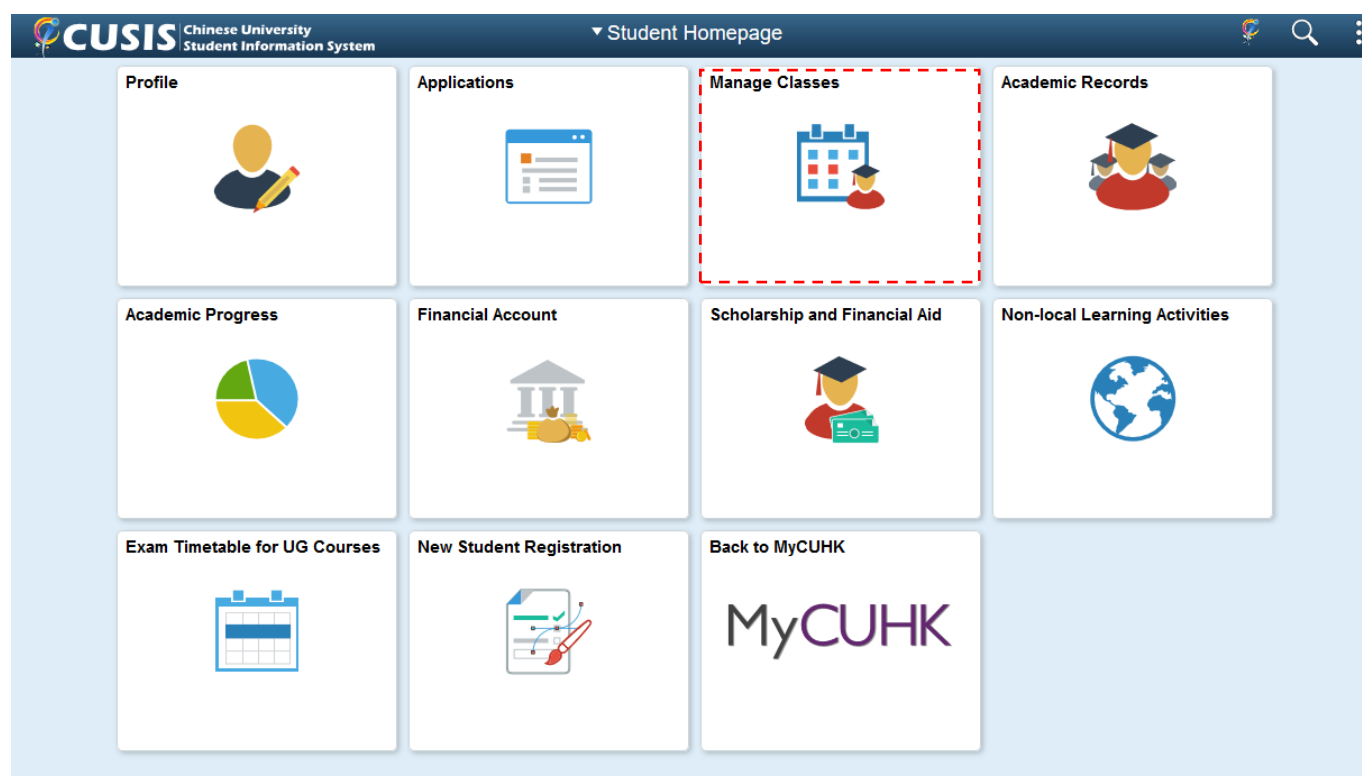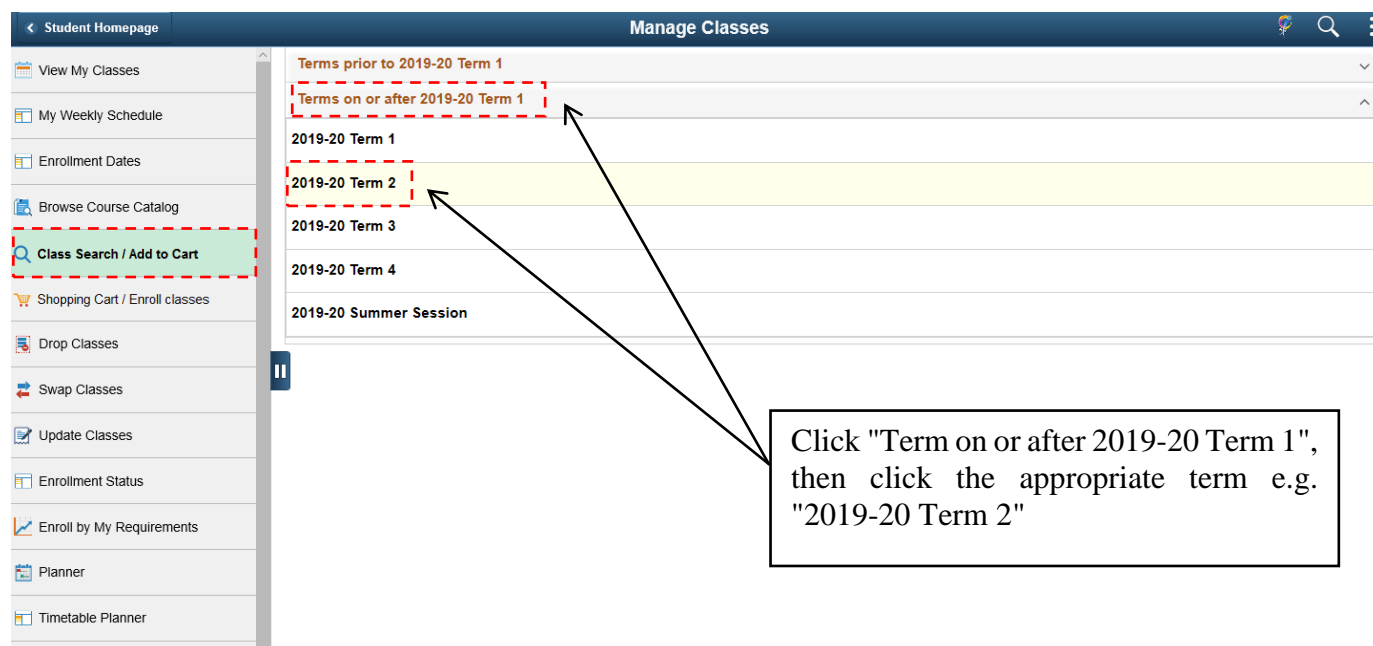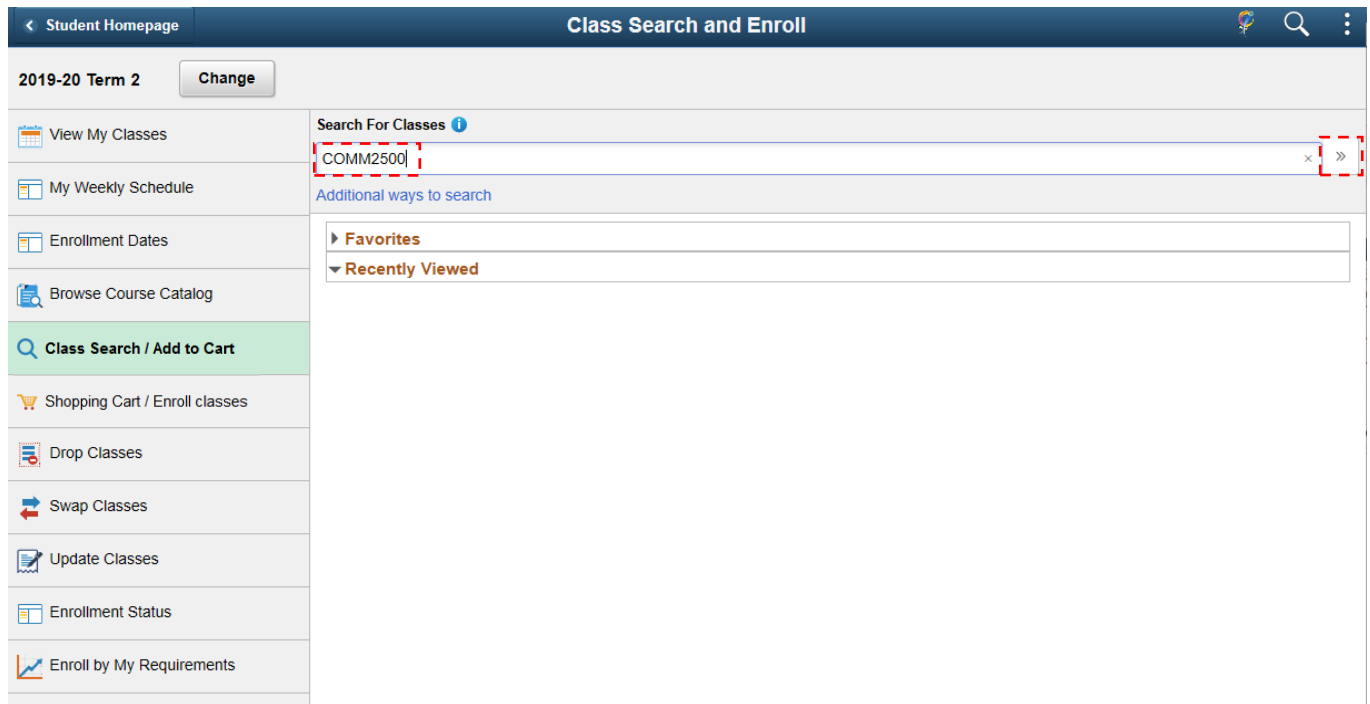# System Walkthrough for 'Class Search' and 'Validate'

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

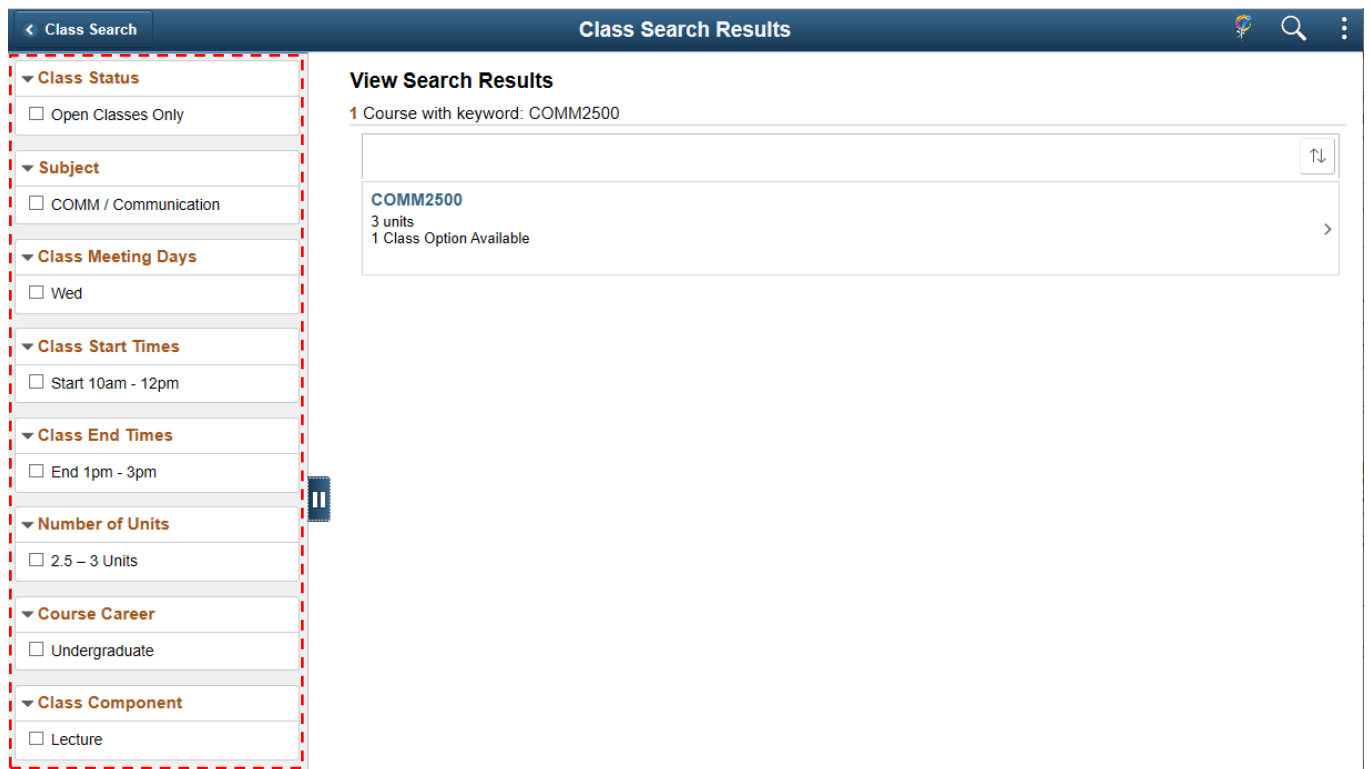2. Click "Class Search / Add to Cart" and select the academic term for course enrollment (e.g. 2019-20 Term 2).

Click "Term on or after 2019-20 Term 1", then click the appropriate term 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).

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

6. Review the class selection and click "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".

8. Click "Next".

9. Click "Submit".

10. Click "Yes" to confirm the submission.

11. The Class is added to Shopping Cart successfully.

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.

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

14. Read validation results and the messages carefully.

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

	Confirmation	

Class validation complete. See results below.

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

✔ **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.

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