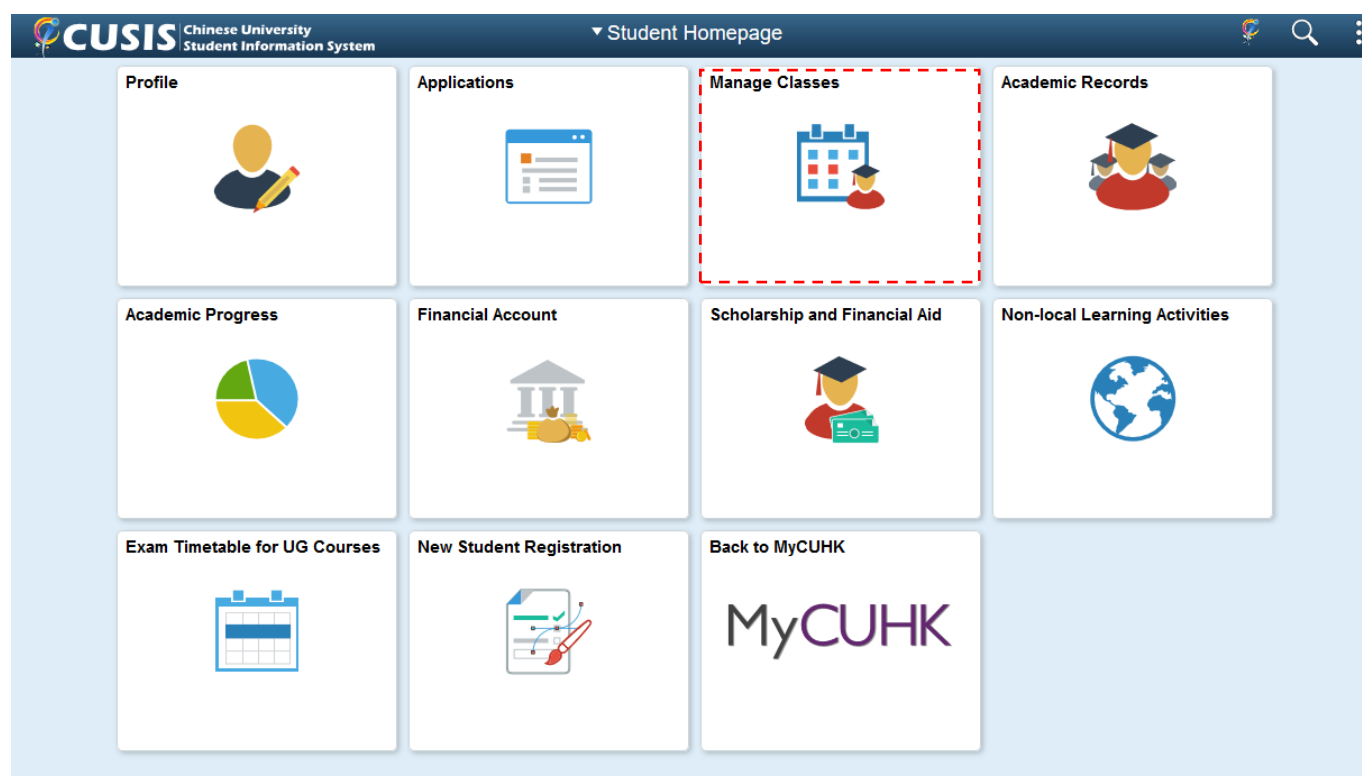
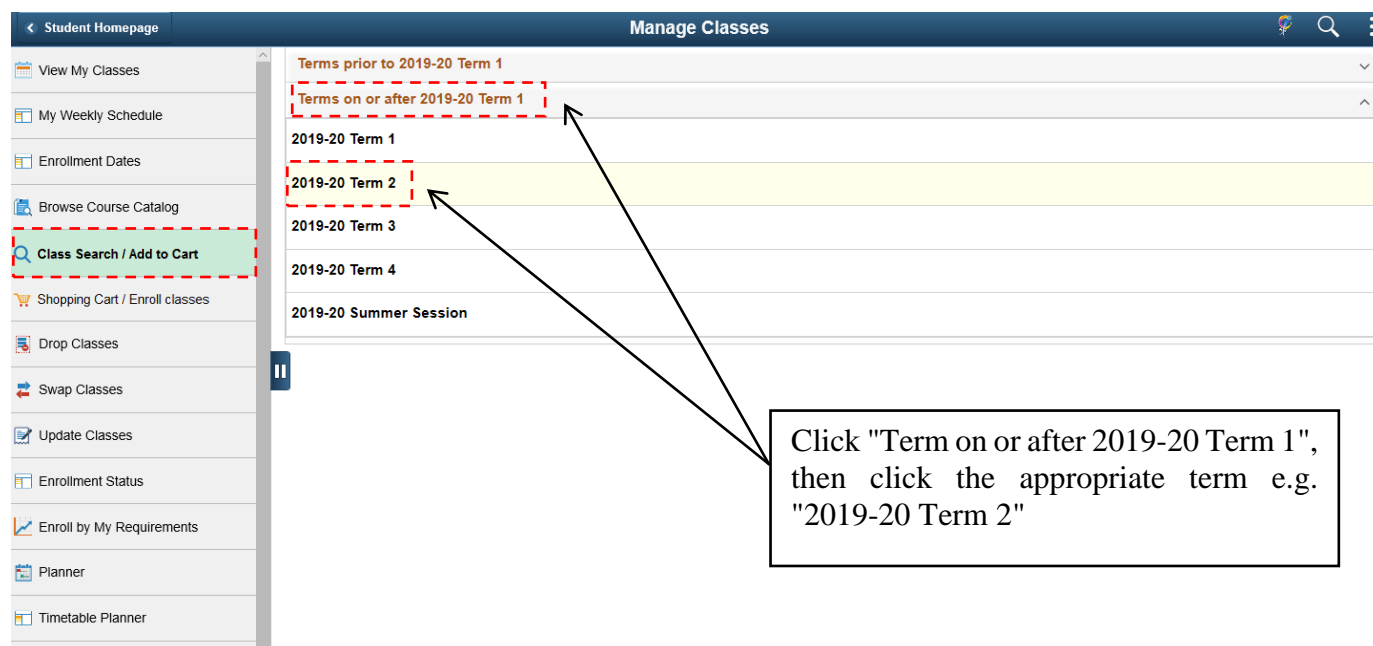


System Walkthrough for 'Class Search' and 'Validate'

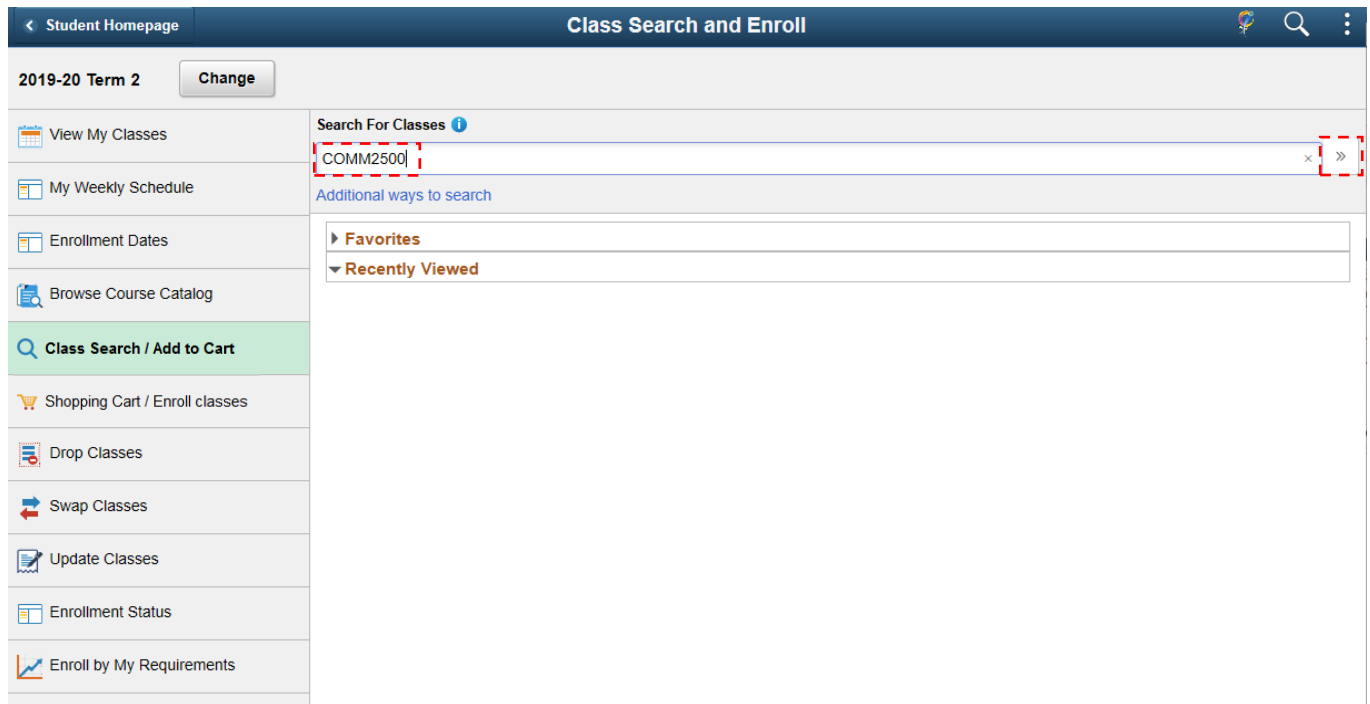
1. Logon "MyCUHK", click "CUSIS" tile and then "Manage Classes" tile.



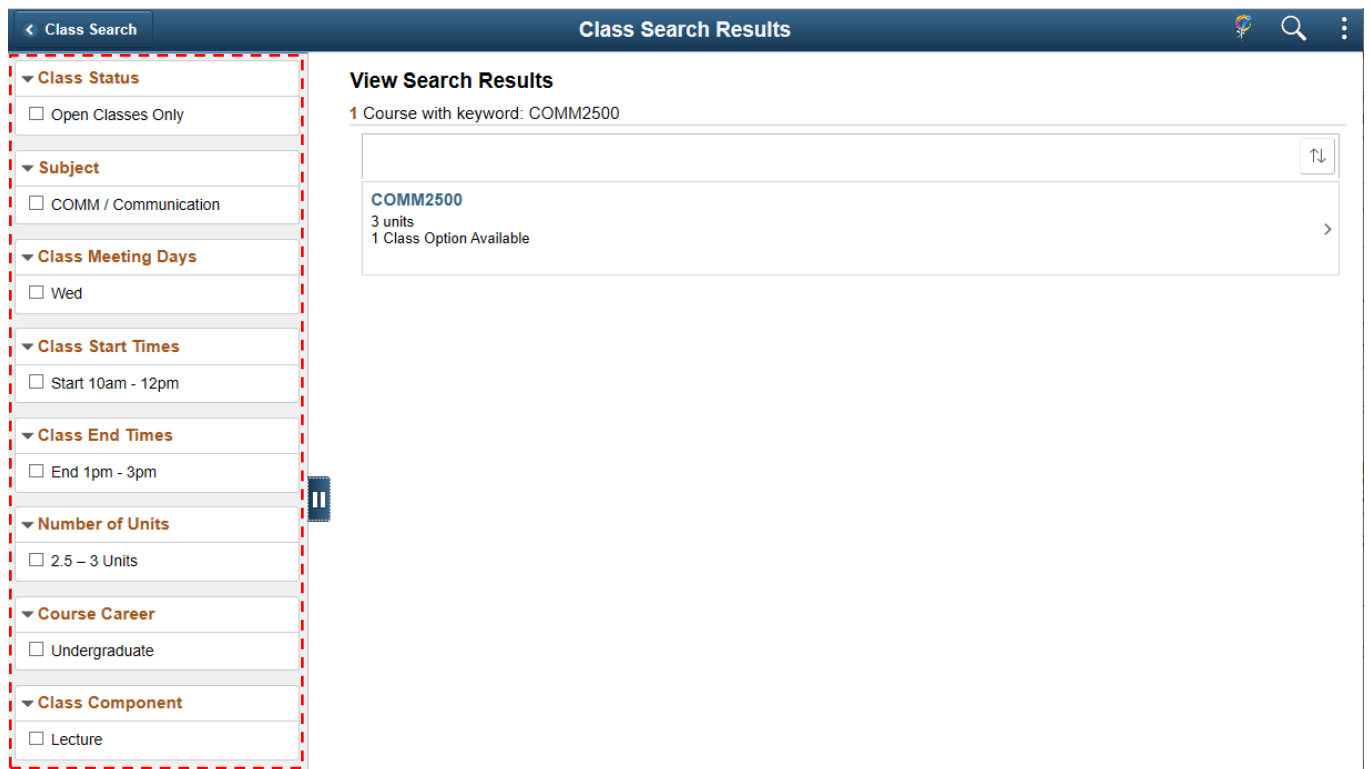
2. Click "Class Search / Add to Cart" and select the academic term for course enrollment (e.g. 2019-20 Term 2).



3. In the line "Search for Classes", you can input course code, subject code, course title or topic etc as searching criteria. Press "Enter" or ">>" button.



4. Search result is shown. The search result can be further filtered by the criteria shown in left hand panel. Click the desired class. If a course comprises of a lecture and two or more tutorials (e.g. tutorial 1 and 2), student are required to select one of the combinations of lecture and tutorial (e.g. either lecture plus tutorial 1 or lecture plus tutorial 2).



- View the details of course by clicking "Course Information", or the details of class by clicking Class Number. Click ">" icon to proceed next step.

2019-20 Term 2

COMM 2500
Introduction to Global Communication

★ Add to favorite courses
▶ **Course Information**
▼ Class Selection

Select a class option ⓘ Selected Filters 1 option

Option	Status	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	(5565) -- LEC	8/1, 15/1, 22/1, 29/1, 5/2, 12/2, 19/2, 26/2, 4/3, 11/3, 18/3, 25/3, 1/4, 8/4, 15/4	Wednesday 10:30AM to 1:15PM	Lee Shau Kee Building 515	Prof. L*** Xueting	Open Seats 40 of 40

- Review the class selection and click "Next".

Class Search and Enroll

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

1 **Review Class Selection** Visited
2 **Review Class Preferences** Not Started
3 **Review and Submit** Not Started

Step 1 of 3: Review Class Selection

You have selected
COMM 2500 Introduction to Global Communication

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
(5565) -- LEC	Regular Academic Session	8/1, 15/1, 22/1, 29/1, 5/2, 12/2, 19/2, 26/2, 4/3, 11/3, 18/3, 25/3, 1/4, 8/4, 15/4	Wednesday 10:30AM to 1:15PM	Open Seats 40 of 40

Next >

7. If department allows wait list, you may select "Yes" to indicate to add to wait list if class is full. Leave Permission Number as blank. Click "Accept".

Class Search and Enroll

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

1 Review Class Selection
Complete

2 Review Class Preferences
In Progress

3 Review and Submit
Not Started

Step 2 of 3: Review Class Preferences

COMM 2500 Introduction to Global Communication
(5565) -- LEC - Open

Add to waitlist if class is full? No

Permission Number

Accept

8. Click "Next".

Class Search and Enroll

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

1 Review Class Selection
Complete

2 Review Class Preferences
Complete

3 Review and Submit
Not Started

Step 2 of 3: Review Class Preferences

COMM 2500 Introduction to Global Communication
(5565) -- LEC - Open

Permission Number

Next >

9. Click "Submit".

Class Search and Enroll

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

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Review and Submit Visited

Step 3 of 3: Review and Submit

You have selected to add to your shopping cart

COMM 2500 Introduction to Global Communication

Class	Session	Meeting Dates	Days and Times	Seats
(5565) - - LEC	Regular Academic Session	8/1, 15/1, 22/1, 29/1, 5/2, 12/2, 19/2, 26/2, 4/3, 11/3, 18/3, 25/3, 1/4, 8/4, 15/4	Wednesday 10:30AM to 1:15PM	Open Seats 40 of 40

Submit

10. Click "Yes" to confirm the submission.

Class Search and Enroll

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

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Review and Submit Visited

Step 3 of 3: Review and Submit

You have selected to add to your shopping cart

COMM 2500 Introduction to Global Communication

Class	Session	Meeting Dates	Days and Times	Seats
(5565) - - LEC	Regular Academic Session	8/1, 15/1, 22/1, 29/1, 5/2, 12/2, 19/2, 26/2, 4/3, 11/3, 18/3, 25/3, 1/4, 8/4, 15/4	Wednesday 10:30AM to 1:15PM	Open Seats 40 of 40

Are you sure you want to submit?

Yes No

11. The Class is added to Shopping Cart successfully.

Confirmation

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

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

✓ **COMM 2500 - Introduction to Global Communication**
Class(es) has been added to your Shopping Cart.

Return to Keyword Search Page

12. Repeat the above steps to add other courses e.g. university general education and elective courses etc. into the Shopping Cart. Click "Shopping Cart / Enroll classes" to view the courses already put on Shopping Cart.

Shopping Cart

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

Timetable Planner

Teaching Timetable by Subj/Dpt

Teaching Timetable by Prog(PG)

Enroll Delete Validate

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	(5565) - - LEC	COMM 2500 Intro to Global Comm	Regular Academic Session	Wednesday 10:30AM to 1:15PM	Lee Shau Kee Building 515	X. L***	3.00	Open Seats 40 of 40	Change Preferences
<input type="checkbox"/>	Open	(6708) C - LEC	COMM 2922 Intro to Creative & New Media	Regular Academic Session	Wednesday 10:30AM to 1:15PM	Humanities Building 114	P. C***	3.00	Open Seats 40 of 40	Change Preferences
<input type="checkbox"/>	Open	(5649) D - LEC	PHED 1034 Squash (Women)	Regular Academic Session	Tuesday 10:30AM to 12:15PM	Kwok Sports Bldg Squash Court	Q. XZ	1.00	Open Seats 24 of 24	Change Preferences
<input type="checkbox"/>	Open	(8184) B - LEC	PSYC 1000 General Psychology	Regular Academic Session	Thursday 2:30PM to 4:15PM	Lee Shau Kee Building LT6	Y. F***	3.00	Open Seats 400 of 400	Change Preferences
		(8708) BL01 - LAB			Thursday 4:30PM to 5:15PM	Lee Shau Kee Building LT6	Y. F***		Open Seats 400 of 400	
<input type="checkbox"/>	Open	(6195) J - LEC	UGFN 1000 In Dialogue With Nature	Regular Academic Session	Friday 1:30PM to 2:15PM	Yasumoto Int'l Acad Park LT8	J. Y***	3.00	Open Seats 100 of 100	Change Preferences
		(6890) JT03 - TUT			Thursday 11:30AM to 1:15PM	Hui Yeung Shing Bldg 303	J. Y***		Open Seats 25 of 25	

13. Check the checkbox of classes. Click "Validate" to check time clash and whether course enrolment rules are fulfilled.

Shopping Cart

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, Timetable Planner, Teaching Timetable by Subj/Dpt, Teaching Timetable by Prog(PG)

Enroll, Delete, **Validate**

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	(5565) -- LEC	COMM 2500 Intro to Global Comm	Regular Academic Session	Wednesday 10:30AM to 1:15PM	Lee Shau Kee Building 515	X. L***	3.00	Open Seats 40 of 40	Change Preferences
<input checked="" type="checkbox"/>	Open	(6708) C - LEC	COMM 2922 Intro to Creative & New Media	Regular Academic Session	Wednesday 10:30AM to 1:15PM	Humanities Building 114	P. C***	3.00	Open Seats 40 of 40	Change Preferences
<input checked="" type="checkbox"/>	Open	(5649) D - LEC	PHED 1034 Squash (Women)	Regular Academic Session	Tuesday 10:30AM to 12:15PM	Kwok Sports Bldg Squash Court	Q. XZ	1.00	Open Seats 24 of 24	Change Preferences
<input checked="" type="checkbox"/>	Open	(8184) B - LEC	PSYC 1000 General Psychology	Regular Academic Session	Thursday 2:30PM to 4:15PM	Lee Shau Kee Building LT6	Y. F***	3.00	Open Seats 400 of 400	Change Preferences
		(8708) BL01 - LAB			Thursday 4:30PM to 5:15PM	Lee Shau Kee Building LT6	Y. F***		Open Seats 400 of 400	
<input checked="" type="checkbox"/>	Open	(6195) J - LEC	UGFN 1000 In Dialogue With Nature	Regular Academic Session	Friday 1:30PM to 2:15PM	Yasumoto Int'l Acad Park LT6	J. Y***	3.00	Open Seats 100 of 100	Change Preferences
		(6890) JT03 - TUT			Thursday 1:15PM to 1:30AM	Hui Yeung Shing Bldg 303	J. Y***		Open Seats 25 of 25	

14. Read validation results and the messages carefully.

Confirmation

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

- ✓ **COMM 2500 - Introduction to Global Communication**
Okay to Add to Class Schedule.
- ✓ **PHED 1034 - Squash (Women)**
Okay to Add to Class Schedule.
- ✓ **UGFN 1000 - In Dialogue With Nature**
Okay to Add to Class Schedule.
- ✗ **COMM 2922 - Introduction to Creative and New Media**
There is a time conflict for class number 5565 and class number 6708. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.
- ✓ **PSYC 1000 - General Psychology**
Okay to Add to Class Schedule.

15. Repeat step 12-14 until all classes are validated with ✓ status.

The screenshot shows a web interface titled "Confirmation" with a navigation menu on the left and a main content area. The main content area has a green header that says "Class validation complete. See results below." Below this, there are five rows, each representing a validated class. Each row starts with a green checkmark icon, followed by the course name in bold and a message: "Okay to Add to Class Schedule." The courses listed are:

- ✓ **COMM 2600 - Introduction to Journalism**
Okay to Add to Class Schedule.
- ✓ **COMM 2500 - Introduction to Global Communication**
Okay to Add to Class Schedule.
- ✓ **PHED 1034 - Squash (Women)**
Okay to Add to Class Schedule.
- ✓ **UGFN 1000 - In Dialogue With Nature**
Okay to Add to Class Schedule.
- ✓ **GRMD 1402 - Global Change and Environmental Sustainability**
Okay to Add to Class Schedule.

On the left side, the navigation menu includes: View My Classes, My Weekly Schedule, Enrollment Dates, Browse Course Catalog, Class Search / Add to Cart, Shopping Cart / Enroll classes (highlighted), Drop Classes, Swap Classes, Update Classes, Enrollment Status, Enroll by My Requirements, Planner, and Timetable Planner.

A note box on the right side of the page contains the following text:

Note: Selected courses are only put under the Shopping Cart. Students MUST finish the final enrolment process