Arrangement for Registration, 2012-13

All students are required to complete the registration procedures which will take place on the Tseung Kwan O Campus (18 Chui Ling Road, Tseung Kwan O, New Territories) according to the following schedule:

<table>
<thead>
<tr>
<th>Day</th>
<th>Registration Date</th>
<th>Time</th>
<th>Programme</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10 September 2012</td>
<td>9:30 am</td>
<td>Bachelor of Business Administration (Honours) (Year 4)</td>
<td>Room 301</td>
</tr>
<tr>
<td></td>
<td>(Monday)</td>
<td></td>
<td>Associate of Social Science in Social Work (Year 2)</td>
<td>Room 307</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Higher Diploma in Accounting Studies (Year 4)</td>
<td>Room 507</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Higher Diploma in Corporate Management (Year 4)</td>
<td>Room 508</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Higher Diploma in Computing Studies (Year 4)</td>
<td>Room 501</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Higher Diploma in Translation and Interpretation (Year 4)</td>
<td>Room 502</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Higher Diploma in Human Services (Year 4)</td>
<td>Room 503</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11:00 am – 1:00 pm</td>
<td>Retake Applications</td>
<td>Room 522-524</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2:00 – 5:00 pm</td>
<td>Registration for Part-time and Maintenance Students</td>
<td>3/F Foyer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Online Registration for General Education Elective Courses</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:00 pm</td>
<td>Associate of Social Science in Social Work (Part-time Mode) (Year 3)</td>
<td>Room 301</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Online Registration for General Education Elective Courses</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>11 September 2012</td>
<td>9:30 am</td>
<td>Higher Diploma in Accounting Studies (Year 3)</td>
<td>Room 507</td>
</tr>
<tr>
<td></td>
<td>(Tuesday)</td>
<td></td>
<td>Higher Diploma in Corporate Management (Year 3)</td>
<td>Room 508</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Higher Diploma in Computing Studies (Year 3)</td>
<td>Room 501</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Higher Diploma in Translation and Interpretation (Year 3)</td>
<td>Room 502</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Higher Diploma in Human Services (Year 3)</td>
<td>Room 503</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Higher Diploma in Accounting Studies (Year 1)</td>
<td>Room 805</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Higher Diploma in Corporate Management (Year 1)</td>
<td>Room 512</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Higher Diploma in Computing Studies (Year 1)</td>
<td>Room 516</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Higher Diploma in Translation and Interpretation (Year 1)</td>
<td>Room 527</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Higher Diploma in Human Services (Year 1)</td>
<td>Room 514</td>
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<td></td>
<td></td>
<td></td>
<td>Higher Diploma in Social Work (Year 1)</td>
<td>Room 307</td>
</tr>
</tbody>
</table>

[Applicable to students who have completed AD Foundation Year in 2011-12 and will proceed to Year 1 in 2012-13.]
<table>
<thead>
<tr>
<th>Day</th>
<th>Registration Date</th>
<th>Time</th>
<th>Programme</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>September 2012</td>
<td>11:00 am - 1:00 pm</td>
<td>Retake Applications</td>
<td>Room 522-524</td>
</tr>
<tr>
<td>3</td>
<td>(Wednesday)</td>
<td></td>
<td>Online Registration for General Education Elective Courses</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9:30 am</td>
<td>Bachelor of Business Administration (Honours) (Year 1)</td>
<td>Room 301</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Bachelor of Business Administration (Honours) (Year 2)</td>
<td>Room 507</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Bachelor of Business Administration (Honours) (Year 3)</td>
<td>Room 508</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11:00 am - 1:00 pm</td>
<td>Retake Applications</td>
<td>Room 522-524</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2:00 pm – 9:00 pm</td>
<td>Online Registration for General Education Elective Courses</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>7:00 pm</td>
<td>Associate of Social Science in Social Work (Part-time mode) (Year 2)</td>
<td>Room 301</td>
</tr>
<tr>
<td>13</td>
<td>September 2012</td>
<td>9:30 am</td>
<td>Diploma in General Studies</td>
<td>Room 307</td>
</tr>
<tr>
<td>4</td>
<td>(Thursday)</td>
<td></td>
<td>Higher Diploma in Accounting Studies (Foundation Year)</td>
<td>Room 307</td>
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<td></td>
<td></td>
<td></td>
<td>Higher Diploma in Corporate Management (Foundation Year)</td>
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<td>Higher Diploma in Computing Studies(Foundation Year)</td>
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<td>Higher Diploma in Translation and Interpreting (Foundation Year)</td>
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<td></td>
<td></td>
<td></td>
<td>Higher Diploma in Human Services (Foundation Year)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:00 pm</td>
<td>Diploma in General Studies (Part-time Mode)</td>
<td>Room 501</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Higher Diploma in Social Work (Part-time Mode) (Year 1)</td>
<td>Room 301</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Applicable to students who have completed AD Foundation Year (Part-time mode) in 2011-12 and will proceed to Year 1 (Part-time mode) in 2012-13.]</td>
<td></td>
</tr>
</tbody>
</table>

**Registration Procedures**

a. Students can also check the GE registration timeslot and venues for registration and GE registration details via the Institute’s notice board located on 1/F of Lift Lobby, TKO campus on the registration date.

b. New Students should bring the following for registration:
   i. Copy of payment receipt
   ii. HKID card
   iii. Notification of Admission in 2012-13
   iv. One recent passport-sized colour photo with English and Chinese name, HKID no. and the programme enrolled written at the back for production of Student ID card (if it has not been submitted to the Registry.)
   v. Acceptance of Offer (if it has not been submitted to the Registry.)
Orientation Day

The academic year 2012-13 will commence on 17 September 2012 (Monday). All new students are required to attend the Orientation Day. Details will be announced later.

Should you have any enquiries on the above arrangements, please contact our Registry staff at 3653 6600 or via registry@cihe.edu.hk.

Note: In the event of bad weather, the registration activities of a particular day may need to be re-scheduled. Under these circumstances, please refer to the Institute’s website for updated information.