



Review Academic Advisement Report

CUSIS Project Website:

www.cuhk.edu.hk/cusis

MyCUHK Portal:

<https://portal.cuhk.edu.hk>

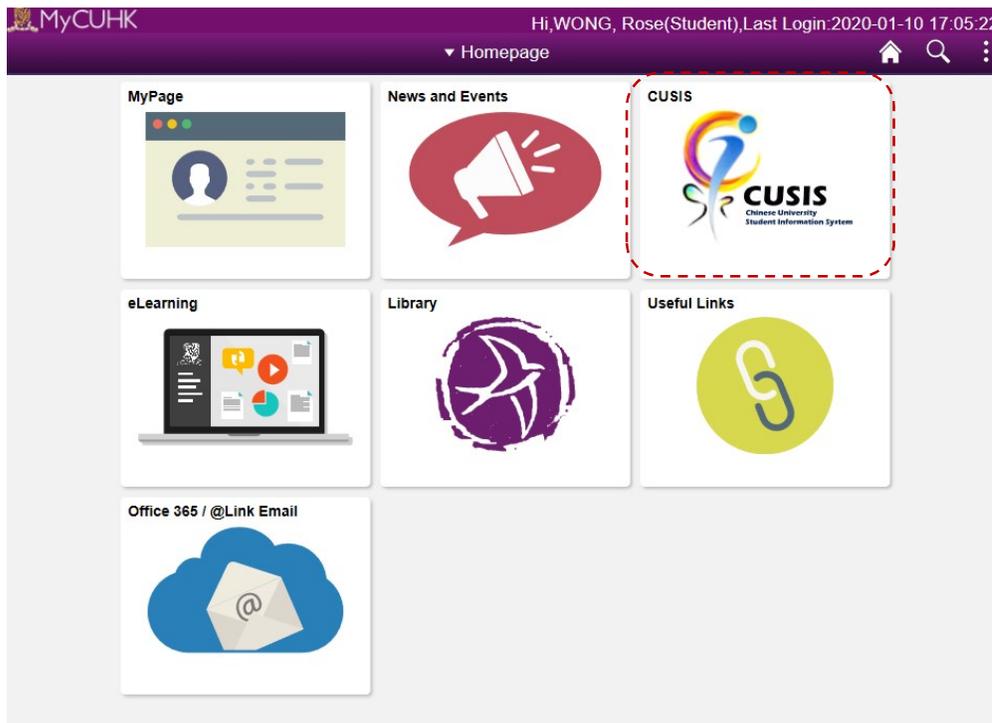
Sep 2020

Academic Advisement is a function which enables student to view their academic progress facilitates academic planning. Academic advisement report generated by CUSIS only serves as a general reference of student fulfilment of graduation requirements.

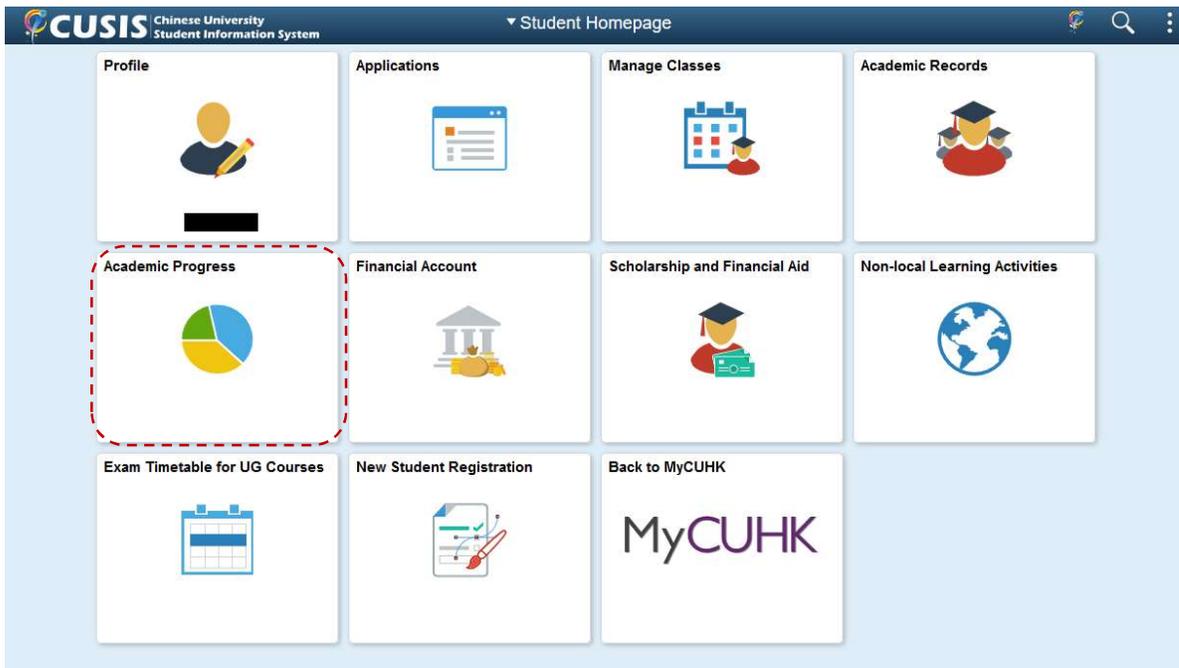
There are three types of academic advisement report in CUSIS, which are 'Advisement Report', 'In-progress Report' and 'What-if Report'.

ADVISEMENT REPORT

1. After login to MyCUHK, click 'CUSIS' tile.

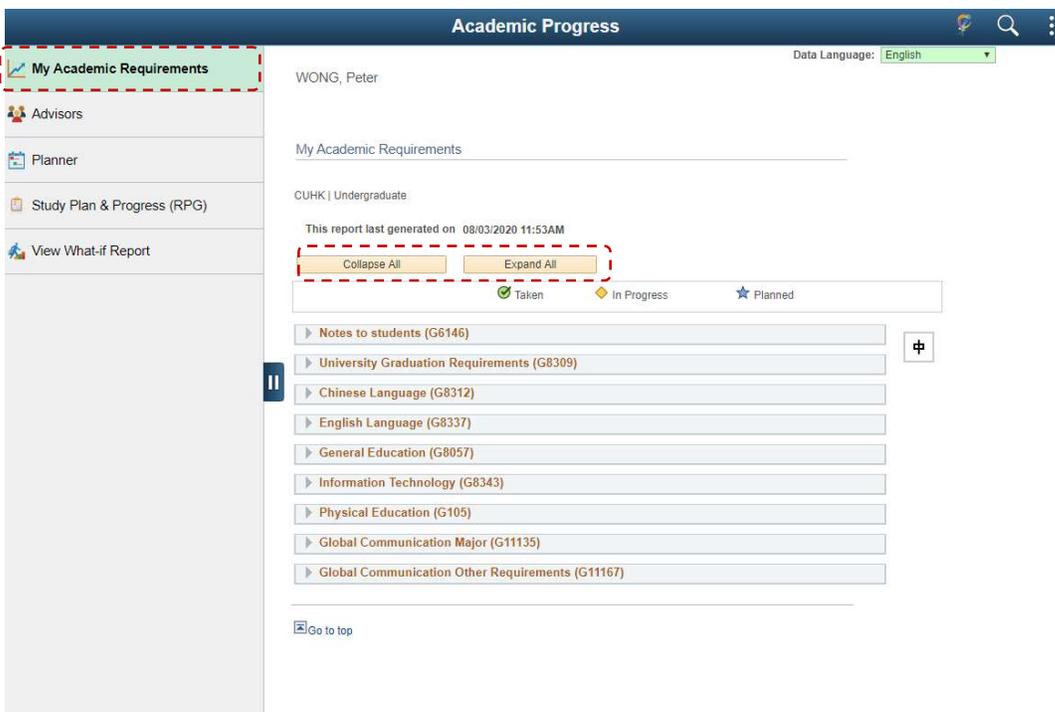


2. Click 'Academic Progress' tile



3. In 'My Academic Requirements', can view your academic progress.

Click 'Collapse All' or 'Expand All' to view all the requirement or choose to view a specific area.



4. In the report, it shows whether the fulfilment requirement is Satisfied or Not Satisfied. If it's not satisfied, it shows a list of courses that may be used to satisfy the requirement.

The screenshot shows the Academic Progress interface for the Global Communication Major (G11135). The left sidebar contains navigation options: My Academic Requirements, Advisors, Planner, Study Plan & Progress (RPG), and View What-if Report. The main content area displays several requirements:

- Global Communication Major (G11135):** Not Satisfied. Students are required to complete a minimum of 72 units of courses as follows:
 - Units: 72.00 required, 3.00 taken, 69.00 needed
- Faculty Package I (R5028):** Satisfied. Students are required to complete the designated foundation course in their own major:
 - Units: 3.00 required, 3.00 taken, 0.00 needed
- Faculty Package - COMM (R5028, L20):** (Collapsed)
- Faculty Package II (R5031):** Not Satisfied. Students are required to complete two courses selected from the expanded list of Faculty Package courses offered by two other Programmes/Departments/Schools:
 - Units: 6.00 required, 0.00 taken, 6.00 needed
 - Courses: 2 required, 0 taken, 2 needed
- Faculty Package - ARCH (R5031, L10):** Not Satisfied. Students are required to complete the course from the following:
 - Courses: 1 required, 0 taken, 1 needed

A red dashed box highlights the 'Not Satisfied' status and the list of courses that may be used to satisfy this requirement:

The following courses may be used to satisfy this requirement:						
Personalize View All 1-2 of 2 First Last						
Course	Description	Units	When	Grade	Status	
ARCH1001	Introduction to Architecture	3.00				
ARCH1002	Understanding Cities	3.00				

Below the table, other faculty packages are listed and collapsed: Faculty Package - ECON (R5031, L30), Faculty Package - GLSD (R5031, L40), and Faculty Package - GPAD (R5031, L50).

5. If it's satisfied, a list of coursed completed with graded will be displayed.

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- Global Communication Major (G11135):** Not Satisfied. Students are required to complete a minimum of 72 units of courses as follows:
 - Units: 72.00 required, 3.00 taken, 69.00 needed
- Faculty Package I (R5028):** Satisfied. Students are required to complete the designated foundation course in their own major:
 - Units: 3.00 required, 3.00 taken, 0.00 needed
- Faculty Package - COMM (R5028, L20):** Satisfied. Students are required to complete the following course:
 - Courses: 1 required, 1 taken, 0 needed

A red dashed box highlights the 'Satisfied' status and the list of courses used to satisfy this requirement:

The following courses were used to satisfy this requirement:						
Personalize View All 1 of 1 First Last						
Course	Description	Units	When	Grade	Status	
COMM1120	Development of Mass Comm	3.00	2019-20 Term 1		✓	

Below the table, other faculty packages are listed and collapsed: Faculty Package II (R5031) and Faculty Package - GLSD (R5031, L40). The Faculty Package - GLSD (R5031, L40) requirement is also shown as 'Not Satisfied' at the bottom of the page.

6. You can also view your major GPA in this report after expanding all sections and search for 'Major GPA'.

The screenshot displays the 'Academic Progress' section of a student's homepage. The left sidebar contains navigation options: 'My Academic Requirements', 'Academic Progress (Fluid)', 'Advisors', 'Planner', 'Study Plan & Progress (RPG)', and 'View What-if Report'. The main content area is titled 'Hospitality and Real Estate Other Requirements (G8411)'. Under the 'Major GPA (R4943, L10)' requirement, it states: 'Satisfied: HTMG courses at 2000 and above level, excluding HTMG2000, as well as those labeled as # will be included in the calculation of Major GPA for honours classification.' Below this, a bullet point indicates 'GPA: 0.000 required, 3.643 actual', with the actual GPA value circled in red. A table lists the courses used to satisfy this requirement:

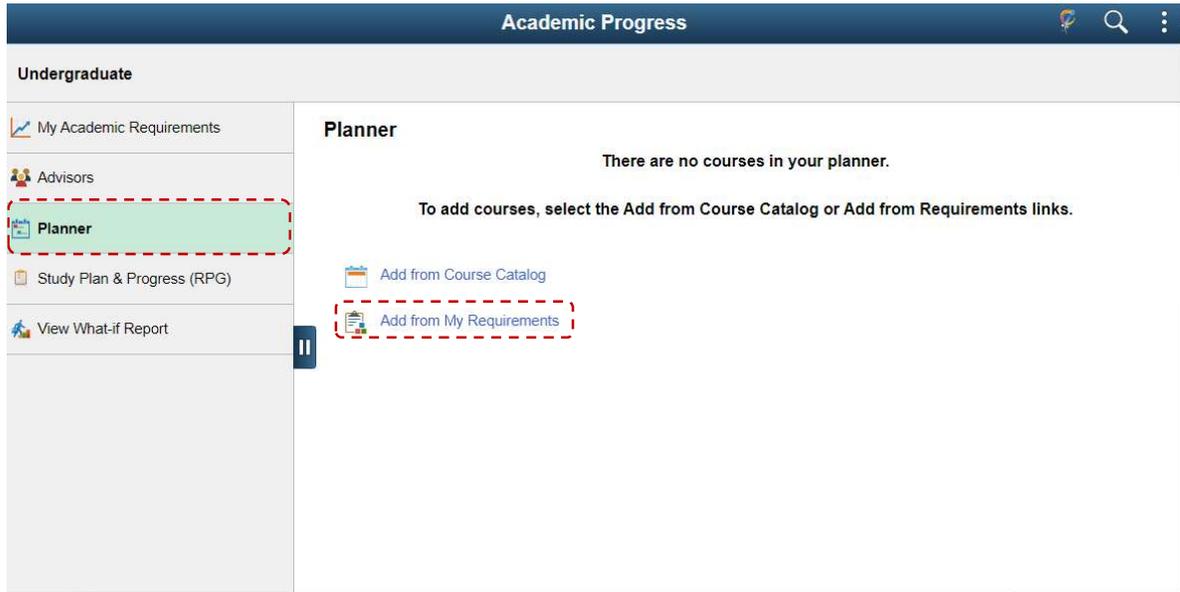
Course	Description	Units	When	Grade	Status
DSME2051	Business Information Systems	3.00	2019-20 Term 1	[REDACTED]	✓
FINA2010	Financial Management	3.00	2019-20 Term 1	[REDACTED]	✓
HTMG2070	Food and Beverage Management	3.00	2019-20 Term 1	[REDACTED]	✓
HTMG3590	Overseas Study Trip	1.00	2018-19 Summer Session	[REDACTED]	✓

Below the table, the 'Major Upper GPA (R4948, L10)' requirement is shown, with the text: 'Satisfied: To be considered for the award of a Bachelor's degree, a student shall have obtained a grade point average of not less than 1.5 in all Major courses taken which are at 2000 level or above.'

IN-PROGRESS REPORT

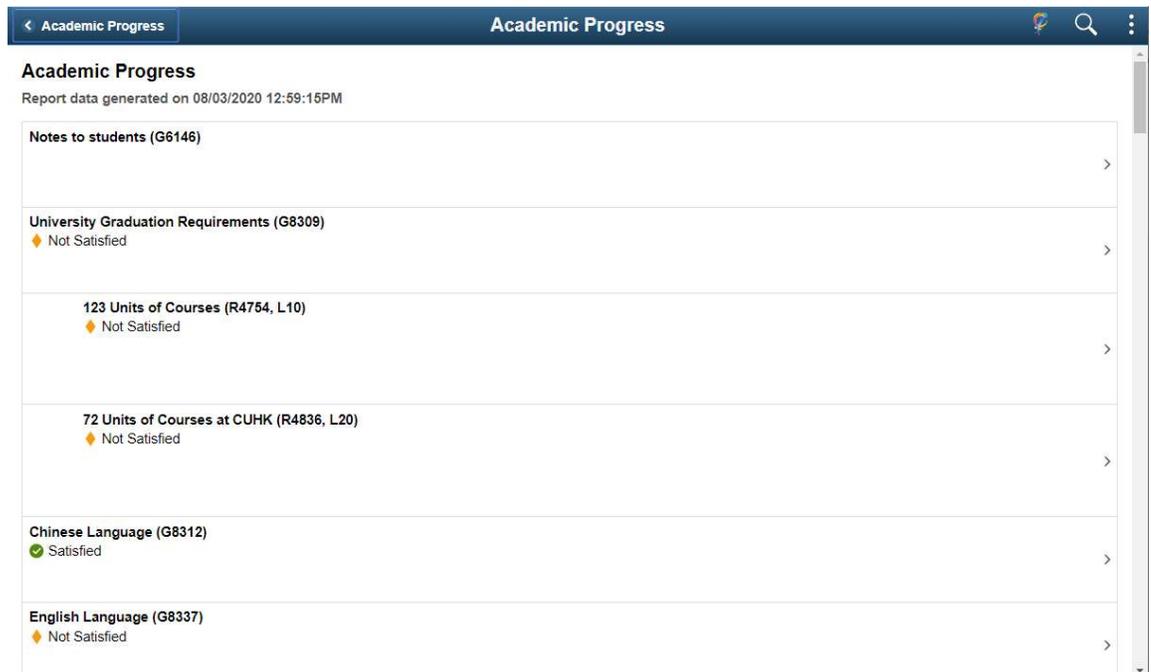
1. Click 'Planner'.

Click 'Add from My Requirements'



The screenshot shows the 'Academic Progress' interface. On the left, a sidebar menu includes 'My Academic Requirements', 'Advisors', 'Planner', 'Study Plan & Progress (RPG)', and 'View What-if Report'. The 'Planner' option is highlighted with a red dashed box. The main content area is titled 'Planner' and displays the message: 'There are no courses in your planner. To add courses, select the Add from Course Catalog or Add from Requirements links.' Below this message are two buttons: 'Add from Course Catalog' and 'Add from My Requirements', both of which are also highlighted with red dashed boxes.

2. The 'In-progress Report' will be displayed. The difference between Academic Advisement report and In-progress Report is the courses registered in current term and not yet completed will also be included in In-progress Report.



The screenshot shows the 'Academic Progress' interface displaying an 'In-progress Report'. The report data was generated on 08/03/2020 at 12:59:15PM. The report is organized into sections, each with a right-pointing arrow for expansion:

- Notes to students (G6146)**
- University Graduation Requirements (G8309)**
 - Not Satisfied
- 123 Units of Courses (R4754, L10)**
 - Not Satisfied
- 72 Units of Courses at CUHK (R4836, L20)**
 - Not Satisfied
- Chinese Language (G8312)**
 - Satisfied
- English Language (G8337)**
 - Not Satisfied

3. You can refer to the status to see if it's a completed course or in-progress course.

Academic Progress Requirement Details

123 Units of Courses (R4754, L10)

Not Satisfied

A student admitted to a study programme with a normative study period of four years shall complete at least 123 units of courses before graduation.

Units 123.00 required, 22.00 taken, 101.00 needed

Courses

The following courses were used to satisfy this requirement:

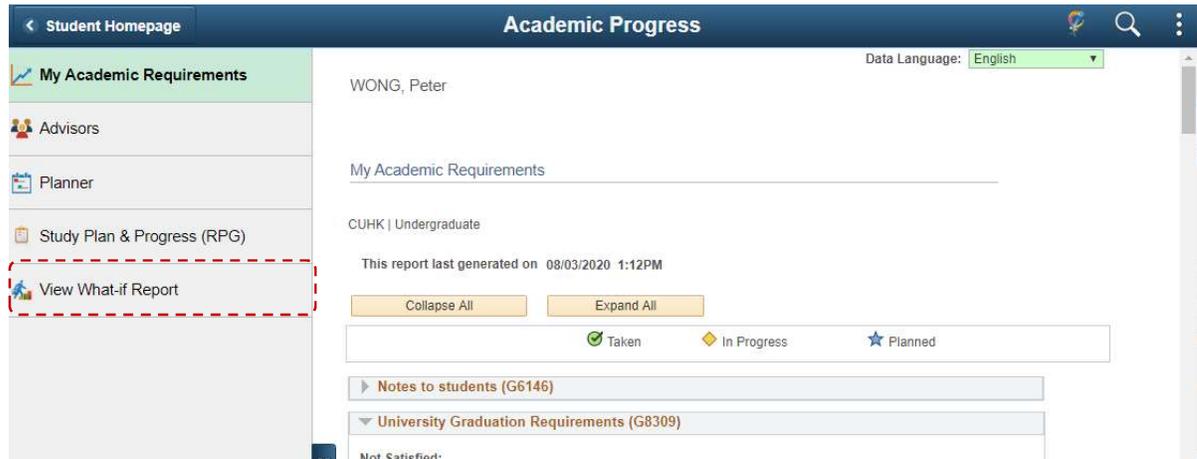
10 rows

Course	Description	Units	When/Typically Offered	Grade	Status
COMM1120	Development of Mass Comm	3.00	2019-20 Term 1		Taken
COMM2440	Photojournalism	3.00	2019-20 Term 2		In Progress
FREN1000	French I	3.00	2019-20 Term 1		Taken
GEWS1000	College Assembly/High Table	0.00	2019-20 Term 1		Taken
GEWS1011	College Induction Course	3.00	2019-20 Term 1		Taken
PHED1024	Volleyball (Women)	1.00	2019-20 Term 2		In Progress
PHED1130	Modern Dance	1.00	2019-20 Term 1		Taken
UGEA2230	Intro to Transform in Chi Hist	2.00	2019-20 Term 1		Taken
UGFH1000	In Dialogue with Humanity	3.00	2019-20 Term 1		Taken
UGFN1000	In Dialogue With Nature	3.00	2019-20 Term 2		In Progress

WHAT-IF REPORT

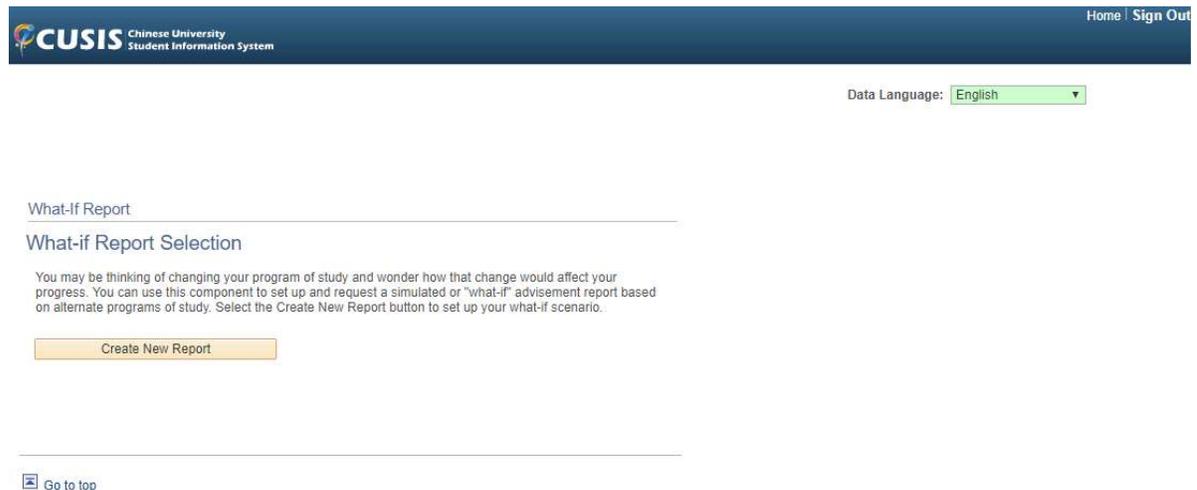
The What-if Report is generated according to student's choice of programs and courses. You can simulate and see how the course fulfilment result will be changed according to your chosen major, minor or concentration.

1. Click 'View What-if Report'.



The screenshot shows the 'Academic Progress' page for a student named WONG, Peter. The left sidebar contains several menu items: 'My Academic Requirements', 'Advisors', 'Planner', 'Study Plan & Progress (RPG)', and 'View What-if Report'. The 'View What-if Report' item is highlighted with a red dashed border. The main content area displays the student's name, 'My Academic Requirements', and 'CUHK | Undergraduate'. It also shows the report generation date and time: 'This report last generated on 08/03/2020 1:12PM'. There are buttons for 'Collapse All' and 'Expand All'. Below these are filters for 'Taken', 'In Progress', and 'Planned'. The page also lists 'Notes to students (G6146)' and 'University Graduation Requirements (G8309)'. A 'Not Satisfied:' section is visible at the bottom.

2. Click 'Create New Report'.



The screenshot shows the 'What-if Report Selection' page. At the top, there is a header with the CUISIS logo and 'Chinese University Student Information System'. The page title is 'What-if Report' and the sub-title is 'What-if Report Selection'. Below the sub-title, there is a paragraph explaining the purpose of the report: 'You may be thinking of changing your program of study and wonder how that change would affect your progress. You can use this component to set up and request a simulated or "what-if" advisement report based on alternate programs of study. Select the Create New Report button to set up your what-if scenario.' A yellow button labeled 'Create New Report' is prominently displayed. At the bottom left, there is a 'Go to top' link.

3. Set the what-if scenario you intend to simulate by choosing Academic Program, Area of Study and Concentration.

CUHK Chinese University Student Information System Home | Sign Out

Data Language: English

What-If Report

Create What-if Scenario

You may be thinking of changing your program of study or taking certain courses. Using this page, you can set up a what-if scenario based on different academic programs or courses. Select the Submit Request button to request a degree progress report based on your what-if information.

Career Scenario
Select a career for which you want the change to take place.

Institution	Career	Catalog Year
CUHK	Undergraduate	2019-20 Term 1

Program Scenario
The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios.

Academic Program	Area of Study	Concentration
BSSc Global Communication	Global Com	n/a
BBA Integrated BBA Programme	Integrated B	None
None	None	None

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

Browse Course Catalog

What-If Course List Personalize | View All | 1 of 1 | Last

Course

Submit Request

4. Can also use this function to include courses they intend to take to a what-if program scenario to see what would be the course fulfilment result. Click 'Browser Course Catalog'.

CUHK Chinese University Student Information System Home | Sign Out

Data Language: English

What-If Report

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Academic Program	Area of Study	Concentration
BSSc Global Communication	Global Com	n/a
BBA Integrated BBA Programme	Integrated B	None
None	None	None

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

Browse Course Catalog

What-If Course List Personalize | View All | 1 of 1 | Last

Course

Submit Request

5. Select a course.

Chinese University Student Information System Home | Sign Out

Data Language: English

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

Select subject code to display or hide course information.

- ▶ ACCT - Accountancy
- ▶ ACON - Architectural Conservation
- ▶ ACPY - Anatomical & Cellular Patholog
- ▶ AENP - Advanced Emergency Nursing Pra
- ▶ AEPT - Adv Environmental Planning Tec
- ▶ AIST - AI: Systems & Tech
- ▶ ANAT - Anatomy
- ▶ ANIC - Anaesthesia & Intensive Care
- ▶ ANTH - Anthropology
- ▶ APEP - Applied Epidemiology

6. Click 'Select'

Chinese University Student Information System Home | Sign Out

Data Language: English

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

Select subject code to display or hide course information.

- ▶ IASP - International Asian Studies
- ▼ IBBA - Integrated BBA Programme

Course Nbr	Course Title	Select
3010	Issues in Business	<input type="button" value="Select"/>
3020	Corporate Social Responsibilities: Distinguished Speaker Series	<input type="button" value="Select"/>
3031	Corporate Project	<input type="button" value="Select"/>
3032	Corporate Project	<input type="button" value="Select"/>
3040	Business Lecture Series	<input type="button" value="Select"/>
4010	Issues in Asian Business	<input type="button" value="Select"/>
4089	Business Practicum	<input type="button" value="Select"/>
- ▶ IEMS - Information Engineering (TPg)

7. Click 'Submit Request'.

Data Language: English

What-If Report
Create What-if Scenario

You may be thinking of changing your program of study or taking certain courses. Using this page, you can set up a what-if scenario based on different academic programs or courses. Select the Submit Request button to request a degree progress report based on your what-if information.

Career Scenario
Select a career for which you want the change to take place.

Institution	Career	Catalog Year
CUHK	Undergraduate	2019-20 Term 1

Program Scenario
The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios.

Academic Program	Area of Study	Concentration
BSSc Global Communication	Global Com	n/a
BBA Integrated BBA Programme	Integrated B	None
None	None	None

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

Browse Course Catalog

What-if Course List Personalize | View All | First 1 of 1 Last

Course	Description	Units	*Term	Grade	Delete
IBBA 3020	Corporate Social Responsibilities Distinguished Speaker Series	1.00	2019-20 Term 3 (P)		

Submit Request

8. The what-if report will be displayed. The status of courses added in the what-if course list will be displayed as '?' to distinguish with other completed courses or in-progress courses you have actually taken or registered for.

Home | Sign Out

Data Language: English

CUHK | Undergraduate

This report last generated on 08/03/2020 1:41PM

Collapse All Expand All

Taken In Progress Planned What-if

[Notes to students \(G6146\)](#)

[University Graduation Requirements \(G8309\)](#)

Not Satisfied:

[123 Units of Courses \(R4754, L10\)](#)

Not Satisfied: A student admitted to a study programme with a normative study period of four years shall complete at least 123 units of courses before graduation.

- Units: 123.00 required, 23.00 taken, 100.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
COMM1120	Development of Mass Comm	3.00	2019-20 Term 1		✓
COMM2440	Photojournalism	3.00	2019-20 Term 2		✓
FREN1000	French I	3.00	2019-20 Term 1		✓
GEWS1000	College Assembly/High Table	0.00	2019-20 Term 1		✓
GEWS1011	College Induction Course	3.00	2019-20 Term 1		✓
IBBA3020	CSR	1.00	2019-20 Term 3 (Part-Time)		?
PHED1024	Volleyball (Women)	1.00	2019-20 Term 2		✓
PHED1130	Modern Dance	1.00	2019-20 Term 1		✓
UGEA2230	Intro to Transform in Chi Hist	2.00	2019-20 Term 1		✓
UGFH1000	In Dialogue with Humanity	3.00	2019-20 Term 1		✓

[72 Units of Courses at CUHK \(R4836, L20\)](#)

Not Satisfied: Student shall complete at least 72 units of courses at CUHK before

To learn more on “**How to use Chinese University Student Information System (CUSIS)**”, please visit

- Computer-based training: <http://www.cuhk.edu.hk/cusis/login/howto/cbt-student/>
- FAQs and How-to page: <http://www.cuhk.edu.hk/cusis/faqs.html>