CUHK International Summer School 2016 (June Session)

Course Add/Drop

1. To swap or drop courses, please follow the instructions to submit an online request during the submission period listed in the following table. The submitted requests will be cleared on a daily basis. Students will be notified of their course add/drop results by email by 8 pm on the day of submission. Students may also log in their ISS Online Application Account to check.

<table>
<thead>
<tr>
<th>Submission Period</th>
<th>Email notification of results</th>
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<tbody>
<tr>
<td>9 am to 5:30 pm, 6 June 2016 (Mon)</td>
<td>By 8 pm, 6 June 2016 (Mon)</td>
</tr>
<tr>
<td>9 am to 5:30 pm, 7 June 2016 (Tue)</td>
<td>By 8 pm, 7 June 2016 (Tue)</td>
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</tbody>
</table>

2. To submit an online request for course add/drop,

**Step 1**: Log in to your ISS Online Application Account.

**Step 2**: Click on “Course Add/Drop” under “My Task” in the top right-hand corner.
Step 2a: If you want to SWAP courses, select “Swap” and the courses concerned.

Step 2b: If you want to DROP a course ONLY, select “Drop” and the course that you want to drop. Course fees or course deposits will NOT be refunded for dropped courses.

3. For approved add/drop requests, the record in CUSIS and Blackboard will be updated in one to two working days.

4. Important notes:
   (i) Once a course add/drop request is approved, the change is irreversible. For example, if a student’s request for dropping a course is approved, his/her spot will be withdrawn immediately.
   (ii) After the add/drop period, no course withdrawals or additions will be allowed. Students who withdraw from a course without going through the prescribed procedures shall be given a grade of “F” for the course.
   (iii) Course fees or course deposits will NOT be refunded for dropped courses.

5. For enquiries, please contact the CUHK Summer Programmes at 3943 1826 or via email (osp@cuhk.edu.hk).