Course Registration System User Manual

1. Login the system
   (i) Go to the URL http://www3.fed.cuhk.edu.hk/courserereg and use your Faculty Computing Account Information to access the system.
   (ii) If you forget your Faculty Computing Account information, please click “request password” on the above page. Your password with user name will be sent to your email account.

2. Registration

   (i) Add course(s)
       (1) Choose “Course registration and add/drop” on the main menu to enter the page.
       (2) Go to “Add courses” session.
       (3) Choose the courses you want to add by clicking the boxes beside them.
       (4) Submit your registration by following instruction(iv).

   Note that you can check the required and maximum credits for each domain by clicking “details” icon beside the title. And detailed course information would be shown after clicking “info” icon beside the course code.

   (ii) Drop course(s)
       (1) Choose “Course registration and add/drop” on the main menu to enter the page.
       (2) Go to “Drop courses” part.
       (3) Choose all the courses you want to drop by clicking the boxes beside them.
       (4) Submit your registration by following instruction(iv).

   Note that you can check the required and maximum credits for each domain by clicking “details” icon beside the title. And detailed course information would be shown after clicking “info” icon beside the course code.

   (iii) Submit your registration
       (1) Go to the bottom of the “Course registration and add/drop” page and click “preview course(s) selection result”.
       (2) Check the course selection on the preview page.
       (3) Press “Confirm course(s) selection” to proceed the course selection.
       (4) Please notice that you cannot submit the form more than 5 times in 15 minutes.

   (iv) Check your registration result
       (1) The result will be shown immediately after your submission. If your registration fails, please register once more.
(2) After submitting your registration, the registration result will be sent to your email account.

(v) View registration report
There are two methods for you to check your course registration report:
(a) Simply choose “View registered course” on the main menu to view your report.
(b) Choose “Course registration and add/drop” on the main menu to enter the page, then click “Details” icon beside the title “Registered course”.

(vi) See what you have done
At the upper left corner of “Courses registration and add/drop”, you will see a yellow “history” icon. Click it and you can see all your add/drop record.

3. Get your own timetable
   (1) Choose “View my time-table” on the main menu
   (2) Select the year, semester and the time unit.
   (3) Click “Show time table”

4. Logout the system