## 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".

Student Homepage				Shoppin	ıg Cart						🖗 Q 👔
2019-20 Term 2 Undergraduate											
Tiew My Classes								Enro		Delete	Validate
My Weekly Schedule	Your S	hopping Car	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
1882.x	i.					Wednesday 10:30AM to 1:15PM	Lee Shau Kee Building 515	X. L***		16 of 44	
Q Class Search / Add to Cart						Wednesday 10:30AM to 1:15PM	Lee Shau Kee Building 515	X. L***			
Shopping Cart / Enroll classes		Onon	(9424) B. LEC	COMM 2710 Eurodamentals in	Regular Academic	Tuesday 10:30AM to	Humanities Building	****	2.00	Open	Change
Drop Classes		Open	(0424)0-220	Visual Media	Session	1:15PM	208	L. L	3.00	Seats 1 of 36	Preferences
Z 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 9 of 20	Change Preferences
Update Classes	-										
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
Foroll by My Requirements	1					Monday 12:30PM to 2:15PM	Wu Ho Man Yuen Bldg 303	H. YWM		60	
			Class     Description     Session     Days and Times     Room       (5565)LEC     COMM 2500 Intro to Global Comm     Regular Academic Session     Wednesday     10:30AM     To be Announced to 1:15PM     To be Announced building 515       (8424)B-LEC     COMM 2710 Fundamentals in Visual Media     Regular Academic Session     Tuesday     10:30AM     Lee Shau Kee Building 515       (6886)LEC     COMM 2710 Fundamentals in Visual Media     Regular Academic Session     Tuesday     10:30AM to 1:15PM     Humanities Buildi 314       (6886)LEC     GRMD 1402 Global Change & Env Sus     Regular Academic Session     Friday     2:30PM to 2:15PM     To be Announced Bidg 303       (6843)-T01 - TUT     To be Announced     Wu Ho Man Yuen Bidg 303     Wu Ho Man Yuen Bidg 303     Wu Ho Man Yuen Bidg 303       (8184)B-LEC     PSYC 1000 General Psychology     Regular Academic Session     To be Announced 4:15PM     To be Announced	Wu Ho Man Yuen Bldg 303	H. YWM						
						Monday 12:30PM to 2:15PM	Wu Ho Man Yuen Bldg 303	H. YWM			
Timetable Planner			(6412) TO1 TUT			To be Appeureed	To be Appeuroad			Onon	
Teaching Timetable by Subj/Dpt	i.		(0413)-101-101			to be Announced	to be Announced			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
	1	open	(0.01)0-220	Psychology	Session	4:15PM Thursday 2:30PM to	Lee Shau Kee	Y F***	0.00	Seats 117 of	Preferences
	<u>L</u>	i				4:15PM	Building LT6			401	

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

Student Home	page		Enrollment S	status		Ş	Q	:
2019-20 Term 2 Undergraduate The Chinese University	sity of Hong Kong	Change						
Enrollment(	Add/Drop/Swap)	Request Status			Refresh Cancel I	Enroliment R	equest	
		Enrollment Request ID	0005465009					
		Submission Date	03/08/2020 9:30PM					
This page only sh During peak enro If the Status of yo	lows your latest request llment period, the system our request is "In Progree	. For overall and final result, please ref m may take longer time (15-25 minutes ss", you can click the Refresh button to	er to View My Classes. ) to process your request. get the latest status.					
			-				5 ro	ws
						C	×, C	Ł
	#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 V	fiew 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.

<ul> <li>Student Homepage</li> </ul>			🖗 🔍 🗄			
2019-20 Term 2 Undergraduate The Chinese University of Hon	ng Kong	Change				
Enrollment(Add/Dr	rop/Swa	p) Request Status			Refresh	Cancel Enrollment Request
		Enrollment Request ID 000	05465009			
		Submission Date 03/	08/2020 9:30PM			
This page only shows your During peak enrollment per If the Status of your reques	latest reque riod, the sys at is "In Prog	est. For overall and final result, please refer t tem may take longer time (15-25 minutes) to rress", you can click the Refresh button to ge	o View My Classes. process your request. t the latest status.			
Q Class Search / Add to (	Cart					5 rows
🡾 Shopping Cart / Enro	ll classes	Class	Course Code	Request Type	Message/Warning/Error	
1 15	Success	( 5565 ) LEC	COMM 2500	Enroll		
2 2 5	Success	( 8424 ) B - LEC	COMM 2710	Enroll		
3 3 5	Success	( 5334 ) B - LEC	COMM 2740	Enroll		
4 4 5	Success	(6886)LEC	GRMD 1402	Enroll		
5 5 5	Success	(8184) B - LEC	PSYC 1000	Enroll		
*Please refer to View My C	classes for the	he enrollment result of waitlisted class.				

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	ľ	
View My Classes									Data I	anguage: English	~	~
My Weekly Schedule		<< Previous Wee	k line	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	Refr	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				
	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	Lecture 10:30AM - 1:15PM Lee Shau Kee Building 515	JT03 Interactive Tutorial 11:30AM -							
Swap Classes	12:30PM	GRMD 1402			1:15PM Hui Yeung Shing Bldg 303							
Update Classes	1:30PM	Lecture 12:30PM - 2:15PM Wu Ho Man Yue Bido 303	n			UGFN 1000 - J Lecture 1:30PM - 2:15PM Yasumoto Int'l	1					
Enrollment Status	2:30PM				COMM 2600 - B	Acad Park LT8				¥ v nguage: English ∨		
Commission Description	3-30PM				Lecture 2:30PM - 5:15PM						<i>♀</i> C ▼	
Enroll by My Requirements	3.30FM				T.C. Cheng Bldg					Data Language: English		
	4:30PM				C2							
Planner	5:30PM											
	Meeting I	nformation not	available									
Timetable Planner	Class		Course Title		Instructor		Start Date	End Date				
	GRMD 140 (Interactive	2T01	Global Change & E	nv Sus			06/01/2020	14/04/2020				
Teaching Timetable by Subj/Dpt	V Displa	y Options										
Teaching Timetable by Brog(PC)	Show	AM/PM	Monda	iy	Thursday							
reaching finetable by Prog(PG)	□ Show	Class Title	🗹 Tuesda	ay	Friday	🗹 Sunday	Refr	esh Calendar				
	Show	Instructors	Wedne	esday	🗹 Saturday							
							Pri	nter Friendly Page				