Demonstration - Web Registration

1. Log onto CityU e-Portal

2. Select AIMS from ‘Useful Links’
3. Click the ‘Course Registration’ Tab

4. Click ‘Registration Status and Time Ticket’ to Check Your Registration Status and the assigned Time Ticket(s)
5. Click ‘Weekly Schedule’ to View Your Schedule
- Check your current schedule before doing any web add/drops.
- The Student Schedule by Day and Time is your timetable in matrix form.

- Full details of your registered courses are listed when you click ‘View Detail Schedule’ at the bottom of your matrix timetable.
6. Use ‘Master Class Schedule’ to search for classes
   - Please refer to “Master Class Schedule Demo” (steps 1 to 6) for detail.
   - Copy down all the CRNs of the course sections you wish to add for next step.

7. Click ‘Add or Drop Classes’ to Add Courses
   - Enter the relevant ‘CRNs’ in this form and click the ‘Submit Changes’ button.
8. Click ‘Add or Drop Classes’ to Drop Courses

- Only the web-enabled course sections will open up the ‘Action’ box. Select ‘Web drop’, then click the ‘Submit Changes’ button.

9. Registration Errors

- After submitting an add course function but the screen returns with “Registration Error” means the add course attempt is unsuccessful.
- You must use the print add/drop form to add such course. Please refer to the “Print Add/Drop Form Demo” for details.

10. Weekly Schedule

- Always refer to the “Weekly Schedule” after you make course changes.