Manual for Students – Submission of Online Request for Drop of a Second Major (Last Update: 7 June 2021)

1. Login AIMS > Study Plan > Major and Minor Applications.

- DegreeWorks
- CAPP Report
  (for students with no DegreeWorks report)
- Declaring a Home Major
  (for bachelor's degree students with an undeclared major)
- Major and Minor Applications
  (for Change of Home Major, Add/Drop of Second Major and Add/Drop of Minors)
2. Click on ‘Apply Now’ under the ‘Add/Drop of Second Major’ to proceed filling in an online form.
3. Please make sure you read all the notes and follow the instructions to complete the online form.

Application for Add/Drop of a Second Major (Effective Term for Adding a Second Major: Semester A 2021/22)

Application Period: 31 May – 6 June 2021 (at 23:00)  
Announcement of Results: 9 June 2021

Please make sure you have read the "Points to Note" below, information on the ARRO website, and the Personal Information Collection Statement before proceeding with the application.

Student Information

<table>
<thead>
<tr>
<th>Student Name</th>
<th>JIDP Raer Ae</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td><a href="mailto:dzbzdjip@my.cityu.edu.hk">dzbzdjip@my.cityu.edu.hk</a></td>
</tr>
<tr>
<td>Home Academic Unit</td>
<td>Information Systems (IS)</td>
</tr>
<tr>
<td>Programme</td>
<td>Bachelor of Business Admin (BBAM)</td>
</tr>
<tr>
<td>Home Major</td>
<td>Information Management (IFMG)</td>
</tr>
<tr>
<td>Second Major</td>
<td>--</td>
</tr>
<tr>
<td>Minor</td>
<td>--</td>
</tr>
</tbody>
</table>

| Student ID | 55876992 |
| Phone No. | 41786782 |
| Student Type | Regular |
| Cohort | 2018 |
| Stream | -- |

Points to Note

1. Requests for add/drop of a second major must be submitted via this online system by 6 June 2021 (at 23:00). Late applications will not be accepted.
2. Students should not apply for adding a second major which is exclusive with their home major.
3. Students can view the results of their requests for adding a second major through this online system from 9 June 2021, which are displayed under "Status of Your Add/Drop Request". No separate emails will be issued to students announcing the results. Requests for dropping a second major are processed automatically and no approval is required.
4. For add of a second major, it will take effect from the following semester. For drop of a second major, it will take effect from current semester. Students should observe the period for add/drop of a second major and the effective term stipulated in order to plan for their studies and graduation.
5. For this round of approved declaration of a second major, please note that the catalogue term for the second major requirements is "Semester A 2021/22". Students should therefore enrol in courses for the second major provided under its Semester A 2021/22 curriculum.
6. The declaration of a second major is also subject to the attainment of a minimum CGPA of 3.00 (or a higher CGPA requirement as specified by the second major-offering academic unit) at the end of the semester when the declaration is submitted, and fulfillment of any other stipulated conditions.
7. If the declaration of the second major is approved, students who are undertaking a minor should review if the minor and the second major are exclusive. If so, they will need to drop the minor in accordance with the procedures stipulated by the University.
8. Students are required to achieve a minimum CGPA of 2.00 in the second major in order for them to be granted the award. (For students admitted in 2019/20 and before, the minimum CGPA requirement is 1.70.)
9. Students who cannot complete their second major within the stipulated maximum credit limit of 144 (normative 4-year degree) / 114 (Advanced Standing I) / 84 (Advanced Standing II) permitted by the University may still continue to pursue the double major on the condition that any extra credit units exceeding the limit are paid on a self-financing basis.

Status of Your Add/Drop Request
4. Scroll down to the Section ‘Status of Your Add/Drop Request’, click on the button ‘Drop Second Major’ to proceed submission of your request for drop of your second major.

1. Requests for drop of a second major must be submitted via this online system by 2 June 2021 (11:59 PM). Late applications will not be accepted.

2. Students should not apply for adding a second major which is exclusive with their home major.

3. Students can view the results of their requests for adding a second major through this online system from 9 June 2021, which are displayed under “Status of Your Add/Drop Request”. No separate emails will be issued to students announcing the results. Requests for dropping a second major are processed automatically and no approval is required.

4. For add of a second major, it will take effect from the following semester. For drop of a second major, it will take effect from current semester. Students should observe the period for add/drop of a second major and the effective term stipulated in order to plan for their studies and graduation.

5. For this round of approved declaration of a second major, please note that the catalogue term for the second major requirements is “Semester A 2021/22”. Students should therefore enroll in courses for the second major provided under its Semester A 2021/22 curriculum.

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8. Students are required to achieve a minimum CGPA of 2.00 in the second major in order for them to be granted the award. (For students admitted in 2019/20 and before, the minimum CGPA requirement is 1.70.)

9. Students who cannot complete their second major within the stipulated maximum credit limit of 144 (normative 4-year degree) / 114 (Advanced Standing I) / 84 (Advanced Standing II) permitted by the University may still continue to pursue the double major on the condition that any extra credit units exceeding the limit are paid on a self-financing basis.

Status of Your Add/Drop Request

No application found.

Drop Second Major Back to main page
5. Click on the button ‘Confirm’ under the Section III ‘Declaration’ to submit your request after checking all the information are correct.
6. Your application has been submitted. Click on ‘Back to main page’ to view your application status.
7. Your overall application status will be displayed as ‘Pending’.

Change of Home Major (Effective from Semester A 2021/22)
(For bachelor's degree students with a home major)

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)

<table>
<thead>
<tr>
<th>Date</th>
<th>Request</th>
<th>Second Major</th>
<th>Status</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>07 Jun 2021</td>
<td>Drop Second Major</td>
<td>Finance (FIN3)</td>
<td>Pending</td>
<td>View</td>
</tr>
</tbody>
</table>
8. After your student’s record is updated, your application status will be changed to ‘Accepted’.
9. You will receive a notification email from your student’s email account on your drop of second major request (see sample below).

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Mon 6/7/2021 10:50 AM

AR
Academic Regulations and Records Office <as@cityu.edu.hk>
Notification of Dropping a Second Major (Summer 2021)
To: d0bc2d5e@my.cityu.edu.hk

CityU
Academic Regulations and Records Office

Student Name: JDIP Raer Ae
Student No.: 55676992
Programme: Bachelor of Business Admin [BBA(U4)]
Home Major: Information Management [IFMG]

Dear JDIP Raer Ae,

Notification of Dropping a Second Major (Effective from Summer 2023)

This is to inform you that your Second Major: Finance (FIN3) has been dropped successfully.

Should you have any queries, please contact our office at (852) 3442-2300. Thank you.

Academic Regulations and Records Office
7 June 2021
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Website: www.cityu.edu.hk/arro
Online enquiry form: http://www.cityu.edu.hk/arro/enquiry.asp
Tel: (852) 3442 2300 | Fax: (852) 3442 0270
Address: ARRO Service Centre, 5/F Fong Yuen Wah Building.