## System Walkthrough for Finish Enrolling Courses

1. Within specified course selection or add/drop period, logon "MyCUHK", click "CUSIS" tile and then "Manage Classes" tile. Select "Shopping Cart / Enroll classes". Check the checkbox of the classes you want to enroll and validate again. Then click "Enroll".

<ul> <li>Student Homepage</li> </ul>				Shoppir	ig Cart						🖗 Q
2019-20 Term 2 Undergraduate											
View My Classes								Enre	oll	Delete	Validate
My Weekly Schedule	Your S	hopping Ca	rt								
Enrollment Dates	Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
Browse Course Catalog		Open	( 5565 ) LEC	COMM 2500 Intro to Global Comm	Regular Academic Session	Wednesday 10:30AM to 1:15PM	To be Announced	Staff	3.00	Open Seats	Change Preferences
-	- i -	1				Wednesday 10:30AM to 1:15PM	Lee Shau Kee Building 515	X. L***		16 of 44	
Class Search / Add to Cart	. !	1				Wednesday 10:30AM to 1:15PM	Lee Shau Kee Building 515	X. L***			
🛒 Shopping Cart / Enroll classes		Open	(8424) B - LEC	COMM 2710 Fundamentals in	Regular Academic	Tuesday 10:30AM to	Humanities Building	L. L****	3.00	Open	Change
Drop Classes		open	(0121)0 120	Visual Media	Session	1:15PM	208		0.00	Seats 1 of 36	Preferences
🔁 Swap Classes		Open	( 5334 ) B - LEC	COMM 2740 Broadcast News	Regular Academic Session	Friday 2:30PM to 5:15PM	Humanities Building 314	G. P*****	3.00	Open Seats	Change Preferences
Y Update Classes										9 of 20	
Enrollment Status		Open	(6886)LEC	GRMD 1402 Global Change & Env Sus	Regular Academic Session	Monday 12:30PM to 2:15PM	To be Announced	Staff	3.00	Open Seats	Change Preferences
Enroll by My Requirements	i i					Monday 12:30PM to 2:15PM	Wu Ho Man Yuen Bldg 303	H. YWM		18 of 60	
		1				Monday 12:30PM to 2:15PM	Wu Ho Man Yuen Bldg 303	H. YWM			
Planner						Monday 12:30PM to 2:15PM	Wu Ho Man Yuen Bldg 303	H. YWM			
Timetable Planner		i	( 6413 ) -T01 - TUT			To be Announced	To be Announced	H. YWM		Open	
Teaching Timetable by Subj/Dpt			(0413)-101-101			to be Announced	to be Announced	11. 1 • • • • •		Seats 18 of 60	
Teaching Timetable by Prog(PG)		Open	(8184) B - LEC	PSYC 1000 General	Regular Academic	Thursday 2:30PM to	To be Announced	Staff	3.00	Open	Change
		Open	(0104)0-110	Psychology	Session	4:15PM			3.00	Seats 117 of	Preferences
	i i					Thursday 2:30PM to 4:15PM	Lee Shau Kee Building LT6	Y. F***		401	

## 2. "Enrollment Status" will show "In Progress". Click "Refresh" until the status is updated.

Student Home	epage		Enrollment S	itatus		<i>Ç</i> (	ર :	
2019-20 Term 2 Undergraduate The Chinese Unive		Change						
Enrollment(	Add/Drop/Swap)	Request Status			Refresh Cancel E	nrollment Re	quest	
		Enrollment Request ID	0005465009					
		Submission Date	03/08/2020 9:30PM					
During peak enro	ollment period, the syster	. For overall and final result, please ref m may take longer time (15-25 minutes ss", you can click the Refresh button to	) to process your request.					
			-				5 rows	5 rows
						×	Q	
	#Seq Status*	Class	Course Code	Request Type	Message/Warning/Error			
1	1 In Progress	( 5565 ) LEC	COMM 2500	Enroll				
2	2 In Progress	(8424) B - LEC	COMM 2710	Enroll				
3	3 In Progress	( 5334 ) B - LEC	COMM 2740	Enroll				
4	4 In Progress	( 6886 ) LEC	GRMD 1402	Enroll				
5	5 In Progress	(8184) B - LEC	PSYC 1000	Enroll				
*Please refer to \	View My Classes for the	enrollment result of waitlisted class.						

3. Read course selection results carefully, including the message shown.

\* Please note that this page is just showing the enrollment status/result of the last transaction. Student should refer to "View My Classes" for the enrollment result of waitlisted class.

Student Ho	omepage		Enrollmen	t Status		🖗 Q
2019-20 Term Undergraduate The Chinese Uni	n 2 C	hange				
Enrollmer	nt(Add/Drop/Swap) R	equest Status			Refresh	cel Enrollment Request
		Enrollment Request ID 0	005465009			•
		Submission Date 0	3/08/2020 9:30PM			
During peak er	nrollment period, the system r	or overall and final result, please refe may take longer time (15-25 minutes) ', you can click the Refresh button to g	to process your request.			
2 Class Sea	rch / Add to Cart					5 rov
						₹, Q
🐺 Shopping	Cart / Enroll classes	Class	Course Code	Request Type	Message/Warning/Error	×, Q
Shopping	Cart / Enroll classes	<b>Class</b> ( 5565 ) LEC	Course Code COMM 2500	Request Type Enroll	Message/Warning/Error	F, Q
Shopping	1				Message/Warning/Error	C, Q
1	1 Success	( 5565 ) LEC	COMM 2500	Enroll	Message/Warning/Error	E Q
1 2	1 Success 2 Success	( 5565 ) LEC ( 8424 ) B - LEC	COMM 2500 COMM 2710	Enroll	Message/Warning/Error	R. Q.

4. Click "My Weekly Schedule" to check your class schedule after all classes are enrolled. All courses you formally register or under the wait list will be shown.

< Student Homepage					Weekly S	Schedule				Ş	;
View My Classes									Data La	nguage: English	~
My Weekly Schedule	[	<< Previous Wee	<u>k</u>	Week of 24/2	/2020 - 1/3/2020		Next Week >>				
Enrollment Dates		Show Week of 25	/02/2020	Start Time	e 8:00AM	End Time 6:00PM	Refi	esh Calendar			
	Schedule										
Browse Course Catalog	Time	Monday 24 Feb	Tuesday 25 Feb	Wednesday 26 Feb	Thursday 27 Feb	Friday 28 Feb	Saturday 29 Feb	Sunday 1 Mar			
Class Search / Add to Cart	8:30AM										
Class Search / Add to Cart	9:30AM										
Shopping Cart / Enroll classes	10:30AM		PHED 1034 - D Lecture	COMM 2500							
Drop Classes	11:30AM		10:30AM - 12:15PM Kwok Sports Building SC	COMM 2500 Lecture 10:30AM - 1:15PM Lee Shau Kee Building 515	JT03 Interactive Tutorial						
🛓 Swap Classes	12:30PM			Durining or to							
Dpdate Classes	1:30PM	12:30PM - 2:15PM Wu Ho Man Yue	n			Yasumoto Int'l					
Enrollment Status	2:30PM	Show Week of _50027020         Start Time 800AM         End Time 800PM         Refresh Calendar           Chedule									
	2.2004										
Enroll by My Requirements					T.C. Cheng Bldg						
	4:30PM										
Planner	5:30PM										
	Meeting	nformation not	available								
Timetable Planner	Class				Instructor		Start Date	End Date			
		2T01		nv Sus			-				
Teaching Timetable by Subj/Dpt											
Teaching Timetable by Prog(PG)	Show	AM/PM	Monda	y	Thursday						
- reaching filletable by Frog(PG)	Show	Class Title	🗹 Tuesda	ay	Friday	🗹 Sunday	Refr	esh Calendar			
	Show	Instructors	Wedne	esday	🗹 Saturday						
							Pri	nter Friendly Page			