

Course Enrolment Information for University General Education Courses (University Summer Session, 2016-17)

University General Education courses include General Education Foundation (GEF) courses and courses in the Four Areas; and will be referred as “UGE courses” in the ensuing paragraphs of this document. Before planning their study, students should read carefully the unit requirement, study scheme and enrolment restriction stipulated in the online [Student Handbook](#)¹.

This document shall advise students of the course enrolment arrangement of UGE courses in the University Summer Session:

(1) **General Education Foundation (GEF) courses (prefix UGFH/UGFN)**

- a. Students are required to complete the GEF Programme which is comprised of two required courses, namely, UGFH1000 “In Dialogue with Humanity” and UGFN1000 “In Dialogue with Nature”. Students are strongly advised to enrol in one GEF course in Year 1 Term 2 and the second GEF course in Year 2 Term 1.
- b. **Enrolment method**
 - i. **Year 1 and Year 2 students** can enrol GEF course on CUSIS during the course enrolment period. The medium of instruction of each GEF class is given in the [teaching timetable](#) on the [RES webpage](#). Students should check carefully before course enrolment.
 - ii. **Year 3 or above students who have not yet completed both GEF courses according to the recommended course pattern stated in Part (1)a above can enrol GEF course during the CUSIS add/drop period by submitting an application to the GEF Programme Office. Course-add applications will be considered only if there is still vacancy in the class.** Course-add applications must be made on the prescribed form ([add/drop form for GEF courses](#)) and submitted to the GEF Programme, Office of University General Education in person or by email (sent from CUHK @Link accounts to gef-info@cuhk.edu.hk). Applications submitted after the CUSIS add/drop period will normally NOT be accepted.
 - iii. Starting from Term 2, 2016-17, “**drop consent**” will NOT apply to GEF classes during both the CUSIS course enrolment and add/drop periods. Students can use “**Swap**” function to change the lecture class (e.g. change from UGFH1000A to UGFH1000B) and “**Edit**” function to change the tutorial group (e.g. change from UGFH1000AT01 to AT06 of the same lecture class UGFH1000A) on CUSIS.
 - iv. **Wait list under CUSIS:** Wait list information under CUSIS will NOT be kept after the course enrolment period. Students who were on the wait list during the course enrolment period must enrol again during the add/drop period.
 - v. Individual UGFH teachers may introduce one or two additional texts to the core readings. Students may consult **teachers’ reading lists** in their [course outlines](#) before course enrolment.

¹ Students admitted to first-year-first-degree (FYFD) places with Advanced Standing should refer to “III. University Core Requirements” in the Annex of the [General Regulations Governing Full-time Undergraduate Studies](#)”.

(2) UGE course enrolment restriction**a. Co-requisite requirement**

Students should have either completed or enrolled in at least one of the two GEF courses before they are allowed to enrol in any course(s) in the Four Areas. Students on the wait list of their intended first GEF course are not considered as having fulfilled this co-requisite course requirement.

b. Course ceiling

For the summer term, a maximum of two UGE courses (including GEF courses and courses in the Four Areas) can be enrolled among courses offered in the University Summer Session and those offered in the International Summer School.

In respect of University Summer Session, students will be allowed to enrol in 1 UGE course during the course enrolment period and to enrol in the second UGE course during the course add/drop period subject to availability of class quota. As such, **a maximum of 1 UGE class can be put in the “Shopping Cart” under “My Class Schedule” during the course enrolment period. Up to 2 UGE classes, including class(es) on the wait list can be put in the “Shopping Cart” during the course add/drop period.** After reaching the ceiling, a student must drop one UGE class before he/she can add another into the shopping cart.

c. Declaration of/ change in major programme

For broadening purposes, there is course enrolment restriction/exclusion with respect to the major studies of the students concerned and to course(s) the students have already taken. Such restriction/exclusion has been stipulated in the “Course List”. Students who have declared a new major are advised to check the course enrolment restriction/exclusion in [the Student Handbook of their admission year](#). If any of the UGE courses taken by a student in the past fall(s) under the restricted/excluded courses of the student’s new major, the units earned in the past course(s) will be counted towards general elective and overall units completed; and the students have to take further UGE course(s) to make up for the required units.

d. Double-coded courses

Some UGE courses are also double-coded with department/programme courses. Double-coded courses are indicated in the [Student Handbook](#) and the CUSIS Course Catalogue. If students would like to use the units earned from such departmental courses to fulfil the UGE requirement and that the GE course enrolment restriction is duly fulfilled, they shall submit an application to the Office of University General Education. If students would like to use the units earned from a UGE course to fulfil programme requirement, they have to apply to the relevant Department/Programme Office, and students should take another UGE course to make up for the required units.

(3) Schedule**Check “My Class Schedule” at the respective stages of the course enrolment and add/drop period**

All successful enrolment and add/drop of courses will be reflected on “My Class Schedule”. Students must always check “My Class Schedule” on CUSIS and verify their enrolment status at the respective stages of the course enrolment and add/drop period.

10-12 April 2017: Course enrolment on CUSIS

- a. **The medium of instruction** of each course is given in [the teaching timetable on CUSIS](#). Students should check carefully before course enrolment. Please refer to [the RES webpage](#) for explanation of the abbreviations.
- b. **Students on the wait list will be enrolled automatically once a vacancy arises.** They should check “My Class Schedule” daily to track any changes in their enrolment status. If students do not wish to get enrolled, they should drop the courses on the wait list immediately to vacate the places for other students who wish to get enrolled.

15-19 May 2017: Course add/drop under CUSIS

- a. **Students who wish to add/drop UGE courses must do so on CUSIS during this period.** Course-add by OUGE can only be considered for graduating students who have to take UGE courses to fulfil graduation requirements but have failed to enrol in the course(s). Enrolment is subject to availability of class quota. Such application should be made on the prescribed form ([add/drop form for GEF courses/ add/drop form for courses in the Four Areas](#)) together with documentary proof wherever applicable and submitted to OUGE in person or by email. For email applications, it must be sent from @Link accounts. **Any other applications will NOT be considered unless there are compelling reasons.**
- b. Students on the wait list will be enrolled automatically once a vacancy arises. **Negligence to drop a course on the wait list will affect the enrolment opportunities of other students and cannot be accepted as an justification for add/drop after this period.**
- c. **Applications after the CUSIS add/drop period will NOT be considered.**

(4) Enquiry

GEF Programme	Courses in the Four Areas
Address: 7/F Hui Yeung Shing Building	Address: 8/F Hui Yeung Shing Building
Tel: 3943 3730	Tel: 3943 7075/ 3943 7563
Email: gef-info@cuhk.edu.hk	Email: uge-info@cuhk.edu.hk
URL: http://www.cuhk.edu.hk/oge/gef	URL: http://www.cuhk.edu.hk/oge
Opening Hours of Counter Service:	
Monday – Thursdays:	9:00 a.m.-1:00 p.m.; 2:00 p.m.-5:30 p.m.
Fridays:	9:00 a.m.-1:00 p.m.; 2:00 p.m.-5:45 p.m.