

THE CHINESE UNIVERSITY OF HONG KONG
Office of University General Education

Course Enrollment Information for University General Education Courses
(Term 1, 2022-23)

University General Education courses include General Education Foundation (GE Foundation) courses and courses in the Four Areas; and will be referred 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 enrollment restriction stipulated in the online [Student Handbook](#)¹. The revised University Core Requirements and hence the revised requirements of University GE take effect from the intakes of 2022-23 and thereafter. Students admitted in 2022-23 should go through the related details, including the unit requirement and the Area designations of University GE of individual Major Programmes, as stipulated in the [Student Handbook](#).

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

(1) GE Foundation courses (prefix UGFH/UGFN)

- a. Students are required to complete the GE Foundation 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)”.

To strictly adhere to the University’s bilingual policy and strengthen students’ language competence in Chinese and English, in both the spoken and written modes, **the language of written assignments for the GE Foundation courses shall be consistent with the language of instruction**. If the language of lectures and tutorials is Chinese (Cantonese or Putonghua), the reflective journals and term papers shall be written in Chinese; if the language of lectures and tutorials is English, the reflective journals and term papers shall be written in English.

The classical texts used for GE Foundation will remain bilingual. Specific recommendations would be given to students on the Chinese translations of classics written in English or other European languages and English translations of Chinese classics.

The medium of instruction of GE Foundation classes is provided in the [teaching timetable](#) on the [Registration and Examination Section \(RES\)’s webpage](#). Students should read the information carefully in their course selection.

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](#). Students admitted to Dual Undergraduate Degree Programmes shall follow the requirements stipulated by their respective Major Programmes. Details are given in [the respective study schemes of the Major Programmes](#).

b. Course Enrollment

Please pay attention to the following course enrollment arrangement:

- i. Students are advised to complete the two GE Foundation courses in their first two years of study.
- ii. Only Year 1 and Year 2 students can enroll in GE Foundation courses through CUSIS during the course registration period.
- iii. Year 3 or above students who have not taken any GE Foundation courses in their first two years of study should apply to the GE Foundation Programme by submitting the online [Course Add/Drop Form for UGFH1000/UGFN1000](#) to enroll in the GE Foundation classes with vacancies as soon as possible. The applications will only be processed after Year 1 and 2 students enroll. Please visit the [RES website](#) for the teaching timetable, the language of instruction, and the remaining quota before submitting the course-add application. Applications submitted after the CUSIS add/drop period will generally NOT be accepted.
- iv. Students can use the “Swap” function of CUSIS to change the lecture class (e.g. change from UGFH1000A to UGFH1000B) and its “Update” function to change the tutorial group (e.g. change from UGFH1000AT01 to AT06 of the same lecture class UGFH1000A).
- v. The waiting list of the GE Foundation courses under CUSIS will be removed after the course selection period. Students on the waiting list should enroll the course again through CUSIS during the add/drop period if they want to take it.
- vi. Individual teachers may introduce one or two additional texts to the core classical texts. Students may consult teachers’ reading lists in their [course outlines](#) before course enrollment.

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

a. Co-requisite requirement

GE Foundation courses are the co-requisite for the courses in the Four Areas. Students should have completed or enrolled in at least one of the two GE Foundation courses before they are allowed to enroll in any course(s) in the Four Areas. This co-requisite requirement also applies to the departmental double-coded courses and the courses of non-local tertiary institutions taken in the current degree of study when these two types of courses are recognized for fulfilment of University GE requirements. Students on the waiting list of their intended first GE Foundation 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 in this term. This ceiling on University GE courses shall include GE Foundation courses, courses in the Four Areas, together with the departmental double-coded courses and the courses of non-local tertiary institutions when these two types of courses are recognized for fulfilment of University GE requirements. To enhance system performance, **a maximum of two classes, including the GE Foundation classes, those in the Four Areas and the waitlisted classes of the said two kinds of courses, 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 enrollment 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 enrollment 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 enrollment 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 enrollment and add/drop of courses will be reflected on “My Class Schedule”. Students must always check “My Class Schedule” on CUSIS and verify their enrollment status at the respective stages of the course selection and add/drop period.

Course selection on CUSIS

10 August 2022:	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*
12 August 2022:	Year 3 students and Year 2 students admitted with Advanced Standing*
17 August 2022:	Year 2 students and Year 1 students admitted with Advanced Standing
30 August 2022:	New students

** Year 3 or above students who need to enroll GE Foundation courses should apply to the GE Foundation 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 enrollment. Please refer to [the RES webpage](#) for explanation of the abbreviations.
- b. **Students on the waiting list will be enrolled automatically once a vacancy arises.** They should check “My Class Schedule” daily to track any changes in their enrollment status. If students do not wish to get enrolled, they should drop the courses on the waiting list immediately to vacate the places for other students who wish to get enrolled.

5-9 September 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.

13-19 September 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 waiting list will be enrolled automatically once a vacancy arises. **Negligence to drop a course on the waiting list will affect the enrollment opportunities of other students and cannot be accepted as a justification for add/drop after this period.**

20-23 and 26 September 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 enroll in the course(s) even after the close of the CUSIS add/drop period. Enrollment 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

GE Foundation 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/ 3943 7563 Email: uge-info@cuhk.edu.hk URL: http://www.cuhk.edu.hk/oge
<p><u>Opening Hours of Counter Service:</u></p> <p>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></p>	

30 August 2022