

The Chinese University of Hong Kong

Registration and Examinations Section

Academic Advisement System Function under CUSIS

Academic Advisement is a system function under CUSIS which enables students to monitor their academic progress and facilitate their academic planning. There are 3 types of academic advisement reports under CUSIS:

- a) **Advisement Report:** The report is generated according to the academic requirements of the programme(s) the student is currently under and courses completed by the student. Only courses completed by students (with grades given) are included.
- b) **In-progress Report:** The report is generated according to the academic requirements of the programme(s) the student is currently under and courses the student has registered. All courses completed together with courses in-progress registered in the current term will be shown.
- c) **What-if Report:** The report is generated according to the students' choice of programme(s) and course(s). Students can simulate and see how the course fulfillment results will be changed according to their chosen major / minor / concentration.

Important Notes to Interpret the Report(s) Generated by CUSIS

The report(s) generated by CUSIS only serve as a general reference on students' fulfillment of graduation requirements accordingly to the pre-set advisement rules. System logic on checking fulfillments and other technical issues may affect the accuracy of the reports. Besides, update of study schemes and course substitution (e.g. some students are given permission by departments to fulfill one required course by another course) also affect the results of the report(s).

Students should always refer to the updated Study Schemes of individual programmes and the relevant regulations applicable to their studies stated in the online Undergraduate Student Handbook (<http://www.cuhk.edu.hk/aqs/AQSHomepageIndex/index.htm>) available at the homepage of the Academic and Quality Section of the Registry in checking their final course fulfillment.

For graduating students, RES will also monitor their course fulfillment but students are recommended to run their own report to check if there is any discrepancy.

A. Advisement Report

1. Students can view a web-version advisement report by clicking “**CUSIS and MyStudy**” and then select “**My Academic Requirements**” from the left menu bar.
2. The report displays the academic requirements students need to fulfill for graduation, starting from university-level requirements (e.g. 123 overall units of courses, Languages, General Education Information Technology, and Physical Education requirements, etc.) down to requirements according to the major/ minor /concentration.
3. Under each requirement group (e.g. Sociology Major requirement, General Education requirement), there may be several requirement line items (e.g. major required course, major elective course) students need to fulfill. The report will match the courses taken by the student against the requirements set according to the advisement rules and indicate whether the students has completed those requirements. Only courses completed with grade given are included in this report.
4. Details of courses will NOT be shown for requirement groups which have been fulfilled. However, for the outstanding items, they will be marked “Not Satisfied” and a list of courses that may be used to fulfill the requirement will be displayed for students’ reference. Please refer to the example below for the unfulfilled requirement of College General Education courses.

 **College Elective Course (R9, L20)**

Not Satisfied: Students are required to complete at least two courses from amongst the below-listed courses.

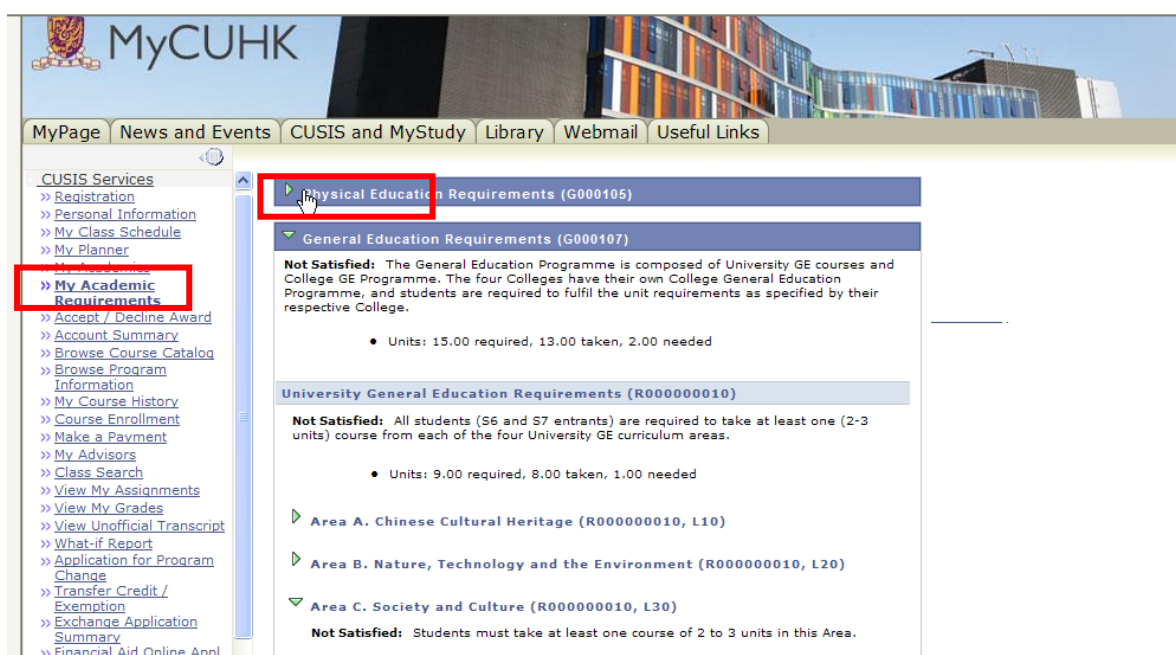
- Units: 4.00 required, 2.00 taken, 2.00 needed
- Courses: 2 required, 1 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
View Course List	College Elective Course				
GESC2050	Understand China thru Travels	2.00	2009-10 Term 1	A-	

View All First  1-2 of 2  Last

If students want to check the details of the fulfilled requirement groups (e.g. requirement line details, which courses have been used to fulfill the requirement line, etc.), they can click on the green triangle next to the requirement, e.g. click the “Physical Education Requirement” in the example below.



For detailed system walkthrough, please refer to [<Appendix 1: Advisement Report>](#).

B. In-progress Report

1. Students can view a web-version in-progress academic advisement report by clicking “**CUSIS and MyStudy**” and then select “**My Planner**” from the left menu bar and click on the “**PLAN BY MY REQUIREMENTS**” button.
2. Similar to the advisement report, the in-progress report displays the academic requirements students need to fulfill for graduation according the study schemes of the programme(s) the student is currently under.
3. Apart from the courses that have been completed, the courses that are currently in-progress are also included in this report. Students can refer to the “**Status**” of the course to see if the course is a completed course (i.e. Taken) or an in-progress course (i.e. In Progress).

Taken In Progress

• Units: 123.00 required, 51.00 taken, 72.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ACCT2111	Introductory Fin'l Accounting	3.00	2009-10 Term 1	A-	
ACCT2121	Mgt Acq for Decision Making	3.00	2009-10 Term 2		
CHLT1813	Profess'n'l Chinese (BSA)	3.00	2009-10 Term 2		
DSME1030	Eco for Business Studies I	3.00	2009-10 Term 1	A	
DSME1040	Eco for Business Studies II	3.00	2009-10 Term 2	A-	

For detailed system walkthrough, please refer to [Appendix 2: In-progress Report](#).

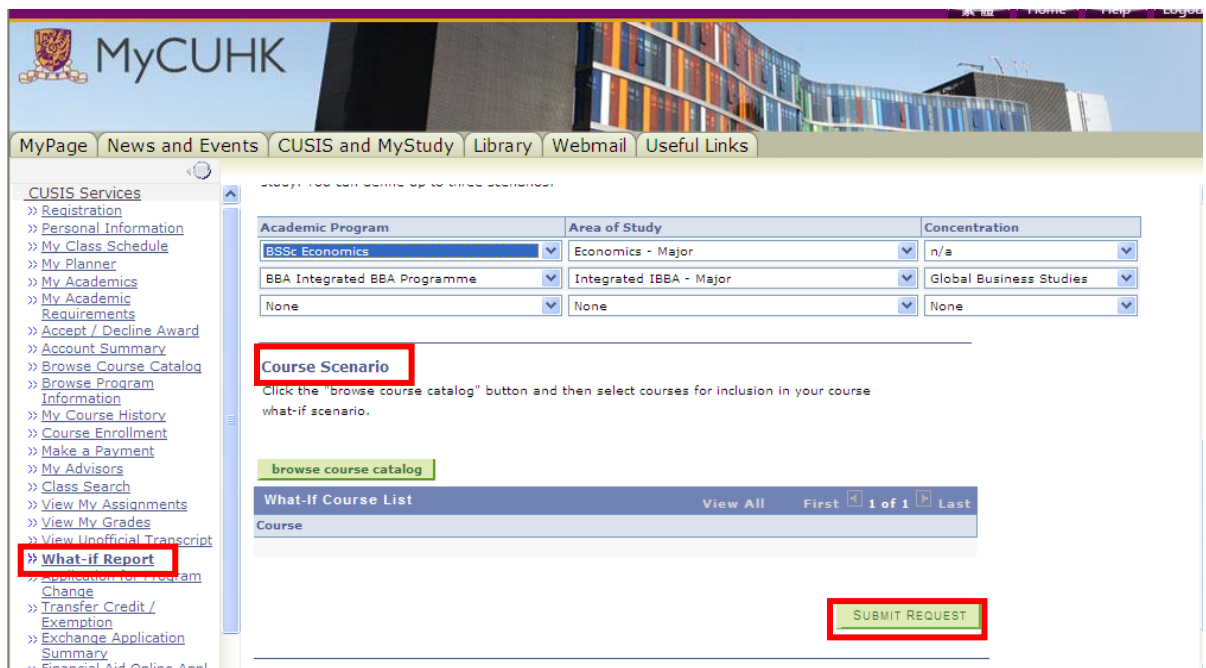
What-if Report

1. What-if report enables students to check their outstanding requirements if they may want to change their major, minor or take concentration.
2. Students can use the function by selecting “**What-if Report**” from the left menu bar under the “**CUSIS and MyStudy**” tab, and click the “**CREATE NEW REPORT**” button to set the what-if scenario they intend to simulate.
3. The information display under “**Program Scenario**” by default is the academic programme(s) the student is currently under. Students can manipulate the 3 fields (i.e. Academic Program, Area of Study and Concentration) to set up a what-if scenario based on one or more programmes of study. For each request, students may define up to three scenarios.

The screenshot displays the MyCUHK web portal. The left sidebar contains a list of services, with 'What-if Report' highlighted. The main content area shows the 'Program Scenario' section, which includes a table for defining scenarios. The table has three columns: Academic Program, Area of Study, and Concentration. The first two rows are populated with 'BBA Integrated BBA Programme', 'Integrated IBBA - Major', and 'General Finance' / 'Global Business Studies'. The third row is empty with 'None' selected for each field. Below the table is a 'Course Scenario' section with a 'browse course catalog' button and a 'What-If Course List' table.

Academic Program	Area of Study	Concentration
BBA Integrated BBA Programme	Integrated IBBA - Major	General Finance
BBA Integrated BBA Programme	Integrated IBBA - Major	Global Business Studies
None	None	None

4. Students may also use this function to include courses they intend to take to their what-if programme scenario to see what would be the course fulfillment result. By clicking the “**browse course catalog**” button, students can add the courses they want to simulate to the “**What-if Course List**”. After setting the programme and/or course scenario, click on the “**SUBMIT REQUEST**” button and a what-if advisement report will be generated. Students can then check on the course fulfillment results based on the scenarios they have set.



MyCUHK

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CUSIS Services

- » Registration
- » Personal Information
- » My Class Schedule
- » My Planner
- » My Academics
- » My Academic Requirements
- » Accept / Decline Award
- » Account Summary
- » Browse Course Catalog
- » Browse Program Information
- » My Course History
- » Course Enrollment
- » Make a Payment
- » My Advisors
- » Class Search
- » View My Assignments
- » View My Grades
- » View Unofficial Transcript
- » What-if Report**
- » Application for Program Change
- » Transfer Credit / Exemption
- » Exchange Application Summary
- » Financial Aid Online Appl

Course Scenario

Click the "browse course catalog" button and then select courses for inclusion in your course what-if scenario.

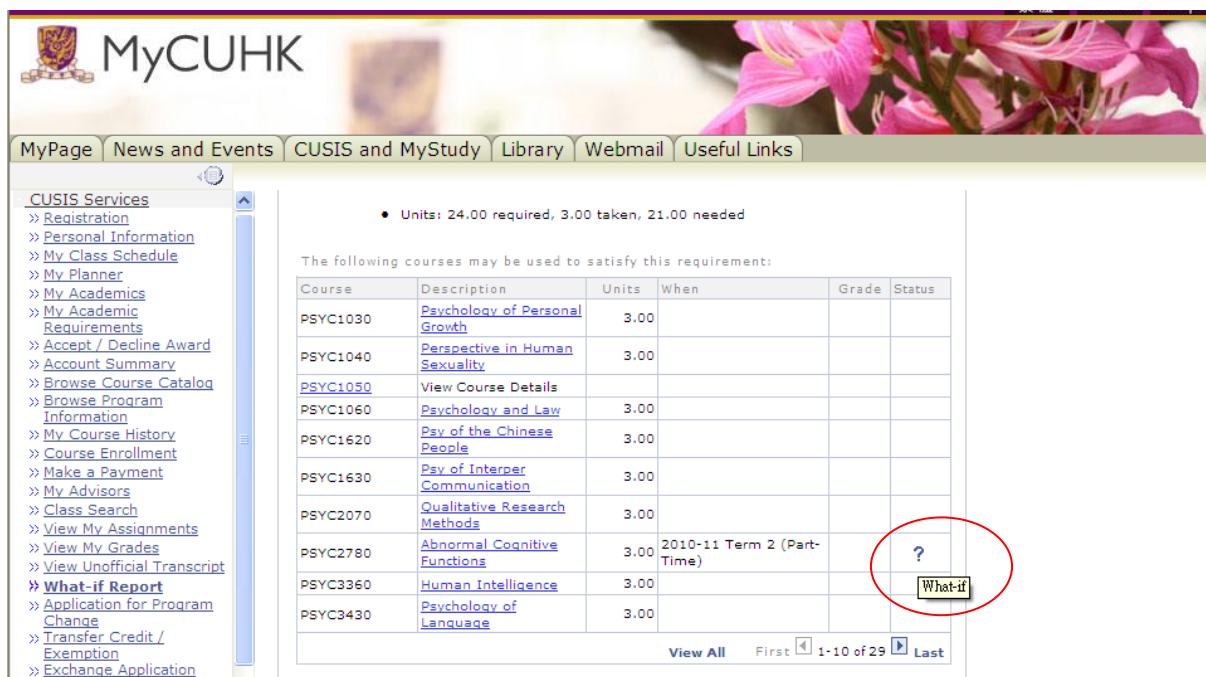
[browse course catalog](#)

What-If Course List [View All](#) First **1 of 1** Last

Course

[SUBMIT REQUEST](#)

5. If the student has added course(s) to the “**What-if Course List**” when setting the what-if scenario, the course(s) will be included in the what-if report generated with the “Status” displayed as a “?” to distinguish it from the other completed or in-progress courses the student has actually taken/registered for.



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• Units: 24.00 required, 3.00 taken, 21.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
PSYC1030	Psychology of Personal Growth	3.00			
PSYC1040	Perspective in Human Sexuality	3.00			
PSYC1050	View Course Details				
PSYC1060	Psychology and Law	3.00			
PSYC1620	Psy of the Chinese People	3.00			
PSYC1630	Psy of Interper Communication	3.00			
PSYC2070	Qualitative Research Methods	3.00			
PSYC2780	Abnormal Cognitive Functions	3.00	2010-11 Term 2 (Part-Time)		?
PSYC3360	Human Intelligence	3.00			
PSYC3430	Psychology of Language	3.00			

[View All](#) First **1** 1-10 of 23 Last

For detailed system walkthrough, please refer to [Appendix 3: What-if Report](#).

Enquiry

For any enquiry, please contact RES:

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Fax	:	2603 5129
Telephone	:	3943 9888
Website	:	http://www.cuhk.edu.hk/rgs

Appendix 1	:	<u>System Walkthrough for Advisement Report</u>
Appendix 2	:	<u>How to view In-progress Report</u>
Appendix 3	:	<u>How to generate What-if Report</u>

Updated on 13 January 2017