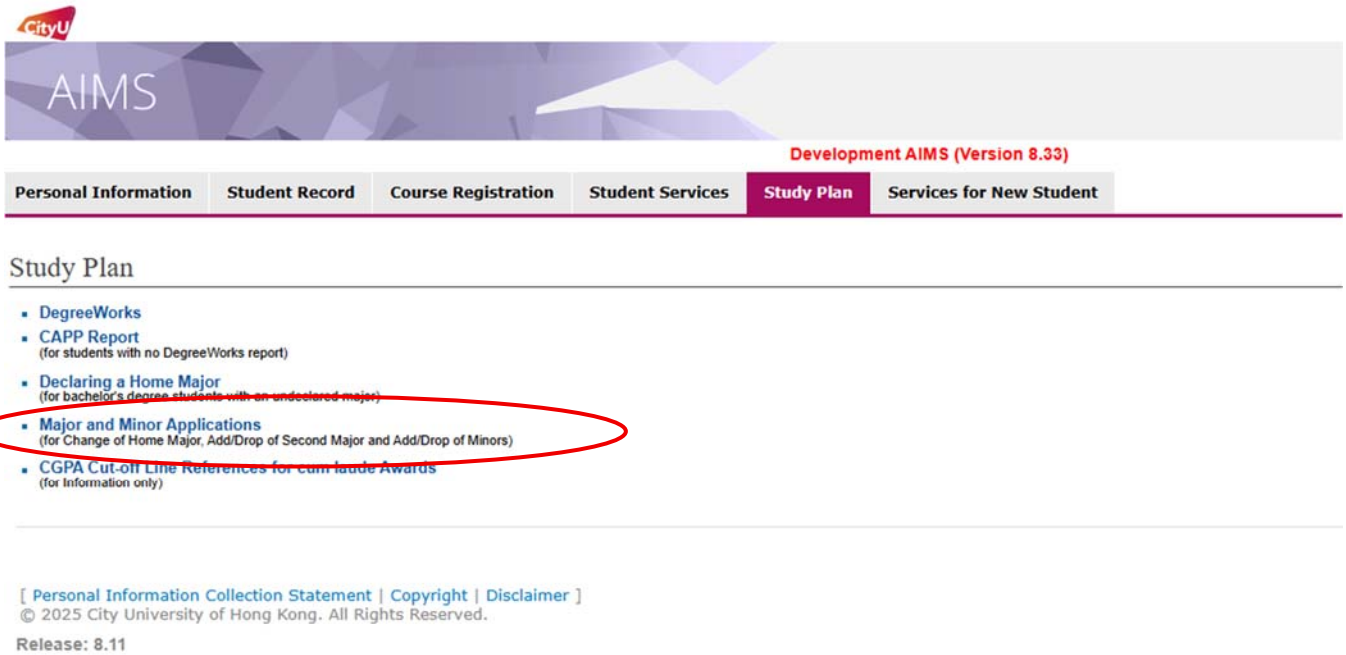


# Steps for Submitting Request on Adding a Minor

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



CityU  
AIMS  
Development AIMS (Version 8.33)

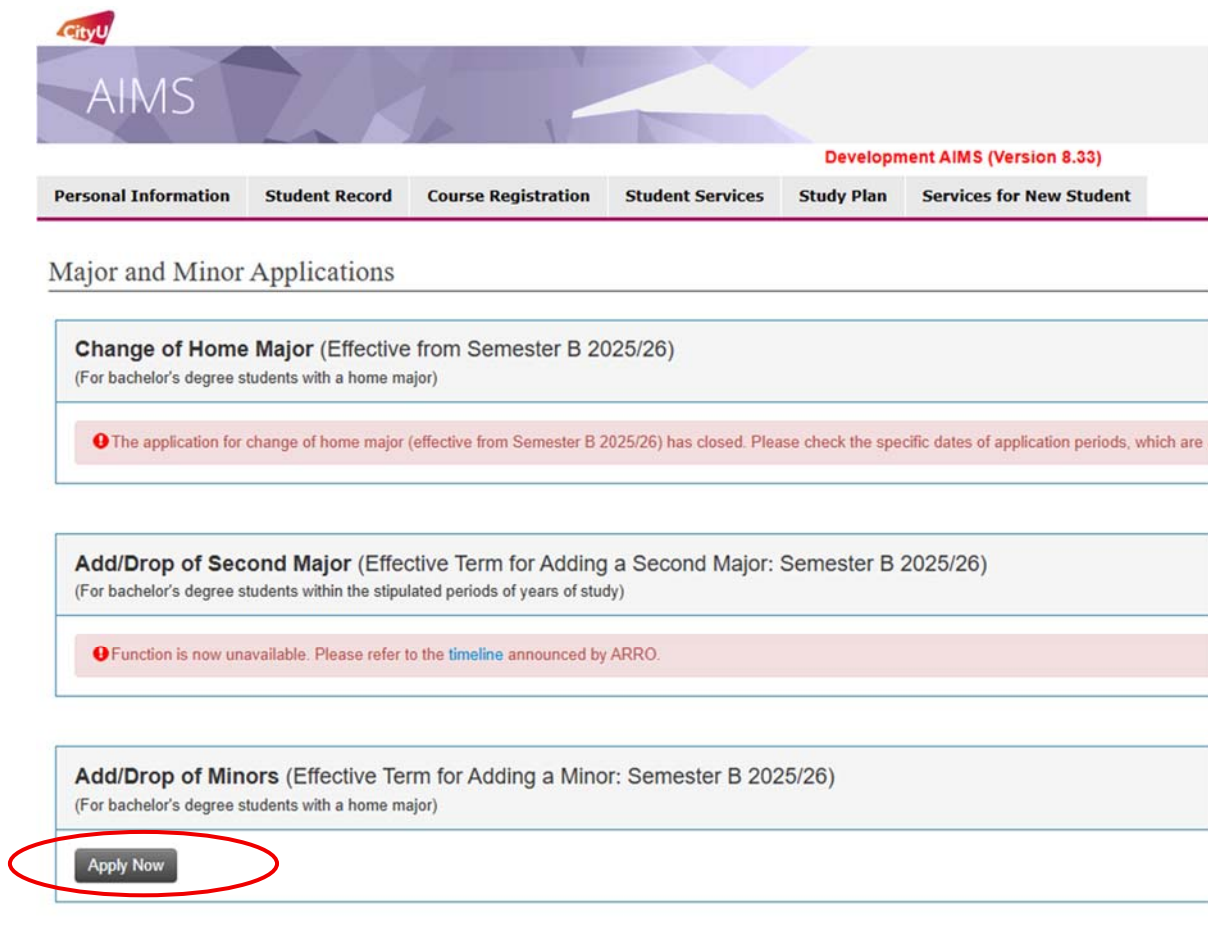
Personal Information Student Record Course Registration Student Services **Study Plan** Services for New Student

### Study Plan

- 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)
- CGPA Cut-off Line References for Cum laude Awards  
(for Information only)

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Release: 8.11

2. Select “Apply Now”



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### Major and Minor Applications

**Change of Home Major** (Effective from Semester B 2025/26)  
(For bachelor's degree students with a home major)

❗ The application for change of home major (effective from Semester B 2025/26) has closed. Please check the specific dates of application periods, which are

**Add/Drop of Second Major** (Effective Term for Adding a Second Major: Semester B 2025/26)  
(For bachelor's degree students within the stipulated periods of years of study)

❗ Function is now unavailable. Please refer to the [timeline](#) announced by ARRO.

**Add/Drop of Minors** (Effective Term for Adding a Minor: Semester B 2025/26)  
(For bachelor's degree students with a home major)

**Apply Now**

# Steps for Submitting Request on Adding a Minor

## 3. Read carefully the Points to Note, and select “Add Minor”

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

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Add/Drop of Minors (Effective Term for Adding a Minor: Semester B 2025/26)

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 (Effective from Semester B 2025/26)

Name :	Student ID :
Email Address :	Phone No. : 1 _____
Home Academic Unit :	Student Type : Regular Student
Programme :	Cohort : _____
Degree :	
Home Major :	
Maximum Credit Units Permitted :	

**Points to Note:**

- Requests for add/drop of minors must be submitted via this online system by **4 November 2025 (at 23:00)**. 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 are not allowed to re-add the same minor within the same application period after submitting a request to drop that minor.
- Students can view the results of their requests for adding minors through this online system from **4 November 2025**, which are displayed under “Status of Your Add/Drop Request” as provided below. No separate 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 the catalogue.
- For this round of approved declaration of minors, please note that the catalogue term for the minor requirements is “**Semester B 2025/26**”. Students should therefore enroll in courses for the minor provided under this term.
- Students who wish to declare a minor should check beforehand if the credit load of their curriculum (degree/major requirements + LC0200A & LC0200B/CHIN1001, if applicable) allows them to take on the requested minor (Advanced Standing I) & II (Advanced Standing II) permitted by the University. For details of the curriculum requirement of the requested minor, please refer to the [Programmes and Courses website](#) or run the [Programme and Course Search](#) tool.
- If a student wishes to declare a minor, and the study of the minor will result in exceeding the maximum credit limit permitted by the University, the student should indicate the number of extra credit units required and submit the minor declaration to their home academic units for verification and endorsement via this online system. Final approval rests with the Associate Provost (Academic Affairs). If a request is not approved, 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 for adding a minor should be further approved by the relevant academic unit >> new receiving major-offering academic unit). If the change of major will result in exceeding the maximum credit limit, the approval for adding a minor will be rescinded and the students concerned will be notified.

**Add Minor**

## 4. Select the minor to add from the list, you may enter your tentative study plan and any additional information in the relevant boxes (optional)

Development AIMS (Version 8.33)

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

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Add/Drop of Minors (Effective Term for Adding a Minor: Semester B 2025/26)

### Add Minor

Student Information (Effective from Semester B 2025/26)

Name :	Student ID :
Email Address :	Phone No. : 1 _____
Home Academic Unit :	Student Type : Regular Student
Programme :	Cohort : _____
Degree :	
Home Major :	
Maximum Credit Units Permitted :	

Application Period : 4 - 4 November 2025 (at 23:00)   Announcement of Results : 4 November 2025

Add Minor :

Tentative Study Plan (Please indicate courses that you have taken/plan to take)

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

Additional Information You Want to Provide:

## Steps for Submitting Request on Adding a Minor

Select “**Yes**” or “**No**” to indicate if your study of the requested minor will result in exceeding the maximum credit limit. If yes, indicate the number of extra credit units required and provide justifications to support your request. Select “**Continue**” to review your request

**1. Will the study of your requested minor result in exceeding the maximum credit limit?**

(Please refer to the [Programmes and Courses website](#) for the curriculum of the requested minor or run the “What-If” audit in DegreeWorks to see if the credit load of your curriculum allows you to add a minor without exceeding the maximum credit limit.)

No

Yes

**2. If yes, you must complete the following before submission of this request:**

(a) Number of extra credit units requested:

(b) Justifications for declaring the minor which will result in exceeding the maximum credit limit:

Uploaded Document:

Nil

[Upload Documents Online](#)

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

Development AIMS (Version 8.33)

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

Add/Drop of Minors (Effective Term for Adding a Minor: Semester B 2025/26)

#### Add Minor

Student Information (Effective from Semester B 2025/26)

Name	:	7	Student ID	:	
Email Address	:		Phone No.	:	
Home Academic Unit	:		Student Type	:	Regular Student
Programme	:		Cohort	:	
Degree	:				
Home Major	:				
Maximum Credit Units Permitted	:				

Application Period : 4 - 4 November 2025 (at 23:00)      Announcement of Results : 4 November 2025

Add Minor : Computing

#### Information on the Minor:

A student can apply for the Minor in Computing award provided that the student satisfies the following :

1. having acquired 15 credits of CS courses with an average GPA of 2 or higher; and
2. of the courses taken that constitute the 15 credits in 1 above, the following constraints should be observed :

Note on Mutually Exclusive: A course, such as CS2161 is exclusive with CS2204, meaning that when students choose CS2161, they cannot use CS2204 to fulfill the Minor in Computing requirements.

Students of the following major programme cannot take the Minor in Computing:  
BSc Computer Science  
BEng Computer Engineering  
BSc Creative Media

Tentative Study Plan : -

(Please indicate courses that you have taken/plan to take) -

-

-

-

-

-

#### Additional Information You Want to Provide:

Nil

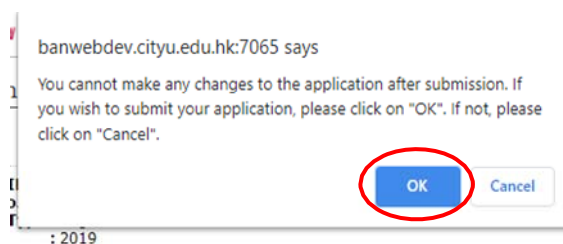
**1. Will the study of your requested minor result in exceeding the maximum credit limit?**

(Please refer to the [Programmes and Courses website](#) for the curriculum of the requested minor or run the “What-If” audit in DegreeWorks to see if the credit load of your curriculum allows you to add a minor without exceeding the maximum credit limit.)

No

Uploaded Document:

Nil



: 2019

# Steps for Submitting Request on Adding a Minor

6. You may check the status of your request accordingly

## Add/Drop of Minors (Effective Term for Adding a Minor: Semester B 2025/26)

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 (Effective from Semester B 2025/26)

<b>Name</b>	: V	<b>Student ID</b>	:
<b>Email Address</b>	: t	<b>Phone No.</b>	: .....
<b>Home Academic Unit</b>	: l	<b>Student Type</b>	: Regular Student
<b>Programme</b>	: l	<b>Cohort</b>	: :
<b>Degree</b>	: l		
<b>Home Major</b>	: l		
<b>Maximum Credit Units Permitted</b>	: .....		

### Points to Note:

- Requests for add/drop of minors must be submitted via this online system **by 4 November 2025 (at 23:00)**. 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 are not allowed to re-add the same minor within the same application period after submitting a request to drop that minor.
- Students can view the results of their requests for adding minors through this online system **from 4 November 2025**, which are displayed under "Status of Your Add/Drop Request" as provided below. No separate emails will be 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.
- For this round of approved declaration of minors, please note that the catalogue term for the minor requirements is "**Semester B 2025/26**". Students should therefore enroll in courses for the minor provided under its Semester.
- Students who wish to declare a minor should check beforehand if the credit load of their curriculum (degree/major requirements + LC0200A & LC0200B/CHIN1001, if applicable) allows them to take on the requested minor (Advanced Standing I)/ 84 (Advanced Standing II) permitted by the University. For details of the curriculum requirement of the requested minor, please refer to the [Programmes and Courses website](#) or run the "What-If" audit courses are required for the requested minor.
- If a student wishes to declare a minor, and the study of the minor will result in exceeding the maximum credit limit permitted by the University, the student should indicate the number of extra credit units requested for him/h (provided) and submit the minor declaration to their home academic units for verification and endorsement via this online system. Final approval rests with the Associate Provost (Academic Affairs). If a request for exceeding t will 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 for adding a minor should be further approved by the new receiving unit >> new receiving major-offering academic unit). If the change of major will result in exceeding the maximum credit limit, the approval for adding a minor will be rescinded and the students concerned will not be allowed

### Status of Your Add/Drop Request

Your Request	Minor	Status	Comments from Home Academic Unit	Comments from Minor-offering Academic Unit
<a href="#">Add Minor</a>	Computing			

As of November 04, 2025 12:16 PM

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## Major and Minor Applications

### Change of Home Major (Effective from Semester B 2025/26)

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

❗ The application for change of home major (effective from Semester B 2025/26) has closed. Please check the specific dates of application periods, which are available on the [Academic Regulations and Records Office website](#).

### Add/Drop of Second Major (Effective Term for Adding a Second Major: Semester B 2025/26)

(For bachelor's degree students within the stipulated periods of years of study)

❗ Function is now unavailable. Please refer to the [timeline](#) announced by ARRO.

### Add/Drop of Minors (Effective Term for Adding a Minor: Semester B 2025/26)

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

Date	Request	Minors	Status	
28 Oct 2025	Add Minor	Computing		<a href="#">View</a>