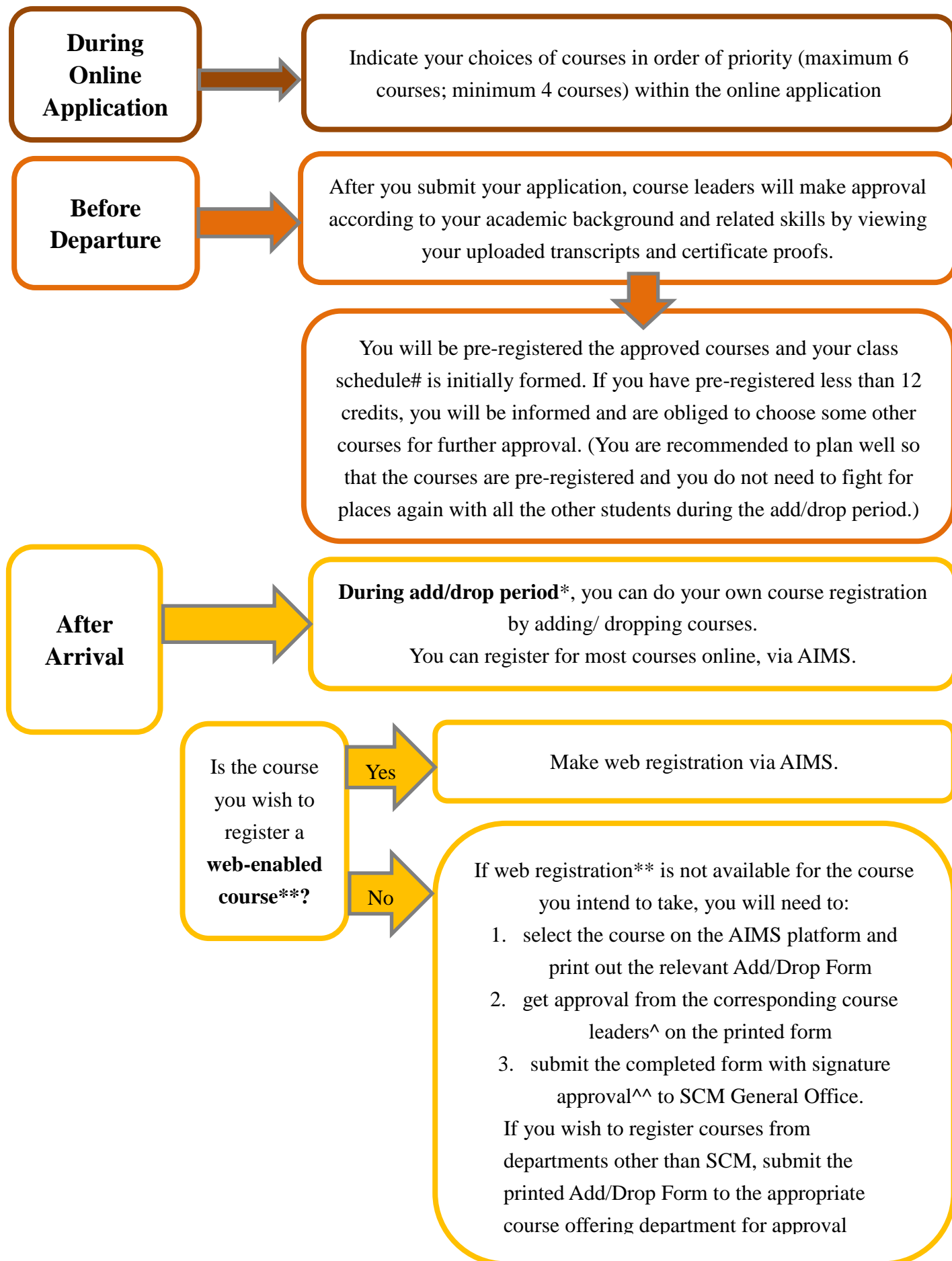


**IMPORTANT**  
**Course registration procedures for inbound students**  
**joining Student Exchange Programme in SCM of CityU**



**After add/drop period**, you may still have to chance to add/drop courses by Paper Add/Drop. You will need to:

1. get a paper add/drop form at the SCM General Office
2. complete to form with justifications and prepare any supporting documents
3. get approval from course leader and submit the form with justifications and supporting documents back to the office. Final decision goes to the Associate Dean/ Dean of SCM.

#### **KEY REFERENCE:**

##### **#How to check your class schedule?**

Check out at AIMS with guideline on the website of Academic Regulations and Records Office (ARRO):

<http://www6.cityu.edu.hk/arro/content.asp?cid=33>

##### **\*When is the add/drop period?**

Check the “Important Dates” at the website: <http://www6.cityu.edu.hk/arro/content.asp?cid=321>

##### **\*\* How to check which are the web-enabled courses?**

View the webpage about “Checking web-enabled courses”

[http://www6.cityu.edu.hk/arro/content.asp?cid=155#checking\\_web\\_courses](http://www6.cityu.edu.hk/arro/content.asp?cid=155#checking_web_courses)

OR

Simply login to AIMS and see if you can do web registration (Some courses do not let exchange students to do web registrations)

##### **How to make web registration?**

Check the “Steps for Web Add/Drops” at <http://www6.cityu.edu.hk/arro/content.asp?cid=155>. To view a demonstration of the screens in AIMS for web registration, click [HERE](#).

**NOTE: GE courses can only be registered by online registration. If the course is full, you must still register online in order to be on the waiting list. For details, please check: [Add/Drop of Gateway Education \(GE\) Courses](#)**

##### **^Who is the course leader?**

Check the “*List of Course Offerings for Incoming Exchange Students*” on the SCM website about Inbound Exchange Programme:

[http://www.scm.cityu.edu.hk/exchange\\_programmes/inbound\\_exchange\\_programme](http://www.scm.cityu.edu.hk/exchange_programmes/inbound_exchange_programme)

^^To get the signature approval from the course leader, you need to contact him/her to make an appointment. In case they are not available to meet and sign the form in person, the General Office also accepts email approval from the course leaders.

For full guidelines of course registration, please refer to the [ARRO website](#).