THE CHINESE UNIVERSITY OF HONG KONG

Chinese University Student Information System (CUSIS)

To cater for the needs of various stakeholders including students, staff and alumni arising from new requirements of the 334 education reform, the Chinese University Student Information System (CUSIS) was developed to bring disparate information and data together, help link up the related processes so as to improve services to the University community, and produce quality management information more effectively.

Through CUSIS, students can manage personal and academic information online, while teaching staff can have access to and manage various teaching and learning information on one single platform. Apart from serving as a centralized database and providing integrated workflows, CUSIS also performs other functions such as online student registration (Figure 1), course enrolment (Figure 2), academic planning (Figure 3), management of personal particulars, online payments and application for credit transfer (Figure 4), hence effectively facilitates students' university life experience from admission to graduation, and extends further beyond.

Students can also browse programme information (Figures 5 & 6) and course information (Figures 7 & 8) through CUSIS. These include study scheme, programme learning outcomes, course details, enrolment information, course outcomes and class information.

Through CUSIS, staff can link up the related processes to improve various services to the University community, and produce quality management information more effectively so as to support timely decision making and execution of actions. Examples of CUSIS functions for staff include viewing students' information of classes, managing class rosters (Figure 9), viewing class grade distribution report for grading management, as well as end-of-term and graduation assessment processes.

The implementation of CUSIS has also facilitated CUHK alumni to access their own MyCUHK alumni accounts. Student information stored in CUSIS will be transferred to alumni database upon graduation, thus enabling numerous alumni services, such as updating personal contacts and applying for alumni library card, which is available by using MyCUHK alumni accounts (Figure 10).

Figure 1: Online Student Registration

•O					
CUSIS Services	New Window Customize Page				
» Accept / Decline Award » Account Summary	Registration Personal Information Participation				
 » Browse Course Catalog » Browse Program Information » My Course History » Course Enrollment » Make a Payment 	guidelines personal information addresses phone numbers emergency contacts upload document amendment request				
>> My Advisors	Registration Guidelines				
» <u>Class Search</u> » <u>View My Assignments</u> » <u>View My Grades</u> » <u>View Unofficial Transcript</u>	Notes for completing the on-line Student Record Form:				
» Application for Program Change » Transfer Credit / Exemption	 The admission data and personal information provided on this on-line Student Record Form will be used by CUHK for the purpose of processing student records. 				
<u>eLearning</u> <u>Graduate School</u> Policies and Guidelines	2. Student may update/provide contact information to the University, but cannot amend any information on this form concerning				
	admission records, e.g. programme of study, name, HKID no. etc. If there is any update, please provide the information in the				

Figure 2: Course Enrolment

<u>Services</u> stration onal Information	CHAN, Tai Man 陳	大文 					
Class Schedule	Search	Plan Enroll	My Academics				
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Academics pt / Decline Award punt Summary	Shopping Cart						
vse Course Catalog vse Program Course History rse Enrollment e a Payment		Shopping Cart atus report for enrollment confirmations and errors:					
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s Search							
<u>s Search</u> / My Assignments	Description	Message	Status				
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/ My Assignments / My Grades / Unofficial Transcript / cation for Program nge	BIOL 3620 BIOL 3022	OK to Add. OK to Add.	*				

Figure 3: Academic Planning

()			
CUSIS Services > Registration > Personal Information > My Class Schedule > My Planner > My Academics > Accept / Decline Award > Account Summary	Search Plan My Academics	Enroll My Academics	<u> </u>
 > Browse Course Catalog > Browse Program Information > My Course History > Moxe Enrollment > Make a Payment > Make a Payment > My Advisors > Class Search > View Mv Assignments > View Mv Grades > View Mofficial Transcript > Application for Program Change > Transfer Credit / Exemption > Learning > Taduate School > Olcies and Guidelines 	My Program: Institution - CUHK Career - Undergraduate Program - BBA Ins, Fin & Actu Analysis Major - Ins, Fin & Actu Analysis	Program: Status: Admit Term: Admission Date: Expected Graduation Date: Expected Graduation Date: Normative Study End Term: Maximum Study End Term: Maximum Study End Date: Study Mode: Plan:	BBA Ins, Fin & Actu Analysi Active 2009-10 Term 1 01/08/2009 2012-13 Term 2 31/07/2013 2012-13 Term 2 31/07/2013 2014-15 Term 2 31/07/2015 Full-time Major: Ins, Fin & Actu Analy 2009-10 Term 1

Figure 4: Credit Transfer

MyPage News and Ever	ts CUSIS and MyStudy Library Webmail Useful Links
CUSIS Services >> Recisitration >> Personal Information >> My Class Schedule >> My Class Schedule >> My Class Schedule >> My Class Schedule >> My Cass Schedule >> Accent / Decline Award >> Account Summary >> Browse Program Information >> My Course History >> Course Enrollment >> Make a Payment >> Mise My Grades >> View My Grades >> View Unofficial Transcript >> Application for Program Change	Course Transfer / Exemption Details I - I - I - I Edit Transfer / Exemption Information Use this form to apply for Course Transfer / Exemption. Please ensure all sections are completed accordingly. Application Status: Draft Transfer Model Nbr: I *Institution: I *Career: Undergraduate *Articulation Term: I Ze Attach Supporting Document You are required to attach proof of your completed external course(s) here. Please
Exemption eLearning	combine all pages into one single PDF or JPEG file before uploading. Created Attached File Add View
Graduate School Policies and Guidelines	Add View
	Course Transfer / Exemption Details Find View All First I of 1 Last

Figure 5: Browse Programme Information – Programme Search

Program Information Enter any information you have and click Search. Leave fields blank for a list of all values.							
Find an Existing Value	۱						
Use Saved Search:	T						
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UG 2014	Faculty of Social Science Full-time		(334新課程)經濟學社會科學學士				
<u>UG</u> 2014	Faculty of Social Science Full-time	a (334 new curriculum) B.S.Sc. in Geography and Resource Manage	lement <u>(334新課程)地理與資源管理學社會科</u>				
<u>UG</u> <u>2014</u>	Faculty of Social Science Full-time	<u>(334 new curriculum) B.S.Sc. in Global Studies</u>	(334新課程) 全球研究社會科学学士				
<u>UG</u> 2014	Faculty of Social Science Full-time	(334 new curriculum) B.S.Sc. in Government and Public Administret	ration (334新課程)政治與行政學社會科學學				
UG 2014	Faculty of Social Science Full-time	(334 new curriculum) B.S.Sc. in Journalism and Communication	(334新課程)新聞與傳播學社會科學學				
UG 2014	Faculty of Social Science Full-time	(334 new curriculum) B.S.Sc. in Psychology	(334新課程)心理學社會科學學士				
<u>UG</u> 2014	Faculty of Social Science Full-time	(334 new curriculum) B.S.Sc. in Social Work	(334新課程)社會工作社會科學學士				
UG 2014	Faculty of Social Science Full-time	(334 new curriculum) B.S.Sc. in Sociology	(334新課程)社會學社會科學學士				
UG 2014	Faculty of Social Science Full-time		(334新課程)城市研究社會科學學士				

Last

學士

Figure 6: Browse Programme Information - Programme Information

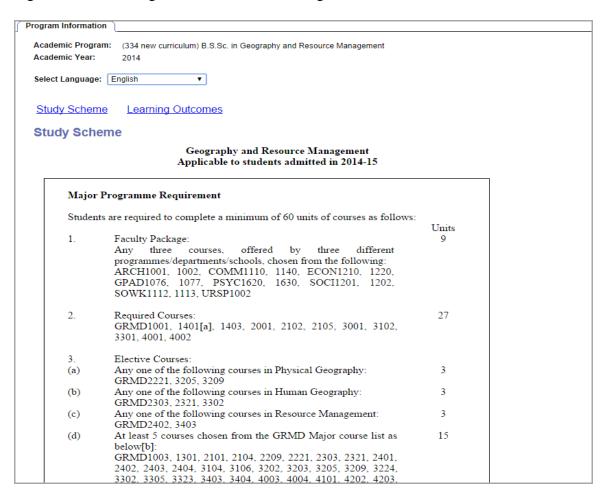


Figure 7: Browse Course Catalog - Course Search

Browse (Browse Course Catalog							
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⊽ GR	MD - (Geography & Resource Mgt						
C	ourse Nbr	Course Title						
	1001	Field Studies I						
	1003	Understanding China through Cultural Landscape						
	1301	Hong Kong and the Pearl River Delta						
	1401	A World of Diversity						
	1402	Global Change & Environmental Sustainability						
-	1403 Resources, Society and Environment							
-	1404 Geographical Landscape of the World							
	2001 Field Studies II							
-	2101 Computer Cartography							
		Fundamental Statistics for Geographers Remote Sensing of Environment						
		Introduction to GIS						
	2209	Physical Geology						
		Weather and Climate						
		Urban Geography						
	2321	Economic Geography						
	2401	Sustainable Development						
	2402	Natural Resource Management						
	<u>2403</u>	Nature Conservation in Hong Kong						
1	<u>2404</u>	Energy and Society						
		Field Studies III						
		Research Design and Methodology						
	<u>3104</u>	Satellite Image Analysis						
	3106	Advanced GIS						
	3202	Environmental Management						
		Urban Environmental Problems Geomorphology						
		Soil Science						
		Tourism Planning and Management						
		Geography of China						

Figure 8: Browse Course Catalog - Course Information



Return to Browse Course Catalog

Figure 9: Manage Class Roster

CUSIS Services » Gradebook » My Advisees » Academic Management eLearning				option	• Link to Ph	iotos () Inch	ude photos in list				
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Figure 10: MyCUHK Alumni account

MyCUHK - Your personal portal to the Chinese University of Hong Kong - Windows Internet Ex	plorer	
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		Last successful login: .
MyCUHK Updates		Security Setting 📃 🗵
CUSIS Maintenance Schedule	3+3+4' Preparation, 31 March 2012	Change Alumni Password
CUSIS General Maintenance Schedule	(g)	Change security question
	Alumni Video Sharing	Change security question
	Alumni Forum on '3+3+4' Preparation , 31 March 2012 (login name:	Name and American Street Street
MyCUHK Frequently Asked Questions	Galumni, password: phoenix)	Alumni Event Registration
View All Articles and Sections	Personal Information	Alumni Event Registration
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