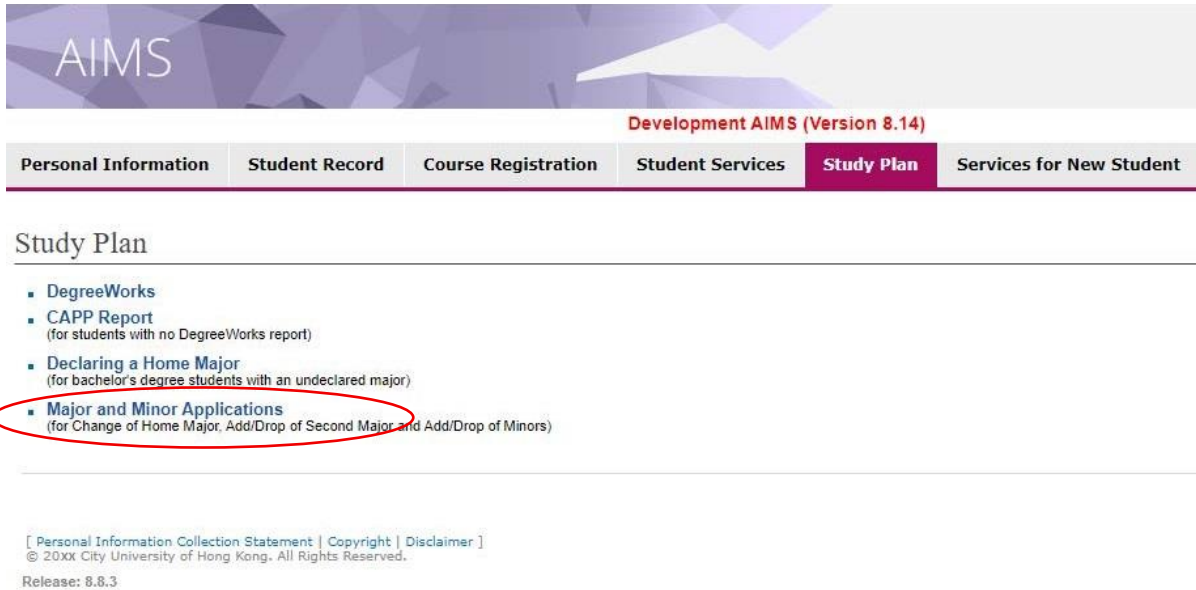


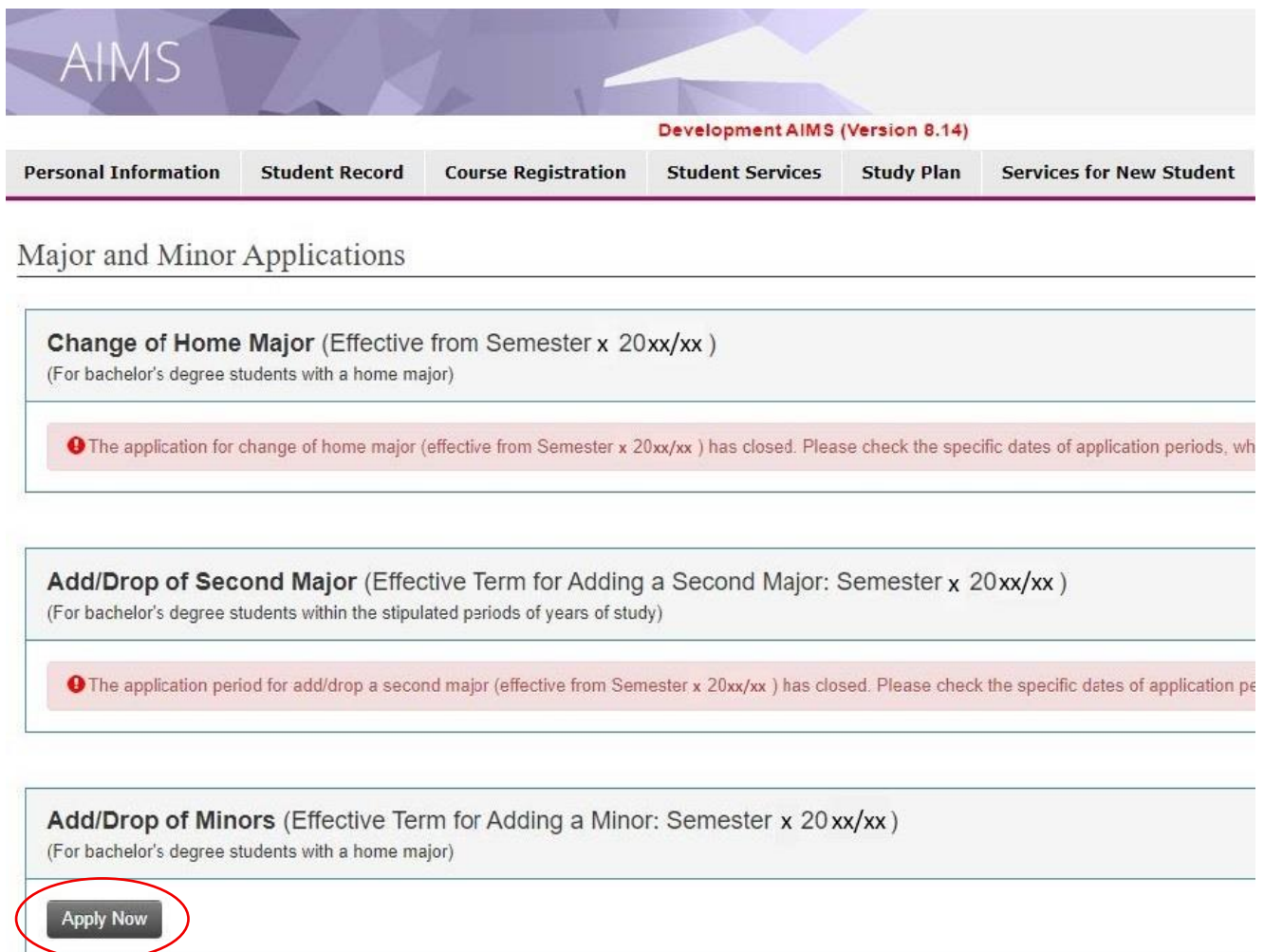
Steps for Submitting Request on Dropping a Minor

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



The screenshot shows the AIMS system interface. At the top, there is a header with the AIMS logo and the text "Development AIMS (Version 8.14)". Below the header is a navigation bar with several tabs: "Personal Information", "Student Record", "Course Registration", "Student Services", "Study Plan", and "Services for New Student". The "Study Plan" tab is selected and highlighted in purple. Below the navigation bar, the "Study Plan" section is displayed, containing a list of options: "DegreeWorks", "CAPP Report (for students with no DegreeWorks report)", "Declaring a Home Major (for bachelor's degree students with an undeclared major)", and "Major and Minor Applications (for Change of Home Major, Add/Drop of Second Major and Add/Drop of Minors)". The "Major and Minor Applications" option is circled in red. At the bottom of the page, there is a footer with the text: "[Personal Information Collection Statement | Copyright | Disclaimer] © 20xx City University of Hong Kong. All Rights Reserved. Release: 8.8.3".

2. Select "Apply Now"



The screenshot shows the AIMS system interface for "Major and Minor Applications". At the top, there is a header with the AIMS logo and the text "Development AIMS (Version 8.14)". Below the header is a navigation bar with several tabs: "Personal Information", "Student Record", "Course Registration", "Student Services", "Study Plan", and "Services for New Student". The "Study Plan" tab is selected and highlighted in purple. Below the navigation bar, the "Major and Minor Applications" section is displayed, containing three main sections: "Change of Home Major (Effective from Semester x 20xx/xx) (For bachelor's degree students with a home major)", "Add/Drop of Second Major (Effective Term for Adding a Second Major: Semester x 20xx/xx) (For bachelor's degree students within the stipulated periods of years of study)", and "Add/Drop of Minors (Effective Term for Adding a Minor: Semester x 20xx/xx) (For bachelor's degree students with a home major)". Each section has a red warning icon and a message indicating that the application period has closed. Below the "Add/Drop of Minors" section, there is a button labeled "Apply Now" which is circled in red.

Steps for Submitting Request on Dropping a Minor

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

Development AIMS (Version 8.14) Find a Page

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

Add/Drop of Minors (Effective Term for Adding a Minor: Semester x 20xx/xx)

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.

Name :		Student ID :	
Email Address :		Phone No. :	
Home Academic Unit :	Information Systems (IS)	Student Type :	Regular Student
Programme :	Bachelor of Business Admin (BBAU4)	Cohort :	20xx
Degree :	Bachelor of Bus Admin (BBA1)		
Home Major :			
Second Major :			
Minor :	Supply Chain Management		
Maximum Credit Units Permitted :	144		

Points to Note:

- Requests for add/drop of minors must be submitted via this online system [by 3 March 20xx \(at 23:59\)](#). 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 20xx](#), which are displayed under “Status of Your Add/Drop Request” as provided below. No separate emails will be 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 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 x 20xx/xx](#)”. Students should therefore enroll in courses for the minor provided under its Semester x 20xx/xx curriculum.
- 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 without exceeding the maximum credit limit of 144 (normative 4-year degree)/ 114 (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 in DegreeWorks, which allows them to hypothetically declare a minor, showing them what 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/her to complete the declared minor (justification in support of the request should be 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 the maximum credit limit is not approved, the academic unit’s approval for adding the minor 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 major-offering academic unit (i.e., current home academic unit >> minor-offering 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 not be allowed to add the minor.

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

Development AIMS (Version 8.14)

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 x 20xx/xx)

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 :	20xx
Degree :	Bachelor of Bus Admin (BBA1)		
Home Major :			
Second Major :			
Minor :	Supply Chain Management		
Maximum Credit Units Permitted :	144		

Application Period : 1 - 3 March 20xx (at 23:59) **Announcement of Results** : 5 March 20xx

Drop Minor :

Steps for Submitting Request on Dropping a Minor

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

Development AIMS (Version 8.14)

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 x 20xx/xx)

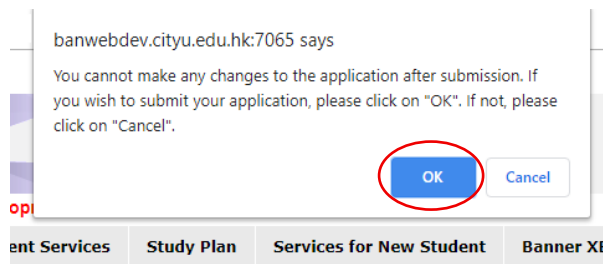
Drop Minor

Name : **Student ID** :
Email Address : **Phone No.** :
Home Academic Unit : Information Systems (IS) **Student Type** : Regular Student
Programme : Bachelor of Business Admin (BBAU4) **Cohort** : 20xx
Degree : Bachelor of Bus Admin (BBA1)
Home Major :
Second Major :
Minor : Supply Chain Management
Maximum Credit Units Permitted : 144

Application Period : 1 - 3 March 20xx (at 23:59)

Announcement of Results : 5 March 20xx

Drop Minor : [Supply Chain Management](#)



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 20xx \(at 23:59\)](#). 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 20xx](#), which are displayed under "Status of Your / 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 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 x 20xx/xx](#)". Students should Semester x 20xx/xx 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 I)/ 84 (Advanced Standing II) permitted by the Uni minor, 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, and 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 Affairs). If a request for exceeding the maximum credit limit is not approved, the academic unit's approval is 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 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.

Add Minor

Status of Your Add/Drop Request

Your Request	Minor	Status	Comments from Home Academic Unit	Comments from Minor-offering Academic Unit
Drop Minor	Supply Chain Management	Pending		

As of March 03, 20xx 11:00 AM


Development AIMS (Version 8.14)

Personal Information	Student Record	Course Registration	Student Services	Study Plan	Services for New Student
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Major and Minor Applications


Change of Home Major (Effective from Semester x 20xx/xx)

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

 The application for change of home major (effective from Semester x 20xx/xx) has closed. Please check the specific dates of application periods, wh

Add/Drop of Second Major (Effective Term for Adding a Second Major: Semester x 20xx/xx)

(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 x 20xx/xx) has closed. Please check the specific dates of application pe

Add/Drop of Minors (Effective Term for Adding a Minor: Semester x 20xx/xx)

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

Date	Request	Minors	Status	
03 Mar 20xx	Drop Minor	Supply Chain Management	Pending	View

Apply Now