System Walkthrough of Program Change on CUSIS
(Minor/Concentration/Stream)

1. Logon "MyCUHK" (https://portal.cuhk.edu.hk/psp/epprd/?cmd=login)

   ![MyCUHK Login Screen](image1)
   
   ![OnePass Login Screen](image2)

   1. Enter Student ID No.
   2. Enter OnePass Password
2. Click "CUSIS and MyStudy" to enter CUSIS system
3. Choose “Application for Program Change”.

Select “Application for Program Change”
4. Select your Academic Career and desired action.

Select "Undergraduate"

Select desired action

- Change Concentration
- Change Major
- Change Minor
- Declare Concentration
- Declare Minor
- Drop Concentration
- Drop Minor

Please attach the relevant document(s) as required. Please also combine all pages into one single PDF or JPEG file before uploading. (Max. size: 1 MB)
5. Choose the appropriate action(s)

a) Choose “Change” as the action if you wish to delete the old one and add a new one in minor/concentration

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a) Choose “Change” as the action if you wish to delete the old one and add a new one in minor/concentration

b) Choose “Declare” as the action if you need to ADD a new minor/concentration

Optional
Provide reasons/mobile no. for department reference, if necessary
c) After (a) or (b), input the courses for fulfillment of minor/concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Units Taken</th>
<th>Official Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT30020</td>
<td>Principles of Management</td>
<td>3.00 B+</td>
<td></td>
</tr>
<tr>
<td>MGMT22040</td>
<td>Human Resource Management</td>
<td>3.00 A-</td>
<td></td>
</tr>
<tr>
<td>DSME11020</td>
<td>Data for Business Studies I</td>
<td>3.00 C+</td>
<td></td>
</tr>
<tr>
<td>DSME12020</td>
<td>Data for Business Studies II</td>
<td>3.00 B</td>
<td></td>
</tr>
<tr>
<td>MKT33020</td>
<td>Marketing Research</td>
<td>3.00 C</td>
<td></td>
</tr>
<tr>
<td>MKTG4040</td>
<td>Strategic Marketing</td>
<td>3.00 C</td>
<td></td>
</tr>
</tbody>
</table>

Please check relevant study scheme for requirements

d) Choose “Drop” as the action if you wish to cancel the previous minor(s)/concentration(s)

Program-Related Change Application

Apply for Program-Related Changes

Application Number: NEW

Academic Career: Undergraduate

For Undergraduate Programs

Form Action: Drop Minor

Minor Program To Drop: PHYSICAL

6. Click “Cancel” to cancel the previous submission

Program-Related Change Application

Application Form Status

Following is a list of Program-Related Change application(s) entered. To create a new application, click the “Add New Application” button.

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Career</th>
<th>Program Change Action</th>
<th>Application Status</th>
<th>Status Date</th>
<th>Confirm Application (BG Only)</th>
<th>Confirm Grad (BG Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100010643334</td>
<td>Undergraduate</td>
<td>Declare Minor</td>
<td>Approved</td>
<td>13/01/2014</td>
<td>Cancel</td>
<td></td>
</tr>
<tr>
<td>100010645996</td>
<td>Undergraduate</td>
<td>Declare Concentration</td>
<td>Submitted</td>
<td>13/01/2014</td>
<td>Cancel</td>
<td></td>
</tr>
</tbody>
</table>
7. Check status of application under CUSIS

When student records have been successfully updated, the “Application Status” will be shown as “Completed”.

NOTE:

(i) Always click submit after your action and input the courses.

(ii) Students may cancel the submitted application at any time if department has NOT done the approval, and submit another new application (see step 6)

(iii) Students should review their application status on their own (see step 7)