

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.

1. Select intended to drop class from already added classes

2. Click "DROP SELECTED CLASSES"

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ANTH 1010-A (3800)	Humans and Culture (Lecture)	Mo 10:00AM - 11:45AM	Teaching Bldg at CCS Rm201	J. DOYLE	3.00	✓
<input type="checkbox"/>	ANTH 1010-A T01 (3808)	Humans and Culture (Tutorial)	Fr 10:00AM - 10:45AM	Teaching Bldg at CCS Rm204	Staff		✓
<input checked="" type="checkbox"/>	ANTH 2110-A (3804)	Anthropological Theory (Lecture)	TuTh 4:00PM - 5:45PM	Esther Lee Bldg Rm305	H. XZ	3.00	⚠

2. Confirm dropping class by clicking "FINISH DROPPING"

Intended to drop class

Click "FINISH DROPPING" to confirm dropping the class

Class	Description	Days/Times	Room	Instructor	Units	Status
ANTH 2110-A (3804)	Anthropological Theory (Lecture)	TuTh 4:00PM - 5:45PM	Esther Lee Bldg Rm305	H. XZ	3.00	⚠

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

The screenshot shows the MyCUHK interface for a user named ZKH, Zhw 中文名. The user is viewing the 'Drop Classes' results for the 2009-10 Term 1. The interface includes a navigation menu on the left with 'CUSIS Services' and various options like 'Registration', 'Personal Information', and 'My Class Schedule'. The main content area shows a table of drop results:

Class	Message	Status
ANTH 2110	Success: This class has been removed from your schedule.	✓

Buttons for 'MAKE A PAYMENT' and 'MY CLASS SCHEDULE' are visible below the table. The browser address bar shows the URL: https://post.its.cuhk.edu.hk/epost/CUHK/FSFT_HRA/SA_LEARNE.

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

The screenshot shows the MyCUHK interface for a user named ZKH, Zhw 中文名. The user is viewing the 'Drop Classes' results for the 2009-10 Term 1. The interface includes a navigation menu on the left with 'CUSIS Services' and various options like 'Registration', 'Personal Information', and 'My Class Schedule'. The main content area shows a table of drop results:

Class	Message	Status
ANTH 1020	Error: Department Consent Required to Drop from Class. Drop Not Processed. Consent is needed to drop from the class. The drop transaction was not processed.	✗

Buttons for 'MAKE A PAYMENT' and 'MY CLASS SCHEDULE' are visible below the table. A callout box points to the error message with the text: "If department indicates 'add consent' or 'drop consent', students are not allowed to add/drop the class on their own under CUSIS". The browser address bar shows the URL: https://post.its.cuhk.edu.hk/epost/CUHK/FSFT_HRA/SA_LEARNE.

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.

The screenshot shows a web browser window displaying the MyCUHK website. The browser's address bar shows the URL <https://mycust.tsc.cuhk.edu.hk>. The website's navigation menu includes "MyPage", "News and Events", "MyStudy", "Library", "Webmail", and "Useful Links". On the left, there is a "CUSIS Services" menu with various options like "Registration", "Personal Information", "My Class Schedule", etc. The main content area is titled "ZKH, Zhw 中文名" and features a navigation bar with "Search", "Plan", "Enroll", and "My Academics". Under the "Enroll" tab, there are buttons for "my class schedule", "add", "drop", "swap", "edit", and "term information". The "swap" button is circled in red. Below this, the "Swap a Class" section is visible, with the instruction "1. Select a class to swap". It includes a "Select from your schedule" dropdown menu showing "ANTH 1010: Humans and Culture" and a "With This Class" section with a "Class Search" dropdown and a "search" button. At the bottom of the page, there are links for "Search", "Plan", "Enroll", and "My Academics", and a footer with "Internet" and "100%" zoom.

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

The screenshot shows the MyCUHK website with the "Class Search" function selected. The navigation menu and "CUSIS Services" menu are visible. The main content area is titled "ZKH, Zhw 中文名" and features a navigation bar with "Search", "Plan", "Enroll", and "My Academics". Under the "Enroll" tab, there are buttons for "my class schedule", "add", "drop", "swap", "edit", and "term information". The "swap" button is circled in red. Below this, the "Swap a Class" section is visible, with the instruction "Enter Search Criteria". It includes a "Class Search Criteria" section with a "Course Subject" dropdown showing "ANTH Anthropology", a "Course Number" dropdown showing "is exactly", and a "Course Career" dropdown showing "Undergraduate". There is also a "Show Open Classes Only" checkbox. At the bottom of the page, there are links for "Search", "Plan", "Enroll", and "My Academics", and a footer with "Internet" and "100%" zoom.

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

ZKH, Zhw 中文名

Search Plan Enroll My Academics

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

Swap a Class

1. Select a class to swap - Enrollment Preference

2009-10 Term 1 | Undergraduate | CUHK

ANTH 1020 - Social Anthropology

Class Preferences

ANTH 1020-A Lecture Open

Wait List Wait list if class is full

Permission Nbr

Grading Graded

Units 3.00

Enrollment Information

- Department Consent Required to drop once enrolled

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
A	Lecture	MoWe 2:00PM - 2:45PM	Teaching Bldg at CCS Rm203	DR JIANG Yaolin	01/08/2009 - 31/07/2010

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

4. Confirm the change by clicking "FINISH SWAPPING"

MyCUHK

MyPage News and Events MyStudy Library Webmail Useful Links

Search Plan Enroll My Academics

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

Swap a Class

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

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You are replacing this class

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ANTH 1010-A (3800)	Humans and Culture (Lecture)	Mo 10:00AM - 11:45AM	Teaching Bldg at CCS Rm201	J. DOYLE	3.00	<input checked="" type="checkbox"/>
ANTH 1010-AT01 (3808)	Humans and Culture (Tutorial)	Fr 10:00AM - 10:45AM	Teaching Bldg at CCS Rm204	Staff		<input checked="" type="checkbox"/>

With this class

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ANTH 1020-A (3801)	Social Anthropology (Lecture)	MoWe 2:00PM - 2:45PM	Teaching Bldg at CCS Rm203	Y. JIANG	3.00	<input checked="" type="checkbox"/>

CANCEL **FINISH SWAPPING**

Intended to drop

Intended to add

5. Read the result carefully

MyCUHK

MyPage News and Events MyStudy Library Webmail Useful Links

CUSIS Services

- » Registration
- » Personal Information
- » My Class Schedule
- » My Planner
- » My Academics
- » Accept / Decline Award
- » Account Summary
- » Browse Course Catalog
- » Browse Program Information
- » My Course History
- » Course Enrollment
- » Make a Payment
- » My Advisors
- » Class Search
- » View My Assignments
- » View My Grades
- » View Unofficial Transcript
- » Application for Program Change
- » Transfer Credit / Exemption
- » eLearning
- » Graduate School Policies and Guidelines

ZKH, Zhw 中文名

Search Plan Enroll My Academics

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

Swap a Class

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

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Success: Classes were swapped Error: Unable to swap class

Class	Message	Status
Swap ANTH 1010 with ANTH 1020	Success: This class has been replaced.	✓

MAKE A PAYMENT MY CLASS SCHEDULE

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

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.

Data Language: English

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

Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.

2010-11 Term 1 | Undergraduate | CUHK

Classes you are allowed to edit

Select from your schedule LAWS 2121: Criminal Law I

PROCEED TO STEP 2 OF 3

My 2010-11 Term 1 Class Schedule

1. Click down menu to select a class that you want to change its tutorial section

2. Click here to move to next step

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 2 3

1. Select a class to edit - Related Class Section

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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	
<input type="radio"/>	1072	T01	TBA	TBA	Staff	Open
<input checked="" type="radio"/>	1073	T02	TBA	TBA	Staff	Open

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

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 2 3

1. Select a class to edit - Enrollment Preference

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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".

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 2 3

2. Confirm your selections

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

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Class Attribute	Original Value	New Value
Tutorial Section	T01 TBA	T02 TBA

CANCEL

FINISH EDITING

2. Click here to finish editing

1. View and confirm the change of tutorial section

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

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 2 3

3. View results

View the results of your enrollment request. Click fix errors to try and correct the problems listed below.

2010-11 Term 1 | Undergraduate | CUHK

✓ Success: Class updated ✗ Error: Unable to update class

Class	Message	Status
LAWS 2121	Success: This class has been updated.	✓

MAKE A PAYMENT

MY CLASS SCHEDULE