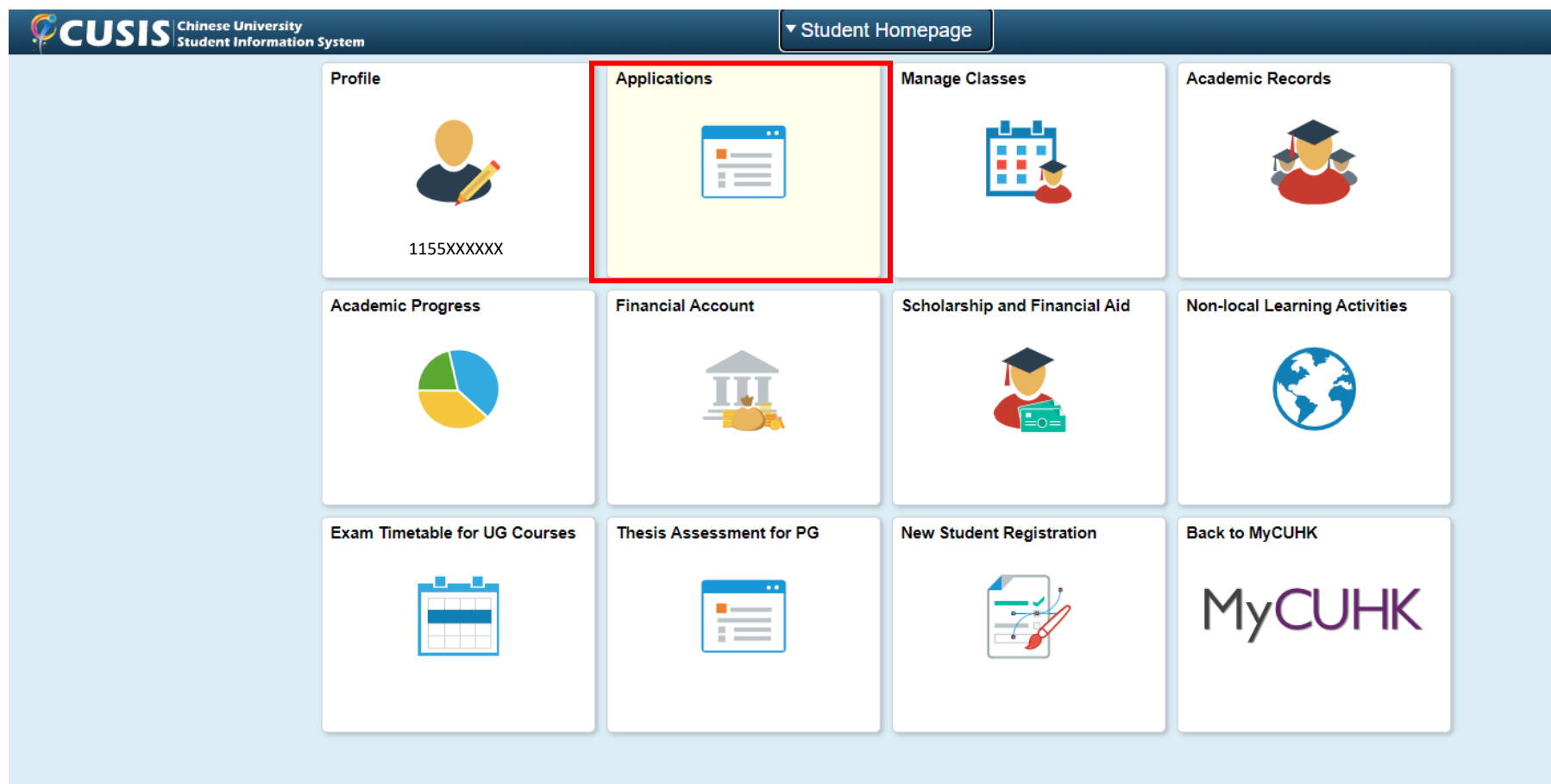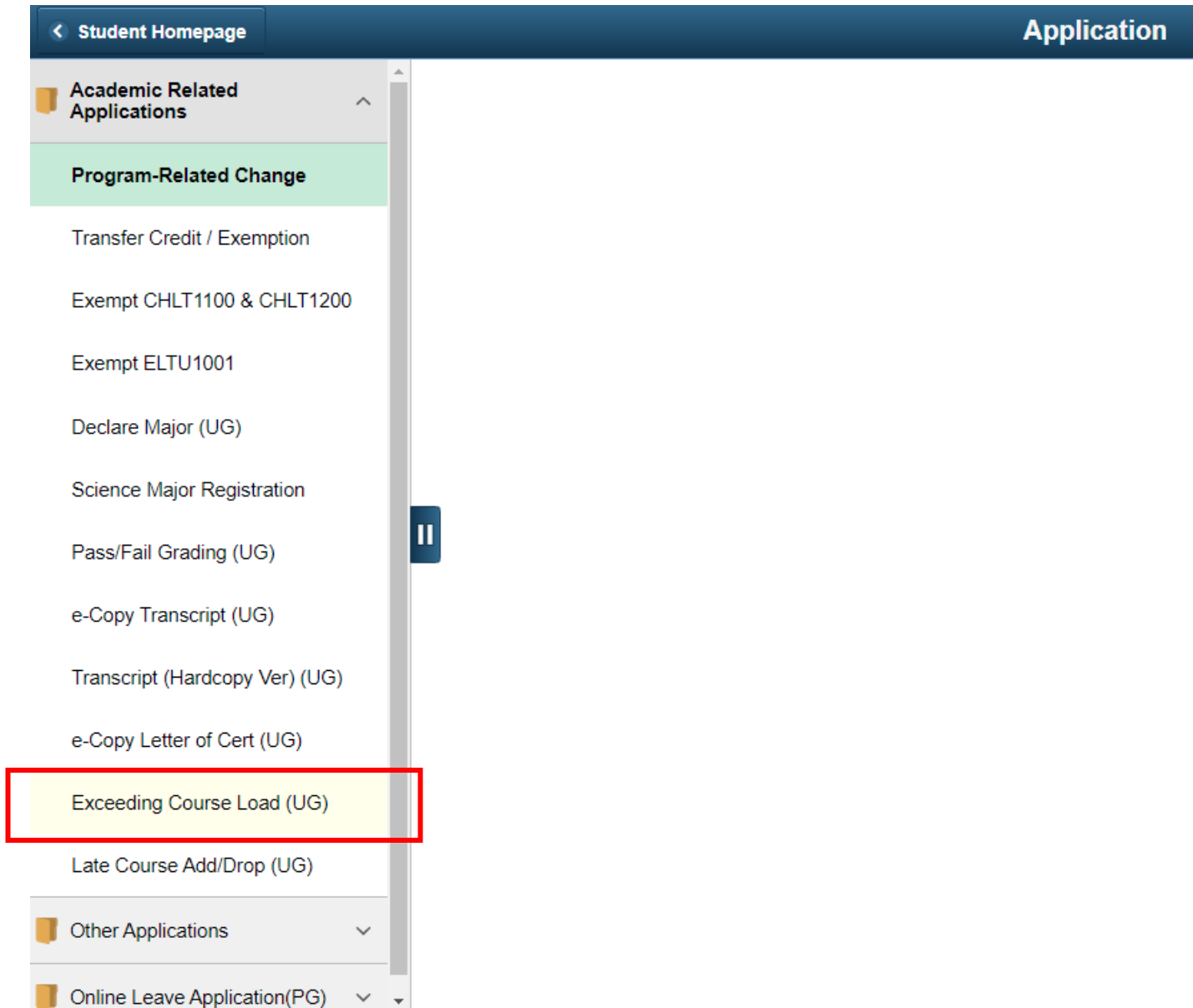System Walkthrough for Applications for Exceeding Course Load – Students

1. Read the information carefully on RES Homepage under "Exceeding Course Load (to be submitted on CUSIS)".
2. Login to CUSIS. Select "Applications".
3. Once submitted the application, it cannot be cancelled by the student. Please think carefully before submission.
4. Student MUST check application result and updated term load on CUSIS. NO separate email will be sent by RES to advise the application result.

System Walkthrough for Applications for Exceeding Course Load – Students

5. Select "Exceeding Course Load (UG)" on the menu.

6. Read "Notes to Applicants" before clicking "Submit New Application".

CUSIS | Chinese University Student Information System

Application for Exceeding Course Load

Submit Application / View Application Status

Notes for Applicants

1. Before input, please read carefully the "Information on Application for Exceeding Course Load" posted on RES homepage. The System is NOT applicable to:

   - postgraduate students
   - students of International Asian Studies Programme (IASP)
   - MB ChB students (as MB ChB is a non-credit unit based programme)

2. Please note that once submitted in the System, application CANNOT be cancelled.

3. Students MUST click "Submit" to complete the submission of application. An acknowledgement email will be sent to students' campus email account after each submission. If students do not receive the email within ONE day after their submission, please login the system to check the submission records or contact RES immediately.

4. Students should check the application results on CUSIS by clicking "Check Application Status". No separate e-mail will be issued. Students should also check whether their course load under CUSIS is updated if approval is given.

For enquiries, please contact Registration and Examinations Section (RES) (ugadmin@cuhk.edu.hk)

July 2022

SUBMIT NEW APPLICATION	CHECK APPLICATION STATUS

7. Input the units applied for exceeding and relevant information and provide supporting documents. Then choose **"Submit"** to submit the application.

CUSIS Chinese University
Student Information System

Application for Exceeding Course Load

Submit Application

Part 1: Application

I wish to apply for exceeding course load for 2022-2023 Term 1 to: ⬚ units

Insert the units applied for exceeding

Part 2: Reason(s)

MUST input application reasons

Attach Identification Document

Please upload the following documents in PDF or JPEG file. Each file size is limited to 1MB.

Description	Created	Attached File	Add	View	Delete
Transcript (if applicable)			Add	View	Delete
Study Plan (mandatory)			Add	View	Delete

Upload supporting documents if applicable

Personal Information Collection Statement
1. The personal data provided on this form will be used for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
2. Information provided on this form may be transferred to other departments/ administrative units within CUHK for processing the application, where applicable.
3. For correction of or access to the personal data after submission of this form, please contact the Registration and Examinations Section:
   (Tel. No.: 3943 9888, Fax No.: 2603 5129, e-mail address

Click **"Submit"** to submit the application. Applications saved but not submitted will NOT be processed.

Save   Submit   Cancel

8. Review the application details. Click "OK" to confirm submission of the application.

9. Students will receive email notification after the submission of applications for exceeding course load.

res.noreply@cuhk.edu.hk

Application for Exceeding Course Load (0000010006)

To   Chan Tai Man

Your application for exceeding course load has been received on 24-Jun-2022. Details are listed below.

Application result will be shown on CUSIS after approval / disapproval is given by the relevant approval authority (please select "Check Application Status" under "Application for Exceeding Course Load"). No separate e-mail will be issued. Please also check the updated course load under CUSIS if approval is given.

Application Number:	0000010006
Application Status:	In Progress

I wish to apply for exceeding course load for 2022-2023 Term 1 to: 21 units

Reason(s): I want to take more courses in this term.

Thank you for your kind attention

Regards,
Registration and Examinations Section
The Chinese University of Hong Kong

10. Check application status

CUSIS | Chinese University
Student Information System

Application for Exceeding Course Load

Submit Application / View Application Status

Notes for Applicants

1. Before input, please read carefully the "Information on Application for Exceeding Course Load" posted on RES homepage. The System is NOT applicable to:

   - postgraduate students
   - students of International Asian Studies Programme (IASP)
   - MB ChB students (as MB ChB is a non-credit unit based programme)

2. Please note that once submitted in the System, application CANNOT be cancelled.

3. Students MUST click "Submit" to complete the submission of application. An acknowledgement email will be sent to students' campus email account after each submission. If students do not receive the email within ONE day after their submission, please login the system to check the submission records or contact RES immediately.

4. Students should check the application results on CUSIS by clicking "Check Application Status". No separate e-mail will be issued. Students should also check whether their course load under CUSIS is updated if approval is given.

For enquiries, please contact Registration and Examinations Section (RES) (ugadmin@cuhk.edu.hk)

July 2022

| SUBMIT NEW APPLICATION | CHECK APPLICATION STATUS |

11. Application status "*In Progress*", "*Approved*", "*Not Approved"* will be shown. For application "Approved", check whether the term load under CUSIS is updated accordingly. No separate e-mail confirmation will be issued.

Application for Exceeding Course Load

Application Status

Application Form Status								
Application Number	Submission Date	Term	Apply Exceeding Term Load (Units)	Apply Exceeding Year Load (Units)	Exceeding Term Load Approved (Units)	Exceeding Year Load Approved (Units)	Remark	Application Status
0000010006	24/06/2022	2022-23 Term 1	20.00		19.00		Approved to take 1 more course	Approved

Back

Check if there is any additional requirement that has to be met for the approved course load

Check 'View My Classes' under CUSIS to see whether term load has been updated accordingly if the application is approved.