

Course Enrolment Information for University General Education Courses (University Summer Session, 2021-22)

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](#)¹.

This document shall advise students of the course enrolment arrangement of University GE courses in the University Summer Session:

(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. **Year 1 and Year 2 students** can enrol GEF course on CUSIS during the course selection period. 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 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 will be processed during the CUSIS add/drop period. 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 before you submit the course-add application. Applications submitted after the CUSIS add/drop period will normally NOT be accepted.
- iii. 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.
- iv. **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.
- v. 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.

¹ 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](#)”.

(2) Courses in the Four Areas (prefix UGEA/UGE B/UGE C/UGE D)**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

For the Summer Session, a maximum of two University GE courses (including GEF courses and courses in the Four Areas) can be enrolled among courses offered in the entire University Summer Session and those offered in the International Summer School.

In respect of University Summer Session to be conducted from May to July, students will be allowed to enrol in 1 University GE course during the course selection period and to enrol in the second University GE course during the course add/drop period subject to availability of class quota. As such, **a maximum of 1 University GE class can be put in the “Shopping Cart” under “My Class Schedule” during the course selection period. Up to 2 University GE classes, including class(es) on the wait list can be put in the “Shopping Cart” during the course add/drop period.** 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.

11 - 13 April 2022: Course selection on CUSIS

- 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.

The first teaching week after the class commences: Course add/drop under CUSIS

- a. The course add/drop period is within the first teaching week after the class commencement, please observe the schedules listed below:
 - i. For classes with the first teaching day scheduled on 16-21 May 2022, students can add/drop the classes concerned under CUSIS from 16 May (8:30 p.m.) to 22 May (8:30 p.m.).
 - ii. For classes with the commencement outside the period mentioned in point i, please approach OUGE within the first teaching week of the classes concerned for course add/drop.
- b. **Students who wish to add/drop University GE 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.ii.).**

Graduating students who have to take University GE courses to fulfil graduation requirement but have failed to enrol in the course(s) can apply to OUGE. Enrolment is subject to availability of class quota. Such application should be made on the prescribed form ([add/drop form for GEF courses](#) / [add/drop form for courses in the Four Areas](#)) together with documentary proof wherever applicable and submitted to OUGE in person or by email. For email applications, it must be sent from @Link accounts.

- c. 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.**
- d. Application for add/drop after this period will not be considered unless there are compelling reasons supported by documentary proof. Students who plan to have other summer engagements, such as short-term or part-time jobs and academic exchange programmes, should consider carefully when they decide to take University GE courses in this summer. Such engagements may not be accepted as a reasonable justification for course-drop unless it is supported by documentary proof, for instance pertinent internship contracts or support from respective academic advisors substantiating corresponding summer job engagements as closely related to the major studies of respective students or as an arrangement of respective major programmes.

(4) **Enquiry**

GEF Programme	Courses in the Four Areas
Address: 7/F Hui Yeung Shing Building Tel: 3943 3730 Email: gef-info@cuhk.edu.hk URL: http://www.cuhk.edu.hk/oge/gef	Address: 8/F Hui Yeung Shing Building Tel: 3943 7075 Email: uge-info@cuhk.edu.hk URL: http://www.cuhk.edu.hk/oge
<p><u>Temporary Arrangement for Counter Service Opening Hours:</u></p> <p>In view of the COVID-19 pandemic, the counter service at Hui Yeung Building may be occasionally suspended. Please contact us via e-mail for any enquiries or check out our official website (https://www.oge.cuhk.edu.hk/index.php/tc/) for the latest arrangement of the counter service.</p>	