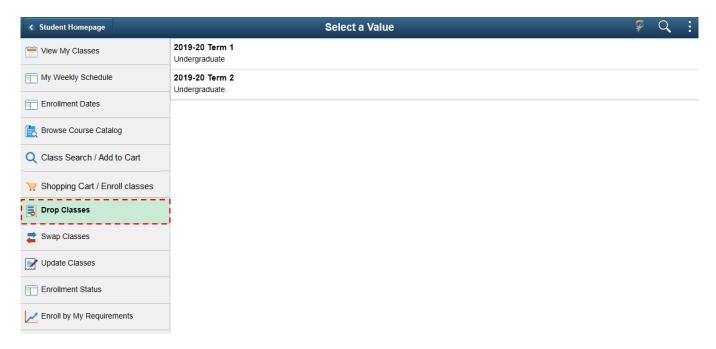# System Walkthrough for Add, Drop, Swap and Update Classes
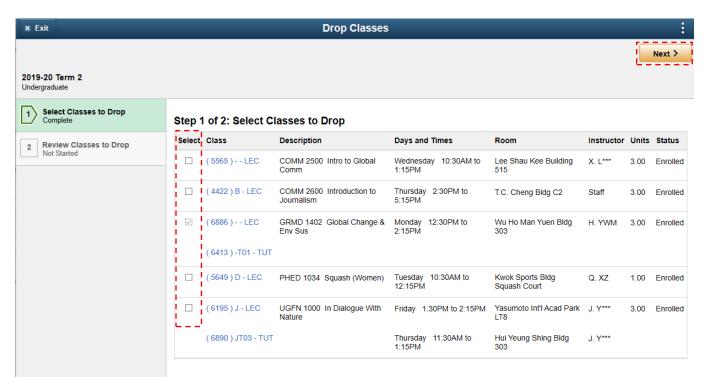
A. Add Classes

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.
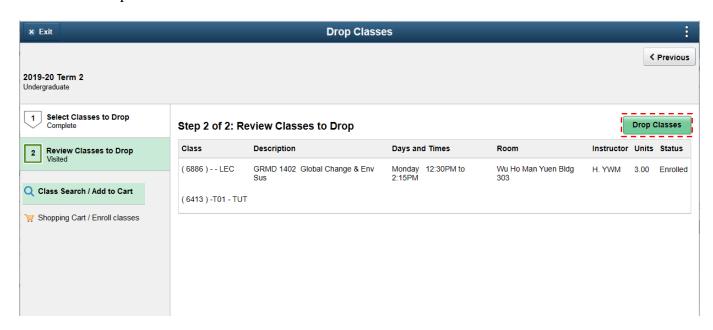
B. Drop Classes

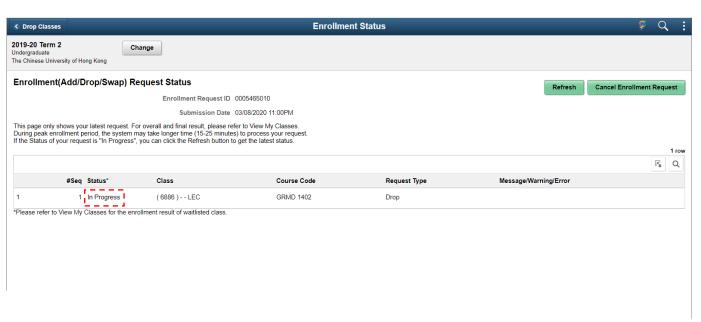1. Click "Manage Classes" tile, then click "Drop Classes" and select term.

‹ Student Homepage	Select a Value	🖈 🔍 ⋮
📅 View My Classes	**2019-20 Term 1** Undergraduate	
📄 My Weekly Schedule	**2019-20 Term 2** Undergraduate	
📄 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		

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

✕ Exit	Drop Classes	⋮

2019-20 Term 2
Undergraduate

Next ›

1	Select Classes to Drop Complete
2	Review Classes to Drop Not Started

Step 1 of 2: Select Classes to Drop

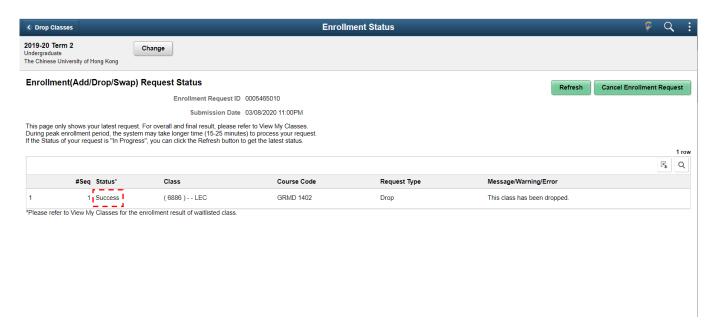| Select	Class	Description	Days and Times	Room	Instructor	Units	Status
☐	(5565) - - LEC	COMM 2500 Intro to Global Comm	Wednesday 10:30AM to 1:15PM	Lee Shau Kee Building 515	X. L***	3.00	Enrolled
☐	(4422) B - LEC	COMM 2600 Introduction to Journalism	Thursday 2:30PM to 5:15PM	T.C. Cheng Bldg C2	Staff	3.00	Enrolled
☑	(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						
☐	(5649) D - LEC	PHED 1034 Squash (Women)	Tuesday 10:30AM to 12:15PM	Kwok Sports Bldg Squash Court	Q. XZ	1.00	Enrolled
☐	(6195) J - LEC	UGFN 1000 In Dialogue With Nature	Friday 1:30PM to 2:15PM	Yasumoto Int'l Acad Park LT8	J. Y***	3.00	Enrolled
	(6890) JT03 - TUT		Thursday 11:30AM to 1:15PM	Hui Yeung Shing Bldg 303	J. Y***		

3. Click "Drop Classes".

4. "Enrollment Status" will show "In Progress". Click "Refresh" until the status is updated.
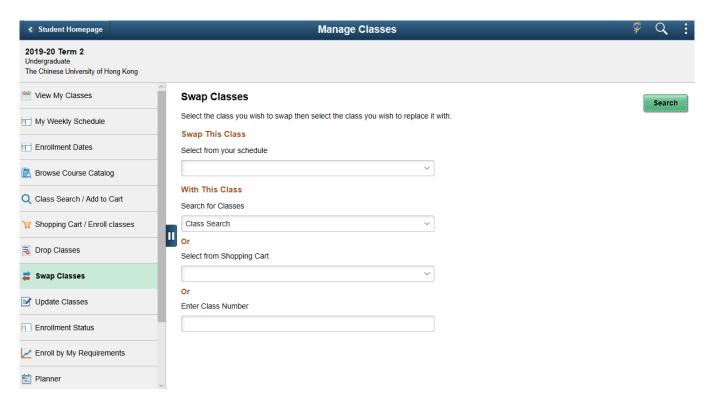
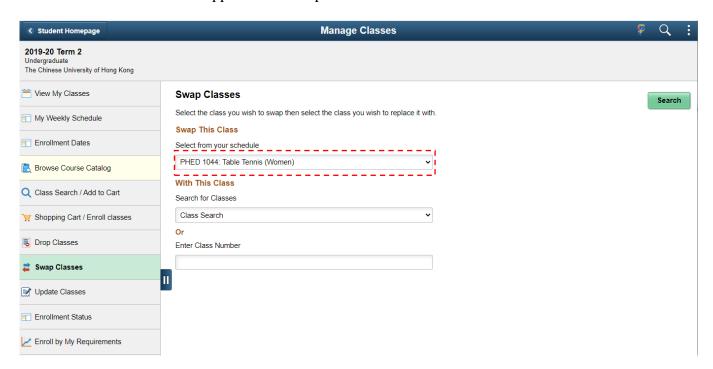5. System will display the result. Please read the message carefully.
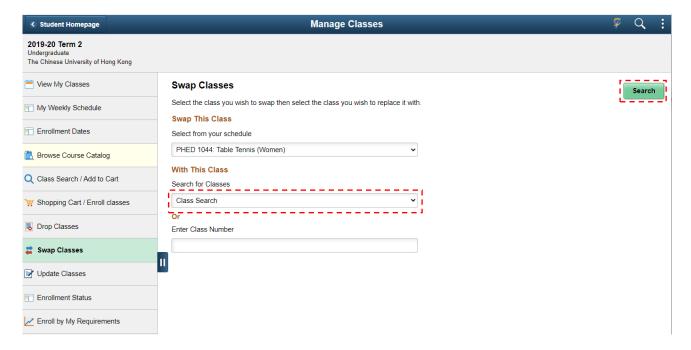

C. Swap Classes

1. Click "Swap Classes". "Swap Classes" allows students to drop a class only after they have successfully added another class.
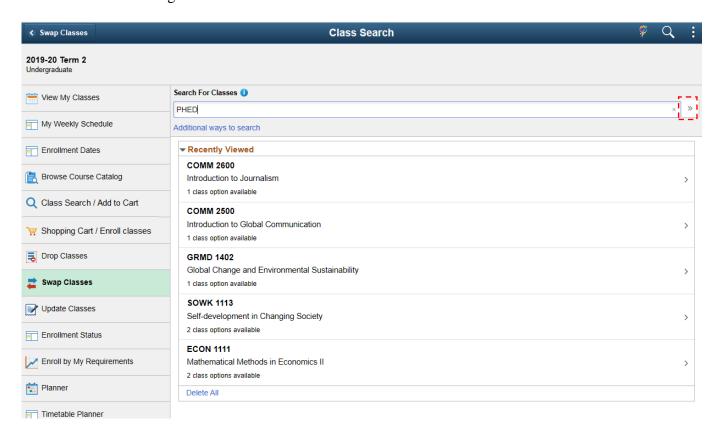
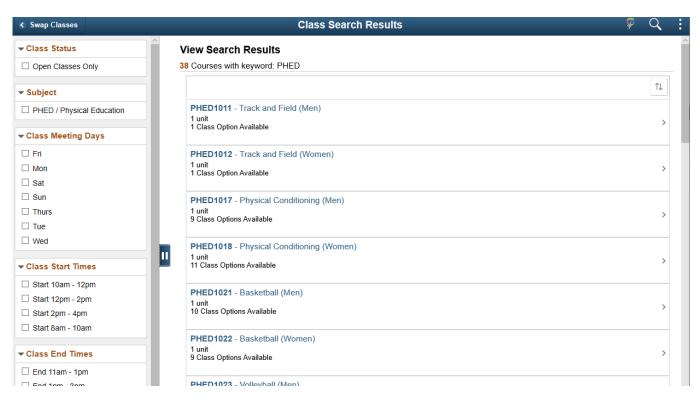2. Select the class to be swapped from a drop down list.

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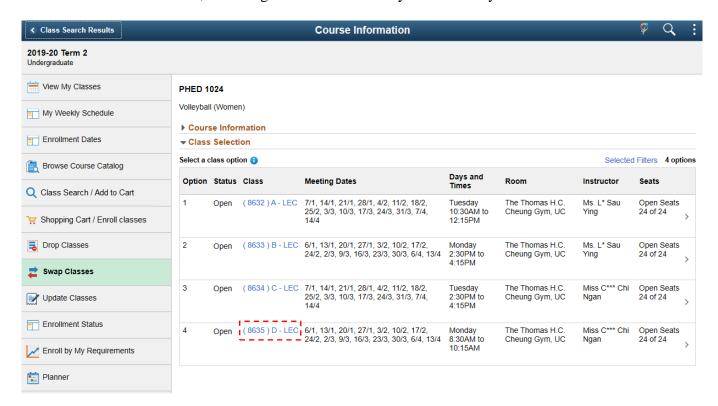
4. Enter the searching criteria. Press "Enter" or ">>" button.

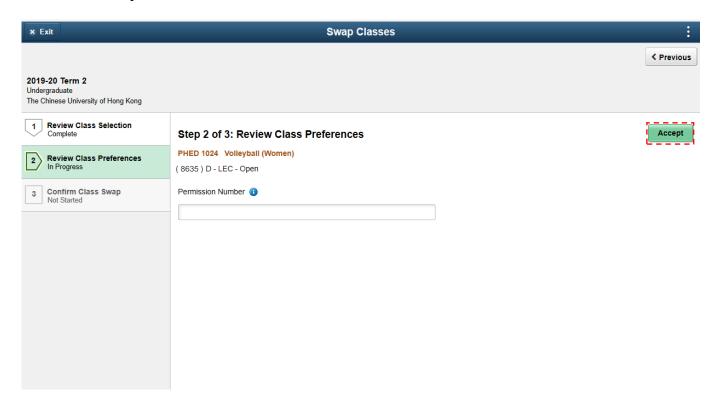5. Select the desired course from the searching result.

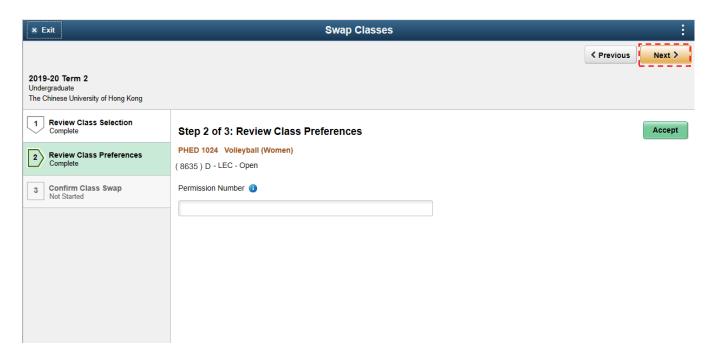6. Select the desired class, including tutorial or laboratory section if any.

Course Information

< Class Search Results

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".

Swap Classes

× Exit

Next >

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

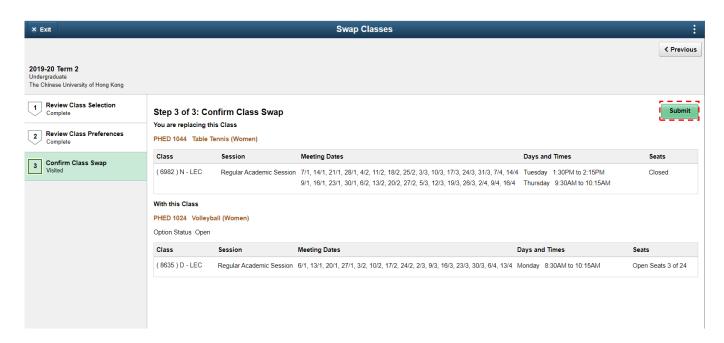| Class	Session	Meeting Dates	Days and Times	Seats
(8635) D - LEC	Regular Academic Session	6/1, 13/1, 20/1, 27/1, 3/2, 10/2, 17/2, 24/2, 2/3, 9/3, 16/3, 23/3, 30/3, 6/4, 13/4	Monday 8:30AM to 10:15AM	Open Seats 3 of 24

8. Click "Accept".

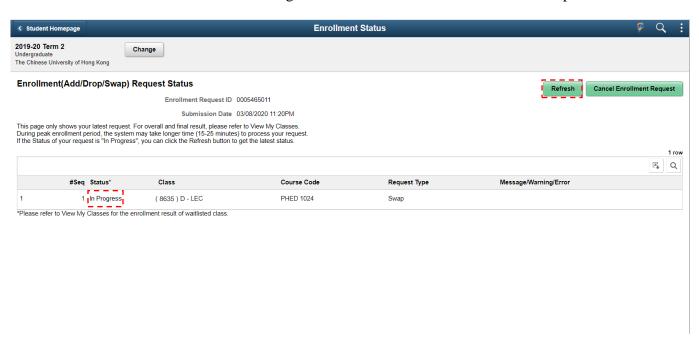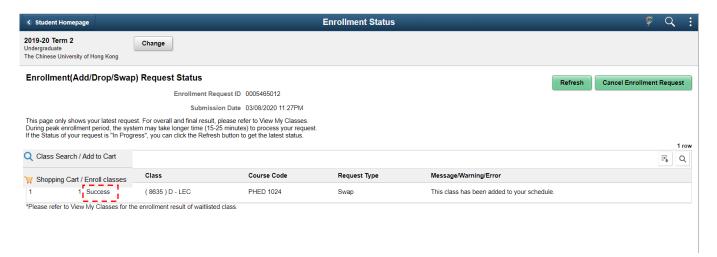

9. Click "Next".

10. Click "Submit".

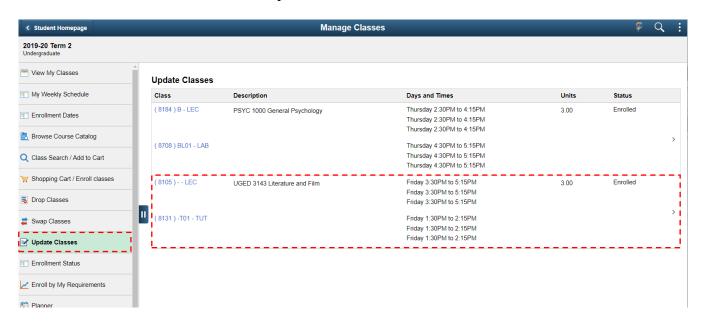11. "Enrollment Status" will show "In Progress". Click "Refresh" until the status is updated.

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.
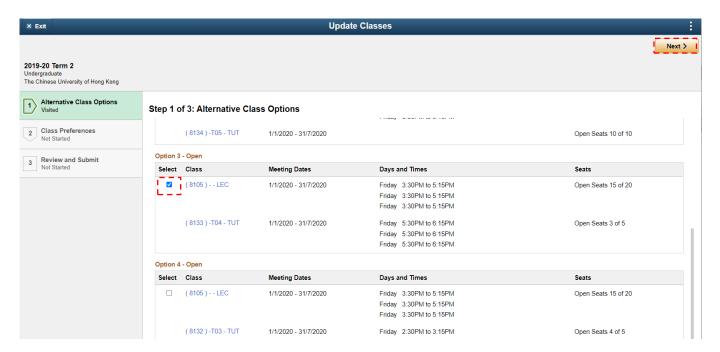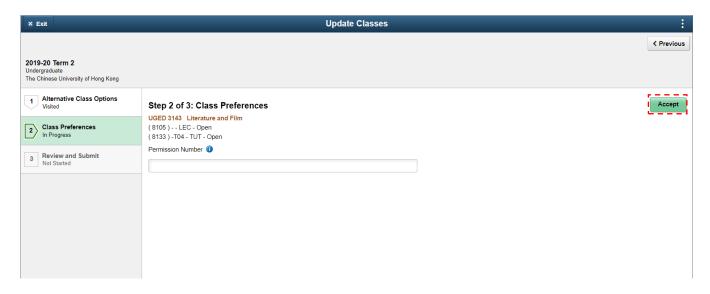

D. Update Classes

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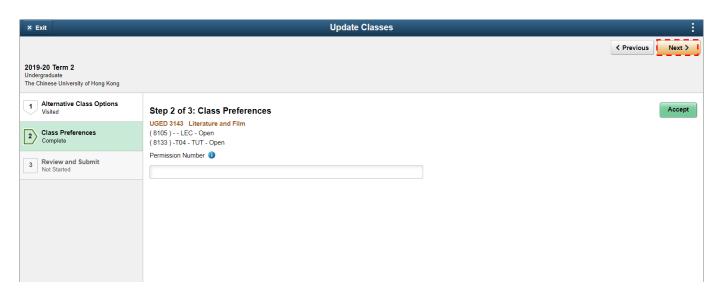
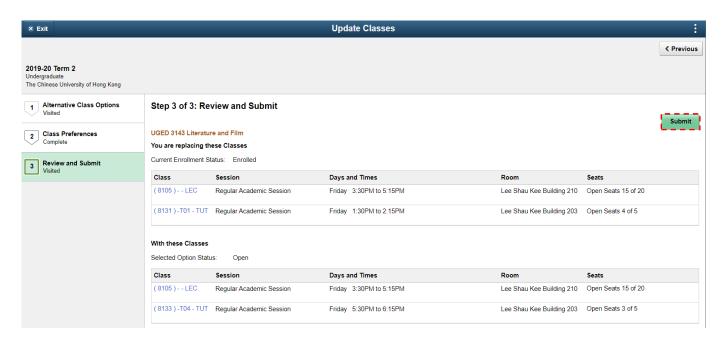2. Check the checkbox of the class (tutorial) you want to update. Click "Next".
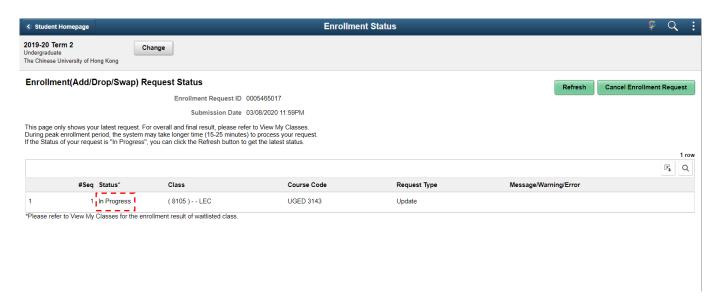

3. Click "Accept".

4.   Click "Next".

5.   Click "Submit".

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

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.