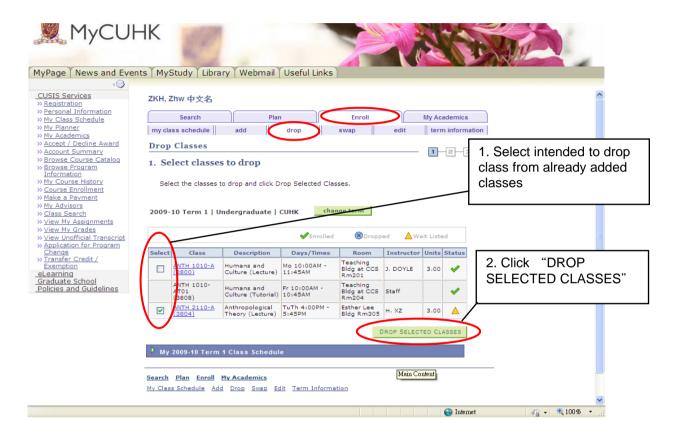# System Walkthrough for Add, Drop, Swap and Edit
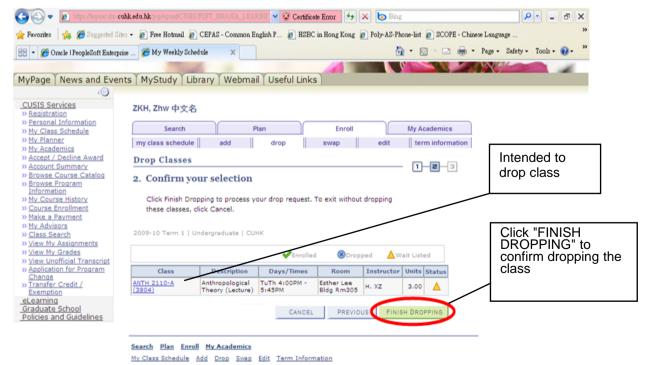
A. Add Classes

Please refer to Appendix 1, using "Plan" and "Validate" to add classes to the "Shopping Cart" and then proceed to actual enrolment during course selection or add/drop period.
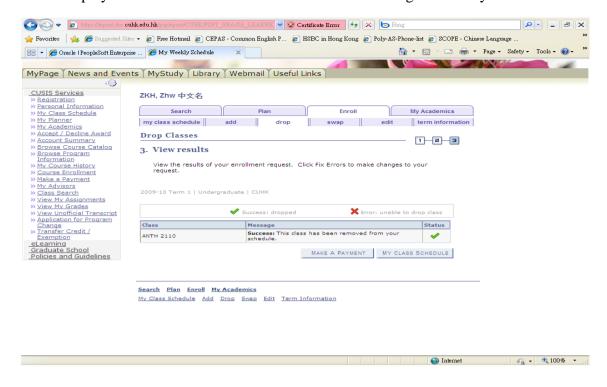
B. Drop Classes

1. Select "MyStudy/CUSIS", and then click "Enroll" and "drop" to proceed.
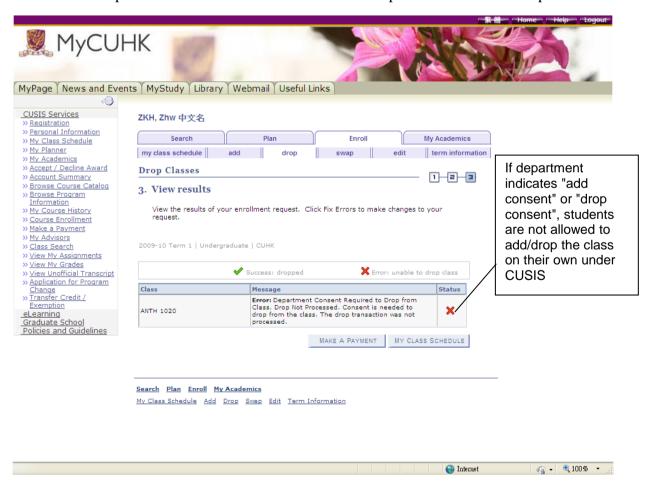

2. Confirm dropping class by clicking "FINISH DROPPING"

3. System will display the result at real-time. Please read the "message" carefully:

4. Students cannot drop the class on their own under CUSIS if departments indicate "drop" consent.

If department indicates "add consent" or "drop consent", students are not allowed to add/drop the class on their own under CUSIS

C. Swap Classes

1. Select "Enroll" and then click "Swap". "Swap" function allows students to drop a class only after they have successfully added another class. Students are required to enter "intended to add class" and "intended to drop class" at the same time.

2. Students can use "Class Search" function to select "intended to add class"

3. Select "intended to drop class" from the already added classes, including tutorial or laboratory sections

4. Confirm the change by clicking "FINISH SWAPPING"

5. Read the result carefully

D. Edit Tutorial

(Only applicable if departments do not set "add" and "drop" consent to the tutorials)

1. Select "Enroll" and then click "Edit" to change tutorial section, if department has not set "add" and "drop" consent to the tutorial arrangements.

2. Select a new tutorial section you want to enrol and then click "NEXT" to move to next step.

LDK, Hh Whhx 中文名

| Search | Plan | Enroll | My Academics | Academic Requirements |

| my class schedule | add | drop | swap | edit | term information |

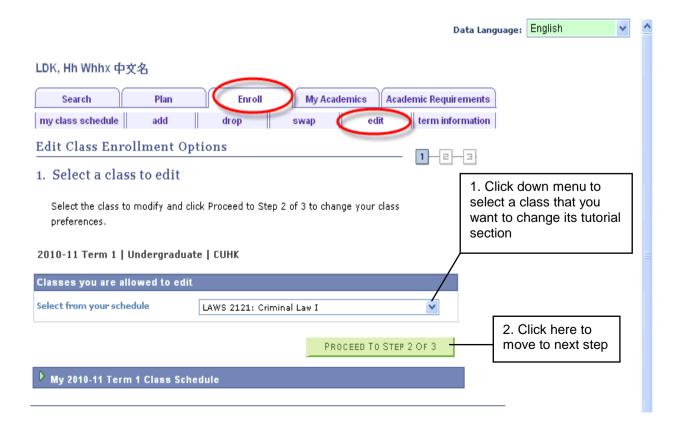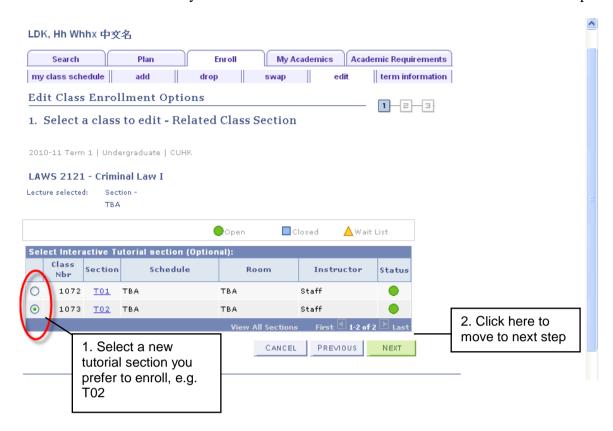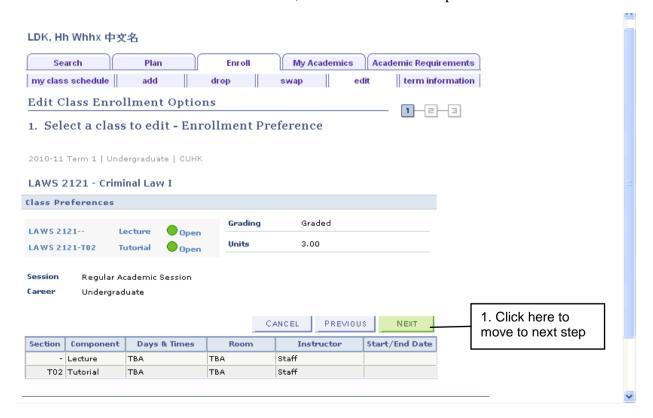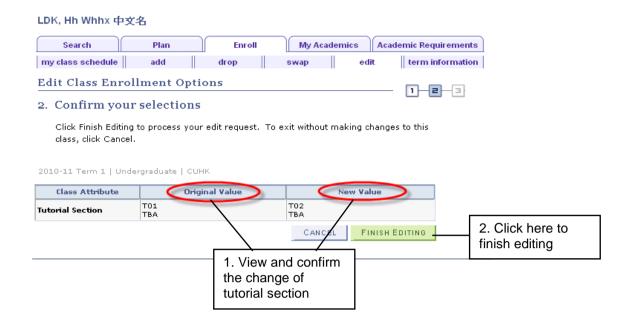**Edit Class Enrollment Options**

1. **Select a class to edit - Related Class Section**

2010-11 Term 1 | Undergraduate | CUHK

LAWS 2121 - Criminal Law I

Lecture selected: Section -
                   TBA

| | ● Open | ■ Closed | ▲ Wait List |

Select Interactive Tutorial section (Optional):

	Class Nbr	Section	Schedule	Room	Instructor	Status
○	1072	T01	TBA	TBA	Staff	●
◉	1073	T02	TBA	TBA	Staff	●

View All Sections   First 1-2 of 2 Last

CANCEL | PREVIOUS | NEXT

1. Select a new tutorial section you prefer to enroll, e.g. T02

2. Click here to move to next step

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3. View the details of the new tutorial section, then click "NEXT" to proceed.

LDK, Hh Whhx 中文名

| Search | Plan | Enroll | My Academics | Academic Requirements |

| my class schedule | add | drop | swap | edit | term information |

Edit Class Enrollment Options

1. **Select a class to edit - Enrollment Preference**

2010-11 Term 1 | Undergraduate | CUHK

LAWS 2121 - Criminal Law I

Class Preferences

| LAWS 2121-- | Lecture | ● Open | **Grading** | Graded |
| LAWS 2121-T02 | Tutorial | ● Open | **Units** | 3.00 |

Session   Regular Academic Session
Career   Undergraduate

CANCEL | PREVIOUS | NEXT

1. Click here to move to next step

Section	Component	Days & Times	Room	Instructor	Start/End Date
-	Lecture	TBA	TBA	Staff	
T02	Tutorial	TBA	TBA	Staff	

4. Confirm the new tutorial section by clicking "FINISH EDITING".

5. System will display the result at real-time. Please read the "message" carefully.