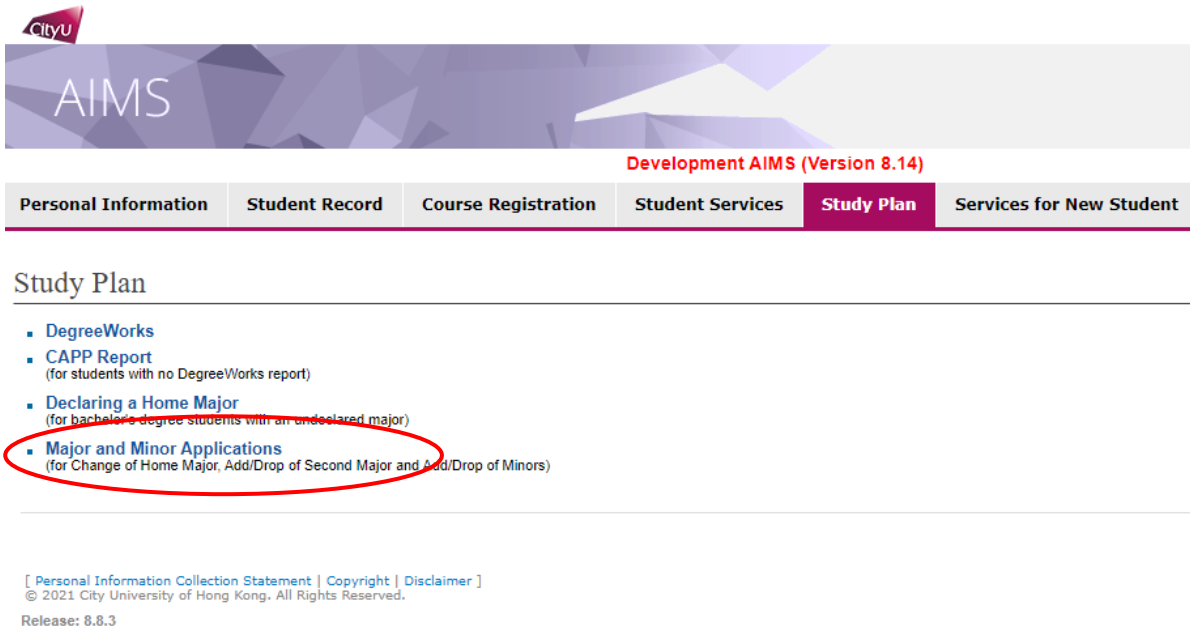


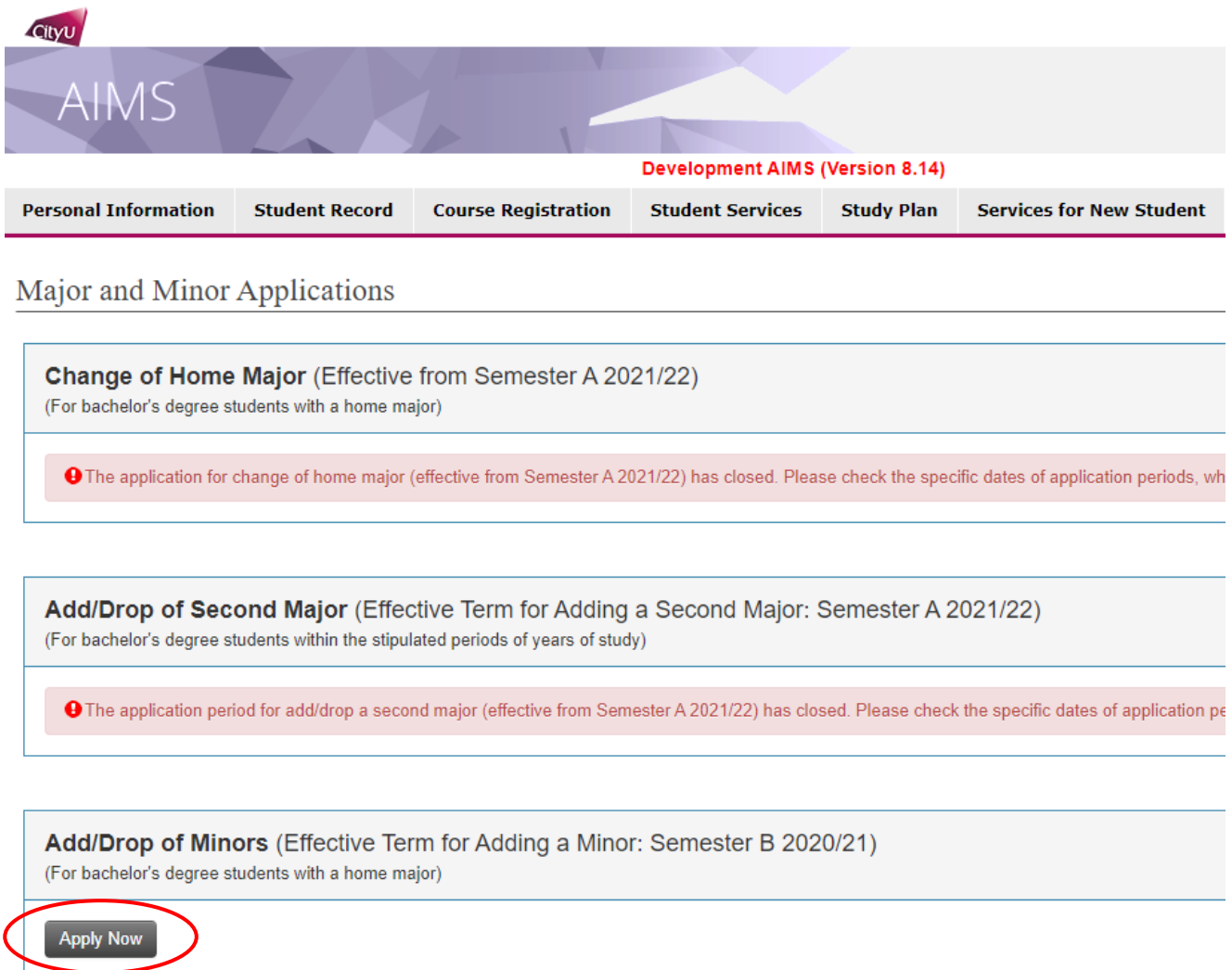
Steps for Submitting Request on Adding a Minor

1. Log in AIMS > Study Plan > Major and Minor Applications



The screenshot shows the AIMS system interface. At the top left is the CityU logo. Below it is a banner with the text 'AIMS' and 'Development AIMS (Version 8.14)'. A navigation bar contains several tabs: 'Personal Information', 'Student Record', 'Course Registration', 'Student Services', 'Study Plan', and 'Services for New Student'. The 'Study Plan' tab is selected. Below the navigation bar, the 'Study Plan' section is displayed with a list of options: 'DegreeWorks', 'CAPP Report (for students with no DegreeWorks report)', 'Declaring a Home Major (for bachelor's degree students with an undeclared major)', and 'Major and Minor Applications (for Change of Home Major, Add/Drop of Second Major and Add/Drop of Minors)'. The 'Major and Minor Applications' option is circled in red. At the bottom of the page, there is a footer with the text: '[Personal Information Collection Statement | Copyright | Disclaimer] © 2021 City University of Hong Kong. All Rights Reserved. Release: 8.8.3'.

2. Select “Apply Now”



The screenshot shows the AIMS system interface for 'Major and Minor Applications'. At the top left is the CityU logo. Below it is a banner with the text 'AIMS' and 'Development AIMS (Version 8.14)'. A navigation bar contains several tabs: 'Personal Information', 'Student Record', 'Course Registration', 'Student Services', 'Study Plan', and 'Services for New Student'. The 'Study Plan' tab is selected. Below the navigation bar, the 'Major and Minor Applications' section is displayed with three options: '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)', and 'Add/Drop of Minors (Effective Term for Adding a Minor: Semester B 2020/21) (For bachelor's degree students with a home major)'. Each option has a red warning icon and a message indicating that the application period has closed. The 'Add/Drop of Minors' option has an 'Apply Now' button circled in red.

Steps for Submitting Request on Adding a Minor

3. Read carefully the Points to Note, and select “Add Minor”

Development AIMS (Version 8.14)

Find a Page

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

Add/Drop of Minors (Effective Term for Adding a Minor: Semester B 2020/21)

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.

Name :	:	Student ID :	
Email Address :	:	Phone No. :	
Home Academic Unit :	Systems Engg and Engg Mgt (SEEM)	Student Type :	Regular Student
Programme :	Bachelor of Engineering (BENGEU2)	Cohort :	2019
Degree :	Bachelor of Engineering (BENG1)		
Home Major :	Systems Engineering and Management (SEM)		
Maximum Credit Units Permitted :	84		

Points to Note:

- Requests for add/drop of minors must be submitted via this online system [by 3 March 2021 \(at 23:59\)](#). Late applications will not be accepted.
- Students can add only one minor in each application period.
- Students should not apply to add a minor which is exclusive with their home/second major.
- Students can view the results of their requests for adding minors through this online system [from 5 March 2021](#), which are displayed under “Status of Your Add/Drop Request” as provided below. No separate emails will be issued to students announcing the results. Requests for dropping minors are processed automatically and no approval is required.
- For add of minor, it will take effect from the following semester. For drop of minor, it will take effect from current semester. Students should observe the period for add/drop of minors and the effective term stipulated in order to plan for their studies and graduation.
- For this round of approved declaration of minors, please note that the catalogue term for the minor requirements is “[Semester B 2020/21](#)”. Students should therefore enroll in courses for the minor provided under its Semester B 2020/21 curriculum.
- Students who wish to declare a minor should check beforehand if the credit load of their curriculum (degree/major requirements + LC0200A & LC0200B/CHIN1001, if applicable) allows them to take on the requested minor without exceeding the maximum credit limit of 144 (normative 4-year degree)/ 114 (Advanced Standing I)/ 84 (Advanced Standing II) permitted by the University. For details of the curriculum requirement of the requested minor, please refer to the [Programmes and Courses website](#) or run the “What-If” audit in DegreeWorks, which allows them to hypothetically declare a minor, showing them what courses are required for the requested minor.
- If a student wishes to declare a minor, and the study of the minor will result in exceeding the maximum credit limit permitted by the University, the student should indicate the number of extra credit units requested for him/her to complete the declared minor (justification in support of the request should be provided) and submit the minor declaration to their home academic units for verification and endorsement via this online system. Final approval rests with the Associate Provost (Academic Planning and Undergraduate Education). If a request for exceeding the maximum credit limit is not approved, the academic unit’s approval for adding the minor will be rescinded and the student will not be allowed to pursue the requested minor.
- Students who have already been granted extra credit units above the maximum credit limit will not be allowed to declare a minor.
- For students who have been approved to change their major AND add a minor in the same application round effective from the same semester, the request for adding a minor should be further approved by the new receiving major-offering academic unit (i.e., current home academic unit >> minor-offering academic unit >> new receiving major-offering academic unit). If the change of major will result in exceeding the maximum credit limit, the approval for adding a minor will be rescinded and the students concerned will not be allowed to add the minor.

Add Minor

4. Select the minor to add from the list, you may enter your tentative study plan and any additional information in the relevant boxes (optional)

Development AIMS (Version 8.14)


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

Add/Drop of Minors (Effective Term for Adding a Minor: Semester B 2020/21)

Add Minor

Name :	:	Student ID :	
Email Address :	:	Phone No. :	
Home Academic Unit :	Systems Engg and Engg Mgt (SEEM)	Student Type :	Regular Student
Programme :	Bachelor of Engineering (BENGEU2)	Cohort :	2019
Degree :	Bachelor of Engineering (BENG1)		
Home Major :	Systems Engineering and Management (SEM)		
Maximum Credit Units Permitted :	84		

Application Period : 1 - 3 March 2021 (at 23:59) **Announcement of Results** : 5 March 2021

Add Minor : 

Tentative Study Plan :

(Please indicate courses that you have taken/plan to take)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Additional Information You Want to Provide:

Steps for Submitting Request on Adding a Minor

Select “Yes” or “No” to indicate if your study of the requested minor will result in exceeding the maximum credit limit. If yes, indicate the number of extra credit units required and provide justifications to support your request. Select “Continue” to review your request

1. Will the study of your requested minor result in exceeding the maximum credit limit?

(Please refer to the [Programmes and Courses website](#) for the curriculum of the requested minor or run the “What-If” audit in DegreeWorks to see if the credit load of your curriculum allows you to add a minor without exceeding the maximum credit limit.)

- No
- Yes

2. If yes, you must complete the following before submission of this request:

(a) Number of extra credit units requested:

(b) Justifications for declaring the minor which will result in exceeding the maximum credit limit:

Uploaded Document:

Nil

[Upload Documents Online](#)

[Continue](#) [Reset](#) [Cancel](#)

5. Verify the information that you have entered, and select “Confirm” to submit your request

Page 1 of 1

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

Add/Drop of Minors (Effective Term for Adding a Minor: Semester B 2020/21)

Add Minor

Name :
Email Address :
Home Academic Unit : Systems Engg and Engg Mgt (SEEM)
Programme : Bachelor of Engineering (BENGEGU2)
Degree : Bachelor of Engineering (BENG1)
Home Major : Systems Engineering and Management (SEM)
Maximum Credit Units Permitted : 84

Student ID :
Phone No. :
Student Type : Regular Student
Cohort : 2019

Application Period : 1 - 4 March 2021 (at 23:59) Announcement of Results : 5 March 2021

Add Minor : Computing

Information on the Minor:

A student can apply for the Minor in Computing award provided that the student satisfies the following :

1. having acquired 15 credits of CS courses with an average GPA of 2 or higher; and
2. of the courses taken that constitute the 15 credits in 1 above, the following constraints should be observed :

Note on Mutually Exclusive: A course, such as CS2161 is exclusive with CS2204, meaning that when students choose CS2161, they cannot use CS2204 to fulfill the Minor in Computing requirements.

Students of the following major programme cannot take the Minor in Computing:
BSc Computer Science
BEng Computer Engineering
BSc Creative Media

Tentative Study Plan
(Please indicate courses that you have taken/plan to take)

- : CS1102 - Introduction to Comp Studies
- CS2310 - Computer Programming
- CS2103 - Operating Systems
- CS3486 - Intelligent Systems
-
-
-

Additional Information You Want to Provide:

Nil

1. Will the study of your requested minor result in exceeding the maximum credit limit?

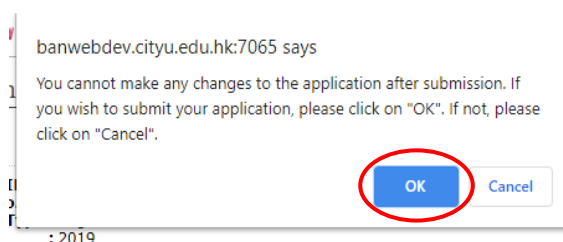
(Please refer to the [Programmes and Courses website](#) for the curriculum of the requested minor or run the “What-If” audit in DegreeWorks to see if the credit load of your curriculum allows you to add a minor without exceeding the maximum credit limit.)

No

Uploaded Document:

Nil

[Confirm](#) [Back](#) [Cancel](#)



Steps for Submitting Request on Adding a Minor

6. You may check the status of your request accordingly

Development AIMS (Version 8.14) Find a Page

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

Add/Drop of Minors (Effective Term for Adding a Minor: Semester B 2020/21)

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.

Name : OXB Outa Div **Student ID** :
Email Address : **Phone No.** :
Home Academic Unit : Systems Engg and Engg Mgt (SEEM) **Student Type** : Regular Student
Programme : Bachelor of Engineering (BENGEGU2) **Cohort** : 2019
Degree : Bachelor of Engineering (BENG1)
Home Major : Systems Engineering and Management (SEM)
Maximum Credit Units Permitted : 84

Points to Note:

- Requests for add/drop of minors must be submitted via this online system by 4 March 2021 (at 23:59). Late applications will not be accepted.
- Students can add only one minor in each application period.
- Students should not apply to add a minor which is exclusive with their home/second major.
- Students can view the results of their requests for adding minors through this online system from 5 March 2021, which are displayed under "Status of Your Add/Drop Request" as provided below. No separate emails will be issued to students announcing the results. Requests for dropping minors are processed automatically and no approval is required.
- For add of minor, it will take effect from the following semester. For drop of minor, it will take effect from current semester. Students should observe the period for add/drop of minors and the effective term stipulated in order to plan for their studies and graduation.
- For this round of approved declaration of minors, please note that the catalogue term for the minor requirements is "Semester B 2020/21". Students should therefore enroll in courses for the minor provided under its Semester B 2020/21 curriculum.
- Students who wish to declare a minor should check beforehand if the credit load of their curriculum (degree/major requirements + LC0200A & LC0200B/CHIN1001, if applicable) allows them to take on the requested minor without exceeding the maximum credit limit of 144 (normative 4-year degree)/ 114 (Advanced Standing I)/ 84 (Advanced Standing II) permitted by the University. For details of the curriculum requirement of the requested minor, please refer to the [Programmes and Courses website](#) or run the "What-If" audit in DegreeWorks, which allows them to hypothetically declare a minor, showing them what courses are required for the requested minor.
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- For students who have been approved to change their major AND add a minor in the same application round effective from the same semester, the request for adding a minor should be further approved by the new receiving major-offering academic unit (i.e., current home academic unit >> minor-offering academic unit >> new receiving major-offering academic unit). If the change of major will result in exceeding the maximum credit limit, the approval for adding a minor will be rescinded and the students concerned will not be allowed to add the minor.

Status of Your Add/Drop Request

Your Request	Minor	Status	Comments from Home Academic Unit	Comments from Minor-offering Academic Unit
Add Minor	Computing	Pending		

As of March 03, 2021 11:50 AM

Development AIMS (Version 8.14) Find a Page Go

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

Major and Minor Applications

Change of Home Major (Effective from Semester A 2021/22)

(For bachelor's degree students with a home major)

! The application for change of home major (effective from Semester A 2021/22) has closed. Please check the specific dates of application periods, which are available on the [Academic Regulations and Records Office website](#).

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)

! The application period for add/drop a second major (effective from Semester A 2021/22) has closed. Please check the specific dates of application periods, which are available on the [Academic Regulations and Records Office website](#).

Add/Drop of Minors (Effective Term for Adding a Minor: Semester B 2020/21)

(For bachelor's degree students with a home major)

Date	Request	Minors	Status	
03 Mar 2021	Add Minor	Computing	Pending	View