Declaration / Change of Minor(s)
(Only applicable for graduating students in 2nd term 2014-15)

Application Period
6 February – 30 April 2015

Application Procedures (Logon CUSIS and select “Application for Program Change”)

(1) Add Minor(s)

(a) Check existing minor(s)
Students should check their existing minor(s), if any, under “My Academics” to make sure whether they should make any changes.

(b) Input courses under CUSIS
Students MUST check the course fulfillment of the minor by referring to the study scheme(s), and input courses that they have already taken for the minor programme for department’s consideration. Students’ applications will be approved if they have registered / nearly registered all the course requirements.

(2) Change Minor(s)

For students who wish to change from one minor to another one (e.g. from French to German), do NOT use “Add” as the action, please CHOOSE “Change Minor” as the action. Follow the above steps (a) and (b).

(3) Note

(a) CUSIS only allows records of 3 minors at most. If students have already registered one minor, only 2 new applications for minors can be submitted. Please contact RES if any students need to register the 4th minor subject.

(b) By submitting the applications under (1) and (2), students should have given consent to intended minor department(s) to view all their course information under CUSIS for the purpose of making approval or otherwise.
(4) **Cancel Minor(s)**

For students who wish to cancel the minor, just choose “Drop Minor” as the action. No further approval is necessary.

**Department Approval**

Department can review and approve the above applications during the specified application period. Student should check their application status on their own from time to time on CUSIS. The last day for department to make on-line approval is 8 May 2015.

**System Walkthrough and Enquiry**

Please refer to the appendix for the system walkthrough. For further enquiries, please contact RES:

- **Email**: ugadmin@cuhk.edu.hk
- **Telephone**: 3943 9888
- **Fax**: 2603 5129

2 February 2015