

# System Walkthrough for Add, Drop, Swap and Update Classes

## A. Add Classes

Please refer to Appendix 1, using "Class Search / Add to Cart" to add classes to the Shopping Cart and then proceed to actual enrolment during course selection or add/drop period.

## B. Drop Classes

1. Click "Manage Classes" tile, then click "Drop Classes" and select term.

The screenshot shows the 'Student Homepage' navigation menu. The 'Drop Classes' option is highlighted with a red dashed box. The menu includes options like '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', and 'Enroll by My Requirements'. The right side of the page shows '2019-20 Term 1 Undergraduate' and '2019-20 Term 2 Undergraduate'.

2. Check the checkbox of classes to be dropped. Click "Next".

The screenshot shows the 'Drop Classes' interface. A 'Next >' button is highlighted with a red dashed box. The interface displays '2019-20 Term 2 Undergraduate' and a progress bar with two steps: '1 Select Classes to Drop Complete' and '2 Review Classes to Drop Not Started'. Below the progress bar, a table titled 'Step 1 of 2: Select Classes to Drop' lists classes for selection. The 'Select' column contains checkboxes, with the checkbox for class (6886) - - LEC checked. The table columns are: Select, Class, Description, Days and Times, Room, Instructor, Units, and Status.

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 Chau 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. Click "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" will show "In Progress". Click "Refresh" until the status is updated.

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. System will display the result. Please read the message carefully.

**Enrollment Status**

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

**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.

### C. Swap Classes

1. Click "Swap Classes". "Swap Classes" allows students to drop a class only after they have successfully added another class.

**Manage Classes**

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

**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

Class Search

**Or**

Select from Shopping Cart

**Or**

Enter Class Number

**Search**

2. Select the class to be swapped from a drop down list.

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: View My Classes, My Weekly Schedule, Enrollment Dates, Browse Course Catalog, Class Search / Add to Cart, Shopping Cart / Enroll classes, Drop Classes, Swap Classes (highlighted), Update Classes, Enrollment Status, and Enroll by My Requirements. The main content area is titled 'Swap Classes' and includes a 'Search' button. Below the title, it instructs the user to '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' with 'PHED 1044: Table Tennis (Women)' selected. Below this, the 'With This Class' section offers two options: 'Search for Classes' with a dropdown menu showing 'Class Search', and 'Or Enter Class Number' with an empty text input field.

3. Select the class to be added either by class search, selecting from Shopping Cart or entering the class number directly. In the example, class search function is used.

This screenshot is similar to the previous one, showing the 'Manage Classes' interface. In this example, the 'Search' button in the top right corner is highlighted with a red dashed box. The 'Class Search' dropdown menu in the 'With This Class' section is also highlighted with a red dashed box, showing 'Class Search' as the selected option. The rest of the interface, including the sidebar and the 'Swap This Class' dropdown, remains the same as in the previous screenshot.

4. Enter the searching criteria. Press "Enter" or ">>" button.

The screenshot shows the 'Class Search' interface. At the top, there is a navigation bar with 'Swap Classes' and 'Class Search'. Below this, the term '2019-20 Term 2 Undergraduate' is displayed. A sidebar on the left contains various navigation options, with 'Swap Classes' highlighted in green. The main search area has a search bar containing 'PHED' and a search button. Below the search bar, there is a section titled 'Recently Viewed' which lists several courses with their titles and the number of class options available. The courses listed are: COMM 2600 (Introduction to Journalism), COMM 2500 (Introduction to Global Communication), GRMD 1402 (Global Change and Environmental Sustainability), SOWK 1113 (Self-development in Changing Society), and ECON 1111 (Mathematical Methods in Economics II). A 'Delete All' link is located at the bottom of this list.

5. Select the desired course from the searching result.

The screenshot shows the 'Class Search Results' interface. The top navigation bar includes 'Swap Classes' and 'Class Search Results'. On the left, there is a sidebar with filter options under 'Class Status', 'Subject', 'Class Meeting Days', 'Class Start Times', and 'Class End Times'. The 'Subject' filter is set to 'PHED / Physical Education'. The main content area is titled 'View Search Results' and shows '38 Courses with keyword: PHED'. A list of search results is displayed, including: PHED1011 - Track and Field (Men), PHED1012 - Track and Field (Women), PHED1017 - Physical Conditioning (Men), PHED1018 - Physical Conditioning (Women), PHED1021 - Basketball (Men), PHED1022 - Basketball (Women), and PHED1023 - Volleyball (Men). Each result shows the course name, unit count, and the number of class options available.

6. Select the desired class, including tutorial or laboratory section if any.

< Class Search Results
Course Information

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**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. Review selected class. Click "Next".

✕ Exit
Swap Classes

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

- 1** Review Class Selection  
Visited
- 2 Review Class Preferences  
Not Started
- 3 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

Next >

8. Click "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.

9. Click "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.

10. Click "Submit".

Swap Classes

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 Visited

**Step 3 of 3: Confirm Class Swap**

You are replacing this Class

PHED 1044 Table Tennis (Women)

Class	Session	Meeting Dates	Days and Times	Seats
( 6982 ) N - LEC	Regular Academic Session	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 1:30PM to 2:15PM	Closed
		9/1, 16/1, 23/1, 30/1, 6/2, 13/2, 20/2, 27/2, 5/3, 12/3, 19/3, 26/3, 2/4, 9/4, 16/4	Thursday 9:30AM to 10:15AM	

With this Class

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

Submit

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

Student Homepage Enrollment Status

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

Change

**Enrollment(Add/Drop/Swap) Request Status**

Enrollment Request ID 0005465011

Submission Date 03/08/2020 11:20PM

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

#Seq	Status*	Class	Course Code	Request Type	Message/Warning/Error
1	In Progress	( 8635 ) D - LEC	PHED 1024	Swap	

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



12. 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.

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

Enrollment Status

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

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

1 row

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

## D. Update Classes

1. "Update Classes" allows swapping the related tutorial without dropping the lecture class (only applicable if departments do not set "add consent" or "drop consent" to the tutorials). Click "Update Classes" and select the class to be updated.

2019-20 Term 2  
Undergraduate

Manage Classes

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

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. Check the checkbox of the class (tutorial) you want to update. Click "Next".

**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. Click "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. Click "Next".

Update Classes

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. Click "Submit".

Update Classes

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" will show "In Progress". Click "Refresh" until the status is updated.

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 user's profile is displayed: '2019-20 Term 2', 'Undergraduate', and 'The Chinese University of Hong Kong'. A 'Change' button is next to the profile information. 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 enrollment 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. A note at the bottom of the table says: '\*Please refer to View My Classes for the enrollment result of waitlisted class.'

7. 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.

The screenshot shows the 'Enrollment Status' page after a refresh. The layout is identical to the previous screenshot, but the status in the table has changed to 'Success'. The message in the table now reads: 'Selected class has been updated.' A red dashed box highlights the 'Success' status in the table. The note at the bottom of the table remains the same: '\*Please refer to View My Classes for the enrollment result of waitlisted class.'