Steps for Add/Drop of Minors

Steps for Submitting Request on Adding a Minor

1) Log onto AIMS > Select ‘Study Plan’ tab and then choose ‘Add/Drop of Minors’

2) Read carefully the “Points to Note”, and then select ‘Add Minor’

Add/Drop of Minors (Effective Term for Adding a Minor: Semester B 2017/18)

Before completing this form, please refer to the information on the “Minors” website and read carefully the “Points to Note” presented below.

Points to Note:
- Requests for addition of minors must be submitted via this online system by 31 October 2017 or 22:59. Late applications will not be accepted.
- Students can only add one minor in each application period.
- Students should not apply to add a minor which is exclusive with their home/academic major.
- Students can view the results of their requests for adding minors through this online system from 1 January 2018, 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 adding 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 the period of approved declaration of minors, please note that the catalogue term for the minor requirements is Semester B 2017/18. Students should therefore enroll in courses for the minor provided under Semester B 2017/18 catalogue.
- Students who wish to declare a minor should check beforehand if the credit load of their current major (degree/major requirements = E12000% + E12001% + E12010% + E12011% + E12012% + E12020% + E12030%), if applicable) allows them to take on the requested minor without exceeding the maximum credit limit of 144 (normal 4-year degree) / 134 (accelerated standing) / 144 (Unlimited standing) as 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 DegreeWise, which allows them to hypothetically declare a minor, showing them which courses are required for the requested minor.

Updated 13 October 2017
Steps for Add/Drop of Minors

3) Select the minor from the drop-down list that you would like to add. You may enter your tentative study plan and any additional information in the relevant boxes.

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 requested and provide justifications in support of your request.

Add/Drop of Minors (Effective Term for Adding a Minor: Semester B 2017/18)

Choose the minor you would like to add

4) Select “Continue” at the bottom of the page to view your entry
Steps for Add/Drop of Minors

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

A pop-up window will further remind you that if you confirm on submitting the request. Please make sure you review the information before you click “OK” to proceed.

Add/Drop of Minors (Effective Term for Adding a Minor: Semester B 2017/18)

Add Minor

<table>
<thead>
<tr>
<th>Name</th>
<th>YGL Huta Zjo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td>@my.cityu.edu.hk</td>
</tr>
<tr>
<td>Home Academic Unit</td>
<td>Applied Social Sciences (SS)</td>
</tr>
<tr>
<td>Programme</td>
<td>Bachelor of Social Sciences (BSS4)</td>
</tr>
<tr>
<td>Degree</td>
<td>Bachelor of Social Sci(Hons) (BSCSC)</td>
</tr>
<tr>
<td>Home Major</td>
<td>Social Work (SW)</td>
</tr>
<tr>
<td>Maximum Credit Units Permitted</td>
<td>144</td>
</tr>
</tbody>
</table>

Application Period: 1 - 31 October 2017 (at 23:59)   Announcement of Results: 1 January 2018

Add Minor: Human Resources Management

Tentative Study Plan: CB2300 - Management
(Please indicate courses that you have taken/plan to take)

Additional Information You Want to Provide:
Testing 123

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-I-Credit Limit")
No

Uploaded Document:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Size</th>
<th>Uploaded on</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.png</td>
<td></td>
<td>103.76 KB</td>
<td>12 Oct 2017 16:01</td>
</tr>
</tbody>
</table>

NOTE: Please double check all information before you submit. After submission, you cannot make any changes to the application.
Steps for Add/Drop of Minors

6) You may now check the status of your request. The status of your request on Adding a Minor should be prompted “Pending” now. Subsequently, you may come back to the same page to check the results of your request as the date indicated.

Before completing this form, please refer to the information on the "Minors" website and read carefully the "Points to Note" presented below.

<table>
<thead>
<tr>
<th>Name</th>
<th>YGL Huta Zjn</th>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td>amy.dbyu.edu.hk</td>
<td></td>
</tr>
<tr>
<td>Home Academic Unit</td>
<td>Applied Social Sciences (SS)</td>
<td>Student Type: Regular Student</td>
</tr>
<tr>
<td>Programme</td>
<td>Bachelor of Social Sciences (BSS4)</td>
<td></td>
</tr>
<tr>
<td>Degree</td>
<td>Bachelor of Social Sci(Hons) (BSGSC)</td>
<td>Cohort: 2013</td>
</tr>
<tr>
<td>Home Major</td>
<td>Social Work (SW)</td>
<td></td>
</tr>
<tr>
<td>Maximum Credit Units Permitted</td>
<td>144</td>
<td></td>
</tr>
</tbody>
</table>

Points to Note:
- Requests for add/drop of minors must be submitted via this online system by 31 October 2017 (at 22:59). 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 1 January 2018, which are displayed under "Status of Your Add/Drop Re" 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/d drop and graduation.
- For this round of approved declaration of minors, please note that the catalogue term for the minor requirements is "Semester B 2017/18". Students should therefore enrol in the Minor curriculum.
- Students who wish to declare a minor should check beforehand if the credit load of their curriculum (degree/major requirements + BLO200/BLO200A & BLO200B/CHM6100) 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 Programmes and Courses website or run the " WHAT-IT " audit in DegreeWorks, which allows them to hypothetically declare a minor, showing them what courses are required for the 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 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 (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 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 new 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 an rescinded and the students concerned will not be allowed to add the minor.

Status of Your Add/Drop Request

<table>
<thead>
<tr>
<th>Your Request</th>
<th>Minor Request Status</th>
<th>Comments from Home Academic Unit</th>
<th>Comments from Minor-offering Academic Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Minor</td>
<td>Human Resources Management</td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>

As of October 12, 2017 16:22 PM