



Academic Regulations
and Records Office

香港城市大學
City University of Hong Kong

Demonstration: Waitlisting

Log into AIMS from CityU homepage



The screenshot shows the CityU homepage in a web browser. The browser address bar displays <http://www.cityu.edu.hk/>. The page features the CityU logo and navigation menu. A "Quick Links" dropdown menu is open, highlighting the "AIMS" link. Below the menu, there is a banner for "Go Global" with the text "Immersing students in a multicultural experience" and a "READ MORE >" button. At the bottom, there are three news tiles: "Honorary Graduates 2017", "Leaders Circle luncheon explores collaboration opportunities", and "CityU hosts international conference on correctional". A "MORE NEWS >" button is located at the bottom right.

CityU
香港城市大學
City University of Hong Kong
專業 創新 為國際
Professional · Creative
for the World

Quick Links

- Login to ...
- AIMS
- Canvas
- CAP
- Email
- Portal
- CityU Scholars
- CityUWiki
- Role ...
- Student
- Staff
- Alumni
- Academic Calendar
- Change Password

enriched Curriculum
the chance to make an original discovery

GO GLOBAL
Immersing students in a multicultural experience
READ MORE >

Honorary Graduates
榮譽博士
2017
CityU to confer honorary doctorates on three distinguished

Leaders Circle luncheon explores collaboration opportunities

CityU hosts international conference on correctional

Research Showcase 2017

MORE NEWS >



Academic Regulations
and Records Office

香港城市大學
City University of Hong Kong

Log into AIMS from CityU homepage (cont'd)

AIMS

You can now login AIMS using your electronic ID and password.

To protect your privacy, please Exit and close your browser when you have finished.

For students, if you have questions about course registration and matters about your study, please contact:

- [Academic Regulations and Records Office](#) (for Bachelor's Degree and Associate Degree students)
- [Chow Yei Ching School of Graduate Studies](#) (for Taught Postgraduate, Professional Doctorate and Research Degree students)

Electronic ID:

Password:

[Login](#)

[\[FAQ \]](#)

[\[Forgot Password: Staff | Student | Alumni \]](#)

Electronic ID (EID)

EID is a unique ID assigned to users for accessing IT services provided by the University. Once an EID is assigned to a user, it will be used by that person even when he/she changes his/her role in the University as a student or staff or alumnus.

The current policy is to generate EID based on the name of individual user and the EID is in alpha-numeric format. However, there are still cases that some existing students and alumni are having their Student Numbers as their EIDs.

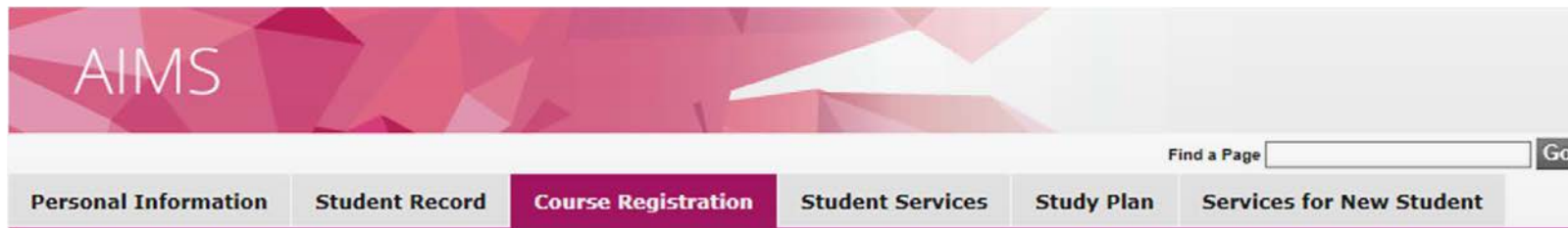


Click "Course Registration" menu

The screenshot shows the AIMS website interface. At the top left, the word "AIMS" is displayed in large white letters on a red background. To the right, there is a search bar with the text "Find a Page" and a "Go" button. Below the search bar is a horizontal navigation menu with several items: "Personal Information", "Student Record", "Course Registration", "Student Services", "Study Plan", and "Services for New Student". The "Course Registration" item is circled in orange. Below the navigation menu, the "Personal Information" section is expanded, showing a list of links:

- [Personal Data for Communication](#)
(Address, Tel. no., Email, Emergency contact, etc.)
- [Change Security Question \(for resetting your password\)](#)
(If you ever forget your password, you can reset it yourself by supplying this information, without calling for assistance.)
- [Scholarship and Financial Aid Records](#)
- [Visa Information](#)
- [My University Services Level](#)
(CSC, LIB, SDS Services, Staff AIMS Services)
- [Maintain Student Bank Account](#)
- [Use of Personal Data in Direct Marketing](#)
(View and modify your option)
- [Declaration on Insurance Agreement](#)
(For non-local students only)

Click "Main Menu for Web Add/Drop"



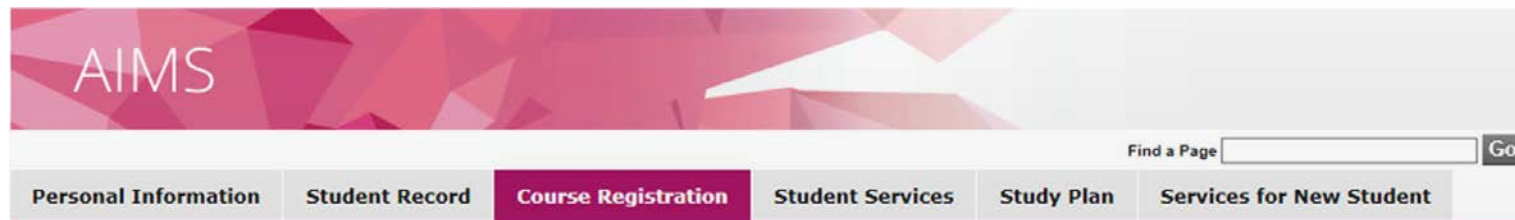
The screenshot shows the AIMS website header. The word "AIMS" is displayed in large white letters on a red geometric background. To the right is a search bar with the text "Find a Page" and a "Go" button. Below the header is a horizontal navigation menu with several tabs: "Personal Information", "Student Record", "Course Registration" (which is highlighted in a darker red), "Student Services", "Study Plan", and "Services for New Student".

Course Registration

Registration Self-Service - Banner 8

- [Main Menu for Web Add/Drop](#)
- [Print Add/Drop Form](#)
- [Exceed Maximum Study Load Application](#)
- [Reduced Study Load Application](#)

Click "Select Term", choose the correct term and press "Submit"



Main Menu for Web Add/Drop (Banner 8)

- **Select Term**
- Add or Drop Classes
- Weekly Schedule
- My Detail Schedule
- Registration Status and Time Ticket
- Course Registration Records



Academic Regulations
and Records Office

香港城市大學
City University of Hong Kong

Click "Add or Drop Classes"

The screenshot shows the AIMS web application interface. At the top left, the word "AIMS" is displayed in white on a red, geometric background. Below this is a navigation bar with several tabs: "Personal Information", "Student Record", "Course Registration" (which is highlighted in red), "Student Services", "Study Plan", and "Services for New Student". To the right of the navigation bar is a search box labeled "Find a Page" with a "Go" button next to it.

Main Menu for Web Add/Drop (Banner 8)

- [Select Term](#)
- [Add or Drop Classes](#)
- [Weekly Schedule](#)
- [My Detail Schedule](#)
- [Registration Status and Time Ticket](#)
- [Course Registration Records](#)

Click "Master Class Schedule" if you want to check whether waitlisting is available for a course

AIMS

Find a Page Go

Personal Information Student Record Course Registration Student Services Study Plan Services for New Student

Add or Drop Classes NREGUG001 Tai Man CHAI
Semester A 2017/18
Aug 01, 2017 11:08 am

WEB REGISTRATION PERIOD: 21 August - 11 September 2017

ADD COURSE: If you have already checked the Master Class Schedule for the course sections that you wish to add, you can now type the CRNs in the "Add Classes Worksheet" table below. If you want to check the information of courses or course sections again, click the "Master Class Schedule" link at the bottom of this page and the Master Class Schedule will be opened in a new tab.

YOU ARE NOT PERMITTED TO USE ANY PROCESS TO ATTEMPT TO GAIN AN UNFAIR ADVANTAGE DURING ONLINE COURSE REGISTRATION, INCLUDING ANY INTENTIONAL ATTEMPT TO ADD A COURSE SECTION THAT IS KNOWN TO BE CLOSED. STUDENTS WHO MISUSE THE COURSE REGISTRATION SYSTEM WILL BE BARRED FROM FURTHER ADD/DROP OF COURSES IN THE CURRENT SEMESTER. DISCIPLINARY ACTIONS MAY ALSO BE TAKEN AGAINST THE STUDENTS CONCERNED.

Students should ensure that they fulfill the prerequisite/precursor requirements prior to adding.

DROP COURSE: Web-enabled course sections may be dropped by selecting "Web drop" under the "Add Classes Worksheet" table.

REGISTRATION ERRORS: In case registration error messages are prompted during web add/drop, please refer to the "Registration Errors" page for more details.

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Submit Changes Class Search Reset

Notes to Bachelor's and Associate Degree Students of CityU

- Students will have 3 periods to add/drop courses for Semester A 2017/18. Education (GE) courses in Areas 1 - 3. Any GE courses in Areas 1 - 3 except September 2017, students may add additional GE courses if seats are available.
- For details, please refer to the Course Registration website.

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Submit Changes Class Search Reset

[[Master Class Schedule](#) View Holds]

[[Master Class Schedule](#) View Holds]



Check "Master Class Schedule" (Course Information)

AIMS

Find a Page

[Personal Information](#) |
 [Student Record](#) |
 [Course Registration](#) |
 [Student Services](#) |
 [Study Plan](#) |
 [Services for New Student](#)

Courses Offered in Semester A 2017/18

For the explanations of terminology in the Master Class Schedule, please click [HERE](#).

As of August 01, 2017 11:20 AM

Offering Academic Unit	Subject	Course	Title	Credit	WEB	Level	Avail	Cap	Waitlist Avail	Medium of Instruction
Management	CB	2300	Management	3	Y	B	406	445	N	English
Management	CB	3302	International Corporate Social Responsibility	3	Y	B	13	30	N	English
Management	CB	4303	Strategy and Policy	3	Y	B	7	400	Y	English
Management	CB	4305	International Business	3	Y	B	14	30	N	English

"Waitlist Avail" = "Y" means waitlisting is available for the course



Check "Master Class Schedule" (Course Section Information)

AIMS

Find a Page

[Personal Information](#) |
 [Student Record](#) |
 [Course Registration](#) |
 [Student Services](#) |
 [Study Plan](#) |
 [Services for New Student](#)

Courses Offered in Semester A 2017/18

As of August 01, 2017 11:33 AM

Course : **CB4303 Strategy and Policy** [[Click here for course catalogue](#)] or [[Click here for registration detail](#)] (use "Back" to return to this page)

Offering Academic Unit: **Management**

Pre-requisites/precursors (Students should ensure they fulfill the pre-requisites/precursors requirement prior to adding a course.):

CB2300

Exclusive Course (Students are restricted from registration in a course when they have earned credits for an exclusive course.):

MGT4903

CRN	Section	Credit	Campus	WEB	Level	Avail	Cap	Waitlist Avail	Date	Day	Time	Room	Section	Instructor	Medium of Instruction
12511	S02	3	Main Campus	Y	B	Full	80	2	04/09/2017 - 02/12/2017	M	16:00 - 18:50	AC1	P4302	YU Shu	English
12512	S03	3	Main Campus	Y	B	3	80	N	04/09/2017 - 02/12/2017	W	15:00 - 17:50	AC1	P4302	RYU Wonsang	English
12513	S04	3	Main Campus	Y	B	2	80	N	04/09/2017 - 02/12/2017	W	12:00 - 14:50	AC1	G4302	CHAN Benjamin	English
12514	S05	3	Main Campus	Y	B	2	80	N	04/09/2017 - 02/12/2017	M	12:00 - 14:50	AC1	G4302	YU Shu	English
12515	S06	3	Main Campus	Y	B	Full	80	Full	04/09/2017 - 02/12/2017	M	15:00 - 17:50	AC1	G4302	AHN Yoojung	English

2 waitlist seats are available.

Waitlist is full.



Adding to waitlist – Input the CRNs and click "Submit Changes"

AIMS

Find a Page

[Personal Information](#) |
 [Student Record](#) |
 [Course Registration](#) |
 [Student Services](#) |
 [Study Plan](#) |
 [Services for New Student](#)

Add or Drop Classes

WEB REGISTRATION PERIOD: 21 August - 11 September 2017

ADD COURSE: If you have already checked the Master Class Schedule for the course sections that you wish to add, you can now type the CRNs in the "Add Classes Worksheet" table below. If you want to check the information of courses or course sections again, click the "Master Class Schedule" link at the bottom of this page and the Master Class Schedule will be opened in a new tab. **YOU ARE NOT PERMITTED TO USE ANY PROCESS TO ATTEMPT TO GAIN AN UNFAIR ADVANTAGE DURING ONLINE COURSE REGISTRATION, INCLUDING ANY INTENTIONAL ATTEMPT TO ADD A COURSE SECTION THAT IS KNOWN TO BE CLOSED. STUDENTS WHO MISUSE THE COURSE REGISTRATION SYSTEM WILL BE BARRED FROM FURTHER ADD/DROP OF COURSES IN THE CURRENT SEMESTER. DISCIPLINARY ACTIONS MAY ALSO BE TAKEN AGAINST THE STUDENTS CONCERNED.** Students should ensure that they fulfill the prerequisite/precursor requirements prior to adding a course. The University will delete students' registration on the course if they do not satisfy the requirements prescribed for the course.

DROP COURSE: Web-enabled course sections may be dropped by selecting "Web drop" under the "Action" field of "Current Schedule". Then press the "Submit Changes" button. In this way, you can also drop a waitlisted course section.

REGISTRATION ERRORS: In case registration error messages are prompted during web add/drops, you may click [HERE](#) for the explanations of the error messages.

NOTES:
If you encounter any problems while doing web add/drops, please contact the [Academic Regulations and Records Office](#) / Graduate Studies at 3442 9014 (for Taught Postgraduate courses) / 3442 9076 (for Professional Doctorate and Research) Registration website for details.

NREGUG001 Tai Man CHAI
Semester A 2017/18
Aug 01, 2017 11:08 am

Add Classes Worksheet

CRNs				
<input style="width: 100%;" type="text" value="12511"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Add Classes Worksheet

CRNs						
<input style="width: 100%;" type="text" value="12511"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Adding to waitlist (cont'd) – If waitlist seats are available, select "Waitlist" from the "Action" drop-down list and click "Submit Changes"

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Section Full - There are 0 student(s) on the waitlist.	None Waitlist	12511	CB	4303	S02	Bachelor's Degree	3.000	Letter grade	Strategy and Policy

Add Classes Worksheet

CRNs

Submit Changes **Class Search** **Reset**

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Waitlist on Aug 01, 2017	None	12511	CB	4303	S02	Bachelor's Degree	0.000	Letter grade	Strategy and Policy

Total Credit Hours: 0.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Aug 01, 2017 11:53 am

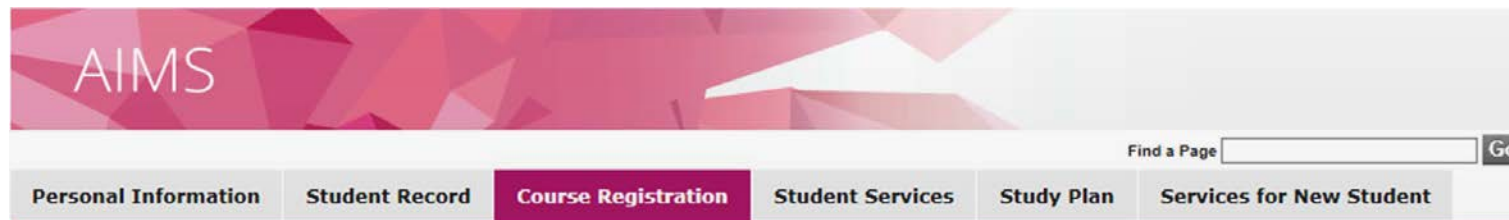
Course sections successfully waitlisted will be shown under "Current Schedule".

Add Classes Worksheet

CRNs

Submit Changes **Class Search** **Reset**

Adding to waitlist (cont'd) – Click "My Detail Schedule"



Main Menu for Web Add/Drop (Banner 8)

- Select Term
- Add or Drop Classes
- Weekly Schedule
- **My Detail Schedule**
- Registration Status and Time Ticket
- Course Registration Records



Adding to waitlist (cont'd) – Check your position in the waitlist queue

AIMS

Find a Page

Personal Information
Student Record
Course Registration
Student Services
Study Plan
Services for Student
New

Student Detail Schedule NREGUG001 Tai Man CHAI Semester A 2017/18 Aug 01, 2017 12:13 pm

As some courses do not meet every week, you are strongly advised to observe the date range of each course before attending the classes.

Total Credit Hours: 0.000

Strategy and Policy - CB 4303 - S02

Associated Term:	Semester A 2017/18
CRN:	12511
Status:	Waitlist on Aug 01, 2017
Waitlist Position:	1
Assigned Instructor:	Shu YU
Grade Mode:	Letter grade
Credits:	0.000
Level:	Bachelor's Degree
Campus:	Main Campus

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	4:00 pm - 6:50 pm	M	Yeung Kin Man Acad Building P4302	Sep 04, 2017 - Dec 02, 2017	First room	Shu YU (P)

Dropping form waitlist – Select "Web drop" from the "Action" drop-down list in "Current Schedule" and click "Submit Changes"

AIMS

Find a Page Go

Personal Information Student Record Course Registration Student Services Study Plan Services for New Student

Add or Drop Classes NREGUG001 Tai Man CHAI
Semester A 2017/18
Aug 01, 2017 12:17 pm

WEB REGISTRATION PERIOD: 21 August - 11 September 2017

ADD COURSE: If you have already checked the Master Class Schedule for the course sections that you wish to add, you can now type the CRNs in the "Add Classes Worksheet" table below. If you want to check the information of courses or course sections again, click the "Master Class Schedule" link at the bottom of this page and the Master Class Schedule will be opened in a new tab.
YOU ARE NOT PERMITTED TO USE ANY PROCESS TO ATTEMPT TO GAIN AN UNFAIR ADVANTAGE DURING ONLINE COURSE REGISTRATION, INCLUDING ANY INTENTIONAL ATTEMPT TO ADD A COURSE SECTION THAT IS KNOWN TO BE CLOSED. STUDENTS WHO MISUSE THE COURSE REGISTRATION SYSTEM WILL BE BARRED FROM FURTHER ADD/DROP OF COURSES IN THE CURRENT SEMESTER. DISCIPLINARY ACTIONS MAY ALSO BE TAKEN AGAINST THE STUDENTS CONCERNED.
Students should ensure that they fulfill the prerequisite/precursor requirements prior to adding a course. The University will delete students' registration on the course if they do not satisfy the requirements prescribed for the course.
DROP COURSE: Web-enabled course sections may be dropped by selecting "Web drop" under the "Action" field of "Current Schedule". Then proceed to click "Submit Changes" to drop the waitlisted course section.
REGISTRATION ERRORS: In case registration error messages are prompted during web add/drops, you may click [HERE](#) for the explanations of the errors.

NOTES:
If you encounter any problems while doing web add/drops, please contact the Academic Regulations and Records Office at 3442 2260 (for undergraduate courses) or 3442 9014 (for Taught Postgraduate courses) or 3442 9076 (for Professional Doctorate and Research Degree courses) during office hours.

Notes to Bachelor's and Associate Degree Students of CityU:

- Students will have 3 periods to add/drop courses for Semester A 2017/18. During the second web registration period (23 - 24 August), students can add/drop courses through the online registration system at the end of the student's assigned time slot without prior notice. During the third web registration period (25 August - 11 September), students can add/drop courses if seats are available.
- For details, please refer to the Course Registration website.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Waitlist on Aug 01, 2017	None Web drop	12511	CB	4303	S02	Bachelor's Degree	0.000	Letter grade	Strategy and Policy

Total Credit Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Aug 01, 2017 12:17 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

Current Schedule

Status	Action	CRN	Subj	Crse	Sec
Waitlist on Aug 01, 2017	None Web drop	12511	CB	4303	S02

Total Credit Hours: 0.000

Minimum Hours: 0.000

Maximum Hours: 18.000

Date: Aug 01, 2017 12:17 pm



Academic Regulations
and Records Office

香港城市大學
City University of Hong Kong

Other Scenarios

Scenario 1 – Waitlist seats are available but you do not want to add yourself to the waitlist

Add Classes Worksheet

CRNs

12511

Submit Changes Class Search Reset



Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Section Full - There are 0 student(s) on the waitlist.	None	12511	CB	4303	S02	Bachelor's Degree	3.000	Letter grade	Strategy and Policy

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

Scenario 2 – Course section and its waitlist are both full

Add Classes Worksheet

CRNs

12515

Submit Changes Class Search Reset



Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Section Full - Waitlist is also full.	12515	CB	4303	S06	Bachelor's Degree	3.000	Letter grade	Strategy and Policy

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

No action can be taken. Click "Submit Changes" to start again.



Scenario 3 – A course has multiple components and only some of them are full

Courses Offered in Semester A 2017/18

As of August 01, 2017 14:48 PM

Course : MGT3306 Organizational Behavior and Human Resources Management [[Click here for course catalogue](#)] or [[Click here for registration detail](#)] (use "Back" to return to this page)

Offering Academic Unit: Management

Pre-requisites/precursors (Students should ensure they fulfill the pre-requisites/precursors requirement prior to adding a course.):

FB2300 or CB2300

Exclusive Course (Students are restricted from registration in a course when they have earned credits for an exclusive course.):

MGT3206 MGT3229 MGT3906

CRN	Section	Credit	Campus	WEB	Level	Avail	Cap	Waitlist Avail	Date	Time	Room	Section	Language	
16776	C01	3	Main Campus	Y	B	58	150	10	04/09/2017 - 02/12/2017	R	10:00 - 11:50	AC1 ET-16	TB MGT006	English
17083	T01	0	Main Campus	Y	B	27	30	2	04/09/2017 - 02/12/2017	W	17:00 - 17:50	AC1 G5-133	TB MGT006	English
17084	T02	0	Main Campus	Y	B	Full	30	2	04/09/2017 - 02/12/2017	W	17:00 - 17:50	AC1 G5-133	TB MGT006	English
17085	T03	0	Main Campus	Y	B	Full	30	2	04/09/2017 - 02/12/2017	W	17:00 - 17:50	AC1 G5-133	TB MGT006	English
17086	T04	0	Main Campus	Y	B	3	30	2	04/09/2017 - 02/12/2017	W	17:00 - 17:50	AC1 G5-133	TB MGT006	English
17087	T05	0	Main Campus	Y	B	28	30	2	04/09/2017 - 02/12/2017	W	14:00 - 14:50	AC1 T5-205	RWAN Andy	English

C01 (lecture) is not yet full;
58 seats are available.

T02 (tutorial) is full; 2 waitlist
seats are available.

Scenario 3 (cont'd) – A course has multiple components and only some of them are full

Add Classes Worksheet

CRNs

Submit Changes **Class Search** **Reset**



Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Section Full - There are 0 student(s) on the waitlist	None ▾	17084	MGT	3306	T02	Bachelor's Degree	0.000	Letter grade	Organizational Behavior & HRM
Linked course required (Tutorial)		16776	MGT	3306	C01	Bachelor's Degree	3.000	Letter grade	Organizational Behavior & HRM

Add Classes Worksheet

CRNs

Submit Changes **Class Search** **Reset**

C01 cannot be added as linked section T02 is full

Scenario 3 (cont'd) – A course has multiple components and only some of them are full

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Section Full - There are 0 student(s) on the waitlist.	Waitlist	17084	MGT	3306	T02	Bachelor's Degree	0.000	Letter grade	Organizational Behavior & HRM
Linked course required (Tutorial)		16776	MGT	3306	C01	Bachelor's Degree	3.000	Letter grade	Organizational Behavior & HRM

Add Classes Worksheet

CRNs:

Submit Changes **Class Search** **Reset**

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Linked course required (Tutorial)	16776	MGT	3306	C01	Bachelor's Degree	3.000	Letter grade	Organizational Behavior & HRM
Linked course required (Lecture)	17084	MGT	3306	T02	Bachelor's Degree	0.000	Letter grade	Organizational Behavior & HRM

Add Classes Worksheet

CRNs:

Submit Changes **Class Search** **Reset**

Not successful. You can only either (i) register for all required components which have available seats or (ii) add yourself to the waitlist for all required components that are full.