



# 香港中文大學(深圳)

## The Chinese University of Hong Kong, Shenzhen

### 香港中文大學(深圳) 用戶培訓

Application for Program Change





# Course Agenda

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- Demonstration and Practice Session
  - Submit Change of Student Record
    - Withdrawal
  - View Result



# Withdrawal

Navigation: Personal Center > My Application > Change of Student Record

1. Select the Withdrawal.
2. Click “add new application” to edit a new application.

XXX(X,xx)

go to ...

[Class Search / Browse Catalog](#)
[Academic Planning](#)
[Enrollment](#)
[Academics Records](#)
[My Application](#)

[change of student record](#)
[transcripts print](#)
[overdue add/drop classes](#)
[credit transfer](#)
[oal enrollment](#)
[course load change](#)
[graduation term](#)

## Program-Related Change

**Change Type**

Program-Related Change Type:

SEARCH

ADD NEW APPLICATION

**Application List**

						Personalize   Find
Application No.	Change Type	View Detail	Student ID	Name	State	
1						

[Class Search / Browse Catalog](#)
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# Withdrawal

Navigation: Personal Center > My Application > Change of Student Record

## [WITHDRAWAL] APPLICATION FORM Page 1/2

如退学原因为转学，请填写对方院校名称。

<input type="button" value="BACK"/>			<input type="button" value="SAVE"/>			<input type="button" value="SUBMIT"/>		
<b>Student Information</b>								
Student:	██████████	Name:	██████████	Acad Career:	Undergraduate			
School:	Sch of Science and Engineering	Plan:	Statistics	Time Basis:	Full-time			
College:	Shaw College	Year of Attend:	3rd Year	NID:	310108199712112618			
<b>Contact Information</b>								
Contact Phone:	██████████							
Email Address:	peoplesoftdev@cuhk.edu.cn							
Contact Address:	██							

3. Click "BACK" can back to the last page.
4. Click "save" can save the page information.
5. Click "submit" can submit the page information. After submitting ,you can't change the information.
6. The phone number is registered by default, but you can also modify it.
7. The mailbox number is registered by default, but you can also modify it.
8. The contact address is registered by default, but you can also modify it.



# Withdrawal

Navigation: Personal Center > My Application > Change of Student Record

**Application Information**

Application No.:	NEW
Approval Status:	Initial
Change Type:	Withdrawal
Withdrawal Date:	2019/03/14

**Reason(s)**

Employment

Other reason(s):

**Date Time Submitted:** 2019/03/14 16:50:51

**Attachment**

Please attach the relevant document(s) as required. Please also combine all pages into one single PDF file before uploading.

	Attachment Name	Upload	View/Download	
1		<a href="#">Upload</a>	<a href="#">View/Download</a>	

**Look Up Reason ID** Page 2/2

Academic Institution:	CUSZ1
Academic Career:	UG
Program-Related Change Type:	Withdrawal
Program-Related Change Reason:	begins with <input type="text"/>
Long Description:	begins with <input type="text"/>
Description (30):	begins with <input type="text"/>

Look Up
Clear
Cancel
[Basic Lookup](#)

**Search Results**

View 100 First  1-7 of 7  Last

Program-Related Change Reason	Long Description	Description (30)
CAUI	Continue/Apply study in another University/Institution	Study in another University
EMGR	Emigration	Emigration
EMPL	Employment	Employment
FNFM	Financial and/or family reason(s)	Financial and/or family reason
HLTH	Health reason(s)	Health reason(s)
PROB	Adjustment Problem(s)	Adjustment Problem(s)
UNST	Unsatisfactory academic results	Unsatisfactory academic result

9. Enter the withdrawal date.
10. Select the reason.
11. Enter the other reasons.
12. Click "Upload" to upload an attachment.
13. Click to view / download attachment.

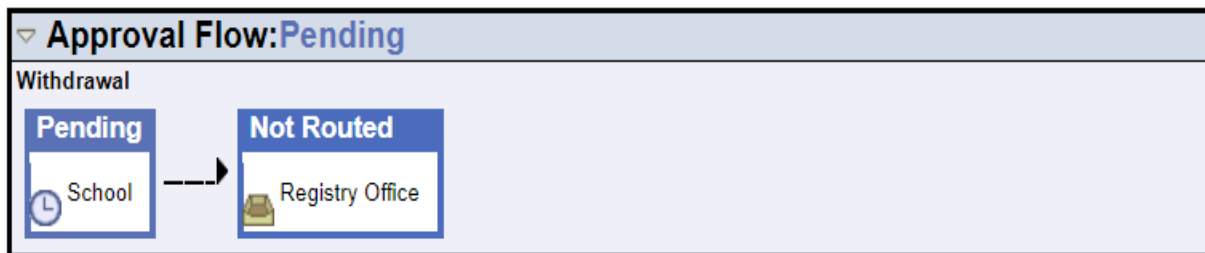
When you edit the all information, you can click "submit".



# Withdrawal

Navigation: [Personal Center](#) > [My Application](#) > [Change of Student Record](#)

When you submit Successfully the end of page will show the approval flow and approval history.



## Approval History

	Action	DateTime	Comment
1	Submitted	19/03/14 04:56:28	Submit application



# Course Agenda

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- Demonstration and Practice Session
  - View Result



# Student View Result

Navigation: Personal center > Academic Records

XXX(X,xx)

go to ...

[Class Search / Browse Catalog](#)

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[Academics Records](#)

[My Application](#)

## My Academics

**Academic Requirements** [View my advisement report](#)

**Course History** [View my course history](#)

**Transcript** [View my unofficial transcript](#)  
[Request official transcript](#)

### My Program:

Institution - CUHK(SZ)  
Career - Undergraduate  
Program - Bachelor of Science  
Major - Statistics  
Stream - Data Science

### My Period / year Information

**Admit Term** 2016-17 Term 1  
**Expected Graduation Term**  
**Normative study Period / year** 4.00  
**Normative Graduation Term**  
**Maximum study Period / year** 6.00  
**Maximum Graduation Term**