

Steps for Add/Drop of Minors

Getting Started

1. Log onto CityU Portal
2. Select AIMS
3. Click on 'Study Plan' menu and then choose 'Add/Drop of Minors'

To Add a Minor

4. Choose 'Add Minor'
5. Select the Minor that you wish to add
6. Enter your tentative study plan and any additional information in the relevant boxes
7. Select 'Yes' or 'No' to indicate if your study of the requested minor will result in exceeding the maximum credit limit (144 for normative 4-year degree / 114 for Advanced Standing I / 84 for Advanced Standing II) permitted by the University
8. If yes, indicate the number of extra credit units requested and provide justifications in support of your request
9. Click on 'Continue' to view your entry and then click on 'Confirm' to complete the declaration of minor

Points to Note:

- Changes to the request CANNOT be made after submission.
- If you have indicated 'Yes' on item 6 above, you must indicate the number of extra credit units requested and provide justifications before submission of the minor declaration.
- If you have previously been granted extra credit units above the maximum credit limit (e.g. due to change of home major), you cannot apply for adding a minor.

To Drop a Minor (option available to students with minor(s) previously added prior to the current semester)

10. Choose 'Drop Minor'
11. Select the Minor that you wish to drop
12. Click on 'Continue' to view your entry and then click on 'Confirm' to complete the drop of minor request.

(Please note that changes to the request CANNOT be made after submission.)