A. Add Classes
Please refer to Appendix 1, using "Plan" and "Validate" to add classes to the "Shopping Cart" and then proceed to actual enrolment during course selection or add/drop period.

B. Drop Classes
1. Select "MyStudy/CUSIS", and then click "Enroll" and "drop" to proceed.
2. Confirm dropping class by clicking "FINISH DROPPING"
3. System will display the result at real-time. Please read the "message" carefully:

4. Students cannot drop the class on their own under CUSIS if departments indicate "drop" consent.
C. Swap Classes

1. Select "Enroll" and then click "Swap". "Swap" function allows students to drop a class only after they have successfully added another class. Students are required to enter "intended to add class" and "intended to drop class" at the same time.

2. Students can use "Class Search" function to select "intended to add class"
3. Select "intended to drop class" from the already added classes, including tutorial or laboratory section.

4. Confirm the change by clicking "FINISH SWAPPING"
5. Read the result carefully

D. Edit Tutorial
(Only applicable if departments do not set "add" and "drop" consent to the tutorials)

1. Select "Enroll" and then click "Edit" to change tutorial section, if department has not set "add" and "drop" consent to the tutorial arrangements.

1. Click down menu to select a class that you want to change its tutorial section

2. Click here to move to next step
2. Select a new tutorial section you want to enrol and then click "NEXT" to move to next step.

3. View the details of the new tutorial section, then click "NEXT" to proceed.
4. Confirm the new tutorial section by clicking "FINISH EDITING".

5. System will display the result at real-time. Please read the "message" carefully.