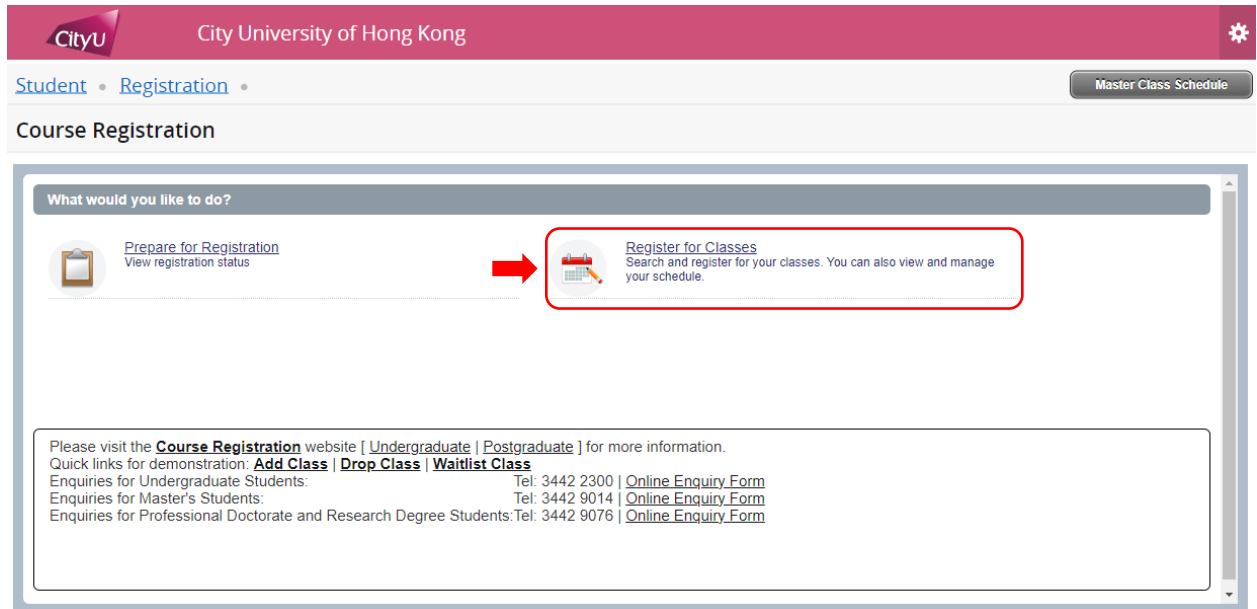
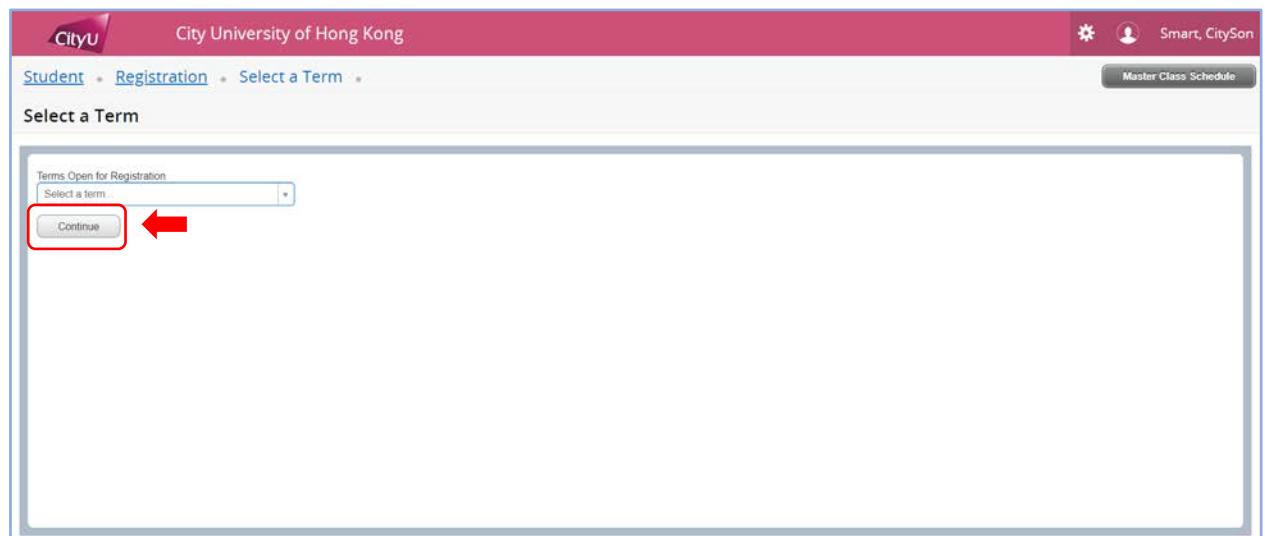


## Waitlist Course

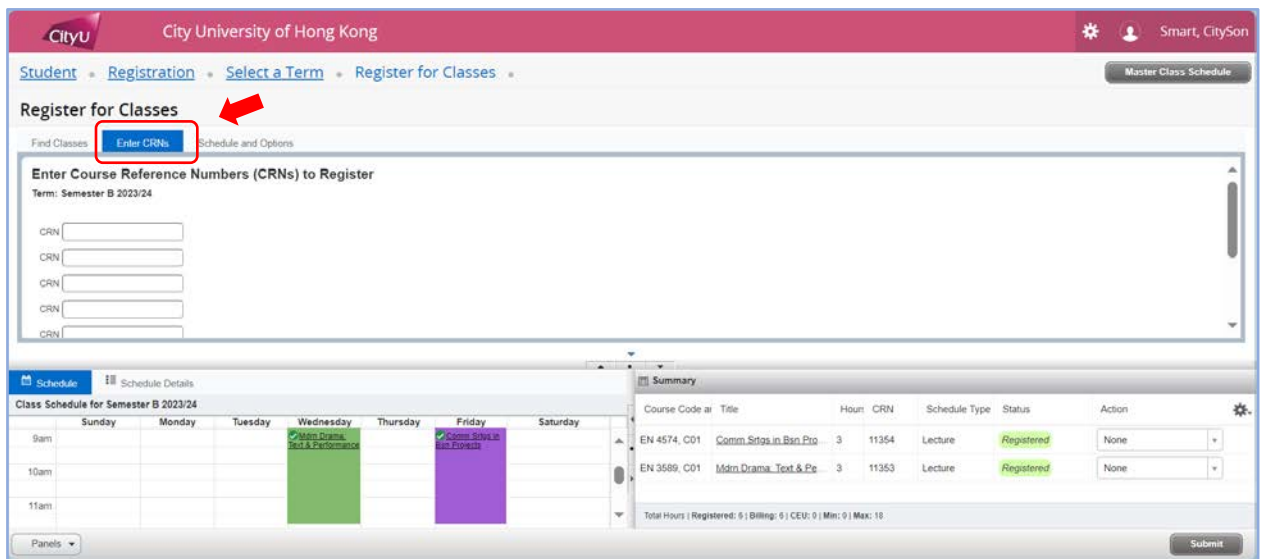
1. **Login AIMS** [Course Registration > Web Add/Drop].
2. Select "Register for Classes".



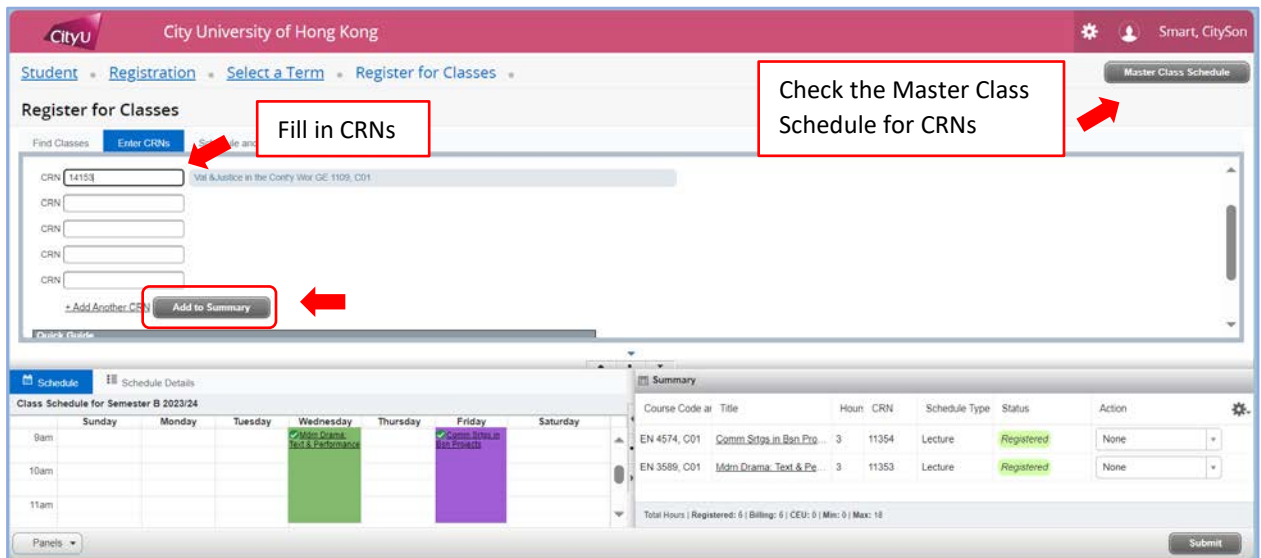
3. Pick the appropriate term, and click "Continue".



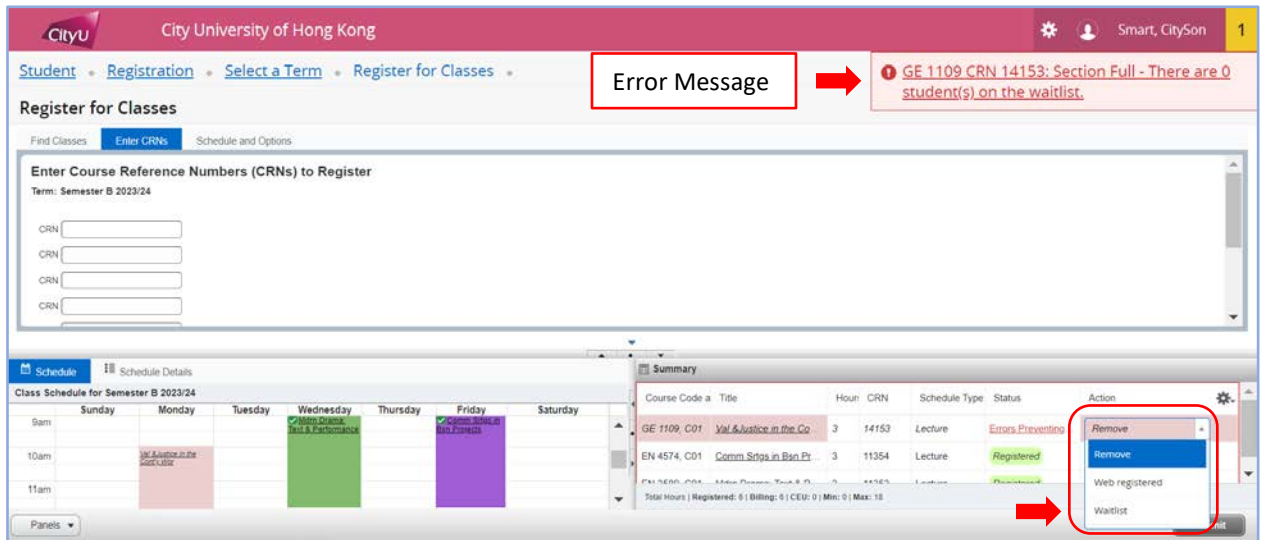
4. Go to "Enter CRNs" tab.



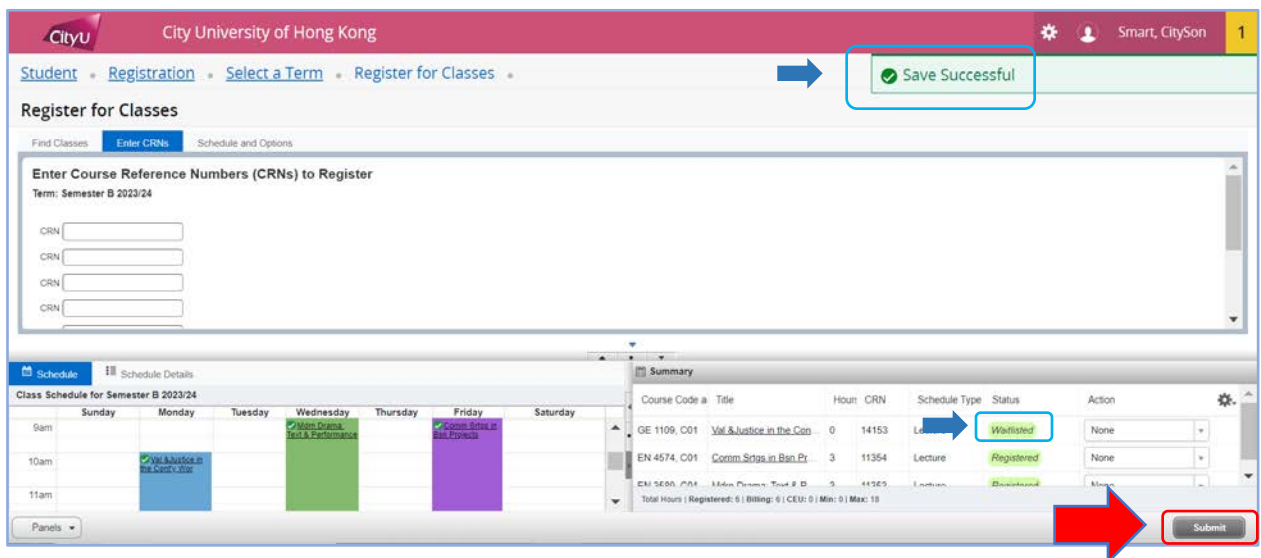
5. Fill in the CRNs (obtainable from the Master Class Schedule) in the provided spaces. Ensure you have included all required course sections for courses with multiple components, e.g., lectures (C) + tutorials (T). Click "Add to Summary".



- If the class is full, an error message will appear. Select "Waitlist" from the "Action" drop-down menu in the "Summary" panel. To waitlist a course with multiple components, choose "Waitlist" for all its course sections.



- Press "Submit" at the bottom right corner to complete the request. Make sure the status changed to "Waitlisted" and "Save Successful" before leaving the page.



8. Check your waitlist position under the “Schedule Details” tab.

The screenshot shows the City University of Hong Kong registration portal. The main heading is "Register for Classes". Below this, there are tabs for "Find Classes", "Enter CRNs", and "Schedule and Options". The "Enter CRNs" tab is active, showing a form to "Enter Course Reference Numbers (CRNs) to Register" for Semester B 2023/24. Below the form, there are buttons for "Add Another CRN" and "Add to Summary".

The "Schedule Details" tab is active, showing a table of classes. The table has columns for Course Code and Title, Hours, CRN, Schedule Type, Status, and Action. The classes listed are:

Course Code and Title	Hours	CRN	Schedule Type	Status	Action
EN 4574, C01 Comm Stpts in Ban Projects	3	11354	Lecture	Registered	None
EN 3509, C01 Modn Drama, Text & Pictor	3	11353	Lecture	Registered	None
GE 1109, C01 Val & Justice in the Cont'c	0	14153	Lecture	Waitlisted	None

Below the table, there is a "Summary" section showing "Total Hours | Registered: 6 | Billing: 6 | CED: 0 | Min: 0 | Max: 18".

The "Schedule Details" tab also shows a "Class Schedule for Semester B 2023/24" section. It includes a message: "Web registered | Hours: 3 | Level: Bachelor's Degree | Campus: Main Campus | Schedule Type: Lecture | Grade Mode: Letter grade | Waitlist Position: 0 | Notification Expires: None". Below this, there is a class entry for "Val & Justice in the Cont'c" (CRN 14153) with a "Waitlist Position" of 11, which is highlighted with a red box and a red arrow.