#### Instructions for online course pre-selection

This information is only for exchange or study-abroad students not studying for an MBA, MAcc, MiM or MSc. MBA exchange or study-abroad students should contact MBA Programmes at <a href="mailto:cumba@cuhk.edu.hk">cumba@cuhk.edu.hk</a>, while MAcc, MiM and MSc exchange or study-abroad students should contact the Office of Taught Postgraduate Programmes, Faculty of Business Administration at <a href="mailto:ba-tpg-exchange@cuhk.edu.hk">ba-tpg-exchange@cuhk.edu.hk</a>.

Non-MBA, MAcc, MiM or MSc exchange and study- abroad students	First Term	Second Term
Online course pre-selection period	About mid-July	About mid-November

# Please click <u>here</u> to print out a worksheet for planning your class schedule. Please pay attention to the following:

The required course load

General information about courses

Information about online course pre-selection (1st Term of 2024–25)

Courses available for online pre-selection

Courses not open to exchange and study-abroad students

Timetable and course description

When you select courses, please check that they are open to exchange and study-abroad students; that English is the medium of instruction – refer to the language column of the timetable; whether there are any requirements to study them; and whether you have any timetable clashes.

Students should submit their online course pre-selection <u>between 16 Jul 2024 (09:00) - 18 Jul 2024 (23:59)</u>
<u>Hong Kong time</u>. If you miss the deadline, you might miss out on certain classes because their quotas have already been filled.

Final decisions on course registration are subject to the approval of the respective academic departments and the availability of places.

The result of your online course pre-selection requests will be sent to you by email on 6 Aug 2024.

During the add/drop period in Sep 2024, students can try to add courses not included in the list above but available in the 1<sup>st</sup> term of 2024–25. They can also modify their registered courses during this period. Further instructions will be provided during the orientation week.

#### Log in to Online Course Pre-selection Form

For non-Business Administration Master's Programme exchange and study-abroad students only

1st Term of 2024-25

Start date: 16 Jul 2024 (09:00 - Hong Kong time) Submission deadline: 18 Jul 2024 (23:59 - Hong Kong time)

Remember to save the draft course pre-selection form every 15 minutes to secure the data.

#### **FAQs**

1. The course I want to take is taught in both Cantonese/Putonghua and English. I am fluent in Cantonese/Putonghua. Can I and should I take the course? How do I register for it?

The course teacher might use Chinese reference materials or technical terms. These materials and terms might be difficult for you to understand even if you understand Cantonese or Putonghua, so you should contact the teacher at the beginning of the term and ask whether spoken fluency is sufficient to take the course.

2. How can I determine if a course is in the lower or upper division?

CUHK undergraduate courses are coded 1–4 and postgraduate courses 5–9. The first numeral in the undergraduate course codes indicates the level of study. Normally, courses beginning with 1 are in the lower division and those beginning with 3 and 4 in the upper division, while the classification of those beginning with 2 varies by department, and you'll need to check.

3. What can I do if I am unsure whether to take a class or not?

You can attend the class during the first week and then register for it during the add/drop period.

4. Before choosing a course I need to confirm if credits can be transferred, and to do that I need to send my home institution a copy of the course outline. How can I obtain one?

Usually teachers distribute the course outline in the first class. If you cannot wait till then, contact the teacher or the department directly. You can find a specimen course description at <u>Timetable</u> Course Description.

5. When can I register for courses for my second term at CUHK?

In November, when you will receive further instructions.

#### **How to Complete the Online Course Pre-selection Form**

For exchange or study-abroad students not studying for an MBA, MAcc, MiM or MSc.

Please read the following instructions thoroughly before you start to complete the online course preselection form.

Step 1 – Log in to online application form

1.1 Please log in to the online application form using your email address and password.



Students who have studied at CUHK the previous term can log in to the online application form with their CUHK email address (i.e. 10 digits of Student ID + "@link.cuhk.edu.hk") to access the form. If you forget your password, please enter your CUHK email address and date of birth at <a href="https://iasp.oal.cuhk.edu.hk/oal\_prd\_incoming/Common/iasp\_incoming\_forgotPassword.aspx">https://iasp.oal.cuhk.edu.hk/oal\_prd\_incoming/Common/iasp\_incoming\_forgotPassword.aspx</a>. A new password will be re-generated by the system and sent to your CUHK email address.

#### 1.2 Choose your application.

My Application		Change Email or Password
Choose an Application :	[Select One] ▼	Edit / view my application form
	[Select One] 2012000011 IASP: SEP 2012 - JAN 2013 (1st Term)	Edity view my approach now
		on of 1024 x 768 (96 DPI) with Internet Explorer 5.5 or higher. <u>Disclaimer</u>

## Step 2 - Input course information into course pre-selection form

2.1 Click on the link to your course pre-selection form in the My Task section.



2.2 Input the code for the desired course, e.g. HIST3212-.



2.3 Input first term or second term.



2.4 Click Insert to confirm.





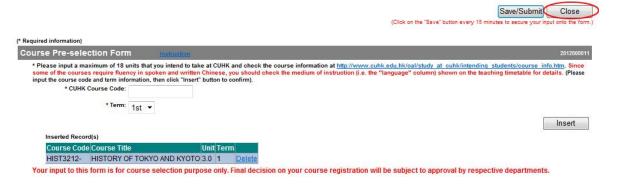
2.5 Repeat points 2.1–2.4 for up to a maximum of 18 units.

### Step 3 - Save/submit online course pre-selection form

3.1 Click Save/Submit and then OK to secure your data and send the online course pre-selection form to CUHK.



3.2 Click Close and then OK to exit the form.



# Step 4 - Review and amend submitted form

- Use your email address and password to log in to the system and view your course pre-selection form.
- 2. Amend the data as required. Please note that no amendments will be allowed after the deadline.