

Demonstration: Print Add/Drop Form

1. Log onto AIMS from CityU Homepage



The screenshot shows the CityU homepage with a dropdown menu open. The 'AIMS' link is circled in orange and highlighted with a yellow arrow. The menu also includes options for 'Login to ...', 'Portal', 'Canvas', 'CAP', 'Email', 'CityUWiki', and 'Blackboard'. The 'Role ...' section includes 'Student' and 'Alumni'.

Quick Links Search CityU ENG · 繁 · 簡

Login to ... Role ...

Portal Student

Canvas

AIMS

Alumni

CAP

Email

CityUWiki

Blackboard

香港城市大學
City University of Hong Kong
三十周年紀念 30th Anniversary
專業 創新 胸懷全球
Professional · Creative
For The World

Very-enriched Curriculum
Students the chance to make an original discovery

Integrating teaching and research

My CityU

Prospective Students

CityU tube

A year of celebrations

A Year of Celebrations

Useful Links:

- Academic Calendar
- From the President's Desk

CityU is committed to nurturing and developing students' talent and creating applicable knowledge to support social and economic advancement.

2. Click the 'Course Registration' Tab and Select 'Print Add/Drop Form'

City University of Hong Kong | How to Navigate | Site Map | Help | Exit

AIMS Development

Development AIMS (Version 8.5) Find a Page Go

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

Course Registration

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)

- Select Term
- Look Up Classes
- Add or Drop Classes
- Print Add/Drop Form**
- Weekly Schedule
- My Detail Schedule
- Registration Status and Time Ticket
- Exceed Maximum Study Load Application
- Reduced Study Load Application
- Course Registration Records
- Course Selection for Pre-registration
- Request for Courses by Minor (for BBA students only)

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 Email: esu@cityu.edu.hk
 Release: 8.5

3. Check Student Particulars and Current Schedule

- Your student particulars and current schedule for the semester/term are listed on the Add/Drop Form.

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

i. 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.

ii. 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.

iii. 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 Name : [Redacted] **Term :** Summer 2013
Programme : BEng Materials Engineering (BEMATE) **Cohort :** 2008
Major : Materials Engineering (MAE) **Minor :** Computing (COMP)
Mode of Study : Full-time **Residence Status :** Non-local (Student Visa)
Academic Standing : [Redacted] **Enrolment Status :** Enrolled
Maximum Hours : 7 **Credits Earned :** [Redacted]
Email : [Redacted] **Contact Phone :** [Redacted]

As of April 12, 2013 12:00 PM

Mark Courses to Drop in Current Schedule

Drop?	CRN	Course	Section Title	Cr	Web	Status	Date & Time
<input type="checkbox"/>	15772	MA1201	CA1 Calc & Basic Linear Algebra II	3	No	RE	15:00 - 17:50 T 15:00 - 17:50 W
<input type="checkbox"/>	15781	MA1201	TA1 Calc & Basic Linear Algebra II	0	No	RE	18:00 - 18:50 T 18:00 - 18:50 W
<input type="checkbox"/>	15866	SEEM4023	C61 Occupn'l Health & Safety Mgt	3	No	RE	19:00 - 21:50 M 19:00 - 21:20 W
<input type="checkbox"/>	15867	SEEM4023	L61 Occupn'l Health & Safety Mgt	0	No	RE	09:00 - 11:50 W 09:00 - 11:50 W


Add Courses (Enter CRNs)
 CRN CRN CRN CRN CRN

Current Schedule

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)

 i. 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.

ii. 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.


iii. 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 Name : [REDACTED] **Term :** Summer 2013
Programme : BEng Materials Engineering (BEMATE) **Cohort :** 2008
Major : Materials Engineering (MAE) **Minor :** Computing (COMP)
Mode of Study : Full-time **Residence Status :** Non-local (Student Visa)
Academic Standing : **Enrolment Status :** Enrolled
Maximum Hours : 7 **Credits Earned :** [REDACTED]
Email : [REDACTED] **Contact Phone :** [REDACTED]

As of April 15, 2013 15:15 PM


Mark Courses to Drop in Current Schedule

Drop?	CRN	Course	Section	Title	Cr	Web	Status	Date & Time
<input type="checkbox"/>	15772	MA1201	CA1	Calc & Basic Linear Algebra II	3	No	RE	15:00 - 17:50 T 15:00 - 17:50 W
<input type="checkbox"/>	15781	MA1201	TA1	Calc & Basic Linear Algebra II	0	No	RE	18:00 - 18:50 T 18:00 - 18:50 W
<input checked="" type="checkbox"/>	15866	SEEM4023	C61	Occupn'l Health & Safety Mgt	3	No	RE	19:00 - 21:50 M 19:00 - 21:20 W
<input checked="" type="checkbox"/>	15867	SEEM4023	L61	Occupn'l Health & Safety Mgt	0	No	RE	09:00 - 11:50 W 09:00 - 11:50 W

 For dropping courses

Add Courses (Enter CRNs)

CRN	CRN	CRN	CRN	CRN
15821	10839			

 For adding 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)



- 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.
- 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 (CCCU)

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

Student Name : **Term :** Summer 2013
Programme : BEng Materials Engineering (BEMATE) **Cohort :** 2008
Major : Materials Engineering (MAE) **Minor :** Computing (COMP)
Mode of Study : Full-time **Residence Status :** Non-local (Student Visa)
Academic Standing : **Enrolment Status :** Enrolled
Maximum Hours : 7 **Credits Earned :**
Email : **Contact Phone :**

As of April 15, 2013 15:35 PM

Current Schedule

CRN	Course	Section	Title	Cr	Web	Status	Date & Time
15772	MA1201	CA1	Calc & Basic Linear Algebra II	3	No	RE	15:00 - 17:50 T 15:00 - 17:50 W
15781	MA1201	TA1	Calc & Basic Linear Algebra II	0	No	RE	18:00 - 18:50 T 18:00 - 18:50 W
15866	SEEM4023	C61	Occupn'l Health & Safety Mgt	3	No	RE	19:00 - 21:50 M 19:00 - 21:20 W
15867	SEEM4023	L61	Occupn'l Health & Safety Mgt	0	No	RE	09:00 - 11:50 W 09:00 - 11:50 W

Request to Drop Following Courses

CRN	Course	Section	Title	Cr	Web	Status	Date & Time	Academic Unit's Approval	Remarks
15866	SEEM4023	C61	Occupn'l Health & Safety Mgt	3	No	RE	19:00 - 21:50 M 19:00 - 21:20 W		
15867	SEEM4023	L61	Occupn'l Health & Safety Mgt	0	No	RE	09:00 - 11:50 W 09:00 - 11:50 W		

Request to Add Following Courses

Request to Add Following Courses								For Course Offering Academic Unit's Use			
CRN	Course	Section	Title	Cr	Available Place	Web	Date & Time	Decision	Name & Signature (with Stamp)	Date	Remarks
10839	EE3002	L61	Electronic Product Design	2	30	No	19:00 - 21:50 T 19:00 - 21:50 F				
15821	CS2611	S01	Sem on Contemporary Tech I	1	17	No	TBA				



Sign here

Student's Signature : _____ Date : _____

Notes to Course-offering Academic Unit:

- Please indicate 'Approved' or 'Not Approved' in the 'Decision' box for the course offered by your academic unit.
- 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.**
- Please pass the form to the Academic Regulations and Records Office for further processing.