

December 31, 2019

Dear BSc(ActuarSc) Students,

We are writing to remind you that to satisfy the English language enhancement requirement, you need to take the following English-in-the-Discipline (ED) course during your second year of study:

**For students admitted to in 2018 – 19:**

**CAES9821 Professional and Technical Communication for Mathematical Sciences**

**For students admitted in 2017 – 18 or before:**

**CAES9820 Academic English for Science Students**

The only students who may take the course in their third year of study are those that have failed the course or have been approved to take a year-long leave in their second year.

For those students who still have not enrolled in the course on-line, the SIS system will randomly assign you an ED class while avoid clashing with your other chosen courses. You are required to check your class allocation result on-line on December 31, 2019.

You may still be able to change your ED class during the **first week** of the add/drop period (i.e. January 20 (Year 2: 12:00nn; Year 3: 2:00pm) – January 28, 2020). Starting from January 21, 2020 (12:00nn), the SIS system will approve any ED enrolment applications by auto-balloting. You have to check your class selection result soon after the suspension period (i.e. January 21, 2020 (5:00pm)) and if you are not approved in taking the class you have selected, you should choose another available class in SIS until you are given a place in a class.

Please note that the online add/drop for the course will be closed after January 28, 2020. The SIS system will then assign classes to students who have not enrolled in any class and the finalized class allocation result will be released on-line on January 31, 2020 (10:00 am). Further changes to your ED course enrollment will not be allowed during the second week of add/drop period.

Students must work through the above enrollment procedures to secure a place in available classes during the enrollment & add/drop period. Due to limited resources, CAES cannot increase class quotas in order to allow students to enroll in their preferred classes.

Yours sincerely,



Dr. Ken Lau  
Acting Director