Steps for Submitting Request on Dropping a Minor

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

2. Select “Apply Now”
3. Read carefully the Points to Note, and select “Drop Minor”

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

Points to Note:
- Requests for adding or dropping minors must be submitted via this online system by 3 March 2021 (23:59). Late applications will not be accepted.
- Students can add or drop any minor in each application period.
- Students should only add or drop minors which are available with their home/second major.
- 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 3 March 2021, which are displayed under “Status of Your Add/Drop Request” as provided below, for separate emails will be issued to students announcing the result. 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 drop of minors and the effective term stipulated in 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 therefore enrol in courses for the minor provided under its Semester B 2020/21 curriculum.
- Students who wish to declare a minor should check beforehand if the credit load of their curriculum (degree/main requirements + 120 credit hours + (Minors)) (if applicable) allows them to take on the requested minor without exceeding the maximum credit limit of 144 (home/second minor degree) / 114 (Advanced Standing or BU Advanced Standing) permitted by the University. For details of the curricular requirements of the requested minors, please refer to the Programmes and Courses website or the “What is it?” audit in DepEdtrack, which allows them to find/identify a minor/programme that does not require exceeding the maximum credit limit.
- If a student wishes to declare a minor and the total credit of the minor will exceed the maximum credit limit permitted by the University, the student should reduce the number of extra credit units required for the minor to complete the desired minor. If the student does not wish to drop the minor, the student should inform the relevant department and seek approval. The student should contact the relevant department to complete the desired minor. If the student does not wish to drop the minor, the student should contact the relevant department to complete the desired minor. If the student does not wish to drop the minor, the student should contact the relevant department to complete the desired 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 student will no longer be allowed to add another minor. If the student wishes to add another minor, an application should be made for each minor, and the student should submit separate applications for each minor.

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

Development AIMS (Version 8.14)

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

Drop Minor

Name: Student ID: 

Email Address: Phone No.: 

Home Academic Unit: 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

Application Period: 1 - 3 March 2021 (at 23:59) Announcement of Results: 5 March 2021

Drop Minor: Select “Supply Chain Management” Drop Minors

Continue Reset Cancel
Steps for Submitting Request on Dropping a Minor

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

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

Drop Minor

Name: 
Email Address: 
Home Academic Unit: Information Systems (IS) 
Programme: Bachelor of Business Admin (BBAU4) 
Degree: Bachelor of Bus Admin (BBA1) 
Home Major: Information Management (IFMG) 
Second Major: Business Analysis (BIANL) 
Minor: Supply Chain Management 
Maximum Credit Units Permitted: 144

Application Period: 1 - 3 March 2021 (at 23:59) 
Announcement of Results: 5 March 2021

Drop Minor: Supply Chain Management

Confirm Back Cancel
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 i” 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 period 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) / 84 (Advanced Standing II) permitted by the Unimec, 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, 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 I 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.

Status of Your Add/Drop Request

<table>
<thead>
<tr>
<th>Minor Request</th>
<th>Minor</th>
<th>Status</th>
<th>Comments from Home Academic Unit</th>
<th>Comments from Minor-offering Academic Unit</th>
</tr>
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<tbody>
<tr>
<td>Drop Minor</td>
<td>Supply Chain Management</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
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</table>

As of 03 March 2021 11:00 AM

Development AIM5 (Version 8.14)

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, etc.

**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 periods.

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

(For bachelor’s degree students with a home major)

<table>
<thead>
<tr>
<th>Date</th>
<th>Request</th>
<th>Minor</th>
<th>Status</th>
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<tbody>
<tr>
<td>03 Mar 2021</td>
<td>Drop Minor</td>
<td>Supply Chain Management</td>
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