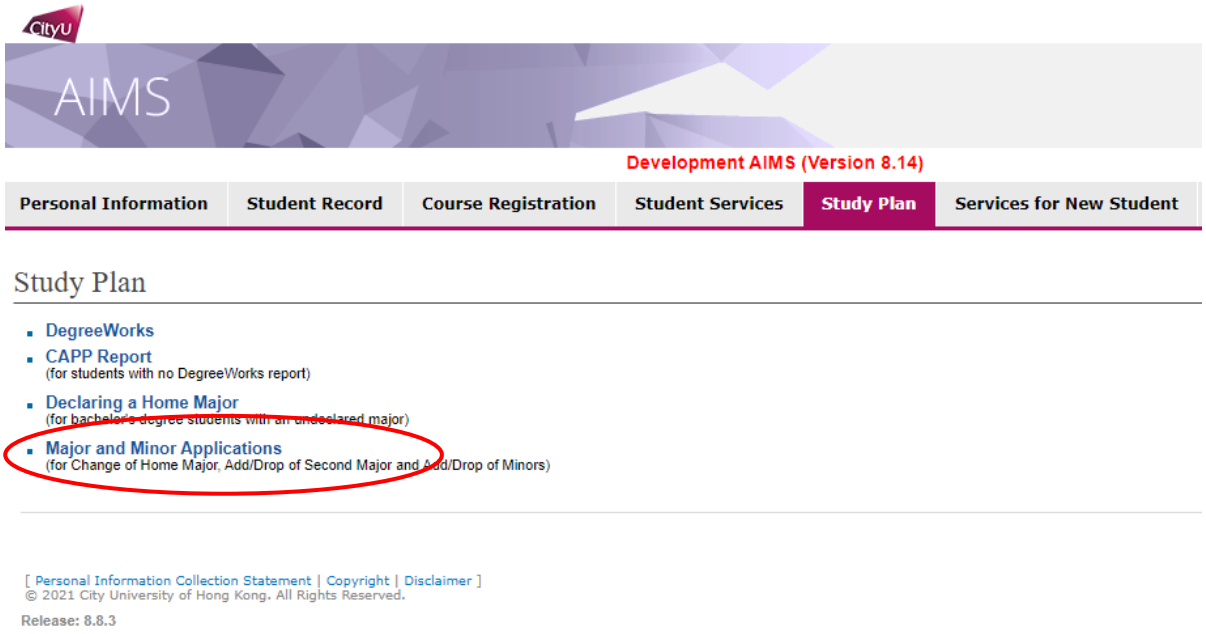
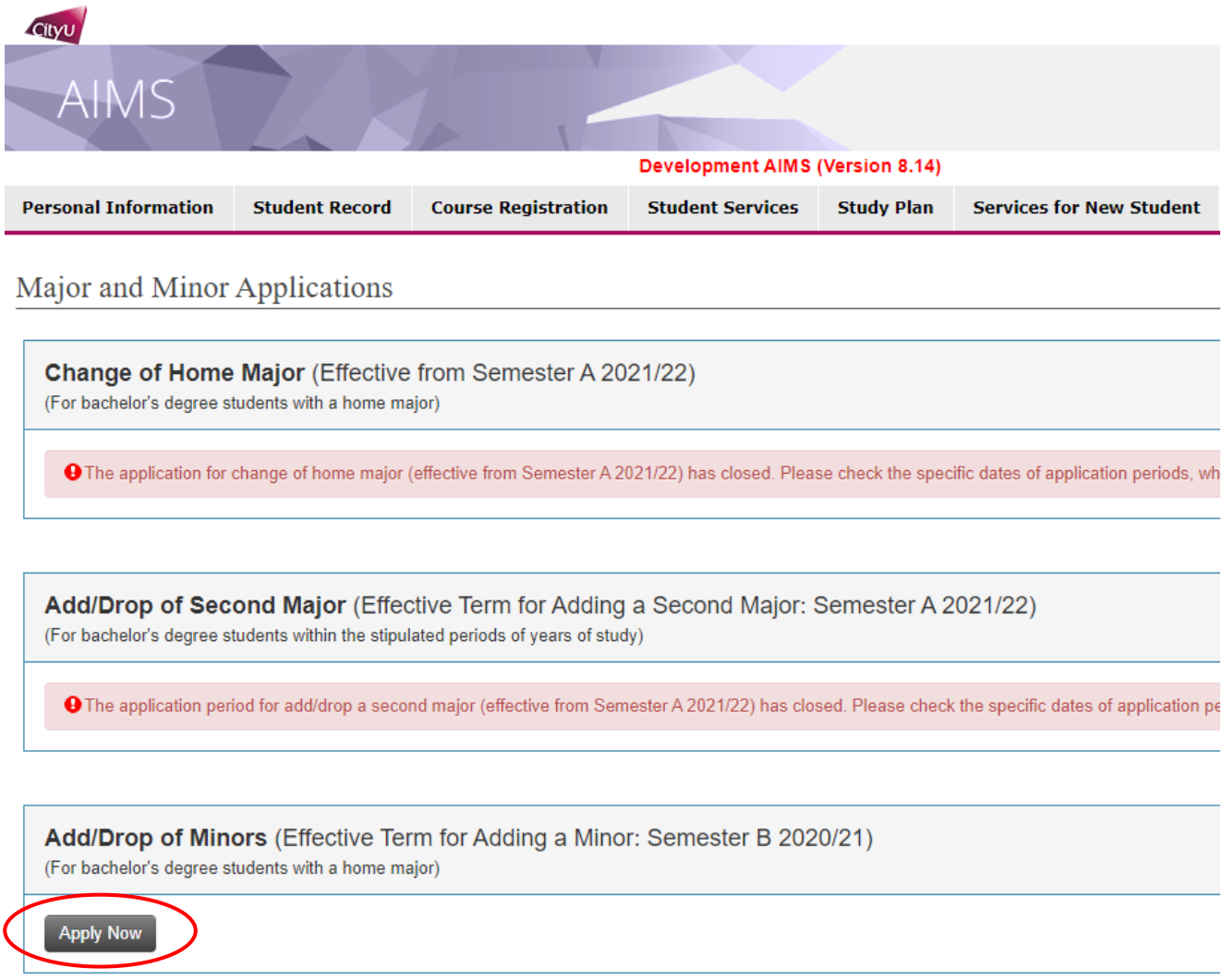
Steps for Submitting Request on Dropping a Minor

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



2. Select "**Apply Now**"



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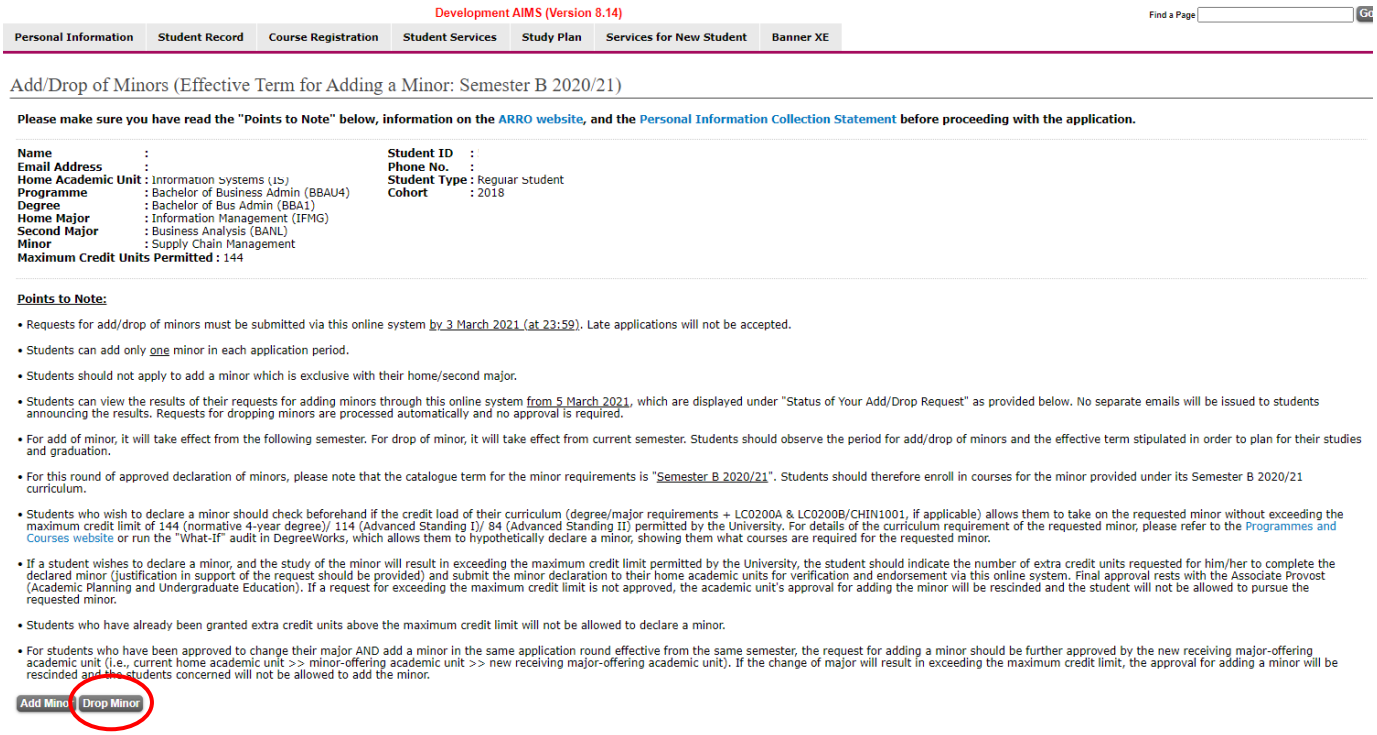
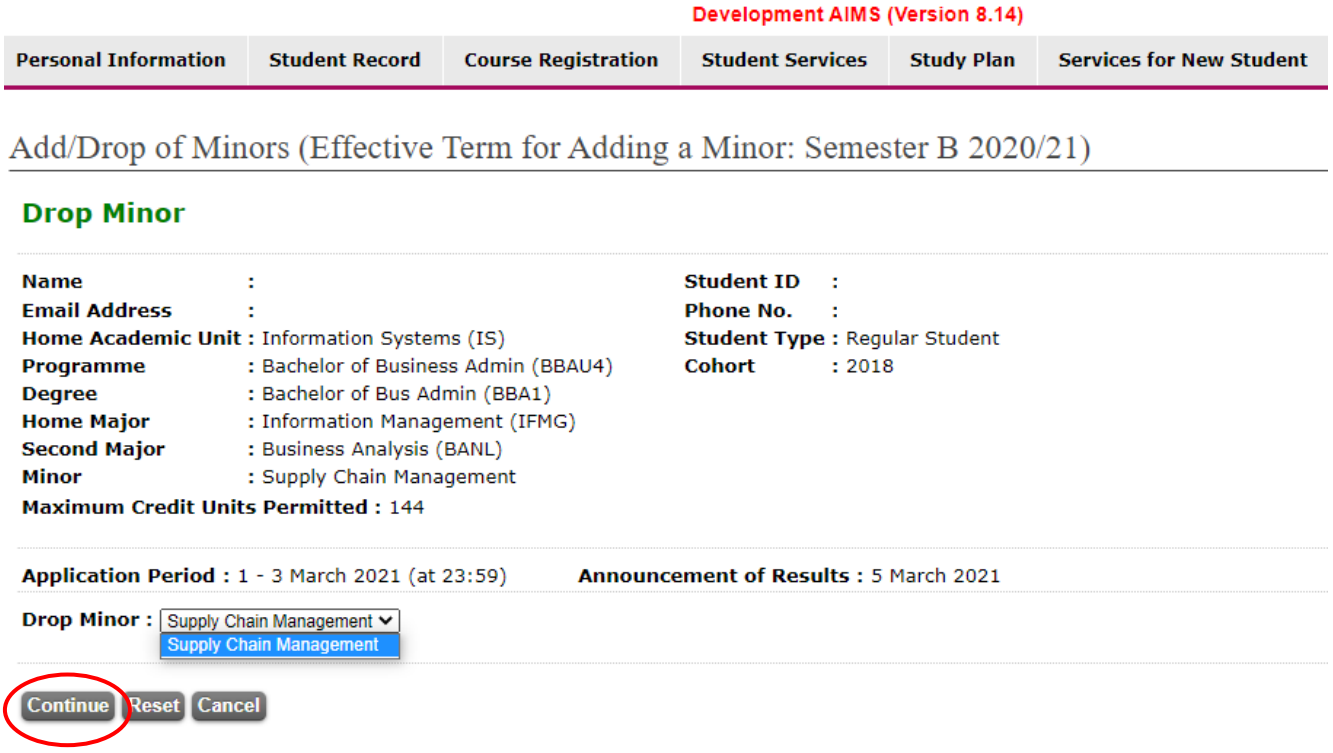
3. Read carefully the Points to Note, and select "**Drop Minor**"



4. Select the minor to drop from the list, and select "**Continue**"



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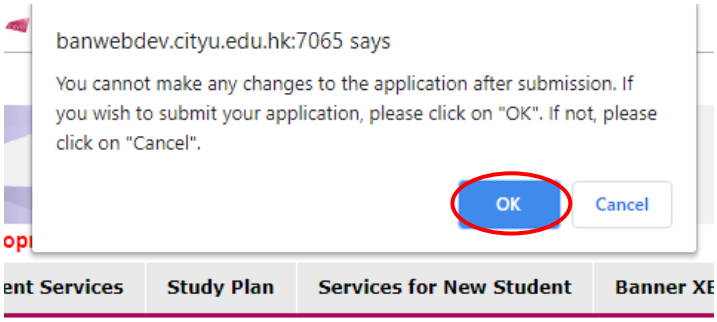
5. Verify the information that you have entered, and select "**Confirm**" to submit your request



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6. You may check the status of your request accordingly

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 A 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 peri 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 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/CHI without exceeding the maximum credit limit of 144 (normative 4-year degree)/ 114 (Advanced Standing I)/ 84 (Advanced Standing II) permitted by the Uni 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, 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 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 Final approval rests with the Associate Provost (Academic Planning and Undergraduate Education). If a request for exceeding the maximum credit limit is no 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 f receiving major-offering academic unit (i.e., current home academic unit >> minor-offering academic unit >> new receiving major-offering academic unit). 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

Status of Your Add/Drop Request

Your Request	Minor	Status	Comments from Home Academic Unit	Comments from Minor-offering Academic Unit
Drop Minor	Supply Chain Management	Pending		

As of March 03, 2021 11:00 AM

Development AIMS (Version 8.14)

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

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, wh

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 pe

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	Drop Minor	Supply Chain Management	Pending	View

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