

# 加選(Add)、退選(Drop)、交換(Swap)及改動(Edit)科目 功能示例

## 甲. 加選(add)科目功能

請參閱附件一。利用預選功能加科目至 "Shopping Cart"，然後在選課期及改選期期間正式選課。

## 乙. 退選(drop)科目功能

1. 按 "MyStudy/CUSIS"，選擇 "Enroll" 後，按 "drop" 繼續。

MyCUHK

MyPage News and Events MyStudy Library Webmail Useful Links

CUSIS Services

ZKH, Zhw 中文名

Search Plan **Enroll** My Academics

my class schedule || add || **drop** || swap || edit || term information

**Drop Classes**

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

2009-10 Term 1 | Undergraduate | CUHK

| Select                              | Class                | Description                      | Days/Times           | Room                       | Instructor | Units | Status |
|-------------------------------------|----------------------|----------------------------------|----------------------|----------------------------|------------|-------|--------|
| <input type="checkbox"/>            | ANTH 1010-A (3800)   | Humans and Culture (Lecture)     | Mo 10:00AM - 11:45AM | Teaching Bldg at CCS Rm201 | J. DOYLE   | 3.00  | ✓      |
| <input type="checkbox"/>            | ANTH 1010-T01 (3808) | Humans and Culture (Tutorial)    | Fr 10:00AM - 10:45AM | Teaching Bldg at CCS Rm204 | Staff      |       | ✓      |
| <input checked="" type="checkbox"/> | ANTH 2110-A (3804)   | Anthropological Theory (Lecture) | TuTh 4:00PM - 5:45PM | Esther Lee Bldg Rm305      | H. XZ      | 3.00  | ⚠      |

**DROP SELECTED CLASSES**

My 2009-10 Term 1 Class Schedule

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

1. 在已選科目中選擇擬退選科目

2. 按 "DROP SELECTED CLASSES"

2. 按 "FINISH DROPPING" 確認退選科目

MyCUHK

MyPage News and Events MyStudy Library Webmail Useful Links

CUSIS Services

ZKH, Zhw 中文名

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

**Drop Classes**

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

2009-10 Term 1 | Undergraduate | CUHK

| Class              | Description                      | Days/Times           | Room                  | Instructor | Units | Status |
|--------------------|----------------------------------|----------------------|-----------------------|------------|-------|--------|
| ANTH 2110-A (3804) | Anthropological Theory (Lecture) | TuTh 4:00PM - 5:45PM | Esther Lee Bldg Rm305 | H. XZ      | 3.00  | ⚠      |

CANCEL PREVIOUS **FINISH DROPPING**

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

擬退選科目

按 "FINISH DROPPING" 確認退選

### 3. 系統即時顯示結果，細閱有關提示(Message)：

The screenshot shows the MyCUHK interface for a user named ZKH, Zhw 中文名. The user is viewing the 'Drop Classes' results for the 2009-10 Term 1. The interface includes a navigation menu on the left with 'CUSIS Services' and 'eLearning' sections. The main content area shows a table of drop results:

| Class     | Message  | Status |
|-----------|--|--------|
| ANTH 2110 | Success! This class has been removed from your schedule. | ✓      |

Buttons for 'MAKE A PAYMENT' and 'MY CLASS SCHEDULE' are visible below the table. The browser address bar shows 'cuhk.edu.hk' and the page title is 'ZKH, Zhw 中文名'.

### 4. 部分學系設有 "drop consent"，同學不能自行在CUSIS系統內退選。

The screenshot shows the MyCUHK interface for a user named ZKH, Zhw 中文名. The user is viewing the 'Drop Classes' results for the 2009-10 Term 1. The interface includes a navigation menu on the left with 'CUSIS Services' and 'eLearning' sections. The main content area shows a table of drop results:

| Class     | Message  | Status |
|-----------|--|--------|
| ANTH 1020 | Error: Department Consent Required to Drop from Class; Drop Not Processed. Consent is needed to drop from the class. The drop transaction was not processed. | ✗      |

Buttons for 'MAKE A PAYMENT' and 'MY CLASS SCHEDULE' are visible below the table. A callout box points to the error message, containing the text: '如學系設有 add 或 drop consent，不可在網上自行加選或退選有關科目'.

## 丙. 交換科目 (Swap) 功能

1. 選擇 "Enroll" 後，按 "Swap" - 交換科目。"Swap" 可讓同學在成功加選科目後才退選科目。同學需同時輸入擬加選及擬退選科目

The screenshot shows the MyCUHK website interface. At the top, there are navigation tabs: MyPage, News and Events, MyStudy, Library, Webmail, and Useful Links. On the left, there is a sidebar menu for CUSIS Services, including options like Registration, Personal Information, My Class Schedule, My Planner, My Academics, 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, Application for Program Change, Transfer Credit / Exemption, eLearning, Graduate School, and Policies and Guidelines. The main content area is titled "ZKH, Zhw 中文名" and features a navigation bar with buttons for Search, Plan, Enroll, and My Academics. Below this, there are buttons for "my class schedule", "add", "drop", "swap" (circled in red), "edit", and "term information". The "Swap a Class" section includes the instruction "1. Select a class to swap" and "Select the class you wish to swap then select the class you wish to replace it with." It shows the current term as "2009-10 Term 1 | Undergraduate | CUHK" and a "change term" button. The "Swap This Class" section has a dropdown menu for "Select from your schedule" with "ANTH 1010: Humans and Culture" selected. The "With This Class" section has a "Search for Class" input field, a "Class Search" dropdown, and a "search" button. There is also an "Enter Class Nbr" field with an "enter" button. At the bottom, there is a "My 2009-10 Term 1 Class Schedule" link and a footer with navigation links: Search, Plan, Enroll, My Academics, My Class Schedule, Add, Drop, Swap, Edit, Term Information.

2. 可利用 "Class Search" 功能選擇擬加選科目

The screenshot shows the MyCUHK website interface. At the top, there are navigation tabs: MyPage, News and Events, MyStudy, Library, Webmail, and Useful Links. On the left, there is a sidebar menu for CUSIS Services, including options like Registration, Personal Information, My Class Schedule, My Planner, My Academics, 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, Application for Program Change, Transfer Credit / Exemption, eLearning, Graduate School, and Policies and Guidelines. The main content area is titled "ZKH, Zhw 中文名" and features a navigation bar with buttons for Search, Plan, Enroll, and My Academics. Below this, there are buttons for "my class schedule", "add", "drop", "swap", "edit", and "term information". The "Swap a Class" section includes the instruction "Enter Search Criteria" and "Select at least 2 search criteria. Click Search to view your search results." It shows the current term as "CUHK | 2009-10 Term 1". The "Class Search Criteria" section has a "Course Subject" dropdown with "select subject" and "ANTH" selected, and "Anthropology" displayed. The "Course Number" dropdown has "is exactly" selected. The "Course Career" dropdown has "Undergraduate" selected. There is a "Show Open Classes Only" checkbox. At the bottom, there is an "Additional Search Criteria" input field and "CLEAR CRITERIA" and "SEARCH" buttons. At the very bottom, there is a footer with navigation links: Search, Plan, Enroll, My Academics, My Class Schedule, Add, Drop, Swap, Edit, Term Information.

3. 在已選科目中選擇擬退選科目 (包括相關之導修課堂)

MyCUHK

MyPage News and Events MyStudy Library Webmail Useful Links

CUSIS Services

- Registration
- Personal Information
- My Class Schedule
- My Planner
- My Academics
- 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
- Application for Program Change
- Transfer Credit / Exemption
- eLearning
- Graduate School Policies and Guidelines

ZKH, Zhw 中文名

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Swap a Class

1. Select a class to swap - Enrollment Preference

2009-10 Term 1 | Undergraduate | CUHK

ANTH 1020 - Social Anthropology

Class Preferences

ANTH 1020-A Lecture Open Wait List  Wait list if class is full

Permission Nbr

Grading Graded

Units 3.00

Enrollment Information

- Department Consent Required to drop once enrolled

CANCEL **NEXT**

| Section | Component | Days & Times         | Room                       | Instructor      | Start/End Date          |
|---------|-----------|----------------------|----------------------------|-----------------|-------------------------|
| A       | Lecture   | MoWe 2:00PM - 2:45PM | Teaching Bldg at CCS Rm203 | DR JIANG Yaclin | 01/08/2009 - 31/07/2010 |

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

4. 然後按 "FINISH SWAPPING" 確認擬交換科目

MyCUHK

MyPage News and Events MyStudy Library Webmail Useful Links

CUSIS Services

- Registration
- Personal Information
- My Class Schedule
- My Planner
- My Academics
- 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
- Application for Program Change
- Transfer Credit / Exemption
- eLearning
- Graduate School Policies and Guidelines

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Swap a Class

2. Confirm your selection

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

2009-10 Term 1 | Undergraduate | CUHK

**You are replacing this class**

Enrolled  Dropped  Wait Listed

| Class                 | Description                   | Days/Times           | Room                       | Instructor | Units | Status                              |
|-----------------------|-------------------------------|----------------------|----------------------------|------------|-------|-------------------------------------|
| ANTH 1010-A (3800)    | Humans and Culture (Lecture)  | Mo 10:00AM - 11:45AM | Teaching Bldg at CCS Rm201 | J. DOYLE   | 3.00  | <input checked="" type="checkbox"/> |
| ANTH 1010-AT01 (3808) | Humans and Culture (Tutorial) | Fr 10:00AM - 10:45AM | Teaching Bldg at CCS Rm204 | Staff      |       | <input checked="" type="checkbox"/> |

**With this class**

Open  Closed  Wait Listed

| Class              | Description                   | Days/Times           | Room                       | Instructor | Units | Status                              |
|--------------------|-------------------------------|----------------------|----------------------------|------------|-------|-------------------------------------|
| ANTH 1020-A (3801) | Social Anthropology (Lecture) | MoWe 2:00PM - 2:45PM | Teaching Bldg at CCS Rm203 | Y. JIANG   | 3.00  | <input checked="" type="checkbox"/> |

CANCEL **FINISH SWAPPING**

擬退選科目

擬加選科目

## 5. 最後細閱交換科目結果

MyCUHK

MyPage News and Events MyStudy Library Webmail Useful Links

CUSIS Services  
» Registration  
» Personal Information  
» My Class Schedule  
» My Planner  
» My Academics  
» 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  
» Application for Program Change  
» Transfer Credit / Exemption  
» Learning  
» Graduate School  
» Policies and Guidelines

ZKH, Zhw 中文名

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

### 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.

2009-10 Term 1 | Undergraduate | CUHK

Success: Classes were swapped. Error: Unable to swap class

| Class                         | Message                                | Status  |
|-------------------------------|--|---------|
| Swap ANTH 1010 with ANTH 1020 | Success: This class has been replaced. | Success |

MAKE A PAYMENT MY CLASS SCHEDULE

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

## 丁. 改動導修課堂

(只適用於學系不設有 "add" 及 "drop" consent 的導修課)

1. 選擇 "Enroll"，再按 "Edit"。如學系在導修課不設有加退選限制，學生可於CUSIS改動導修課堂。

Data Language: English

LDK, Hh Whhx 中文名

Search Plan Enroll My Academics Academic Requirements

my class schedule add drop swap edit term information

### Edit Class Enrollment Options

1. Select a class to edit

Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.

2010-11 Term 1 | Undergraduate | CUHK

Classes you are allowed to edit

Select from your schedule LAWS 2121: Criminal Law I

PROCEED TO STEP 2 OF 3

My 2010-11 Term 1 Class Schedule

1. 按下清單選擇更改導修課堂科目

2. 按此繼續

2. 選擇一節新的導修課堂，然後按 "NEXT" 繼續。

LDK, Hh Whhx 中文名

Search Plan Enroll My Academics Academic Requirements

my class schedule add drop swap edit term information

### Edit Class Enrollment Options

1. Select a class to edit - Related Class Section

2010-11 Term 1 | Undergraduate | CUHK

**LAWS 2121 - Criminal Law I**

Lecture selected: Section - TBA

Open Closed Wait List

| Select Interactive Tutorial section (Optional): |         |          |      |            |        |
|---|---------|----------|------|------------|--------|
| Class Nbr                                       | Section | Schedule | Room | Instructor | Status |
| <input type="radio"/>                           | 1072    | T01      | TBA  | Staff      | Open   |
| <input checked="" type="radio"/>                | 1073    | T02      | TBA  | Staff      | Open   |

View All Sections First 1-2 of 2 Last

CANCEL PREVIOUS NEXT

1. 選擇你想修讀的導修課，如：T02

2. 按此繼續

3. 檢閱新選導修課堂的資料，按 "NEXT" 繼續

LDK, Hh Whhx 中文名

Search Plan Enroll My Academics Academic Requirements

my class schedule add drop swap edit term information

### Edit Class Enrollment Options

1. Select a class to edit - Enrollment Preference

2010-11 Term 1 | Undergraduate | CUHK

**LAWS 2121 - Criminal Law I**

**Class Preferences**

|               |          |      |         |        |
|---------------|----------|------|---------|--------|
| LAWS 2121--   | Lecture  | Open | Grading | Graded |
| LAWS 2121-T02 | Tutorial | Open | Units   | 3.00   |

Session Regular Academic Session

Career Undergraduate

CANCEL PREVIOUS NEXT

按此繼續

| Section | Component | Days & Times | Room | Instructor | Start/End Date |
|---------|-----------|--------------|------|------------|----------------|
| -       | Lecture   | TBA          | TBA  | Staff      |                |
| T02     | Tutorial  | TBA          | TBA  | Staff      |                |

#### 4. 按 "FINISH EDITING" 確認更改之導修課堂。

LDK, Hh Whhx 中文名

Search Plan Enroll My Academics Academic Requirements  
my class schedule add drop swap edit term information

Edit Class Enrollment Options 1 2 3

#### 2. Confirm your selections

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

2010-11 Term 1 | Undergraduate | CUHK

| Class Attribute  | Original Value | New Value  |
|------------------|----------------|------------|
| Tutorial Section | T01<br>TBA     | T02<br>TBA |

CANCEL

FINISH EDITING

2. 按此結束改

1. 檢閱及確定改  
動導修課

#### 5. 系統即時顯示結果，細閱有關提示(Message)：

LDK, Hh Whhx 中文名

Search Plan Enroll My Academics Academic Requirements  
my class schedule add drop swap edit term information

Edit Class Enrollment Options 1 2 3

#### 3. View results

View the results of your enrollment request. Click fix errors to try and correct the problems listed below.

2010-11 Term 1 | Undergraduate | CUHK

✓ Success: Class updated      ✗ Error: Unable to update class

| Class     | Message                               | Status |
|-----------|---------------------------------------|--------|
| LAWS 2121 | Success: This class has been updated. | ✓      |

MAKE A PAYMENT

MY CLASS SCHEDULE