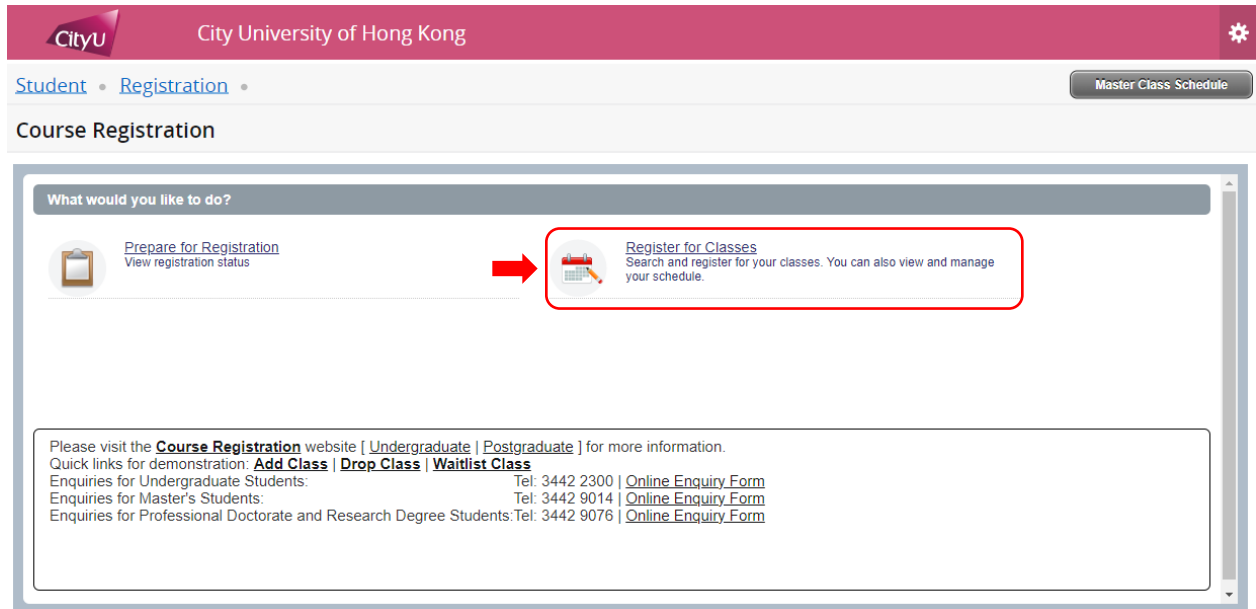
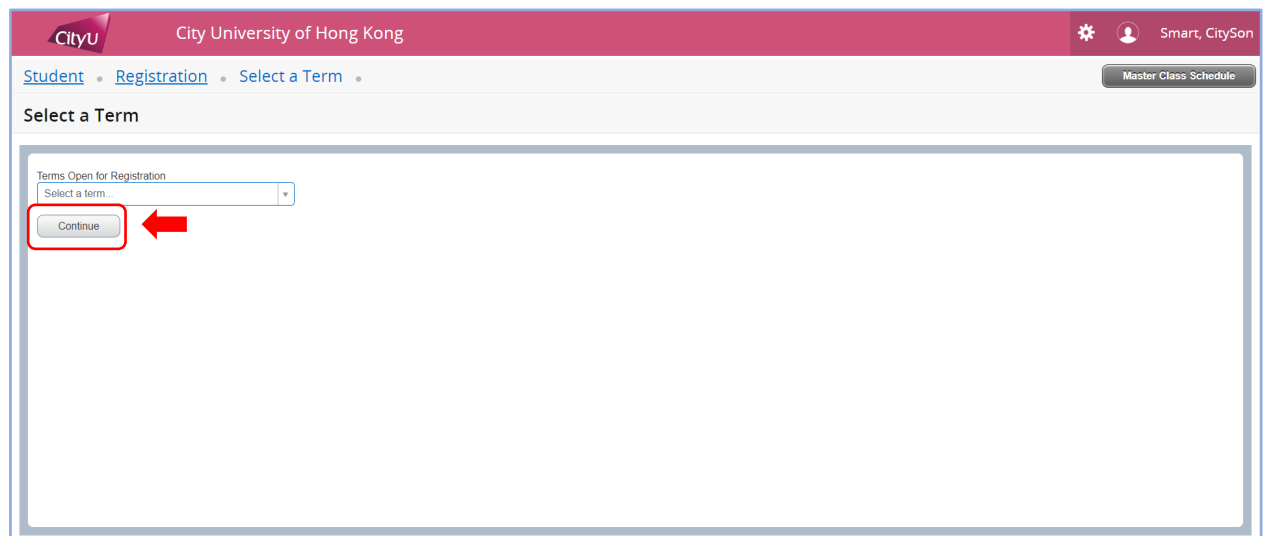


Waitlist Course

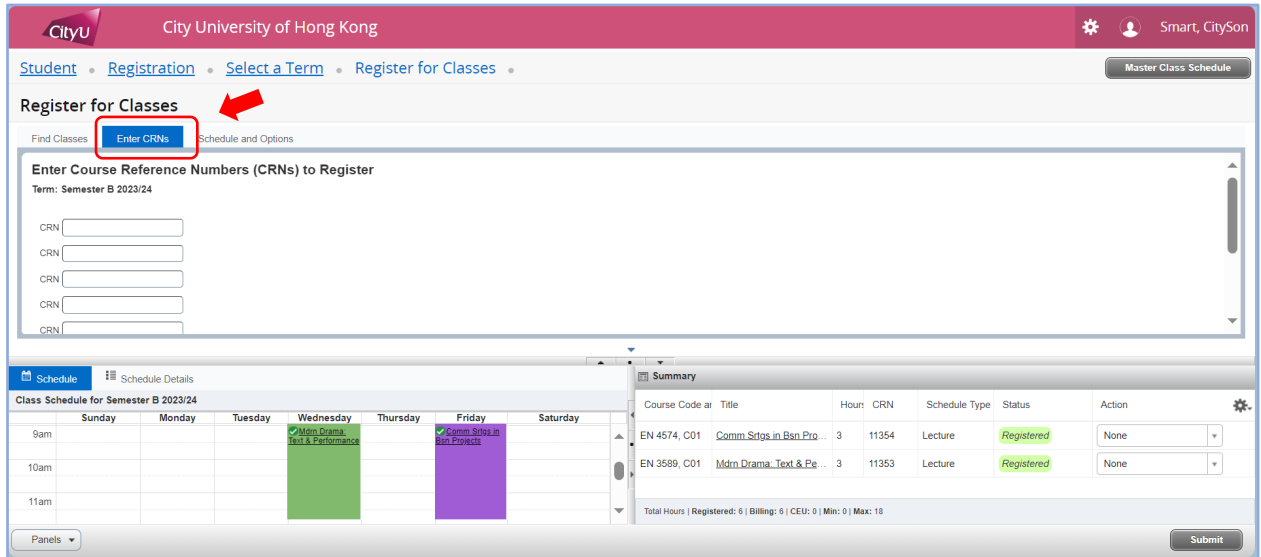
1. **Login AIMS** [Course Registration > Web Add/Drop].
2. Select "Register for Classes".



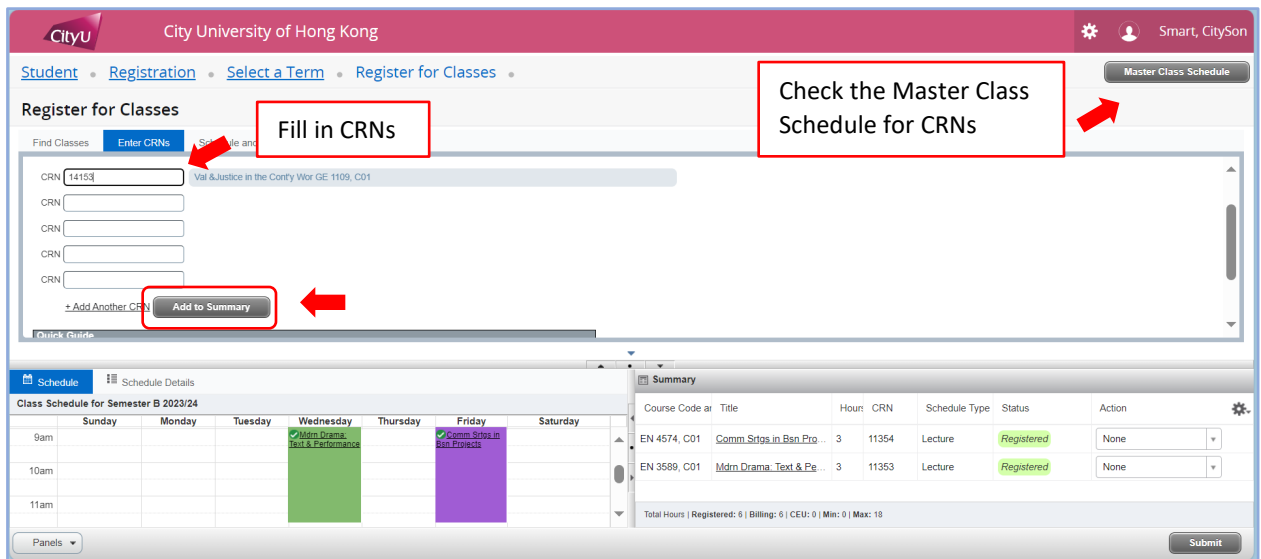
3. Pick the appropriate term, and click "Continue".



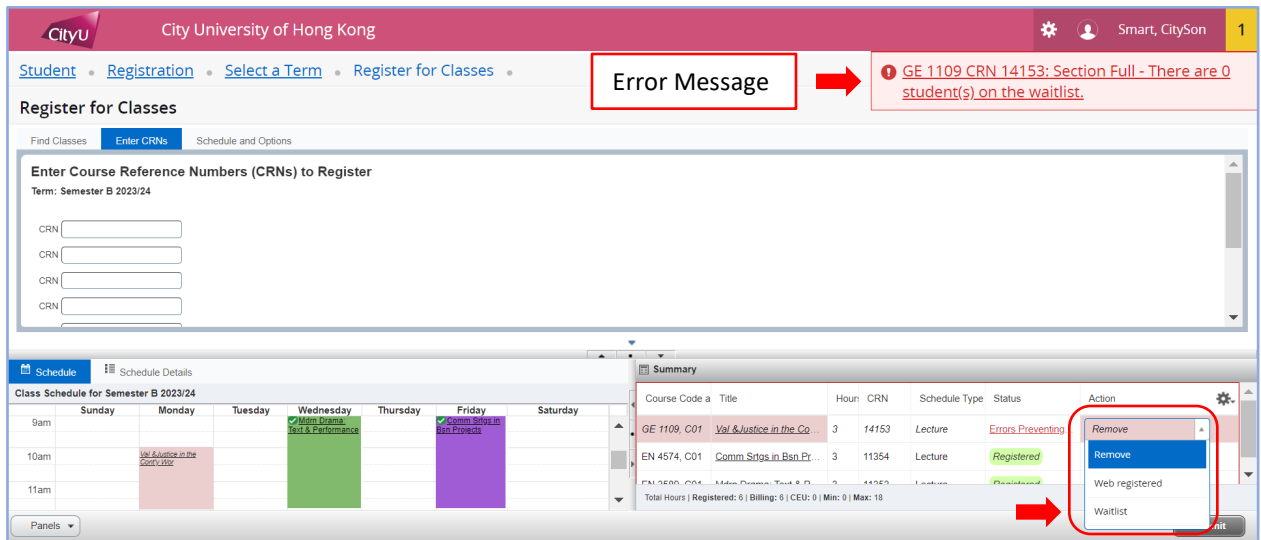
4. Go to "Enter CRNs" tab.



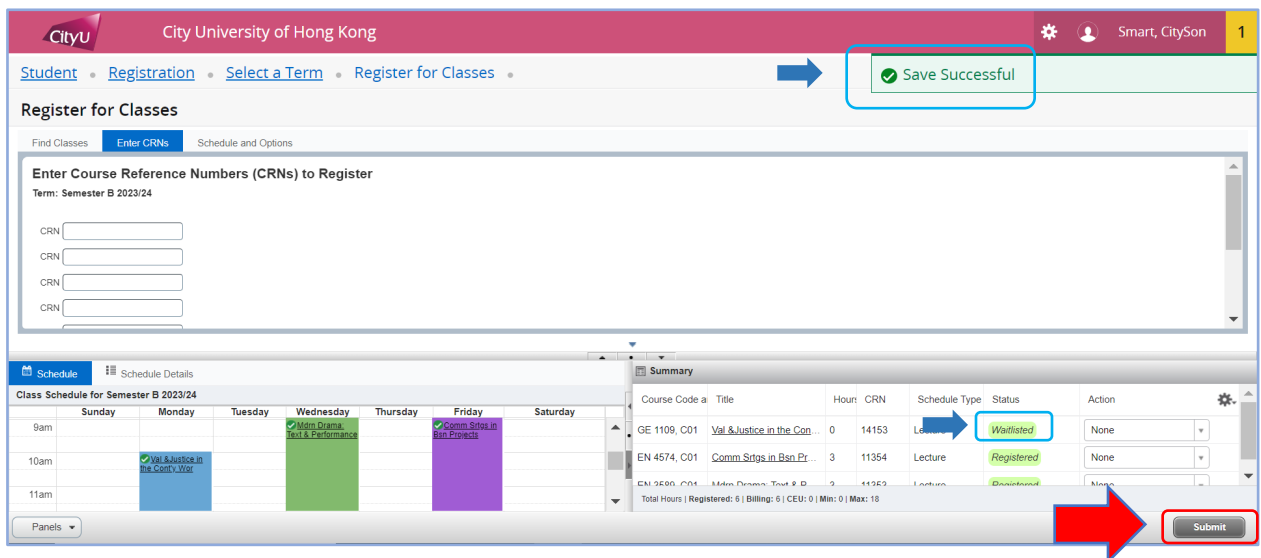
5. Fill in the CRNs (obtainable from the Master Class Schedule) in the provided spaces. Ensure you have included all required course sections for courses with multiple components, e.g., lectures (C) + tutorials (T). Click "Add to Summary".



- 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 two tabs: "Schedule" and "Schedule Details". The "Schedule Details" tab is selected, showing a "Class Schedule for Semester B 2023/24". A message indicates the class is "Web registered" with 3 hours. The waitlist position is 0. A red box highlights the "Position: 11" in the waitlist information for the class "Val & Justice in the Conty Wor".

On the right, there is a "Summary" table with the following data:

Course Code and Title	Hours	CRN	Schedule Type	Status	Action
EN 4574, C01 Comm Strips in Ban Projects	3	11354	Lecture	Registered	None
EN 3589, C01 Mdm Drama Text & Perfor...	3	11353	Lecture	Registered	None
GE 1109, C01 Val & Justice in the Conty...	0	14153	Lecture	Waitlisted	None

At the bottom right of the summary table, it says "Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18".