



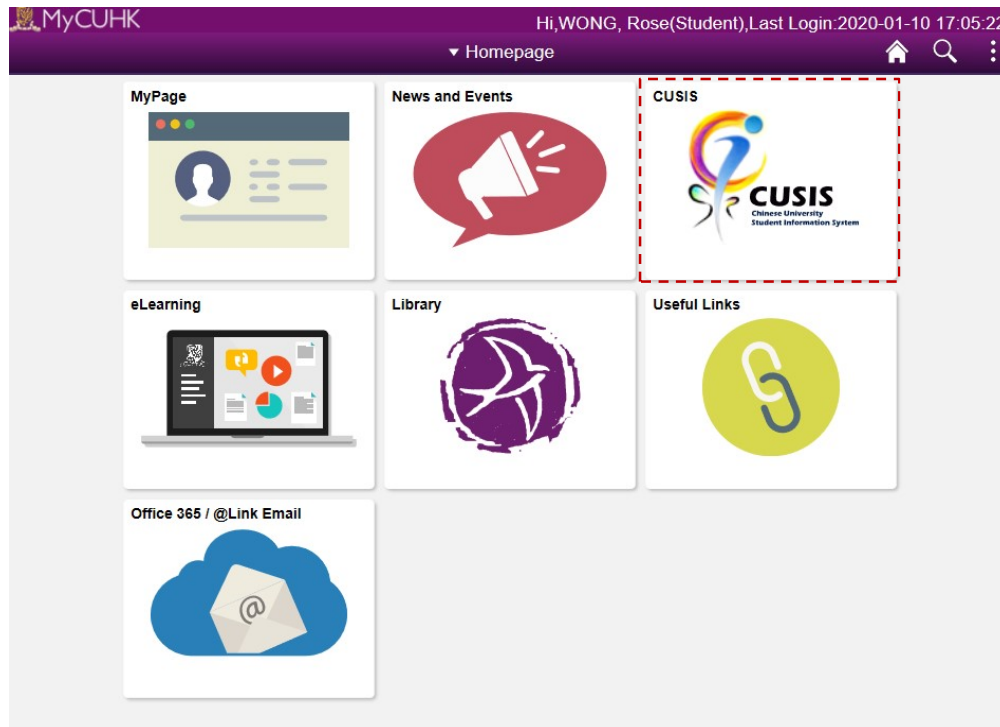
How to plan, validate, enroll and add/drop courses

CUSIS Project Website:
www.cuhk.edu.hk/cusis
MyCUHK Portal:
<https://portal.cuhk.edu.hk>
Sep 2020

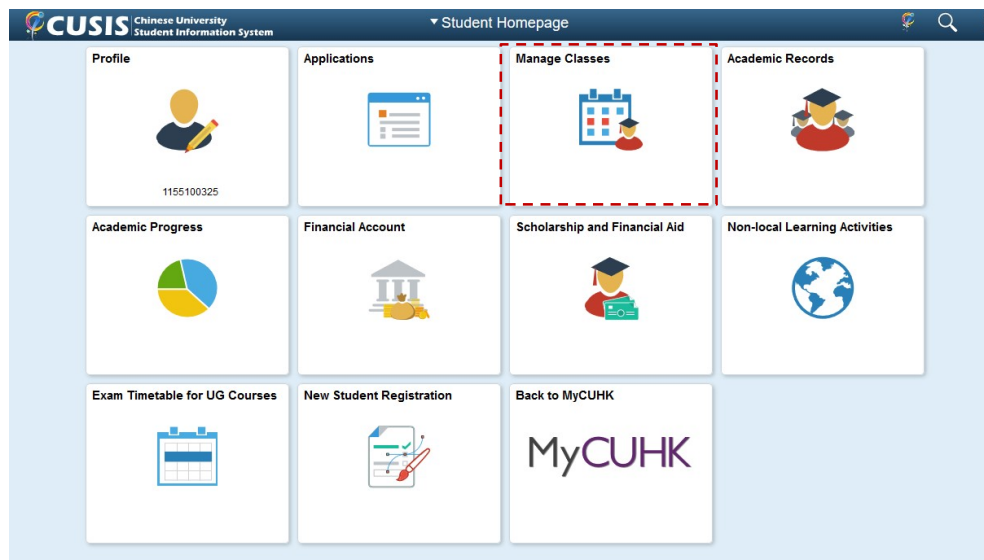
PLAN & VALIDATE

Select the classes you want to take into the shopping cart, check the fulfillment of requisite and check whether there is any time clash between classes.

1. After login to MyCUHK, click 'CUSIS' tile.



2. Click 'Manage Classes' tile



- Click 'Enrollment Dates' link and click the radio button of the term which you want to check. Click 'Continue'.

Student Homepage Manage Classes Data Language: English

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

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> 2019-20 Term 1	Undergraduate	CUHK
<input checked="" type="radio"/> 2019-20 Term 2	Undergraduate	CUHK

Continue

- Check the enrollment date.

Student Homepage Manage Classes Data Language: English

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

Enrollment Dates

Select Term

To view appointments and enrollment dates for another term, select the term and select Change.

2019-20 Term 2 | Undergraduate | CUHK Change Term

Validation Appointment		
Session	Appointment Begins	Appointment Ends
Regular Academic Session	12 February 2020 12:00AM	23 February 2020 9:00PM

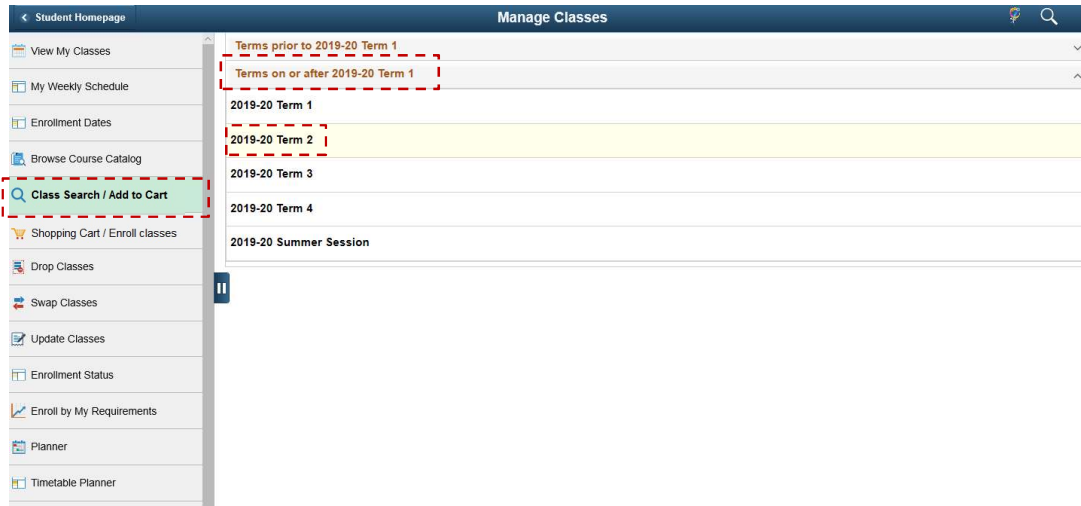
Enrollment Appointment		
Appointment	Appointment Begins	Appointment Ends
2019T2 e-Add/Drop (Additional)	17 February 2020 08:30PM	23 February 2020 08:30PM

Term Enrollment Limits			
Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
18.00	18.00		18.00

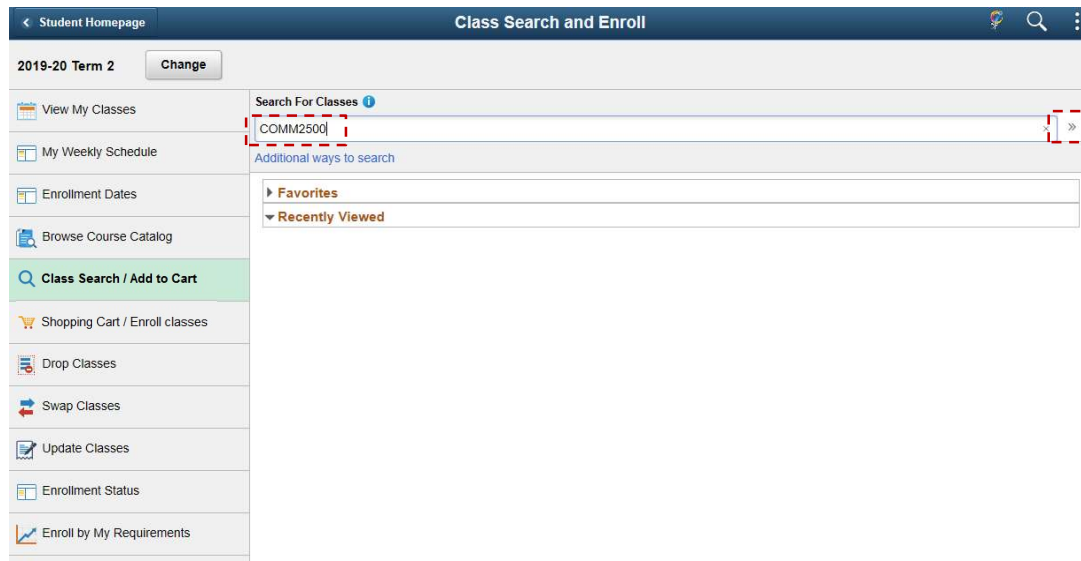
Add Classes into Shopping Cart

5. Click 'Class Search / Add to Cart'

In this demonstration, we want to select a class on 2019-20 Term 2. Click 'Terms on or after 2019-20 Term 1' and Click '2019-20 Term 2'



6. In class search function, you can input course, subject, class or topic etc as searching criteria. Press 'Enter' or '>>' button.



- Search result is shown. The search result can be further filtered by the criteria shown in left hand panel. Click the search result of class.

- Click Course Information can view the details of course. Click Class Number can view the details of class. Click '>' icon to proceed next step.

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 Chau Kee Building 515	Prof. L*** Xueting	Open Seats 40 of 40

9. Review the class selection and click 'Next'.

The screenshot shows the 'Class Search and Enroll' interface. At the top, there is a blue header with 'Exit' and 'Class Search and Enroll'. Below the header, the text '2019-20 Term 2 Undergraduate The Chinese University of Hong Kong' is displayed. A navigation pane on the left shows three steps: '1 Review Class Selection Visited', '2 Review Class Preferences Not Started', and '3 Review and Submit Not Started'. The main content area is titled 'Step 1 of 3: Review Class Selection' and shows 'You have selected' 'COMM 2500 Introduction to Global Communication'. Below this, it says 'Option Status Open'. A table lists the class details:

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

A 'Next >' button is highlighted with a red dashed box in the top right corner.

10. Student can select 'Yes' when you want to add the class to waitlist if class is full.

Leave Permission Number as blank.

Click 'Accept'.

The screenshot shows the 'Class Search and Enroll' interface at Step 2 of 3: Review Class Preferences. The header and navigation pane are the same as in the previous screenshot. The main content area is titled 'Step 2 of 3: Review Class Preferences' and shows 'COMM 2500 Introduction to Global Communication' and '(5565) - - LEC - Open'. There are three main sections:

- 'Add to waitlist if class is full?' with a 'Yes' radio button selected and highlighted with a red dashed box.
- 'Permission Number' with a text input field highlighted with a red dashed box.
- An 'Accept' button highlighted with a red dashed box in the top right corner.

A '< Previous' button is visible in the top right corner of the main content area.

11. Click 'Next'.

The screenshot shows the 'Class Search and Enroll' interface. At the top, there is a navigation bar with 'Exit' and 'Class Search and Enroll'. Below this, the user's session information is displayed: '2019-20 Term 2', 'Undergraduate', and 'The Chinese University of Hong Kong'. On the right side, there are buttons for '< Previous' and 'Next >', with the 'Next >' button highlighted by a red dashed box. The main content area is divided into a left sidebar and a main panel. The sidebar contains three steps: '1 Review Class Selection Complete', '2 Review Class Preferences Complete' (highlighted in green), and '3 Review and Submit Not Started'. The main panel is titled 'Step 2 of 3: Review Class Preferences' and includes a green 'Accept' button. Below the title, the class details are shown: 'COMM 2500 Introduction to Global Communication (5565) -- LEC - Open'. There is a toggle switch for 'Add to waitlist if class is full?' set to 'Yes'. A 'Permission Number' field with an information icon and an empty input box is also present.

12. Click 'Submit'

The screenshot shows the 'Class Search and Enroll' interface at Step 3 of 3: Review and Submit. The top navigation bar is the same as in the previous screenshot. The session information is also the same. The '< Previous' button is visible on the right. The sidebar shows three steps: '1 Review Class Selection Complete', '2 Review Class Preferences Complete', and '3 Review and Submit Visited' (highlighted in green). The main panel is titled 'Step 3 of 3: Review and Submit' and includes a green 'Submit' button highlighted by a red dashed box. Below the title, it says 'You have selected to add to your shopping cart' and 'COMM 2500 Introduction to Global Communication'. A table displays the class details:

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

13. Click 'Yes'.

The screenshot shows the 'Class Search and Enroll' interface for the 2019-20 Term 2 Undergraduate program at The Chinese University of Hong Kong. The interface is divided into three steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (Complete), and 3. Review and Submit (Visited). The current step is 'Step 3 of 3: Review and Submit', where the user has selected to add a class to their shopping cart. The class selected is 'COMM 2500 Introduction to Global Communication'. A table below shows the class details:

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

A confirmation dialog box is overlaid on the screen, asking 'Are you sure you want to submit?'. The 'Yes' button is highlighted with a red dashed border.

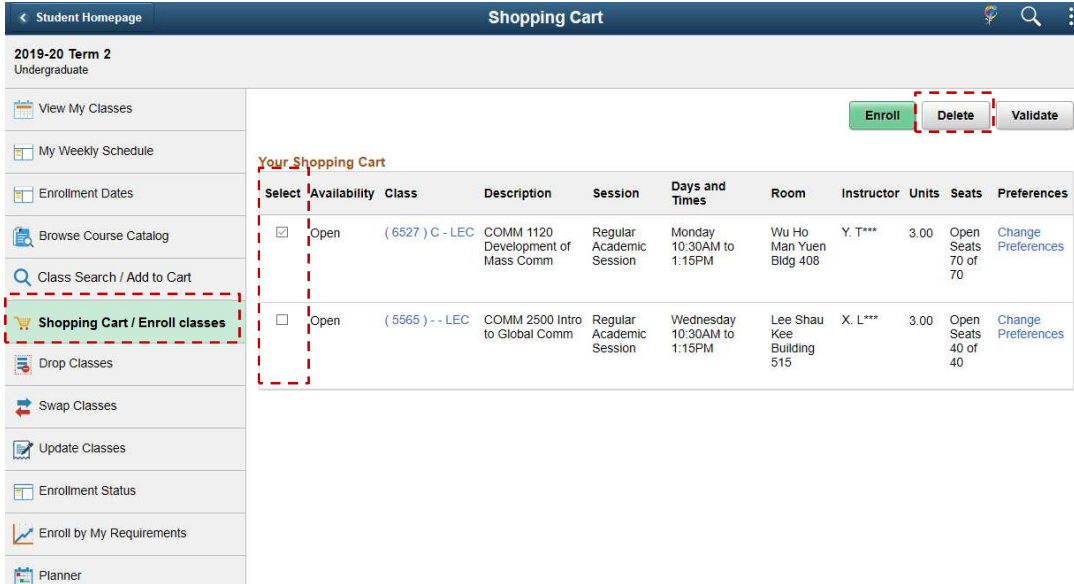
14. The Class is added to Shopping Cart successfully.

The screenshot shows the 'Confirmation' page for the 2019-20 Term 2 Undergraduate program at The Chinese University of Hong Kong. The page displays a success message: 'COMM 2500 - Introduction to Global Communication Class(es) has been added to your Shopping Cart. Please go to Shopping Cart to enroll for class(es).'. Below the message is a link to 'Return to Keyword Search Page'. The left sidebar contains a navigation menu with the following items: View My Classes, My Weekly Schedule, Enrollment Dates, Browse Course Catalog, Class Search / Add to Cart (highlighted), Shopping Cart / Enroll classes, Drop Classes, Swap Classes, Update Classes, and Enrollment Status.

Delete Classes from Shopping Cart

15. Click 'Shopping Cart / Enroll classes' and select the Class to be deleted.

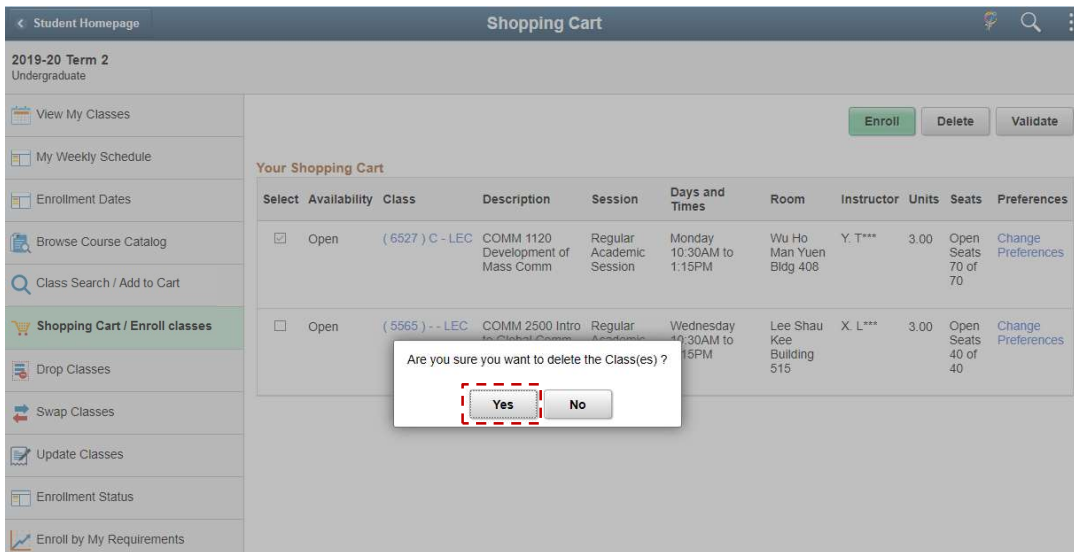
Click 'Delete'.



The screenshot shows the 'Shopping Cart' page for the 2019-20 Term 2 Undergraduate program. The left sidebar contains navigation options, with 'Shopping Cart / Enroll classes' highlighted. The main content area displays a table of classes in the shopping cart. The 'Delete' button is highlighted with a red dashed box.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	(6527) C - LEC	COMM 1120 Development of Mass Comm	Regular Academic Session	Monday 10:30AM to 1:15PM	Wu Ho Man Yuen Bldg 408	Y. T***	3.00	Open Seats 70 of 70	Change Preferences
<input type="checkbox"/>	Open	(6565) - - 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

16. Click 'Yes'.



The screenshot shows the same 'Shopping Cart' page, but with a confirmation dialog box overlaid. The dialog box asks 'Are you sure you want to delete the Class(es)?' and has 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red dashed box.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	(6527) C - LEC	COMM 1120 Development of Mass Comm	Regular Academic Session	Monday 10:30AM to 1:15PM	Wu Ho Man Yuen Bldg 408	Y. T***	3.00	Open Seats 70 of 70	Change Preferences
<input type="checkbox"/>	Open	(6565) - - 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

17. Class is deleted successfully.

Shopping Cart

Class(es) Successfully Deleted

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 Chau Kee Building 515	X. L***	3.00	Open Seats 40 of 40	Change Preferences

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

Validate Classes

18. Click 'Shopping Cart / Enroll classes'.

The screenshot shows the 'Shopping Cart' interface for a student. The page title is 'Shopping Cart' and it is for '2019-20 Term 2 Undergraduate'. On the left sidebar, the 'Shopping Cart / Enroll classes' option is highlighted with a red dashed box. The main content area displays a table of classes in the shopping cart. At the top right of the table, there are buttons for 'Enroll', 'Delete', and 'Validate'. The table has columns for 'Select', 'Availability', 'Class', 'Description', 'Session', 'Days and Times', 'Room', 'Instructor', 'Units', 'Seats', and 'Preferences'. The 'Select' column contains checkboxes for each class row.

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	

19. Check the checkbox of classes. Click 'Validate'.

This screenshot shows the same 'Shopping Cart' interface as the previous one, but with the checkboxes in the 'Select' column checked for all class rows. Additionally, the 'Validate' button at the top right of the table is highlighted with a red dashed box.

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 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	

20. Check the status of validation.

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.

21. Repeat step 18-20 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.

Enroll Course via 'Shopping Cart'

To enroll a selected set of courses from the Shopping Cart

22. Click 'Shopping Cart / Enroll classes'.

Check the checkbox of the classes you want to enroll.

Click 'Enroll'

The screenshot shows the 'Shopping Cart' interface for the 2019-20 Term 2 Undergraduate program. The left sidebar contains navigation options, with 'Shopping Cart / Enroll classes' highlighted. The main area displays a table of courses in the shopping cart, each with a checked checkbox in the 'Select' column. At the top right, the 'Enroll' button is highlighted with a red dashed box.

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	(4422) B - LEC	COMM 2600 Introduction to Journalism	Regular Academic Session	Thursday 2:30PM to 5:15PM	T.C. Cheng Bldg C2	Staff	3.00	Open Seats 40 of 40	Change Preferences
<input checked="" type="checkbox"/>	Open	(6886) - - LEC	GRMD 1402 Global Change & Env Sus	Regular Academic Session	Monday 12:30PM to 2:15PM	Wu Ho Man Yuen Bldg 303	H. YWM	3.00	Open Seats 60 of 60	Change Preferences
		(6413) -T01 - TUT			To be Announced	To be Announced	H. YWM		Open Seats 60 of 60	
<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	(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) J T03 - TUT			Thursday 11:30AM to 1:15PM	Hui Yeung Shing Bldg 303	J. Y***		Open Seats 25 of 25	

23. Click 'Yes'.

The screenshot shows the same 'Shopping Cart' interface as above, but with a confirmation dialog box overlaid on the course list. The dialog box asks 'Are you sure you want to enroll?' and has 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red dashed box.

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	(4422) B - LEC	COMM 2600 Introduction to Journalism	Regular Academic Session	Thursday 2:30PM to 5:15PM	T.C. Cheng Bldg C2	Staff	3.00	Open Seats 40 of 40	Change Preferences
<input checked="" type="checkbox"/>	Open	(6886) - - LEC	GRMD 1402 Global Change & Env Sus	Regular Academic Session	Monday 12:30PM to 2:15PM	Wu Ho Man Yuen Bldg 303	H. YWM	3.00	Open Seats 60 of 60	Change Preferences
		(6413) -T01 - TUT			To be Announced	To be Announced	H. YWM		Open Seats 60 of 60	
<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	(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

24. The classes had been added successfully.

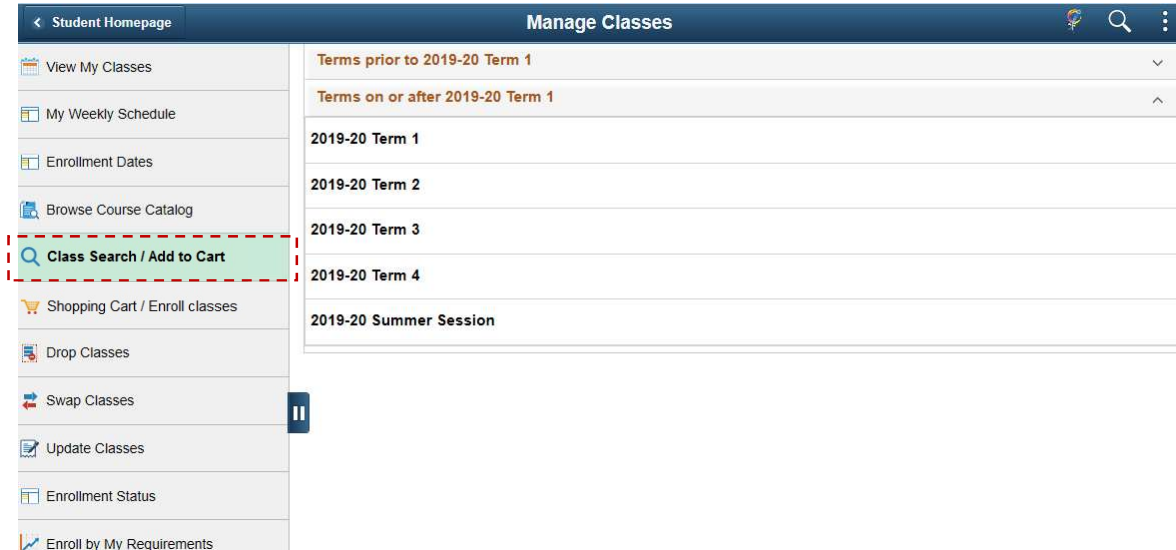
25. Click 'My Weekly Schedule' to check your class schedule after all classes are enrolled

Time	Monday 24 Feb	Tuesday 25 Feb	Wednesday 26 Feb	Thursday 27 Feb	Friday 28 Feb	Saturday 29 Feb	Sunday 1 Mar
8:30AM							
9:30AM							
10:30AM							
11:30AM		PHED 1034 - D Lecture 10:30AM - 12:15PM Kwok Sports Building SC	COMM 2500 - Lecture 10:30AM - 1:15PM Lee Shau Kee Building S15	UGFN 1000 - J703 Interactive Tutorial 11:30AM - 1:15PM Hui Yung Shing Bldg 303			
12:30PM	GRMD 1402 - Lecture 12:30PM - 2:15PM Wu Ho Man Yuen Bldg 303					UGFN 1000 - J Lecture 1:30PM - 2:15PM Yasumoto Int'l Acad Park L75	
1:30PM							
2:30PM				COMM 2600 - B Lecture 2:30PM - 5:15PM T.C. Cheng Bldg C2			
3:30PM							
4:30PM							
5:30PM							

Add classes

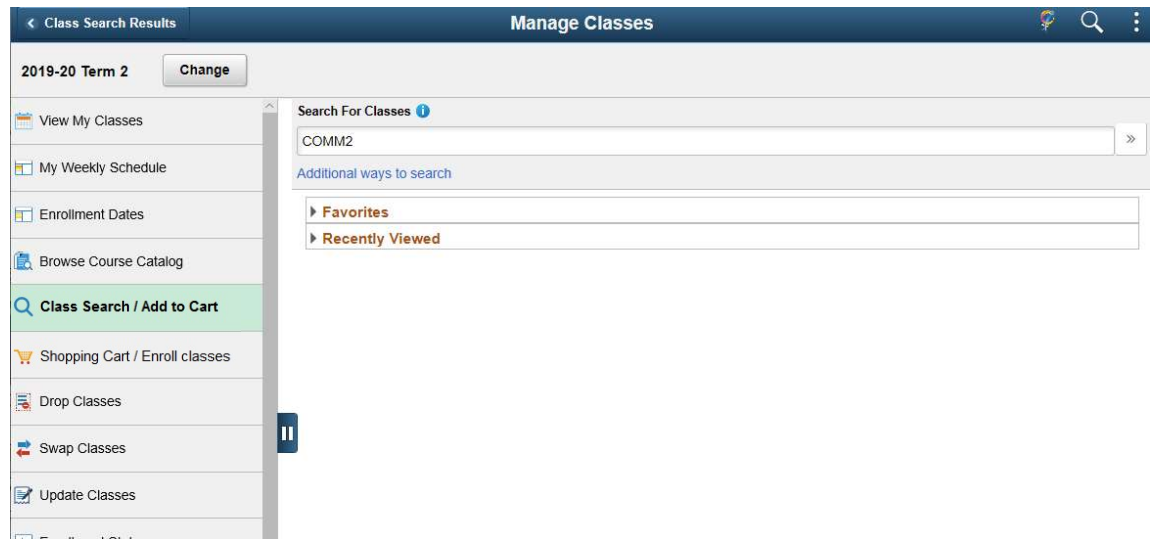
To add a new course

1. Click 'Class Search / Add to Cart' and select a term.



The screenshot shows the 'Manage Classes' interface. On the left, a sidebar contains navigation options: View My Classes, My Weekly Schedule, Enrollment Dates, Browse Course Catalog, **Class Search / Add to Cart** (highlighted with a red dashed box), Shopping Cart / Enroll classes, Drop Classes, Swap Classes, Update Classes, Enrollment Status, and Enroll by My Requirements. The main area displays a list of terms: Terms prior to 2019-20 Term 1, Terms on or after 2019-20 Term 1, 2019-20 Term 1, 2019-20 Term 2, 2019-20 Term 3, 2019-20 Term 4, and 2019-20 Summer Session.

2. Search a class by inputting a keyword, it could be course code, subject, class and topic etc.



The screenshot shows the 'Class Search Results' interface. The top bar indicates '2019-20 Term 2' with a 'Change' button. The left sidebar is the same as in the previous screenshot, with 'Class Search / Add to Cart' highlighted. The main area features a search bar with 'COMM2' entered. Below the search bar, there are sections for 'Additional ways to search', 'Favorites', and 'Recently Viewed'.

3. Select the search result.

Class Search Results

- Class Status**
 - Open Classes Only
- Subject**
 - COMM / Communication
- Class Meeting Days**
 - Fri
 - Mon
 - Thurs
 - Tue
 - Wed
- Number of Units**
 - 2.5 – 3 Units
- Course Career**
 - Undergraduate
- Class Component**

COMM2160 - Communication Research Methods
3 units
1 Class Option Available

COMM2210 - News and Society
3 units
1 Class Option Available

COMM2300 - Sound and Creative Media
3 units
1 Class Option Available

COMM2440 - Photojournalism
3 units
1 Class Option Available

COMM2500 - Introduction to Global Communication
3 units
1 Class Option Available

COMM2600 - Introduction to Journalism
3 units
1 Class Option Available

COMM2610 - Foreign News Desk Practice

4. Select a class. In this example, only one class for this course.

Course Information

2019-20 Term 2

- 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 2440
Photojournalism
★ 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	(8423) C - LEC	10/1, 17/1, 24/1, 31/1, 7/2, 14/2, 21/2, 28/2, 6/3, 13/3, 20/3, 27/3, 3/4, 10/4, 17/4	Friday 2:30PM to 5:15PM	Humanities Building 6	Mr. K*** Hing Fai	Open Seats 15 of 15

5. Review the selected class and click 'Next'.

The screenshot shows the 'Class Search and Enroll' interface. At the top, there is a blue header with 'Exit' and 'Class Search and Enroll'. Below the header, the text '2019-20 Term 2 Undergraduate The Chinese University of Hong Kong' is displayed. On the right side, a 'Next >' button is highlighted with a red dashed box. The main content area is divided into a left sidebar and a main panel. The sidebar contains three steps: '1 Review Class Selection Visited', '2 Review Class Preferences Not Started', and '3 Review and Submit Not Started'. The main panel is titled 'Step 1 of 3: Review Class Selection' and shows 'You have selected' as 'COMM 2440 Photojournalism' with an 'Option Status' of 'Open'. Below this is a table with columns for Class, Session, Meeting Dates, Days and Times, and Seats.

Class	Session	Meeting Dates	Days and Times	Seats
(8423) C - LEC	Regular Academic Session	10/1, 17/1, 24/1, 31/1, 7/2, 14/2, 21/2, 28/2, 6/3, 13/3, 20/3, 27/3, 3/4, 10/4, 17/4	Friday 2:30PM to 5:15PM	Open Seats 15 of 15

6. Leave Permission Number as blank. Click 'Accept' and then click 'Next'.

The screenshot shows the 'Class Search and Enroll' interface at Step 2 of 3: Review Class Preferences. The header and university information are the same as in the previous screenshot. On the right side, there are two buttons: '< Previous' and 'Next >', with the 'Next >' button highlighted by a red dashed box. The sidebar shows '1 Review Class Selection Complete', '2 Review Class Preferences Complete', and '3 Review and Submit Not Started'. The main panel is titled 'Step 2 of 3: Review Class Preferences' and shows 'COMM 2440 Photojournalism' and '(8423) C - LEC - Open'. Below this, there is a 'Permission Number' field with a question mark icon and an empty text input box. At the bottom right of the main panel, an 'Accept' button is highlighted with a red dashed box.

7. Click 'Submit'

The screenshot shows the 'Class Search and Enroll' interface for the 2019-20 Term 2 Undergraduate program at The Chinese University of Hong Kong. The interface is divided into three steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (Complete), and 3. Review and Submit (Visited). The current step is 'Step 3 of 3: Review and Submit', where the user has selected to add to their shopping cart. The class selected is 'COMM 2440 Photojournalism'. A table displays the class details:

Class	Session	Meeting Dates	Days and Times	Seats
(8423) C - LEC	Regular Academic Session	10/1, 17/1, 24/1, 31/1, 7/2, 14/2, 21/2, 28/2, 6/3, 13/3, 20/3, 27/3, 3/4, 10/4, 17/4	Friday 2:30PM to 5:15PM	Open Seats 15 of 15

A green 'Submit' button is highlighted with a red dashed box in the top right corner of the main content area.

8. Click 'Yes'

The screenshot shows the same 'Class Search and Enroll' interface as above, but with a confirmation dialog box overlaid. The dialog box asks 'Are you sure you want to submit?' and has two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red dashed box. The background interface is dimmed, showing the same class details as in the previous screenshot.

9. The class had been added to shopping cart.

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

Confirmation

Class(es) has been added to your Shopping Cart.

✓ **COMM 2440 - Photojournalism**
Class(es) has been added to your Shopping Cart. Please go to Shopping Cart to enroll for class(es).

Return to Keyword Search Page

10. Click 'Shopping Cart / Add to Cart' and choose the term.

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

Shopping Cart

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	(8423) C - LEC	COMM 2440 Photojournalism	Regular Academic Session	Friday 2:30PM to 5:15PM	Humanities Building 6	H. K***	3.00	Open Seats 15 of 15	Change Preferences
<input type="checkbox"/>	Open	(4422) B - LEC	COMM 2600 Introduction to Journalism	Regular Academic Session	Thursday 2:30PM to 5:15PM	T.C. Cheng Bldg C2	Staff	3.00	Open Seats 40 of 40	Change Preferences

11. Select the checkbox of the class and click 'Validate'.

2019-20 Term 2 Undergraduate Change

View My Classes Enroll Delete Validate

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

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	(8423) C - LEC	COMM 2440 Photojournalism	Regular Academic Session	Friday 2:30PM to 5:15PM	Humanities Building 6	H, K***	3.00	Open Seats 15 of 15	Change Preferences
<input type="checkbox"/>	Open	(4422) B - LEC	COMM 2600 Introduction to Journalism	Regular Academic Session	Thursday 2:30PM to 5:15PM	T.C. Cheng Bldg C2	Staff	3.00	Open Seats 40 of 40	Change Preferences

12. Class validation is completed.

Student Homepage **Confirmation**

Class validation complete. See results below. X

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 2440 - Photojournalism**
Okay to Add to Class Schedule.

13. Click 'Shopping Cart / Enroll classes', check the checkbox of the class which had been validated. Click 'Enroll' button.

The screenshot shows the 'Shopping Cart' page for the 2019-20 Term 2 Undergraduate program. The left sidebar contains navigation options, with 'Shopping Cart / Enroll classes' highlighted. The main area displays a table of classes in the shopping cart. The 'Enroll' button is highlighted with a red dashed box.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	(8423) C - LEC	COMM 2440 Photojournalism	Regular Academic Session	Friday 2:30PM to 5:15PM	Humanities Building 6	H. K***	3.00	Open Seats 15 of 15	Change Preferences
<input type="checkbox"/>	Open	(4422) B - LEC	COMM 2600 Introduction to Journalism	Regular Academic Session	Thursday 2:30PM to 5:15PM	T.C. Cheng Bldg C2	Staff	3.00	Open Seats 40 of 40	Change Preferences

14. Click 'Yes'.

The screenshot shows the same 'Shopping Cart' page, but with a confirmation dialog box overlaid on the table. The dialog box asks 'Are you sure you want to enroll?' and has 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red dashed box.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	(8423) C - LEC	COMM 2440 Photojournalism	Regular Academic Session	Friday 2:30PM to 5:15PM	Humanities Building 6	H. K***	3.00	Open Seats 15 of 15	Change Preferences
<input type="checkbox"/>	Open	(4422) B - LEC	COMM 2600 Introduction to Journalism	Regular Academic Session	Thursday 2:30PM to 5:15PM	T.C. Cheng Bldg C2	Staff	3.00	Open Seats 40 of 40	Change Preferences

15. The class had been enrolled.

The screenshot shows a mobile application interface for a student. At the top, there is a dark blue header with a back arrow, the text "Student Homepage", the word "Confirmation", and icons for a search and a menu. Below the header is a light green notification bar with the text "This class has been added to your schedule." and a close button (X). On the left side, there is a vertical menu with the following items: "View My Classes", "My Weekly Schedule", "Enrollment Dates", "Browse Course Catalog", "Class Search / Add to Cart", "Shopping Cart / Enroll classes" (highlighted in green), "Drop Classes", "Swap Classes", "Update Classes", and "Enrollment Status". To the right of the menu, a white box contains a green checkmark icon followed by the text "COMM 2440 - Photojournalism" and "This class has been added to your schedule."

Drop Classes

To drop the course that you have enrolled successfully

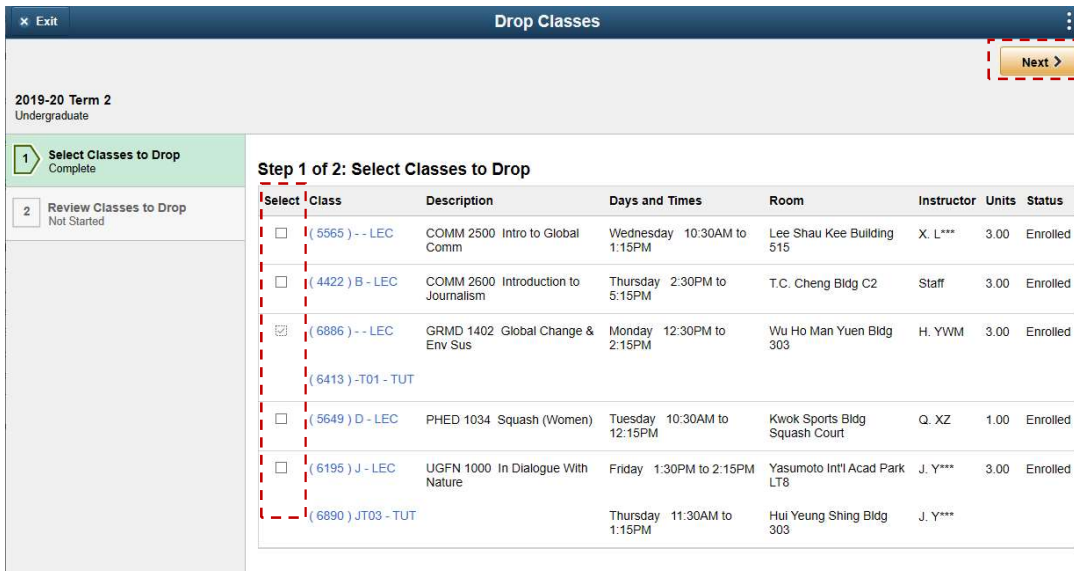
26. Click 'Drop Classes' and select term.



Student Homepage Select a Value

- 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

27. Check the checkbox of classes to be dropped. Click 'Next'.



Drop Classes

2019-20 Term 2 Undergraduate

1 Select Classes to Drop Complete

2 Review Classes to Drop Not Started

Step 1 of 2: Select Classes to Drop

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input type="checkbox"/>	(5565) -- LEC	COMM 2500 Intro to Global Comm	Wednesday 10:30AM to 1:15PM	Lee Shau Kee Building 515	X. L***	3.00	Enrolled
<input type="checkbox"/>	(4422) B - LEC	COMM 2600 Introduction to Journalism	Thursday 2:30PM to 5:15PM	T.C. Cheng Bldg C2	Staff	3.00	Enrolled
<input checked="" type="checkbox"/>	(6886) -- LEC	GRMD 1402 Global Change & Env Sus	Monday 12:30PM to 2:15PM	Wu Ho Man Yuen Bldg 303	H. YWM	3.00	Enrolled
	(6413) -T01 - TUT						
<input type="checkbox"/>	(5649) D - LEC	PHED 1034 Squash (Women)	Tuesday 10:30AM to 12:15PM	Kwok Sports Bldg Squash Court	Q. XZ	1.00	Enrolled
<input type="checkbox"/>	(6195) J - LEC	UGFN 1000 In Dialogue With Nature	Friday 1:30PM to 2:15PM	Yasumoto Int'l Acad Park LT8	J. Y***	3.00	Enrolled
<input type="checkbox"/>	(6890) JT03 - TUT		Thursday 11:30AM to 1:15PM	Hui Yeung Shing Bldg 303	J. Y***		

Next >

28. Click 'Drop Classes'

The screenshot shows the 'Drop Classes' interface for the 2019-20 Term 2 Undergraduate program. It is at Step 2 of 2: Review Classes to Drop. A sidebar on the left shows two steps: '1 Select Classes to Drop Complete' and '2 Review Classes to Drop Visited'. The main area contains a table of classes to be reviewed. A green 'Drop Classes' button is highlighted with a red dashed box in the top right corner of the main area.

Class	Description	Days and Times	Room	Instructor	Units	Status
(6886) - - LEC	GRMD 1402 Global Change & Env Sus	Monday 12:30PM to 2:15PM	Wu Ho Man Yuen Bldg 303	H. YWM	3.00	Enrolled
(6413) -T01 - TUT						

29. Click 'Yes'.

The screenshot shows the same 'Drop Classes' interface as above, but with a confirmation dialog box overlaid. The dialog box contains the text 'Confirm that the following class(es) are to be dropped' and two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red dashed box.

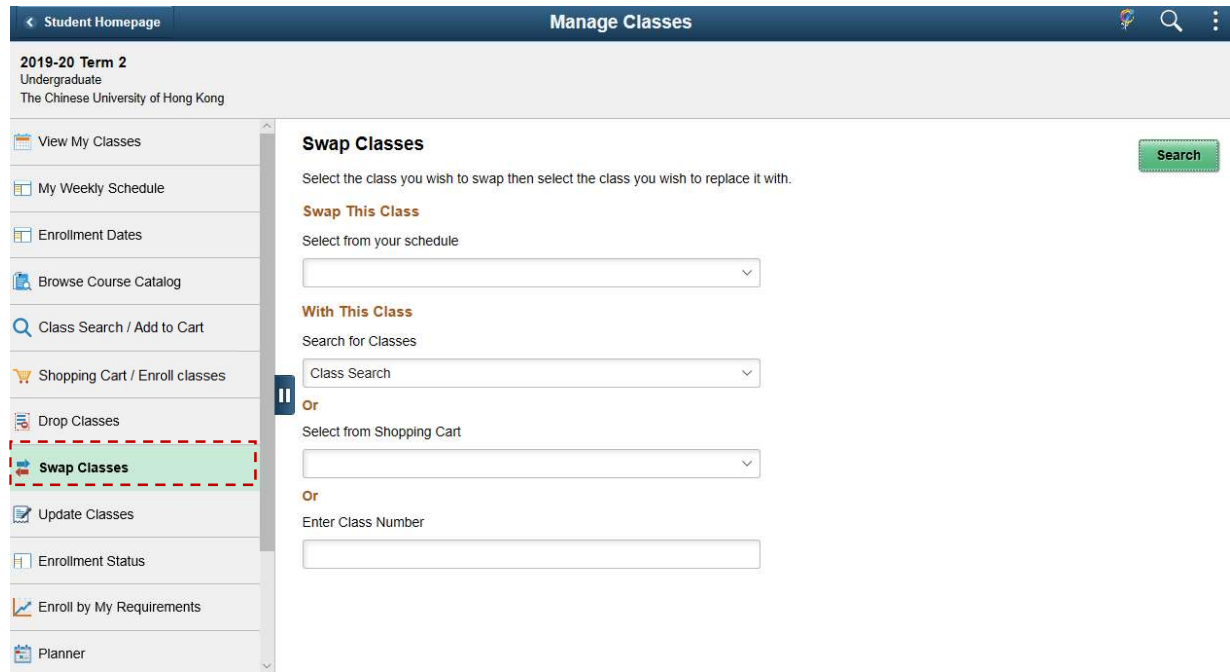
30. The class had been dropped successfully.

The screenshot shows a web interface for a student. At the top, there is a dark blue navigation bar with a back arrow, the text "Student Homepage", the word "Confirmation" in the center, and icons for a search and a menu. Below this is a light green banner with the text "The process is complete please see results below" and a close button (X). On the left side, there is a vertical menu with several options: "View My Classes", "My Weekly Schedule", "Enrollment Dates", "Browse Course Catalog", "Class Search / Add to Cart", "Shopping Cart / Enroll classes", "Drop Classes" (highlighted in green), "Swap Classes", "Update Classes", and "Enrollment Status". The main content area on the right displays a confirmation message: a green checkmark icon followed by the text "GRMD 1402 - Global Change and Environmental Sustainability" and "This class has been dropped." below it.

Swap Classes

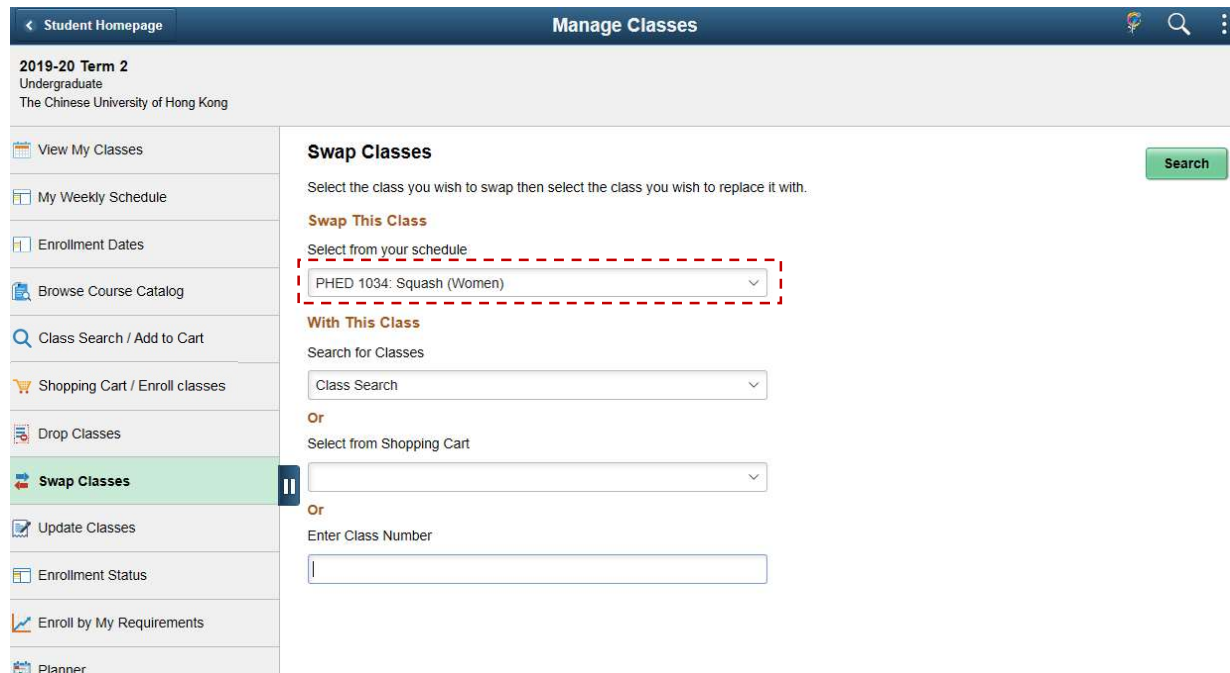
To drop a class on condition that the class you want to add has successfully added

31. Click 'Swap Classes'



The screenshot shows the 'Manage Classes' interface for the 2019-20 Term 2 Undergraduate program at The Chinese University of Hong Kong. The left sidebar contains a list of navigation options: View My Classes, My Weekly Schedule, Enrollment Dates, Browse Course Catalog, Class Search / Add to Cart, Shopping Cart / Enroll classes, Drop Classes, Swap Classes (highlighted with a red dashed box), Update Classes, Enrollment Status, Enroll by My Requirements, and Planner. The main content area is titled 'Swap Classes' and includes a 'Search' button. Below the title, there is a section 'Swap This Class' with a dropdown menu for 'Select from your schedule'. This is followed by a section 'With This Class' which has two options: 'Search for Classes' with a 'Class Search' dropdown, and 'Or' 'Select from Shopping Cart' with a dropdown menu. Below that, there is another 'Or' option 'Enter Class Number' with a text input field.

32. Select the class to be swapped from a drop down list.



This screenshot shows the same 'Manage Classes' interface as above, but with the 'Swap Classes' option selected in the left sidebar. The main content area now displays the 'Swap Classes' form. The 'Swap This Class' section shows the dropdown menu for 'Select from your schedule' with 'PHED 1034: Squash (Women)' selected, highlighted by a red dashed box. The 'With This Class' section remains the same, with the 'Search for Classes' dropdown set to 'Class Search' and the 'Select from Shopping Cart' dropdown empty. The 'Enter Class Number' field is also empty.

33. Select the class swap with your schedule by class search, select from shopping cart or enter the class number directly. In the example, we use class search function.

Click 'Search'

Student Homepage Manage Classes

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 Enroll by My Requirements Planner

Swap Classes

Select the class you wish to swap then select the class you wish to replace it with.

Swap This Class
Select from your schedule
PHED 1034: Squash (Women)

With This Class
Search for Classes
Class Search

Or
Select from Shopping Cart

Or
Enter Class Number

Search

34. Enter the searching criteria. Press enter or '>>' button.

Swap Classes Class Search

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

Class Search

Search For Classes PHED >>

Additional ways to search

Recently Viewed

- COMM 2600**
Introduction to Journalism
1 class option available
- COMM 2500**
Introduction to Global Communication
1 class option available
- GRMD 1402**
Global Change and Environmental Sustainability
1 class option available
- SOWK 1113**
Self-development in Changing Society
2 class options available
- ECON 1111**
Mathematical Methods in Economics II
2 class options available

Delete All

35. Select the searching result.

36. Select Class.

Option	Status	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	(8632) A - LEC	7/1, 14/1, 21/1, 28/1, 4/2, 11/2, 18/2, 25/2, 3/3, 10/3, 17/3, 24/3, 31/3, 7/4, 14/4	Tuesday 10:30AM to 12:15PM	The Thomas H.C. Cheung Gym, UC	Ms. L* Sau Ying	Open Seats 24 of 24
2	Open	(8633) B - LEC	6/1, 13/1, 20/1, 27/1, 3/2, 10/2, 17/2, 24/2, 2/3, 9/3, 16/3, 23/3, 30/3, 6/4, 13/4	Monday 2:30PM to 4:15PM	The Thomas H.C. Cheung Gym, UC	Ms. L* Sau Ying	Open Seats 24 of 24
3	Open	(8634) C - LEC	7/1, 14/1, 21/1, 28/1, 4/2, 11/2, 18/2, 25/2, 3/3, 10/3, 17/3, 24/3, 31/3, 7/4, 14/4	Tuesday 2:30PM to 4:15PM	The Thomas H.C. Cheung Gym, UC	Miss C*** Chi Ngan	Open Seats 24 of 24
4	Open	(8635) D - LEC	6/1, 13/1, 20/1, 27/1, 3/2, 10/2, 17/2, 24/2, 2/3, 9/3, 16/3, 23/3, 30/3, 6/4, 13/4	Monday 8:30AM to 10:15AM	The Thomas H.C. Cheung Gym, UC	Miss C*** Chi Ngan	Open Seats 24 of 24

37. Review selected class. Click 'Next'.

× Exit Swap Classes

[Next >](#)

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

1 **Review Class Selection**
Visited

2 **Review Class Preferences**
Not Started

3 **Confirm Class Swap**
Not Started

Step 1 of 3: Review Class Selection

You have selected
PHED 1024 Volleyball (Women)

Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
(8633) B - LEC	Regular Academic Session	6/1, 13/1, 20/1, 27/1, 3/2, 10/2, 17/2, 24/2, 2/3, 9/3, 16/3, 23/3, 30/3, 6/4, 13/4	Monday 2:30PM to 4:15PM	Open Seats 24 of 24

38. Click 'Accept'.

× Exit Swap Classes

[Previous](#)

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

1 **Review Class Selection**
Complete

2 **Review Class Preferences**
In Progress

3 **Confirm Class Swap**
Not Started

Step 2 of 3: Review Class Preferences

PHED 1024 Volleyball (Women)
(8633) B - LEC - Open

Permission Number ⓘ

39. Click 'Next'.

Swap Classes

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

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Confirm Class Swap Not Started

Step 2 of 3: Review Class Preferences Accept

PHED 1024 Volleyball (Women)
(8633) B - LEC - Open

Permission Number ?

40. Click 'Submit'.

Swap Classes

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

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Confirm Class Swap Visited

Step 3 of 3: Confirm Class Swap Submit

You are replacing this Class

PHED 1034 Squash (Women)

Class	Session	Meeting Dates	Days and Times	Seats
(5649) D - LEC	Regular Academic Session	7/1, 14/1, 21/1, 28/1, 4/2, 11/2, 18/2, 25/2, 3/3, 10/3, 17/3, 24/3, 31/3, 7/4, 14/4	Tuesday 10:30AM to 12:15PM	Open Seats 23 of 24

With this Class

PHED 1024 Volleyball (Women)

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
(8633) B - LEC	Regular Academic Session	6/1, 13/1, 20/1, 27/1, 3/2, 10/2, 17/2, 24/2, 2/3, 9/3, 16/3, 23/3, 30/3, 6/4, 13/4	Monday 2:30PM to 4:15PM	Open Seats 24 of 24

41. Click 'Yes'

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

1 Review Class Selection Complete
2 Review Class Preferences Complete
3 Confirm Class Swap Visited

Step 3 of 3: Confirm Class Swap

You are replacing this Class

PHED 1034 Squash (Women)

Class	Session	Meeting Dates	Days and Times	Seats
(5649) D - LEC	Regular Academic Session	7/1, 14/1, 21/1, 28/1, 4/2, 11/2, 18/2, 25/2, 3/3, 10/3, 17/3, 24/3, 31/3, 7/4, 14/4	Tuesday 10:30AM to 12:15PM	Open Seats 23 of 24

With this Class

PHED 1024 Volleyball (Women)

Option Status: Open

Are you sure you want to submit?

Class	Session	Meeting Dates	Days and Times	Seats
(8633) B - LEC	Regular Academic Session	6/1, 13/1, 20/1, 27/1, 3/2, 10/2, 17/2, 24/2, 2/3, 9/3, 16/3, 23/3, 30/3, 6/4, 13/4	Monday 2:30PM to 4:15PM	Open Seats 24 of 24

42. The class had been swapped successfully.

Student Homepage Confirmation

This class has been added to your schedule.

The Chinese University of Hong Kong

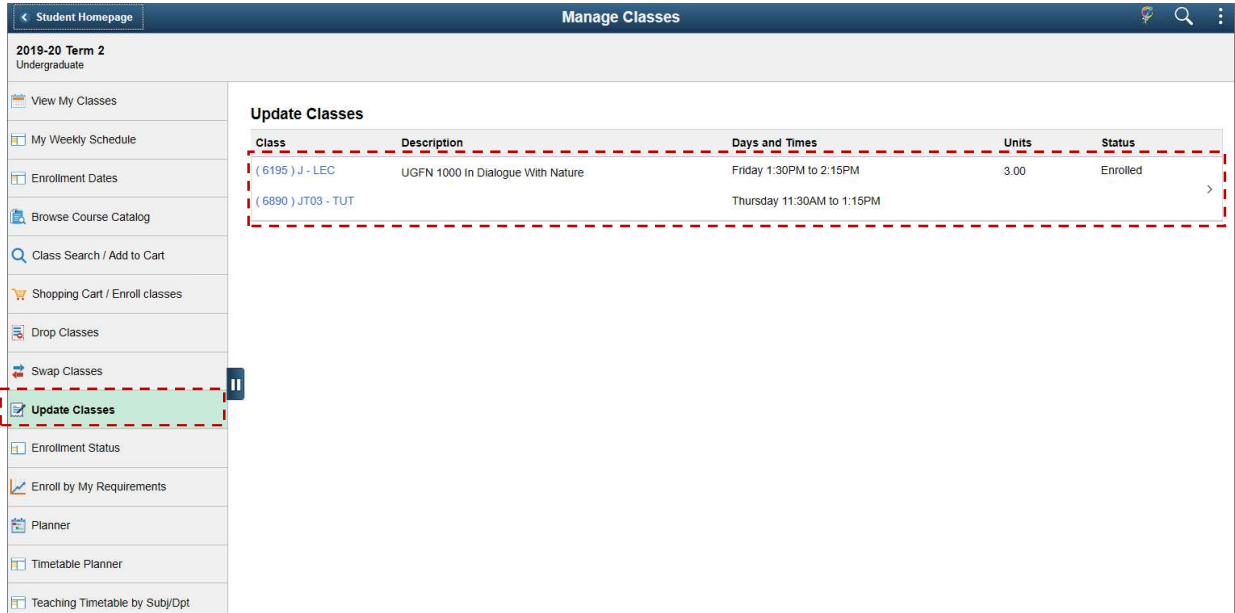
- View My Classes
- My Weekly Schedule
- Enrollment Dates
- Browse Course Catalog
- Class Search / Add to Cart
- Shopping Cart / Enroll classes
- Drop Classes
- Swap Classes**
- Update Classes
- Enrollment Status
- Enroll by My Requirements
- Planner

✔ Swap PHED 1034 - Squash (Women) with PHED 1024 - Volleyball (Women)
This class has been added to your schedule.

Update Classes

To swapping the related tutorial class section without dropping the lecture class

43. Click 'Update Classes'. Select the class to be updated.

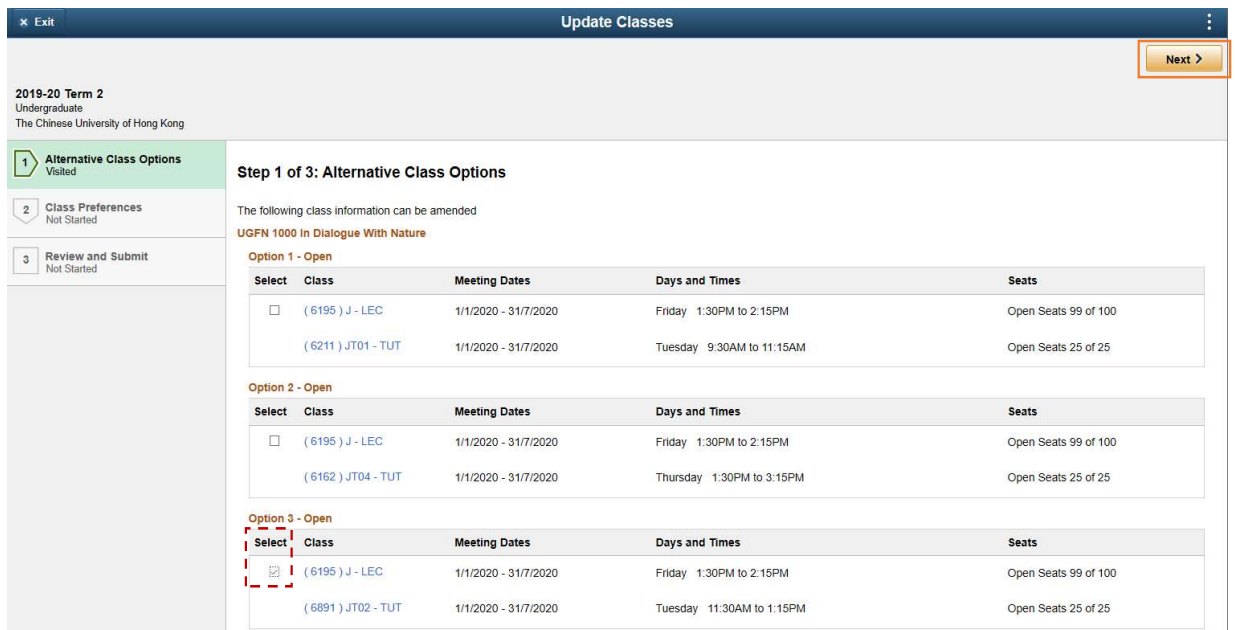


The screenshot shows the 'Manage Classes' interface. On the left sidebar, the 'Update Classes' button is highlighted with a red dashed box. The main area displays a table titled 'Update Classes' with the following data:

Class	Description	Days and Times	Units	Status
(6195) J - LEC	UGFN 1000 In Dialogue With Nature	Friday 1:30PM to 2:15PM	3.00	Enrolled
(6890) JT03 - TUT		Thursday 11:30AM to 1:15PM		

44. Check the checkbox of the class (tutorial) you want to update.

Click 'Next'.



The screenshot shows the 'Update Classes' interface at the 'Alternative Class Options' step. The 'Next' button is highlighted with a red dashed box. The main area displays a table titled 'Step 1 of 3: Alternative Class Options' with the following data:

The following class information can be amended
UGFN 1000 In Dialogue With Nature

Option 1 - Open

Select	Class	Meeting Dates	Days and Times	Seats
<input type="checkbox"/>	(6195) J - LEC	1/1/2020 - 31/7/2020	Friday 1:30PM to 2:15PM	Open Seats 99 of 100
<input type="checkbox"/>	(6211) JT01 - TUT	1/1/2020 - 31/7/2020	Tuesday 9:30AM to 11:15AM	Open Seats 25 of 25

Option 2 - Open

Select	Class	Meeting Dates	Days and Times	Seats
<input type="checkbox"/>	(6195) J - LEC	1/1/2020 - 31/7/2020	Friday 1:30PM to 2:15PM	Open Seats 99 of 100
<input type="checkbox"/>	(6162) JT04 - TUT	1/1/2020 - 31/7/2020	Thursday 1:30PM to 3:15PM	Open Seats 25 of 25

Option 3 - Open

Select	Class	Meeting Dates	Days and Times	Seats
<input checked="" type="checkbox"/>	(6195) J - LEC	1/1/2020 - 31/7/2020	Friday 1:30PM to 2:15PM	Open Seats 99 of 100
<input type="checkbox"/>	(6891) JT02 - TUT	1/1/2020 - 31/7/2020	Tuesday 11:30AM to 1:15PM	Open Seats 25 of 25

45. Click 'Accept'

The screenshot shows the 'Update Classes' interface for the 2019-20 Term 2 Undergraduate program at The Chinese University of Hong Kong. The interface is divided into three steps: 1. Alternative Class Options (Visited), 2. Class Preferences (In Progress), and 3. Review and Submit (Not Started). The current step is 'Step 2 of 3: Class Preferences', which includes the course 'UGFN 1000 In Dialogue With Nature' and a 'Permission Number' input field. The 'Accept' button is highlighted with a red dashed box.

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

1 Alternative Class Options
Visited

2 Class Preferences
In Progress

3 Review and Submit
Not Started

Step 2 of 3: Class Preferences

UGFN 1000 In Dialogue With Nature
(6195) J - LEC - Open
(6891) JT02 - TUT - Open

Permission Number ⓘ

Accept

46. Click 'Next'.

The screenshot shows the 'Update Classes' interface for the 2019-20 Term 2 Undergraduate program at The Chinese University of Hong Kong. The interface is divided into three steps: 1. Alternative Class Options (Visited), 2. Class Preferences (Complete), and 3. Review and Submit (Not Started). The current step is 'Step 2 of 3: Class Preferences', which includes the course 'UGFN 1000 In Dialogue With Nature' and a 'Permission Number' input field. The 'Next' button is highlighted with a red dashed box.

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

1 Alternative Class Options
Visited

2 Class Preferences
Complete

3 Review and Submit
Not Started

Step 2 of 3: Class Preferences

UGFN 1000 In Dialogue With Nature
(6195) J - LEC - Open
(6891) JT02 - TUT - Open

Permission Number ⓘ

Accept

Next >

47. Click 'Submit'

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

1 Alternative Class Options
Visited

2 Class Preferences
Complete

3 Review and Submit
Visited

Step 3 of 3: Review and Submit

UGFN 1000 In Dialogue With Nature
You are replacing these Classes

Current Enrollment Status: Enrolled

Class	Session	Days and Times	Room	Seats
(6195) J - LEC	Regular Academic Session	Friday 1:30PM to 2:15PM	Yasumoto Int'l Acad Park LT8	Open Seats 99 of 100
(6890) JT03 - TUT	Regular Academic Session	Thursday 11:30AM to 1:15PM	Hui Yeung Shing Bldg 303	Open Seats 24 of 25

With these Classes

Selected Option Status: Open

Class	Session	Days and Times	Room	Seats
(6195) J - LEC	Regular Academic Session	Friday 1:30PM to 2:15PM	Yasumoto Int'l Acad Park LT8	Open Seats 99 of 100
(6891) JT02 - TUT	Regular Academic Session	Tuesday 11:30AM to 1:15PM	Wong Foo Yuan Bldg 603	Open Seats 25 of 25

Class Preferences

Permission Number: None

Submit

48. Click 'Yes'.

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

1 Alternative Class Options
Visited

2 Class Preferences
Complete

3 Review and Submit
Visited

Step 3 of 3: Review and Submit

UGFN 1000 In Dialogue With Nature
You are replacing these Classes

Current Enrollment Status: Enrolled

Class	Session	Days and Times	Room	Seats
(6195) J - LEC	Regular Academic Session	Friday 1:30PM to 2:15PM	Yasumoto Int'l Acad Park LT8	Open Seats 99 of 100
(6890) JT03 - TUT	Regular Academic Session	Thursday 11:30AM to 1:15PM	Hui Yeung Shing Bldg 303	Open Seats 24 of 25

With these Classes

Selected Option Status: Open

Class	Session	Days and Times	Room	Seats
(6195) J - LEC	Regular Academic Session	Friday 1:30PM to 2:15PM	Yasumoto Int'l Acad Park LT8	Open Seats 99 of 100
(6891) JT02 - TUT	Regular Academic Session	Tuesday 11:30AM to 1:15PM	Wong Foo Yuan Bldg 603	Open Seats 25 of 25

Class Preferences

Permission Number: None

Submit

Are you sure you want to submit?

Yes No

49. The class is updated.

The screenshot displays the 'Student Homepage' interface. At the top, a dark blue header contains the text 'Confirmation' and a search icon. Below the header, a green notification bar states 'Selected class has been updated.' with a close button (X). The main content area is divided into a left sidebar and a right pane. The sidebar lists various student services, with 'Update Classes' highlighted in green. The right pane shows a confirmation message: '✓ UCFN 1000 - In Dialogue With Nature' followed by 'Selected class has been updated.'

To learn more on “**How to use Chinese University Student Information System (CUSIS)**”, please visit

- Computer-based training: <http://www.cuhk.edu.hk/cusis/login/howto/cbt-student/>
- FAQs and How-to page: <http://www.cuhk.edu.hk/cusis/faqs.html>