

## Course Enrolment Information for University General Education Courses (Term 2, 2021-22)

### Applicable to students admitted under the new curriculum

University General Education courses include General Education Foundation (GEF) courses and courses in the Four Areas; and will be referred to as “University GE courses” in the ensuing paragraphs of this document. Before planning their study, students should read carefully the unit requirement, study scheme and enrolment restriction stipulated in the online [Student Handbook](#)<sup>1</sup>.

This document shall advise students of the course enrolment arrangement of University GE courses in this term:

#### (1) **General Education Foundation (GEF) courses (prefix UGFH/UGFN)**

- a. Students are required to complete the GEF Programme which is comprised of two required courses:
  - i. UGFH1000 “In Dialogue with Humanity” or UGFH1001 “In Dialogue with Humanity (Cross-institutional)”; and
  - ii. UGFN1000 “In Dialogue with Nature” or UGFN1001 “In Dialogue with Nature (Cross-institutional)”.

Students are advised to enrol in one GEF course in Year 1 Term 2 and the second GEF course in Year 2 Term 1 while they will normally have to take **College General Education** in Year 1 Term 1 according to the schedule specified by their respective Colleges.

#### b. **Enrolment method**

- i. The medium of instruction of each GEF class is given in the [teaching timetable](#) on the [RES webpage](#). Students should check carefully before course enrolment.
- ii. **Year 1 and Year 2 students** can enrol GEF course on CUSIS during the course selection period: **All Year 1 students**, except for the MBChB students admitted with Faculty Advanced Standing or students of the two-year programmes, **are advised to take the GEF course starting from Term 2, but if they are available and wish to take a GEF course in Term 1, they can also register a GEF course on CUSIS.**

MBChB students admitted with Faculty Advanced Standing and students of the two-year programmes will be informed of the detailed enrolment arrangement for GEF in Term 1 through their major programmes.
- iii. **Year 3 or above students who have not yet completed both GEF courses according to the recommended course pattern stated in Part (1)a. should apply to the GEF Programme by submitting the online [Course Add/Drop Form for UGFH1000/UGFN1000](#) to enrol the GEF course as soon as possible. The course-add applications for Year 3 or above students will be processed after the enrolment of Year 1 and 2 students. Course-add applications will be successful only if there is still vacancy in the class.** Please check with the [RES website](#) for the teaching timetable, the teaching language and the vacancy of the class intended for enrolment

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<sup>1</sup> Students admitted to first-year-first-degree (FYFD) places with Advanced Standing should refer to “III. University Core Requirements” in the Annex of the [“General Regulations Governing Full-time Undergraduate Studies”](#).

before you submit the course-add application. Applications submitted after the CUSIS add/drop period will normally NOT be accepted.

- iv. Students can use “**Swap**” function to change the lecture class (e.g. change from UGFH1000A to UGFH1000B) and “**Edit**” function to change the tutorial group (e.g. change from UGFH1000AT01 to AT06 of the same lecture class UGFH1000A) on CUSIS.
- v. **The wait list of GEF courses under CUSIS will NOT be kept after the course selection period.** Students who were on the wait list during the course selection period must enrol again during the add/drop period.
- vi. Individual teachers may introduce one or two additional texts to the core readings. Students may consult **teachers’ reading lists** in their [course outlines](#) before course enrolment.

## (2) Courses in the Four Areas (prefix UGEA/UGEB/UGEC/UGED)

### a. **Co-requisite requirement**

Students should have either completed or enrolled in at least one of the two GEF courses before they are allowed to enrol in any course(s) in the Four Areas. Students on the wait list of their intended first GEF course are not considered as having fulfilled this co-requisite course requirement.

### b. **Course ceiling**

Students are allowed to take a maximum of two University GE courses (including GEF courses and courses in the Four Areas) in this term. To enhance system performance, **a maximum of two University GE classes, including waitlisted classes, can be put in the “Shopping Cart” under “My Class Schedule”**. After reaching the ceiling, a student must drop one University GE class before he/she can add another into the shopping cart.

### c. **Declaration of/ change in major programme**

For broadening purposes, there is course enrolment restriction/exclusion with respect to the major studies of the students concerned and to course(s) the students have already taken. Such restriction/exclusion has been stipulated in the “Course List” of the [Student Handbook](#). Students who have declared a new major are advised to check the course enrolment restriction/exclusion in the [Student Handbook of their admission year](#). For students admitted to broad-based programmes, they are advised not to take the University GE courses which exclude students of the major programmes they plan to apply for. If any of the University GE courses taken by a student in the past fall(s) under the restricted/excluded courses of the student’s new major, the units earned in the past course(s) will be counted towards general elective and overall units completed; and the students have to take other University GE course(s) to make up for the required units.

### d. **Double-coded courses**

Some University GE courses are also double-coded with department/programme courses. Double-coded courses are indicated in the “Course List” of the [Student Handbook](#) and the CUSIS Course Catalogue. If students would like to use the units earned from such departmental courses to fulfil the University GE requirement and that the GE course enrolment restriction/exclusion is duly fulfilled, they shall submit an application to the Office of University General Education. If students would like to use the units earned from a University GE course to fulfil programme requirement, they have to apply to the relevant Department/Programme Office, and students should take another University GE course to make up for the required units.

### (3) Schedule

#### Check “My Class Schedule” at the respective stages of the course selection and add/drop period

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 at the respective stages of the course selection and add/drop period.

#### Course selection on CUSIS

**15-16 November 2021:** Year 4 or above students and final year students, Year 3 or above students admitted with Advanced Standing and Year 2 or above students admitted to senior-year places\*

**18-19 November 2021:** Year 3 students, Year 2 students admitted with Advanced Standing and Year 1 students admitted to senior-year places\*

**22-23 November 2021:** Year 2 students and Year 1 students admitted with Advanced Standing

**25-26 November 2021:** Year 1 students

*\* Year 3 or above students who need to enrol GEF courses should apply to the GEF Programme as stated in Part (1) b. iii.*

- a. **The medium of instruction** of each course is given in [the teaching timetable](#). Students should check carefully before course enrolment. Please refer to [the RES webpage](#) for explanation of the abbreviations.
- b. **Students on the wait list will be enrolled automatically once a vacancy arises.** They should check “My Class Schedule” daily to track any changes in their enrolment status. If students do not wish to get enrolled, they should drop the courses on the wait list immediately to vacate the places for other students who wish to get enrolled.

#### 10-14 January 2022: Attend class and study course information

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.

#### 17-23 January 2022: Course add/drop under CUSIS

- a. Students who wish to add/drop courses must do so **on CUSIS during this period** (for **Year 3 or above students who need to add GEF courses**, please refer to the detailed arrangement set out in **Part (1) b.iii.**). Application for add/drop after this period will not be considered unless there are compelling reasons supported by documentary proof.
- b. 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.**

**24-28 January 2022: Special add/drop at the Office of University General Education**

Add/drop application 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.**
- c. Late applications after this period will NOT be considered except those with strong justifications with relevant supporting documents to certify and substantiate the reason(s) for late course add/drop.

**(4) Enquiry**

<b>GEF Programme</b>	<b>Courses in the Four Areas</b>
Address: 7/F Hui Yeung Shing Building Tel: 3943 3730 Email: <a href="mailto:gef-info@cuhk.edu.hk">gef-info@cuhk.edu.hk</a> URL: <a href="http://www.cuhk.edu.hk/oge/gef">http://www.cuhk.edu.hk/oge/gef</a>	Address: 8/F Hui Yeung Shing Building Tel: 3943 7075/ 3943 7563 Email: <a href="mailto:uge-info@cuhk.edu.hk">uge-info@cuhk.edu.hk</a> URL: <a href="http://www.cuhk.edu.hk/oge">http://www.cuhk.edu.hk/oge</a>
<u>Opening Hours of Counter Service:</u> Monday – Thursdays: 9:00 a.m.-1:00 p.m.; 2:00 p.m.-5:30 p.m. Fridays: 9:00 a.m.-1:00 p.m.; 2:00 p.m.-5:45 p.m. <i>(Provision of counter service may change in response to the latest development of the novel coronavirus pandemic, students are thus advised to first contact the Office of University General Education by e-mail.)</i>	

18 October 2021