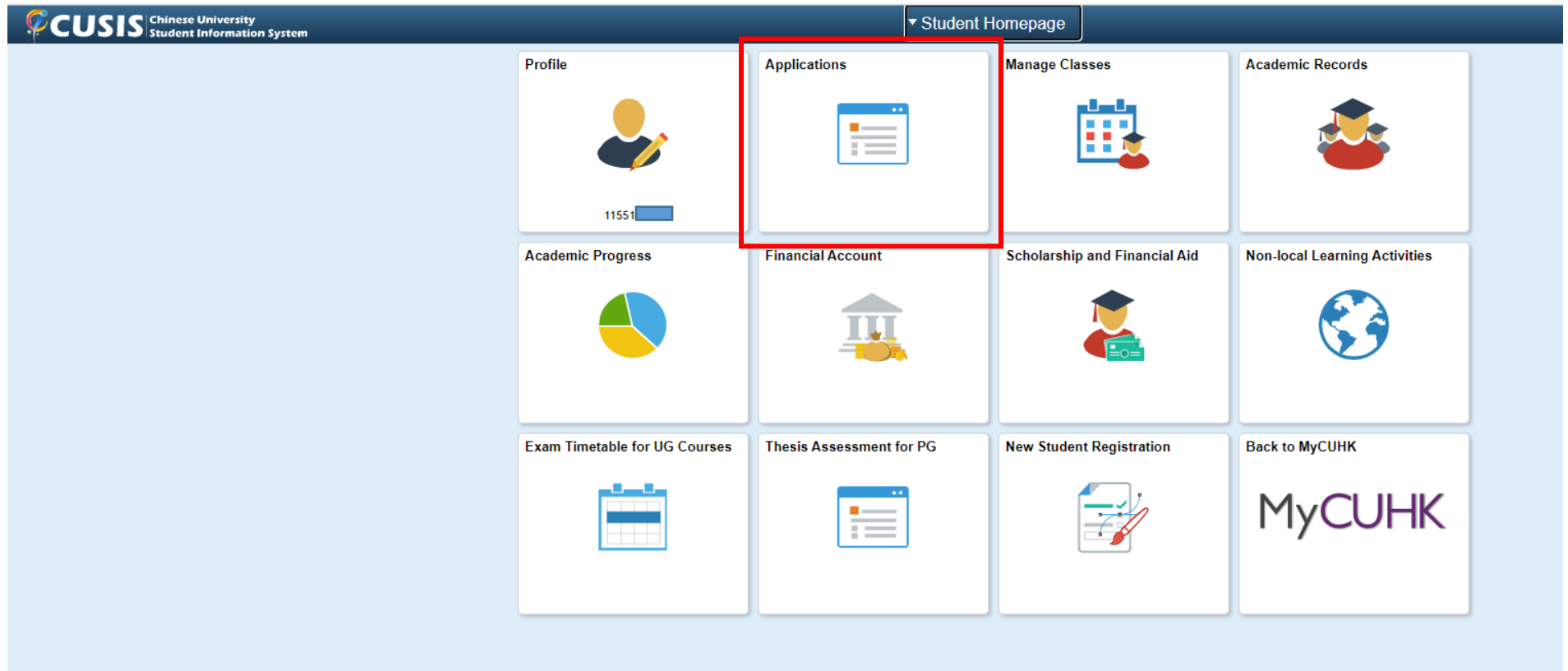


## System Walkthrough for Applications for Late Course Add/Drop – Students

1. Read the information carefully on RES Homepage under “Late Course Add/Drop on CUSIS”. Logon CUSIS and select “Applications”.



System Walkthrough for Applications for Late Course Add/Drop – Students

2. Select “Late Course Add/Drop (UG)” under “UG Applications” on the menu.

The image shows a screenshot of a web application interface. At the top, there is a dark blue header bar with a left-pointing arrow and the text "Student Homepage". Below this is a vertical sidebar menu. The menu is organized into sections: "Academic Related Applications" (with an upward arrow), "Program-Related Change" (highlighted in light green), and "UG Applications" (with an upward arrow). Under "Program-Related Change", there is a link for "Transfer Credit / Exemption". Under "UG Applications", there are several links: "Exempt University Chi. Courses", "Exempt ELTU1001", "Declare Major (UG)", "Science Major Registration", "Pass/Fail Grading (UG)", "e-Copy Transcript (UG)", "Transcript (Hardcopy Ver) (UG)", "Letter of Certification (UG)", and "Exceeding Course Load (UG)". The link "Late Course Add/Drop (UG)" is highlighted with a red rectangular border. Below these are "Other Applications" and "Online Leave Application(PG)", both with downward arrows. A dark blue button with two white vertical bars is positioned to the right of the "UG Applications" section. A thin horizontal line is visible at the bottom of the page.

## System Walkthrough for Applications for Late Course Add/Drop – Students

3. Read “Notes to Applicants” before clicking “Submit New Application”.



### Application for Late Course Add/Drop

#### Submit Application / View Application Status

##### Notes for Applicants

1. Before input, please read carefully the “Information on Online Application for Late Course Add/Drop” posted on RES homepage. This System is NOT applicable to:
  - postgraduate students
  - students of International Asian Studies Programme (IASP)
  - late add/drop of postgraduate courses of level 5000 or above
2. When submitting application for late add of course, please also input the Related Class (if any) of the course (e.g. tutorial, lab, etc) if the Related Class is a mandatory component. Otherwise, the application cannot be submitted.
3. Students MUST click “Submit” to complete the submission of application. An acknowledgement email will be sent to students’ campus email account after each submission. If students do not receive the email within ONE day after their submission, please login the system to check the submission records or contact RES immediately.
4. Once submitted, the application CANNOT be cancelled.
5. Students should check the application results on CUSIS by clicking on “Check Application Status”. No separate e-mail will be issued. Students should also check whether the course enrolment records under CUSIS is updated if approval is given.
6. Students who committed academic dishonesty may still be disciplined in accordance with related procedures even if they are approved to late drop the course.

For enquiries, please contact Registration and Examinations Section (RES) ([ugadmin@cuhk.edu.hk](mailto:ugadmin@cuhk.edu.hk))

May 2022

SUBMIT NEW APPLICATION

CHECK APPLICATION STATUS

## System Walkthrough for Applications for Late Course Add/Drop – Students

4. Select “Drop Course” or “Add Course”. Input relevant information and provide supporting document. For late DROP, the application will NOT be considered if students do NOT upload supporting document as required by the Faculty concerned pertaining to their reasons.

### Application for Late Course Add/Drop

#### Submit Application

Term: 2023-24 Term 1

#### Part 1: Add/Drop Course

Drop Course

Course	Section	Description	Units
<input type="radio"/> UGEA1147	-	Chinese Soundscapes	2.00
<input type="radio"/> CLCC1001	-F01	CAN Taster Course for Int'l St	3.00

Add Course

Class Number:

Related Class 1:

Related Class 2:

#### Part 2: Contact

Contact Phone:

#### Part 3: Upload Supporting Document (file size is limited to 1MB)

##### Attach Document

For late DROP, the application will NOT be considered if students do NOT upload supporting document as required by the Faculty concerned pertaining to the reason(s) given in Part 4.


Created	Attached File	Upload	View	Delete
		<a href="#">Upload</a>	<a href="#">View</a>	<a href="#">Delete</a>

#### Part 4: Reason(s)

##### Personal Information Collection Statement

1. The personal data provided on this form will be used for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
2. Information provided on this form may be transferred to other departments/ administrative units within CUHK for processing the application, where applicable.
3. For correction of or access to the personal data after submission of this form, please contact the Registration and Examinations Section (ugadmin@cuhk.edu.hk)

Indicate to drop or add course

Insert the class number or select the class by clicking 

Courses registered for the academic term concerned will be available for selection

**MUST** input “Related Class” (e.g. Tutorial, Lab, etc) if it is a mandatory component

**MUST** input contact phone number

Upload supporting document

**MUST** input application reasons

Click “**Submit**” to submit the application. Then review and confirm the application details.

## Application for Late Course Add/Drop

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### Confirm Application Details

Please click 'OK'. If the following information is correct.

Application Number: 0000010080

Application Status: Saved

Term: 2023-24 Term 1

Action: Late Drop

Course	Section	Course Description	Units	Related 1	Related 2
PHYS2041	-	University Physics III	3.00		

Contact Phone: 12345678

Reason

Teacher advised me to drop the course.

MUST click "OK" to confirm the application.  
Otherwise, the application will not be processed.

OK CANCEL

## System Walkthrough for Applications for Late Course Add/Drop – Students

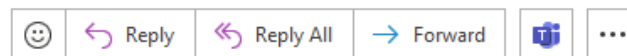
- Student will receive email notification after the submission of application for late course add/drop.

### Late Course Add/Drop Application (Application Number: 0000010080)



res.noreply@cuhk.edu.hk

To Chan, Tai Man



Thu 11/01/2024 17:50

Your application for Late Course Add/Drop has been received on 11-01-2024. Details are listed below.

Application result will be shown on CUSIS after approval / disapproval is given by relevant approval authority (please select "Check Application Status" under "Application for Late Course Add/Drop"). No separate e-mail will be issued. Please also check if the course enrolment records under CUSIS is updated if approval is given.

**Application Number:** 0000010080

**Application Status:** In Progress

**Term:** 2023-24 Term 1

**Action:** Late Drop

Course	Section	Description	Units	Related 1	Related 2
PHYS2041	-	University Physics III	3.0		

**Reason(s):** Teacher advised me to drop the course.

If there are further questions, please send email to [ugadmin@cuhk.edu.hk](mailto:ugadmin@cuhk.edu.hk).

Regards,  
Registration and Examinations Section  
The Chinese University of Hong Kong

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*RES NO Reply is ONLY for sending e-mails (including any attachments) to intended recipients of CUHK. Please do NOT reply or send e-mail enquiries to this mailbox. Please contact Registration and Examinations Section (RES) at 3943 9888 or send e-mail to [ugadmin@cuhk.edu.hk](mailto:ugadmin@cuhk.edu.hk).*

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**"SAVE PAPER - THINK BEFORE YOU PRINT!"**

6. Check application status



## Application for Late Course Add/Drop

### Submit Application / View Application Status

#### Notes for Applicants

1. Before input, please read carefully the "Information on Online Application for Late Course Add/Drop" posted on RES homepage. This System is NOT applicable to:
  - postgraduate students
  - students of International Asian Studies Programme (IASP)
  - late add/drop of postgraduate courses of level 5000 or above
2. When submitting application for late add of course, please also input the Related Class (if any) of the course (e.g. tutorial, lab, etc) if the Related Class is a mandatory component. Otherwise, the application cannot be submitted.
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May 2022

SUBMIT NEW APPLICATION

CHECK APPLICATION STATUS

## System Walkthrough for Applications for Late Course Add/Drop – Students

7. Application status “*In Progress*”, “*Approved*”, “*Not Approved*” will be shown. For application “*Approved*”, check whether the course enrolment records under CUSIS are updated accordingly. No separate e-mail confirmation will be issued.



### Application for Late Course Add/Drop

#### Application Status

Application Form Status									
Application Number	Submission Date	Term	Course	Section	Course Description	Units	Action	Application Status	
<a href="#">0000010082</a>	11/01/2024	2023-24 Term 1	UGCP1002	-	HK-Wider Constitutional Order	1.00	Late Add	Approved	
<a href="#">0000010081</a>	11/01/2024	2023-24 Term 1	PHYS2041	-	University Physics III	3.00	Late Drop	Approved	
<a href="#">0000010080</a>	11/01/2024	2023-24 Term 1	PHYS2041	-	University Physics III	3.00	Late Drop	Not Approved	
<a href="#">0000010079</a>	11/01/2024	2023-24 Term 1	UGEA1147	-	Chinese Soundscapes	2.00	Late Drop	In Progress	

Check ‘View My Classes’ under CUSIS to see whether course enrolment records have been updated accordingly.

Back