

## System Walkthrough for Applications for Late Course Add/Drop – Students

1. Read the information carefully on RES Homepage under “Late Course Add/Drop (to be submitted on CUSIS)”.
2. Login to CUSIS. Select “Applications”.
3. Once submitted the application, it cannot be cancelled by the student. Please think carefully and seek teacher’s advice before submission.
4. Student **MUST** check application result and updated course enrolment record on CUSIS. NO separate email will be sent by RES to advise the application result.

The screenshot displays the CUSIS Student Information System Student Homepage. The interface features a dark blue header with the CUSIS logo and the text "Chinese University Student Information System". A navigation bar at the top right shows "Student Homepage" with a dropdown arrow. The main content area is a grid of 12 white tiles, each with a title, an icon, and a small image or text. The "Applications" tile, located in the top row, second column, is highlighted with a red rectangular border. The tiles are arranged as follows:

<b>Profile</b>  1155124810	<b>Applications</b> 	<b>Manage Classes</b> 	<b>Academic Records</b> 
<b>Academic Progress</b> 	<b>Financial Account</b> 	<b>Scholarship and Financial Aid</b> 	<b>Non-local Learning Activities</b> 
<b>Exam Timetable for UG Courses</b> 	<b>Thesis Assessment for PG</b> 	<b>New Student Registration</b> 	<b>Back to MyCUHK</b> 

System Walkthrough for Applications for Late Course Add/Drop – Students

5. Select “Late Course Add/Drop (UG)” under “UG Applications” on the menu.

The image shows a screenshot of a student homepage menu. At the top is a dark blue header with a back arrow and the text "Student Homepage". Below this is a light gray menu bar with "Academic Related Applications" and an upward arrow. Underneath is a green bar labeled "Program-Related Change" with the option "Transfer Credit / Exemption". The next section is "UG Applications" with an upward arrow, containing a list of options: "Exempt University Chi. Courses", "Exempt ELTU1001", "Declare Major (UG)", "Science Major Registration", "Pass/Fail Grading (UG)", "e-Copy Transcript (UG)", "Transcript (Hardcopy Ver) (UG)", "Letter of Certification (UG)", and "Exceeding Course Load (UG)". The option "Late Course Add/Drop (UG)" is highlighted with a red rectangular box. Below this are "Other Applications" and "Online Leave Application(PG)", both with downward arrows. A blue pause button is visible on the right side of the menu.

## System Walkthrough for Applications for Late Course Add/Drop – Students

6. Read “Notes to Applicants” before clicking “Submit New Application”.



### Application for Late Course Add/Drop

#### Submit Application / View Application Status

##### Notes for Applicants

1. Before input, please read carefully the “Information on Online Application for Late Course Add/Drop” posted on RES homepage. This System is NOT applicable to:
  - postgraduate students
  - students of International Asian Studies Programme (IASP)
  - late add/drop of postgraduate courses of level 5000 or above
2. When submitting application for late add of course, please also input the Related Class (if any) of the course (e.g. tutorial, lab, etc) if the Related Class is a mandatory component. Otherwise, the application cannot be submitted.
3. Students MUST click “Submit” to complete the submission of application. An acknowledgement email will be sent to students’ campus email account after each submission. If students do not receive the email within ONE day after their submission, please login the system to check the submission records or contact RES immediately.
4. Once submitted, the application CANNOT be cancelled.
5. Students should check the application results on CUSIS by clicking on “Check Application Status”. No separate e-mail will be issued. Students should also check whether the course enrolment records under CUSIS is updated if approval is given.
6. Students who committed academic dishonesty may still be disciplined in accordance with related procedures even if they are approved to late drop the course.

For enquiries, please contact Registration and Examinations Section (RES) ([ugadmin@cuhk.edu.hk](mailto:ugadmin@cuhk.edu.hk))

May 2022

SUBMIT NEW APPLICATION

CHECK APPLICATION STATUS

## System Walkthrough for Applications for Late Course Add/Drop – Students

7. Select “Drop Course” or “Add Course”. Input relevant information and provide supporting documents. Then choose “**Submit**” to submit the application.



### Application for Late Course Add/Drop

#### Submit Application

Term: 2021-22 Summer Session

#### Part 1: Add/Drop Course

Drop Course

Course	Section	Description	Units
<input type="radio"/> MGNT1010	-	Introduction to Business	3.00
<input type="radio"/> PHYS3011	-	Classical Mechanics I	3.00

Add Course

Class Number:

Related Class 1:

Related Class 2:

#### Part 2: Contact

Contact Phone:

#### Part 3: Upload Supporting Document

##### Attach Document

Please attach the relevant document if necessary. The file size is limited to 1MB.

Created	Attached File	Upload	View	Delete
		Upload	New	Delete

#### Part 4: Reason(s)

##### Personal Information Collection Statement

1. The personal data provided on this form will be used for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
2. Information provided on this form may be transferred to other departments/ administrative units within CUHK for processing the application, where applicable.
3. For correction of or access to the personal data after submission of this Registration and Examinations Section (ugadmin@cuhk.edu.hk)

Save

Submit

Cancel

Insert the class number or select the class by clicking

Indicate to drop or add course

Courses registered for the academic term concerned will be available for selection

**MUST** input “Related Class” (e.g. Tutorial, Lab, etc) if it is a mandatory component

**MUST** input contact phone number

Upload supporting documents

**MUST** input application reasons

Click “**Submit**” to submit the application. Applications saved but not submitted will NOT be processed.

## System Walkthrough for Applications for Late Course Add/Drop – Students

8. Review the application details. Click “OK” to confirm submission of the application.



### Application for Late Course Add/Drop

#### Confirm Application Details

Please click 'OK'. If the following information is correct.

**Application Number:** 0000010032

**Application Status:** Saved

**Term:** 2021-22 Summer Session

**Action:** Late Add

Course	Section	Course Description	Units	Related 1	Related 2
PHYS3011	-	Classical Mechanics I	3.00	-T01	-E01

#### Reason

Interested in the course

## System Walkthrough for Applications for Late Course Add/Drop – Students

9. Students will receive email notification after the submission of applications for late course add/drop.



Mon 5/16/2022 14:56  
res.noreply@cuhk.edu.hk  
Late Course Add/Drop Application (Application Number: 0000010036)

To: Chan, Tai Man

Your application for Late Course Add/Drop has been received on 16-05-2022. Details are listed below.

Application result will be shown on CUSIS after approval / disapproval is given by relevant approval authority (please select "Check Application Status" under "Application for Late Course Add/Drop"). No separate e-mail will be issued. Please also check if the course enrolment records under CUSIS is updated if approval is given.

**Application Number:** 0000010036  
**Application Status:** In Progress  
**Term:** 2021-22 Summer Session  
**Action:** Late Add

Course	Section	Description	Units	Related 1	Related 2
CHEM2883	-	Physical Chem Lab for ESSC	2.0		

**Reason(s):** Testing

If there are further questions, please send email to [ugadmin@cuhk.edu.hk](mailto:ugadmin@cuhk.edu.hk).

Regards,  
Registration and Examinations Section  
The Chinese University of Hong Kong

\*\*\*\*\*  
*RES NO Reply is ONLY for sending e-mails (including any attachments) to intended recipients of CUHK. Please do NOT reply or send e-mail enquiries to this mailbox. Please contact Registration and Examinations Section (RES) at 3943 9888 or send e-mail to [ugadmin@cuhk.edu.hk](mailto:ugadmin@cuhk.edu.hk).*

*This e-mail (including any attachments) may contain confidential information offor the intended recipient(s). It may also be legally privileged. If you are not the intended recipient, you should not copy, forward, disclose or use any part of it. If you have received this message in error, please delete it and all copies from your system and notify the sender immediately. Internet communications cannot be guaranteed to be timely, secure, error or virus-free. The sender does not accept liability for any errors or omissions.*  
\*\*\*\*\*



**"SAVE PAPER - THINK BEFORE YOU PRINT!"**

10. Check application status



## Application for Late Course Add/Drop

### Submit Application / View Application Status

#### Notes for Applicants

1. Before input, please read carefully the "Information on Online Application for Late Course Add/Drop" posted on RES homepage. This System is NOT applicable to:
  - postgraduate students
  - students of International Asian Studies Programme (IASP)
  - late add/drop of postgraduate courses of level 5000 or above
2. When submitting application for late add of course, please also input the Related Class (if any) of the course (e.g. tutorial, lab, etc) if the Related Class is a mandatory component. Otherwise, the application cannot be submitted.
3. Students MUST click "Submit" to complete the submission of application. An acknowledgement email will be sent to students' campus email account after each submission. If students do not receive the email within ONE day after their submission, please login the system to check the submission records or contact RES immediately.
4. Once submitted, the application CANNOT be cancelled.
5. Students should check the application results on CUSIS by clicking on "Check Application Status". No separate e-mail will be issued. Students should also check whether the course enrolment records under CUSIS is updated if approval is given.
6. Students who committed academic dishonesty may still be disciplined in accordance with related procedures even if they are approved to late drop the course.

For enquiries, please contact Registration and Examinations Section (RES) ([ugadmin@cuhk.edu.hk](mailto:ugadmin@cuhk.edu.hk))

May 2022

SUBMIT NEW APPLICATION

CHECK APPLICATION STATUS

## System Walkthrough for Applications for Late Course Add/Drop – Students

11. Application status “*In Progress*”, “*Approved*”, “*Not Approved*” will be shown. For application “*Approved*”, check whether the course enrolment records under CUSIS are updated accordingly. No separate e-mail confirmation will be issued.



### Application for Late Course Add/Drop

#### Application Status

Application Form Status								
Application Number	Submission Date	Term	Course	Section	Course Description	Units	Action	Application Status
<a href="#">0000010033</a>	13/05/2022	2021-22 Summer Session	MGNT1010	-	Introduction to Business	3.00	Late Drop	Not Approved
<a href="#">0000010032</a>	13/05/2022	2021-22 Summer Session	PHYS3011	-	Classical Mechanics I	3.00	Late Add	Approved

Back

Check ‘View My Classes’ under CUSIS to see whether course enrolment records have been updated accordingly.