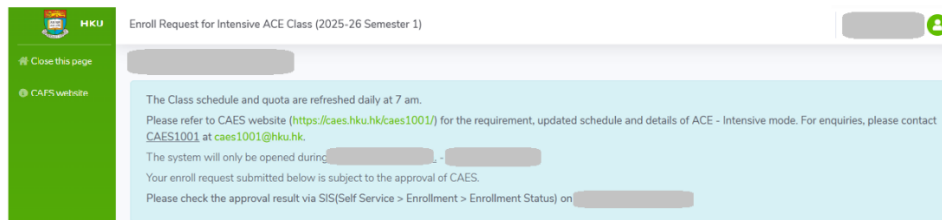THE UNIVERSITY OF HONG KONG

香 港 大 學

How to Enroll in an Intensive Class of CAES1001 Academic Communication in English (ACE) in SIS

This quick guide is intended only for the course selection of the <u>first intensive mode</u> of ACE class. If you wish to enroll in classes under the standard mode or in the second intensive mode, you must follow the standard procedures of course selection in SIS.
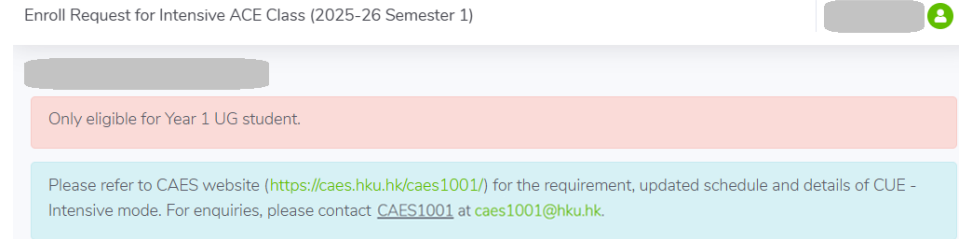
1. Login to HKU Portal. You will be directed to the SIS Main Menu. Go to **Enrollment > Enroll Intensive ACE Class**.

   ▼ Enrollment
       Class Schedule Planner
       Course Selection Chatbot GPT
       Declare Major/Minor/Special.
       Course Information
       Course Effectiveness Profile
       Enroll Intensive ACE Class
       Enrollment Add Classes
       Enrollment Drop Classes
       Enrollment Status
       Common Core Queue Position
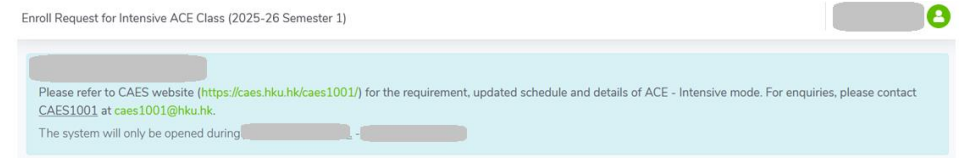   My Course History

   (i) If you are a **Year 1 UG student**, you are **eligible** to enroll in an Intensive ACE class during the ACE indication period.
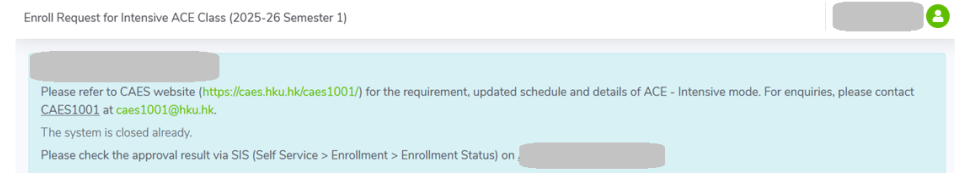
   Enroll Request for Intensive ACE Class (2025-26 Semester 1)

   The Class schedule and quota are refreshed daily at 7 am.
   Please refer to CAES website (https://caes.hku.hk/caes1001/) for the requirement, updated schedule and details of ACE - Intensive mode. For enquiries, please contact CAES1001 at caes1001@hku.hk.
   The system will only be opened during ____ - ____.
   Your enroll request submitted below is subject to the approval of CAES.
   Please check the approval result via SIS(Self Service > Enrollment > Enrollment Status) on ____.

(ii) Otherwise, you are **ineligible** to enroll in an Intensive ACE class and the following message will be displayed.

Enroll Request for Intensive ACE Class (2025-26 Semester 1)

Only eligible for Year 1 UG student.

Please refer to CAES website (https://caes.hku.hk/caes1001/) for the requirement, updated schedule and details of CUE - Intensive mode. For enquiries, please contact CAES1001 at caes1001@hku.hk.

(iii) The following alert message will be displayed, if you visit the system before the ACE indication period.

Enroll Request for Intensive ACE Class (2025-26 Semester 1)

Please refer to CAES website (https://caes.hku.hk/caes1001/) for the requirement, updated schedule and details of ACE - Intensive mode. For enquiries, please contact CAES1001 at caes1001@hku.hk.
The system will only be opened during ____ - ____.

(iv) You will not be able to enroll in an Intensive ACE class after the ACE indication period.

Enroll Request for Intensive ACE Class (2025-26 Semester 1)

Please refer to CAES website (https://caes.hku.hk/caes1001/) for the requirement, updated schedule and details of ACE - Intensive mode. For enquiries, please contact CAES1001 at caes1001@hku.hk.
The system is closed already.
Please check the approval result via SIS (Self Service > Enrollment > Enrollment Status) on ____.

2. The status under "Enroll Request" for all classes will be set to "No", if you access the system for the first time. To select a subclass, you may choose your preferred class section (e.g. 1AI) by clicking the Yes radio button and then click the Submit button.

The Class schedule and quota are refreshed daily at 7 am.

Please refer to CAES website (https://caes.hku.hk/caes1001/) for the requirement, updated schedule and details of ACE - Intensive mode. For enquiries, please contact CAES1001 at caes1001@hku.hk.

The system will only be opened during _____ - _____.

Your enroll request submitted below is subject to the approval of CAES.

Please check the approval result via SIS(Self Service > Enrollment > Enrollment Status) on _____.

Semester	Course Code	Course Title	Class Section	Unit	Period	Day/Time/Venue	Quota	No. of Applicant Waiting for Approval	Enroll Request	Submitted for Approval
1	CAES1001	(4) Academic Communication in English	1AI	0	Aug 20,2025 - Aug 27,2025 Jan 05,2026 - Jan 12,2026	MON TUES WED THURS FRI 01:30 PM - 04:30 PM LG041 MON TUES WED THURS FRI 01:30 PM - 04:30 PM	20	120	Yes ● No ○	
1	CAES1001	(4) Academic Communication in English	1BI	0	Aug 20,2025 - Aug 27,2025 Jan 05,2026 - Jan 12,2026	MON TUES WED THURS FRI 01:30 PM - 04:30 PM LG036 MON TUES WED THURS FRI 01:30 PM - 04:30 PM	20	198	Yes ○ No ●	
1	CAES1001	(4) Academic Communication in English	1CI	0	Aug 20,2025 - Aug 27,2025 Jan 05,2026 - Jan 12,2026	MON TUES WED THURS FRI 01:30 PM - 04:30 PM LG042 MON TUES WED THURS FRI 01:30 PM - 04:30 PM	20	80	Yes ○ No ●	

Submit

3. If your record is submitted successfully, the system will display the following message.

Record was save successfully.

✓ OK

A "Yes" message will also be displayed under the "Submitted for Approval" column for the selected subclass.

No. of Applicant Waiting for Approval	Enroll Request	Submitted for Approval
120	Yes ● No ○	Yes
198	Yes ○ No ●	

The following warning message will be displayed, if you have selected more than one subclass. Please click the OK button and review your selection.

More than one class is selected, please select one class only.

✓ OK

4. If you would like to change or remove your selection, you may de-select the subclass by clicking the NO radio button and re-submit the record during the ACE indication period.

5. Your submitted enrollment request is subject to approval by CAES. To check your approval result according to the schedule, you may go to **Enrollment > Enrollment Status**.

Note

1. You may refer to the CAES1001 website (https://caes.hku.hk/caes1001/) for the requirement, updated schedule and details of ACE - Intensive mode. For enquiries, please contact CAES1001 at caes1001@hku.hk.