**PLAN & VALIDATE**

*Select the classes you want to take into the shopping cart, check the fulfillment of requisite and check whether there is any time clash between classes.*

1. After login to MyCUHK, click ‘CUSIS’ tile.

2. Click ‘Manage Classes’ tile
3. Click ‘Enrollment Dates’ link and click the radio button of the term which you want to check. Click ‘Continue’.

4. Check the enrollment date.
5. Click ‘Class Search / Add to Cart’

In this demonstration, we want to select a class on 2019-20 Term 2. Click ‘Terms on or after 2019-20 Term 1’ and Click ‘2019-20 Term 2’

6. In class search function, you can input course, subject, class or topic etc as searching criteria. Press ‘Enter’ or ‘>>’ button.
7. Search result is shown. The search result can be further filtered by the criteria shown in left hand panel. Click the search result of class.

8. Click Course Information can view the details of course.
   Click Class Number can view the details of class.
   Click ‘>’ icon to proceed next step.
9. Review the class selection and click ‘Next’.

10. Student can select ‘Yes’ when you want to add the class to waitlist if class is full.
    Leave Permission Number as blank.
    Click ‘Accept’.
11. Click ‘Next’.

12. Click ‘Submit’
13. Click ‘Yes’.

14. The Class is added to Shopping Cart successfully.
15. Click ‘Shopping Cart / Enroll classes’ and select the Class to be deleted.
   Click ‘Delete’.

16. Click ‘Yes’.
17. Class is deleted successfully.
18. Click ‘Shopping Cart / Enroll classes’.

19. Check the checkbox of classes. Click ‘Validate’.
20. Check the status of validation.

21. Repeat step 18-20 until all classes are validated with ✓ status.
Enroll Course via ‘Shopping Cart’
To enroll a selected set of courses from the Shopping Cart

1. Click ‘Shopping Cart / Enroll classes’.
   Check the checkbox of the classes you want to enroll.
   Click ‘Enroll’

2. Click ‘Refresh’ until the status is changed to ‘Success’.
3. The status had been changed to ‘Success’.

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

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

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5. Click ‘My Weekly Schedule’ to check your class schedule after all classes are enrolled
Drop Classes
To drop the course that you have enrolled successfully

1. Click ‘Drop Classes’ and select term.

2. Check the checkbox of classes to be dropped. Click ‘Next’.
3. Click ‘Drop Classes’

4. Click ‘Refresh’ until the status is changed to ‘Success’.
5. The status had been changed to ‘Success’.

6. Can also use ‘Enrollment Status’ function to view the result.
Swap Classes

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

1. Click ‘Swap Classes’

2. Select the class to be swapped from a drop down list.
3. Select the class swap with your schedule by class search, select from shopping cart or enter the class number directly. In the example, we use class search function.

Click ‘Search’

4. Enter the searching criteria. Press enter or ‘>>’ button.
5. Select the searching result.

6. Select Class.
7. Review selected class. Click ‘Next’.

8. Click ‘Accept’.
9. Click ‘Next’.

10. Click ‘Submit’
11. Click ‘Refresh’ until the status is changed to ‘Success’.

12. The status had been changed to ‘Success’.

*Please note that this page is just showing the enrollment status/result of the last transaction. Student should refer to ‘View My Classes’ for the enrollment result of waitlisted class.
13. Can also use ‘Enrollment Status’ function to view the result.

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

1. Click ‘Update Classes’. Select the class to be updated.

2. Check the checkbox of the class (tutorial) you want to update.
   Click ‘Next’.
3. Click ‘Accept’

4. Click ‘Next’.
5. Click ‘Submit’

6. Click ‘Refresh’ until the status is changed to ‘Success’.
7. The status had been changed to ‘Success’. *Please note that this page is just showing the enrollment status/result of the last transaction. Student should refer to ‘View My Classes’ for the enrollment result of waitlisted class.

8. Can also use ‘Enrollment Status’ function to view the result. *Please note that this page is just showing the enrollment status/result of the last transaction. Student should refer to ‘View My Classes’ for the enrollment result of waitlisted class.

To learn more on “How to use Chinese University Student Information System (CUSIS)”, please visit