period.

** This application form will be made available in the Online Form System in view of the special situation at the moment.*

3. Students who need to make add/drop related applications mentioned in paragraph 2 above are reminded to submit their applications by 3 February (Monday). **The online form system will be closed at 23:59 pm on 3 February 2020** to give reasonable time for approvers to consider the online applications and for students to complete course registration before the deadline for course add/drop. Late applications will not be accepted.

For questions regarding the course add/drop arrangements, please contact us at 3411-2224 or ugs@hkbu.edu.hk.

Thank you for your attention.