



## ITSC User Guide

Title:	Module Add/drop System
Description:	This document introduces the module add/drop system and how students may login, submit add/drop applications and monitor the status of these applications.
Links:	<a href="https://mrs.hsu.edu.hk/app/adddrop">https://mrs.hsu.edu.hk/app/adddrop</a>
Issued Date:	2023-06-01

### Important Notes

- You may login at most 15 minutes before your scheduled add/drop submission time. The system will allow one login for each student only.
- Please read carefully the <Notes to Students> before you login.
- After login, do not reload browser unless the system has no response. You will be asked to re-login again if you refresh the browser.
- If you encounter any problems, please take screen captures and email to ITSC for support.

### Introduction

There are two main pages in the Online Module Add/Drop System:

- Enrolled Modules - Students to view their current enrolled modules.
- Submit add/drop Applications - Students to select modules and submit add/drop applications.

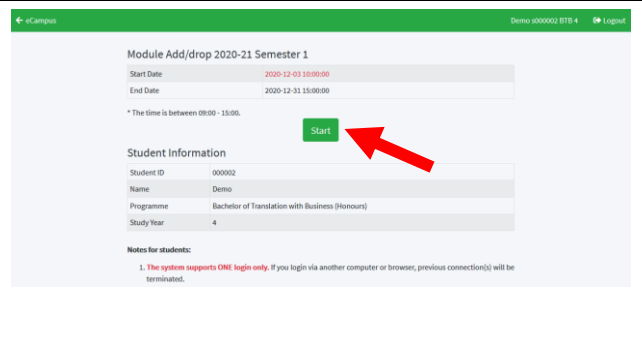
### 1. Login to the Module Add/drop System

Steps	Screens
<p>a. Students may use a chrome browser and the above link to access the Module Add/Drop System:</p> <ul style="list-style-type: none"> <li>Enter windows username and password</li> <li>Enter the security code into the textbox for verification.</li> <li>Please read the “Notes for Students” carefully before you login.</li> </ul>	



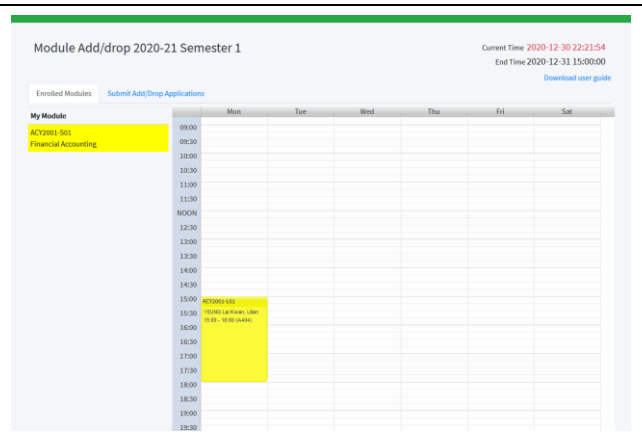
b. After login, you will see <Add/Drop> page:

- Read the <Notes to Students> carefully.
- Wait until your Start Time before clicking <Start>.
- **Do not reload browser, otherwise, you will need to login again.**



## 2. Enrolled Modules

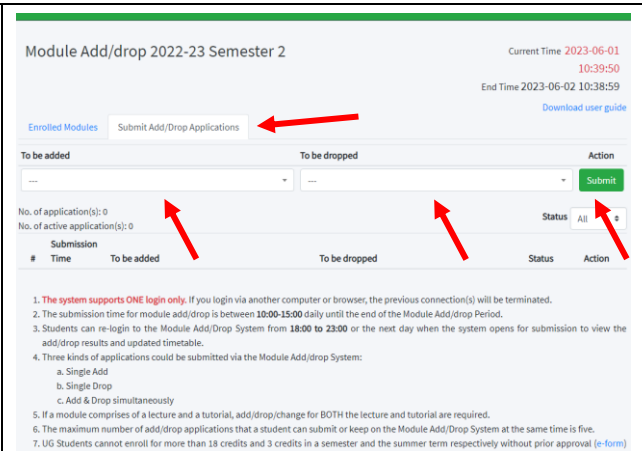
c. After you click <Start>, the system will show your current timetable.



## 3. Module Add/drop

d. Click the tab <Submit Add/Drop Applications> to submit and view your add/drop applications.

- To add a single module, you can leave the “to be dropped” field blank.
- To drop a single module, you can leave the “to be added” field blank.
- To add/drop a module simultaneously, you need to enter the module to be added and the module to be dropped. (Remarks: the application would only be successful if both adding and dropping requests can be fulfilled at the same time.)
- After selecting the modules to be added or dropped, you may click





	<p>the “Submit” button to submit the application for approval.</p> <ul style="list-style-type: none"> <li>The system will ask you to enter a security code to confirm your application. Enter the security code to confirm your application.</li> </ul>	
e.	<p>If your application is submitted successfully, you will see the message “The application of Add/Drop has been submitted successfully”.</p>	

#### 4. Module Add/drop Cancellation

f.	<p>To cancel your application before approval, you can click “Cancel” button.</p>	
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#### 5. Module Add/drop Monitoring

g.	<p>To monitor the progresses and results, you can check at the “Status” column.</p> <p>Please be reminded that all PENDING applications will be kept in the system for further matching and processing on subsequent days. <b>You need to CANCEL an application if you DON'T want it to be further processed.</b> Also, all processed applications cannot be undone.</p>	<table border="1"> <thead> <tr> <th>Submission #</th> <th>Time</th> <th>To be added</th> <th>To be dropped</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>2020-12-30 14:19:24</td> <td>CHN1000-501 L01</td> <td>Tue 15:00 - 16:30 Thu 12:00 - 13:30</td> <td>Cancelled</td> <td>---</td> </tr> <tr> <td>11</td> <td>2020-12-30 12:35:54</td> <td>ACY2001-502 L02</td> <td>Wed 10:30 - 13:30</td> <td>Cancelled</td> <td>---</td> </tr> <tr> <td>10</td> <td>2020-12-03 17:08:53</td> <td>CHN2008-507 L04</td> <td>Thu 09:00 - 10:30 Mon 13:30 - 15:00</td> <td>Cancelled</td> <td>---</td> </tr> <tr> <td>9</td> <td>2020-12-02 12:22:59</td> <td>ACY2001-502 L02</td> <td>Wed 10:30 - 13:30</td> <td>Cancelled</td> <td>---</td> </tr> <tr> <td>8</td> <td>2020-11-24 10:56:04</td> <td>ACY2001-501 L01</td> <td>Mon 15:00 - 18:00</td> <td>Cancelled</td> <td>---</td> </tr> <tr> <td>7</td> <td>2020-11-23 17:24:41</td> <td>MSM3102-503 L03</td> <td>Thu 16:30 - 19:30</td> <td>Cancelled</td> <td>---</td> </tr> <tr> <td>6</td> <td>2020-11-23 16:28:38</td> <td>AIN1200-501 L01</td> <td>Mon 12:00 - 15:00</td> <td>Rejected</td> <td>Remark: Not Enrolled</td> </tr> </tbody> </table>	Submission #	Time	To be added	To be dropped	Status	Action	12	2020-12-30 14:19:24	CHN1000-501 L01	Tue 15:00 - 16:30 Thu 12:00 - 13:30	Cancelled	---	11	2020-12-30 12:35:54	ACY2001-502 L02	Wed 10:30 - 13:30	Cancelled	---	10	2020-12-03 17:08:53	CHN2008-507 L04	Thu 09:00 - 10:30 Mon 13:30 - 15:00	Cancelled	---	9	2020-12-02 12:22:59	ACY2001-502 L02	Wed 10:30 - 13:30	Cancelled	---	8	2020-11-24 10:56:04	ACY2001-501 L01	Mon 15:00 - 18:00	Cancelled	---	7	2020-11-23 17:24:41	MSM3102-503 L03	Thu 16:30 - 19:30	Cancelled	---	6	2020-11-23 16:28:38	AIN1200-501 L01	Mon 12:00 - 15:00	Rejected	Remark: Not Enrolled
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