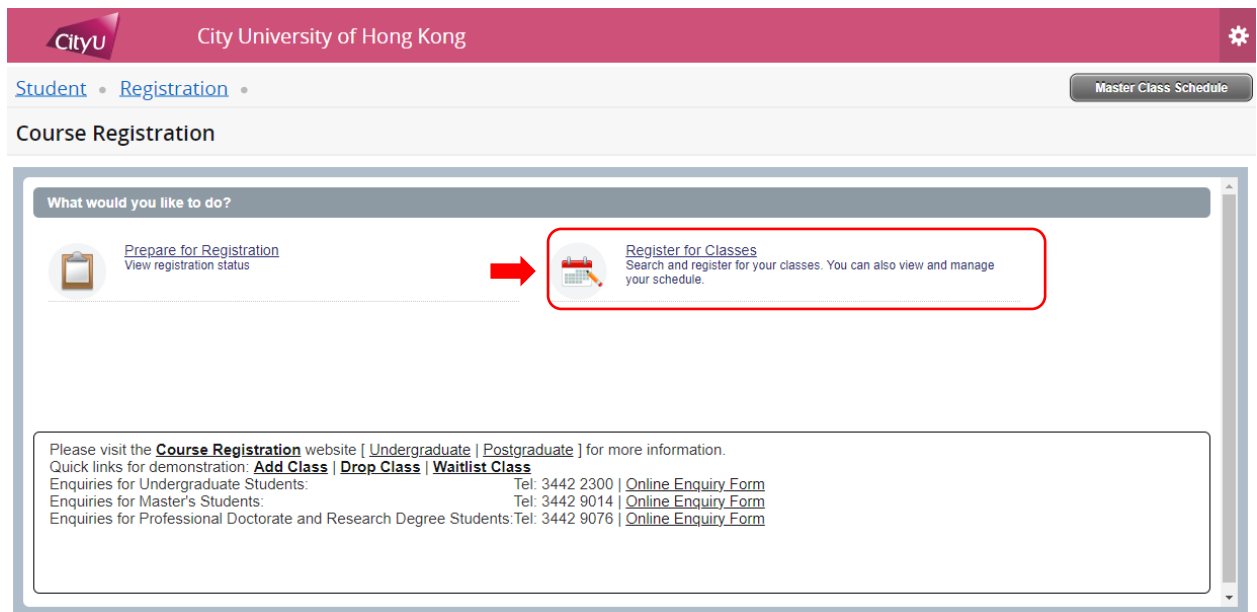
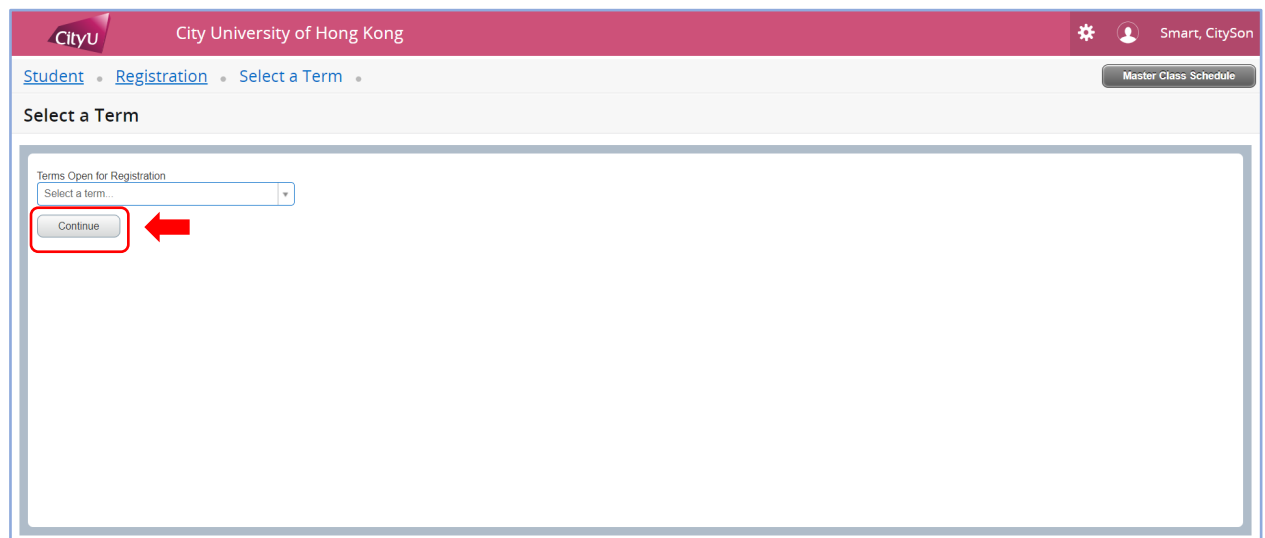


Add Course

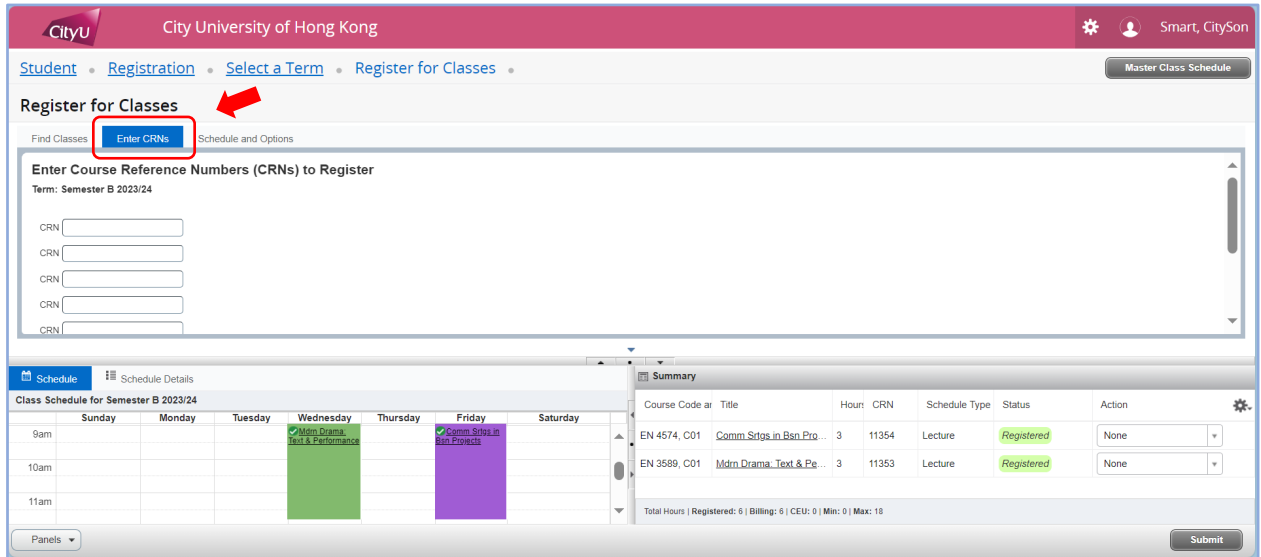
1. **Login AIMS** [Course Registration > Web Add/Drop].
2. Select "Register for Classes".



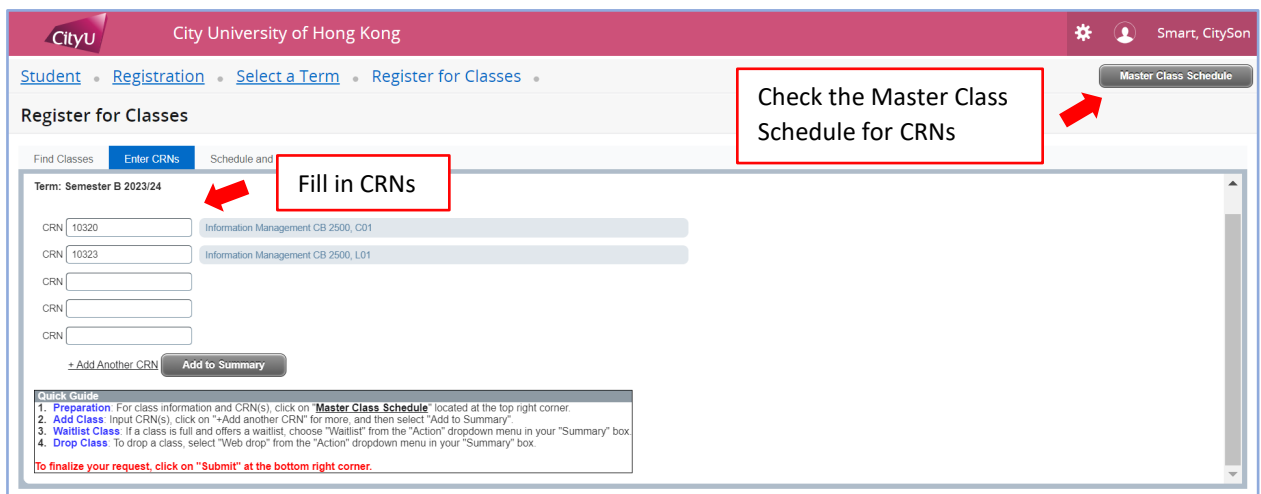
3. Pick the appropriate term, and click "Continue".



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).



6. Click "Add to Summary".

The screenshot shows the City University of Hong Kong registration interface. At the top, there are navigation links: Student, Registration, Select a Term, and Register for Classes. A 'Master Class Schedule' button is in the top right. The main section is titled 'Register for Classes' and has three tabs: Find Classes, Enter CRNs, and Schedule and Options. Under 'Enter CRNs', there are four input fields for CRNs and an '+ Add Another CRN' button. A red box highlights the 'Add to Summary' button, with a red arrow pointing to it from the left. Below this is a 'Quick Guide' section with two steps. The bottom part of the screen shows a 'Class Schedule for Semester B 2023/24' calendar and a 'Summary' table.

Course Code a	Title	Hour	CRN	Schedule Type	Status	Action
CB 2500, L01	Information Management	0	10323	Laboratory	Pending	Web registered
CB 2500, C01	Information Management	3	10320	Lecture	Pending	Web registered
EN14E74, C01	Comm. Skills in Ben. Dr.	3	115E4	Lecture	Download	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

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

The screenshot shows the same CityU registration interface, but now with a green banner at the top right that says 'Save Successful' with a checkmark icon. A blue arrow points from the 'Register for Classes' section to this banner. The 'Add to Summary' button is still visible. The 'Summary' table now shows the status of the courses as 'Registered'. A red box highlights the 'Submit' button at the bottom right, with a red arrow pointing to it from the right.

Course Code a	Title	Hour	CRN	Schedule Type	Status	Action
CB 2500, L01	Information Management	0	10323	Laboratory	Registered	None
CB 2500, C01	Information Management	3	10320	Lecture	Registered	None
EN14E74, C01	Comm. Skills in Ben. Dr.	3	115E4	Lecture	Download	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18