1. Log onto AIMS from CityU Homepage
2. Click the ‘Course Registration’ Tab and Select ‘Print Add/Drop Form’

3. Check Student Particulars and Current Schedule
   - Your student particulars and current schedule for the semester/term are listed on the Add/Drop Form.
4. **Complete the Information for Adding and/or Dropping of Courses**
   - For adding courses: Type in the CRNs of the course sections you wish to add under the heading ‘Add Courses (Enter CRNs)’.  
   - For dropping courses: Check the box against the CRN of the course section you wish to drop under the heading ‘Mark Courses to Drop in Current Schedule’.  
   - Click the ‘Continue’ button at the bottom of the page.

---

**Print Add/Drop Form for Off-line Processing (Summer 2013)**

- This form is a tool to facilitate students in submitting add/drop requests for courses which are NOT web-enabled. Tick the box against the CRN you wish to drop and type the CRNs of course sections you wish to add. Then press the ‘Continue’ button at the bottom of the page.
- For web-enabled courses: If you were unable to add a course on the web due to registration restrictions and requires a waiver, you can also print an Add/Drop Form to submit your request. Mark the reasons clearly on the form.
- You should submit your request to the course-offering academic unit for approval. Please use separate form for each course-offering academic unit if you need to submit your request to different units.

---

**Student Information**

- **Programme**: Beng Materials Engineering (REMAE)
- **Mode of Study**: Full-time
- **Maximum Hours**: 7

**Courses to Add/Drop**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Title</th>
<th>Section</th>
<th>Web Status</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>15772</td>
<td>Calc &amp; Basic Linear Algebra II</td>
<td>CA1</td>
<td>No</td>
<td>15:00 - 17:00 T</td>
</tr>
<tr>
<td>15781</td>
<td>Calc &amp; Basic Linear Algebra II</td>
<td>TA1</td>
<td>No</td>
<td>15:00 - 17:00 W</td>
</tr>
<tr>
<td>15866</td>
<td>Occupn Health &amp; Safety Mgt 3</td>
<td>C61</td>
<td>No</td>
<td>10:00 - 13:00 W</td>
</tr>
<tr>
<td>15867</td>
<td>Occupn Health &amp; Safety Mgt 3</td>
<td>L61</td>
<td>No</td>
<td>09:00 - 11:50 W</td>
</tr>
</tbody>
</table>

---

**For adding courses**

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**For dropping courses**
5. Print the Add/Drop Form

- Your current schedule, courses you wish to add or drop are shown on the Add/Drop Form.

- Use the browser print function to print a hardcopy of the form. Then sign and submit it to the course-offering academic unit for approval.

- Please use separate form for each course-offering academic unit if you need to submit your request to different units.

---

**Add/Drop Form (Summer 2013)**

1. Your current schedule, courses you wish to drop and courses you wish to add are displayed. Use the browser print function to print a hardcopy of this Add/Drop Form. Then sign and submit it to the course-offering academic unit for approval. Please use separate form for each course-offering academic unit if you need to submit your request to different units. You will be notified by email of all successful add/drops.

2. In accordance with the Academic Regulations, the maximum and minimum academic loads of students are as follows:

   For students in Colleges and Schools:
   - In each semester, full-time students must register for courses to a total of at least twelve credit units, and for not more than eighteen credit units.
   - Part-time students must register for courses to a total of not more than eleven credit units, and combined mode students must register for courses for not more than eighteen credit units.
   - In the Summer Term, students may not register for courses to a total of more than seven credit units.

   For students in the Community College (CCoB):
   - In each semester, students must register for courses for not more than eighteen credit units.
   - In the Summer Term, students may not register for courses to a total of more than nine credit units.

   If under VERY EXCEPTION CIRCUMSTANCES you need to seek an exception to the Regulations, please submit an 'Exceed Maximum Study Load' or 'Reduced Study Load' application to your home academic unit for approval.

3. Part-time students who take more than 11 credits in a semester will be charged the equivalent full-time tuition fee.

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**Student Name:**

**Programme:** BEng Materials Engineering (BEMATE)

**Major:** Materials Engineering (MFE)

**Mode of Study:** Full-time

**Academic Standing:**

**Maximum Hours:** 7

**Term:** Summer 2013

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**As of April 15, 2013 15:35 PM**

**Current Schedule**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Section Title</th>
<th>Cr Web Status Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>15772</td>
<td>MA1201</td>
<td>C1 Calc &amp; Basic Linear Algebra I</td>
<td>D No RE 15:00 - 17:50 T</td>
</tr>
<tr>
<td>15781</td>
<td>MA1201</td>
<td>TA1 Calc &amp; Basic Linear Algebra I</td>
<td>D No RE 15:00 - 17:50 W</td>
</tr>
<tr>
<td>15866</td>
<td>SEE4023</td>
<td>C61 Occup &amp; Health &amp; Safety Ngt</td>
<td>D No RE 19:00 - 21:50 M</td>
</tr>
<tr>
<td>15867</td>
<td>SEE4023</td>
<td>L61 Occup &amp; Health &amp; Safety Ngt</td>
<td>D No RE 09:00 - 11:50 W</td>
</tr>
</tbody>
</table>

**Request to Drop Following Courses**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Section Title</th>
<th>Cr Web Status Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>15866</td>
<td>SEE4023</td>
<td>C61 Occup &amp; Health &amp; Safety Ngt</td>
<td>D No RE 19:00 - 21:50 M</td>
</tr>
<tr>
<td>15867</td>
<td>SEE4023</td>
<td>L61 Occup &amp; Health &amp; Safety Ngt</td>
<td>D No RE 09:00 - 11:50 W</td>
</tr>
</tbody>
</table>

**Request to Add Following Courses**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Section Title</th>
<th>Cr Available Place</th>
<th>Web Date &amp; Time</th>
<th>Decision Name &amp; Signature (with Stamp) Date &amp; Time</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>10839</td>
<td>EE3002</td>
<td>L61 Electronic Product Design</td>
<td>2 30 No</td>
<td>19:00 - 21:50 T</td>
<td>19:00 - 21:50 T</td>
<td>Sign Here</td>
</tr>
<tr>
<td>15821</td>
<td>CS2611</td>
<td>S01 Seminar on Contemporary Tech</td>
<td>1 17 No</td>
<td>TBA</td>
<td>TBA</td>
<td></td>
</tr>
</tbody>
</table>

**Student’s Signature:**

**Date:**

---

**Notes to Course Offering Academic Units:**

1. Please indicate ‘Approved’ or ‘Not Approved’ in the ‘Decision’ box for the course offered by your academic unit.

2. When approving an ‘Add Course’ request, please check if the student has fulfilled the course registration restriction requirements and seats are still available. Accepting an additional student on the course section signifies that the academic unit agrees to waive any restrictions and increase the section capacity. Please indicate in the ‘Remarks’ box if update of section capacity is not required.

3. Please pass the form to the Academic Regulations and Records Office for further processing.