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# Demonstration: Waitlisting

# Log into AIMS from CityU homepage

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# 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:

nregug001

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.*

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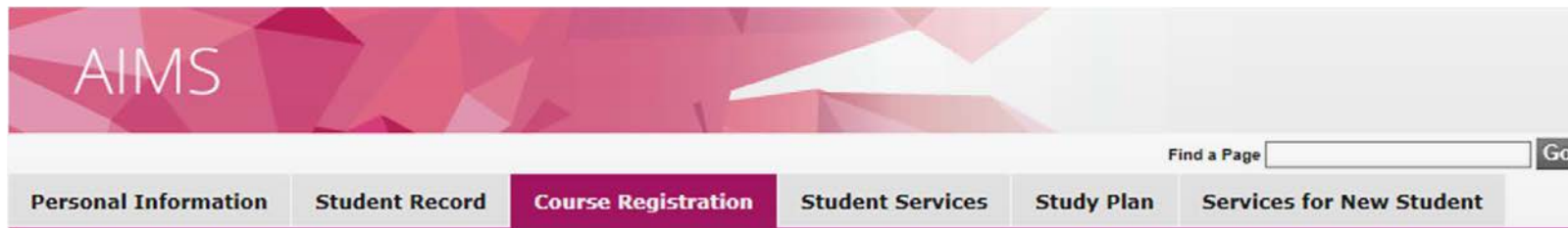
Click "Course Registration" menu

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## Click "Main Menu for Web Add/Drop"



AIMS

Find a Page [                    ] Go

**Personal Information**   **Student Record**   **Course Registration**   **Student Services**   **Study Plan**   **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

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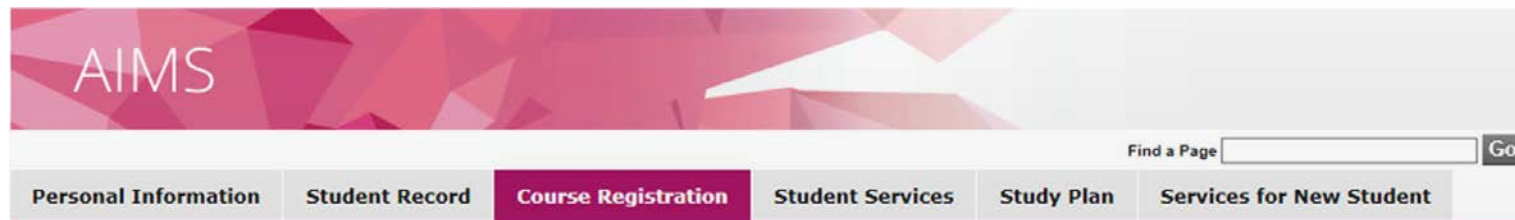
AIMS

Find a Page [        ] Go

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

## 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

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## Click "Add or Drop Classes"

AIMS

Find a Page [          ] Go

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

## Main Menu for Web Add/Drop (Banner 8)

- Select Term
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- Course Registration Records

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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 11:05 an

🔽 **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" und

REGISTRATION ERRORS: In case registration error messages are prompted during web add

**NOTES:**

If you encounter any problems while doing web add/drops, please contact the Academic Regu

Professional Doctorate and Research Degree courses) during office hours. See "Enquiries" in

**Notes to Bachelor's and Associate Degree Students of C**

· 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 ex
  September 2017), students may add additional GE courses if seats are ava

· For details, please refer to the Course Registration website.

**Add Classes Worksheet**

**CRNs**

[     ]  [     ]  [     ]  [     ]  [     ]  [     ]  [     ]

Submit Changes | Class Search | Reset

# Add Classes Worksheet

## CRNs

[          ]  [          ]  [          ]  [          ]  [          ]  [          ]

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

[ Master Class Schedule | View Holds ]

[ Master Class Schedule | View Holds ]

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# Check "Master Class Schedule" (Course Information)

AIMS

Find a Page [ ] Go

**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*

Col. of Business - CB

| 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

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# Check "Master Class Schedule" (Course Section Information)

AIMS

Find a Page [          ] Go

**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**

2 waitlist seats are available.

Waitlist is full.

| CRN | Section | Credit | Campus | WEB | Level | Avail | Cap | Waitlist Avail | Dat | | | | | | | edium 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 - | | | | | P4302 | RYU Wonsang | English |
| 12513 | S04 | 3 | Main Campus | Y | B | 2 | 80 | N | 04/09/2017 - | | | | | G4302 | CHAN Benjamin | English |
| 12514 | S05 | 3 | Main Campus | Y | B | 2 | 80 | N | 04/09/2017 - | | | | | 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 |

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## Adding to waitlist – Input the CRNs 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 CHAN
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 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.

**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 reg register for GE1501 Chinese Civilisation and **a limited number of Gateway Education (GE) courses** de-registered by the system at the end of the student's assigned time slot without prior notice. During th students may add additional GE courses if seats are available.
- For details, please refer to the Course Registration website.

**Add Classes Worksheet**

**CRNs**

[12511] [____] [____] [____]

[Submit Changes] [Class Search] [Reset]

**Add Classes Worksheet**

**CRNs**
[12511] [____] [____] [____] [____] [____] [____]

[Submit Changes] [Class Search] [Reset]

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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
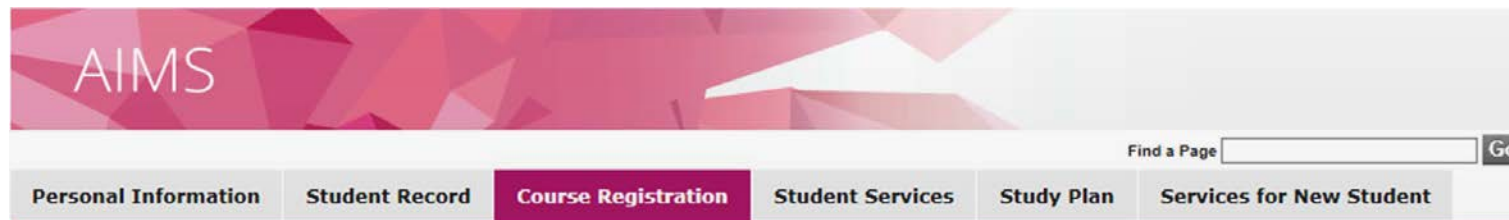Maximum Hours: 18.000
Date: Aug 01, 2017 11:53 am

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

**Add Classes Worksheet**

**CRNs**

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes] [Class Search] [Reset]

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

AIMS

Find a Page [            ] [Go]

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

### 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

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

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# Other Scenarios

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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

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## Scenario 2 – Course section and its waitlist are both full

**Add Classes Worksheet**

**CRNs**

12515

Submit Changes | Class Search | Reset

**❶ 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.

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## 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

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

| CRN | Section | Credit | Campus | WEB | Level | Avail | Cap | Waitlist Avail | Dat | | | | | | ium of ruction |
|-----|---------|--------|--------|-----|-------|-------|-----|----------------|-----|---|---|---|---|---|---|
| 16776 | C01 | 3 | Main Campus | Y | B | 58 | 150 | 10 | 04/09/2017 - 02/12/2017 | R | 10:00 - 11:50 | ACT | LT-18 | 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 - | | | | | | lish |
| 17085 | T03 | 0 | Main Campus | Y | B | Full | 30 | 2 | 04/09/2017 - | | | | | | lish |
| 17086 | T04 | 0 | Main Campus | Y | B | 3 | 30 | 2 | 04/09/2017 - | | | | | | lish |
| 17087 | T05 | 0 | Main Campus | Y | B | 28 | 30 | 2 | 04/09/2017 - 02/12/2017 | M | 14:00 - 14:50 | ACT | Y5-203 | KWAN Andy | English |

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

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

**Add Classes Worksheet**

**CRNs**

| 16776 | 17084 | | | | | | | | |

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

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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 |

Waitlist T02

**Add Classes Worksheet**

Add C01

**CRNs**

| 16776 | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|

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 |

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.

**Add Classes Worksheet**

**CRNs**

| | | | |
|---|---|---|---|

Submit Changes | Class Search | Reset