



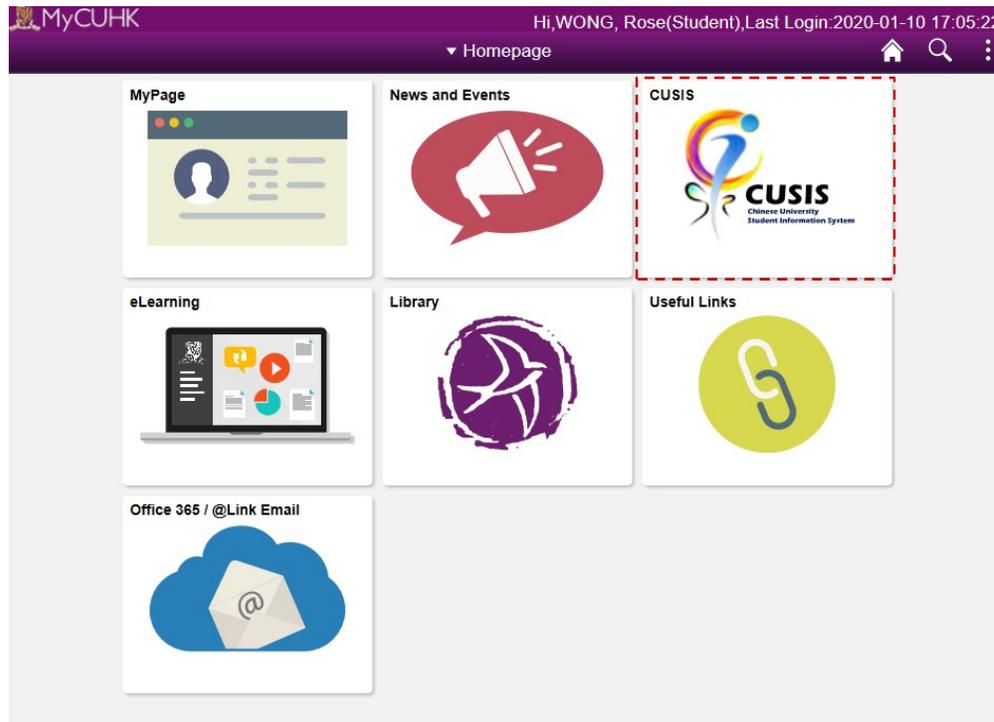
How to plan, validate, enroll and add/drop courses

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

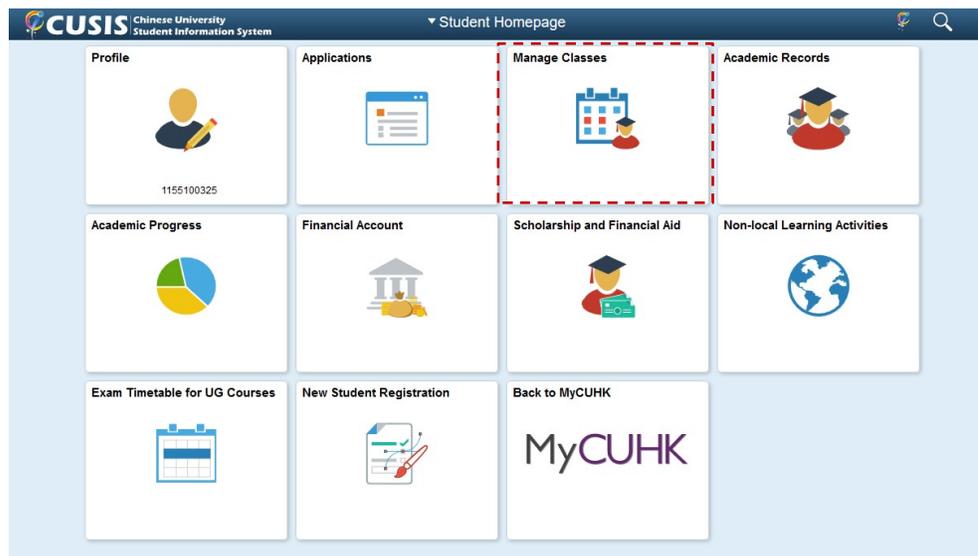
PLAN & VALIDATE

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
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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

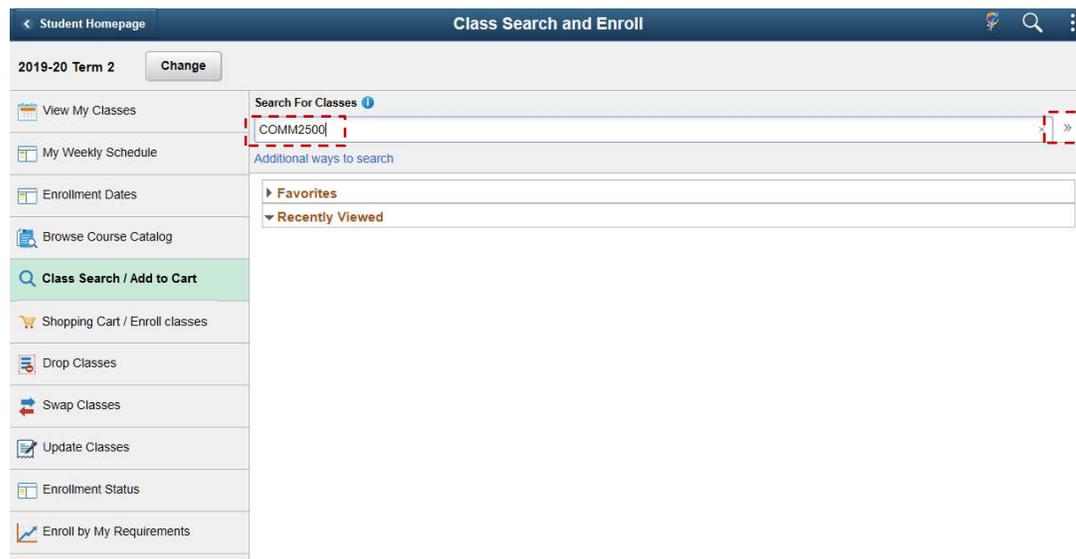
Add Classes into Shopping Cart

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 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'. A 'Next >' button is highlighted with a red dashed box. The main content area is divided into three steps: '1 Review Class Selection Visited', '2 Review Class Preferences Not Started', and '3 Review and Submit Not Started'. The 'Step 1 of 3: Review Class Selection' section shows 'You have selected' 'COMM 2500 Introduction to Global Communication' with an 'Option Status' of 'Open'. A table below 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

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 navigation bar includes 'Exit' and 'Class Search and Enroll', with a '< Previous' button. The user's session information is the same as in the previous screenshot. The progress indicator shows '1 Review Class Selection Complete', '2 Review Class Preferences In Progress', and '3 Review and Submit Not Started'. The 'Step 2 of 3: Review Class Preferences' section shows 'COMM 2500 Introduction to Global Communication' with '(5565) - - LEC - Open'. There are two red dashed boxes: one around the 'Accept' button and another around the 'Add to waitlist if class is full?' toggle, which is currently set to 'Yes'. Below this is a 'Permission Number' field with an information icon and an empty input box.

11. Click 'Next'.

Class Search and Enroll

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

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Review and Submit Not Started

Step 2 of 3: Review Class Preferences

COMM 2500 Introduction to Global Communication
(5565) -- LEC - Open

Add to waitlist if class is full? Yes

Permission Number

Accept

12. Click 'Submit'

Class Search and Enroll

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

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Review and Submit Visited

Step 3 of 3: Review and Submit

You have selected to add to your shopping cart

COMM 2500 Introduction to Global Communication

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

Submit

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 with the text 'Are you sure you want to submit?' and two buttons: 'Yes' and 'No'. 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. On the left is a navigation menu with 'Shopping Cart / Enroll classes' highlighted. On the right, there are 'Enroll', 'Delete', and 'Validate' buttons. Below these is a table titled 'Your Shopping Cart' with columns: Select, Availability, Class, Description, Session, Days and Times, Room, Instructor, Units, Seats, and Preferences. Two classes are listed:

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 as above, but with a confirmation dialog box overlaid in the center. The dialog box contains the text 'Are you sure you want to delete the Class(es)?' and two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red dashed border.

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

Validate Classes

18. Click 'Shopping Cart / Enroll classes'.

The screenshot shows the 'Shopping Cart' page for a student. The page title is 'Shopping Cart' and it is for the '2019-20 Term 2 Undergraduate' level. On the left, there is a navigation menu with 'Shopping Cart / Enroll classes' highlighted. The main area displays a table of classes in the shopping cart. Each row has a checkbox in the 'Select' column. At the top right, there are buttons for 'Enroll', 'Delete', and 'Validate'.

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 is similar to the previous one, but the checkboxes in the 'Select' column of the class table are now checked. Additionally, the 'Validate' button at the top right 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

1. Click 'Shopping Cart / Enroll classes'.

Check the checkbox of the classes you want to enroll.

Click 'Enroll'

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	To be Announced	Staff	3.00	Open Seats 16 of 44	Change Preferences
<input checked="" type="checkbox"/>	Open	(8424) B - LEC	COMM 2710 Fundamentals in Visual Media	Regular Academic Session	Tuesday 10:30AM to 1:15PM	Humanities Building 208	L. L****	3.00	Open Seats 1 of 36	Change Preferences
<input checked="" type="checkbox"/>	Open	(5334) B - LEC	COMM 2740 Broadcast News	Regular Academic Session	Friday 2:30PM to 5:15PM	Humanities Building 314	G. P*****	3.00	Open Seats 9 of 20	Change Preferences
<input checked="" type="checkbox"/>	Open	(6886) -- LEC	GRMD 1402 Global Change & Env Sus	Regular Academic Session	Monday 12:30PM to 2:15PM Monday 12:30PM to 2:15PM Monday 12:30PM to 2:15PM Monday 12:30PM to 2:15PM	To be Announced Wu Ho Man Yuen Bldg 303 Wu Ho Man Yuen Bldg 303 Wu Ho Man Yuen Bldg 303	Staff H. YWM H. YWM H. YWM	3.00	Open Seats 18 of 60	Change Preferences
		(6413) -T01 - TUT			To be Announced	To be Announced	H. YWM		Open Seats 18 of 60	
<input checked="" type="checkbox"/>	Open	(8184) B - LEC	PSYC 1000 General Psychology	Regular Academic Session	Thursday 2:30PM to 4:15PM Thursday 2:30PM to 4:15PM	To be Announced Lee Shau Kee Building LT6	Staff Y. F***	3.00	Open Seats 117 of 401	Change Preferences

2. Click 'Refresh' until the status is changed to 'Success'.

Enrollment Request ID 0005465009
Submission Date 03/08/2020 9:30PM

This page only shows your latest request. For overall and final result, please refer to View My Classes. During peak enrollment period, the system may take longer time (15-25 minutes) to process your request. If the Status of your request is "In Progress", you can click the Refresh button to get the latest status.

#Seq	Status*	Class	Course Code	Request Type	Message/Warning/Error
1	In Progress	(5565) -- LEC	COMM 2500	Enroll	
2	In Progress	(8424) B - LEC	COMM 2710	Enroll	
3	In Progress	(5334) B - LEC	COMM 2740	Enroll	
4	In Progress	(6886) -- LEC	GRMD 1402	Enroll	
5	In Progress	(8184) B - LEC	PSYC 1000	Enroll	

*Please refer to View My Classes for the enrollment result of waitlisted class.

3. The status had been changed to 'Success'.

*Please note that this page is just showing the enrollment status/result of the last transaction. Student should refer to 'View My Classes' for the enrollment result of waitlisted class.

Student Homepage Enrollment Status

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

Change

Enrollment(Add/Drop/Swap) Request Status

Enrollment Request ID 0005465009

Submission Date 03/08/2020 9:30PM

This page only shows your latest request. For overall and final result, please refer to View My Classes. During peak enrollment period, the system may take longer time (15-25 minutes) to process your request. If the Status of your request is "In Progress", you can click the Refresh button to get the latest status.

#Seq	Status*	Class	Course Code	Request Type	Message/Warning/Error
1	1 Success	(5565) - - LEC	COMM 2500	Enroll	
2	2 Success	(8424) B - LEC	COMM 2710	Enroll	
3	3 Success	(5334) B - LEC	COMM 2740	Enroll	
4	4 Success	(6886) - - LEC	GRMD 1402	Enroll	
5	5 Success	(8184) B - LEC	PSYC 1000	Enroll	

*Please refer to View My Classes for the enrollment result of waitlisted class.

4. Can also click 'Enrollment Status' to view the enrollment status.

*Please note that this page is just showing the enrollment status/result of the last transaction. Student should refer to 'View My Classes' for the enrollment result of waitlisted class.

Student Homepage Manage Classes

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

Change

Enrollment Status

Enrollment Request ID 0005465009

Submission Date 03/08/2020 9:30PM

This page only shows your latest request. For overall and final result, please refer to View My Classes. During peak enrollment period, the system may take longer time (15-25 minutes) to process your request. If the Status of your request is "In Progress", you can click the Refresh button to get the latest status.

#Seq	Status*	Class	Course Code	Request Type	Message/Warning/Error
1	1 Success	(5565) - - LEC	COMM 2500	Enroll	This class has been added to your schedule.
2	2 Success	(8424) B - LEC	COMM 2710	Enroll	This class has been added to your schedule.
3	3 Success	(5334) B - LEC	COMM 2740	Enroll	This class has been added to your schedule.
4	4 Success	(6886) - - LEC	GRMD 1402	Enroll	This class has been added to your schedule.
5	5 Success	(8184) B - LEC	PSYC 1000	Enroll	This class has been added to your schedule.

*Please refer to View My Classes for the enrollment result of waitlisted class.

- 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

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

Weekly Schedule

Week of 24/2/2020 - 1/3/2020

Start Time 8:00AM End Time 8:00PM Refresh Calendar

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 5C	COMM 2500 - Lecture 10:30AM - 1:15PM Lee Shau Kee Building 515	UGFN 1000 - JT03 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 Infr Acad Park L76		
1:30PM							
2:30PM				COMM 2000 - B Lecture 2:30PM - 5:15PM T.C. Cheng Bldg G2			
3:30PM							
4:30PM							
5:30PM							

Meeting Information not available

Class	Course Title	Instructor	Start Date	End Date
GRMD 1402 - -T01 (Interactive)	Global Change & Env Sus		06/01/2020	14/04/2020

Display Options

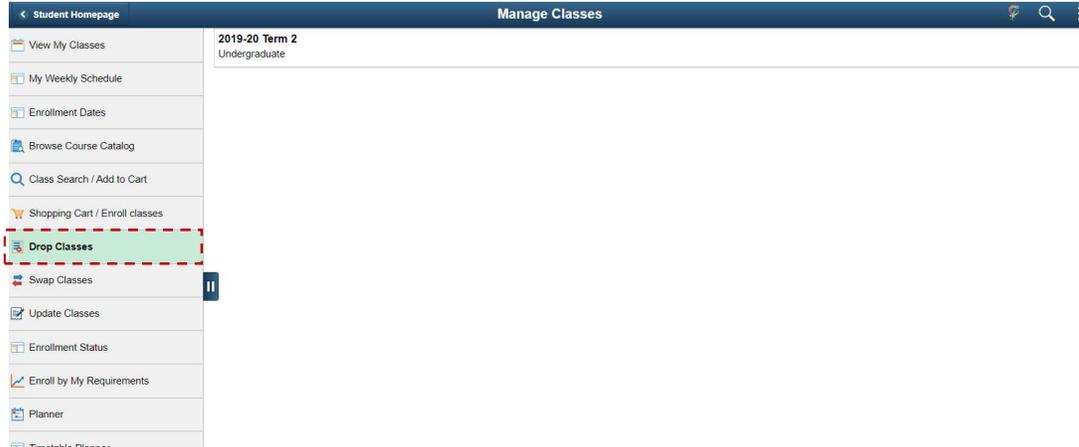
Show AM/PM Monday Thursday
 Show Class Title Tuesday Friday Sunday Refresh Calendar
 Show Instructors Wednesday Saturday

Printer Friendly Page

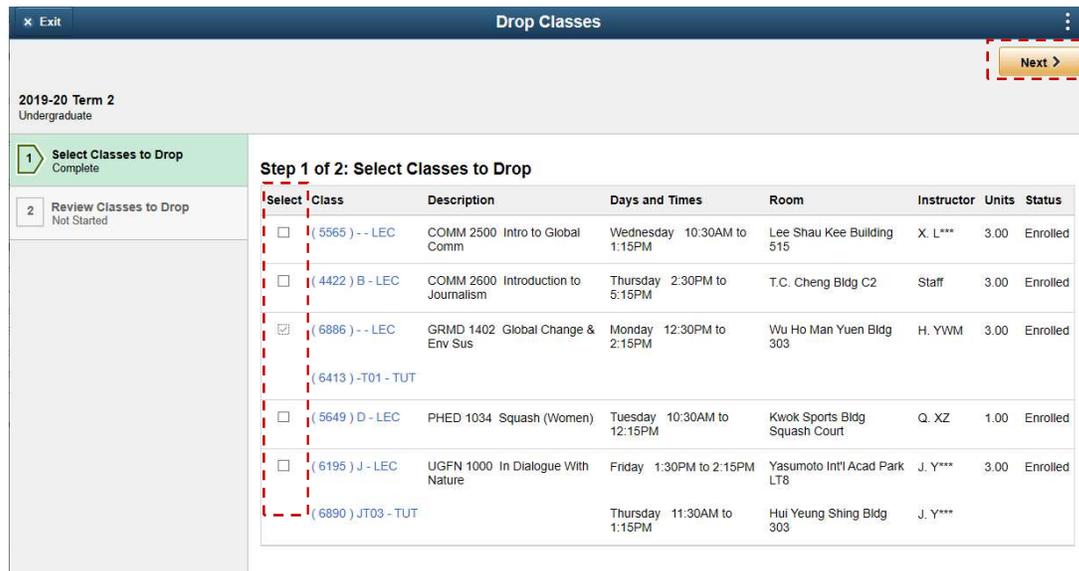
Drop Classes

To drop the course that you have enrolled successfully

1. Click 'Drop Classes' and select term.



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



3. Click 'Drop Classes'

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

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						

4. Click 'Refresh' until the status is changed to 'Success'.

The screenshot shows the 'Enrollment Status' interface for the 2019-20 Term 2 Undergraduate program. It displays the 'Enrollment(Add/Drop/Swap) Request Status' section with details for an enrollment request ID 0005465010, submitted on 03/08/2020 at 11:00PM. A 'Refresh' button is highlighted with a red dashed box. Below the details is a table with one row showing the request status as 'In Progress'.

Enrollment Request ID 0005465010
Submission Date 03/08/2020 11:00PM

This page only shows your latest request. For overall and final result, please refer to View My Classes. During peak enrollment period, the system may take longer time (15-25 minutes) to process your request. If the Status of your request is "In Progress", you can click the Refresh button to get the latest status.

#Seq	Status*	Class	Course Code	Request Type	Message/Warning/Error
1	In Progress	(6886) -- LEC	GRMD 1402	Drop	

*Please refer to View My Classes for the enrollment result of waitlisted class.

5. The status had been changed to 'Success'.

Drop Classes **Enrollment Status**

2019-20 Term 2 Undergraduate The Chinese University of Hong Kong [Change](#)

Enrollment(Add/Drop/Swap) Request Status [Refresh](#) [Cancel Enrollment Request](#)

Enrollment Request ID 0005465010
Submission Date 03/08/2020 11:00PM

This page only shows your latest request. For overall and final result, please refer to View My Classes. During peak enrollment period, the system may take longer time (15-25 minutes) to process your request. If the Status of your request is "In Progress", you can click the Refresh button to get the latest status.

#Seq	Status*	Class	Course Code	Request Type	Message/Warning/Error
1	Success	(6886) - - LEC	GRMD 1402	Drop	This class has been dropped.

*Please refer to View My Classes for the enrollment result of waitlisted class.

6. Can also use 'Enrollment Status' function to view the result.

Student Homepage **Manage Classes**

2019-20 Term 2 Undergraduate The Chinese University of Hong Kong [Change](#)

Enrollment Status [Refresh](#) [Cancel Enrollment Request](#)

Enrollment Request ID 0005465010
Submission Date 03/08/2020 11:00PM

This page only shows your latest request. For overall and final result, please refer to View My Classes. During peak enrollment period, the system may take longer time (15-25 minutes) to process your request. If the Status of your request is "In Progress", you can click the Refresh button to get the latest status.

#Seq	Status*	Class	Course Code	Request Type	Message/Warning/Error
1	Success	(6886) - - LEC	GRMD 1402	Drop	This class has been dropped.

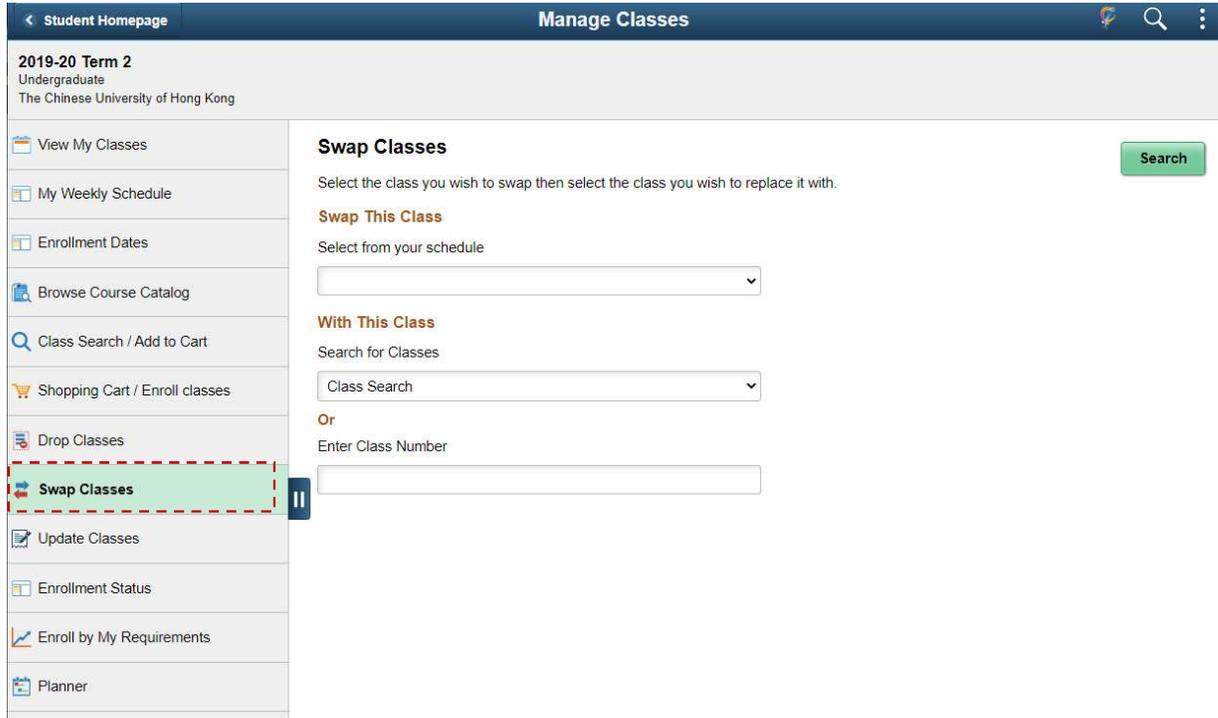
*Please refer to View My Classes for the enrollment result of waitlisted class.

- 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
- Transferable Classes

Swap Classes

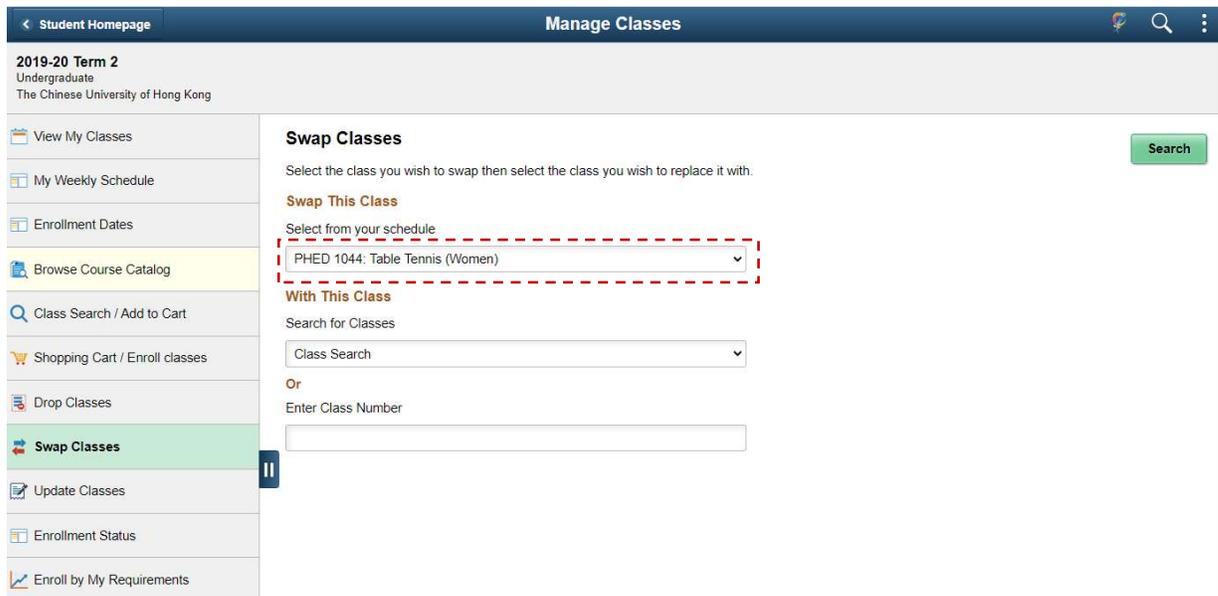
To drop a class on condition that the class you want to add has successfully added

1. Click 'Swap Classes'



The screenshot shows the 'Manage Classes' interface. 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 green dashed border), 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'. Below that is a section 'With This Class' with a search input and a dropdown menu for 'Class Search'. There is also an 'Or' section with an input for 'Enter Class Number'.

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



The screenshot shows the 'Manage Classes' interface with the 'Swap This Class' dropdown menu selected. The dropdown menu is highlighted with a red dashed border and displays the selected class: 'PHED 1044: Table Tennis (Women)'. The rest of the interface is the same as in the previous screenshot, showing the 'Swap Classes' section with the 'Search' button and the 'With This Class' section.

3. 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'

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

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 1044: Table Tennis (Women)

With This Class
Search for Classes
Class Search
Or
Enter Class Number

Search

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

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
Timetable 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

5. Select the searching result.

Class Search Results

View Search Results
38 Courses with keyword: PHED

- PHED1011 - Track and Field (Men)
1 unit
1 Class Option Available
- PHED1012 - Track and Field (Women)
1 unit
1 Class Option Available
- PHED1017 - Physical Conditioning (Men)
1 unit
9 Class Options Available
- PHED1018 - Physical Conditioning (Women)
1 unit
11 Class Options Available
- PHED1021 - Basketball (Men)
1 unit
10 Class Options Available
- PHED1022 - Basketball (Women)
1 unit
9 Class Options Available
- PHED1023 - Volleyball (Men)

6. Select Class.

Course Information

2019-20 Term 2
Undergraduate

PHED 1024
Volleyball (Women)

Course Information

Class Selection

Select a class option Selected Filters 4 options

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

7. Review selected class. Click 'Next'.

The screenshot shows the 'Swap 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. Review Class Selection (Visited), 2. Review Class Preferences (Not Started), and 3. Confirm Class Swap (Not Started). The current step is Step 1 of 3: Review Class Selection. Under 'You have selected', the class 'PHED 1024 Volleyball (Women)' is listed with an 'Option Status' of 'Open'. A table below shows the class details:

Class	Session	Meeting Dates	Days and Times	Seats
(8635) D - 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 8:30AM to 10:15AM	Open Seats 3 of 24

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

8. Click 'Accept'.

The screenshot shows the 'Swap 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. Review Class Selection (Complete), 2. Review Class Preferences (In Progress), and 3. Confirm Class Swap (Not Started). The current step is Step 2 of 3: Review Class Preferences. Under 'You have selected', the class 'PHED 1024 Volleyball (Women)' is listed with an 'Option Status' of '(8633) B - LEC - Open'. A 'Permission Number' field is shown with a blue information icon and an empty input box. An 'Accept' button is highlighted with a red dashed box in the top right corner.

9. 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 ?

10. 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 1044 Table Tennis (Women)

Class	Session	Meeting Dates	Days and Times	Seats
(6982) N - 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 1:30PM to 2:15PM	Closed
		9/1, 16/1, 23/1, 30/1, 6/2, 13/2, 20/2, 27/2, 5/3, 12/3, 19/3, 26/3, 2/4, 9/4, 16/4	Thursday 9:30AM to 10:15AM	

With this Class

PHED 1024 Volleyball (Women)

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
(8635) D - 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 8:30AM to 10:15AM	Open Seats 3 of 24

11. Click 'Refresh' until the status is changed to 'Success'.

The screenshot shows the 'Enrollment Status' page for a student. At the top, it displays '2019-20 Term 2' and 'Undergraduate' with a 'Change' button. The page title is 'Enrollment(Add/Drop/Swap) Request Status'. Below this, it shows 'Enrollment Request ID 0005465011' and 'Submission Date 03/08/2020 11:20PM'. There are two buttons: 'Refresh' (highlighted with a red dashed box) and 'Cancel Enrollment Request'. A message states: 'This page only shows your latest request. For overall and final result, please refer to View My Classes. During peak enrollment period, the system may take longer time (15-25 minutes) to process your request. If the Status of your request is "In Progress", you can click the Refresh button to get the latest status.' Below the message is a table with 1 row. The table has columns: #Seq, Status*, Class, Course Code, Request Type, and Message/Warning/Error. The row contains: 1, In Progress, (8632) A - LEC, PHED 1024, Swap. A red dashed box highlights the 'In Progress' status. At the bottom, it says '*Please refer to View My Classes for the enrollment result of waitlisted class.'

12. The status had been changed to 'Success'.

*Please note that this page is just showing the enrollment status/result of the last transaction. Student should refer to 'View My Classes' for the enrollment result of waitlisted class.

The screenshot shows the 'Enrollment Status' page after a refresh. The page title is 'Enrollment(Add/Drop/Swap) Request Status'. It shows 'Enrollment Request ID 0005465012' and 'Submission Date 03/08/2020 11:27PM'. The 'Refresh' button is now greyed out, and the 'Cancel Enrollment Request' button is green. The message states: 'This page only shows your latest request. For overall and final result, please refer to View My Classes. During peak enrollment period, the system may take longer time (15-25 minutes) to process your request. If the Status of your request is "In Progress", you can click the Refresh button to get the latest status.' Below the message is a table with 1 row. The table has columns: #Seq, Status*, Class, Course Code, Request Type, and Message/Warning/Error. The row contains: 1, Success, (8635) D - LEC, PHED 1024, Swap, This class has been added to your schedule. A red dashed box highlights the 'Success' status. At the bottom, it says '*Please refer to View My Classes for the enrollment result of waitlisted class.'

13. Can also use 'Enrollment Status' function to view the result.

*Please note that this page is just showing the enrollment status/result of the last transaction. Student should refer to 'View My Classes' for the enrollment result of waitlisted class.

The screenshot shows the 'Manage Classes' interface for a student at The Chinese University of Hong Kong. The page title is 'Manage Classes' and the user is logged in as '2019-20 Term 2 Undergraduate'. The left sidebar contains navigation options, with 'Enrollment Status' highlighted in green and enclosed in a red dashed box. The main content area displays the 'Enrollment Status' for a request with ID 0005465012, submitted on 03/08/2020 at 11:27PM. The status is 'Success' for a swap request for class (8635) D - LEC, PHED 1024. A message states: 'This class has been added to your schedule.' Below the message is a table with one row of data. A 'Refresh' button and a 'Cancel Enrollment Request' button are visible at the top right of the status section.

Enrollment Status

Enrollment Request ID 0005465012

Submission Date 03/08/2020 11:27PM

This page only shows your latest request. For overall and final result, please refer to View My Classes. During peak enrollment period, the system may take longer time (15-25 minutes) to process your request. If the Status of your request is "In Progress", you can click the Refresh button to get the latest status.

1 row

#Seq	Status*	Class	Course Code	Request Type	Message/Warning/Error
1	1 Success	(8635) D - LEC	PHED 1024	Swap	This class has been added to your schedule.

*Please refer to View My Classes for the enrollment result of waitlisted class.

Update Classes

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

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

Manage Classes

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

Update Classes

Class	Description	Days and Times	Units	Status
(8184) B - LEC	PSYC 1000 General Psychology	Thursday 2:30PM to 4:15PM Thursday 2:30PM to 4:15PM Thursday 2:30PM to 4:15PM	3.00	Enrolled
(8708) BL01 - LAB		Thursday 4:30PM to 5:15PM Thursday 4:30PM to 5:15PM Thursday 4:30PM to 5:15PM		
(8105) -- LEC	UGED 3143 Literature and Film	Friday 3:30PM to 5:15PM Friday 3:30PM to 5:15PM Friday 3:30PM to 5:15PM	3.00	Enrolled
(8131) -T01 - TUT		Friday 1:30PM to 2:15PM Friday 1:30PM to 2:15PM Friday 1:30PM to 2:15PM		

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

Click 'Next'.

Update Classes

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

1 Alternative Class Options
Visited

2 Class Preferences
Not Started

3 Review and Submit
Not Started

Step 1 of 3: Alternative Class Options

(8134) -T05 - TUT 1/1/2020 - 31/7/2020 Open Seats 10 of 10

Option 3 - Open

Select	Class	Meeting Dates	Days and Times	Seats
<input checked="" type="checkbox"/>	(8105) -- LEC	1/1/2020 - 31/7/2020	Friday 3:30PM to 5:15PM Friday 3:30PM to 5:15PM Friday 3:30PM to 5:15PM	Open Seats 15 of 20
<input type="checkbox"/>	(8133) -T04 - TUT	1/1/2020 - 31/7/2020	Friday 5:30PM to 6:15PM Friday 5:30PM to 6:15PM Friday 5:30PM to 6:15PM	Open Seats 3 of 5

Option 4 - Open

Select	Class	Meeting Dates	Days and Times	Seats
<input type="checkbox"/>	(8105) -- LEC	1/1/2020 - 31/7/2020	Friday 3:30PM to 5:15PM Friday 3:30PM to 5:15PM Friday 3:30PM to 5:15PM	Open Seats 15 of 20
<input type="checkbox"/>	(8132) -T03 - TUT	1/1/2020 - 31/7/2020	Friday 2:30PM to 3:15PM	Open Seats 4 of 5

3. 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, 'Class Preferences', is highlighted in green. It displays the course 'UGED 3143 Literature and Film' with sections '(8105) - - LEC - Open' and '(8133) -T04 - TUT - Open'. Below this, there is a 'Permission Number' field with an information icon. A green 'Accept' button is located in the top right corner of the main content area, enclosed in a red dashed box. A '< Previous' button is also visible in the top right corner of the header area.

4. Click 'Next'.

The screenshot shows the 'Update Classes' interface after the 'Accept' action. The 'Class Preferences' step is now marked as 'Complete' and is highlighted in green. The 'Accept' button is no longer visible. A yellow 'Next >' button is now highlighted with a red dashed box in the top right corner of the main content area. The '< Previous' button remains in the top right corner of the header area. The course information and 'Permission Number' field are still present.

5. Click 'Submit'

Update Classes

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

UGED 3143 Literature and Film

You are replacing these Classes

Current Enrollment Status: Enrolled

Class	Session	Days and Times	Room	Seats
(8105) - - LEC	Regular Academic Session	Friday 3:30PM to 5:15PM	Lee Shau Kee Building 210	Open Seats 15 of 20
(8131) -T01 - TUT	Regular Academic Session	Friday 1:30PM to 2:15PM	Lee Shau Kee Building 203	Open Seats 4 of 5

With these Classes

Selected Option Status: Open

Class	Session	Days and Times	Room	Seats
(8105) - - LEC	Regular Academic Session	Friday 3:30PM to 5:15PM	Lee Shau Kee Building 210	Open Seats 15 of 20
(8133) -T04 - TUT	Regular Academic Session	Friday 5:30PM to 6:15PM	Lee Shau Kee Building 203	Open Seats 3 of 5

Submit

6. Click 'Refresh' until the status is changed to 'Success'.

Student Homepage

Enrollment Status

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

Change

Enrollment(Add/Drop/Swap) Request Status

Enrollment Request ID 0005465017

Submission Date 03/08/2020 11:59PM

Refresh Cancel Enrollment Request

This page only shows your latest request. For overall and final result, please refer to View My Classes. During peak enrollment period, the system may take longer time (15-25 minutes) to process your request. If the Status of your request is "In Progress", you can click the Refresh button to get the latest status.

#Seq	Status*	Class	Course Code	Request Type	Message/Warning/Error
1	In Progress	(8105) - - LEC	UGED 3143	Update	

*Please refer to View My Classes for the enrollment result of waitlisted class.

7. The status had been changed to 'Success'.

*Please note that this page is just showing the enrollment status/result of the last transaction. Student should refer to 'View My Classes' for the enrollment result of waitlisted class.

Student Homepage Enrollment Status

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

Change

Enrollment(Add/Drop/Swap) Request Status

Enrollment Request ID 0005465017

Submission Date 03/08/2020 11:59PM

This page only shows your latest request. For overall and final result, please refer to View My Classes. During peak enrollment period, the system may take longer time (15-25 minutes) to process your request. If the Status of your request is "In Progress", you can click the Refresh button to get the latest status.

#Seq	Status*	Class	Course Code	Request Type	Message/Warning/Error
1	Success	(8105) - - LEC	UGED 3143	Update	Selected class has been updated.

*Please refer to View My Classes for the enrollment result of waitlisted class.

8. Can also use 'Enrollment Status' function to view the result.

*Please note that this page is just showing the enrollment status/result of the last transaction. Student should refer to 'View My Classes' for the enrollment result of waitlisted class.

Student Homepage Manage Classes

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

Change

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

Enrollment Status

Enrollment Request ID 0005465017

Submission Date 03/08/2020 11:59PM

This page only shows your latest request. For overall and final result, please refer to View My Classes. During peak enrollment period, the system may take longer time (15-25 minutes) to process your request. If the Status of your request is "In Progress", you can click the Refresh button to get the latest status.

#Seq	Status*	Class	Course Code	Request Type	Message/Warning/Error
1	Success	(8105) - - LEC	UGED 3143	Update	Selected class has been updated.

*Please refer to View My Classes for the enrollment result of waitlisted class.

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>