Steps for Submitting Request on Dropping a Minor

1. Log in AIMS > Study Plan > Major and Minor Applications

CityU					
AIMS	Z				
			Development AIMS	(Version 8.14)	
Personal Information	Student Record	Course Registration	Student Services	Study Plan	Services for New Student
Study Plan DegreeWorks CAPP Report (for students with no Degree) Declaring a Home Majo (for backelor's degree student Major and Minor Applik (for Change of Home Major, (Personal Information Collectit © 2021 City University of Hone	Works report) Dr its with an ondeelaced major cations Add/Drop of Second Major a phon Statement Copyright Kong. All Rights Reserved	nd end/Drop of Minors)			

Release: 8.8.3

2. Select "Apply Now"



Major and Minor Applications

Change of Home Major (Effective from Semester A 2021/22) (For bachelor's degree students with a home major) The application for change of home major (effective from Semester A 2021/22) has closed. Please check the specific dates of application periods, wh Add/Drop of Second Major (Effective Term for Adding a Second Major: Semester A 2021/22) (For bachelor's degree students within the stipulated periods of years of study) The application period for add/drop a second major (effective from Semester A 2021/22) has closed. Please check the specific dates of application period for add/drop a second major (effective from Semester A 2021/22) has closed. Please check the specific dates of application period for add/drop a second major (effective from Semester A 2021/22) has closed. Please check the specific dates of application period for add/drop a second major (effective from Semester A 2021/22) has closed. Please check the specific dates of application period for add/drop a second major (effective from Semester A 2021/22) has closed. Please check the specific dates of application period for add/drop a second major (effective from Semester A 2021/22) has closed. Please check the specific dates of application period for add/drop a second major (effective from Semester A 2021/22) has closed. Please check the specific dates of application period for add/drop a second major (effective from Semester A 2021/22) has closed. Please check the specific dates of application period for add/drop a second major (effective from Semester A 2021/22) has closed. Please check the specific dates of application period for add/drop a second major (effective from Semester A 2021/22) has closed. Please check the specific dates of application period for add/drop a second major (effective from Semester A 2021/22) has closed.

Add/Drop of Minors (Effective Term for Adding a Minor: Semester B 2020/21) (For bachelor's degree students with a home major)

Steps for Submitting Request on Dropping a Minor

3. Read carefully the <u>Points to Note</u>, and select "Drop Minor"

			Development	t AIMS (Version	ı 8.14)		Find a Page
Personal Information	Student Record	Course Registration	Student Services	Study Plan	Services for New Student	Banner XE	
Add/Drop of Min	ors (Effective 1 have read the "P	Term for Adding	a Minor: Semes	ster B 2020 RRO website,	//21) and the Personal Informati	ion Collection S	Statement before proceeding with the application.
Name Email Address Home Academic Unit Programme Degree Home Major Second Major Minor Minor Maximum Credit Unit	: Information Syster Bachelor of Busine Bachelor of Bus Ad Information Manag Business Analysis (Supply Chain Mana s Permitted : 144	ns (IS) ss Admin (BBAU4) Imin (BBA1) Iement (IFMG) (BANL) agement	Student ID : Phone No. : Student Type : Regui Cohort : 2018	ar Student			
Points to Note:							
 Requests for add/drop 	of minors must be	submitted via this online	system <u>by 3 March 20</u>	<u>21 (at 23:59)</u> . I	Late applications will not be ac	cepted.	
 Students can add only 	one minor in each	application period.					
 Students should not a 	pply to add a minor	which is exclusive with th	heir home/second majo	or.			
 Students can view the announcing the result 	e results of their request. Requests for drop	uests for adding minors t ping minors are processe	hrough this online syst ed automatically and no	em <u>from 5 Marc</u> approval is rec	<u>ch 2021</u> , which are displayed u quired.	inder "Status of Y	Your Add/Drop Request" as provided below. No separate emails will be issued to students
 For add of minor, it wi and graduation. 	II take effect from th	ne following semester. Fo	r drop of minor, it will t	ake effect from	current semester. Students sh	ould observe the	e period for add/drop of minors and the effective term stipulated in order to plan for their studies
 For this round of appr curriculum. 	oved declaration of r	minors, please note that	the catalogue term for	the minor requi	irements is " <u>Semester B 2020</u> ,	/21". Students sh	hould therefore enroll in courses for the minor provided under its Semester B 2020/21
 Students who wish to maximum credit limit Courses website or ru 	declare a minor sho of 144 (normative 4 n the "What-If" audi	uld check beforehand if t -year degree)/ 114 (Adv t in DegreeWorks, which	he credit load of their o anced Standing I)/ 84 allows them to hypoth	curriculum (deg (Advanced Stan etically declare	ree/major requirements + LCC Iding II) permitted by the Univ a minor, showing them what c	200A & LCO200E ersity. For details ourses are requir	B/CHIN1001, if applicable) allows them to take on the requested minor without exceeding the s of the curriculum requirement of the requested minor, please refer to the Programmes and red for the requested minor.
 If a student wishes to declared minor (justifi (Academic Planning an requested minor. 	declare a minor, and cation in support of nd Undergraduate Ed	d the study of the minor the request should be pr ducation). If a request fo	will result in exceeding ovided) and submit the r exceeding the maxim	the maximum e minor declarat um credit limit	credit limit permitted by the U tion to their home academic u is not approved, the academic	niversity, the stu nits for verificatio unit's approval f	udent should indicate the number of extra credit units requested for him/her to complete the on and endorsement via this online system. Final approval rests with the Associate Provost for adding the minor will be rescinded and the student will not be allowed to pursue the
Students who have all	ready been granted	extra credit units above t	the maximum credit lin	nit will not be al	llowed to declare a minor.		
For students who have academic unit (i.e., curescinded and the sturescinded and the stur	e been approved to o irrent home academ dents concerned will	change their major AND (ic unit >> minor-offering not be allowed to add th	add a minor in the sam 1 academic unit >> nev 1e minor.	e application ro v receiving majo	ound effective from the same s or-offering academic unit). If t	emester, the req he change of ma	uest for adding a minor should be further approved by the new receiving major-offering jor will result in exceeding the maximum credit limit, the approval for adding a minor will be

4. Select the minor to drop from the list, and select "Continue"

		Development AIMS (Version 8.14)					
Personal Information	Student Record	Course Registration	Student Services	Study Plan	Services for New Student		

Add/Drop of Minors (Effective Term for Adding a Minor: Semester B 2020/21)

Drop Minor

:	Student ID	:
:	Phone No.	:
nit : Information Systems (IS)	Student Type	e : Regular Student
: Bachelor of Business Admin (BBAU4)	Cohort	: 2018
: Bachelor of Bus Admin (BBA1)		
: Information Management (IFMG)		
: Business Analysis (BANL)		
: Supply Chain Management		
nits Permitted · 144		
: 1 - 3 March 2021 (at 23:59) Annour	ncement of Resu	ults: 5 March 2021
Chain Management ➤ Chain Management		
ncel		
	: iii : Information Systems (IS) : Bachelor of Business Admin (BBAU4) : Bachelor of Bus Admin (BBA1) : Information Management (IFMG) : Business Analysis (BANL) : Supply Chain Management nits Permitted : 144 : 1 - 3 March 2021 (at 23:59) Announ Chain Management / Chain Management	: Student ID Phone No. nit : Information Systems (IS) Student Type : Bachelor of Business Admin (BBAU4) Cohort : Bachelor of Bus Admin (BBA1) : Information Management (IFMG) : Business Analysis (BANL) : Supply Chain Management nits Permitted : 144 : 1 - 3 March 2021 (at 23:59) Announcement of Result Chain Management ✓ Chain Management

5. Verify the information that you have entered, and select "Confirm" to submit your request

Personal Information	nformation Student Record Co		Student Services	Study Plan	Services for New Student

Add/Drop of Minors (Effective Term for Adding a Minor: Semester B 2020/21)

lame	:	Student ID :
Email Address	: (Phone No. :
Home Academic I	Jnit : Information Systems (IS)	Student Type : Regular Student
Programme	: Bachelor of Business Admin (BBAU4)	Cohort : 2018
Degree	: Bachelor of Bus Admin (BBA1)	
Home Major	: Information Management (IFMG)	
Second Major	: Business Analysis (BANL)	
Minor	: Supply Chain Management	
Maximum Credit	Units Permitted : 144	
	· · · · · · · · · · · · · · · · · · ·	
Confirm Dack Ca	ncel	
Confirm Back Ca	ncel	savs

Steps for Submitting Request on Dropping a Minor

6. You may check the status of your request accordingly

Points to Note:

- Requests for add/drop of minors must be submitted via this online system by 3 March 2021 (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 5 March 2021, which are displayed under "Status of Your 4 issued to students 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 perior order to plan for their studies and graduation.
- For this round of approved declaration of minors, please note that the catalogue term for the minor requirements is "Semester B 2020/21". Students should Semester B 2020/21 curriculum.
- Students who wish to declare a minor should check beforehand if the credit load of their curriculum (degree/major requirements + LC0200A & LC0200B/CHI
 without exceeding the maximum credit limit of 144 (normative 4-year degree)/ 114 (Advanced Standing I)/ 84 (Advanced Standing II) permitted by the Uni
 minor, please refer to the Programmes and Courses website or run the "What-If" audit in DegreeWorks, which allows them to hypothetically declare a minor,
 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 him/her to complete the declared minor (justification in support of the request should be provided) and submit the minor declaration to their home academic Final approval rests with the Associate Provost (Academic Planning and Undergraduate Education). If a request for exceeding the maximum credit limit is not be rescinded and the student will not be allowed to pursue the 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 f
 receiving major-offering academic unit (i.e., current home academic unit >> minor-offering academic unit >> new receiving major-offering academic unit).
 credit limit, the approval for adding a minor will be rescinded and the students concerned will not be allowed to add the minor.

Add Minor

Status of Your Add/Drop Request								
Your Request	Minor	Status	Comments from Home Academic Unit	Comments from Minor-offering Academic Unit				
Drop Minor	Supply Chain Management	Pending						
1	44.00 444							

As of March 03, 2021 11:00 AM

Development AIMS (Version 8.14)

Personal Informa	ition Stud	lent Record	Course Regist	ration	Student S	ervices	Study Plan	Services for New Student		
Major and M	fajor and Minor Applications									
Change of Home Major (Effective from Semester A 2021/22) (For bachelor's degree students with a home major)										
• The applica	• The application for change of home major (effective from Semester A 2021/22) has closed. Please check the specific dates of application periods, wh									
Add/Drop o	Add/Drop of Second Major (Effective Term for Adding a Second Major: Semester A 2021/22)									
• The applica	tion period for a	idd/drop a seco	nd major (effective f	from Seme	, ster A 2021/2	2) has clos	sed. Please check	the specific dates of application pe		
Add/Drop of Minors (Effective Term for Adding a Minor: Semester B 2020/21) (For bachelor's degree students with a home major)										
Date	Request	Mi	nors	Status						
03 Mar 2021	Drop Minor	Supply Chair	n Management	Pending	View					
Apply Now										