Steps for Add/Drop of Minors

Steps for Submitting Request on Dropping 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 ‘Drop Minor’
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3) Select the minor you would like to drop from the drop-down list, then select “Continue” to view your entry.

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

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

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

NOTE: Please double check all information before you submit. After submission, you cannot make any changes to the application.
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5) You may now check the status of your request. The status of your request on Dropping a Minor should be prompted “Approved” now. The minor(s) successfully dropped will take effect from current semester.

Points to Note:

- Requests for add/drop of minors must be submitted via this online system by 31 October 2017 (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 1 January 2018, which are displayed under 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 study 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”, 5 curriculum.
- Students who wish to declare a minor should check beforehand if the credit load of their curriculum (degree/major requirements + EO200/EI exceeding the maximum credit limit of 144 (normative 4-year degree)/ 114 (Advanced Standing I)/ 84 (Advanced Standing II)) permitted by Programmes and Courses website or run the “What-If” audit in DegreeWorks, which allows them to hypothetically declare a minor, showing the effects on their remaining curriculum.
- 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 Universiti declared minor (justification in support of the request should be provided) and submit the minor declaration to their home academic units for (Academic Planning and Undergraduate Education). If a request for exceeding the maximum credit limit is not approved, the academic unit’s 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 academic unit (i.e., current home academic unit >> minor-offering academic unit >> new receiving major-offering academic unit). If the change is resinded 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</th>
<th>Status</th>
<th>Comments from Home Academic Unit</th>
<th>Comments from Minor-offering Academic Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop Minor</td>
<td>Accountancy</td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As of October 12, 2017, 16:25 PM