



Stanley Ho
Community College



PO LEUNG KUK

香港大學專業進修學院保良局何鴻燊社區書院

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CLASS SWAPPING ON SCORE

**Class swapping period in Semester 1 is 11 to 14 September 2026.
Please refer to [Learner Portal](#) for details.**

SCORE – Login

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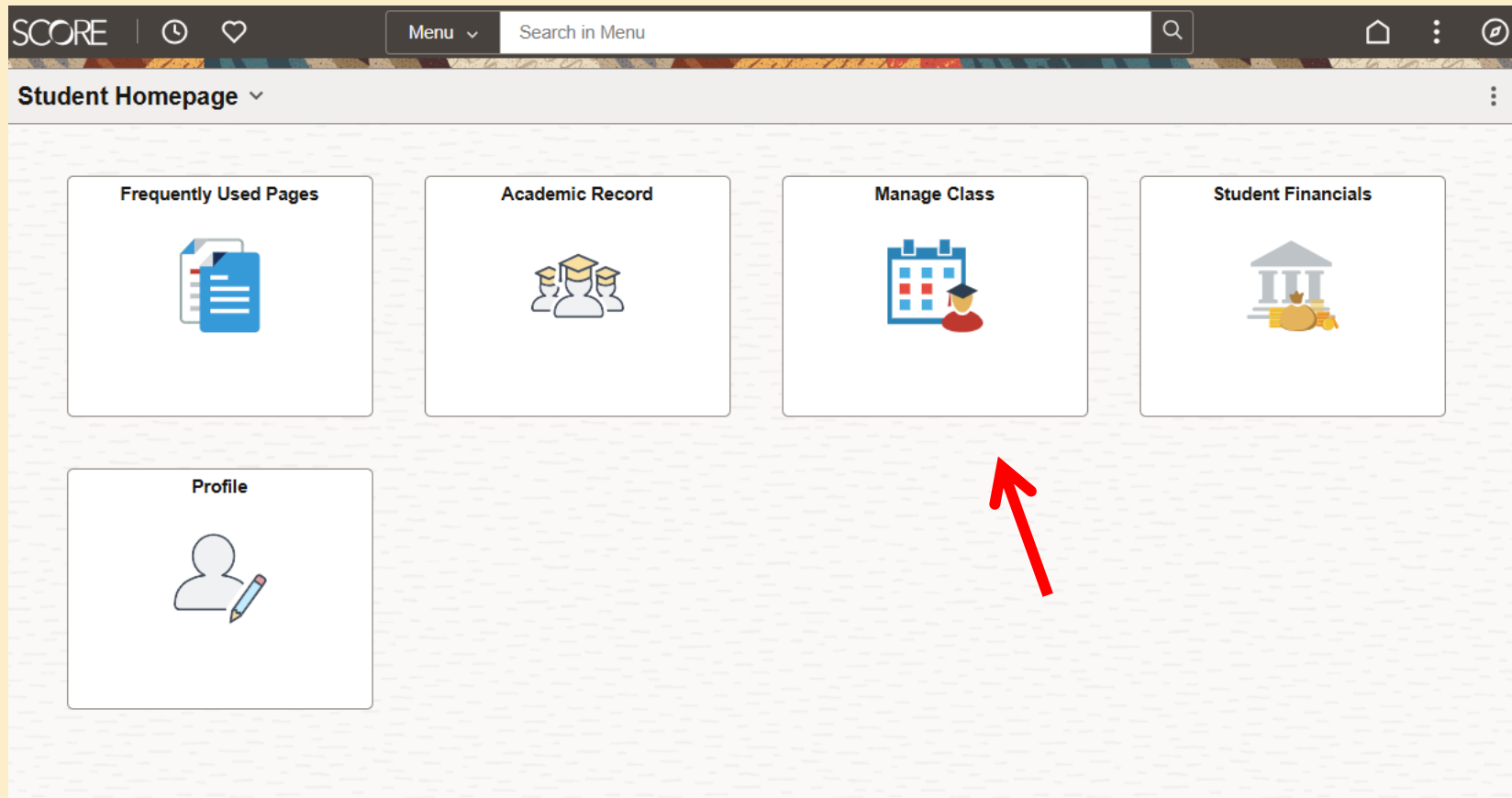
- Click “SCORE” after logging in to Learner Portal

The screenshot displays the HKU SPACE Learner Portal interface. On the left sidebar, a vertical menu contains several icons. A red arrow points to the 'SCORE' icon, which is a blue circle with a white robot head and the word 'SCORE' below it. Other icons in the sidebar include a blue square with a white 'C', a red square with a white 'C', a blue circle with a white question mark, and a blue circle with a white wrench. The main content area features a 'Latest News' section with four news cards. The first card, dated 01 Jul 2026, is titled 'International Degree Programmes for AD/HD/HKDSE/IB graduates [Final Round Application Deadline: 31/7]'. The second card, also dated 01 Jul 2026, is titled 'IC - Online Information Seminars on Full-time International Degree Programmes for AD/HD/ HKDSE/ IB/ GCE Graduates (July 2026)'. The third card, dated 30 Jun 2026, is titled 'Registration for Semester 1, 2026-27'. The fourth card, dated 25 Jun 2026, is titled 'Walk-in/ Online Admission for 3-Year Full-time UK'. The right sidebar contains an 'All News' section with a search bar and a list of news items, including '#HKU SPACE PLK SH CC Higher Diploma Year 02 #Student Development Resource Centre #HKU School of Professional and Continuing Education #HKU SPACE PLK SH CC #Cross-Group #Jul 2026 #Jun 2026 #May 2026 #Apr 2026 #Mar 2026 #Feb 2026 #Jan 2026 #Sep 2025 #Jul 2025' and 'International Degree Programmes for AD/HD/HKDSE/IB graduates [Final Round Application Deadline: 31/7] 01 Jul 2026 - Cross-Group'.

SCORE – Student Homepage

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- After logging in to SCORE, go to the Manage Class page.



SCORE – Swap Classes for Generic Courses

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- On the Manage Class page, through clicking Swap Classes, select the course you wish to swap with from the pull-down menu and then click Search. Click swap button.

Manage Class

Swap Classes

My Planner

My Weekly Schedule

View My Classes/Schedule

Search in Menu

Data Language: English

Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

For Rules and Regulations of Swap Exercise, please refer to the Student Notice for details.

HKU SPACE Community College students: In case of any queries, please contact the...

2025-26 Semester 2 | CC/HPSHCC Full-time programmes | HKU SPACE (incl. CC and HPSHCC)

Swap This Class

Select from your schedule **CCEN 4003: Intro to Academic English**

With This Class

Search for Class **My Requirements** Search

My 2025-26 Semester 2 Class Schedule

Go to top

SCORE – Swap Classes for Generic Courses

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- Click the blue link in the ‘Description’ column of the course you want to swap with.

HD112(GS) (R000000247) **Not Satisfied**

HD112(GS) (R000000247, L0010) **semester 1**

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Notes	Status
CCCH4012	Practical Chinese	3.00	2015-16 Semester 1		
CCEN4003	General English III	3.00	2014-15 Semester 1		
CCEN4005	EAPP II	3.00	2015-16 Semester 1		
CCEN4011	English for Business *** view multiple offerings				
CCIT4009	Introduction to Multimedia	3.00	2014-15 Semester 2		
CCSS4004	Intra- & Interpersonal Compete *** view multiple offerings				

Allowed to swap in current semester

Course(s) completed before

View All | First 1-6 of 6 Last

SCORE – Swap Classes for Generic Courses

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- If you wish to check the number of available seats of a particular class, click the blue link of the lecture section. Select a lecture section (i.e. HLO3-LEC) that is available in your timetable.

CCEN 4003 sections for _____ Semester 1

Section	Session	Status			
HL02-LEC (2851)	1		select		
Days	Start	End	Room	Instructor	Dates
Th	1:30PM	3:00PM	HPC1404	Staff	11/09/2015 - 10/12/2015
Fr	1:30PM	3:00PM	HPC1302	Staff	11/09/2015 - 10/12/2015

Section	Session	Status			
HL03-LEC (2852)	1		select		
Days	Start	End	Room	Instructor	Dates
We	12:00PM				
Th	4:30PM				

Open – Class quota is still available

Section	Session	Status			
HL04-LEC (2853)	1		select		
Days	Start	End	Room	Instructor	Dates
We	12:00PM				
Fr	12:00PM				

Closed – Class quota is full already

SCORE – Swap Classes for Generic Courses

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- For courses with a Related Exam/ Tutorial Section, You must select a related section for courses with both lecture and exam/tutorial section; otherwise, you cannot proceed to the next step.

Select Tutorial section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
☐	1085	T01	Fr 10:00AM - 11:30AM	Rm402	Staff	
☒	1086	T02	Th 11:30AM - 1:00PM	Rm402	Staff	

Select Examination section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
☒	2705	EXAM		TBA	Staff	

View All Sections |  First  1 of 1  Last

CANCEL

NEXT

SCORE – Swap Classes for Generic Courses

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- Confirm the swapping by clicking Next.

CH 4012 - Practical Chinese

Class Preferences

CH 4012-EXAM Exam ☒ Open

Wait List ☐ Wait list if class is full

CH 4012-NL16 Lecture ☒ Open

Permission Nbr

Session Regular Academic Session

Grading Graded

Level CC/HPSHCC Full-time programmes

Units 3.00

CANCEL

NEXT

Session	Component	Days & Times	Room	Instructor	Start/End Date
EXAM	Exam		TBA	Staff	01/09/2015 - 10/12/2015
NL16	Lecture	Mo 8:30AM - 11:30AM	KWC304	Staff	11/09/2015 - 10/12/2015

SCORE – Swap Classes for Generic Courses

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- A confirmation page will be shown. To confirm your selection, choose Finish Swapping.

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

2015-16 Semester 1 | CC/HPSHCC Full-time programmes | HKU SPACE(incl. CC and HPSHCC)

You are replacing this class

 Enrolled

 Dropped

 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
CCCH 4012-NL17 (2409)	Practical Chinese (Lecture)	Th 10:00AM - 1:00PM	KWC103	Staff	3.00	
CCCH 4012-EXAM (2705)	Practical Chinese (Exam)		TBA	Staff		

With this class

 Open

 Closed

 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
CCCH 4012-NL16 (2408)	Practical Chinese (Lecture)	Mo 8:30AM - 11:30AM	KWC304	Staff	3.00	
CCCH 4012-EXAM (2705)	Practical Chinese (Exam)		TBA	Staff		

CANCEL

FINISH SWAPPING

SCORE – Swap Classes for Generic Courses

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- **View result page - Successful**

Swap a Class

1 2 3

3. View results

View the results of your swap request. Click [Fix Errors](#) to try and correct the problems listed below or change your swap choices.

2015-16 Semester 1 | CC/HPSHCC Full-time programmes | HKU SPACE(incl. CC and HPSHCC)



Success: Classes were swapped



Error: Unable to swap class

Class	Message	Status
Swap CCCH 4012 with CCCH 4012	Success: This class has been replaced.	

[MY CLASS SCHEDULE](#)

SCORE – Swap Classes for Generic Courses

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- **View result page - Unsuccessful**

Class	Message	Status
Swap CCEN 4005 with CCEN 4005	Error: You cannot add this class due to a time conflict with class 3306. Select another class.	✗

- **Common unsuccessful reasons include:**

- × **Pre-requisites not fulfilled**
- × **Time clash with another class**
- × **Class quota is full**
- × **Minimum enrolment number required in your original class** (*Your class swapping will be UNSUCCESSFUL, although there is a quota in the proposed class you would like to swap to*)

SCORE – Swap Classes for Generic Courses

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Students should also pay attention to the following:

- **Should NOT attend more than 4.5 consecutive hours**
- **Should NOT attend more than 7.5 hours in total per day**
- **NOT allowed to exchange to a class scheduled on a time which your programme will arrange tutorials / activities / visits / seminars / laboratory sessions**
- **Courses with only 1 class offered WILL NOT be shown on the “SEARCH” list**
- **English Courses with specific requirements WILL NOT be shown on the “SEARCH” list**

IT Help on e-Learning Platforms

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- After logging in to LP, click “IT Help” on the left

Learner Portal Hi, [Name] Log Out

HKU SPACE
The Hong Kong University of Professional and Continuing Education

My News | My Resources | My Events | CareerSPACE

Latest News

- 01 Jul 2026**
Cross Posting
International Degree Programmes for AD/HD/HKDSE/IB graduates [Final Round Application Deadline: 31/7]
- 01 Jul 2026**
Cross Posting
IC - Online Information Seminars on Full-time International Degree Programmes for AD/HD/ HKDSE/ IB/ GCE Graduates (July 2026)
- 30 Jun 2026**
Stanley Ho Community College
Registration for Semester 1, 2026-27
- All News**
Search...
#HKU SPACE PLK SH CC Higher Diploma Year 02 #Student Development Resource Centre #HKU School of Professional and Continuing Education #HKU SPACE PLK SH CC #Cross-Group #Jul 2026 #Jun 2026 #May 2026 #Apr 2026 #Mar 2026 #Feb 2026 #Jan 2026 #Sep 2025 #Jul 2025
International Degree Programmes for AD/HD/HKDSE/IB graduates [Final Round Application Deadline: 31/7]
01 Jul 2026 - Cross-Group
IC - Online Information Seminars on Full-time International Degree

29 Jun 2026
Stanley Ho Community College
Tuition Fees (for 2026-27 Academic Year)

25 Jun 2026
Stanley Ho Community College
Reminder: Application Deadlines

25 Jun 2026
Cross Posting
Walk-in/ Online Admission for 3-Year Full-time UK

SOUL

IT Help (circled in red with an arrow pointing to it)

IT Help on e-Learning Platforms

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- Before logging in to LP, click “Contact Us” and scroll down for “Information Technology Services”

Learner Portal Sign In *MyPortal*

HKUSPACE 香港大學專業進修學院
HKU School of Professional and Continuing Education

[HKUSPACE Today](#) [CareerSPACE](#) [General Information](#) [Links and Resources](#) [Contact Us](#)

form.

Title ☒ Mr. ☐ Ms. ☐ Miss ☐ Dr.

Name

Phone number (Optional)

Email

Course Title

☒ Comment ☐ Complaint ☐ Compliment

Validation code

☐ I'm not a robot

reCAPTCHA Privacy - Terms

Personal data provided as part of the feedback will be solely used by our staff for handling the feedback. All cases will be handled in strict confidence and will not affect the students' assessment results in any way.

[>> Top](#)

You can seek IT Help via:

- Email
- WhatsApp/ WeChat
- IT Help Chatbot/ Ticket

Information Technology Services

IT Help Contact

it.help@hkuspace.hku.hk

WhatsApp / WeChat: 6803 5480 [Hour of Operation: Monday – Friday: 9am – 10pm; Saturday: 9am – 5pm (Except Public Holidays)]

IT Help Service Ticket System

[Home page](#)

General Enquiry

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General Enquiry:

Tel:	3923 7000
Email:	<u>enquiry@hkuspace-plk.hku.hk</u>

Note:

Please clearly state your name, student number, contact number, name of the programme and level of study in your enquiry email.

THANK YOU