

FAQs for non-Science Students taking Science courses / declaring Science Major (as second major) or Minor

1. How do I enroll in the course offered by the Faculty of Science, for which special approval is required?

If you wish to select our Science course(s) (i.e. with prefix APAI, BIOC, BIOL, CHEM, EASC, ENTR, ENVS, INRE, MATH, PHYS, SCNC, STAT) in any one of the following scenarios:

- you have not met the pre-requisites of the course (scenario #1)
- there are timetable clashes with other selected course(s) (scenario #2)
- the course cannot be found in the optional course list for online selection (scenario #3)
- the course is full and closed (scenario #4)

you have to seek special endorsement via Science Online Application Submission System (OASS) (<https://webapp.science.hku.hk/intranet/OnlineFormUG.html>) from the designated Course Approver by completing the online “Course Approval Form” and uploading necessary supporting documents to the Science Online Application Submission System (OASS) (<https://webapp.science.hku.hk/intranet/OnlineFormUG.html>) by the application deadline for further processing. Your application, once submitted, will be forwarded to the designated Course Approver (like Course Selection Adviser (CSA) or the Representative of the department/school offering the course) for online endorsement and comment (if any). You will receive your application result, by email, from our Faculty. You should then forward the approval email to your HOME Faculty/School and the staff from your HOME Faculty/School will then add the course(s) for you online.

Please also be reminded that:

- (a) should you wish to select courses with timetable clash (scenario #2 refers), you should note that only in very exceptional circumstances will such approval be given. You are, therefore, advised not to choose such courses; and
- (b) the granting of course approval in any one of the above-mentioned scenarios #1 - #3 does not guarantee that you can successfully enroll in your intended course. When the number of students applying the quota course is greater than the quota, seats will be allocated by the computer ballot system. Remember to keep checking your enrollment status online during the course selection or add/drop period.

In order to let you well prepare for the application, the online “Course Approval Form” will be available a few days before the availability of online course selection system. For any applications submitted before the course selection or add/drop period, please note that your HOME Faculty/School staff will only be able to add the approved course(s) for you after your designated start time for online course selection. You should also note that applications with incomplete information or insufficient documentation or unendorsed form will not be processed.

2. What should I do if a course is required in my primary major and the minor offered by the Faculty of Science?

Double counting of credits is not permissible for major-minor or double-minors combinations. When the disciplinary core course is required ('must take') both by the major and minor or by both minors, you must take a replacement course for the minor. The replacement course should be the disciplinary elective in the minor and must have the same prefix and at the same or higher level as the course to be replaced.

In this connection, you are required to complete and submit the online application form to the Faculty Office via the Science Online Application Submission System (OASS) (<https://webapp.science.hku.hk/intranet/OnlineFormUG.html>) by the deadline of course selection or add/drop periods. The application will then be forwarded to the relevant Course Selection Adviser (CSA) for endorsement and comment (if any).

The contact details of Course Selection advisers of Science Majors/Minors can be found from the Faculty of Science website (<https://www.scifac.hku.hk/current/ug/academic/aa/csa>).

3. What should I do if a course is required in my primary major and the second (Science) major? Can I double-count the credits of course(s) required in double majors?

Double-counting of courses up to a maximum of 24 credits is permissible with double majors. Credits to be double-counted must be for courses required ('disciplinary core') by both majors. For cases with 24 or less double-counted credits, you must make up an equivalent number of credits in your second (Science) major by taking other courses offered by any Faculty and no application for course exemption and replacement in the related Science Major/Minor is required.

If more than 24 credits are listed as required courses ('disciplinary core') in both the first major and second (Science) major undertaken by you, you must make up the number of credits above the 24 permissible by taking replacement course(s) in the second (Science) major. The replacement course(s) must be the disciplinary elective course(s) in the second (Science) major and have the same prefix and at the same or higher level as the double-counted course(s). In this case, you need to complete and submit the online application form to the Faculty Office via the Science Online Application Submission System (OASS) (<https://webapp.science.hku.hk/intranet/OnlineFormUG.html>) by the deadline of course selection or add/drop periods. The application will then be forwarded to the relevant Course Selection Adviser (CSA) for endorsement and comment (if any).

The contact details of Course Selection Advisers of Science Majors/Minors can be found from the Faculty of Science website <https://www.scifac.hku.hk/current/ug/academic/aa/csa>.

For student taking the Mathematics related majors/minors, please take note of the specified exemption and replacement arrangement under the section 'Students taking double Majors, Major-Minor or double Minors with overlapping course requirements' at <https://www.scifac.hku.hk/current/ug/academic/overlapping-course-requirements>.

4. Do I need to take any replacement course if the disciplinary core courses in double majors or major-minor or double minors are mutually exclusive?

Yes, you need to take a replacement course. In this case, you are required to also complete and submit the online application form to the Faculty Office via the Science Online Application Submission System (OASS) (<https://webapp.science.hku.hk/intranet/OnlineFormUG.html>) by the

deadline of course selection or add/drop periods. The application will then be forwarded to the relevant Course Selection Adviser (CSA) for endorsement and comment (if any).

Please also note that the replacement course should be the disciplinary elective in the 2nd major/minor concerned and have the same prefix and at the same or higher level as the course to be replaced.

The contact details of Course Selection advisers of Science Majors/Minors can be found from the Faculty of Science website (<https://www.scifac.hku.hk/current/ug/academic/aa/csa>).

For student taking the Mathematics related majors/minors, please take note of the specified exemption and replacement arrangement under the section ‘Students taking double Majors, Major-Minor or double Minors with overlapping course requirements’ at <https://www.scifac.hku.hk/current/ug/academic/overlapping-course-requirements>.

5. How can I seek an advanced standing for any Science courses I completed in my previous study?

Regarding any application for granting of advanced standing credits of Science courses, it should be processed via students’ HOME Faculty/School. Your HOME Faculty/School, upon receipt of your application, will seek comments from the relevant course offering schools/departments for further consideration. You will be informed by your HOME Faculty/School of the application result. For details of application procedures, you are advised to check from your HOME Faculty/School.

6. Can all the courses listed in the SIS - program guide (SIS – Enrollment – Enrollment Add Classes) for online course selection fulfill the requirement of my declared Science major(s) and/or minor(s)?

The program guide in SIS will list out all the courses you can take in the selected semester. Before selecting any course in SIS, please view the “Quick Guide on Course Selection and Enrollment” posted on the SIS at http://intraweb.hku.hk/reserved_1/sis_student/sis/reference-materials/Quick_Guide_on_Course_Selection_and_Enrollment.pdf for information.

Please note that NOT all the courses listed there can be used to fulfill the curriculum of your declared Science major(s) and/or minor(s). You are strongly advised to select the radio button for “**Show Requirement Details**” at the top of your program guide before selecting your desired courses. By choosing “Show Requirement Details”, you will then view the reminders that:

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Not all the courses listed below can be used to fulfill the curriculum of the <Science major/minor>. Select only those courses according to the curriculum structure of this <Science major/minor>. Please click here to view the [curriculum structure of this <Science major/minor>](#).

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The link provided in the program guide will then direct you to the curriculum of your declared Science major/minor according to your intake year. Please note that the curriculum checking for graduation will only base on the curriculum structures of Science majors and minors at

<https://webapp.science.hku.hk/sr4/servlet/enquiry> to check whether you can fulfill the course requirement of your declared Science major(s) and/or minor(s).

Should you have any query about the fulfillment of course requirement of any Science major/minor, you are strongly advised to visit <https://webapp.science.hku.hk/sr4/servlet/enquiry> for the updated syllabuses. If you are still in doubt about the fulfillment of course requirement of your intended/declared Science major/minor, you should contact the relevant [Course Selection Adviser](#) and/or the Faculty of Science Office for timely advice.

7. If I cannot access the Science Online Application Submission System (OASS) outside HKU, what should I do?

You should login HKUVPN (HKU Virtual Private Network) to access our OASS. For details, please visit <https://its.hku.hk/kb/user-guide-on-making-hkuvpn-connection-with-mfa/>.