

Course Registration Manual

(Term 1, 2025-26)

*For incoming exchange/study abroad students who registered as
[Undergraduates at CUHK.](#)*

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I. IMPORTANT DATES

2025

| Date/Deadline | To register for courses that <u>REQUIRE</u> PRE-REQUISITE(S) | To register for courses that have <u>NO</u> PRE-REQUISITE |
|---|--|--|
| 1 – 3 Sep | Approach <u>departments</u> to seek approval for <u>waiving pre-requisite(s)</u> in order to add courses via CUSIS. <u>For Business Administration courses (i.e. DOTE, FINA, MGNT, MKTG), please approach your advisor at OAL by email.</u> | N/A |
| 1 Sep (09:00) – 4 Sep (12:00 noon) | Submit add/drop form for <u>Law courses</u> to Faculty of Law by email . For Undergraduate Courses: llb.law@link.cuhk.edu.hk For Postgraduate Courses: tpg.law@link.cuhk.edu.hk | |
| 4 Sep (12:00 noon) | Submit completed “ <u>Form for Waiving the Pre-requisite(s)</u> ” to your advisor at OAL by email . | N/A |
| 8 Sep (20:30) – 14 Sep (20:30) | Perform e-add/drop via <u>CUSIS</u> . [*] (Application for add/drop after this period may NOT be considered unless there are compelling reasons.) | |
| 15 Sep – 19 Sep (12:00 noon) | Approach departments for solving course add/drop problems. (Refer to https://www.res.cuhk.edu.hk/images/content/undergraduate_student/year-1-student/course-selections-and-addDrop/information-on-course-selection-and-add-drop/Dept-Enquiry-Form-Submission-by-email-2526.pdf for the list of departments that accept submission of add/drop form and course enrolment enquiries via email.) <u>For Business Administration courses (i.e. DOTE, FINA, MGNT, MKTG), please approach your advisor at OAL by email.</u> Americas & ISEP: Mr. Ron PANG (ronpang@cuhk.edu.hk) Asia & Oceania: Ms. Jessica POON (jessicapoon@cuhk.edu.hk) Europe & South Africa: Mr. Clinton CHAN (clintonchan@cuhk.edu.hk) | |

^{*}The Chinese University Student Information System (CUSIS) is an e-platform for students to view and manage their personal data, register and add/drop courses, view grades and academic assessment information, etc. See <http://www.cuhk.edu.hk/cusis> and Appendix 1 for details. You are strongly advised to visit <http://www.cuhk.edu.hk/cusis/faqs-enrollment.html> to view the computer-based training for course add/drop in CUSIS.

II. PROCEDURES

1. Viewing Course Information

1.1 Courses Available for Incoming Exchange/Study Abroad Students

The following four types of courses are available at CUHK for incoming exchange/study abroad students.

1.1.1 Regular Courses (Offered by Academic Departments)

- (a) All regular courses at undergraduate and postgraduate levels are open to incoming exchange/study abroad students, except:
- Faculty of Medicine courses (except some Biomedical Sciences and Public Health courses);
 - Faculty of Education courses (except ELED2810 English Language Teaching Theory and Methodology, ELED4890 Current Issues in English Language Teaching, ELED4990 Special Topics in English Language Teaching, LDTE1300 Introduction to Learning Sciences, LDTE2100 Learning Design in New and Emerging Educational Contexts, LDTE3100 Design Thinking as Scientific Inquiry, LDTE3110 Digital Citizenship Education, LDTE3120 Sustainability of Educational Technology, LDTE4300 Instructional Design for Students with SEN in Technology-Supported Learning Environments, some Sports Science and Physical Education (SPED) courses taught in English, and Physical Education (PHED) courses with an X after the course number);
 - Courses listed at http://www.oal.cuhk.edu.hk/files/incoming/course_not_open_for_iasp.pdf and http://www.oal.cuhk.edu.hk/files/incoming/laws_courses_not_open.pdf;
 - Student orientated teaching (STOT) courses;
 - Core Master of Accountancy courses/Courses under the MSc in Finance, MSc in Management and MSc in Marketing programmes (except students from the exchange partner schools of these programmes, who can take specified courses);
 - FNCS courses under the Food and Nutritional Sciences programme in the School of Life Sciences;
 - Architectural design studio courses (except for students from the School of Architecture's exchange partner schools).
- (b) LAWS courses offered by the LLB programme are not open to incoming study abroad/postgraduate students. Incoming study abroad students who want to take LAWS postgraduate courses MUST be admitted directly by the Faculty of Law. They are only allowed to take LAWS postgraduate courses at CUHK.

1.1.2 General Education Courses (Offered by Office of University General Education and Colleges)

- All University General Education (University GE) courses with prefix UGEA, UGEB, UGEC, UGED, UGFH or UGFN are open to incoming exchange/study abroad students. Courses with prefix GEJC is not open to incoming exchange/study abroad students.
- General Education Courses offered by Colleges

| College | Remarks |
|----------------------|--|
| Chung Chi College | • Courses with prefix GECC are not open to incoming exchange/study abroad students. |
| New Asia College | • Students affiliated with New Asia College can take courses with prefix: GENA (except GENA1112, GENA1114, GENA1115, GENA1116 and GENA1117) |
| United College | • Courses with prefix GEUC are not open to incoming exchange/study abroad students. |
| Shaw College | • Courses with prefix GESC are not open to incoming exchange/study abroad students. |
| Morningside College | • Courses with prefix GEMC are not open to incoming exchange/study abroad students. |
| S.H. Ho College | <ul style="list-style-type: none"> • Students affiliated with S.H. Ho College will be assigned to 'GESH1000 College Symposium' which is a non-credit bearing course that usually takes place at the High Table Dinner. Attendance (Pass or Fail) of the 'GESH1000 College Symposium' will be shown on their transcripts. • Courses with the prefix GESH (except GESH1000) are not open to incoming exchange/study abroad students. |
| Lee Woo Sing College | <ul style="list-style-type: none"> • Students affiliated with Lee Woo Sing College can take 'GEWS1000 College Assembly/High Table Dinner' which is a non-credit bearing course. Attendance (Pass or fail) of the Assembly/High Table Dinner will be shown on their transcripts. • Courses with prefix GEWS (except GEWS1000) are not open to incoming exchange/study abroad students. |
| C.W. Chu College | • Students affiliated with C.W. Chu College are not required to take any credit-bearing General Education courses offered by College. They are expected to join communal dining and High Table Dinners as part of the meal plan, but their attendance record will not be shown on their transcripts. |
| Wu Yee Sun College | <ul style="list-style-type: none"> • Students affiliated with Wu Yee Sun College can take "GEYS1000 College Assembly/College Forum" which is a non-credit bearing course. Attendance (Pass or Fail) of the Assembly/Forum will be shown on their transcripts. • Courses with prefix GEYS (except GEYS1000) are not open to incoming exchange/study abroad students. |

1.1.3 International Asian Studies (IASP) Courses (Offered by OAL)

- IASP4090 Independent Research on International Studies (For undergraduates)

1.1.4 Chinese Language Courses (Offered by Yale-China Chinese Language Academy)

- The entitlement of Chinese language course units varies among incoming exchange/study abroad students according to their enrollment type.

| Enrollment Type | | Chinese Language Course |
|----------------------|---------------------------------|--|
| Exchange Student | Associate Undergraduate Student | Entitled to a number of Chinese language course units*. Refer to the "Student Record Sheet" for your entitled number of units. |
| | Associate Postgraduate Student | None (Must pay additional tuition fees to take Chinese language courses.) |
| Study Abroad Student | Associate Undergraduate Student | Entitled to a number of Chinese language course units*. Refer to the "Student Record Sheet" for your entitled number of units. |
| | Associate Postgraduate Student | |

(*No additional tuition fee is required.)

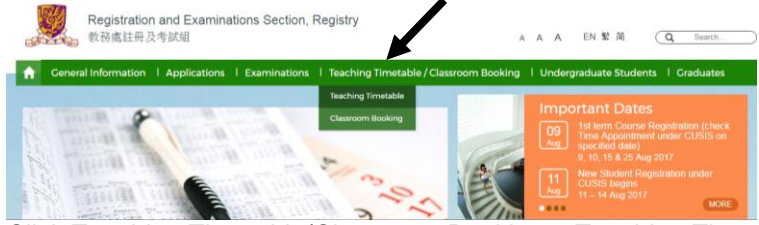
- Go to <https://www.yccla.cuhk.edu.hk/chinese-for-international> for information on Chinese language courses.

1.2 Required Course Load

- Incoming exchange/study abroad students are required to take 9-18 units of courses offered in-person at CUHK per term. You are not allowed to take more than 18 units of courses offered in-person in any term.
- Taking 12-15 units of courses offered in-person per term is recommended.
- You can login to CUSIS to view your maximum course load.

1.3 Timetables

Information of class period, location and medium of instruction are available in the timetables. You can also view the class detail of individual courses. See [Appendix 3](#) for explanation notes on the abbreviations used in the timetables.

| | |
|-----------------------|---|
| Undergraduate Courses | <p>http://www.res.cuhk.edu.hk/</p>  <p>Click Teaching Timetable/Classroom Booking > Teaching Timetable</p> |
| Postgraduate Courses | http://www.gs.cuhk.edu.hk/page/TeachingTimetable |

1.4 Course Descriptions

Course descriptions are available in CUSIS.

1.5 Course Enrollment Rules/Requirement of Pre-requisite(s)

Please login to CUSIS to check the course enrollment rules/requirement of pre-requisite(s) of individual courses.

1.6 Course Information Amendments

Course information may be amended from time to time during the add/drop period. You are strongly advised to login to CUSIS and check the most up-to-date course information before adding/dropping courses.

2. Enrolling in Courses through CUSIS

2.1 Pre-selecting Courses

You may login to CUSIS to search and pre-select your desired courses, and put them into the “Shopping Cart”. You can check whether you meet the course enrollment rules or your desired courses have any time conflicts between each other with “Validate”. You can also indicate whether you wish to be put under the “Wait List” if the class is full during the e-add/drop period.

Please note that when you use “Validate”, your desired courses are only stored in the “Shopping Cart”*. **Your pre-selected courses under the “Shopping Cart” are not yet in your course register, meaning you have not officially registered for them yet. You MUST login to CUSIS again during the e-add/drop period to finish the final enrollment process.**

You are recommended to “Validate” your pre-selected courses one more time prior to completing the final enrollment process. Any changes in timetable and course enrollment rules may result in time clashes between classes and failure in course enrollment.

Refer to [Appendix 1b](#) for “System Walkthrough for Class Search and Validate”.

** Please also take special note that students can ONLY submit a maximum of one Physical Education class and two University General Education classes in the “Shopping Cart” in each term.*

2.2 Completing Course Enrollment

You can only complete course enrollment within the e-add/drop period. To do so, you MUST login to CUSIS, double check your pre-selected courses under the “Shopping Cart” and the list of registered courses in the system (if any), then follow the instructions to finish the remaining steps of course enrollment. The enrollment results will be available immediately.

Refer to [Appendix 1c](#) for “System Walkthrough for Finish Enrolling Courses” and [Appendix 2](#) for “System Walkthrough for Add, Drop, Swap and Update Classes”.

IMPORTANT NOTES

- **Add courses via CUSIS as soon as possible** to secure a place in the courses you would like to take.
- **Make use of the “swap” function to add and drop courses.**
- **Observe your minimum and maximum course load.** The total number of course units registered cannot exceed your maximum course load per term.
- You must **meet the course enrollment rules** in order to successfully enroll in the course.
- **Time clash between classes is not allowed.** You cannot register for courses with timetable conflicts. **You must drop the registered course which has time conflict with your desired course.** Otherwise, your desired course cannot be added to your course register even if it is endorsed by the course offering department.
- Course enrollment via CUSIS is **on a first-come first-served and real-time basis**. Course enrollment results will be shown immediately after completing the appropriate procedures. You must **read the on-screen messages carefully**.
- You can login to CUSIS multiple times to **add, drop or swap courses during the e-add/drop period**, if necessary.
- If a course is comprised of a lecture and a tutorial, you are required to **add both the lecture and tutorial** in order to complete the course enrollment process.
- You may indicate whether you would like to be put under the ‘Wait List’ when the class is full during course enrollment, if a wait list is available. The system will enroll you in the class automatically once free space is available. You should therefore **check the course enrollment record daily**. You MUST remove your name from the wait list on your own as soon as possible if you do not want to ‘auto-enroll’ in the class.
- You cannot enroll in any courses that you have taken and passed at CUHK and/or set as pre-requisite in CUSIS.
- If you withdraw from a course without going through the prescribed procedure, you will be given a grade of “F” for the course. The grade will be shown on your transcript.
- See [Appendix 9](#) for the messages from Department(s).

2.3 Approaching Academic Departments for Course Registration or Add/Drop Problems

(Except for Business Administration Undergraduate Courses, i.e. DOTE, FINA, MGNT, MKTG)

You should approach academic departments **during 15 Sep – 19 Sep 2025 (12:00 noon)** for course registration or add/drop problems caused by:

2.3.1 Add Consent or Drop Consent

If an academic department indicates “Add Consent” or “Drop Consent” for a class, you are not allowed to add/drop the class through CUSIS. You must seek the department’s approval by using the “Course Add/Drop Form for Undergraduate Course” (Refer to [Appendix 5](#)). Department may use the “Quick Enroll” function in CUSIS to add/drop the course for you and the results will be updated in your course enrollment record.

2.3.2 Course Enrollment Rules

If you do not fulfill the course enrollment rules but must add a certain course, you should seek approval from the department offering the course by filling in the “Course Add/Drop Form for Undergraduate Course” (Refer to [Appendix 5](#)).

2.3.3 Postgraduate Courses

Unless departments have indicated under ‘Department Announcement’ (<http://www.res.cuhk.edu.hk/en-gb/undergraduate-students/information-for-current-year-2-or-above-students/course-selection-and-add-drop/department-announcement>) that students could enroll in certain postgraduate courses (i.e. course coded 5000 or above) by themselves under CUSIS, you must seek department’s approval by using the ‘Course Add/Drop Form for Postgraduate Course’ (Refer to [Appendix 6](#)) and return the endorsed form to OAL.

2.3.4 Graduation Requirements

If you are required to take a certain course to fulfill graduation requirements but fail to enroll in the course within the e-add/drop period through CUSIS, you should provide the supporting document(s) and seek the department’s approval by using the course add/drop form.

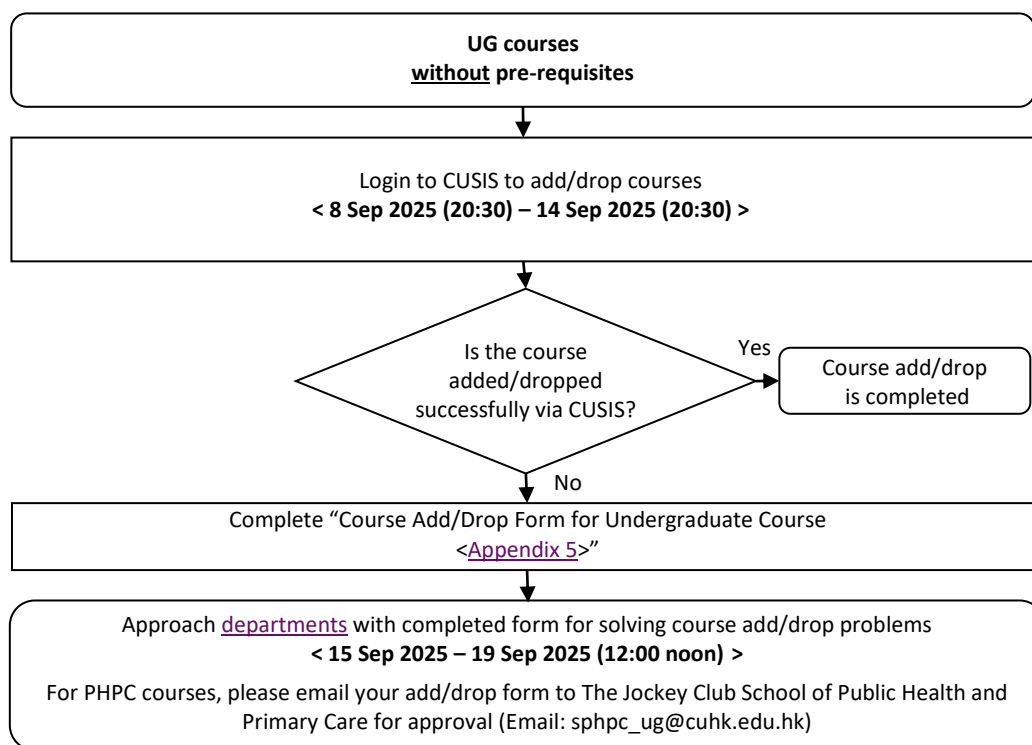
IMPORTANT NOTES

- **During 15 Sep – 19 Sep 2025 (12:00 noon), you are advised to contact Departments.** Refer to https://www.res.cuhk.edu.hk/images/content/undergraduate_student/year-1-student/course-selections-and-addDrop/information-on-course-selection-and-add-drop/Dept-Enquiry-Form-Submission-by-email-2526.pdf for the list of departments that accept submission of add/drop form and course enrolment enquiries via email.
- **For Business Administration undergraduate courses (i.e. DOTE, FINA, MGNT, MKTG), please approach your advisor at OAL.**

3 Adding/Dropping Courses

3.1 Undergraduate Courses without Pre-requisite Requirements

(Except for Business Administration Courses ^{Note 1}, Chinese Language Courses ^{Note 2}, IASP4090 ^{Note 3}, Law Courses ^{Note 4} and PHYS Courses ^{Note 5})



Note 1 – Business Administration Undergraduate Courses

Refer to 3.4.

Note 2 – Chinese Language Courses (i.e. courses with the prefix CLCC, CLCE or CLCP)

Please submit the [add/drop form](#) to Yale-China Chinese Language Academy for approval as soon as possible. You should complete a [placement test](#) if you want to take non-beginner courses. No placement test is required for enrolling in elementary Chinese language courses (CLCC1113 & CLCC1123 / CLCP1113 & CLCP1123). The entitlement of Chinese language course units varies among incoming exchange/study abroad students according to their enrollment type. Enrollment into Chinese language course(s) beyond [the entitled units](#) requires additional course fees, i.e. HK\$6,135 per three units (one course) per term. Please refer to the "Student Record Sheet" for your entitled number of Chinese language course units. You may select the "Distinction/Pass/Fail" option for the Chinese language courses if your home university accepts this grading basis. Please send your request to cla_upd@cuhk.edu.hk and complete the application **by 2 Oct 2025**. Late submissions will not be considered.

Note 3 – IASP4090 - Independent Research on International Studies (For Undergraduates)

Registration for IASP4090 is subject to availability of supervisors. It is your responsibility to find a supervisor for your research project. To register for the course, please complete the [add/drop form](#), [research proposal form](#) and [supervisor approval form](#), have your supervisor sign the forms, and then submit the forms to your advisor at OAL via email **by 15 Sep 2025 (12:00 noon)**.

Note 4 – Law Courses

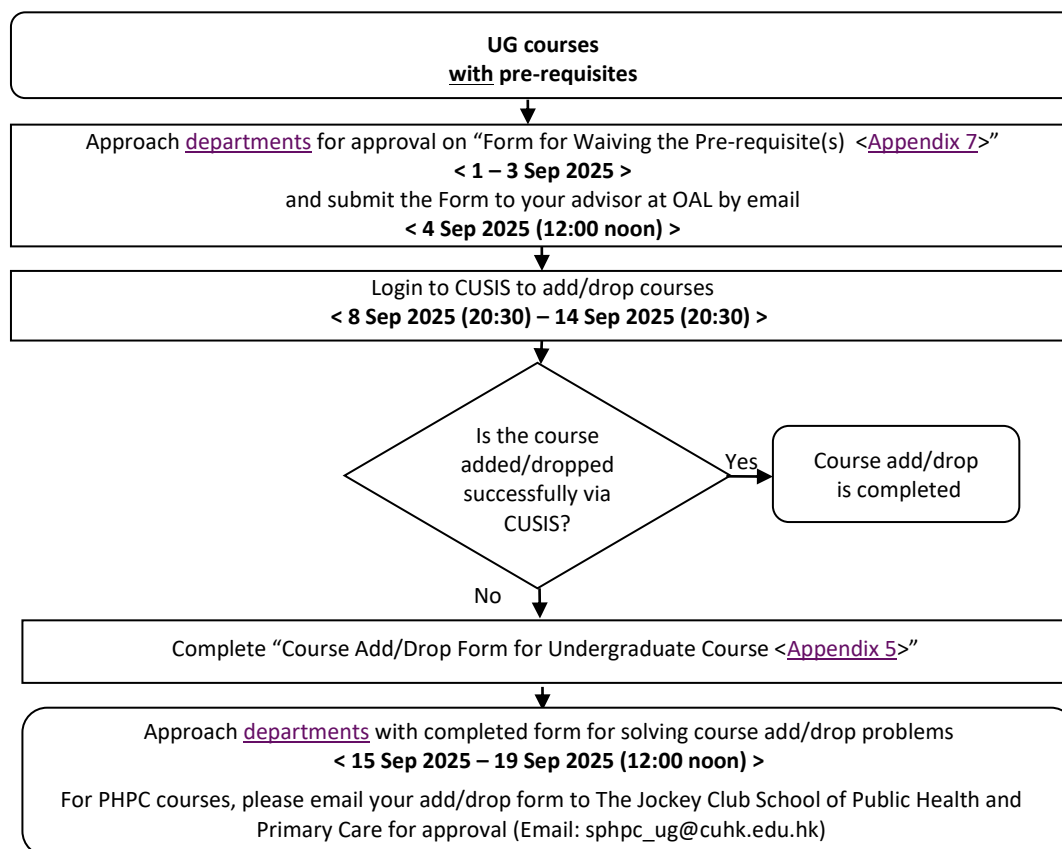
Refer to 3.5.

Note 5 – Physics (PHYS) Courses

Incoming exchange/study abroad students cannot e-add/drop PHYS courses under CUSIS. You should seek department's approval during the add/drop period.

3.2 Undergraduate Courses with Pre-requisite Requirements

(Except for Business Administration Courses ^{Note 6}, Law Courses ^{Note 7} and PHYS Courses ^{Note 8})



Note 6 – Business Administration Undergraduate Courses

Refer to 3.4.

Note 7 – Law Courses

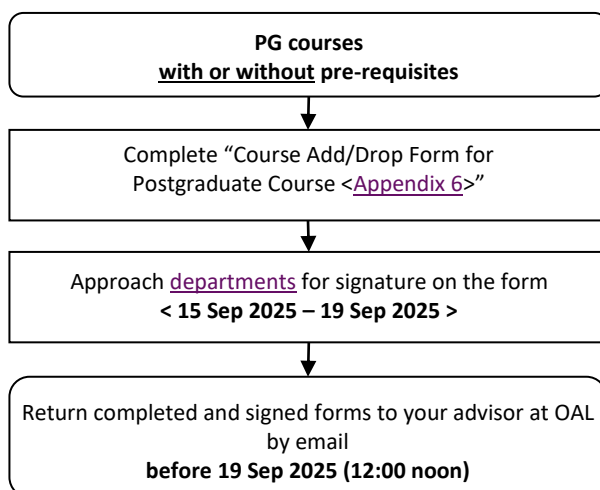
Refer to 3.5.

Note 8 – Physics (PHYS) Courses

Incoming exchange/study abroad students cannot e-add/drop PHYS courses under CUSIS. You should seek department's approval during the add/drop period.

3.3 Postgraduate Courses

(Except for Law Courses ^{Note 10}, and MBA Courses ^{Note 11})



Note 9 – Global Political Economy (GPEC) Courses

The maximum number of GPEC courses that each incoming exchange/study abroad student can take is 2 courses in total during their exchange period at CUHK. Interested students are required to submit the course add/drop form to the Master of Social Science in Global Political Economy (MGPE) Programme office during the add/drop periods. It takes time to process the GPEC course requests and students are required to follow MGPE office's instructions.

Note 10 – Law Courses

Refer to 3.5.

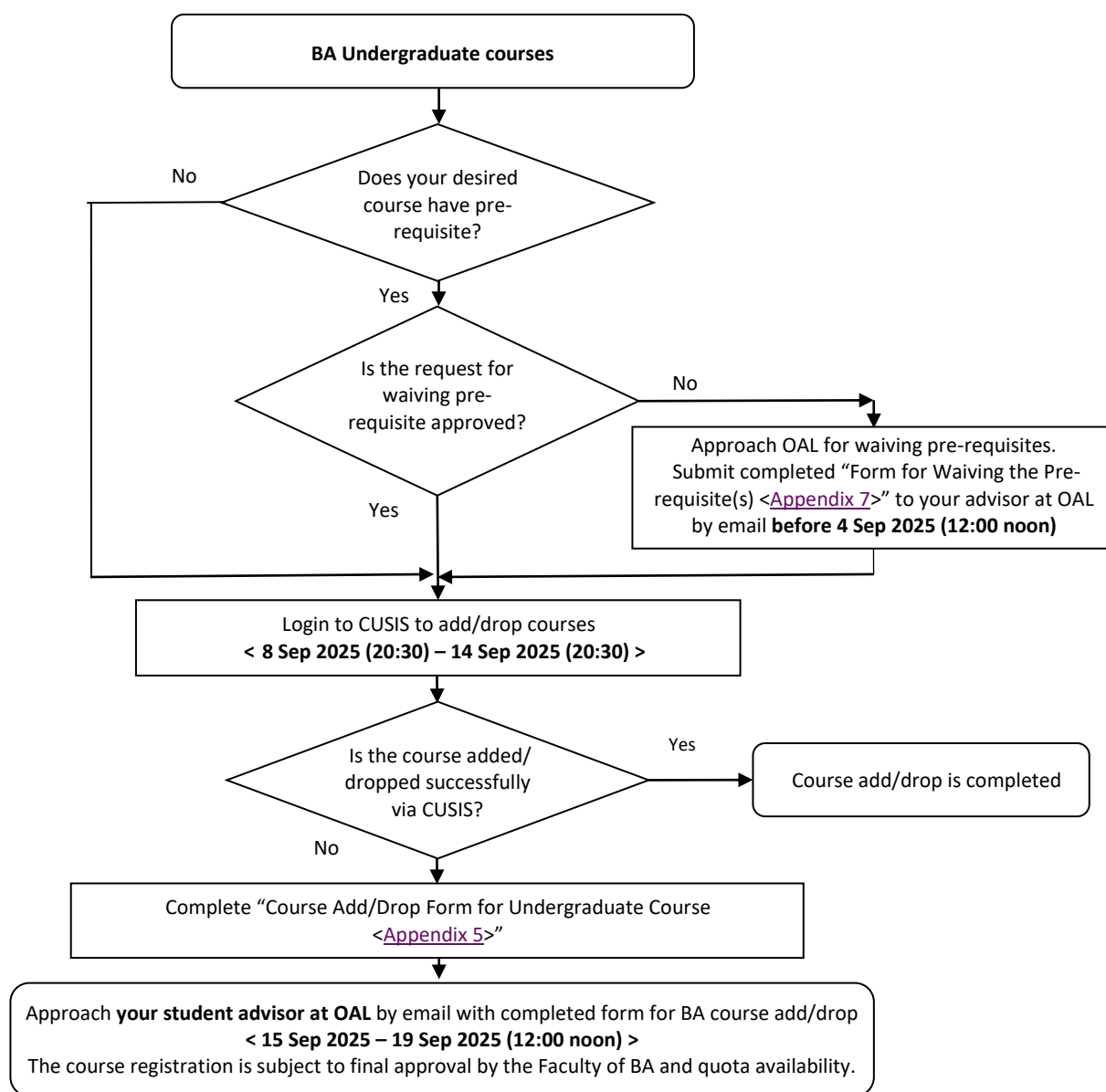
Note 11 – MBA Courses

Not open to non-MBA exchange students.

3.4 Business Administration (BA) Undergraduate Courses

To add/drop BA undergraduate courses in 1000 - 4000 levels offered by the following Departments, students are **recommended to approach your advisor at OAL**.

- Decisions, Operations and Technology (DOTE)
- Finance (FINA)
- Management (MGNT)
- Marketing (MKTG)



To add/drop:

Accountancy (ACCT) Courses

Add/drop requests for ACCT undergraduate courses will be handled directly by the School of Accountancy. Please submit the add/drop form to pacc-studies@cuhk.edu.hk for approval **starting from 1 Sep 2025**. Since it takes time to process the ACCT course requests, students are required to follow the School of Accountancy's instructions. Courses with add/drop consent are not open to incoming exchange/study abroad students.

Hotel and Tourism Management (HTMG) Courses

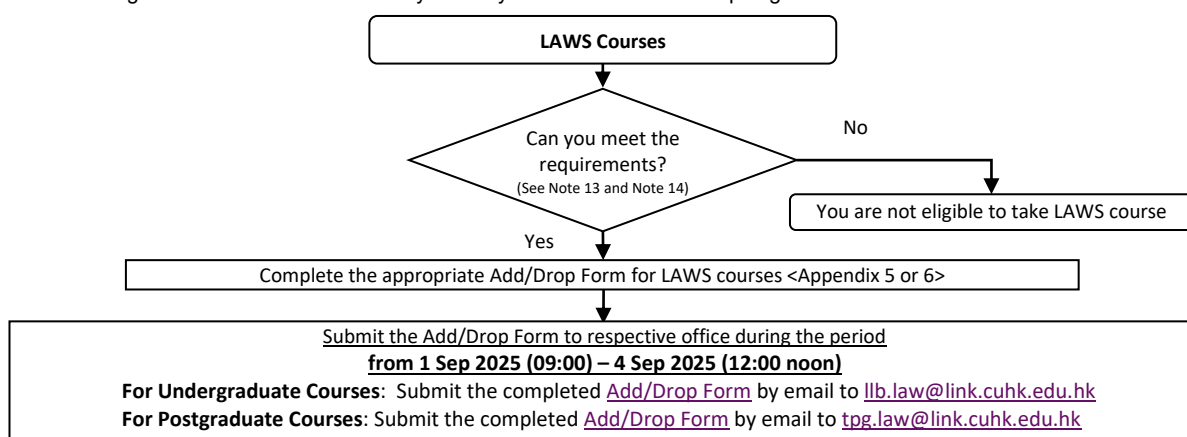
No add/drop request for HTMG undergraduate courses will be accepted including DOTE1031A/B. If students have any queries about HTMG courses, they should approach Ms. Maggie Ho at maggieho@cuhk.edu.hk or Ms. Kelly Yip at kellyyip@cuhk.edu.hk **starting from 1 Sep 2025**.

3.5 Law Courses

To add/drop LAWS courses, students should approach OAL for advice and submit the add/drop form to the Faculty of Law.

Points to Note

- To add LAWS courses, students should pay attention to the remarks posted at http://www.oal.cuhk.edu.hk/files/incoming/Course_for_online_law.pdf. Some LAWS courses are only open to faculty-based exchange students. Faculty-based exchange students refer to law students from the exchange partner schools of the **CUHK Faculty of Law** only (See Note 12). If you have any questions about your student status, please contact OAL.
- For LAWS courses which are not open to incoming exchange/study abroad students, please refer to http://www.oal.cuhk.edu.hk/files/incoming/laws_courses_not_open.pdf for details.
- To add undergraduate LAWS courses, students should pay attention to the followings:
 - LAWS courses offered by the LLB Programme at CUHK are not open to incoming study abroad/postgraduate students;
 - Incoming exchange undergraduate students should take undergraduate law courses. Only incoming exchange undergraduate students who have fulfilled the preconditions as set out in the guideline in [Appendix 8](#) (see Note 14) may choose to take either postgraduate or undergraduate law courses, but NOT BOTH postgraduate and undergraduate law courses. If students are required to take both undergraduate and postgraduate LAWS courses, a proof from their home institution MUST be provided for consideration.
- Incoming study abroad students admitted directly by the Faculty of Law should contact the Faculty of Law for matters concerning their course enrollment. They are only allowed to take LAWS postgraduate courses at CUHK.



Please indicate your preference on the Add/Drop Form. Course registration is subject to final approval by the Faculty of Law. Enrollments will be processed on a first come, first served basis subject to quota availability and enrollment priority, if any. Enrollment priority will be given to faculty based exchange students. The first batch of result will be available tentatively by 11 Sep 2025. You will be notified by email as soon as the results are available.

Note 12 – List of Faculty-Based Partners

Faculty based incoming exchange students refer to law students admitted through faculty exchange agreements between the CUHK Faculty of Law and the following partner institutions.

Undergraduate Students only

- School of Law, The University of Sheffield
- Law School, Peking University
- Law School, Tsinghua University
- East China University of Political Science and Law
- College of Law, National Taiwan University
- Law School, The University of New South Wales
- The University of Bristol
- Faculty of Law, University of Bergen
- Durham Law School, Durham University
- Faculty of Education, Social Sciences and Law, University of Leeds
- Thammasat University

Postgraduate Students only

- Benjamin N. Cardozo School of Law, Yeshiva University
- Washington College of Law, American University
- Melbourne Law School, The University of Melbourne

Both Undergraduate and Postgraduate Students

- Faculty of Law, Maastricht University
- Faculty of Law, The University of Auckland
- Bocconi University
- Osgoode Hall Law School, York University

Note 13 – Requirement for LAWS Undergraduate Courses

Incoming exchange undergraduate students would be eligible to enroll in LLB courses provided that they fulfill the following requirements:

- Major in law at their home institution
- Have an academic performance of grade C or above (or equivalent) at their home institution
- Have not failed any courses at their home institution
- Fulfill the English language proficiency requirements (i.e. 7.0 or above in IELTS; OR 100 or above in internet-based TOEFL; OR provide a letter of support to certify that courses in the student's home institution are conducted in English and that the students' English standard is sufficient to attend classes using English as the medium of instruction)

Note 14 – Requirement for LAWS Postgraduate Courses

Incoming exchange/study abroad students must fulfill all the preconditions as set out in the guidelines in [Appendix 8](#) for enrolling in postgraduate courses offered by the Faculty of Law.

Note 15 – LLB-JD Students

LLB-JD students (e.g. King's College London, University of Exeter) can only take LAWS postgraduate courses at CUHK and must contact CUHK Faculty of Law if they have any questions about course selection and registration.

4 Viewing Course Register/Class Schedule

Students should check their updated course register via CUSIS regularly (Login to CUSIS > Click "Manage Classes" > "View My Classes").

III. TIPS ON COURSE REGISTRATION

Note: **All courses on your final course register will be shown on your Official Transcript, so please make sure they are correct.** Below are some tips on course registration.

1. Selecting Courses

- a. Take into account the time of the classes. There may only be a 15-minute interval between two classes.
- b. Check the explanatory notes on the abbreviations of types of teaching in [Appendix 3](#). Pay attention to the medium of instruction of the course that you want to add.

2. Completing Course Enrollment

- a. Refer to the Important Notes on page 5 of this manual.

3. Obtaining Approval for Waiving Course Pre-requisite(s)

To seek academic department's approval for waiving pre-requisite(s), please prepare a copy of the following documents for professor's reference:

- a. **Most up-to-date official transcript**
- b. **Relevant course description(s)**
- c. **Documentation(s)** indicating the course is required for graduation (if applicable)

4. Adding Business Administration (BA) Undergraduate Courses (i.e. DOTE, FINA, MGNT, MKTG)

- a. BA course add/drop requests should be submitted via CUSIS or through OAL.
- b. Please approach your advisor at OAL for advice on waiving course pre-requisite(s), course registration and/or add/drop problems.

IV. FAQs ON COURSE REGISTRATION

1. The course I want to take is already full but I need it to fulfill course requirements at my home institution. What can I do?

We suggest that you try to add the course via CUSIS during the e-add/drop period, put yourself in the wait list, if applicable, and then continue to attend the class (even if you have not successfully registered for the course) so that you do not miss any important information such as course outline and assessment criteria. If you fail to add the course via CUSIS during the e-add/drop period, talk to the course teacher (except for Business Administration undergraduate courses since all the course requests are handled centrally by the Faculty Office. Approach OAL for adding/dropping Business Administration undergraduate courses instead) and explain your situation. With the teacher's approval, the concerned department may help you to make the arrangement.

2. The course I want to take is taught in both Cantonese and English. I am fluent in Cantonese. Do you think I can cope with it?

Course teacher may use reference materials or specific terms in Chinese. These materials and terms may be difficult for you to understand even though you can speak and understand Cantonese. Therefore, you are advised to contact the teacher and ask him/her whether spoken fluency is sufficient to take the course.

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

At CUHK, undergraduate courses are coded 1 - 4 while postgraduate courses are coded 5 - 9. The first numeral in the course code of undergraduate courses stands for the level of study. Normally, courses in the 1000 level are lower division courses while courses in the 3000 and 4000 levels are upper division courses. For courses in the 2000 level, the classification of division varies according to policies of individual departments. Students are advised to check with the departments directly.

4. **I have found a course that sounds interesting but I am not sure if I really want to take it. What should I do?**

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

5. **How can I contact the course offering department if I want to know more about the course?**

Refer to [Appendix 4](#) for "Contact Information of Faculties/Departments".

6. **I need to confirm if the credits can be transferred before taking a course, and to do that I need to send my home institution a copy of the course outline. How can I obtain it?**

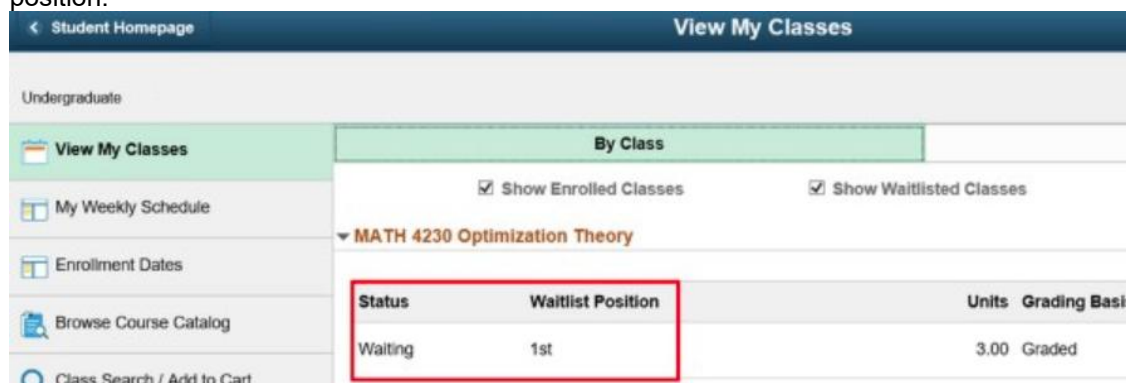
Usually teachers will provide the course outline in the first class. You may contact the course teacher or the department directly if you are unable to attend the first class. A brief course description can be found in CUSIS.

7. **My home major is History. Do I need to declare a major at CUHK?**

At CUHK, your major is IASP (International Asian Studies Programme) which allows you to take courses offered by various academic departments. However, you may be required to provide proof of your home major and/or courses taken at home institution for course approval or waiving course pre-requisite(s).

8. **How can I keep track of my position on wait list?**

You may click "Manage Classes" and "View My Classes" to check course put on waitlist and its waitlist position.



| Status | Waitlist Position | Units | Grading Basis |
|---------|-------------------|-------|---------------|
| Waiting | 1st | 3.00 | Graded |

9. **My friend has dropped the class 5 minutes ago, why am I not enrolled into the class immediately and still shows my wait list position as 1?**

CUSIS will automatically enroll students from the wait list according to their wait list position in a scheduled interval, e.g. every 30 minutes. Therefore, students on the wait list will not be enrolled immediately even a student has dropped the class. Also, some classes may have multiple queues. The seat released may not be applicable to you as it is for other queues.

10. **Can I join a course's wait list if I have reached my maximum course load?**

Yes, units of the courses on wait list will not be counted towards your maximum course load. CUSIS will check your maximum course load before enrolling you into the class, e.g. you have already registered for 16 units, CUSIS will not put you in a 3-unit course because your course load exceeds the maximum of 18 units, though a quota is available in the class and you are in position 1 of the wait list.

11. **I met the course enrollment rules and there is no time clash between my registered classes. I don't know why the system prevents me from registering for the course?**

The most common reason is that the quota is reserved for specified type of students. Displays of quota partition information are not available under CUSIS. Other reasons include excess of maximum course load/maximum number of courses per term.

12. **Can I swap a course on waitlist with another course?**

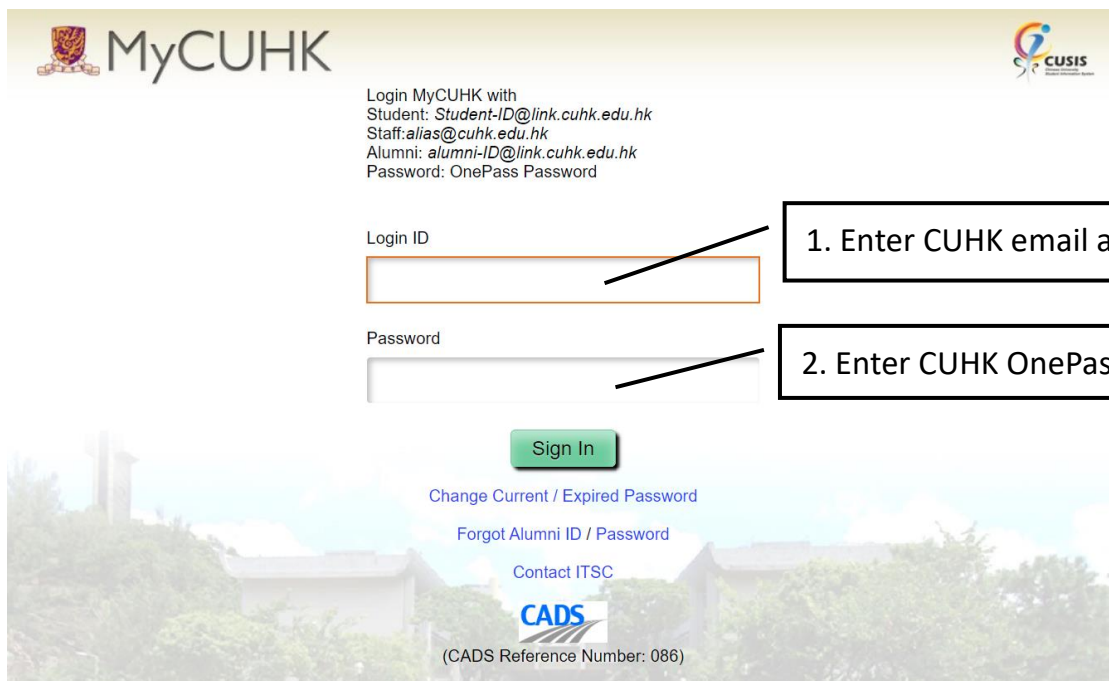
"Swap" allows you to drop a registered course and enroll in a new course which has vacancy simultaneously. You cannot swap a course on the wait list.

13. **What is the meaning of "TBA"?**

TBA stands for "To be arranged".

Logging into CUSIS and Viewing Maximum Course Load

1. Logon "MyCUHK" (<http://www.cuhk.edu.hk/mycuhk>).

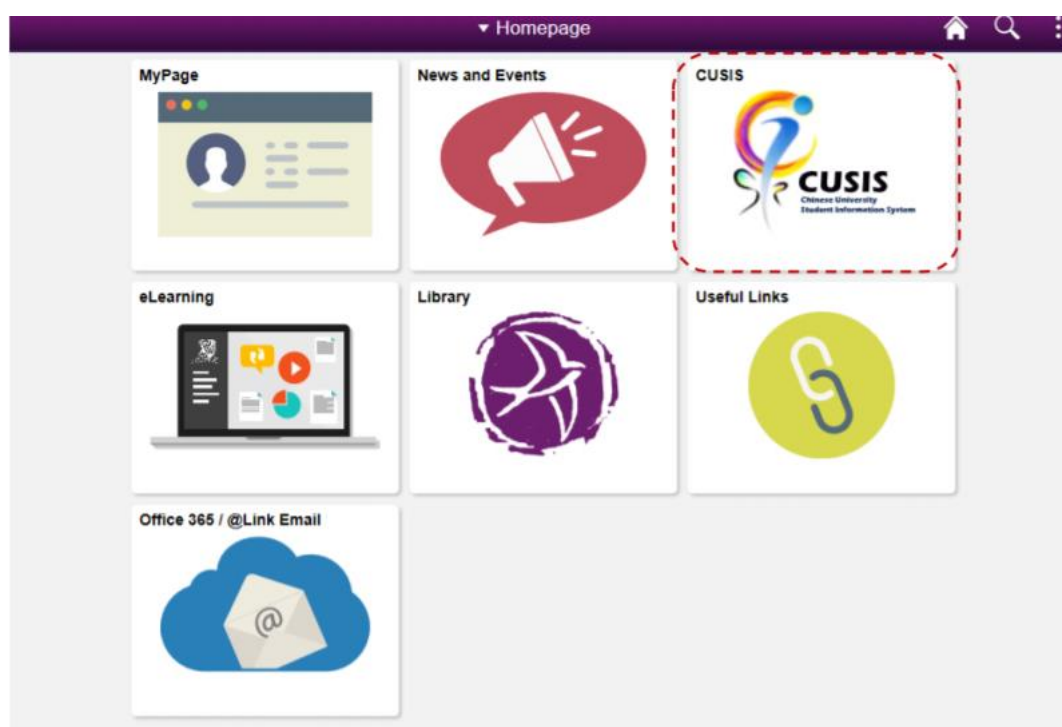


The image shows the MyCUHK login page. At the top left is the CUHK crest and the text "MyCUHK". At the top right is the CUSIS logo. Below the crest, the text reads: "Login MyCUHK with", "Student: *Student-ID@link.cuhk.edu.hk*", "Staff: *alias@cuhk.edu.hk*", "Alumni: *alumni-ID@link.cuhk.edu.hk*", and "Password: OnePass Password". There are two input fields: "Login ID" and "Password". A green "Sign In" button is below the fields. Below the button are links for "Change Current / Expired Password", "Forgot Alumni ID / Password", and "Contact ITSC". At the bottom is the CADS logo and the text "(CADS Reference Number: 086)".

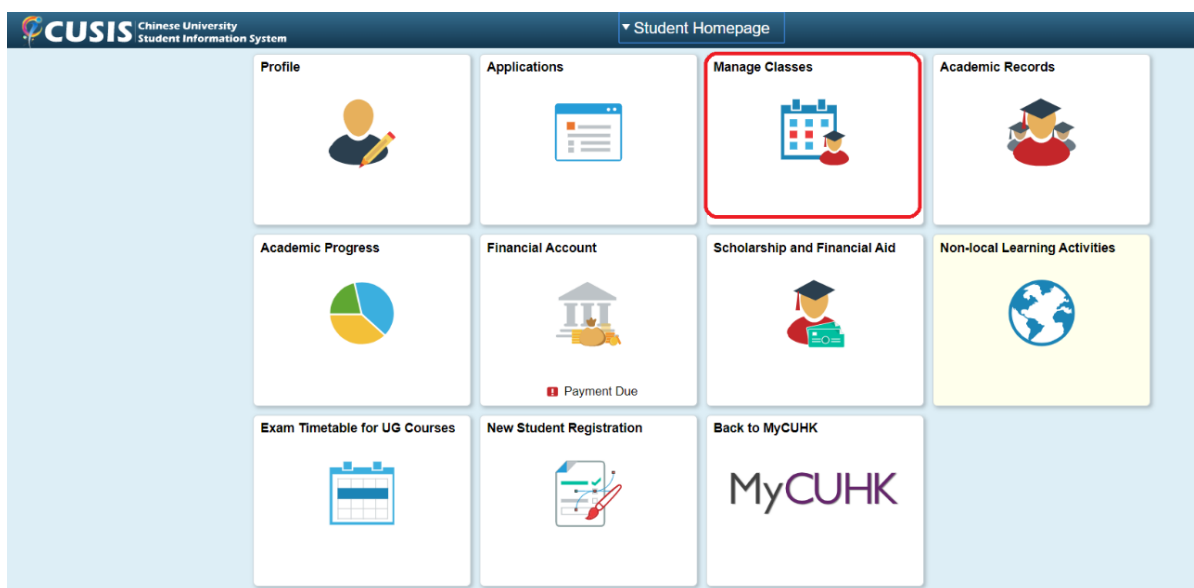
1. Enter CUHK email address

2. Enter CUHK OnePass password

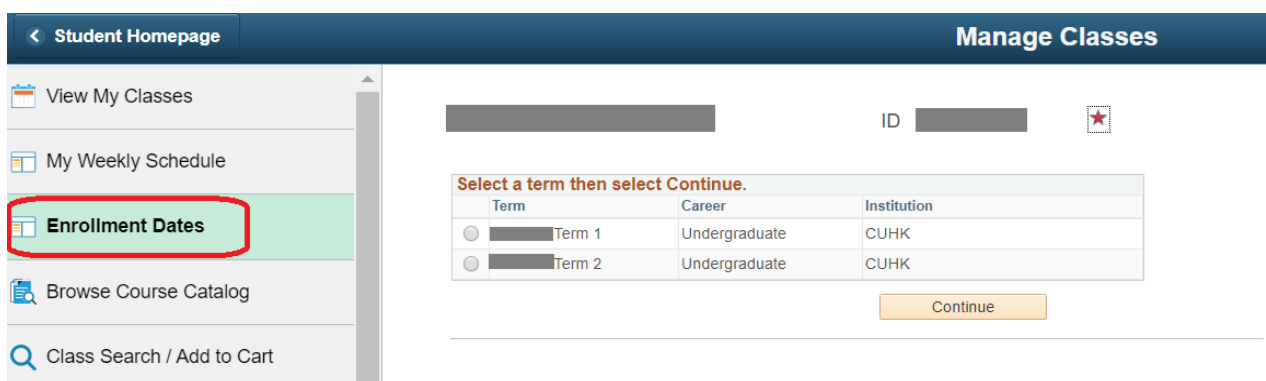
2. Click "CUSIS".



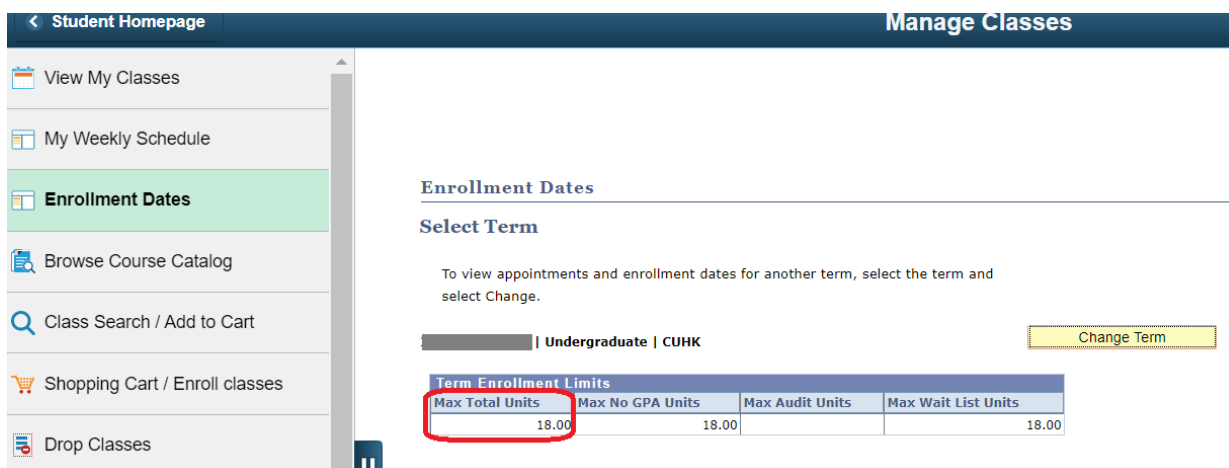
3. Select "Manage Classes".



4. Click "Enrollment Dates" on the left menu bar, and then choose a term.

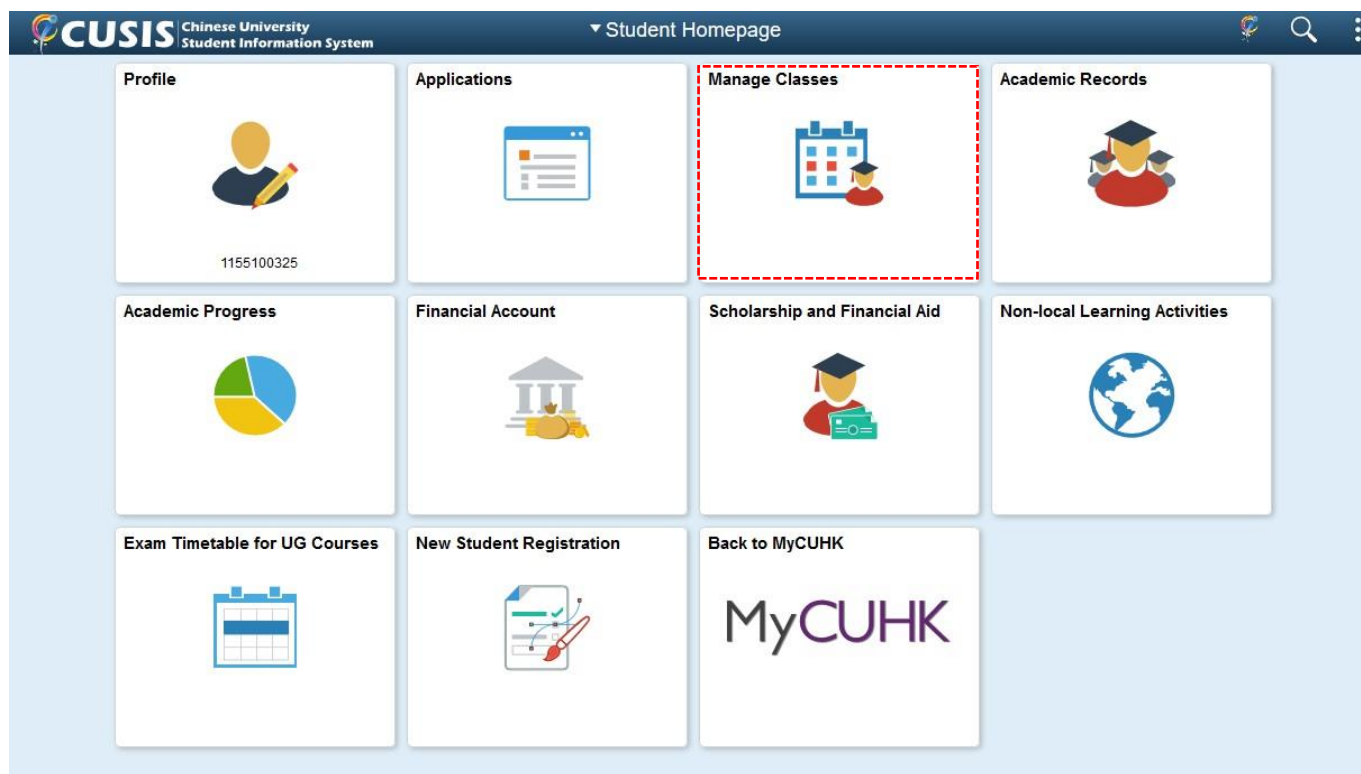


5. View the maximum course load allowed for the term.

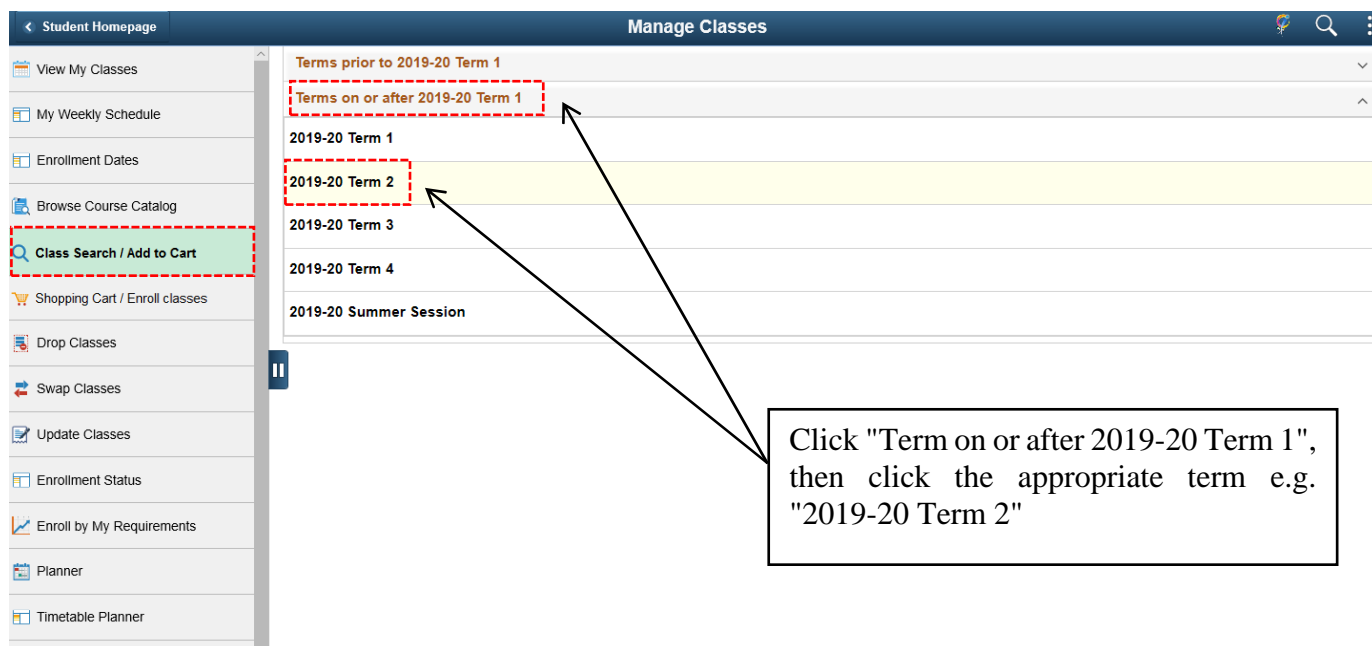


System Walkthrough for 'Class Search' and 'Validate'

1. Logon "MyCUHK", click "CUSIS" tile and then "Manage Classes" tile.



2. Click "Class Search / Add to Cart" and select the academic term for course enrollment (e.g. 2019-20 Term 2).



3. In the line "Search for Classes", you can input course code, subject code, course title or topic etc as searching criteria. Press "Enter" or ">>" button.

Student Homepage **Class Search and Enroll**

2019-20 Term 2 [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

Search For Classes [i](#)

COMM2500

Additional ways to search

Favorites

Recently Viewed

4. Search result is shown. The search result can be further filtered by the criteria shown in left hand panel. Click the desired class. If a course comprises of a lecture and two or more tutorials (e.g. tutorial 1 and 2), students are required to select one of the combinations of lecture and tutorial (e.g. either lecture plus tutorial 1 or lecture plus tutorial 2).

Class Search **Class Search Results**

Class Status

☐ Open Classes Only

Subject

☐ COMM / Communication

Class Meeting Days

☐ Wed

Class Start Times

☐ Start 10am - 12pm

Class End Times

☐ End 1pm - 3pm

Number of Units

☐ 2.5 - 3 Units

Course Career

☐ Undergraduate

Class Component

☐ Lecture

View Search Results

1 Course with keyword: COMM2500

COMM2500

3 units

1 Class Option Available

5. View the details of course by clicking "Course Information", or the details of class by clicking Class Number. Click ">" icon to proceed next step.

Class Search Results **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 2500
Introduction to Global Communication
★ 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 | (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 Shau Kee Building 515 | Prof. L*** Xueting | Open Seats 40 of 40 |

6. Review the class selection and click "Next".

Class Search and Enroll

Exit

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

1 **Review Class Selection**
Visited

2 **Review Class Preferences**
Not Started

3 **Review and Submit**
Not Started

Step 1 of 3: Review Class Selection

You have selected
COMM 2500 Introduction to Global Communication

Option Status Open

| 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 |

Next >

7. If department allows wait list, you may select "Yes" to indicate to add to wait list if class is full. Leave Permission Number as blank. Click "Accept".

Class Search and Enroll

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

1 Review Class Selection
Complete

2 Review Class Preferences
In Progress

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? ☐ No

Permission Number

Accept

8. 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

Permission Number

Next >

9. Click "Submit".

Exit

Class Search and Enroll

Previous

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

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 |

10. Click "Yes" to confirm the submission.

Exit

Class Search and Enroll

Previous

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

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 |

Are you sure you want to submit?

Yes No

11. The Class is added to Shopping Cart successfully.

Confirmation

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

✓ **COMM 2500 - Introduction to Global Communication**
Class(es) has been added to your Shopping Cart.

[Return to Keyword Search Page](#)

12. Repeat the above steps to add other courses e.g. university general education and elective courses etc. into the Shopping Cart. Click "Shopping Cart / Enroll classes" to view the courses already put on Shopping Cart.

Shopping Cart

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

Teaching Timetable by Subj/Dpt

Teaching Timetable by Prog(PG)

Your Shopping Cart

Enroll Delete 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 | |

13. Check the checkbox of classes. Click "Validate" to check time clash and whether course enrolment rules are fulfilled.

Student Homepage Shopping Cart

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 Teaching Timetable by Subj/Dpt Teaching Timetable by Prog(PG)

Enroll Delete **Validate**

Your Shopping Cart

| 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 1:15PM to 11:30AM | Hui Yeung Shing Bldg 303 | J. Y*** | | Open Seats 25 of 25 | |

14. Read validation results and the messages carefully.

Student Homepage 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.

15. Repeat step 12-14 until all classes are validated with ✓ status.

Student Homepage

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.

Note: Selected courses are only put under the Shopping Cart. Students MUST finish the final enrolment process

System Walkthrough for Finish Enrolling Courses

1. Within specified course selection or add/drop period, logon "MyCUHK", click "CUSIS" tile and then "Manage Classes" tile. Select "Shopping Cart / Enroll classes". Check the checkbox of the classes you want to enroll and validate again. Then click "Enroll".

Student Homepage Shopping Cart

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 Teaching Timetable by Subj/Dpt Teaching Timetable by Prog(PG)

Your Shopping Cart

| 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 to 1:15PM 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 2:15PM 12:30PM to 2:15PM | To be Announced | Staff | 3.00 | Open Seats 18 of 60 | Change Preferences |
| | | (6413) -T01 - TUT | | | Monday 2:15PM 12:30PM to 2:15PM | Wu Ho Man Yuen Bldg 303 | H. YWM | | | |
| | | | | | Monday 2:15PM 12:30PM to 2:15PM | Wu Ho Man Yuen Bldg 303 | H. YWM | | | |
| | | | | | Monday 2:15PM 12:30PM to 2:15PM | Wu Ho Man Yuen Bldg 303 | H. YWM | | | |
| | | | | | 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 | To be Announced | Staff | 3.00 | Open Seats 117 of 401 | Change Preferences |
| | | | | | Thursday 2:30PM to 4:15PM | Lee Shau Kee Building LT6 | Y. F*** | | | |

Enroll Delete Validate

2. "Enrollment Status" will show "In Progress". Click "Refresh" until the status is updated.

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.

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

5 rows

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

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

3. Read course selection results carefully, including the message shown.
 * 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.

Enrollment Status

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

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.

Refresh Cancel Enrollment Request

Class Search / Add to Cart

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

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

4. Click "My Weekly Schedule" to check your class schedule after all classes are enrolled. All courses you formally register or under the wait list will be shown.

Weekly Schedule

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

Teaching Timetable by Subj/Dpt

Teaching Timetable by Prog(PG)

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

Start Time 8:00AM End Time 6:00PM 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 | | PHED 1034 - D Lecture 10:30AM - 12:15PM Kwok Sports Building SC | COMM 2500 - - Lecture 10:30AM - 1:15PM Lee Shau Kee Building 515 | UGFN 1000 - JT03 Interactive Tutorial 11:30AM - 1:15PM Hui Yeung Shing Bldg 303 | | | |
| 11:30AM | | | | | | | |
| 12:30PM | GRMD 1402 - - Lecture 12:30PM - 2:15PM Wu Ho Man Yuen Bldg 303 | | | | | | |
| 1:30PM | | | | | UGFN 1000 - J Lecture 1:30PM - 2:15PM Yasumoto Int'l Acad Park LT8 | | |
| 2:30PM | | | | COMM 2600 - B Lecture 2:30PM - 5:15PM T.C. Cheng Bldg C2 | | | |
| 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 ☒ Sunday

Show Class Title ☒ Tuesday ☒ Friday

Show Instructors ☒ Wednesday ☒ Saturday

Refresh Calendar

Printer Friendly Page

System Walkthrough for Add, Drop, Swap and Update Classes

A. Add Classes

Please refer to Appendix 1b, using "Class Search / Add to Cart" to add classes to the Shopping Cart and then proceed to actual enrolment during course selection or add/drop period.

B. Drop Classes

1. Click "Manage Classes" tile, then click "Drop Classes" and select term.

The screenshot shows the Student Homepage with a sidebar menu on the left and a main content area. The sidebar menu includes options like 'View My Classes', 'My Weekly Schedule', 'Enrollment Dates', 'Browse Course Catalog', 'Class Search / Add to Cart', 'Shopping Cart / Enroll classes', 'Drop Classes' (highlighted with a red dashed box), 'Swap Classes', 'Update Classes', 'Enrollment Status', and 'Enroll by My Requirements'. The main content area shows '2019-20 Term 1 Undergraduate' and '2019-20 Term 2 Undergraduate'.

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

The screenshot shows the 'Drop Classes' interface. At the top, there is a 'Next >' button highlighted with a red dashed box. Below this, the interface is divided into two main sections. On the left, there is a sidebar with two steps: '1 Select Classes to Drop Complete' and '2 Review Classes to Drop Not Started'. The main content area is titled 'Step 1 of 2: Select Classes to Drop' and contains a table of classes to be dropped.

| 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 |
| | (6890) JT03 - TUT | | Thursday 11:30AM to 1:15PM | Hui Yeung Shing Bldg 303 | J. Y*** | | |

3. Click "Drop Classes".

Exit

Drop Classes

Previous

2019-20 Term 2

Undergraduate

1 Select Classes to Drop

Complete

2 Review Classes to Drop

Visited

Class Search / Add to Cart

Shopping Cart / Enroll classes

Step 2 of 2: Review Classes to Drop

Drop Classes

| 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. "Enrollment Status" will show "In Progress". Click "Refresh" until the status is updated.

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 | In Progress | (6886) - - LEC | GRMD 1402 | Drop | |

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

5. System will display the result. Please read the message carefully.

Drop Classes

Enrollment Status

2019-20 Term 2

Undergraduate

The Chinese University of Hong Kong

Change

Enrollment(Add/Drop/Swap) Request Status

Enrollment Request ID 0005465010

Submission Date 03/08/2020 11:00PM

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 | Success | (6886) - - LEC | GRMD 1402 | Drop | This class has been dropped. |

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

C. Swap Classes

- Click "Swap Classes". "Swap Classes" allows students to drop a class only after they have successfully added another class.

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

With This Class

Search for Classes

Class Search

Or

Select from Shopping Cart

Or

Enter Class Number

Search

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

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

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

3. Select the class to be added either by class search, selecting from Shopping Cart or entering the class number directly. In the example, class search function is used.

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

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.

Class Search

2019-20 Term 2 Undergraduate

Search For Classes PHED x >>

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 desired course from 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 the desired class, including tutorial or laboratory section if any.

[Class Search Results](#)

Course Information

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

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".

[Exit](#)

Swap Classes

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 |
|------------------|--------------------------|---|--------------------------|--------------------|
| (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 |

Next >

8. 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)
(8635) D - LEC - Open

Permission Number ⓘ

Accept

9. Click "Next".

× Exit

Swap Classes

⋮

< Previous

Next >

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

PHED 1024 Volleyball (Women)
(8635) D - LEC - Open

Permission Number ⓘ

Accept

10. Click "Submit".

Exit

Swap Classes

Previous

2019-20 Term 2

Undergraduate

The Chinese University of Hong Kong

1 Review Class Selection

2 Review Class Preferences

3 Confirm Class Swap

Step 3 of 3: Confirm Class Swap

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 |

Submit

11. "Enrollment Status" will show "In Progress". Click "Refresh" until the status is updated.

Student Homepage

Enrollment Status

Refresh

Cancel Enrollment Request

2019-20 Term 2

Undergraduate

The Chinese University of Hong Kong

Change

Enrollment(Add/Drop/Swap) Request Status

Enrollment Request ID 0005465011

Submission Date 03/08/2020 11:20PM

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 | (8635) D - LEC | PHED 1024 | Swap | |

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

12. Read course selection results carefully, including the message shown.

* 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

Refresh
Cancel Enrollment Request

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.

Class Search / Add to Cart
1 row

| Shopping Cart / Enroll classes | 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.

D. Update Classes

- "Update Classes" allows swapping the related tutorial without dropping the lecture class (only applicable if departments do not set "add consent" or "drop consent" to the tutorials). Click "Update Classes" and select the class to be updated.

Student Homepage
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".

×

Exit

Update Classes

⋮

Next >

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 |
| | (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 |
| | (8132) -T03 - TUT | 1/1/2020 - 31/7/2020 | Friday 2:30PM to 3:15PM | Open Seats 4 of 5 |

3. Click "Accept".

×

Exit

Update Classes

⋮

< Previous

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

UGED 3143 Literature and Film

(8105) - - LEC - Open

(8133) -T04 - TUT - Open

Permission Number ⓘ

Accept

4. Click "Next".

×

Exit

Update Classes

< Previous

Next >

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

UGED 3143 Literature and Film

(8105) - - LEC - Open

(8133) -T04 - TUT - Open

Permission Number

Accept

5. Click "Submit".

×

Exit

Update Classes

< Previous

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

Submit

| 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 |

6. "Enrollment Status" will show "In Progress". Click "Refresh" until the status is updated.

Student Homepage

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 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 | In Progress | (8105) - - LEC | UGED 3143 | Update | |

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

7. Read course selection results carefully, including the message shown.
* 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

Refresh
Cancel Enrollment Request

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.

Class Search / Add to Cart

| #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.

Explanation Notes on the Abbreviations used in the Timetables

Type of Teaching

| | | | |
|-----|--------------------------|-----|--------------------------|
| ASB | Assembly | PRA | Practicum |
| CLW | Classwork | PRJ | Project |
| DEB | Debate | SEM | Seminar |
| DIS | Discussion | STD | Studio |
| EXR | Exercise | TMC | Thesis Monitoring Course |
| FLD | Field Studies/Field-trip | TUT | Interactive Tutorial |
| IND | Independent Study | VST | Visit |
| LAB | Laboratory | WBL | Web-enhanced Teaching |
| LEC | Lecture | WKS | Workshop |

Buildings

| | | | |
|--------|--|----------|---|
| AB1 | Academic Building No.1 | NAG | New Asia College Gymnasium |
| AMEW | Art Museum East Wing | NAH | Humanities Building, New Asia College |
| ARC | Lee Shau Kee Architecture Building | NATT | New Asia College Table Tennis Room |
| BATC | MBA Town Centre (1/F, Bank of America Tower, 12 Harcourt Road, Central, HK) | PGH3 MPH | Multi-purpose Hall, Jockey Club Postgraduate Hall 3 |
| BMS | Basic Medical Sciences Building | PSC MPH | Multi-purpose Hall, Pommerenke Student Centre |
| CCCC | Chung Chi College Chapel | PWH | Prince of Wales Hospital |
| CCT | Chung Chi College Theology Building | RRS | Sir Run Run Shaw Hall |
| CK TSE | C.K. Tse Room (C.C. Library) | SB | Sino Building |
| CKB | Chen Kou Bun Building | SC | Science Centre |
| CML | Ch'ien Mu Library | SCE | Science Centre East Block |
| CYT | Cheung Yu Tung Building | SCSH | Multi-purpose Sports Hall, Shaw College |
| ELB | Esther Lee Building | SCTT | Table Tennis Room, Shaw College |
| ERB | William M.W. Mong Engineering Building | SHB | Ho Sin-Hang Engineering Building |
| FYB | Wong Foo Yuan Building | SP | Swimming Pool |
| GLC | Graduate Law Centre (2/F, Bank of America Tower, 12 Harcourt Road, Central, HK) | SWC LT | Lecture Theatre, Shaw College |
| HCA | Pi-Ch'iu Building | SWH | Swire Hall, Fung King Hey Building |
| HCF | Sir Philip Haddon-Cave Sports Field | TC | Tennis Court # 3, 4, 5 |
| HKSP | Hong Kong Science And Technology Parks Corporation | TYW LT | T.Y. Wong Hall, Ho Sin-Hang Engineering Building |
| HTB | Ho Tim Building | UC TT | Table Tennis Room, United College |
| HTC | Haddon-Cave Tennis Court # 6, 7 | UCA | Tsang Shiu Tim Building, United College |
| HYS | Hui Yeung Shing Building | UCC | T.C. Cheng Building, United College |
| IBSB | Lo Kwee-Seong Integrated Biomedical Sciences Building | UCG | The Thomas H.C. Cheung Gymnasium of United College / United College Gymnasium |
| ICS | Institute of Chinese Studies | UG | University Gymnasium (Yeung Ming Biu Indoor Sports Centre) |
| KHB | Fung King Hey Building | USC | University Sports Centre |
| KKB | Leung Kau Kui Building | USC TT | University Sports Centre, Table Tennis Room |
| KSB | Kwok Sports Building | WLS | Wen Lan Tang, Shaw College |
| KSB SQ | Squash Court, Kwok Sports Building | WMY | Wu Ho Man Yuen Building |
| LDS | Li Dak Sum Building | WS1 | Lee W.S. College South Block |
| LHC | Y.C. Liang Hall | WYST | Wu Yee Sun College Theatre |
| LHCH | Lee Hysan Concert Hall | YCT | President Chi-tung Yung Memorial Building |
| LKC | Li Koon Chun Hall, Sino Building | YIA | Yasumoto International Academic Park |
| LN | Lingnan Stadium, Chung Chi College | | |
| LPN LT | Lai Chan Pui Ngong Lecture Theatre (in Y.C. Liang Hall) | | |
| LSB | Lady Shaw Building | | |
| LSK | Lee Shau Kee Building | | |
| LWC | Li Wai Chun Building | | |
| MCO | Morningside College Seminar Room | | |
| MMW | Mong Man Wai Building | | |
| NAA | Cheng Ming Building, New Asia College | | |

TSA = Teacher-Student Arrangement

For more explanations on abbreviations, please visit

<http://www.res.cuhk.edu.hk/en-gb/teaching-timetable-classroom-booking/teaching-timetable>

Contact Information of Faculties/Departments

Appendix 4

| Faculty | Department/Unit | General Office Email |
|-------------------------|--|------------------------------|
| Arts | Centre for China Studies | ccs@cuhk.edu.hk |
| | - Yale-China Chinese Language Academy | cla_upd@cuhk.edu.hk |
| | Cultural Management Master Programme | crsdept@cuhk.edu.hk |
| | Cultural Management Undergraduate Programme | ba_cumt@cuhk.edu.hk |
| | Department of Anthropology | anthropology@cuhk.edu.hk |
| | Department of Chinese Language and Literature | chilan@cuhk.edu.hk |
| | Department of Cultural and Religious Studies | crsdept@cuhk.edu.hk |
| | Department of English | english-dept@cuhk.edu.hk |
| | Department of Fine Arts | finearts@cuhk.edu.hk |
| | Department of History | history@cuhk.edu.hk |
| | Department of Japanese Studies | japanese-studies@cuhk.edu.hk |
| | Department of Linguistics and Modern Languages | lin@cuhk.edu.hk |
| | Department of Music | music@cuhk.edu.hk |
| | Department of Philosophy | philosophy@cuhk.edu.hk |
| | Department of Translation | tra@cuhk.edu.hk |
| | Divinity School of Chung Chi College | theology@cuhk.edu.hk |
| | English Language Teaching Unit | eltu-info@cuhk.edu.hk |
| Business Administration | Department of Decisions, Operations and Technology | dote@cuhk.edu.hk |
| | Department of Finance | fin@cuhk.edu.hk |
| | Department of Management | mgt@cuhk.edu.hk |
| | Department of Marketing | mkt@cuhk.edu.hk |
| | Office of MBA Programmes | cumba@cuhk.edu.hk |
| | School of Accountancy | schoolacy@cuhk.edu.hk |
| | School of Hotel and Tourism Management | htm@cuhk.edu.hk |
| | Undergraduate Studies in Business | cuhkbba@cuhk.edu.hk |
| Education | Department of Sports Science and Physical Education | sports@cuhk.edu.hk |
| | Faculty of Education | edu@fed.cuhk.edu.hk |
| | Physical Education Unit | peunit@cuhk.edu.hk |
| Engineering | Department of Biomedical Engineering | brmeinfo@cuhk.edu.hk |
| | Department of Computer Science and Engineering | dept@cse.cuhk.edu.hk |
| | Department of Electronic Engineering | dept@ee.cuhk.edu.hk |
| | Department of Information Engineering | dept@ie.cuhk.edu.hk |
| | Department of Mechanical and Automation Engineering | dept@mae.cuhk.edu.hk |
| | Department of Systems Engineering and Engineering Management | dept@se.cuhk.edu.hk |
| Law | Faculty of Law | law@cuhk.edu.hk |
| Medicine | School of Biomedical Sciences | sbs.med@cuhk.edu.hk |
| | School of Chinese Medicine | scm@cuhk.edu.hk |
| | The Jockey Club School of Public Health and Primary Care | info_sphpc@cuhk.edu.hk |
| | The Nethersole School of Nursing | nursing@cuhk.edu.hk |
| Science | Department of Chemistry | chemistry@cuhk.edu.hk |
| | Department of Earth and Environmental Sciences | earth@cuhk.edu.hk |
| | Department of Mathematics | dept@math.cuhk.edu.hk |
| | Department of Physics | physics@cuhk.edu.hk |
| | Department of Statistics and Data Science | statdept@cuhk.edu.hk |
| | Risk Management Science Programme | rmsc@cuhk.edu.hk |
| | School of Life Sciences | lifesciences@cuhk.edu.hk |
| | - Biochemistry Programme | biochemistry@cuhk.edu.hk |
| | - Biology Programme | bio@cuhk.edu.hk |
| | - Cell and Molecular Biology Programme | cmb@cuhk.edu.hk |
| | - Environmental Science Programme | ens@cuhk.edu.hk |
| | - Food and Nutritional Sciences Programme | fns@cuhk.edu.hk |
| | - Molecular Biotechnology Programme | mbt@cuhk.edu.hk |
| Social Science | Department of Economics | economics@cuhk.edu.hk |
| | Department of Geography and Resource Management | geography@cuhk.edu.hk |
| | - Urban Studies Programme | urbanstudies@cuhk.edu.hk |
| | Department of Psychology | infopsy@cuhk.edu.hk |
| | Department of Social Work | socialwork@cuhk.edu.hk |
| | Department of Sociology | sociology@cuhk.edu.hk |
| | Gender Studies Programme | genderstudies@cuhk.edu.hk |
| | School of Architecture | architecture@cuhk.edu.hk |
| | School of Governance and Policy Science | sgps@cuhk.edu.hk |
| | - BSSc in Data Science and Policy Studies | dsps@cuhk.edu.hk |
| | - BSSc in Global Studies | glsd@cuhk.edu.hk |
| | - BSSc in Government and Public Administration | gpap@cuhk.edu.hk |
| | - MPhil-PhD in Government and Public Administration | gpaprg@cuhk.edu.hk |
| | - MSSc in Global Political Economy (MGPE) | mgpeinfo@cuhk.edu.hk |
| | - MSSc in Government and Politics (Greater China) | greaterchina@cuhk.edu.hk |
| | - MSSc in Public Policy | publicpolicy@cuhk.edu.hk |
| | School of Journalism and Communication | com@cuhk.edu.hk |
| -- | Global Economics and Finance Programme | GLEF@cuhk.edu.hk |
| | i-Centre, Office of Academic Links | iasp@cuhk.edu.hk |
| | Office of Entrepreneurship and Innovation Education | epin@cuhk.edu.hk |
| | Office of University General Education | ouge@cuhk.edu.hk |

Website for Online Contact Directory: <https://ocd.cuhk.edu.hk>

香港中文大學
THE CHINESE UNIVERSITY OF HONG KONG

註冊及考試組

Registration and Examinations Section

加/退選本科課程科目申請表

COURSE ADD/ DROP FORM FOR UNDERGRADUATE COURSE

[For students of International Asian Studies Programme (IASP) only]

上學期
1st term
2025-26

注意

Note:

同學**必須**將申請表交到有關學科之學系。此申請表只適用以下情況：科目有加選或退選規定、不符合修讀條件，及於網上改選期過後仍未符合學分要求或未能完成畢業要求。

Student **MUST** submit this application form to the course offering department. This form is applicable for the following situations: class with 'Add Consent' or 'Drop Consent', do not fulfill enrolment rules, and after the close of e-add/drop; to comply with course load requirement and to fulfill graduation requirements.

姓名 [英文] _____ [中文] _____ 學號 _____
Name : [in English] _____ [in Chinese] _____ Student I.D. No. : _____
主修 / 課程 _____ 課程編碼 _____
Major / Programme : IASP (Programme Code: IASP)
修業年 _____ 預期畢業年份/學期 _____ 聯絡電話 _____
Year of Attendance : _____ Expected Year/Term of Graduation: _____ Contact Tel. No. : _____

擬退選科目

Course Intended to Drop

加選科目後才退選科目

Conditional Add/Drop ☐

科目編號 _____ 導修課堂編號 _____ 學分 _____
Course Code: _____ Tutorial Class No.: _____ Units: _____
科目名稱 _____
Course Title: _____
退選原因 _____
Reason for drop: _____

擬加選科目

Course Intended to Add

科目編號 _____ 導修課堂編號 _____ 學分 _____ 上課 _____
Course Code: _____ Tutorial Class No.: _____ Units: _____ Attend Class: ☐
科目名稱 _____
Course Title: _____
加選原因 _____
Reason for add: _____

學生簽署 _____ 日期 _____
Signature of Student : _____ Date : _____

收集個人資料聲明

- 此表格所收集的資料將用以處理有關的申請，所提供的資料於無需保留時將全部銷毀。
- 本表格所收集的資料或會轉交香港中文大學其他行政或教學部門作考慮或批核用。
- 如在遞交此表格後要查閱或改正個人資料，請聯絡註冊及考試組：(電話：3943 9888、傳真：2603 5129、電郵：ugadmin@cuhk.edu.hk)

Personal Information Collection Statement

- 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.
- Information provided on this form may be transferred to other departments/ administrative units within CUHK for consideration and granting approval, where applicable.
- For correction of or access to the personal data after submission of this form, please contact the Registration and Examinations Section: (Tel. No.: 3943 9888, Fax No.: 2603 5129, e-mail address: ugadmin@cuhk.edu.hk)

For office use only

Note: This application form is to be kept by the course offering department. Department should use "quick enrol" system function to add or drop the course for the student.

Approval by the Course Offering Department

I approve the student's application.

Signature of Dept. Chairman / Programme Co-ordinator

Department Stamp

Date

香港中文大學
THE CHINESE UNIVERSITY OF HONG KONG

註冊及考試組
Registration and Examinations Section

加/退選研究院科目申請表
COURSE ADD/ DROP FORM FOR POSTGRADUATE COURSE
[For students of International Asian Studies Programme (IASP) only]

上學期
1st term
2025-26

注意
Note:

同學**必須**到有關學科之學系辦理加、退選研究院科目，並將核准之申請表交回註冊及考試組。

Student **MUST** seek approval from the course offering department for add/drop postgraduate course(s) and submit the approved application form to the Registration and Examinations Section.

姓名 [英文] _____ [中文] _____ 學號 _____
Name : [in English] _____ [in Chinese] _____ Student I.D. No. : _____

主修 / 課程 _____ 課程編碼 _____
Major / Programme : **IASP** (Programme Code: **IASP**)

修業年 _____ 預期畢業年份/學期 _____ 聯絡電話 _____
Year of Attendance : _____ Expected Year/Term of Graduation: _____ Contact Tel. No. : _____

擬退選研究院科目
Postgraduate Course Intended to Drop

加選科目後才退選科目
Conditional Add/Drop ☐

科目編號 _____ 導修課堂編號 _____ 學分 _____
Course Code: _____ Tutorial Class No.: _____ Units: _____

科目名稱 _____
Course Title: _____

退選原因 _____
Reason for drop: _____

擬加選研究院科目
Postgraduate Course Intended to Add

科目編號 _____ 導修課堂編號 _____ 學分 _____ 上課 _____
Course Code: _____ Tutorial Class No.: _____ Units: _____ Attend Class: ☐

科目名稱 _____
Course Title: _____

加選原因 _____
Reason for add: _____

學生簽署 _____ 日期 _____
Signature of Student : _____ Date : _____

收集個人資料聲明

1. 此表格所收集的資料將用以處理有關的申請，所提供的資料於無需保留時將全部銷毀。
2. 本表格所收集的資料或會轉交香港中文大學其他行政或教學部門作考慮或批核用。
3. 如在遞交此表格後要查閱或改正個人資料，請聯絡註冊及考試組：(電話：3943 9888、傳真：2603 5129、電郵：ugadmin@cuhk.edu.hk)

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 consideration and granting approval, where applicable.
3. For correction of or access to the personal data after submission of this form, please contact the Registration and Examinations Section: (Tel. No.: 3943 9888, Fax No.: 2603 5129, e-mail address: ugadmin@cuhk.edu.hk)

For office use only

Note: This application form is to be submitted to the Registration and Examinations Section for input.

Approval by the Course Offering Department

I approve the student's application.

Signature of Dept. Chairman / Programme Co-ordinator

Department Stamp

Date

香港中文大學
THE CHINESE UNIVERSITY OF HONG KONG
註冊及考試組
Registration and Examinations Section
豁免先修科目申請表
FORM FOR WAIVING THE PRE-REQUISITE(S)

上學期
1st term
2025-26

[For students of International Asian Studies Programme (IASP) only]

注意
Note:

此申請表只適用於交換生因未符合中大先修科目而未能於CUSIS選科。

This application form is applicable for incoming/outgoing exchange students who need to seek exemption of CUHK pre-requisite course for course enrolment under CUSIS.

姓名 [英文] [中文] 學號
Name: [in English] [in Chinese] Student I.D. No. :

主修 / 課程 課程編碼
Major / Programme: IASP (Programme Code: IASP)

修業年 預期畢業年份/學期 聯絡電話
Year of Attendance: Expected Year/Term of Graduation: Contact Tel. No. :

擬加選科目
Course Intended to Add

Please attach your latest transcript.

科目編號 學分
Course Code: Units:

科目名稱
Course Title:

加選原因
Reason for add:

豁免先修科目
Exemption of Pre-requisite Course: (You must fill out CUHK's pre-requisite course code. "OR" is not acceptable.)

學生簽署 日期
Signature of Student : Date :

收集個人資料聲明

1. 此表格所收集的資料將用以處理有關的申請，所提供的資料於無需保留時將全部銷毀。
2. 本表格所收集的資料或會轉交香港中文大學其他行政或教學部門作考慮或批核用。
3. 如在遞交此表格後要查閱或改正個人資料，請聯絡註冊及考試組：(電話：3943 9888、傳真：2603 5129、電郵：ugadmin@cuhk.edu.hk)

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 consideration and granting approval, where applicable.
3. For correction of or access to the personal data after submission of this form, please contact the Registration and Examinations Section: (Tel. No.: 3943 9888, Fax No.: 2603 5129, e-mail address: ugadmin@cuhk.edu.hk)

For office use only

Note: This application form is to be submitted to the Registration and Examinations Section for input. For IAS students, please submit this form to Office of Academic Links.

Approval by the Course Offering Department

I approve the student's application.

Signature of Dept. Chairman / Programme Co-ordinator

Department Stamp

Date

**The Chinese University of Hong Kong
Faculty of Law**

**Guidelines Regarding the Eligibility of Visiting Exchange Students to Register for
Courses Offered by the Faculty of Law**

(1) General Principle:

All visiting exchange students may register for law courses taught within the Faculty of Law (“the Faculty”) at the level at which they are registered at their home institution and subject to the terms set out below.

(2) Eligibility to Register for Postgraduate Courses:

To be eligible to register for postgraduate courses offered by the Faculty an exchange student must:

- (i) hold an undergraduate degree or have fulfilled the requirements for a degree or equivalent qualifications acceptable to the Faculty, and
- (ii) have met the LLM/JD English language requirements.

(3) Visiting Undergraduate Exchange Students:

In exceptional cases visiting exchange students registered at the undergraduate level with their home institution may apply for registration for postgraduate courses – except for compulsory JD courses and any of the PCLL pre-requisite courses - offered by the Faculty subject to fulfillment of the following requirements:

- (i) Applicants must be LLB students or equivalent enrolled in their senior year at their home institution.
- (ii) Applicants must have attained an average GPA of 3.0 thus far on courses taken at their home institution.
- (iii) Applicants who come from institutions which teach or assess in a language medium other than English or which require a lower standard of English language than that required for entry to the JD programme at The Chinese University of Hong Kong must possess an English language qualification of the same standard as that required for entry to the JD programme at The Chinese University of Hong Kong.

(4) Application Procedure:

Eligible exchange students who wish to apply to register for available postgraduate courses must apply to the Faculty in advance of their arrival at The Chinese University of Hong Kong. The application must be accompanied by documents evidencing that the above registration requirements have been fulfilled. Course registration applications submitted by eligible exchange students will only be accepted, subject to

- (i) the consent obtained from the respective course leader,
- (ii) the availability of places on the elected course, and
- (iii) final approval by the Dean of the Faculty of Law.

Messages from Department(s)

| Department | Point(s) to Note |
|--|--|
| Biology Programme | Students must approach the course teacher for waiving the pre-requisite and then submit the pre-requisite waiver form with teacher's approval to the Office of Biology Programme for endorsement. |
| Department of Computer Science and Engineering | During the add/drop period, if students would like to add those courses which have pre-requisite requirements, they should provide with their transcript and get course teacher's endorsement on the "Form for waiving the pre-requisite(s)". Course teacher will consider the course add request based on students' academic performance. Please submit the approved form to our general office by email for the course registration. |
| Department of Electronic Engineering | ELEG3910 "Undergraduate Research in Electronic Engineering" is a project-based course. If students want to take it, they should get the teacher's consent by signing on the course add form before submitting it to the Department of Electronic Engineering. |
| Department of Linguistics and Modern Languages | <ol style="list-style-type: none"> For students who have learning experience of Arabic, French, German, Hong Kong Sign Language, Italian, Korean, Russian, Spanish and Thai, please contact the Department of Linguistics and Modern Languages (Ms. Yurika Ng at (852) 3943 9836 or via email to yurikang@cuhk.edu.hk) to arrange placement test or meeting with the teachers of the respective languages before 12 Sep 2025. After the e-add/drop period, only those requests for course adding or dropping with strong justifications will be considered by the Department. |
| Office of University General Education | <p style="text-align: center;">Course Enrolment Information for University General Education Courses (Term 1, 2025-26)</p> <p style="text-align: center;"><u>Applicable to IASP students</u></p> <p>The following information outlines the enrolment arrangements for University General Education (University GE) courses in this term:</p> <p>(1) Course ceiling</p> <p>To enhance system performance, a maximum of two University GE classes with prefix UGEA/UGEB/UGEC/UGED/UGFH/UGFN, including waitlisted classes, can be put in the "Shopping Cart" under "My Class Schedule". After reaching the ceiling, one University GE class must be dropped before adding another into the shopping cart.</p> <p>(2) Schedule</p> <p>Check "My Class Schedule"</p> <p>All successful enrolment and add/drop of courses will be reflected on "My Class Schedule". Students must always check "My Class Schedule" on CUSIS and verify their enrolment status from time to time.</p> <p>1-5 September 2025: Attend class and study course information</p> <ol style="list-style-type: none"> Students who have enrolled in or are planning to add any courses should attend/sit in class and study the necessary course information before making any decision for add/drop. The language of instruction of each course is given in the teaching timetable on the RES webpage. Students should check carefully before course enrolment. Please refer to the RES webpage for explanation of the abbreviations. <p>8-14 September 2025: Course add/drop under CUSIS</p> <ol style="list-style-type: none"> Students who wish to add/drop courses must do so on CUSIS during this period. Application for add/drop after this period will not be considered unless there are compelling reasons supported by documentary proof. Students on the wait list will be enrolled automatically once a vacancy arises. Negligence to drop a course on the wait list will affect the enrolment opportunities of other students and cannot be accepted as a justification for add/drop after this period. |

15-19 September 2025: Special add/drop at Office of University General Education

Add/drop applications after the above CUSIS add/drop period will normally NOT be considered.

- a. Course-add can be considered for graduating students who have to take University GE courses to fulfil graduation requirement but have failed to enrol in the course(s) even after the close of the CUSIS add/drop period. Enrolment is subject to availability of class quota.
- b. **Any other applications will NOT be considered unless there are compelling reasons.** Documentary proof, wherever applicable, should be submitted together with the application. **Carelessness or failure to obtain class information before the end of the CUSIS add/drop period will NOT be acceptable reasons.** Applications should be submitted by email* or in person. Details are as follows:

(i) For UGFH/UGFN courses:

Email: gef-info@cuhk.edu.hk

Address: General Education Foundation Programme, 7/F, Hui Yeung Shing Building

(ii) For UGEA/B/C/D courses

Email: uge-info@cuhk.edu.hk

Address: Office of University General Education, 8/F, Hui Yeung Shing Building.

** All email applications must be sent from the official CUHK @Link accounts.*

- c. Late applications will NOT be considered.

(3) Enquiry

| UGFH / UGFN Courses | UGEA / UGEB / UGEC / UGED Courses |
|--|---|
| Address: 7/F Hui Yeung Shing Building | Address: 8/F Hui Yeung Shing Building |
| Tel: 3943 3730 | Tel: 3943 7075 |
| Email: gef-info@cuhk.edu.hk | Email: uge-info@cuhk.edu.hk |
| URL: https://www.oge.cuhk.edu.hk | |
| Opening Hours of Counter Service: | |
| Monday – Thursday: 9:00 a.m.-1:00 p.m.; 2:00 p.m.-5:30 p.m. | |
| Friday: 9:00 a.m.-1:00 p.m.; 2:00 p.m.-5:45 p.m. | |