Instruction Manual for Declaring a Home Major

Step 1: Login AIMS

![AIMS login page]

Step 2: Select “Study Plan” Tab

Step 3: Choose “Declaring a Home Major”
Step 4: There are three functions for you to select:

- “Indicate Choice of Majors” for you to arrange the order of your choice of majors (see Steps 5 to 11);
- “Majors Allocation Result” for you to check your majors allocation result (see Step 12);
- “Summary of Majors Allocation Result Including Previous Exercises” for you to view the past statistical data for the previous majors allocation exercises (see Step 13).

Indicate Choice of Majors

Step 5: If you select “Indicate Choice of Majors”, the following will be shown. Read the instructions carefully before clicking “Continue”.

<table>
<thead>
<tr>
<th>Timing</th>
<th>Date</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>After release of course grades</td>
<td>11 - 13 June 2018 (until 23:59)</td>
<td>Optional for all students</td>
</tr>
<tr>
<td>After Phase One majors allocation</td>
<td>26 - 28 June 2018 (until 23:59)</td>
<td>Optional for students who have not been allocated a major</td>
</tr>
</tbody>
</table>
**Step 6:** Drag each major to the left side of the screen under “My Order of Choice” to indicate your order of choice for **ALL** majors offered by your School/Department.

*After the Phase One allocation, some majors may have no more quota left. These majors will then be automatically placed at the bottom of the “My Order of Choice” list, and students are not required to prioritize these majors.*

**Step 7:** You can drag the major buttons up and down to change the order of your choices.

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**Note:** Steps 8-9 only apply to students of the Departments of Media and Communication (COM), and Applied Social Sciences (SS). For other students, please jump to Step 10.
Step 8: (for students in the Departments of Media and Communication (COM), and Applied Social Sciences (SS) only)
Read the instructions carefully and click “Upload Documents Online” to upload supporting documents as required by the Department for its consideration in the Phase Two majors allocation.

After uploading the document, click “Continue”.

Step 9: Remember to click “Confirm” if you want to save the order of the majors.
Step 10: [for students other than those of the Departments of Media and Communication (COM), and Applied Social Sciences (SS)]

Click “Continue” to proceed.

If you are satisfied with the order of the majors, click “Confirm”.
Step 11: If your submission of choices is successful, the following screen will be shown. If you later wish to modify your choice of majors, you can log into the system again to revise your choices within stipulated periods.

Majors Allocation Result

If you have selected “Majors Allocation Result” after the Phase One allocation, you will see Screen A below if the majors allocation result is not yet available, or Screen B below indicating your allocated major and effective term.

Screen A
Summary of Majors Allocation Result Including Previous Exercises

If you click on “Summary of Majors Allocation Result Including Previous Exercises”, the past statistical data for the previous majors allocation exercises in relation to your School/Department will be shown.

Please note that the statistics should only be considered as reference data, which will not form a basis for future majors allocation exercises.

The statistical data for the current majors allocation exercise will be released in mid-July upon its completion.