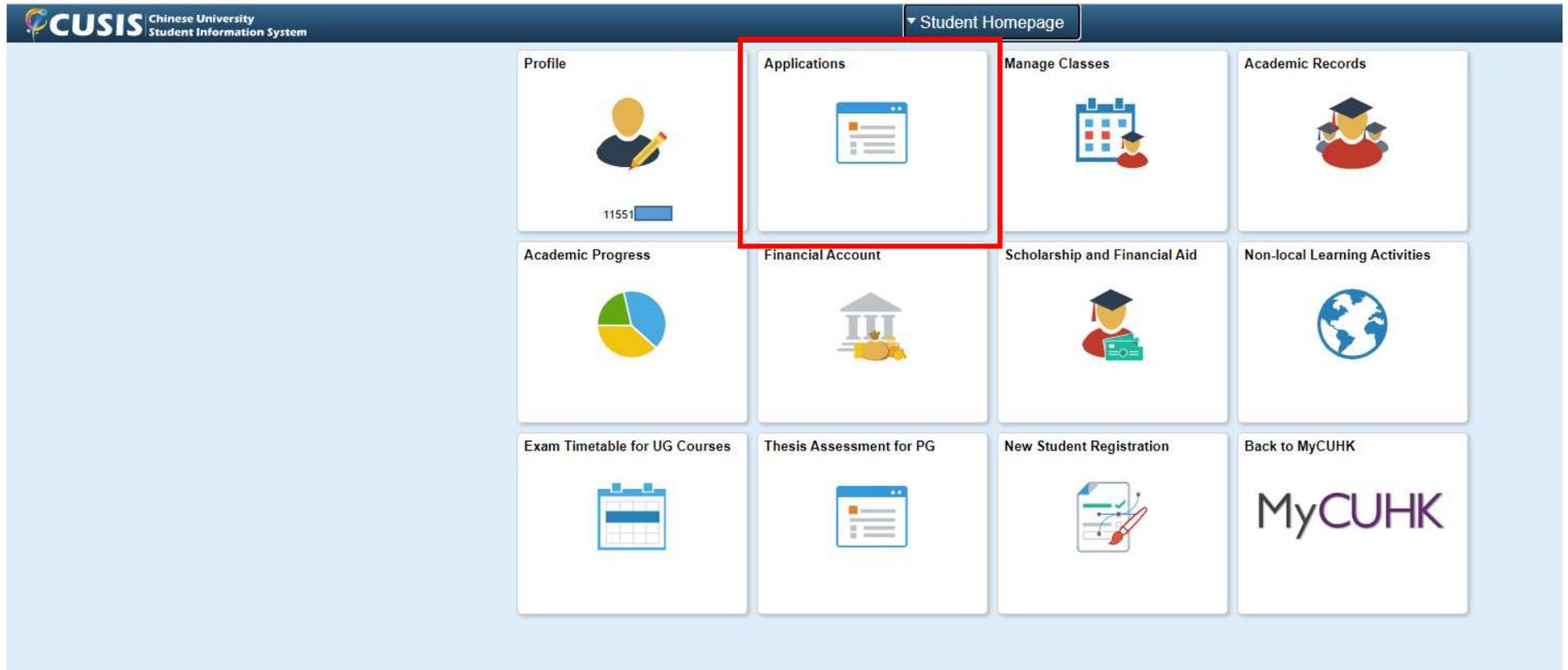


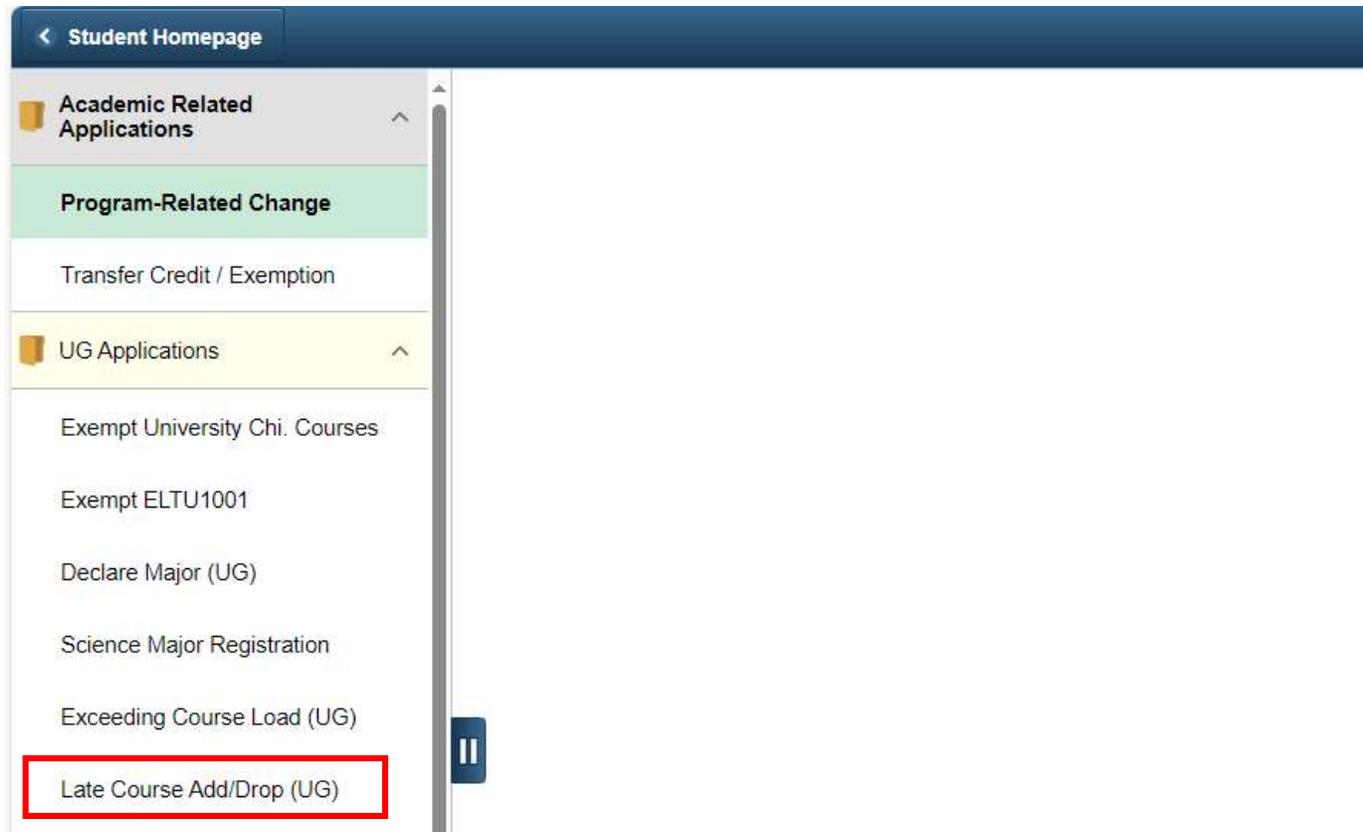
System Walkthrough for Applications for Late Course Add/Drop – Students

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.



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

3. Read “Notes for 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 Late Course Add/Drop on CUSIS" 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. For late add, 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. Students cannot submit more than 3 late add applications at any time.
3. Please state the special reason(s) for late course add/drop. Supporting document(s) (e.g. medical certificate) pertaining to the reason(s) given on the application form should be uploaded whenever necessary. For late DROP, the application should be accompanied by supporting document as deemed necessary by the course teacher/ relevant office/ Faculty.
4. After clicking "Submit", students MUST re-confirm the application details to complete the application on CUSIS. An acknowledgement email will be sent to students' campus email account after each successful 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.
5. Applications may be "pushed back" to students by course teachers due to various reasons. If students still wish to continue with these applications, they should follow the advice of the course teachers and take appropriate action(s), and then re-submit the application under CUSIS as early as possible. NO RE-SUBMISSION of "pushed back" applications WILL BE ALLOWED AFTER THE END OF APPLICATION PERIOD of the relevant term.
6. Once submitted, the application CANNOT be cancelled.
7. 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.
8. 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)

September 2024

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 should be accompanied by supporting document pertaining to their reasons as deemed necessary by the course teacher/relevant office/Faculty concerned.

Application for Late Course Add/Drop

Submit Application

Term: 2023-24 Term 2

Part 1: Add/Drop Course

Drop Course

Course	Section	Description	Units
<input type="radio"/> UGCP1001	-X01	Understanding China	1.00
<input type="radio"/> MGNT2511	J	Global Experiential Learning I	1.00
<input type="radio"/> DSME1040	A	Eco for Business Studies II	3.00
<input type="radio"/> ELTU1001	AMC1	Foundation Eng for Uni Studies	3.00
<input type="radio"/> GESCI1000	AA01	College Assembly	
<input type="radio"/> PHED1022	B	Basketball (Women)	1.00
<input type="radio"/> UGFH1000	Y	In Dialogue with Humanity	3.00
<input type="radio"/> ACCT2111	J	Introductory Fin'l Accounting	3.00
<input type="radio"/> CLCP2703	U	Intermediate Putonghua	3.00

Indicate to drop or add course

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

Insert the class number or select the class by clicking

Add Course

Class Number:

Related Class 1: Related Class 2:

MUST input contact phone number

Part 2: Contact

Contact Phone:

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

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
		Upload	View	Delete

Upload supporting document

MUST input application reason(s)

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)

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

Application for Late Course Add/Drop

Confirm Application Details

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

Application Number: 0000014373
Application Status: Saved
Term: 2023-24 Term 2
Action: Late Drop

Course	Section	Course Description	Units	Related 1	Related 2
UGFH1000	Y	In Dialogue with Humanity	3.00		

Contact Phone: 112233443

Reason

I broke my left leg and was hospitalized for 3 weeks. Therefore I could not meet the deadlines for submitting 2 major individual reports. Please allow me to drop the course this term and I will take it in a subsequent term. My medical certificate is attached for your reference.

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

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

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

Late Course Add/Drop Application (Application Number: 0000014373)



res.noreply@cuhk.edu.hk
To Chan, Tai Man

☺ Reply Reply All Forward 📧 ...

Mon 16/09/2024 17:15

Your application for Late Course Add/Drop has been received on 16-09-2024. 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: 0000014373

Application Status: In Progress

Term: 2023-24 Term 2

Action: Late Drop

Course	Section	Description	Units	Related Class 1	Related Class 2
UGFH1000	Y	In Dialogue with Humanity	3.0		

Reason(s): I broke my left leg and was hospitalized for 3 weeks. Therefore I could not meet the deadlines for submitting 2 major individual reports. Please allow me to drop the course this term and I will add it in a subsequent term. My medical certificate is attached for your reference.

If there are further questions, please email to ugadmin@cuhk.edu.hk.

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

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.

This e-mail (including any attachments) may contain confidential information of/for the intended recipient(s). It may also be legally privileged. If you are not the intended recipient, you should not copy, forward, disclose or use any part of it. If you have received this message in error, please delete it and all copies from your system and notify the sender immediately. Internet communications cannot be guaranteed to be timely, secure, error or virus-free. The sender does not accept liability for any errors or omissions.

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

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 Late Course Add/Drop on CUSIS" 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. For late add, 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. Students cannot submit more than 3 late add applications at any time.
3. Please state the special reason(s) for late course add/drop. Supporting document(s) (e.g. medical certificate) pertaining to the reason(s) given on the application form should be uploaded whenever necessary. For late DROP, the application should be accompanied by supporting document as deemed necessary by the course teacher/ relevant office/ Faculty.
4. After clicking "Submit", students MUST re-confirm the application details to complete the application on CUSIS. An acknowledgement email will be sent to students' campus email account after each successful 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.
5. Applications may be "pushed back" to students by course teachers due to various reasons. If students still wish to continue with these applications, they should follow the advice of the course teachers and take appropriate action(s), and then re-submit the application under CUSIS as early as possible. NO RE-SUBMISSION of "pushed back" applications WILL BE ALLOWED AFTER THE END OF APPLICATION PERIOD of the relevant term.
6. Once submitted, the application CANNOT be cancelled.
7. 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.
8. 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)

September 2024

SUBMIT NEW APPLICATION

CHECK APPLICATION STATUS

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

- Application status “*In Progress*”, “*Approved*”, “*Not Approved*” or “*Pushed Back*” 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
0000014373	16/09/2024	2023-24 Term 2	UGFH1000	Y	In Dialogue with Humanity	3.00	Late Drop	In Progress
0000014372	13/09/2024	2023-24 Term 2	PHYS1712	AL01	Physics Laboratory I	1.00	Late Add	In Progress
0000014371	06/09/2024	2023-24 Term 2	UGCP1001	-X01	Understanding China	1.00	Late Drop	In Progress
0000014369	06/09/2024	2023-24 Term 2	PHYS3051	-	Methods in Theoretical Phy I	3.00	Late Add	Approved
0000014368	02/09/2024	2023-24 Term 2	SPAN2000	BC01	Spanish II	3.00	Late Add	In Progress

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

Back

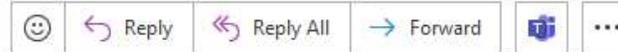
System Walkthrough for Applications for Late Course Add/Drop – Students

- Applications may be “pushed back” to students by course teachers due to various reasons. Students concerned will receive notification email. If the students still wish to continue with these applications, they should follow the advice of the course teachers and take appropriate action(s), and then re-submit the application under CUSIS as early as possible.

Late Course Add/Drop Application "Pushed Back" (Application Number: 0000014372)



res.noreply@cuhk.edu.hk
To Chan, Tai Man



Thu 12/09/2024 23:32

Your application for Late Course Add/Drop has been pushed back to you by the course teacher on 12-09-2024. Details are listed below.

Application Number: 0000014372

Application Status: Pushed back by Instructor

Term: 2023-24 Term 2

Action: Late Add

Course	Section	Description	Units	Related Class 1	Related Class 2
PHYS1712	AL01	Physics Laboratory I	1.0		

Read the reason(s) provided by course teacher carefully and seek advice for taking appropriate action(s)

Reason(s) for pushing back: Adequate reason has to be provided. Supporting document should also be uploaded.

If you still wish to continue with this application, please follow the advice of course teacher and take appropriate action(s), and then re-submit the application under CUSIS as early as possible. No re-submission of “pushed back” application will be allowed after the end of application period of the relevant term.

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

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This e-mail (including any attachments) may contain confidential information of/for the intended recipient(s). It may also be legally privileged. If you are not the intended recipient, you should not copy, forward, disclose or use any part of it. If you have received this message in error, please delete it and all copies from your system and notify the sender immediately. Internet communications cannot be guaranteed to be timely, secure, error or virus-free. The sender does not accept liability for any errors or omissions.

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

Term: 2023-24 Term 2

Application Number: 0000014372

Application Status: Pushed back

Part 1: Add/Drop Course

Drop Course

Course	Section	Description	Units
<input type="radio"/> UGCP1001	-X01	Understanding China	1.00
<input type="radio"/> MGN2511	J	Global Experiential Learning I	1.00
<input type="radio"/> DSME1040	A	Eco for Business Studies II	3.00
<input type="radio"/> ELTU1001	AMC1	Foundation Eng for Uni Studies	3.00
<input type="radio"/> GESC1000	AA01	College Assembly	
<input type="radio"/> PHED1022	B	Basketball (Women)	1.00
<input checked="" type="radio"/> UGFH1000	Y	In Dialogue with Humanity	3.00
<input type="radio"/> ACCT2111	J	Introductory Fin'l Accounting	3.00
<input type="radio"/> CLCP2703	U	Intermediate Putonghua	3.00

Add Course

Class Number: PHYS1712AL01 Physics Laboratory I
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	Create
	Sample-study-plan.pdf	Upload	View	Delete

Part 4: Reason(s)

Interested in taking Physics laboratory classes.
Please consider my application.

Comments from Instructor / Course Offering Unit / Faculty

Adequate reason has to be provided. Supporting document should also be uploaded.

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)

Follow the advice of course teacher and **update** contact phone number and application reason(s), if deemed necessary.

Follow the advice of course teacher and **upload** supporting document again, if deemed necessary

NOTE: Re-submit, if necessary, "pushed back" application **BEFORE** the end of application period; LATE submission will **NOT** be allowed.