

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

### Applicable to IASP students

The following information advises students of the course enrolment arrangement of the University General Education (University GE) programme in this term:

#### (1) Course ceiling

To enhance system performance, **a maximum of two University GE classes with prefix UGEA/UGEB/UGEC/UGED, 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.

#### (2) Schedule

##### Check “My Class Schedule”

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.

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

- a. **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.**
- b. **The medium 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.

##### 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. **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 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 application will NOT be considered.

### (3) Submission of course add/drop applications

Students must submit their applications by email ([uge-info@cuhk.edu.hk](mailto:uge-info@cuhk.edu.hk)) or in person to Office of University General Education (8/F, Hui Yeung Shing Building). All email applications must be sent from the official CUHK @Link accounts.

### (4) Enquiry

Telephone:	3943 7075
Email:	<a href="mailto:uge-info@cuhk.edu.hk">uge-info@cuhk.edu.hk</a>
Official website:	<a href="http://www.cuhk.edu.hk/oge">http://www.cuhk.edu.hk/oge</a>
Opening hours of counter service:	Mon – Thur: 9:00 a.m.-1:00 p.m.; 2:00 p.m.-5:30 p.m. Fri: 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>