

加選 (Add)、退選 (Drop)、交換 (Swap) 及改動 (Update) 科目功能示例

甲. 加選 (add) 科目功能

請參閱附件一，利用"Class Search / Add to Cart"加選科目至 Shopping Cart，然後在選科期及改選期間正式選課。

乙. 退選 (drop) 科目功能

1. 按"Manage Classes"方格，然後選擇"Drop Classes"及學期。

The screenshot shows the 'Student Homepage' with a navigation menu on the left and a main content area. The 'Drop Classes' option is highlighted with a red dashed box. The main content area shows '2019-20 Term 1 Undergraduate' and '2019-20 Term 2 Undergraduate'.

2. 剔選擬退選的科目，再按"Next"。

The screenshot shows the 'Drop Classes' interface. A 'Next >' button is highlighted in a red dashed box. The main content area shows '2019-20 Term 2 Undergraduate' and a table of classes to be dropped.

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input type="checkbox"/>	(5565) -- LEC	COMM 2500 Intro to Global Comm	Wednesday 10:30AM to 1:15PM	Lee Shau Kee Building 515	X. L***	3.00	Enrolled
<input type="checkbox"/>	(4422) B - LEC	COMM 2600 Introduction to Journalism	Thursday 2:30PM to 5:15PM	T.C. Cheng Bldg C2	Staff	3.00	Enrolled
<input checked="" type="checkbox"/>	(6886) -- LEC (6413) -T01 - TUT	GRMD 1402 Global Change & Env Sus	Monday 12:30PM to 2:15PM	Wu Ho Man Yuen Bldg 303	H. YWM	3.00	Enrolled
<input type="checkbox"/>	(5649) D - LEC	PHED 1034 Squash (Women)	Tuesday 10:30AM to 12:15PM	Kwok Sports Bldg Squash Court	Q. XZ	1.00	Enrolled
<input type="checkbox"/>	(6195) J - LEC (6890) JT03 - TUT	UGFN 1000 In Dialogue With Nature	Friday 1:30PM to 2:15PM Thursday 11:30AM to 1:15PM	Yasumoto Int'l Acad Park LT8 Hui Yeung Shing Bldg 303	J. Y*** J. Y***	3.00	Enrolled

3. 點擊"Drop Classes"。

2019-20 Term 2
Undergraduate

1 Select Classes to Drop
Complete

2 Review Classes to Drop
Visited

Drop Classes

Class	Description	Days and Times	Room	Instructor	Units	Status
(6886) - - LEC	GRMD 1402 Global Change & Env Sus	Monday 12:30PM to 2:15PM	Wu Ho Man Yuen Bldg 303	H. YWM	3.00	Enrolled
(6413) -T01 - TUT						

Class Search / Add to Cart

Shopping Cart / Enroll classes

4. "Enrollment Status"將顯示"In Progress"。點擊"Refresh"直至顯示選課結果。

Drop Classes

Enrollment Status

2019-20 Term 2
Undergraduate
The Chinese University of Hong Kong

Change

Enrollment(Add/Drop/Swap) Request Status

Enrollment Request ID 0005465010

Submission Date 03/08/2020 11:00PM

This page only shows your latest request. For overall and final result, please refer to View My Classes.
During peak enrollment period, the system may take longer time (15-25 minutes) to process your request.
If the Status of your request is "In Progress", you can click the Refresh button to get the latest status.

Refresh Cancel Enrollment Request

1 row

#Seq	Status*	Class	Course Code	Request Type	Message/Warning/Error
1	In Progress	(6886) - - LEC	GRMD 1402	Drop	

*Please refer to View My Classes for the enrollment result of waitlisted class.

5. 系統將顯示結果，細閱有關提示。

Enrollment(Add/Drop/Swap) Request Status

Enrollment Request ID 0005465010
Submission Date 03/08/2020 11:00PM

This page only shows your latest request. For overall and final result, please refer to View My Classes. During peak enrollment period, the system may take longer time (15-25 minutes) to process your request. If the Status of your request is "In Progress", you can click the Refresh button to get the latest status.

#Seq	Status*	Class	Course Code	Request Type	Message/Warning/Error
1	Success	(6886) - - LEC	GRMD 1402	Drop	This class has been dropped.

*Please refer to View My Classes for the enrollment result of waitlisted class.

丙. 交換 (swap) 科目功能

1. 選擇"Swap Classes"。此功能可讓學生在成功加選科目後才退選科目。

Swap Classes

Select the class you wish to swap then select the class you wish to replace it with.

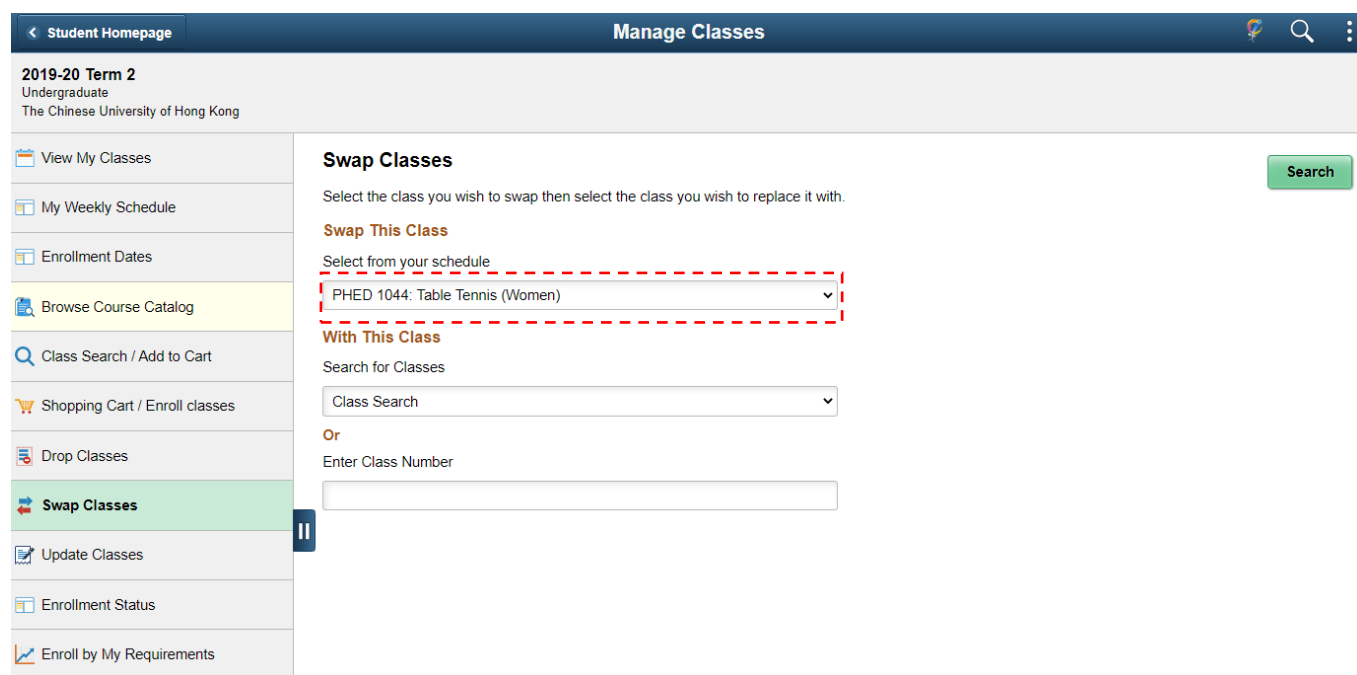
Swap This Class
Select from your schedule

With This Class
Search for Classes

Or
Select from Shopping Cart

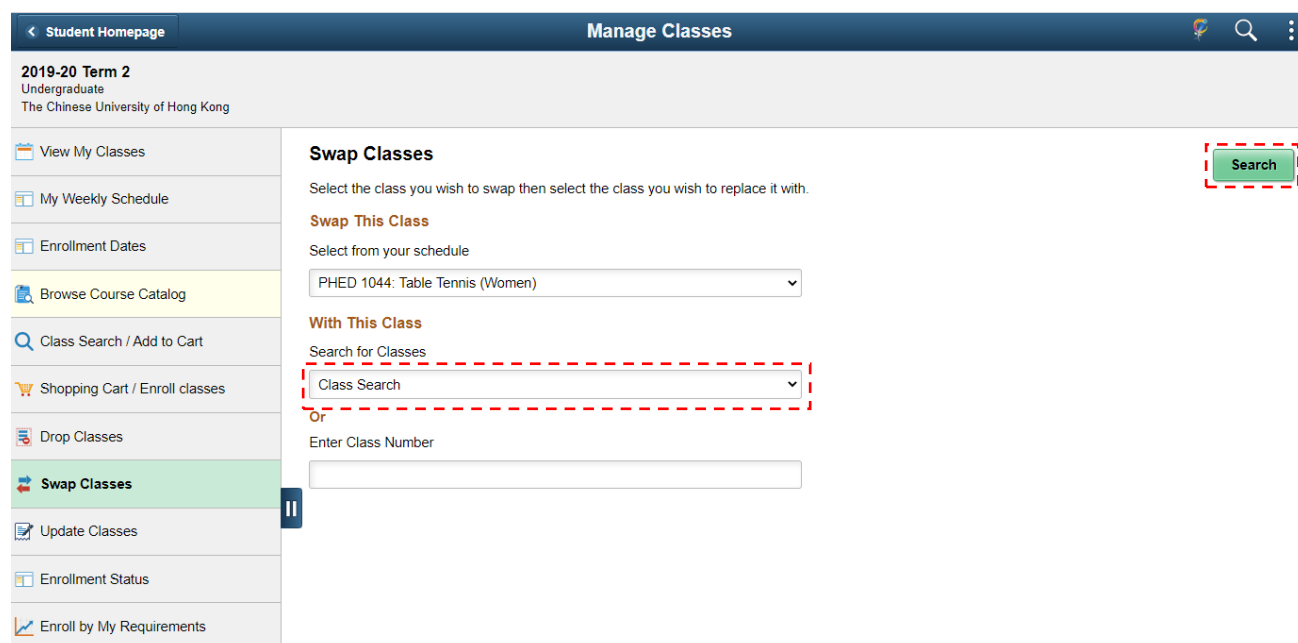
Or
Enter Class Number

2. 從 drop down list 上選擇擬交換的科目。



The screenshot shows the 'Manage Classes' interface for the 2019-20 Term 2 Undergraduate program at The Chinese University of Hong Kong. The left sidebar contains navigation options, with 'Swap Classes' highlighted in green. The main content area is titled 'Swap Classes' and includes a 'Search' button. The instructions state: 'Select the class you wish to swap then select the class you wish to replace it with.' Under 'Swap This Class', there is a dropdown menu labeled 'Select from your schedule' which is highlighted with a red dashed box and contains the text 'PHED 1044: Table Tennis (Women)'. Below this, the 'With This Class' section has a 'Search for Classes' dropdown menu (also highlighted with a red dashed box) and an 'Or Enter Class Number' text input field.

3. 學生可使用科目搜尋功能，在 Shopping Cart 內或直接輸入 class number 以選擇擬加選之科目。此處以科目搜尋功能作示例。



This screenshot is similar to the previous one, showing the 'Swap Classes' section. In this instance, the 'Search for Classes' dropdown menu under the 'With This Class' section is highlighted with a red dashed box and shows 'Class Search'. The 'Swap This Class' dropdown menu also shows 'PHED 1044: Table Tennis (Women)'. The 'Search' button in the top right corner is also highlighted with a red dashed box.

4. 輸入搜尋條件，再按"Enter"或">>"。

2019-20 Term 2 Undergraduate

Class Search

Search For Classes **PHED**

Additional ways to search

Recently Viewed

- COMM 2600**
Introduction to Journalism
1 class option available
- COMM 2500**
Introduction to Global Communication
1 class option available
- GRMD 1402**
Global Change and Environmental Sustainability
1 class option available
- SOWK 1113**
Self-development in Changing Society
2 class options available
- ECON 1111**
Mathematical Methods in Economics II
2 class options available

[Delete All](#)

5. 從搜尋結果內選擇擬加選科目。

Class Search Results

View Search Results

38 Courses with keyword: PHED

- PHED1011 - Track and Field (Men)**
1 unit
1 Class Option Available
- PHED1012 - Track and Field (Women)**
1 unit
1 Class Option Available
- PHED1017 - Physical Conditioning (Men)**
1 unit
9 Class Options Available
- PHED1018 - Physical Conditioning (Women)**
1 unit
11 Class Options Available
- PHED1021 - Basketball (Men)**
1 unit
10 Class Options Available
- PHED1022 - Basketball (Women)**
1 unit
9 Class Options Available
- PHED1023 - Volleyball (Men)**

6. 選擇擬加選的科目組別（包括相關之導修或實驗課）。

< Class Search Results
Course Information

2019-20 Term 2
Undergraduate

- View My Classes
- My Weekly Schedule
- Enrollment Dates
- Browse Course Catalog
- Class Search / Add to Cart
- Shopping Cart / Enroll classes
- Drop Classes
- Swap Classes**
- Update Classes
- Enrollment Status
- Enroll by My Requirements
- Planner

PHED 1024
Volleyball (Women)

▶ **Course Information**

▼ **Class Selection**

Select a class option ⓘ Selected Filters 4 options

Option	Status	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	(8632) A - LEC	7/1, 14/1, 21/1, 28/1, 4/2, 11/2, 18/2, 25/2, 3/3, 10/3, 17/3, 24/3, 31/3, 7/4, 14/4	Tuesday 10:30AM to 12:15PM	The Thomas H.C. Cheung Gym, UC	Ms. L* Sau Ying	Open Seats 24 of 24 >
2	Open	(8633) B - LEC	6/1, 13/1, 20/1, 27/1, 3/2, 10/2, 17/2, 24/2, 2/3, 9/3, 16/3, 23/3, 30/3, 6/4, 13/4	Monday 2:30PM to 4:15PM	The Thomas H.C. Cheung Gym, UC	Ms. L* Sau Ying	Open Seats 24 of 24 >
3	Open	(8634) C - LEC	7/1, 14/1, 21/1, 28/1, 4/2, 11/2, 18/2, 25/2, 3/3, 10/3, 17/3, 24/3, 31/3, 7/4, 14/4	Tuesday 2:30PM to 4:15PM	The Thomas H.C. Cheung Gym, UC	Miss C*** Chi Ngan	Open Seats 24 of 24 >
4	Open	(8635) D - LEC	6/1, 13/1, 20/1, 27/1, 3/2, 10/2, 17/2, 24/2, 2/3, 9/3, 16/3, 23/3, 30/3, 6/4, 13/4	Monday 8:30AM to 10:15AM	The Thomas H.C. Cheung Gym, UC	Miss C*** Chi Ngan	Open Seats 24 of 24 >

7. 檢視擬加選科目，再按"Next"。

× Exit
Swap Classes

Next >

2019-20 Term 2
Undergraduate
The Chinese University of Hong Kong

- Review Class Selection**
Visited
- Review Class Preferences
Not Started
- Confirm Class Swap
Not Started

Step 1 of 3: Review Class Selection

You have selected

PHED 1024 Volleyball (Women)

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
(8635) D - LEC	Regular Academic Session	6/1, 13/1, 20/1, 27/1, 3/2, 10/2, 17/2, 24/2, 2/3, 9/3, 16/3, 23/3, 30/3, 6/4, 13/4	Monday 8:30AM to 10:15AM	Open Seats 3 of 24

8. 點擊"Accept"。

The screenshot shows the 'Swap Classes' interface for the 2019-20 Term 2 Undergraduate program at The Chinese University of Hong Kong. The interface is divided into three steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (In Progress), and 3. Confirm Class Swap (Not Started). The current step is 'Step 2 of 3: Review Class Preferences', which displays the class 'PHED 1024 Volleyball (Women)' (8635) D - LEC - Open. A 'Permission Number' field is present with an information icon. The 'Accept' button is highlighted with a red dashed box.

Exit Swap Classes

Previous

2019-20 Term 2
Undergraduate
The Chinese University of Hong Kong

1 Review Class Selection
Complete

2 Review Class Preferences
In Progress

3 Confirm Class Swap
Not Started

Step 2 of 3: Review Class Preferences

PHED 1024 Volleyball (Women)
(8635) D - LEC - Open

Permission Number ⓘ

Accept

9. 按"Next"。

The screenshot shows the 'Swap Classes' interface for the 2019-20 Term 2 Undergraduate program at The Chinese University of Hong Kong. The interface is divided into three steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (Complete), and 3. Confirm Class Swap (Not Started). The current step is 'Step 2 of 3: Review Class Preferences', which displays the class 'PHED 1024 Volleyball (Women)' (8635) D - LEC - Open. A 'Permission Number' field is present with an information icon. The 'Next' button is highlighted with a red dashed box.

Exit Swap Classes

Previous Next

2019-20 Term 2
Undergraduate
The Chinese University of Hong Kong

1 Review Class Selection
Complete

2 Review Class Preferences
Complete

3 Confirm Class Swap
Not Started

Step 2 of 3: Review Class Preferences

PHED 1024 Volleyball (Women)
(8635) D - LEC - Open

Permission Number ⓘ

Accept

10. 點擊"Submit"。

11. "Enrollment Status"將顯示"In Progress"。點擊"Refresh"直至顯示選課結果。

12. 細閱選課結果以及顯示的提示。

* 請留意本頁只顯示最近一次選課申請結果。學生須於"View My Classes"查閱列於科目候補名單之最新情況。

2019-20 Term 2
Undergraduate
The Chinese University of Hong Kong

Enrollment(Add/Drop/Swap) Request Status

Enrollment Request ID 0005465012
Submission Date 03/08/2020 11:27PM

This page only shows your latest request. For overall and final result, please refer to View My Classes. During peak enrollment period, the system may take longer time (15-25 minutes) to process your request. If the Status of your request is "In Progress", you can click the Refresh button to get the latest status.

Class Search / Add to Cart

Shopping Cart / Enroll classes	Class	Course Code	Request Type	Message/Warning/Error
1	Success	(8635) D - LEC	Swap	This class has been added to your schedule.

*Please refer to View My Classes for the enrollment result of waitlisted class.

丁. 改動 (update) 科目功能

1. "Update Classes"可讓學生改動相關的導修課堂而不用退選講座 (lecture) (只適用於學系不設有"add consent"或"drop consent"的導修課)。點擊"Update Classes"及選擇擬改動之科目。

2019-20 Term 2
Undergraduate

Manage Classes

Update Classes

Class	Description	Days and Times	Units	Status
(8184) B - LEC	PSYC 1000 General Psychology	Thursday 2:30PM to 4:15PM Thursday 2:30PM to 4:15PM Thursday 2:30PM to 4:15PM	3.00	Enrolled
(8708) BL01 - LAB		Thursday 4:30PM to 5:15PM Thursday 4:30PM to 5:15PM Thursday 4:30PM to 5:15PM		
(8105) -- LEC	UGED 3143 Literature and Film	Friday 3:30PM to 5:15PM Friday 3:30PM to 5:15PM Friday 3:30PM to 5:15PM	3.00	Enrolled
(8131) -T01 - TUT		Friday 1:30PM to 2:15PM Friday 1:30PM to 2:15PM Friday 1:30PM to 2:15PM		

2. 別選擬修讀的導修課，然後按"Next"繼續。

Update Classes

2019-20 Term 2
Undergraduate
The Chinese University of Hong Kong

1 Alternative Class Options
Visited

2 Class Preferences
Not Started

3 Review and Submit
Not Started

Step 1 of 3: Alternative Class Options

(8134) -T05 - TUT 1/1/2020 - 31/7/2020 Open Seats 10 of 10

Option 3 - Open

Select	Class	Meeting Dates	Days and Times	Seats
<input checked="" type="checkbox"/>	(8105) - - LEC	1/1/2020 - 31/7/2020	Friday 3:30PM to 5:15PM Friday 3:30PM to 5:15PM Friday 3:30PM to 5:15PM	Open Seats 15 of 20
<input type="checkbox"/>	(8133) -T04 - TUT	1/1/2020 - 31/7/2020	Friday 5:30PM to 6:15PM Friday 5:30PM to 6:15PM Friday 5:30PM to 6:15PM	Open Seats 3 of 5

Option 4 - Open

Select	Class	Meeting Dates	Days and Times	Seats
<input type="checkbox"/>	(8105) - - LEC	1/1/2020 - 31/7/2020	Friday 3:30PM to 5:15PM Friday 3:30PM to 5:15PM Friday 3:30PM to 5:15PM	Open Seats 15 of 20
<input type="checkbox"/>	(8132) -T03 - TUT	1/1/2020 - 31/7/2020	Friday 2:30PM to 3:15PM	Open Seats 4 of 5

Next >

3. 點擊"Accept"。

Update Classes

2019-20 Term 2
Undergraduate
The Chinese University of Hong Kong

1 Alternative Class Options
Visited

2 Class Preferences
In Progress

3 Review and Submit
Not Started

Step 2 of 3: Class Preferences

UGED 3143 Literature and Film
(8105) - - LEC - Open
(8133) -T04 - TUT - Open

Permission Number ⓘ

Accept

4. 按"Next"。

2019-20 Term 2
Undergraduate
The Chinese University of Hong Kong

1 Alternative Class Options
Visited

2 Class Preferences
Complete

3 Review and Submit
Not Started

Step 2 of 3: Class Preferences

UGED 3143 Literature and Film

(8105) - - LEC - Open
(8133) -T04 - TUT - Open

Permission Number ⓘ

Accept

5. 點擊"Submit"。

2019-20 Term 2
Undergraduate
The Chinese University of Hong Kong

1 Alternative Class Options
Visited

2 Class Preferences
Complete

3 Review and Submit
Visited

Step 3 of 3: Review and Submit

UGED 3143 Literature and Film

You are replacing these Classes

Current Enrollment Status: Enrolled

Class	Session	Days and Times	Room	Seats
(8105) - - LEC	Regular Academic Session	Friday 3:30PM to 5:15PM	Lee Chau Kee Building 210	Open Seats 15 of 20
(8131) -T01 - TUT	Regular Academic Session	Friday 1:30PM to 2:15PM	Lee Chau Kee Building 203	Open Seats 4 of 5

With these Classes

Selected Option Status: Open

Class	Session	Days and Times	Room	Seats
(8105) - - LEC	Regular Academic Session	Friday 3:30PM to 5:15PM	Lee Chau Kee Building 210	Open Seats 15 of 20
(8133) -T04 - TUT	Regular Academic Session	Friday 5:30PM to 6:15PM	Lee Chau Kee Building 203	Open Seats 3 of 5

Submit

6. "Enrollment Status"將顯示"In Progress"。點擊"Refresh"直至顯示選課結果。

The screenshot shows the 'Enrollment Status' page for a student. At the top, there is a navigation bar with 'Student Homepage' and 'Enrollment Status'. Below this, the term '2019-20 Term 2' and 'Undergraduate' are displayed, along with a 'Change' button. The main heading is 'Enrollment(Add/Drop/Swap) Request Status'. To the right of this heading are two buttons: 'Refresh' and 'Cancel Enrollment Request'. Below the heading, the 'Enrollment Request ID' is 0005465017 and the 'Submission Date' is 03/08/2020 11:59PM. A paragraph of text explains that the page shows the latest request and that during peak periods, the system may take longer to process requests. Below this text is a table with the following data:

#Seq	Status*	Class	Course Code	Request Type	Message/Warning/Error
1	In Progress	(8105) - - LEC	UGED 3143	Update	

A red dashed box highlights the 'In Progress' status in the table. Below the table, a note states: '*Please refer to View My Classes for the enrollment result of waitlisted class.'

7. 細閱選課結果以及顯示的提示。

* 請留意本頁只顯示最近一次選課申請結果。學生須於"View My Classes"查閱列於科目候補名單之最新情況。

The screenshot shows the 'Enrollment Status' page after a successful enrollment. The layout is similar to the previous screenshot, but the 'Status' in the table is now 'Success'. The 'Message/Warning/Error' column contains the text 'Selected class has been updated.' A red dashed box highlights the 'Success' status. Above the table, there is a search bar labeled 'Class Search / Add to Cart' and a 'Shopping Cart / Enroll classes' button. The rest of the page content, including the navigation bar, term information, and request details, remains the same as in the previous screenshot.