



PolyU Hong Kong Community College

Key Information for Freshmen

Our Programmes/ Academic Issues

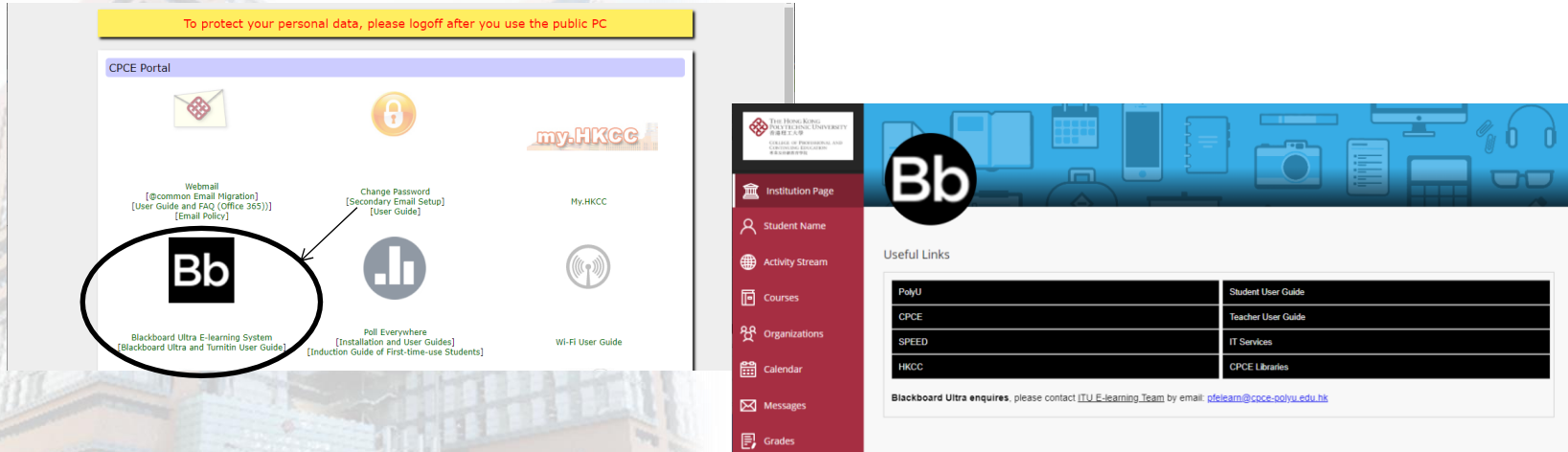
- Normal Study Duration
 - 2 years
 - If you need to extend your normal study duration, you should submit application to the College with supporting justifications.
- General Education (GE)
 - is an integral part of the curricula of the Associate Degree (AD) and Higher Diploma (HD) programmes
 - includes both compulsory and elective subjects
 - broadens students' knowledge base and enhance their appreciation and understanding of different academic disciplines

Our Programmes/ Academic Issues

- Credit Transfer / Subject Exemption
 - Submit Form CAR 20 “Credit Transfer / Exemption” with supporting documents
 - Deadline: no later than commencement of Semester One 2024/25, i.e. 30 August 2024
- Work-Integrated Education (WIE)
 - work-based learning experiences which take place in an organisational context relevant to a student's future profession, or the development of generic skills that will be valuable in that profession
 - students should satisfy the requirements of WIE for graduation

Our Programmes/ Academic Issues

- Support to e-Learning
 - Student Guides on Blackboard Ultra



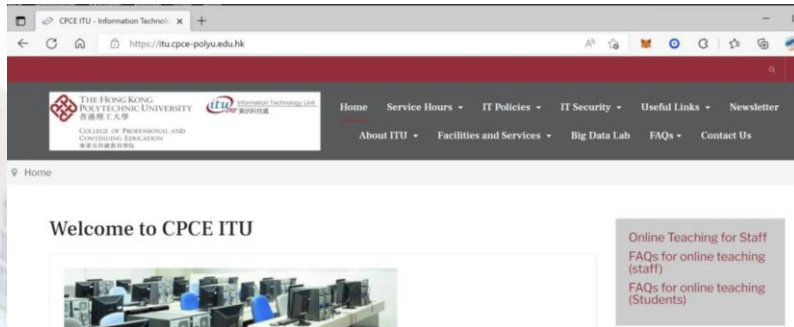
The image shows two screenshots of university portals. The left screenshot is the CPCE Portal, which has a yellow warning banner at the top: "To protect your personal data, please logoff after you use the public PC". Below the banner is a purple header "CPCE Portal". The main area contains several icons and links: an envelope icon for "Webmail [Common Email Migration] [User Guide and FAQ (Office 365)] [Email Policy]"; a lock icon for "Change Password [Secondary Email Setup] [User Guide]"; a "my.HKCC" logo; a "Bb" logo (circled in black) for "Blackboard Ultra E-learning System [Blackboard Ultra and Turnitin User Guide]"; a bar chart icon for "Poll Everywhere [Installation and User Guides] [Induction Guide of First-time-use Students]"; and a Wi-Fi icon for "Wi-Fi User Guide". The right screenshot shows the Blackboard Ultra interface. It features a blue header with the "Bb" logo and a navigation sidebar on the left with items like "Institution Page", "Student Name", "Activity Stream", "Courses", "Organizations", "Calendar", "Messages", and "Grades". The main content area has a "Useful Links" section with a table of links.

Useful Links	
PolyU	Student User Guide
CPCE	Teacher User Guide
SPEED	IT Services
HKCC	CPCE Libraries

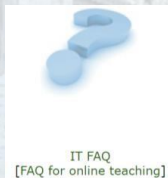
Blackboard Ultra enquires, please contact ITU E-learning Team by email: ofseam@ccce-polyu.edu.hk

Our Programmes/ Academic Issues

- FAQ
 - Online / Hybrid Teaching (<https://itu.cpce-polyu.edu.hk>)

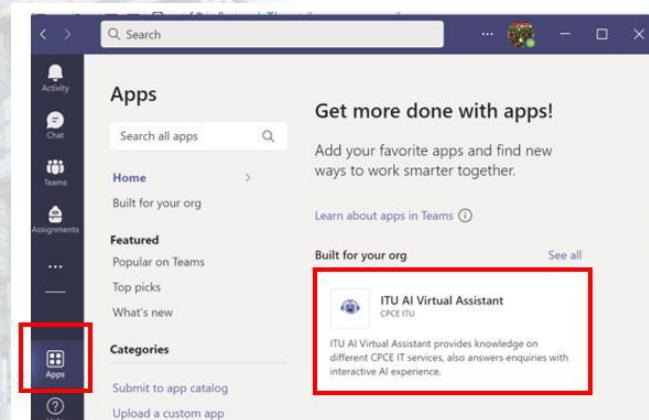


- General IT Matters (<https://portal.cpce-polyu.edu.hk>)



Our Programmes/ Academic Issues

- ITU AI Virtual Assistant (PVA)
 - Reset Password, Software & Cloud Services, Wi-Fi Services, Opening Hours of Student Computer Centre (SCC), Printing Service Location & Contact ITU Helpdesk
 - To access PVA, login @common account in MS Teams and click “Apps”, PVA will be shown in MS teams as follows



Our Programmes/ Academic Issues

- Assessment Arrangements
 - On-campus invigilated examination,
 - online invigilated examination,
 - take-home examination, or
 - continuous assessment
 - Students are advised to check the mode of assessment for individual subjects for making necessary arrangements, *e.g. making travel arrangements back to Hong Kong for on-campus examinations and making ready the requisite devices (e.g. notebook, camera and other necessary electronic devices) for online invigilated examinations.*

Our Programmes/ Academic Issues

- Subject Registration and Add/Drop
 - select elective subjects during Subject Registration period
 - modify their subject choices/groups during the add/drop period

	Semester One	Semester Two	Summer Term
Subject Registration	mid-March (prior to the start of the academic year)	mid-October	late February
Add/Drop	late Aug to mid-Sep	mid-Jan to early Feb	mid-June

➤ **No Add/Drop for Stage One students in first semester**



3

Communication Channels

Communication Channels/ Password Manager

Step 1

- Before your first login to CPCE systems, you need to change your default password
- Go to CPCE Password Manager (<https://pwm.cpce-polyu.edu.hk/>)



Communication Channels/ Set Password

Step 2

Please Sign in
CPCE Password Manager

The screenshot shows a sign-in form with the following elements:

- A dropdown menu with "student" selected and a downward arrow.
- A text input field labeled "User Name".
- A text input field labeled "Password".
- A "Sign in" button.
- A "Forgotten Password" link with a key icon.

Red arrows point from yellow callout boxes to these elements:

- Callout 1: "1. Select 'Student'" points to the dropdown menu.
- Callout 2: "2. Enter your student number" points to the "User Name" field.
- Callout 3: "3. Click 'Sign in'" points to the "Sign in" button.

1. Select "Student"

2. Enter your student number

3. Click "Sign in"

3. Initial password should be "Hkcc.xxx". xxx should equal to the last three characters of your HKID number including the digit or alphabet in brackets

For example, HKID is Y123456(A). The initial password should be Hkcc.56A

Communication Channels/ Set Password

Step 3

Update Profile

CPCE Password Manager



Please update the following information:
(Do NOT use your CPCE email address)

Secondary Email Address*

1. Please input your **PERSONAL** email address and click "Update"

▶ Update ✕ Cancel

2. Click "Update"

Communication Channels/ Set Password


Step 4

Success


CPCE Password Manager



Your user information has been successfully updated.

A rectangular button with a black border and rounded corners. It contains a right-pointing arrow icon followed by the text "Continue".

Click "Continue"

A red arrow originates from the text "Click 'Continue'" and points directly to the "Continue" button.

Communication Channels/ Set Password

Step 5

Change Password

CPCE Password Manager



Your password has expired. You must set a new password now.

Please enter the following data. This is required to verify your identity before you can change your password.

Current Password

1. Input your initial password again to set up your new password

▶ Continue

2. Click "Continue"

Communication Channels/ Set Password

Step 6

Change Password
CPCE Password Manager



Your password has expired. You must set a new password now.

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 8 characters long.
- Must include at least 1 letter.
- Must include at least 1 number.
- Must have at least 1 uppercase letter.
- Must not include any of the following values: password test
- Must not include part of your name or user name.
- Must not include a common word or commonly used sequence of characters.
- Must have at least 3 types of the following characters:
 - Uppercase (A-Z)
 - Lowercase (a-z)
 - Number (0-9)
 - Symbol (!, #, \$, etc.)
 - Other language characters not listed above

Rule set

1. Follow password rule to set up your password

New password is too short

New Password

.....

Strength: Very Weak



Confirm Password

The password strength meter shows how easy it is to guess your password. Try the following to make your password stronger:

- Make the password longer
- Do not repeat letters or numbers
- Use mixed (upper and lower) case letters
- Add more numbers
- Add more symbol characters

▶ Change Password

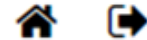
2. Click "Change Password"

Communication Channels/ Set Password

Step 7

Success

CPCE Password Manager



The password has been changed successfully.

▶ Continue

Click "Continue" to complete


Communication Channels/ Set Password

Step 8

Visit CPCE Portal
with QR Code



Sign In

 THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

COLLEGE OF PROFESSIONAL AND
CONTINUING EDUCATION
專業及持續教育學院

CPCE Single Sign On

User name:

Password:

User Type: Staff Student

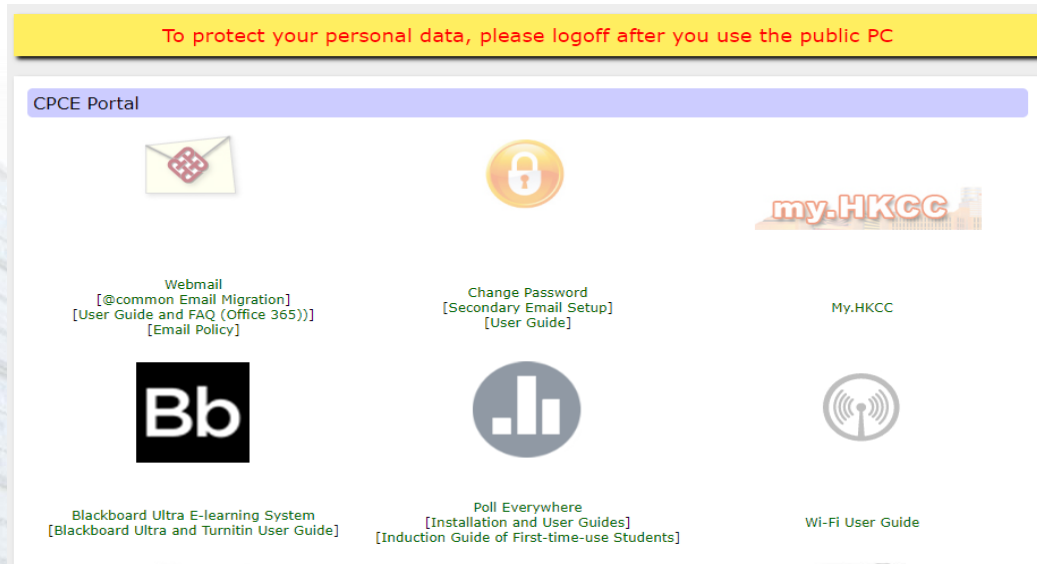
[Forget Password](#)

You may now
close CPCE
Password
Manager and
log into the
CPCE Portal
with your new
password.

Visit CPCE Portal <http://portal.cpce-polyu.edu.hk/>


Communication Channels/ CPCE Portal


You can access your student email account,
Blackboard... etc.





To protect your personal data, please logoff after you use the public PC


CPCE Portal



Webmail
[@common Email Migration]
[User Guide and FAQ (Office 365)]
[Email Policy]


Change Password
[Secondary Email Setup]
[User Guide]


My.HKCC


Blackboard Ultra E-learning System
[Blackboard Ultra and Turnitin User Guide]


Poll Everywhere
[Installation and User Guides]
[Induction Guide of First-time-use Students]

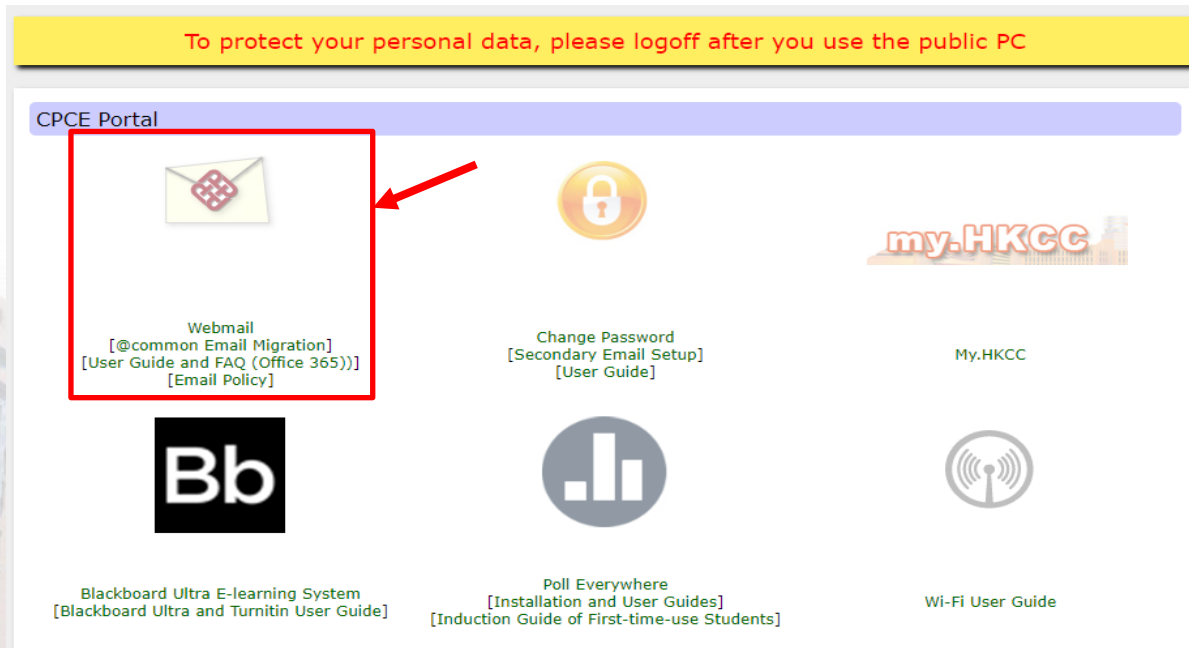

Wi-Fi User Guide

Visit CPCE Portal: <http://portal.cpce-polyu.edu.hk/>

Communication Channels/ Student Email

To protect your personal data, please logoff after you use the public PC

CPCE Portal



Webmail
[:@common Email Migration]
[User Guide and FAQ (Office 365)]
[Email Policy]

Change Password
[Secondary Email Setup]
[User Guide]

my.HKCC

My.HKCC

Bb

Blackboard Ultra E-learning System
[Blackboard Ultra and Turnitin User Guide]

Poll Everywhere
[Installation and User Guides]
[Induction Guide of First-time-use Students]

Wi-Fi User Guide

Log in through [CPCE Portal](#) or

Click Webmail: <http://webmail.cpce-polyu.edu.hk/>

Communication Channels/ Student Email

Microsoft

登入
繼續至 Outlook

xxxxxxxA@common.cpce-polyu.edu.hk

無法存取您的帳戶嗎?
使用安全性金鑰登入 ?

下一步

Login account should be in the form of
[Student_No]@common.cpce-polyu.edu.hk or
[user name]@common.cpce-polyu.edu.hk or
spstd_[user name]@student.speed-polyu.edu.hk or
[Student_No]SU@student.speed-polyu.edu.hk or
[Student_No]BU@student.speed-polyu.edu.hk

Outlook

Choose your preferred display language and home time zone

Language:
English (United States)

Time zone:
(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi
(UTC+07:00) Bangkok, Hanoi, Jakarta
(UTC+07:00) Krasnoyarsk (RTZ 6)
(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi
(UTC+08:00) Irkutsk (RTZ 7)
(UTC+08:00) Kuala Lumpur, Singapore
(UTC+08:00) Perth

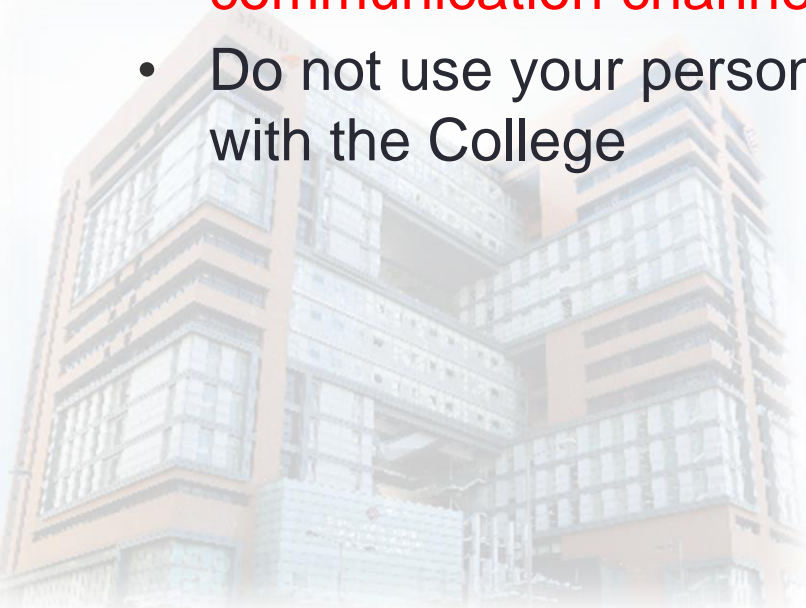
Setting:

- Language
- Time zone
(UTC+08:00 HK)

Log in: Student ID + @common.cpce-polyu.edu.hk
e.g. : 24123456A@common.cpce-polyu.edu.hk

Communication Channels/ Student Email


- Log out other email services
- **CPE email account should be the ONLY official communication channel**
- Do not use your personal email when communicating with the College




Communication Channels/ Wifi Service

To protect your personal data, please logoff after you use the public PC


CPCE Portal




Webmail
[@common Email Migration]
[User Guide and FAQ (Office 365)]
[Email Policy]




Change Password
[Secondary Email Setup]
[User Guide]




My.HKCC



Blackboard Ultra E-learning System
[Blackboard Ultra and Turnitin User Guide]



Poll Everywhere
[Installation and User Guides]
[Induction Guide of First-time-use Students]



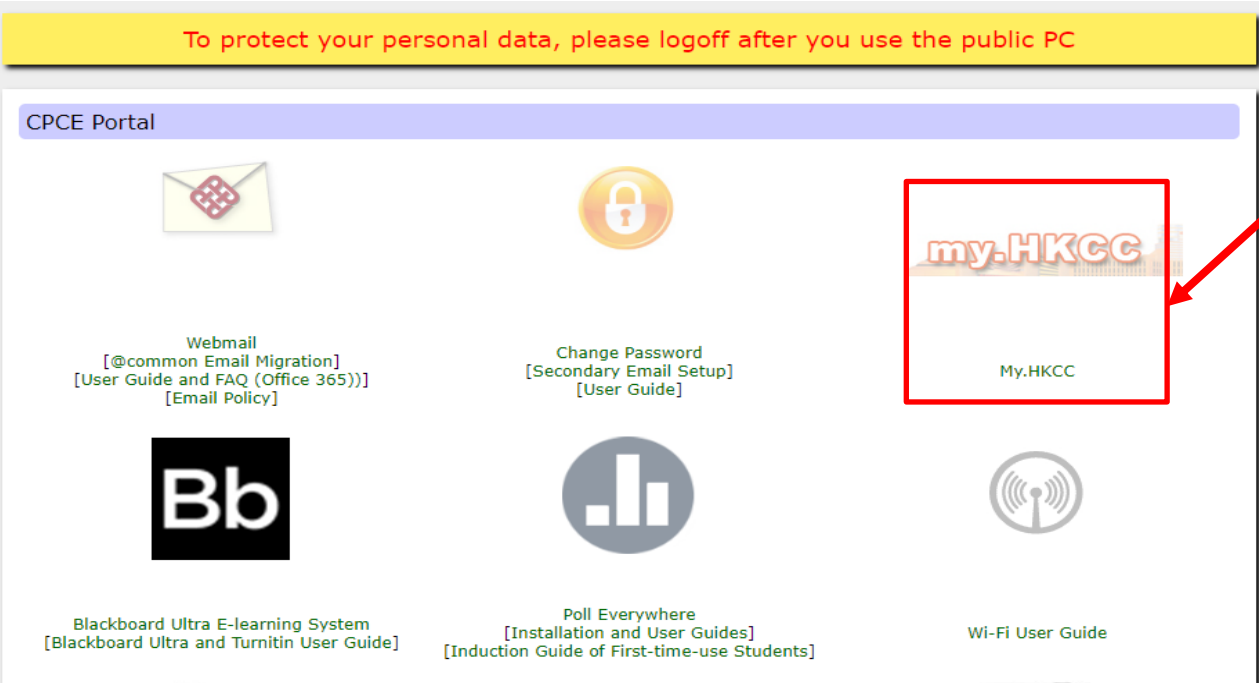
Wi-Fi User Guide

SSID: CPCE_Student

Communication Channels/ Student Portal

To protect your personal data, please logoff after you use the public PC

CPCE Portal



The screenshot displays a grid of service icons on the CPCE Portal. The 'my.HKCC' icon, which consists of the text 'my.HKCC' above a horizontal line and 'My.HKCC' below it, is enclosed in a red rectangular box. A red arrow points from the right side of the box towards the icon. Other icons include an envelope for Webmail, a padlock for Change Password, the Blackboard 'Bb' logo, a bar chart for Poll Everywhere, and a Wi-Fi symbol for Wi-Fi User Guide.

Webmail
[@common Email Migration
[User Guide and FAQ (Office 365))]
[Email Policy]

Change Password
[Secondary Email Setup]
[User Guide]

my.HKCC
My.HKCC

Blackboard Ultra E-learning System
[Blackboard Ultra and Turnitin User Guide]

Poll Everywhere
[Installation and User Guides]
[Induction Guide of First-time-use Students]

Wi-Fi User Guide

Visit my.HKCC Student Portal:

<http://www.hkcc-polyu.edu.hk/myHKCC/>

Communication Channels/ my.HKCC

Welcome to my.HKCC

Search...

Subject Registration
My Time Ticket
Subject Registration
Add/Drop
Indicate Subject Preference
Subject Timetable

Registration
Timetable
Enrolment Statement
Transfer of Study
My Graduation Requirements

Examination & Assessment Results
Examination
Current Assessment Results
All Academic Results

Activities (CARES)
Browse Activities
Application Status
Timetable of Enrolled Activities

Transcript
Apply
Application Status

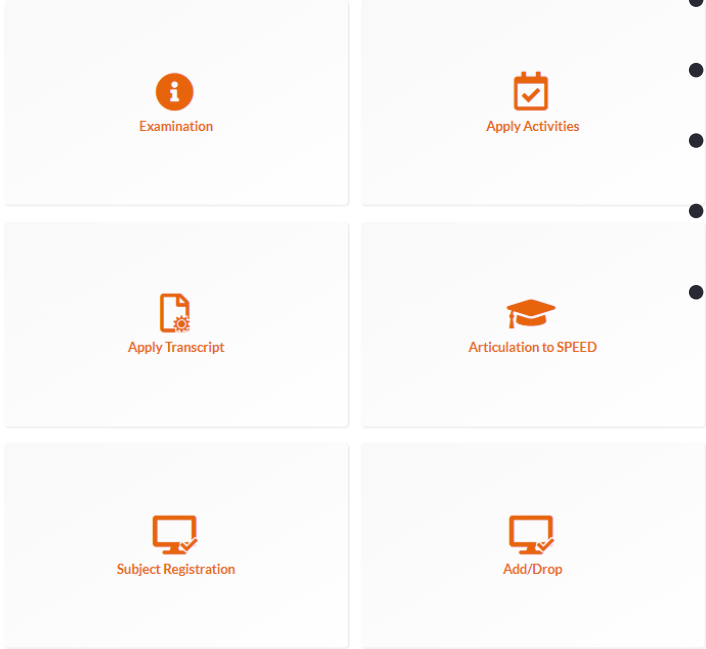
CAT
Preview
Apply
Application Status

Amend Personal Info

Documents and Forms

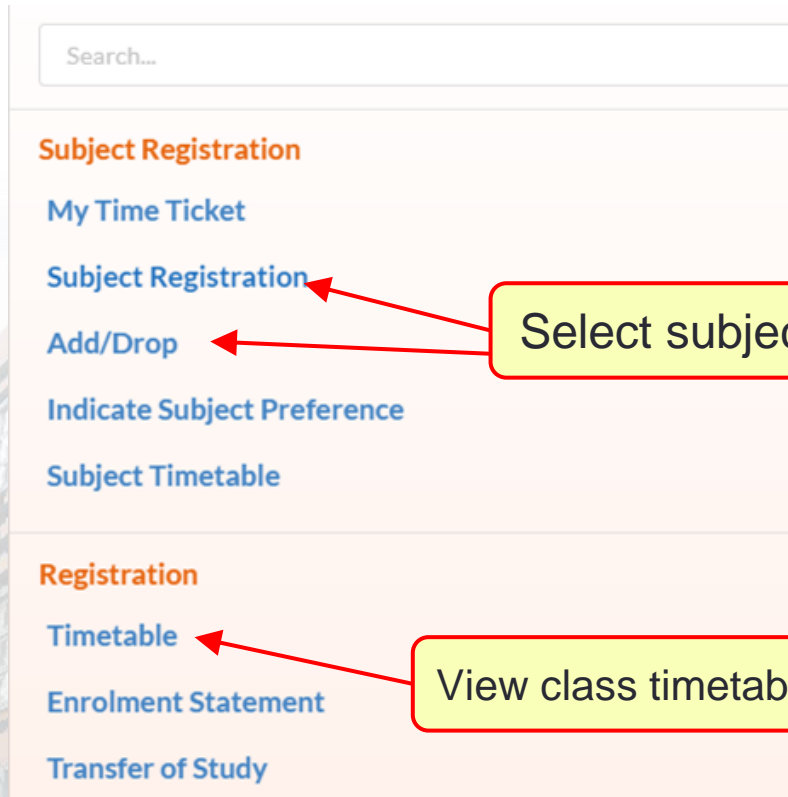
Useful Platforms
Student Account Portal
CPCE Portal
Graduation Portal
COVID-19 Self-Reporting System

Contact Us



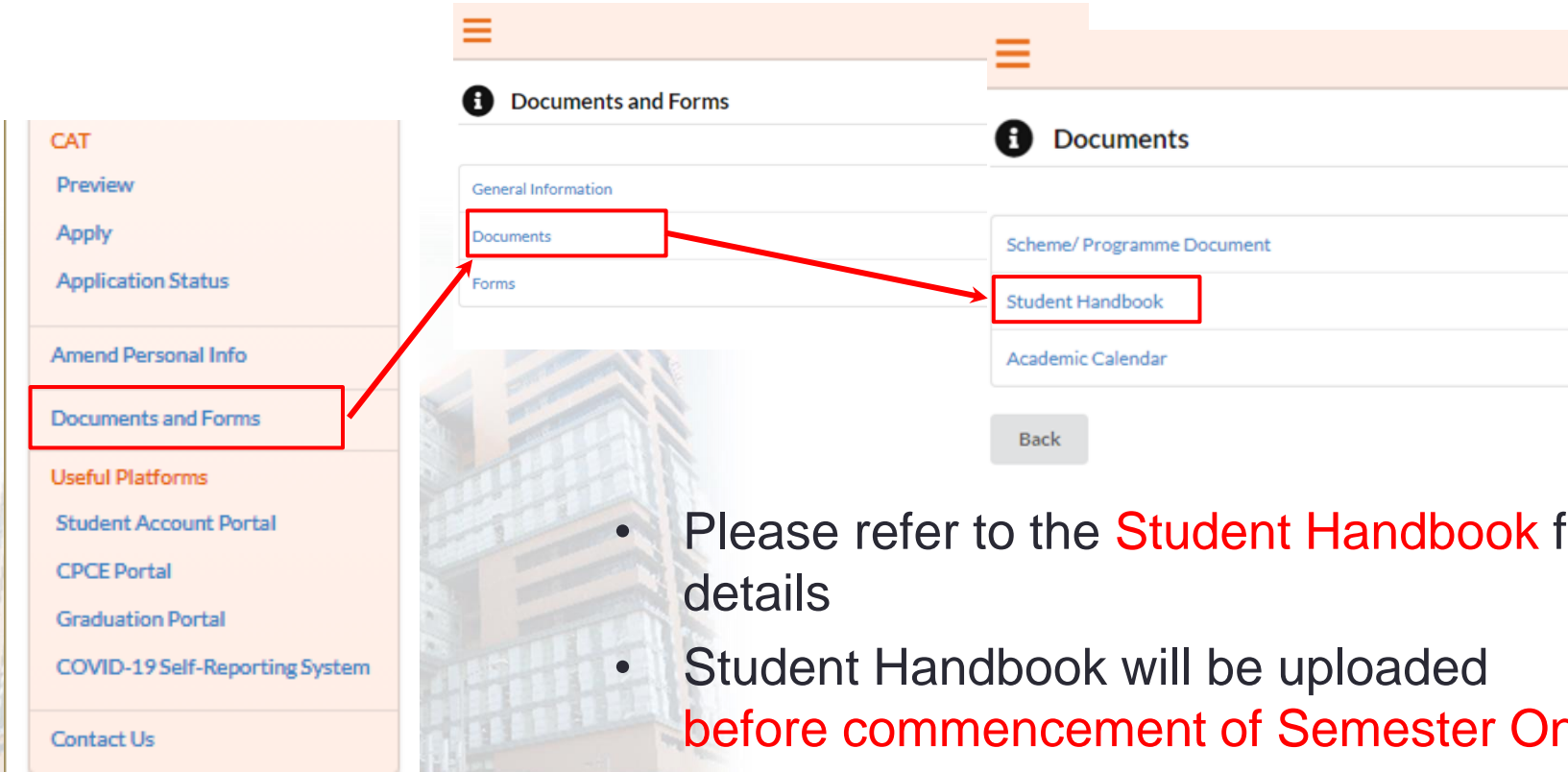
- Subject Registration
- Add/Drop
- Personal timetable
- Personal record
- Assessment Results
- Retrieve documents and forms

Communication Channels/ my.HKCC



- Your personal timetable will be released **before Semester One (i.e. 28 August 2024)**.
- New students **cannot add/drop** any subject in Semester One

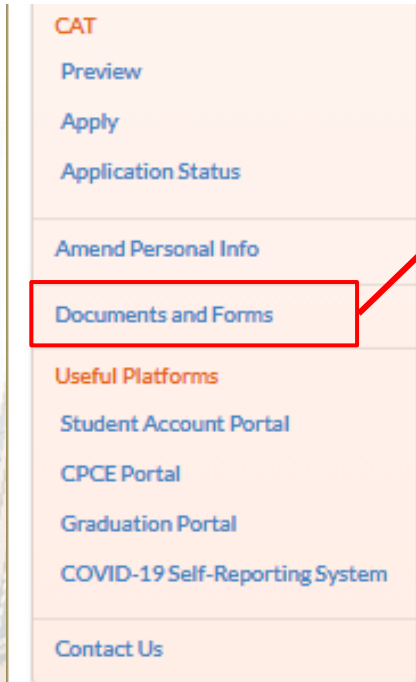
Communication Channels/ Student Handbook



The image shows a screenshot of a student portal interface. On the left, there is a vertical navigation menu with the following items: CAT, Preview, Apply, Application Status, Amend Personal Info, Documents and Forms (highlighted with a red box), Useful Platforms (Student Account Portal, CPCE Portal, Graduation Portal, COVID-19 Self-Reporting System), and Contact Us. The main content area is divided into two panels. The left panel is titled 'Documents and Forms' and contains a sub-section 'General Information' with two items: 'Documents' (highlighted with a red box) and 'Forms'. A red arrow points from the 'Documents' box in this panel to the 'Documents' box in the right panel. The right panel is titled 'Documents' and contains a list of documents: 'Scheme/ Programme Document', 'Student Handbook' (highlighted with a red box), and 'Academic Calendar'. Below this list is a 'Back' button. The background of the interface features a faint image of a modern building.

- Please refer to the **Student Handbook** for details
- Student Handbook will be uploaded **before commencement of Semester One**

Communication Channels/ Scheme / Programme Requirement Document



CAT

- Preview
- Apply
- Application Status

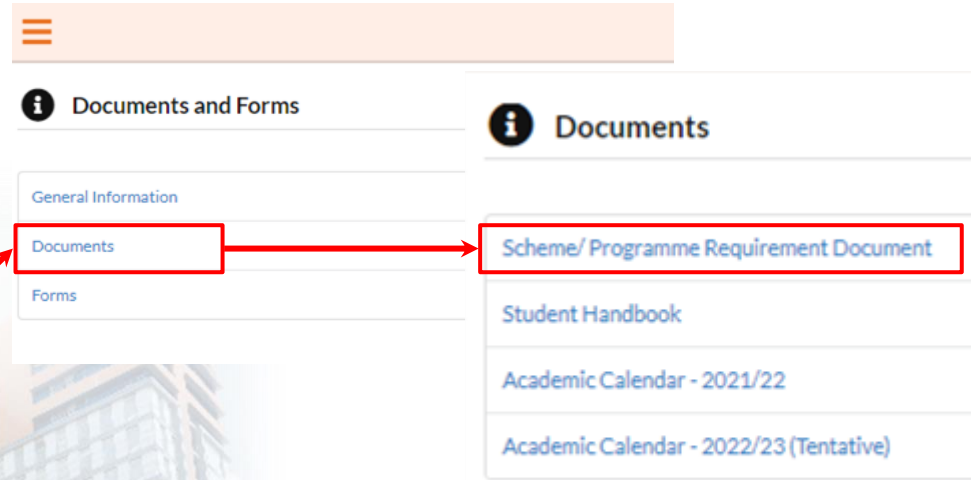
Amend Personal Info

Documents and Forms

Useful Platforms

- Student Account Portal
- CPCE Portal
- Graduation Portal
- COVID-19 Self-Reporting System

Contact Us



☰

Documents and Forms

General Information

- Documents**
- Forms

Documents

- Scheme/ Programme Requirement Document**
- Student Handbook
- Academic Calendar - 2021/22
- Academic Calendar - 2022/23 (Tentative)

- Please refer to the **Programme/ Scheme Requirement Document** for details
- Programme/ Scheme Requirement Document will be uploaded **before commencement of Semester One**

Communication Channels/ Blackboard

To protect your personal data, please logoff after you use the public PC

CPCE Portal



Webmail
[@common Email Migration
[User Guide and FAQ (Office 365))]
[Email Policy]



Change Password
[Secondary Email Setup]
[User Guide]

my.HKCC

My.HKCC



Blackboard Ultra E-learning System
[Blackboard Ultra and Turnitin User Guide]



Poll Everywhere
[Installation and User Guides]
[Induction Guide of First-time-use Students]



Wi-Fi User Guide

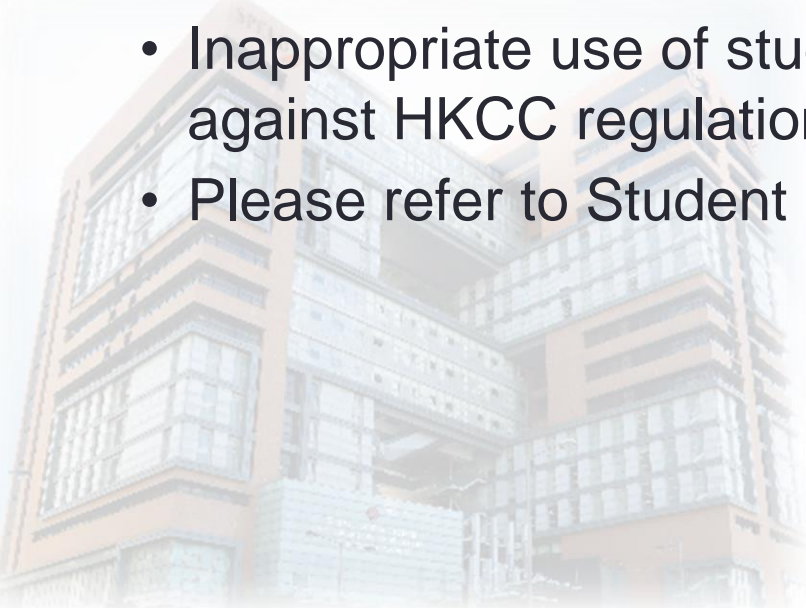
Other Information/ Student Identity Card

- Your photo
- Chinese & English name
- Programme nature
- Student number
- Valid until **31 August 2026**

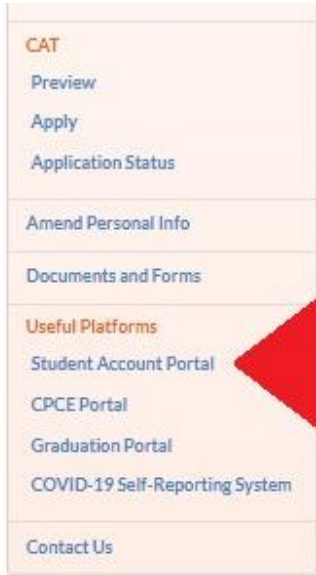


Other Information/ Student Identity Card

- Bring your student identity card at all times while in the University / CPCE premises
- Gain access to various PolyU / HKCC facilities
- Inappropriate use of student identity card is an offence against HKCC regulations
- Please refer to Student Handbook for details



Other Information/ Tuition Fee



CAT
Preview
Apply
Application Status
Amend Personal Info
Documents and Forms
Useful Platforms
Student Account Portal
CPCE Portal
Graduation Portal
COVID-19 Self-Reporting System
Contact Us

- Visit “Student Account Portal” on [my.HKCC Student Portal](#) to check tuition fee and debit note number
- **Note: each fee payment will have a unique debit note number**

Other Information/ Tuition Fee

Payment for	Payment Deadline
Tuition fee for Semester One 2024/25	8 August 2024
Fee adjustment for Semester One of 2024/25	Week 6 to 7
Tuition fee for Semester Two 2024/25	Before commencement of Semester Two
Fee adjustment for Semester Two of 2024/25	Week 6 to 7

Other Information/ Tuition Fee

- Tuition fee is charged in accordance with the number of credits you have registered on a semester/term basis
- HK\$2,335 per credit for general subjects, except Discipline-specific (DS) subjects / training credits of the following programmes
 - Associate in Health Studies
 - Associate Degree Scheme in Design
 - Higher Diploma in Social Work
- For retaken subject(s) you failed in previous semesters, credit fee will also be charged

Other Information/ Tuition Fee

- If you would like to apply for **deferral of tuition fee payment**, you may apply for extension of the last payment date via an [online platform](#) during a specified period of time
- Apply no later than 2 working days before the last payment date
- You will be advised of the details via e-mail in due course

Other Information/ Student Feedback Channels

- Consultation Hours
 - Meet all full-time academic staff for consultation
- Subject Leaders / Lecturers
 - Meet the subject lecturers and/or subject leaders of your programme



Other Information/ Student Feedback Channels

- Academic Advisors
 - Meet designated Academic Advisor for academic advice
- Scheme Leaders, Assistant Scheme Leaders, Programme Leaders and/or Deputy/Assistant Programme Leaders
- Student Counselling Officers



Other Information/ Student Locker

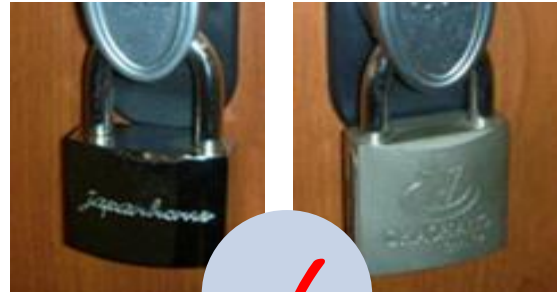
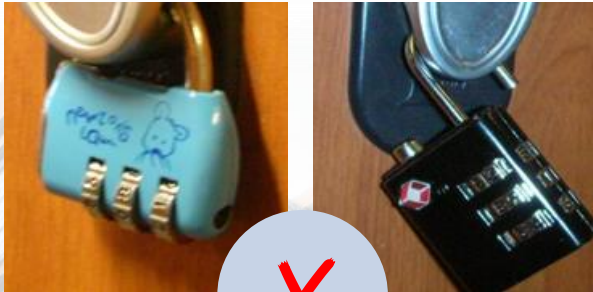
- Application fee: HKD65
- Non-transferable and non-refundable
- One-off payment
- Used until graduation, i.e. June 2026

You should vacate your locker and leave the door unlocked before the clearance deadline; otherwise your personal belongings left in the locker will be disposed without further notice

- Please contact CSAO at 3746 0880 for details

Other Information/ Student Locker

- Prepare your own padlock
- Padlock sample



Other Information/ Services and Facilities

- CPCE Information Technology Unit (ITU)
- CPCE Libraries
- CPCE Student Affairs Office (CSAO)
- CPCE Employability Services Office (CESO)
- Campus Facilities Management Office (CFM)
- Health Centre
- Dental Services



Thank you!

**Welcome to
The PolyU
Hong Kong Community College**

