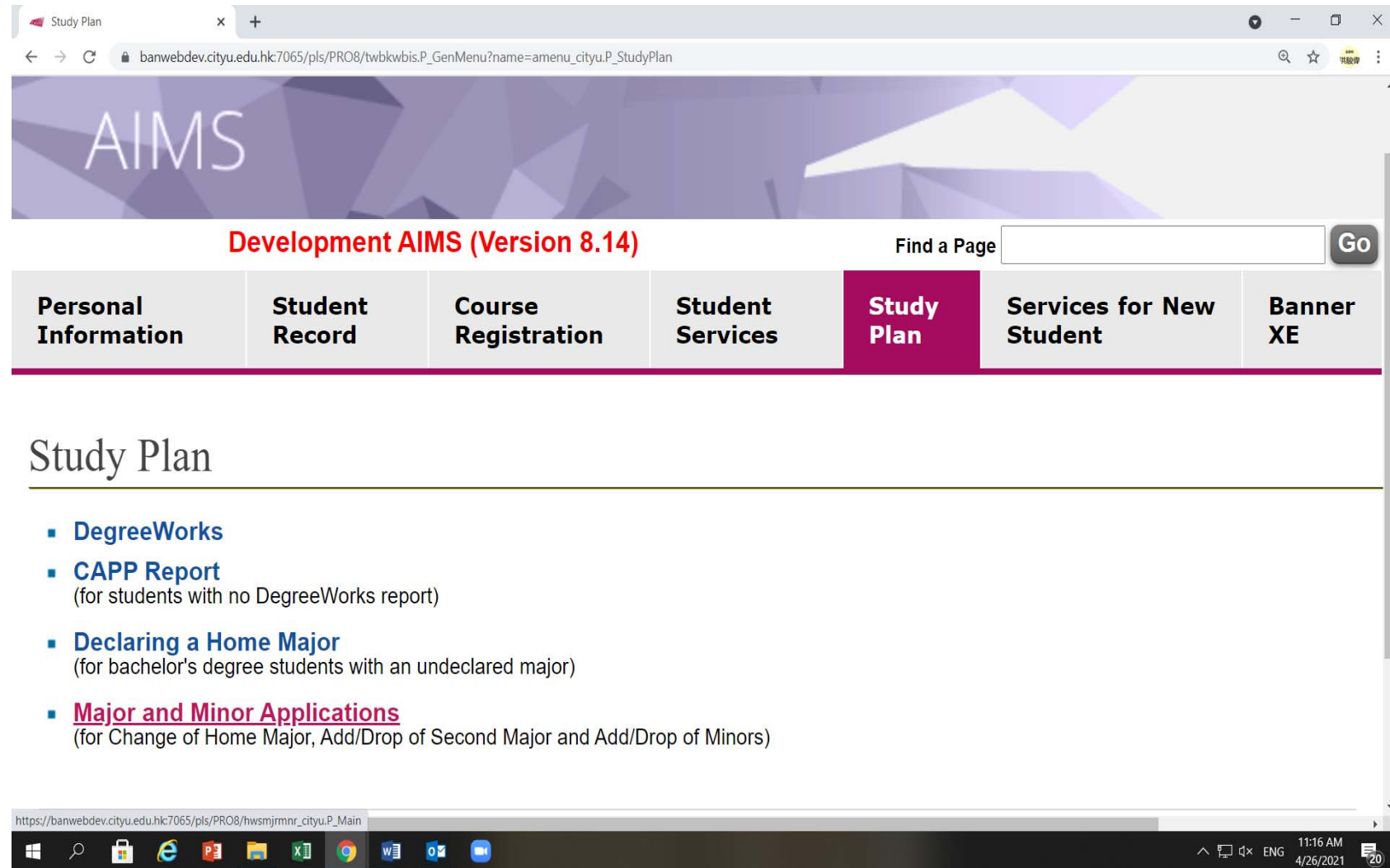


Manual for Students – Submission of Online Request for Drop of a Second Major (Last Update: 7 June 2021)

1. Login AIMS > Study Plan> Major and Minor Applications.



The screenshot displays the AIMS (Version 8.14) web application. The browser address bar shows the URL: https://banwebdev.cityu.edu.hk:7065/pls/PRO8/twbkwbis.P_GenMenu?name=amenu_cityu.P_StudyPlan. The page features a navigation menu with the following items: Personal Information, Student Record, Course Registration, Student Services, Study Plan (highlighted), Services for New Student, and Banner XE. Below the navigation menu, the page title is "Study Plan". The main content area lists the following links:

- [DegreeWorks](#)
- [CAPP Report](#)
(for students with no DegreeWorks report)
- [Declaring a Home Major](#)
(for bachelor's degree students with an undeclared major)
- [Major and Minor Applications](#)
(for Change of Home Major, Add/Drop of Second Major and Add/Drop of Minors)

The browser's taskbar at the bottom shows the system tray with the date and time: 11:16 AM 4/26/2021.

2. Click on 'Apply Now' under the 'Add/Drop of Second Major' to proceed filling in an online form.

The screenshot shows a web browser window with the URL `banwebdev.cityu.edu.hk:7065/pls/PRO8/hwsmjrmnr_cityu.P_Main`. The page header includes the CityU logo, the text "AIMS", and "Development AIMS (Version 8.14)". A navigation menu contains links for "Personal Information", "Student Record", "Course Registration", "Student Services", "Study Plan", "Services for New Student", and "Banner XE". A search bar is labeled "Find a Page" with a "Go" button. The main content area is titled "Major and Minor Applications" and contains three application categories, each with an "Apply Now" button:

- Change of Home Major** (Effective from Semester A 2021/22)
(For bachelor's degree students with a home major)
- Add/Drop of Second Major** (Effective Term for Adding a Second Major: Semester A 2021/22)
(For bachelor's degree students within the stipulated periods of years of study)
- Add/Drop of Minors** (Effective Term for Adding a Minor: Semester A 2021/22)
(For bachelor's degree students with a home major)

The Windows taskbar at the bottom shows the system tray with the date "6/2/2021" and time "9:31 AM".

3. Please make sure you read all the notes and follow the instructions to complete the online form.

Express Login to AIMS x Application for Add/Drop of Sec x +

banwebdev.cityu.edu.hk:7065/pls/PRO8/hwsd2mjr_cityu.P_Appl

Personal Information Student Record Course Registration Student Services Study Plan Services for New Student Banner XE

Application for Add/Drop of a Second Major (Effective Term for Adding a Second Major: Semester A 2021/22)

Application Period 31 May - 8 June 2021 (at 23:00) **Announcement of Results** 9 June 2021

Please make sure you have read the "Points to Note" below, information on the [ARRO website](#), and the [Personal Information Collection Statement](#) before proceeding with the application.

Student Information

Student Name	JDIP Raer Ae	Student ID	55676992
Email Address	dzbozdipj8-@my.cityu.edu.hk	Phone No.	47788782
Home Academic Unit	Information Systems (IS)	Student Type	Regular Student
Programme	Bachelor of Business Admin (BBAU4)	Cohort	2018
Home Major	Information Management (IFMG)	Stream	--
Second Major	--		
Minor	--		

Points to Note

1. Requests for add/drop of a second major must be submitted via this online system by 8 June 2021 (at 23:00). Late applications will not be accepted.
2. Students should not apply for adding a second major which is exclusive with their home major.
3. Students can view the results of their requests for adding a second major through this online system from 9 June 2021, which are displayed under "Status of Your Add/Drop Request". No separate emails will be issued to students announcing the results. Requests for dropping a second major are processed automatically and no approval is required.
4. For add of a second major, it will take effect from the following semester. For drop of a second major, it will take effect from current semester. Students should observe the period for add/drop of a second major and the effective term stipulated in order to plan for their studies and graduation.
5. For this round of approved declaration of a second major, please note that the catalogue term for the second major requirements is "Semester A 2021/22". Students should therefore enroll in courses for the second major provided under its Semester A 2021/22 curriculum.
6. The declaration of a second major is also subject to the attainment of a minimum CGPA of 3.00 (or a higher CGPA requirement as specified by the second major-offering academic unit) at the end of the semester when the declaration is submitted, and fulfillment of any other stipulated conditions.
7. If the declaration of the second major is approved, students who are undertaking a minor should review if the minor and the second major are exclusive. If so, they will need to drop the minor in accordance with the procedures stipulated by the University.
8. Students are required to achieve a minimum CGPA of 2.00 in the second major in order for them to be granted the award. (For students admitted in 2019/20 and before, the minimum CGPA requirement is 1.70.)
9. Students who cannot complete their second major within the stipulated maximum credit limit of 144 (normative 4-year degree) / 114 (Advanced Standing I) / 84 (Advanced Standing II) permitted by the University may still continue to pursue the double major on the condition that any extra credit units exceeding the limit are paid on a self-financing basis.

Status of Your Add/Drop Request

Windows taskbar: 10:19 AM 6/8/2021

4. Scroll down to the Section 'Status of Your Add/Drop Request', click on the button 'Drop Second Major' to proceed submission of your request for drop of your second major.

Application for Add/Drop of Sec x +

banwebdev.cityu.edu.hk:7065/pls/PRO8/hwsd2mjr_cityu.P_Appl

1. Requests for add/drop of a second major must be submitted via this online system by 4 June 2021 (at 23:59). Late applications will not be accepted.
2. Students should not apply for adding a second major which is exclusive with their home major.
3. Students can view the results of their requests for adding a second major through this online system from 9 June 2021, which are displayed under "Status of Your Add/Drop Request". No separate emails will be issued to students announcing the results. Requests for dropping a second major are processed automatically and no approval is required.
4. For add of a second major, it will take effect from the following semester. For drop of a second major, it will take effect from current semester. Students should observe the period for add/drop of a second major and the effective term stipulated in order to plan for their studies and graduation.
5. For this round of approved declaration of a second major, please note that the catalogue term for the second major requirements is "Semester A 2021/22". Students should therefore enroll in courses for the second major provided under its Semester A 2021/22 curriculum.
6. The declaration of a second major is also subject to the attainment of a minimum CGPA of 3.00 (or a higher CGPA requirement as specified by the second major-offering academic unit) at the end of the semester when the declaration is submitted, and fulfillment of any other stipulated conditions.
7. If the declaration of the second major is approved, students who are undertaking a minor should review if the minor and the second major are exclusive. If so, they will need to drop the minor in accordance with the procedures stipulated by the University.
8. Students are required to achieve a minimum CGPA of 2.00 in the second major in order for them to be granted the award. (For students admitted in 2019/20 and before, the minimum CGPA requirement is 1.70.)
9. Students who cannot complete their second major within the stipulated maximum credit limit of 144 (normative 4-year degree) / 114 (Advanced Standing I) / 84 (Advanced Standing II) permitted by the University may still continue to pursue the double major on the condition that any extra credit units exceeding the limit are paid on a self-financing basis.

Status of Your Add/Drop Request

No application found.

[Drop Second Major](#) [Back to main page](#)

Windows taskbar: 6:43 PM 6/2/2021

5. Click on the button 'Confirm' under the Section III 'Declaration' to submit your request after checking all the information are correct.

The screenshot shows a web browser window with the URL `banwebdev.cityu.edu.hk:7065/pls/PRO8/hwsd2mjr_cityu.P_Appl`. The page title is "Application for Drop of a Second Major (Effective from Current Semester/Term: Summer 2021)".

Navigation tabs include: Personal Information, Student Record, Course Registration, Student Services, Study Plan, Services for New Student, and Banner XE.

Application details: Application Period: 31 May - 7 June 2021 (at 23:59); Announcement of Results: 9 June 2021.

Instructions: Please make sure you have read all the notes included in this application, the information on [Second Major](#) and the [Personal Information Collection Statement](#) before completing this form. To complete the submission process, you must click the "Confirm" button at the end of your application. After submission, no changes to your application can be made.

I. Student Information

Student Name	JDIP Raer Ae	Student ID	55676992
Email Address	dzbozdipj8-@my.cityu.edu.hk	Phone No.	47788782
Home Academic Unit	Information Systems (IS)	Student Type	Regular Student
Programme	Bachelor of Business Admin (BBAU4)	Cohort	2018
Home Major	Information Management (IFMG)	Stream	--
Second Major	Finance (FIN3)		
Minor	--		

II. My Choice

Drop Second Major

Finance (FIN3)

Second Major-offering Academic Unit

Economics & Finance (EF)

III. Declaration

1. I confirm that the above information in the application form is complete and correct.
2. I understand that my request for dropping the second major will take effect from the current semester/term.

Buttons: Confirm, Back to Previous Page

Windows taskbar at the bottom shows the time as 10:36 AM on 6/7/2021.

6. Your application has been submitted. Click on 'Back to main page' to view your application status.

The screenshot displays a web browser window with the URL `banwebdev.cityu.edu.hk:7065/pls/PRO8/hwsd2mjr_cityu.P_Appl`. The page header includes the CityU logo and navigation links: [Return to Study Plan Menu](#), [How to Navigate](#), [Site Map](#), [Help](#), and [Exit](#). The main banner features the text "AIMS" and "Development AIMS (Version 8.14)". A search bar labeled "Find a Page" with a "Go" button is present. A horizontal menu contains the following items: **Personal Information**, **Student Record**, **Course Registration**, **Student Services**, **Study Plan**, **Services for New Student**, and **Banner XE**.

Application for Drop of a Second Major (Effective from Current Semester/Term: Summer 2021)

Your application has been submitted.

[Back to main page](#)

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Release: 8.5.3

Available on the **App Store** | **ANDROID APP ON Google play** | **CityU Official Apps**

IT Service Desk: +852 3442-8340
Email: it.servicedesk@cityu.edu.hk

The Windows taskbar at the bottom shows the system tray with the date and time: 9:52 AM, 6/3/2021.

7. Your overall application status will be displayed as 'Pending'.

The screenshot shows a web browser window with the URL `banwebdev.cityu.edu.hk:7065/pls/PRO8/hwsjmjmnr_cityu.P_Main`. The page title is "Major and Minor Applications". The navigation menu includes "Personal Information", "Student Record", "Course Registration", "Student Services", "Study Plan", "Services for New Student", and "Banner XE". The main content area is titled "Major and Minor Applications" and contains two sections:

- Change of Home Major** (Effective from Semester A 2021/22)
(For bachelor's degree students with a home major)
Includes an "Apply Now" button.
- Add/Drop of Second Major** (Effective Term for Adding a Second Major: Semester A 2021/22)
(For bachelor's degree students within the stipulated periods of years of study)
Includes a table with the following data:

Date	Request	Second Major	Status	
07 Jun 2021	Drop Second Major	Finance (FIN3)	Pending	View

Below the table is an "Apply Now" button.

The Windows taskbar at the bottom shows the time as 10:37 AM on 6/7/2021.

8. After your student's record is updated, your application status will be changed to 'Accepted'.

The screenshot shows a web browser window with two tabs: 'Express Login to AIMS' and 'Major and Minor Applications'. The address bar shows the URL 'banwebdev.cityu.edu.hk:7065/pls/PRO8/hwsmjrmnr_cityu.P_Main'. The page has a navigation menu with the following items: Personal Information, Student Record, Course Registration, Student Services, Study Plan, Services for New Student, and Banner XE. The main content area is titled 'Major and Minor Applications' and contains two sections:

Change of Home Major (Effective from Semester A 2021/22)
(For bachelor's degree students with a home major)

Apply Now

Add/Drop of Second Major (Effective Term for Adding a Second Major: Semester A 2021/22)
(For bachelor's degree students within the stipulated periods of years of study)

Date	Request	Second Major	Status	
07 Jun 2021	Drop Second Major	Finance (FIN3)	Accepted	View

Apply Now

The Windows taskbar at the bottom shows the date and time as 10:51 AM on 6/7/2021.

9. You will receive a notification email from your student's email account on your drop of second major request (see sample below).


Notification of Dropping a Second Major (Summer 2021) - Message (HTML)

File Message Help Tell me what you want to do

Mon 6/7/2021 10:50 AM

AR Academic Regulations and Records Office <as@cityu.edu.hk>
Notification of Dropping a Second Major (Summer 2021)

To: dzbozdipj8-@my.cityu.edu.hk

 Academic Regulations and Records Office
香港城市大學
City University of Hong Kong

Student Name: JDIP Raer Ae
Student No.: 55676992
Programme: Bachelor of Business Admin (BBAU4)
Home Major: Information Management (IFMG)

Dear JDIP Raer Ae,

Notification of Dropping a Second Major (Effective from Summer 2021)

This is to inform you that your Second Major: Finance (FIN3) has been dropped successfully.

Should you have any queries, please contact our office at (852) 3442-2300. Thank you.

Academic Regulations and Records Office
7 June 2021

Website: www.cityu.edu.hk/arro
Online enquiry form: <http://www.cityu.edu.hk/arro/enquiry.asp>
Tel: (852) 3442 2300 | Fax: (852) 3442 0270
Address: [ARRO Service Centre](#), 5/F Fong Yun Wah Building,

Windows taskbar: 10:56 AM 6/7/2021