

## **Registration of Additional Language Courses**

1. The following additional language courses are offered in the **academic year 2011-12:**

### **Term 1, 2011-12:**

i) Credit bearing courses

FRE102 French I

JAP102 Japanese I

SPA102 Spanish I

ii) Non-credit bearing courses

FRE101 French (Beginner Level)

JAP101 Japanese (Beginner Level)

RUS101 Russian (Beginner Level)

SPA101 Spanish (Beginner Level)

### **Term 2, 2011-12:**

i) Credit bearing courses

FRE202 French II

JAP202 Japanese II

SPA202 Spanish II

ii) Non-credit bearing courses

FRE101 French (Beginner Level)

FRE201 French (Post-Beginner Level)

JAP101 Japanese (Beginner Level)

JAP201 Japanese (Post-Beginner Level)

RUS201 Russian (Post-Beginner Level)

SPA101 Spanish (Beginner Level)

SPA201 Spanish (Post-Beginner Level)

2. Before enrolling in level II / post-beginner level courses, students should ensure that they have already taken the relevant level I / beginner level course.
3. Registration of additional language courses in Online Registration are NOT confirmed enrollments and are subject to further selection and confirmation by the Center for English and Additional Languages (CEAL). Students will be informed

whether their enrollments are accepted on 25 August 2011.

4. Priority of enrollment is given according to the seniority of students, with final year students being given first priority. In addition, students are not encouraged to take these courses if their term credit load of the other courses is 18 or above.
5. Students are not allowed to enroll for more than one additional language course in any one term.
6. During the Add-drop Period, students cannot add additional language course via web. Students who wish to enroll for additional language courses during the Add-drop Period should approach the CEAL in person.
7. Students who are accepted into a non-credit bearing additional language course will be required to pay a tuition fee of HK\$900. Upon completion of the course, a refund of the tuition fee will be made to students as follows: - If students successfully complete the course (including passing the final examination) with an attendance record of 80% or more, they will be refunded HK\$400. - If students successfully complete the course (including passing the final examination) with an attendance record of 60% or more, they will be refunded HK\$200. - If students do not complete the course or attend less than 60% of the classes, there will be no refund.
8. Credit bearing additional language courses will be assessed according to the grading system of undergraduate courses i.e. grades A-F. For non-credit bearing additional language courses, the grade of M (Merit), S (Satisfactory) or U (Unsatisfactory) will be listed in students' assessment records and transcripts.
9. The U (Unsatisfactory) grade will be given to students who do not meet the attendance requirement or who miss assessments or who do not meet the course requirements. Please note that a U grade will not affect a student's GPA, but will appear on the transcript.